

MassBay Community College
COVID-19 Protocols, Spring 2022 Semester
Frequently Asked Questions

Effective January 2022, all Massachusetts community college students, faculty, staff, and guests coming to campus for classes, activities, or work must be in compliance with the COVID Vaccination Policy ([Student COVID Vaccination Policy](#); [Employee Vaccination Policy](#)) and submit verification of their fully vaccinated status to the College absent an approved reasonable accommodation. In accordance with the CDC definition, MassBay defines “fully vaccinated” as two weeks after someone takes the Johnson & Johnson vaccine or after taking their second Pfizer or Moderna dose.

These FAQs are subject to change as the conditions of the pandemic evolve and the resultant federal, state, and College guidelines may change.

What will take place on campus during the spring 2022 semester?

Slightly more than half the classes MassBay is offering during the spring 2022 semester will take place face-to-face on our three campuses. A robust selection of remote and online classes are also being offered.

In addition, many MassBay staff have been approved for individual telework plans, which begin on Monday January 24, 2022. Most employees will return to campus for at least a few days per week. To maximize office space and maintain the required social distance rules, the College has also begun a hoteling program, where employees will share space rather than be assigned individual offices.

In addition to the vaccination requirement, what precautions are in place to protect against the spread of the virus?

- **Masks** are required at all times in our buildings, and they must be worn properly – covering one’s nose and mouth – at all times. Even if you are vaccinated and boosted, or if you have already had COVID-19, you can still catch the virus and transmit it to others. The only time masks can be temporarily removed is when individuals are *actively* eating or drinking. It is not acceptable to remove your mask for extended periods because you have a coffee cup or water bottle nearby. Employees may remove their masks when alone in an enclosed space, such as an office, as long as they put their mask back on when someone enters the space.
- **Three feet of social distance** is required wherever possible. Hallways are marked with floor clings to facilitate three feet; classrooms chairs are spread three feet apart; common areas have signage to prevent gatherings in close proximity.
- **Restricted Access.** The campuses are closed to the public, and only previously cleared MassBay students, faculty, staff, guests, or vendors will be allowed on campus.
- **Testing.** MassBay is offering free rapid antigen test kits to students, faculty, and staff who want them. An individual may receive up to one test kit (containing two tests) per week.
- **Caps on the number of students in a classroom.** MassBay is limiting the number of enrolled students in classes to ensure students and faculty can maintain three feet of distance in all our in-use classrooms.

- **Limits on elevators.** Each elevator is limited to one person at a time. Those who can take stairs are encouraged to do so to accommodate those who must use the elevator and avoid long lines at the elevators.
- **Water fountains.** All water fountains are shut down. Water bottle filling stations are available.
- **Cleaning.** A robust cleaning program will be in place, and disinfecting will take place each evening. Disinfecting wipes will be readily available for individuals to wipe down materials and equipment.

What should I do if I test positive for COVID-19?

Do NOT come to campus. Remain at home and contact the MassBay campus police at (781) 239-2222. You will be asked a few questions regarding when you started feeling sick, when you were last on campus, etc. You will be given further instructions by the MassBay COVID-19 Response Administrator, Maria Eklund. After speaking with the Administrator, it is recommended students notify their class instructor(s) that they will be missing class. Similarly, employees should notify their supervisors that they will be out of work. Note: no student or employee is required to specifically tell their instructor or supervisor that they have tested positive for the virus.

In accordance with CDC and [Massachusetts DPH guidelines](#), individuals who test positive for COVID, regardless of their vaccination status, should stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your residence. Continue to wear a mask around others for 5 additional days. But if you have a fever, continue to stay home until your fever resolves.

What happens if I am exposed to someone who tested positive for COVID-19?

Contact the MassBay campus police at (781) 239-2222 to report your exposure immediately. Regardless of vaccination status, according to the [most recent guidelines from the CDC](#), if you are exposed to COVID-19 you should be tested 3-5 days after exposure. If you test positive, you will be required to isolate for 5 days.

If you are fully vaccinated and have received a booster (if you are eligible for one) and you remain without symptoms, you are welcome to come to campus.

If you are exposed, are fully vaccinated, and are still ineligible for your booster, you may come to campus if you are not experiencing symptoms.

If you are exposed, are fully vaccinated, and are due for your booster but you have not received it yet, you may not come to campus for 5 days.

For questions specific to your situation, please contact MassBay campus police at (781) 239-2222.

What should I do if I start feeling sick?

Do NOT come to campus. If you are already on campus, you should leave immediately. Students, notify your instructor that you are not feeling well. Employees, notify your supervisor.

If your symptoms are similar to [COVID-19 symptoms](#), please contact MassBay campus police at (781) 239-2222. It is highly recommended that you get tested as well.

How will I show my vaccination status when I'm on campus?

Individuals who have uploaded their vaccination status and are cleared to be on-campus will find a green checkmark in their "Campus Pass" tile in **MassBayGo**, the MassBay app. You must show the green checkmark to the officer at the door when entering the building.

Anyone who has a Campus Pass that shows a red X may NOT come to campus. Any individual with a red X should contact Maria Eklund, MassBay's Immunization Compliance & COVID Response Administrator, at meklund@massbay.edu, or 781-239- 2764.

What if I don't have a smart phone with me when I arrive on campus?

We will have a computer on-hand at the entrances to the buildings each day. A staff member will look up your access status in Bay Navigator. If you've uploaded your vaccination status and are cleared to enter, you will be welcomed into the building. In Wellesley, anyone who does not have a green check or a phone must enter at the flagpole entrance and check in with the new COVID concierge at the service window. In Framingham, check in with the staff person on duty near the security desk.

Please be patient and also be prepared to spend a few extra minutes to gain access to the buildings.

What if I don't have a green check in my Campus Pass in the mobile app?

It is wise to check your Campus Pass tile in the MassBay mobile app prior to coming to campus. In Wellesley, if you have a yellow check or you do not have a phone, you must enter the building at the flagpole entrance. Check in with the COVID concierge at the service window, and they will look up your status. Anyone with a red X is not permitted to enter any of our buildings.

Please be patient and also be prepared to spend a few extra minutes to gain access to the buildings. Please contact Maria Eklund, MassBay's Immunization Compliance & COVID Response Administrator, at meklund@massbay.edu or 781-239- 2764 with any questions.

What entrances will be available?

Wellesley Hills Campus

On the Wellesley Hills campus, students, faculty, and staff with green checkmarks may use the main entrance by the circle driveway and flagpole, the door near the Carey building elevator, or the breezeway doors. Individuals with yellow checkmarks and those without phones must use the service window adjacent to the main entrance at the flagpole drive. Individuals using the accommodation parking should enter via the breezeway doors. All other doors on the Wellesley Hills campus are exit only, including the north door that faces the Recreation and Wellness Center.

Framingham Campus

Students, faculty, and staff must use the main entrance next to the public safety office. To enter, you must show your green checkmark in the MassBay mobile app to the security officer. At the beginning of



the semester, a staff member will be on hand to assist anyone with a yellow checkmark or those who are having any other difficulty.

Ashland Campus

Students, faculty, and staff must have a green checkmark in the MassBay mobile app to enter the buildings in Ashland.

What is expected of me when I first come to campus?

The key rules you must follow are keeping a mask on over your nose and mouth at all times, and maintaining social distance of 3-feet.

Throughout this public health crisis, we expect our community to be patient and respectful to one another, and to comply with our common-sense safety rules.

If I am fully vaccinated, do I have to wear a face mask on campus?

Masks are required for everyone in our buildings, regardless of your being fully vaccinated.

Do I have to wear a specific type of mask while on campus?

No, there are currently no requirements regarding the type of masks worn by students, faculty, and staff on campus. You may wear a cloth mask, surgical, KN95, N95, etc. Your mask must cover your nose and mouth.

What on-campus spaces are available?

Three feet of social distance must be maintained at all locations on campus. However, computer labs, the library, and all other common areas are open and available.

As a reminder, MassBay is sharing the Framingham campus with the Framingham Public Schools. Shared spaces, including the cafeteria, can be used by their staff as well as our community.

What is our guest policy?

Anyone who does not have a MassBay.edu email address and is coming to one of our campuses will be considered a Guest.

Guests must take the following steps at least 48 hours before they intend to come to campus:

1. Download **MassBayGo**, the College's mobile app, to your phone. (Search for "MassBay Community College" in your app store)
2. Click "Get Started."
3. Click "Guest" (not Student), and "Next."
4. Click on the "Request a Guest Pass" tile.
5. Fill out the Campus Visitation Form.



You will be asked to upload a photo of your vaccination card and driver's license.

Once these steps are completed, the College will verify the submitted documents and information. Until these materials are verified, Guests will be in Pending Review status on the app. Once verified, Guests will automatically receive a green check in the app and will be cleared to come to campus. Note, Guests will be required to show their green check to come into the building.

Anyone from the MassBay community who intends to invite a guest to campus is asked to share this policy with their guest. Again, 48 hours' notice is required to clear a guest to come to campus.

Do I have to test? Can I get a test if I want one?

Testing is voluntary. Rapid antigen test kits are free and are available for any student, faculty, or staff who wants one.

Each test kit contains two tests, and they may be picked up in the following locations:

Wellesley Hills

Students: Kits may be picked up in the Student Development Office on the first floor main hallway, Monday – Friday from 9:00 am – 5:00 pm. From 7:00 am – 9:00 am, kits may also be picked up at the service window at the front door of the flagpole entrance. After hours and on Saturdays, you may arrange to pick up a test kit by calling campus police at (781) 239-2222.

Faculty and Staff: Kits may be picked up in the Human Resources Office on the second floor Monday – Friday from 9:00 am – 5:00 pm. From 7:00 am – 9:00 am, kits may also be picked up at the service window at the front door of the flagpole entrance. After hours and on weekends, you may arrange to pick up a test kit by calling campus police at (781) 239-2222.

Framingham

Test kits may be picked up at the Campus Police desk at the main entrance, Monday – Thursday from 9:00 am – 5:00 pm. On Fridays, Saturdays, and after hours, you may arrange to pick up a test kit by calling campus police at (781) 239-2222.

Ashland

You may pick up your kit in Dean Protano's Office Monday – Friday from 9:00 am – 5:00 pm.

Process for test kit pickup:

- During normal business hours, test kits will be available for pickup on all three campuses.
- Please bring your phone with the MassBayGo mobile app downloaded. You will scan a QR code using the app when you pick up your test kit. If you do not have a phone/the app, a MassBay staff person will assist you in getting your kit.

Does MassBay require people to get a booster?

MassBay strongly encourages eligible students, faculty, and staff to obtain a booster shot; however, at this time it is not a requirement. For those with Moderna and Pfizer vaccines, booster shots can be

obtained five months after your second dose. For those with the Johnson & Johnson vaccine, you may obtain a booster two months after you received your shot.

Students who are enrolled in classes with clinical hours whose site requires individuals to obtain a booster must comply with the rules of the clinical site, including obtaining a booster shot. This applies, as well, to MassBay instructors whose work brings them to clinical sites.

If you are exposed to someone who tested positive for COVID-19, your booster status will be taken into consideration when determining your eligibility to return to campus.

Food and Beverages: What's the Rules and What's Available?

Individuals may consume food and beverages while on-campus. Food may not be consumed in computer labs, the library, or in classrooms when a class is in session. Face masks may be removed momentarily while in the act of eating or drinking. Individuals must continue to maintain three feet of social distance while consuming food or beverages.

A limited selection of breakfast and lunch items will be available from 7:30 am – 1:30 pm on the Wellesley Hills and Framingham campuses. In Wellesley, sandwiches, wraps, and meals that can be reheated will be available for purchase. Framingham will be served by food trucks. Each day there will be a different food truck: Monday might have a taco truck, Tuesday might have a falafel truck, etc. On the Ashland campus, we will continue to offer vending services.

Individuals may bring their own food and beverages. Microwaves are available for use.

What other changes to the campus should I expect?

All water fountains are shut down.

Masks can be removed when outdoors where three feet of social distancing can be maintained.

Will I receive the same student services as I would pre-pandemic?

YES. MassBay is committed to students' success, regardless of our current public health crisis. Student services will continue to be robust by visiting the offices on-campus and virtually by visiting www.massbay.edu/ask, where our experienced staff are standing by to answer any of your questions.

What will the parking situation be?

Parking is restricted to certain lots for students. Students, faculty, and staff should follow signage to ensure they are parked in the appropriate lot. Parking passes are free and can be picked up in the Public Safety Office, Room 138, in Wellesley and in the lobby in Framingham. In Wellesley, student parking is across Oakland Street from the building; faculty, staff, and visitor parking is adjacent to the flagpole. A grace period will be in place at the beginning of the semester.

What's the Bookstore story?

The only open Bookstore during the spring 2022 semester will be the one on the Wellesley campus. Textbooks, MassBay swag, and snacks can be purchased in-person, Monday – Thursday from 8am – 4pm, and Friday 8 am – 2pm. Students taking only remote or online courses can only access the Bookstore after they present a green check in the mobile app at the entrance.



How long will these protocols be in place?

Until further notice. We reserve the right to adjust our protocols, policies, and procedures at any time as the pandemic evolves, other factors dictate, and as we respond accordingly.

Who should I contact if I have questions about MassBay COVID-19 protocols?

Please contact Maria Eklund, MassBay's Immunization Compliance & COVID Response Administrator at meklund@massbay.edu, or 781-239- 2764.