

BERKELEY COLLEGE SPRING 2022 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

Berkeley College associates (faculty and staff) at all campuses are required to be fully vaccinated and were required to provide proof of vaccination by or before March 16, 2022. New hires are expected to provide proof of vaccination upon their hire date. Proof of vaccination should be uploaded to UKG Pro. Additional details and information about exemptions can be found in the Mandatory COVID-19 Vaccination Policy & Procedure for Associates located on the Human Resources page in SharePoint (Berkeley365).

Students

Berkeley College students at all campuses are required to be fully vaccinated and submit proof of vaccination by or before **September 6, 2022**. New students should submit proof of vaccination to the Admissions Department. Continuing students should submit proof of vaccination through the e-form on Engage. Additional details and information about exemptions can be found in the [Mandatory COVID-19 Vaccination Policy for Students](#).

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 booster dose(s) and/or use of N95 or surgical masks. Students should direct any questions to the appropriate department Clinical Coordinator.

Visitors

Visitors are required to be fully vaccinated against COVID-19 and provide proof of vaccination before entering any Berkeley College campus. Visitors include, but are not limited to, vendors or independent contractors hired by the College; and other individuals invited to campus for an extended period of time. This requirement does not apply to visitors who need to access the campus for a brief period of time (e.g. mail or package deliveries) or visitors attending outdoor events. Visitors are subject to all additional requirements in effect, including, but not limited to, completing the health questionnaire upon arrival.

General Safeguarding

INDOOR MASK REQUIREMENT

Masks or cloth face coverings are required inside all classrooms and on all College shuttles. Masks are *recommended*, but not required in all other 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.
- Individuals should ensure their masks are [adequately cleaned](#) and stored before re-use.
- Masks may not be shared.
- Disposable masks are available at each campus.
- Masks are *recommended*, but not required in Study Abroad classes.

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

COVID-19 HEALTH QUESTIONNAIRE

All students, faculty, staff, and visitors are required to complete the [COVID-19 Health Questionnaire](#) online form before entering any campus building or boarding a College shuttle. The questionnaire must be completed each day that the individual will be on-site at any campus. All individuals must show their results to College personnel upon arrival. The questionnaire will display a date and time-stamped “cleared” or “not-cleared” screen based on the responses to the questions. Questionnaires completed the day prior (or older) will not be accepted. Unless otherwise cleared by SDCL (students), Human Resources (faculty and staff), or Public Safety (visitors), any individual who is not cleared may not enter the campus.

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.
- Elevator capacity remains limited to 50%.
- 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. High-touch surfaces and bathrooms will be cleaned multiple times each day the campus is open. 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 replaced approximately every three months. 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 (with the exception of the 43rd Street building in New York City). Additionally, HEPA-filter air purifiers are located in all classrooms.

TRAINING

All new students and new associates are required to complete a COVID-19 safety training.

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 test results, symptoms, or exposure through the COVID-19 Health Questionnaire or by emailing COVID19@BerkeleyCollege.edu.

All international travel must be reported by submitting the [Travel Registry Form](#).

Submit copies of any required medical clearance documentation, antigen rapid or PCR test results from a medical facility, and/or proof of vaccination status to:

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

International Travel

Regardless of vaccination status.

- Stay home and get tested (PCR) 3-5 days after travel.*
- Self-monitor for COVID-19 symptoms.
- Follow [state, tribal, local, and/or territorial](#) recommendations or requirements (if any).

*If you are not fully vaccinated, you must self-quarantine for a full 5 days after travel.

If You Test Positive for COVID-19 (Isolate)

Regardless of vaccination status.

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, and 24 hours have passed with no fever without the use of fever-reducing medications, you can return to campus.
- Take precautions until day 10. Continue to wear a face mask/covering around others for 5 additional days (10 total) and always while indoors on campus.

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

If You Were Exposed to Someone with COVID-19 (Quarantine)

Proof of vaccination status, test result(s), and/or medical clearance documentation may be required. Date of exposure is considered day 0.

Vaccination Status	Protocols
<p>If you:</p> <p>Have been boosted OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months</p>	<p>Wear a face mask/covering around others for 10 days and always while indoors on campus.</p> <p>Get tested on day 5.</p> <p>Watch for symptoms and take precautions until day 10.</p> <p><i>If you develop symptoms, stay home and get tested.</i></p>
<p>If you:</p> <p>Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series of J&J over 2 months ago and are not boosted OR Are unvaccinated</p>	<p>Stay home for 5 days. After that continue to wear a face mask/covering around others for 5 additional days and always while indoors on campus.</p> <p>If you can't quarantine, you must wear a face mask/covering for 10 days.</p> <p>Get tested on day 5.</p> <p>Watch for symptoms and take precautions until day 10.</p> <p><i>If you develop symptoms, stay home and get tested.</i></p>
<p>If you:</p> <p>Were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)</p>	<p>Wear a face mask/covering around others for 10 days and always while indoors on campus.</p> <p>Watch for symptoms and take precautions until day 10.</p> <p><i>If you develop symptoms, stay home and get tested.</i></p>

Academics

The Spring 2022 semester begins on Monday, April 25, 2022. 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. Students must complete the COVID-19 Health Questionnaire online and present the “cleared” screen to the driver before boarding. Any student who does not clear will not be permitted to board.
- 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 must complete the COVID-19 Health Questionnaire on the day of training or practice and show the time-stamped “cleared” screen to their coach. Students must be cleared in order to participate in the training or practice.

- Student athletes, coaches, and athletic staff are expected to comply with the facility's health and safety requirements which may include, but is not limited to, COVID-19 testing, use of masks or face coverings; social distancing; and capacity limits.

Competitions

- Unvaccinated or partially vaccinated student athletes must take a COVID-19 PCR test 72 hours (or less) at the start of each semester and prior to each competition. The result must be negative in order to participate. Copies of the results must be submitted to the College on or before the date of competition. Fully vaccinated student athletes who provide proof of vaccination to the College are exempt from this requirement.
- With respect to team travel, any student athletes, coaches, and/or athletic staff who test positive for COVID-19 prior to departure are not eligible to participate.
- Student athletes must complete the COVID-19 Health Questionnaire on the day of the competition and show the time-stamped "cleared" screen to their coach. Students must be cleared in order to participate in the competition.
- Student athletes, coaches, and athletic staff are expected to comply with the facility's health and safety requirements which may include, but is not limited to, use of masks or face coverings; social distancing; and capacity limits.

General Safeguarding

- Athletic staff and students should clean shared and/or frequently touched athletic equipment after each training, practice, or competition.
- Coaches/athletic staff will use non-contact forehead thermometers to take each student athlete's temperature 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.
- 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 car service 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.
- Symptomatic individuals 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.
- Symptomatic individuals 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.

Campus Events

ON-SITE GUIDELINES

- 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.
- All event attendees must complete the COVID-19 Health Questionnaire upon arrival.
- 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 and wear masks 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 and wear masks 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 and Human Resources (enr@berkeleycollege.edu). Any student who begins to experience COVID-19 symptoms while on campus should send an email to COVID19@BerkeleyCollege.edu including the student's name, student ID number, telephone number, and campus.

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 wait in a designated room or area until transportation can be arranged. 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). Symptomatic individuals should avoid using public transportation. 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. The College will commence contact tracing as appropriate and prompt cleaning of the rooms and areas impacted.

CONTACT TRACING

Local health departments are responsible for coordinating and directing contact tracing. The College will assist and provide information to the local health department as requested and to the extent available. College may conduct its own contact tracing efforts in addition to the local health department. 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 the local health department and/or 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 associates and students are expected to cooperate and provide complete and truthful information.

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Any student, faculty, or staff member with questions about Berkeley College's Spring 2022 Operations Plan should email COVID19@BerkeleyCollege.edu. Thank you for your continued vigilance in keeping our campuses and communities safe.