

# **BERKELEY COLLEGE RESTART PLAN NEW YORK CITY MIDTOWN CAMPUS**

## **Introduction**

Berkeley College holds as paramount the health and safety of every member of its community. Maintaining a safe campus is a shared responsibility. The College is engaged in numerous efforts to help reduce the risk of coronavirus (COVID-19) exposure. Efforts include, but are not limited to, increased cleaning and disinfection; reduced capacity in classrooms and common spaces; additional hand sanitizer dispensers and disposable wipes; and requiring daily health screening assessments. It is important that all students, faculty, and staff do their part by wearing a mask or cloth face covering; frequently washing their hands; and maintaining distance from others. All students, faculty, and staff are expected to comply with this plan. Failure to adhere to this plan may result in disciplinary action. Visitors who fail to comply may be removed from campus.

This Restart Plan is specific to Berkeley College's New York City Midtown campus. The College formed a Crisis Management Team in response to the COVID-19 pandemic on or about January 29, 2020. The Crisis Management Team will continue to monitor compliance with federal, state, and local guidelines, discuss challenges, and make recommendations to update this Restart Plan over time as health data and guidance evolves.

The Fall 2020 semester will begin on September 8, 2020. This plan is subject to change. Revised versions will be posted on <http://berkeleycollege.edu/coronavirus>.

## **General Safeguarding**

### **MASKS OR CLOTH FACE COVERINGS**

- Masks or cloth face coverings are required for all students, faculty, staff, and visitors while inside any campus building and on all College shuttles.
  - Masks or cloth face coverings may be temporarily removed while eating or drinking.
  - Masks or cloth face coverings may be temporarily removed by faculty or staff while within the privacy of their own office and so long as no other person is within 6 feet.
- Masks or cloth face coverings are required in all outdoor campus areas when it is not feasible to socially distance and keep a 6-foot distance from others.
- Masks or cloth face coverings must cover the nose, mouth, and chin.

- Students, faculty, and staff are responsible for obtaining their own mask or face covering, and ensuring such face coverings are cleaned regularly (e.g. washing a cloth mask with warm water and soap after each use).
- The College will provide a disposable mask to any student, faculty, staff member, or visitor who does not have their own. The College will maintain a minimum supply of approximately 500 disposable face masks at each campus for as long as such items remain available for purchase. In the event such products become unavailable, the College may procure cloth face coverings as needed.
- Sharing of masks or face coverings is prohibited.
- Any faculty or staff member who is unable to wear a mask or cloth face covering due to disability (such as an underlying health condition) should request an accommodation and contact Human Resources: Eileen Rizzo, [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu). Associates who receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.
- Any student who is unable to wear a mask or cloth face covering due to a disability (such as an underlying health condition) should request an accommodation through Disability Services: <https://berkeleycollege.edu/admissions/disability-services/index.html>. Students who receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.

#### ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face shields must be worn by faculty and students in all computer labs during laboratory class instruction. Face shields will be provided by the College.
- Face shields will be provided to any faculty member upon request. Requests should be directed to the administrative assistant of each School.
- Students, faculty, and staff are responsible for ensuring their face shields are cleaned after each use.

#### SOCIAL DISTANCING

- Social distancing means keeping at least 6 feet of distance from others.
- Social distancing is required in all areas on campus where it is feasible to maintain at least 6 feet of distance between other individuals. This includes outdoor areas and parking lots.
- Students, faculty, and staff are encouraged to use the stairs, if able. Elevator capacity will be reduced by at least 50%. Maximum occupancy will be posted outside of each elevator. Floor decals will be placed in each elevator indicating where to stand.

- Tables, desks, chairs, and other equipment may be removed, re-arranged, and/or blocked off from classrooms, conference rooms, and other common areas as necessary to maintain social distancing.
- Meetings and conferences will continue to be conducted through Zoom or Skype to the extent possible.

### **Classrooms**

- Select hybrid courses will be offered at each campus. Each hybrid course will include a limited on-site instruction component. This on-site instruction will be staggered to further reduce the total number of students present in each classroom.
- Classroom capacity will be reduced by at least 50%.
- Desks and chairs may be removed from classrooms or blocked off.
- The front row of desks in each classroom will be removed or blocked off, when feasible, to increase distance between the faculty member and students.
- Signs will be posted in each classroom emphasizing at least 6 feet of distance from others.

### **Restrooms**

- Many campuses have single-occupant restrooms. Each single-occupant restroom door lock indicates whether the restroom is vacant or occupied.
- Communal restrooms will have a posted occupancy limit.
- Floor markers will be placed outside of each restroom to maintain distancing if a line forms.
- Signs will be posted in each communal restroom emphasizing at least 6 feet of distance from others.

### **Common Areas**

- Entrance areas will contain soft barriers (such as retractable belt barriers or ropes) and floor markers at least 6 feet apart. All individuals entering the campus will be queued in designated lines to check-in with Public Safety.
- Lounges will remain closed until further notice.
- Waiting areas will be reconfigured and chairs will be spaced at least 6 feet apart. Chairs may be removed or blocked off.
- Signs will be posted in common areas emphasizing at least 6 feet of distance from others.

## BARRIERS & HAND HYGIENE

- Sneeze guards (Plexiglass barriers) are installed in different areas of each campus (including Public Safety booths, reception areas, and student services offices).
- Certain areas of the campus building may be blocked off by use of soft barriers (e.g. tables, ropes, signs, and floor markings) to maintain social distancing and/or change the flow of the direction of foot traffic to reduce cross-directional interaction.
- All individuals should wash their hands with soap for at least twenty seconds.
- Bathroom sinks are stocked with soap, paper towels, and trash receptacles. Touch-free soap and paper towel dispensers are available in many campus bathrooms.
- Soap and paper towels will be refilled during regular bathroom cleanings.
- If any soap, paper towels, and/or alcohol-based sanitizer is running low or empty, students, faculty, and staff should submit a Maintenance Request.
- Alcohol-based hand sanitizer (60% or higher) dispensers are available in different areas of each campus (such as hallways, common areas, elevator areas, and/or staircases).
- Disposable wipes are available in classrooms.

## COMMUNICATIONS

- Signs and posters will be displayed on each campus and include messages about: required masks or face coverings; maintaining and promoting social distancing (six feet); reduced occupancy in elevators; encouraging good hand and respiratory hygiene practices; and proper hand washing instructions.
- Signs and posters will be displayed near entrances/exits, elevators, hallways, bathrooms, classrooms, offices, and other common areas.
- The College's COVID-19 website is periodically updated as new information is available for the Berkeley College community: [www.berkeleycollege.edu/coronavirus](http://www.berkeleycollege.edu/coronavirus).
- All students are expected to attend a Virtual Orientation before the start of each semester. Orientation will cover new campus safety precautions.
- Updates will be sent to the College community via email.

## CLEANING AND DISINFECTION

- High-touch surfaces (such as door handles, door knobs, elevator buttons, and light switches) and bathrooms will be cleaned multiple times per day. Cleaning logs will be posted in all bathrooms.

- All classrooms and any open areas will be cleaned each night, Monday through Friday (including Saturdays if the campus is open). Most lounges and common socialization areas for students, faculty, and staff will be closed until further notice.
- Students are expected to wipe down their desks/workspace before and after use. Signs will be posted reminding students to wipe down their desks/workspace.
- Offices will be cleaned based on use and the associate's schedule (frequency will vary). Signs will be posted indicating which offices were used and require cleaning.
- The College will maintain an adequate supply of cleaning products listed as an EPA-registered product for use against SARS-Cov-2.
- Trash will be removed daily and disposed of safely.
- Cleaning and sanitizing logs are kept and maintained by the Operations/Buildings & Grounds office.
- In addition to routine cleaning, ultraviolet (UV) lighting fixtures will be installed in all bathrooms at each campus prior to the start of the Fall 2020 semester. UV lights will run during evening hours.
- Self-cleaning covers/sleeves will be placed on door handles (including entrances, classrooms and offices) and elevator buttons at each campus. Covers will be replaced after approximately 3 months, or more frequently if the cover shows significant wear.

### STUDENT TRAINING

A general training course will be required for all New York students attending on-site courses beginning in the Fall 2020 semester. The training will be online. Training topics will include, but are not limited to, the College's re-entry guidelines and protocols to prevent the spread of COVID-19; how to wear a mask; how to store or clean a mask; hand hygiene; social distancing; and self-monitoring for symptoms. The training must be completed before September 8, 2020.

### FACULTY & STAFF TRAINING

A general training course will be required for all New York faculty and staff working on-site at any New York campus. The training will be online. Training topics will include, but are not limited to, the College's re-entry guidelines and protocols to prevent the spread of COVID-19; how to wear a mask; how to store or clean a mask; hand hygiene; social distancing; and self-monitoring for symptoms. The training must be completed before deadline, which will be communicated by Human Resources via email.

## BERKELEY COLLEGE PLEDGE

All students, faculty, and staff will be required to acknowledge and abide by the Berkeley College Community Pledge. The Pledge will be in electronic form and may be completed at the conclusion of the general training. The Pledge reflects the individual's commitment to adhere to the College's re-entry safeguards and protocols, and take steps to protect his or herself and others.

## PROTOCOLS FOR SYMPTOMATIC INDIVIDUALS

### **Designated Isolation Rooms & Areas**

The College will designate at least one room on each campus for purposes of minimizing a symptomatic individual's interactions with others. Individuals who develop symptoms while on campus and do not have their own car to commute home may be required to temporarily remain in a designated room or area until transportation can be arranged. Symptomatic individuals may be seated outside (weather permitting and if the campus has outdoor seating).

### **Associates (Faculty & Staff)**

- **Notification.** Any associate who begins to experience COVID-19 symptoms while on campus must notify (1) his or her supervisor (staff) or department chair (faculty); and (2) send an email to Human Resources at [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu) and [COVID19@berkeleycollege.edu](mailto:COVID19@berkeleycollege.edu). Associates who commute using their own car must promptly leave campus and return home. Associates should contact their health care provider.
- **Transportation.** If the associate does not commute by car, he or she may be required to either (1) remain in his or her office; or (2) move to a designated room until transportation can be arranged. The Campus Operating Officer and/or Public Safety will coordinate moving the associate to a designated room or outdoor area, if necessary. Supervisors should make reasonable efforts to reduce the associate's potential interactions with others, and should discourage the use of public transportation. The College may communicate with the associate's emergency contact or a local car service to arrange transportation home. The associate must keep his or her mask or face covering on at all times. The College may provide disposable gloves, if available. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.
- **Contact Tracing & Cleaning.** Human Resources will contact the associate and ask for information about which buildings, floors, and rooms the associate entered that day. The College will arrange for the prompt cleaning of the rooms and areas where the associate was present.
- **Coverage.** The supervisor (for staff) will be responsible for arranging any additional coverage, to the extent necessary. The faculty member or department chair will cancel any classes scheduled that day or reschedule, if feasible.

## **Students**

- **Notification.** Any student who begins to experience COVID-19 symptoms must promptly email [COVID19@BerkeleyCollege.edu](mailto:COVID19@BerkeleyCollege.edu) with his/her name, student ID number, telephone number, and campus location. Students who commute using their own car must promptly leave campus and return home. Students should contact their health care provider.
- **Transportation.** If the student does not commute by car, he or she may be required to move to a designated room until transportation can be arranged. The Campus Operating Officer and/or Public Safety will coordinate moving the student to a designated room or outdoor area, if necessary. The COO and/or Public Safety should make reasonable efforts to reduce the student's potential interactions with others, and should discourage the use of public transportation. The College may communicate with the student's emergency contact or a local car service to arrange transportation home. The student must keep his or her mask or face covering on before entering any vehicle. The College may provide disposable gloves, if available. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.
- **Contact Tracing & Cleaning.** Student Development & Campus Life will contact the student and ask for information about which buildings, floors, and rooms the associate entered that day. The College will arrange for the prompt cleaning of the rooms and areas where the student was present.

## **Screening, Testing, and Contact Tracing Protocols**

### HEALTH SCREENING ASSESSMENTS

- All students, faculty, staff, and visitors are required to complete a health screening assessment (the "COVID-19 Health Questionnaire") before entering any campus building. A new questionnaire must be completed each day that the individual will be on-site at any campus.
- Students, faculty, and staff may complete the questionnaire online at: <http://berkeleycollege.edu/checkin> or use a paper form if needed.
- Visitors and vendors are required to complete either the electronic or paper version of the questionnaire. With the exception of individuals delivering mail, packages, equipment, or other supplies, visitors and vendors will also need to sign the release, waiver and assumption of risk form.
- The COVID-19 Health Questionnaire contains the following questions:
  - (1) Have you been in close contact in the last 14 days with someone who has symptoms of COVID-19 or has tested positive for COVID-19?
  - (2) Is your body temperature (100.4 or higher)?
  - (3) Have you tested positive for COVID-19 in the last 14 days?

- (4) Have you had symptoms of COVID-19 in the last 14 days? (*Symptoms are listed with this question*); and
- (5) Have you traveled within the past 14 days: 1) internationally; or 2) via cruise ship; or 3) to one or more of the following states or territories (listed in the NY, NJ, and CT travel advisories)? (*States are listed with this question and updated regularly*)
- The electronic questionnaire will show a date and time-stamped “cleared” screen so long as the individual answers “no” to all of the above questions. Questionnaires completed the day prior (or older) will not be accepted.
  - Any individual who answers “yes” to any of the above questions will not pass the questionnaire and will be directed to stay home (or return home, if completing the questionnaire upon arrival). Electronic questionnaires will show a date and time-stamped “not cleared” screen.
  - All students, faculty, staff, and visitors are required to check-in with Public Safety upon arrival each day. Students, faculty, and staff must show the “cleared” screen to Public Safety personnel on their mobile device. If the electronic questionnaire cannot be used, then a paper version must be completed. The College has established points of entry and exit at each campus (except in an emergency). Upon entry, Public Safety personnel will be located in a designated area on campus to individually confirm that each student, faculty, and staff member is permitted to enter based upon the successful completion of the questionnaire.
  - The “cleared” screen is valid for approximately twelve (12) hours. Students, faculty, and staff are encouraged to complete the questionnaire within three (3) hours before first arriving on campus. Students, staff, and faculty will need to show the “cleared” screen to Public Safety each time they re-enter the campus (e.g. returning from lunch break).
  - A non-contact forehead thermometer will be available at each campus for individuals who are unable to take their temperature at home. Individuals will scan their own temperature and must wipe down the device after use with the disinfectant wipe provided by the College.
  - Any student, faculty, or staff member displaying COVID-19 symptoms upon check-in will be sent home.

## TESTING

Any student, faculty, or staff member who:

- is experiencing COVID-19 symptoms;
- has been in close contact with any individual who has tested positive for COVID-19 or is displaying symptoms of COVID-19;
- is an essential worker (e.g. health care worker or transit worker);



- has recently been in a large crowd or area where it was difficult to maintain social distancing; and/or
- has recently traveled from a country or state with high COVID-19 infection rates

should reach out to their healthcare provider and get tested.

To find a testing site, visit: <https://coronavirus.health.ny.gov/find-test-site-near-you>. Student athletes, coaches, athletic staff, and volunteers are required to undergo a COVID-19 test and provide a copy of the negative results at the beginning of each semester (see Athletics section).

### NOTIFICATION & CONTACT TRACING

If the College receives a report of a student, faculty, or staff member testing positive for COVID-19, the College will notify the New York City Department of Health and Mental Hygiene. The primary contact with public health officials is Dallas Reed, Vice President of Student Development and Campus Life. The alternate contact is LaTysha Gaines, Assistant Vice President of Student Development and Campus Life. All contact tracing will be coordinated and directed by the local department of health. The College will assist and provide information as requested and to the extent available.

New York City Department of Health and Mental Hygiene  
42-09 28<sup>th</sup> Street  
7<sup>th</sup> Floor, CN 81  
Queens, NY  
(347)-396-4100

### **Faculty & Staff**

- Each Berkeley College department will maintain a list of employees who will be at the office during the week. Campus maps delineate where departments are located in the building. The College will also maintain a record of employees who complete the daily wellness questionnaire prior to arriving at the campus.
- The Office of the Provost will maintain faculty class schedules. Information will be relayed to the College's primary contact to be shared with the state and/or county department of health (if requested).
- Human Resources will contact the staff or faculty member who was suspected or confirmed positive for COVID-19 and conduct a brief interview (which rooms and areas the individual used, along with identifying individuals who may have been in close contact with the staff member. Human Resources will provide the information to the College's primary contact to be shared with the state and/or county department of health (if requested). Berkeley also maintains a record of all faculty who complete the daily wellness questionnaire prior to arriving at the campus.

- The College will promptly arrange for cleaning of affected areas. The College will coordinate next steps with the state and/or county department of health, such as contact tracing and/or campus closure in the event of high-risk spread.

## **Students**

- The College maintains overall class rosters, along with individual student course schedules for each semester, which include the day(s) the class meets each week, the start time, end time, and instructor. Berkeley College also maintains a record of all students who complete the daily wellness questionnaire prior to arriving at the campus.
- Student Development & Campus Life will contact the student who was suspected or confirmed positive for COVID-19 and conduct a brief interview (which rooms and areas the individual used, along with identifying individuals who may have been in close contact with the staff member. Information will be relayed to the College's primary contact to be shared with the state and/or county department of health (if requested)).
- The College will promptly arrange for cleaning of affected areas. The College will coordinate next steps with the state and/or county department of health, such as contact tracing and/or campus closure in the event of high-risk spread.

## **Visitors**

All visitors are required to complete an electronic or paper version of the COVID-19 Health Questionnaire upon arrival and must be cleared to enter. The College will maintain all electronic and paper forms completed by visitors. The electronic and paper forms will list the date and time the visitor arrived on campus, along with the visitor's phone number. The College may contact the visitor for additional information about individual interactions, buildings and rooms entered, and length of time on campus, if necessary.

## **Instruction**

- The first week of the Fall 2020 semester will remain online/remote.
- Following the first week, limited in-person instruction will resume for hybrid courses.
- Class sizes will be reduced.
- In-person instruction will be staggered to further reduce the number of students present in each classroom. For example, if a class is scheduled to meet on Mondays and Wednesdays, one half of the class will be expected to attend on-site on Mondays and the second half will be expected to attend on-site on Wednesdays.
- Many Berkeley College education programs will remain available through Berkeley College Online®.

- Any student who has an underlying medical condition or is otherwise at high-risk has the option to complete his or her education program through Berkeley College Online®, with the exception of select School of Health Studies programs and Graphic Design programs that have a mandatory on-site component.
- Any students who are immunocompromised or have an underlying medical condition, and are attending a program that has a required on-site component, may request an accommodation. All requests should be directed to Disability Services <https://berkeleycollege.edu/admissions/disability-services/index.html>.
- Any faculty or staff members who are immunocompromised or have an underlying medical condition may request an accommodation. All requests should be directed to Human Resources.

### **Libraries**

- Library will re-open with limited occupancy. Online library services remain available.
- Sign-in sheets will be posted. Students must fill out their name, ID number, time in, and time out.
- Furniture (chairs, tables) will be rearranged or removed in order to maintain at least 6 feet of distance.
- Disposable wipes will be available in each library.
- Returned books will be placed in a designated area for at least one week before recirculation.

### **Computer Labs**

- Computer lab capacity will be reduced by at least 50%.
- Computer labs will be cleaned daily each evening and sanitized multiple times per week.
- Chairs, keyboards, computer mice, and other equipment will be removed as necessary to create at least 6 feet between stations.
- Masks or face coverings **and** face shields must be worn by faculty and students during laboratory class instruction. (This includes, but is not limited to, select Interior Design and Graphic Design courses.)
- Disinfectant wipes will be available in all computer labs. Individuals should wipe down keyboards and mice after use.
- Signs will be posted in each computer lab (masks required; wipe down workspace before and after each use).
- Periodic spot checks will be conducted to assess reduced capacity, use of masks, and remind individuals to maintain distance.

## **Student Services**

Student Services includes the following departments: Academic Advisement, Center for Academic Success, Admissions, Career Services, Financial Aid, Military & Veterans Affairs, Student Accounts, International, and Student Development & Campus Life.

- Student services may utilize one or more of the following:
- Move chairs, tables, or other furniture in order to maintain at least 6 feet of distance in waiting areas or office areas.
- Hand sanitizer dispensers available (wall mounted or bottles).
- Sneeze guards (plexiglass) in reception areas, some student services areas.
- Appointments strongly encouraged.
- All Student Services Departments have one or more associates who can provide services online, via phone, email, Zoom, or Skype for Business.
- Most student service departments will post sign-in sheets. Students must fill out their name, ID number, time in, and time out.

## **Study Abroad and International Travel**

- All outbound programs remain postponed until further notice.
- Inbound study abroad students already present in the United States are scheduled to resume on-site instruction beginning in the Fall 2020 semester. On-site courses will follow a hybrid model. Students may take one or more courses online during the Fall 2020 semester. Online course options may change in the future and are subject to federal guidance.
- New inbound study abroad students may enroll to the extent feasible and subject to current travel restrictions.
- The College's International Department will communicate any changes or updates about travel restrictions to students via email.
- No required international travel for faculty or staff.
- Students, faculty, and staff advised to defer nonessential international travel.
- Any student, faculty, or staff member planning international travel should complete the travel registry e-form: <https://bit.ly/2QsCVXF>
- Any student, faculty or staff member returning from international travel or cruise trip travel must monitor for symptoms and self-quarantine for 14 days before returning to campus.

## Athletics

The Fall 2020 athletic season is cancelled. However, soccer and basketball teams are scheduled to resume training/practice. All other sports teams are postponed until further notice.

The Berkeley College Athletic COVID-19 Preparedness, Health, and Safety Plan is designed to provide guidance for phasing in and resuming Berkeley College athletic programs. Student athletes, coaches, and athletic staff are expected to adhere to these guidelines. It is important for all student athletes, coaches, and staff to be considerate of others and do their part to minimize the risk of potential spread of COVID-19 (or any other contagious illness).

### MASKS OR CLOTH FACE COVERINGS

- Student-athletes, coaching and athletic staff must wear a mask or cloth face covering (covering the nose, mouth, and chin) while in any athletic facility and/or on a field, unless participating in high-intensity physical activity. Masks or cloth face coverings should be worn while at rest and sitting on a bench, or when interacting with a coach or athletic staff member.
- Student-athletes, coaching and athletic staff are responsible for obtaining their own mask or face covering and ensuring such mask or face covering is cleaned regularly (e.g. washing a cloth mask with warm water and soap), unless disposable.
- The College will provide a disposable mask to every student-athlete, coaching and athletic staff at the start of every practice if they do not have their own. Coaches and athletic staff will ensure a sufficient number of disposable masks are available at each training, practice or competition.
- Sharing of masks or face coverings is prohibited.
- Any student athlete who is unable to wear a mask or cloth face covering due to an underlying due to a disability (such as an underlying health condition) should request an accommodation through Disability Services: <https://berkeleycollege.edu/admissions/disability-services/index.html>. Students who receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.
- Any coach or athletic staff member who is unable to wear a mask or cloth face covering due to disability (such as an underlying health condition) should request an accommodation and contact Human Resources: Eileen Rizzo, [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu). Associates who receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.

## CLEANING AND DISINFECTING PROTOCOL

In addition to the College's scheduled campus cleaning and sanitizing, all shared and/or frequently-touched athletic equipment will be cleaned and disinfected after each training, practice or competition. Hand sanitizer, disinfectant wipes, and disposable gloves will be available at each training, practice or competition.

## ADDITIONAL SAFETY PROTOCOLS

- All student-athletes, coaching and athletic staff must practice social distancing (at least six feet apart) to the extent possible.
- Disposable gloves will be available for handling athletic equipment, cleaning athletic equipment, and/or administration of first aid.
- All student-athletes, coaching and athletic staff will be reminded to wash their hands as often as possible. All individuals must wash their hands before the start of practice or competition; prior to and after using equipment; before receiving medical treatment; and upon conclusion of practice or competition. Hand sanitizer should be used frequently when hand washing is unavailable. Bottles of hand sanitizer will be available during training, practice and/or competition.
- All coaches and athletic staff members will be required to complete the general training for all associates prior to re-entry. All student athletes will be required to (1) complete the general training for all students prior to re-entry; and (2) attend a mandatory virtual orientation for student-athletes. Coaches and athletic staff are responsible for maintaining attendance logs of team meetings, trainings, practices and competitions.
- Athletic coaches and staff are responsible for minimizing density and close interactions to the extent possible.
- All student-athletes, coaching and athletic staff are prohibited from spitting, and should refrain from high-fives, handshakes, team huddles, and any other close physical contact.
- Student athletes, coaches, and athletic staff should bring their own water and drinks to training, practice, and competition to extent possible. Team water coolers are prohibited. Cases of individual water bottles are permitted.
- Student athletes should use their own personal equipment to the extent possible.
- Shared athletic equipment must be wiped down with disinfectant wipes or a disinfectant spray.

### LIMITED CAPACITY FOR TRAINING, PRACTICE & COMPETITION

- The Fall 2020 athletic season is cancelled. Only training and practice will resume during the Fall 2020 semester. The athletic season is scheduled to resume in 2021, in coordination with the United States Collegiate Athletic Association (USCAA) and Hudson Valley Intercollegiate Athletic Conference (HVIAC).
- All training and practices are limited to student athletes, coaches, and athletic staff. No spectators, vendors, or media/press are permitted to attend any training or practice. A limited number of volunteers and/or photographers may attend a training or practice subject to prior clearance by the Athletic Director.
- Capacity for any outdoor game or competition may not exceed the maximum amount permitted under state guidelines. The total number of occupants includes student-athletes, coaches, athletic staff, trainers, volunteers, spectators, photographers, journalists, and any other person in attendance at the event.
  - A limited number of volunteers and/or photographers may attend a game or competition subject to prior clearance by the Athletic Director.
  - Members of the media/press and vendors (if any) attending a game or competition are subject to prior clearance by the Athletic Director.
  - Masks and/or face coverings are required for all individuals in attendance who cannot maintain at least 6 feet of distance from others (except for student-athletes while engaging in athletic activity).
- When indoor competitions may resume, capacity for any indoor game or competition may not exceed the maximum amount permitted under state guidelines. The total number of occupants includes student-athletes, coaches, athletic staff, trainers, volunteers, spectators, photographers, journalists, and any other person in attendance at the event.
  - A limited number of volunteers and/or photographers may attend a training or practice subject to prior clearance by the Athletic Director.
  - Members of the media/press and vendors (if any) attending a game or competition are subject to prior clearance by the Athletic Director.
  - Masks and/or face coverings are required for all individuals in attendance (except for student-athletes while engaging in athletic activity).

### HEALTH SCREENING ASSESSMENTS

- All student athletes, coaches and athletic staff are required to complete the COVID-19 Health Questionnaire before the start of any training, practice, or competition.
- All student athletes must present the date and time-stamped “cleared” screen to their coach or complete a paper form.

- Coaches will use non-contact forehead thermometers to take student athlete's temperatures before the start of any training, practice, or competition. Any student athlete whose temperature is 100.4 degrees or above will not be permitted to participate and will be sent home.
- Any student athlete, coach or athletic staff member who answers "yes" to any of the questions will not be cleared and will be directed to stay home (or return home, if completing the questionnaire upon arrival). Questionnaires completed the day prior (or older) will not be accepted.

### CLEARANCE REQUIREMENTS

- Medical clearance is required. All student athletes, coaches, athletic staff, and volunteers must take a COVID-19 test and provide a copy of the negative results to their coach at the beginning of each semester and prior to the first training, practice, or any other athletic event.
- All student athletes are required to submit a release, waiver and assumption of risk form.

### PROTOCOLS FOR INDIVIDUALS AT HOME

- Any student athlete, coach, or athletic staff member who has not entered a campus, athletic field, or athletic facility and reports (1) experiencing symptoms related to COVID-19; or (2) has tested positive for COVID-19, must remain at home and will not be permitted to participate in training, practicing, or competition until cleared for return. Individuals should contact their health care provider.
- Any student athlete, coach, or athletic staff member who (1) resides with or has otherwise been in close contact with someone experiencing symptoms related to COVID-19; or (2) has recently traveled on a cruise ship, internationally, or to a state with a travel advisory and has not entered a campus, athletic field, or athletic facility must remain at home and will not be permitted to participate in training, practicing, or competition until the 14 day self-quarantine has lapsed.
  - Student Development and Campus Life will follow-up with student athletes for additional information about travel location and mode of transportation.
  - Human Resources will follow-up with coaches and athletic staff for additional information about travel location and mode of transportation.
- Student Development & Campus Life or Human Resources will determine if the student athlete, coach or athletic staff member is considered high-risk and will evaluate possible additional precautions and/or whether medical clearance is necessary.



## RETURNING TO ATHLETIC PROGRAMS

Student athletes, coaches, and athletic staff members who have (i) experienced COVID-19 symptoms; (ii) have tested positive COVID-19; (iii) have been exposed to COVID-19; (iv) have returned from international travel or cruise; and/or (v) have returned from domestic travel in a state or territory with a travel advisory may return to and resume athletic training in accordance with the criteria listed in the “Return To Campus” section below.

**In addition to meeting the “Return to Campus” criteria, student athletes, coaches, and athletic staff who test positive for COVID-19 must provide a note from their healthcare provider indicating that they are fit to resume athletic activity.**

Student athletes should submit the required medical documentation upon their return to SDCL: Dallas Reed, PhD [dfr@berkeleycollege.edu](mailto:dfr@berkeleycollege.edu) or LaTysha Gaines, [latysha-gaines@berkeleycollege.edu](mailto:latysha-gaines@berkeleycollege.edu).

Coach or athletic staff member should submit the required medical documentation upon their return to Eileen Rizzo, Manager, Human Resources, [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu).

## TRAINING AND ORIENTATION

All coaches and athletic staff members will be required to complete the general training for all associates prior to re-entry. All student athletes will be required to (1) complete the general training for all students prior to re-entry; and (2) attend a mandatory virtual orientation for student-athletes. The mandatory orientation will reinforce guidelines and safety protocols specific to athletics. Topics include, but are not limited to, modified training, practice, and competition guidelines; self-monitoring for symptoms; use of masks during practices or events; social distancing; hand hygiene before and after practices or events; completion of daily questionnaires; temperature scans; and responsibilities for cleaning equipment.

Additional virtual or on-site training may be added at the discretion of Student Development & Campus Life. Other educational materials and the latest recommendations may also be obtained from the following sources: Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

## ADDITIONAL PROTOCOLS

All athletic activity should be suspended until further notice, if any student athlete, coach or athletic staff member develops symptoms during a training, practice or competition.

### Student Athletes

- **Symptoms:** If a student athlete develop symptoms of COVID-19 during practice he or she should immediately put on their mask/cloth face covering, depart the facility/field and contact their health care provider. The College may communicate with the athlete’s

emergency contact or a local car service to arrange transportation home. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.

- The student athlete will be contacted by Student Development and Campus Life to gather more information.
- A student-athlete that develops COVID-19 symptoms will be required to be tested, if such testing is not otherwise required by the student's healthcare provider.
- **Notification:** The student athlete must also promptly email [COVID19@BerkeleyCollege.edu](mailto:COVID19@BerkeleyCollege.edu) with his/her name, student ID number, telephone number, and campus location for sanitization and/or closure purposes. Student Development & Campus Life (SDCL) Dallas Reed, PhD [dfr@berkeleycollege.edu](mailto:dfr@berkeleycollege.edu) or LaTysha Gaines, [latysha-gaines@berkeleycollege.edu](mailto:latysha-gaines@berkeleycollege.edu), will promptly contact the student for additional information.
- **Returning to Athletics:** The student athlete will not be permitted to return to any athletic training, practice or competition until they meet the criteria listed under "Returning to Athletic Programs."
- **Contact Tracing and Cleaning:** If a student-athlete tests positive for COVID-19, the College will notify the appropriate department of health. The primary contact with public health officials is Dallas Reed, Vice President of Student Development and Campus Life. The alternate contact is LaTysha Gaines, Assistant Vice President of Student Development and Campus Life. SDCL will contact the student athlete and ask when he/she was last on campus, and which buildings, floors, and rooms they entered that day, along with identifying individuals who may have been in close contact with them. The College will arrange for the prompt cleaning of the rooms and areas where the athlete was present and a deep cleaning of athletic equipment. Berkeley College also maintains a record of all students and associates who complete the daily wellness questionnaire prior to arriving at the campus.
- **Confirmed Case:** SDCL will contact the student athlete and ask when he/she was last on campus, and which buildings, floors, and rooms they entered that day, along with identifying individuals who may have been in close contact with them. Information will be relayed to the College's primary contact to be shared with the state and/or local department of health (if requested).

### **Coaches and Athletic Staff**

- **Symptoms:** If a coach or athletic staff member develop symptoms of COVID-19 during practice they should immediately put on their mask/cloth face covering, depart the facility/field and contact their health care provider. The College may communicate with the coach or athletic staff member's emergency contact or a local car service to arrange

transportation home. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.

- The coach or athletic staff member will be contacted by Human Resources Human Resources to gather more information.
- A coach or athletic staff member that develops COVID-19 symptoms will be required to be tested. Berkeley College will cover the cost of testing, if necessary.
- **Notification:** The coach or athletic staff must also promptly email [COVID19@BerkeleyCollege.edu](mailto:COVID19@BerkeleyCollege.edu) with his/her name, student ID number, telephone number, and campus location for sanitization and/or closure purposes (if applicable). Human Resources Eileen Rizzo, [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu) will promptly contact the coach or athletic staff member for additional information.
- **Returning to Class and Athletics:** The coach or athletic staff will not be permitted to return to athletic training, practice or competition until they meet the criteria listed under “Returning to Athletic Programs.”
- **Contact Tracing and Cleaning:** If a student-athlete, coach or athletic staff member tests positive for COVID-19, the College will notify the appropriate department of health. The primary contact with public health officials is Dallas Reed, Vice President of Student Development and Campus Life. The alternate contact is LaTysha Gaines, Assistant Vice President of Student Development and Campus Life. Human Resources will contact the coach or athletic staff member and ask if and when he/she was last on campus, and which buildings, floors, and rooms they entered that day, along with identifying individuals who may have been in close contact with them. The College will arrange for the prompt cleaning of the rooms and areas where the athlete was present and a deep cleaning for athletic equipment. Berkeley College also maintains a record of all students and associates who complete the daily wellness questionnaire prior to arriving at the campus.
- **Confirmed Case:** Human Resources will contact the coach or athletic staff and ask if and when he/she was last on campus, and which buildings, floors, and rooms they entered that day, along with identifying individuals who may have been in close contact with them. Information will be relayed to the College’s primary contact to be shared with the state and/or local department of health (if requested).
  - Human Resources will contact coach or athletic staff member who tested positive and conduct a brief interview (to determine if they were they on campus), along with identifying individuals who may have been in close contact with them. Human Resources will provide the information to the College’s primary contact to be shared with the state and/or local department of health (if requested). Berkeley also maintains a record of all faculty who complete the daily wellness questionnaire prior to arriving at the campus.

## GUIDELINES FOR RENTED FACILITIES

- Coaches and athletic staff will request copies of each rented athletic facility's safety plans and COVID-19 prevention protocols. Coaches and staff will assess each facility's plans for safeguarding, frequency of cleaning and disinfecting, and social distancing.
- Student athletes, coaches, and athletic staff are expected to follow all signage protocols/requirements regarding social distancing, mask/cloth face coverings and good hygiene practices (e.g., hand hygiene, covering coughs) displayed at the facility.
- Student athletes, coaches, and athletic staff are expected to maintain proper social distancing around entrances, exits, and other high-traffic areas of the facility.
- Coaches and athletic staff should bring adequate hand sanitizer, disinfecting wipes, gloves and other sanitizing materials if the facility does not supply such items.

## **Miscellaneous/Other**

### DOMESTIC TRAVEL

All students, faculty, staff, and visitors will be asked about their domestic travel on the COVID-19 Health Questionnaire. Any student, faculty, staff member, or visitor returning from a U.S. state or territory included on the New York travel advisory list should voluntarily self-quarantine for 14 days before returning to campus. The list of states and territories is available online at: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### ADMISSIONS WAITING AREAS & CAMPUS TOURS

- Seating will be limited in campus lobbies and Admissions waiting areas. Furniture and chairs will be re-arranged or removed to create at least 6 feet of distance between individual seats.
- Virtual interview appointments and video tours will be available during the Fall 2020 semester, along with limited on-site interviews and tours upon request. Admissions staff will use individual interview rooms or offices. Open office areas will remain closed until further notice.
- Prospective students may tour campus libraries, computer labs, and other common areas so long as they are accompanied by an admissions associate.

## RETURNING TO CAMPUS AFTER ILLNESS

For purposes of this section, “Individual” shall mean any Berkeley College student, faculty, or staff member.

### **Scenario 1: Individuals who have symptoms and suspect they have COVID-19 or have tested positive for COVID-19 may return to campus when:**

- At least 10 days\* have passed since symptoms first appeared;
- At least 24 hours have passed with no fever (and without use of fever-reducing medications); and
- Other symptoms of COVID-19 are improving\*\*.

\*Individuals who are severely ill with COVID-19 or have a weakened immune system (immunocompromised) due to a health condition or medication may need to stay home longer than 10 days and up to 20 days from the date the symptoms first appeared, at the direction of his or her healthcare provider.

\*\*Loss of taste and smell may persist for weeks or months after recovery. Individuals with a prolonged loss of taste and smell are permitted to return so long as they meet the other criteria.

The individual’s healthcare provider may advise additional testing, depending on availability. If your healthcare provider recommends testing, he or she will advise when you may return to campus based upon the results. In such situations, the individual will be required to provide a note from the individual’s healthcare provider that the individual is fit to return to work (for faculty and staff) or cleared to return to campus (for students).

### **Scenario 2: Individuals who have tested positive for COVID-19 and do not have symptoms may return to campus when:**

- At least 10 days have passed since the date of the test.

The individual’s healthcare provider may advise additional testing, depending on availability. If your healthcare provider recommends testing, he or she will advise when you may return to campus based upon the results. In such situations, the individual will be required to provide a note from the individual’s healthcare provider that the individual is fit to return to work (for faculty and staff) or cleared to return to campus (for students).

Individuals who develop symptoms after testing positive should refer to “Scenario 1” above.

**Scenario 3: Individuals who have been in close contact with another person who exhibited symptoms and that person is suspected or confirmed positive for COVID-19 may return to campus when:**

- At least 14 days have passed since the date of contact/exposure to that person.

However, individuals may return to campus (and are not required to self-isolate for 14 days) in the event he or she has had close contact with someone who is confirmed positive for COVID-19 and that person:

- Developed COVID-19 illness within the previous 3 months;
- Has recovered; and
- Remains without COVID-19 symptoms.

For more information on returning after close contact, see:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**Scenario 4: Individuals who have returned from international travel or returned from U.S. state or territory listed as a travel advisory**

- At least 14 days have passed since the date of return.

**Medical Clearance Documents**

Students should submit the required medical documentation upon their return to Student Development & Campus Life: Dallas Reed, PhD [dfr@berkeleycollege.edu](mailto:dfr@berkeleycollege.edu) or LaTysha Gaines, [latysha-gaines@berkeleycollege.edu](mailto:latysha-gaines@berkeleycollege.edu).

Faculty and staff should submit the required medical documentation upon their return to Eileen Rizzo, Manager, Human Resources, [enr@berkeleycollege.edu](mailto:enr@berkeleycollege.edu)

**STAFF HOURS, SCHEDULES, & MEETINGS**

- Return days to the office, start times, and lunch hours will be staggered at the discretion of each department to limit the number of employees interacting on campus.
- Associates are encouraged to eat meals at their desks or outside (to the extent possible) to minimize density in common eating areas.
- Video conferencing will continue to be utilized for meetings as much as possible (e.g. Zoom, Ring Central, and Skype for Business).
- Coffee, kitchen stations, and water fountains will remain closed until further notice. No-touch water bottle refill stations will remain available.

- No cups, plates, bowls, or utensils will not be provided. Staff must bring their own until further notice.

## **Campus Closure**

In the event of a campus closure (whether required by executive order or at the direction of state and/or local public health officials) all students, faculty, and staff will be notified through the Berk Alert emergency notification system. The New York City campus Emergency Management Team will be responsible for assessment and implementation of emergency procedures (evacuations, lockdowns, crowd control, access control, and coordination with responding emergency services). The Emergency Management Team includes representatives from Security, Buildings & Grounds, Student Development & Campus Life, Information Systems, and other designated personnel.

Updates and information will be posted on <http://berkeleycollege.edu/coronavirus>. Additional communications may be sent out via email from the President's Office, Provost's Office, Student Development & Campus Life, and/or Human Resources. College departments and services will implement the following strategies in the event of campus closure:

### Operations – Cleaning/Disinfection

The New York City campus will undergo a deep cleaning and disinfection. The Campus Operating Officer will coordinate cleaning schedules with the Public Safety and Buildings & Grounds departments.

### Instruction

All on-site New York City courses will transition from on-site to online in accordance with the academic continuity plans, available online at:

<https://berkeleycollege.edu/newsroom/coronavirus/index.html#coronaPlans>

### Access to Online Courses

The Information Systems Department will identify and provide information about any temporary, free Wi-Fi services available to students. This information may be disseminated by one or more campus departments to students. A limited number of laptops are on reserve for students to borrow in the event of a pandemic and may be requested from each campus library.

Disability support services are available to students. ADA Coordinators are available via phone and email. See: <https://berkeleycollege.edu/admissions/disability-services/index.html>

### Student Services & Administration

Associates will transition to a remote work environment. Associates who need to retrieve laptops and other belongings as needed to effectively work off-site should contact the Public Safety

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department before attempting to re-enter the campus.

Essential personnel (including, but not limited to, Public Safety and Buildings & Grounds associates) may continue to perform their duties on-site, to the extent permitted by state guidelines.

### Athletics

All athletic team practices, trainings, and events will be suspended.

### Counseling

Personal counseling for students will be available remotely and by appointment. See: <https://berkeleycollege.edu/student-life/campus-life/health-counseling-wellness/index.html>