

BERKELEY COLLEGE

2023 OPERATIONS PLAN

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 continues to engage in numerous efforts to help reduce the risk of coronavirus (COVID-19) exposure. The College continues to monitor community transmission rates and public health guidance, and certain prevention measures may be re-instated. The COVID-19 Task Force will continue to send updates by email and information is available on the [COVID-19 webpage](#). This plan is subject to change. 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.

Vaccination

Individuals are generally considered **fully vaccinated** two weeks after receiving their second dose in a two-dose series (such as Pfizer or Moderna); or two weeks after receiving a single-dose vaccine (such as Johnson & Johnson's Janssen).

Associates

Effective November 1, 2022, proof of the COVID-19 vaccine will no longer be required for associates working onsite. However, associates are encouraged to receive one of the COVID-19 vaccines authorized by the FDA. Berkeley reserves the right to request proof of vaccination at any time and associates are encouraged to upload proof of vaccination to UKG Pro.

Students

All students are strongly encouraged to receive one of the COVID-19 vaccines authorized by the FDA. Individuals are generally considered **fully vaccinated** two weeks after receiving their second dose in a two-dose series (such as Pfizer or Moderna); or two weeks after receiving a single-dose vaccine (such as Johnson & Johnson Janssen). Berkeley reserves the right to request proof of vaccination at any time and students are strongly encouraged to submit COVID-19 vaccination documentation through the [COVID-19 Vaccination E-Form](#).

Students enrolled in education programs within the School of Health Studies may be expected to comply with additional health and safety requirements during their clinical rotation. Some clinical rotation sites may require proof of COVID-19 vaccination and booster dose(s) and/or use of N95 or surgical masks. Students should direct any questions to the appropriate department Clinical Coordinator.

Visitors

Vendors, Independent Contractors, and Visitors are subject to any requirements in effect.

General Safeguarding

INDOOR MASK REQUIREMENT

Masks or cloth face coverings are *recommended*, but not required on all Berkeley College Shuttles and in all indoor areas of campus buildings.

- Masks must be [worn properly](#) and cover the nose, mouth, and chin.
- Masks with an exhalation valve or vent are prohibited.
- Disposable masks are available at each campus.
- [Exemption from Mask Requirement](#)

Any individual who is unable to wear a mask or cloth face covering due to disability (such as a qualifying medical condition) should request an accommodation. Those who are approved for an exemption from the mask requirement and receive an accommodation will receive instructions and the College may provide alternative protective equipment such as face shields.

- Faculty and staff should contact Eileen Rizzo at ENR@BerkeleyCollege.edu
- Students should submit a request to Katherine Wu at KNW@BerkeleyCollege.edu

GENERAL PRECAUTIONS

- Tables, desks, chairs, and other furniture may be removed or rearranged in classrooms, laboratories, and other common areas as necessary to reduce density and increase spacing between individuals.
- Plexiglass barriers may be utilized in common areas and by Student Services departments. Associates in student-facing departments may request Plexiglass barriers from the Campus Operating Officer.
- Frequent hand washing is strongly encouraged (with soap and water for at least twenty seconds). Alcohol-based hand sanitizer dispensers are available at all campuses.
- Faculty members may request a face shield by contacting the administrative assistant of each School. Individuals using face shields are responsible for proper cleaning and storage.
- The College will provide additional PPE (such as gloves and/or face shields) to School of Health Studies (“SHS”) students, faculty and staff in connection with clinical and/or laboratory instruction. Students are required to wear the additional PPE when instructed to do so. PPE may not be shared.

CLEANING AND AIR CIRCULATION

The College will continue to reinforce thorough cleaning practices. Ultraviolet lighting fixtures have been installed in many bathrooms at each campus. Touchless bathroom sink faucets are installed in campus bathrooms. All classrooms and common areas will be cleaned each night the campus is open. Disposable cleaning wipes are available in all classrooms. Individuals should continue to use the wipes on their desks and workspaces before and after use.

HVAC filters are serviced on a regular basis. To the extent feasible, outside units will be adjusted to increase the outside air intake. Where feasible, needlepoint bipolar ionization devices have been installed in campus ventilation systems. Additionally, HEPA-filter air purifiers are located in all classrooms.

TRAINING

All new students and new associates will receive the link to the current Operations Plan and other information relevant to COVID-19 in student orientation and in new associate onboarding.

Returning to Campus

Each scenario outlines the requirements that students and associates must meet before returning to campus. All individuals are required to self-report positive test results to:

- **Students:** Sherrille Shabazz, EdD, at srh@berkeleycollege.edu, and Heather Eaton-Dwyer at hed@berkeleycollege.edu
- **Associates (faculty & staff):** Eileen Rizzo, enr@berkeleycollege.edu and Galina Kapitanker, glk@berkeleycollege.edu.

If You Test Positive for COVID-19 (Isolate)

Regardless of vaccination status.

- Stay home for 5 days.
- Notify Human Resources (Associates) or Student Development Campus Life (Students) of positive test results.
- If you have no symptoms or your symptoms have greatly improved, you can return to campus.

Day 0 is your first day of symptoms or a positive viral test.

Close Contact at Berkeley (Within 6 feet and more than 15 minutes exposure)

For those who had close contact (within 6 feet of each other and more than 15 minutes together) at Berkeley:

- Monitor for symptoms and take precautions (may wear a mask and practice social distancing) until day 10. Date of exposure is considered day 0.
- If you develop symptoms, stay home and get tested.
- If positive, notify Human Resources (Associates) or Student Development Campus Life (Students).

Regardless of vaccination status, if an associate/student is exposed at Berkeley, HR/SDCL will notify only those individual(s) who had close contact (within 6 feet of each other and more than 15 minutes together). Individuals who had limited exposure will not be notified.

Exposure Outside of Berkeley

Regardless of vaccination status, if an associate/student is exposed (not at Berkeley):

- Monitor for symptoms and take precautions (may wear a mask and practice social distancing) until day 10. Date of exposure is considered day 0.
- If you develop symptoms, stay home and get tested.
- If positive, notify Human Resources (Associates) or Student Development Campus Life (Students).

Academics

On-site, hybrid, and online courses are available. Students should contact their academic advisor for additional details about their schedule and available course options.

Student Support & Student Life

- Computer labs are open at all campuses.
- The Bookstore is open. Hours are posted and subject to change.
- All student services including, but not limited to, the Libraries, Center for Academic Success, Financial Aid, Student Accounts, and Career Services are available. Hours may vary at each campus. Students are encouraged to set up appointments in advance. Appointments may be held on-site, via phone, email, or video conference. Walk-in appointments may be available.
- Students are encouraged to use disposable cleaning wipes after using any computers, desks, or other equipment while on campus.
- College shuttles are operating on normal schedules. Masks or cloth face coverings are recommended on all College shuttles.
- Admissions interview appointments and campus tours may be conducted virtually or on-

site. Prospective students are encouraged to make an appointment for on-site interviews or tours.

- Shared work areas may be utilized at reduced capacity and at the discretion of the Campus Operating Officer.

Athletics

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).

Training & Practice Guidelines

- Student athletes, coaches, and athletic staff are expected to comply with the facility's health and safety requirements which may include, but are not limited to, COVID-19 testing, COVID-19 vaccination, use of masks or face coverings; social distancing; and/or capacity limits.
- With respect to team practices and training, any student athletes, coaches, and/or athletic staff who have symptoms consistent with COVID-19 or who test positive for COVID-19 prior to practice/training are not eligible to participate.

Competitions

- Under current USCAA guidance, for USCAA championship competitions the protocols outlined in the USCAA Enhanced Covid Code of Conduct must be followed by all student athletes, coaches, athletic staff, and fans.
- With respect to non-championship competitions, student athletes, coaches, and athletic staff are expected to comply with the facility health and safety requirements which may include, but are not limited to, COVID-19 testing, COVID-19 vaccination, use of masks or face coverings; social distancing; and/or capacity limits.
- With respect to team travel, any student athletes, coaches, and/or athletic staff who have symptoms consistent with COVID-19 or who test positive for COVID-19 prior to departure are not eligible to participate.

General Safeguarding

- Athletic staff and students should clean shared and/or frequently touched athletic equipment after each training, practice, or competition.
- Athletic staff will maintain an adequate supply of hand sanitizer, disinfectant wipes, disposable masks, and disposable gloves.
- All student athletes must attend a mandatory orientation for student-athletes.
- Student athletes and athletic staff should bring their own water bottles, towels, and scrimmage vests to trainings, practices, and competitions.

Protocols for Symptomatic Individuals

- If a student athlete or member of the athletic staff develops symptoms of COVID-19 during any practice, training or competition, s/he should immediately put on a mask or cloth face covering, depart the facility/field, and contact his/her health care provider. The College may communicate with the individual's emergency contact or a local carservice to arrange transportation. In severe or emergency situations, the College will arrange for an ambulance or other medical transport.
- SDCL will follow-up with student athletes to gather more information. Human Resources will follow-up with athletic staff to gather more information.
- Individuals who have tested positive for COVID-19 should promptly email COVID19@BerkeleyCollege.edu and include their full name, ID number (students), telephone number, and campus.
- The College will commence contact tracing as appropriate and prompt cleaning of the rooms, areas, and any equipment impacted.
- Individuals who have tested positive for COVID-19 must meet the Return to Campus criteria before resuming participation in any training, practice, or competition and provide any required documentation.

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.
- Coaches and athletic staff should bring adequate hand sanitizer, disinfecting wipes, gloves, and other necessary items if the facility does not supply such items.

ON-SITE GUIDELINES

Campus Events

- Associates who intend to hold any campus event for students, staff, faculty, or members of the public must notify the Campus Operating Officer at least three weeks in advance.
- Associates should submit all applicable request forms, such as room reservations and maintenance logs.
- Tables, chairs, and any other frequently touched surfaces must be cleaned before and after the event.
- If the event includes food or beverages, the associate(s) responsible for hiring any outside food vendor (including food trucks) must confirm that the vendor abides by general food safety principles, including, but not limited to, hygiene and cleaning, the use of gloves, masks, and other protective equipment, and safe practices with respect to food preparation and handling. All food vendors or individuals handling food or beverages must use gloves at all times when handling and/or distributing food.

OFF-SITE GUIDELINES

Any associates hosting a college-sponsored event at an off-site location should ensure the following:

- All attendees are expected to comply with the venue's health and safety requirements which may include, but are not limited to, proof of vaccination and wearing masks.
- Tables, chairs, and any other frequently touched surfaces must be cleaned before and after the event.
- If the event includes food or beverages, the associate(s) responsible for arranging the event must confirm that the vendor abides by general food safety principles, including, but not limited to, hygiene and cleaning, the use of gloves, masks, and other protective equipment, and safe practices with respect to food preparation and handling. All food vendors or individuals handling food or beverages must use gloves at all times when handling and/or distributing food.
- Venue has adequate facilities for hand washing and/or supplies hand sanitizer.

Additional Protocols

PROTOCOLS FOR SYMPTOMATIC INDIVIDUALS

Any associate who begins to experience COVID-19 symptoms while on campus should notify their supervisor. Any student who begins to experience COVID-19 symptoms while on campus should depart campus and notify any faculty whose classes they will miss that they are not feeling well and are unable to attend. Students are responsible for making arrangements with their faculty for submitting or making up any missed classwork.

Individuals who develop symptoms while on campus and do not have their own car to commute home may be required to wait in a designated room or area until transportation can be arranged. Individuals should contact Public Safety or Campus Operations if they need to use this designated room or area. Symptomatic individuals must wear a mask or cloth face covering at all times. Symptomatic individuals may be seated outside (weather permitting and if the campus has outdoor seating). The College may communicate with the associate's or student's emergency contact or a local car service to arrange transportation. In severe or emergency situations, the College will arrange for an ambulance or other medical transport. If the individual subsequently tests positive for COVID-19, the College will commence contact tracing as appropriate and prompt cleaning of the rooms and areas impacted.

CONTACT TRACING

The College will assist and provide information to the local health department if required and to the extent available. The College may conduct its own contact tracing efforts. When the College receives a report of a positive COVID-19 case, the College will begin to gather additional information and identify close contacts if the individual has been on campus. The College will promptly arrange for the cleaning of affected areas. Any individual(s) identified as a close contact of someone with COVID-19 at a Berkeley College campus will be notified by trained College staff in connection with contact tracing efforts. [Close contact](#) is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period. College

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associates and students are expected to cooperate and provide complete and truthful information. Any student, faculty, or staff member with questions about Berkeley College's Winter 2023 Operations Plan should email COVID19@BerkeleyCollege.edu. Thank you for your continued vigilance in keeping our campuses and communities safe.