**MassBay PACES**

Phased Access to Campus Education and Services

|  |  |
| --- | --- |
| Implemented: | July 14, 2020 |
| Revised: | September 1, 2021 |

The purpose of this document, and accompanying campus and program specific plans, is to present a safe, measured roadmap that MassBay Community College will follow in pursuit of our educational mission while prioritizing the safety of our students, faculty, and staff. No part of this document is designed to supersede the authority of any administrators nor the use of common sense. This document is the property of the Emergency Response Team (ERT), who is solely responsible for its content.

**This is a living document** and will be in draft form for the foreseeable future, updated or amended as is thought judicial by the ERT. As the nature of the pandemic has evolved, the response and guidelines from federal, state, and local government has as well. MassBay Community College will look first to the guidance of the U.S. Centers for Disease Control & Prevention (CDC) and the Massachusetts Department of Public Health (DPH) for its response to COVID-19 matters.

MassBay encourages all eligible members of its community to get vaccinated, the most effective known tool to maintain the safety of yourself and those around you.

It is important to recognize that everyone plays a role in creating and maintaining a safe and healthy environment at MassBay. This document is meant for MassBay’s campuses, staff, employees, and students only. Please do not attempt to enforce this policy with other persons or organizations.

If an individual observes a violation of the College’s COVID-19 policies or has concerns about the content of PACES or MassBay’s on-campus safety measures, please provide your confidential feedback via email at covidcompliance@massbay.edu.



[REPORTING COVID-19 SYMPTOMS/DIAGNOSIS & PRIVACY 3](#_Toc62484662)

[What should I do if I become symptomatic? 3](file:////Users/jeremysolomon/Desktop/MassBay%20PACES%20Final.docx#_Toc62484663)

[Students Diagnosed with COVID-19 3](#_Toc62484664)

[Employees Diagnosed with COVID-19 3](#_Toc62484665)

[TESTING 5](#_Toc62484666)

[COVID-19 BEST PRACTICES AND SELF CARE 5](#_Toc62484667)

[Accommodations 6](#_Toc62484668)

[Symptom Monitoring 6](#_Toc62484669)

[Personal Safety Practices 6](#_Toc62484670)

[PHASED APPROACH 8](#_Toc62484673)

[PACES Back / Prohibiting Access 9](#_Toc62484680)

[RETURNING TO CAMPUS: EXPECTATIONS & GUIDELINES 9](#_Toc62484681)

[Authorized Access 10](#_Toc62484682)

[Signing-In and Attendance 10](#_Toc62484683)

[Cleaning and Disinfecting 10](#_Toc62484684)

[Training and Signage 11](#_Toc62484687)

[Out-of-State/International Travel 12](#_Toc62484688)

[Parking and Transportation 12](#_Toc62484689)

[Meetings and Gatherings 12](#_Toc62484690)

[Office Spaces 12](#_Toc62484691)

[Restrooms 13](#_Toc62484692)

[Elevators and Stairways 13](#_Toc62484693)

[Cafeteria and Vending 13](#_Toc62484694)

[MENTAL HEALTH 13](#_Toc62484696)

[EXPECTATIONS 13](#_Toc62484697)

[Social Cooperation and Civility 14](#_Toc62484698)

[Student Code of Conduct 14](#_Toc62484699)

[Employee Conduct 14](#_Toc62484700)

[HISTORY OF COVID-19 AND MASSBAY’S RESPONSE 14](#_Toc62484701)

[Acknowledgements 17](#_Toc62484702)

# REPORTING COVID-19 SYMPTOMS/DIAGNOSIS & PRIVACY

**Regardless if you are regularly on campus or are fully remote, if you become symptomatic or are diagnosed COVID-19 positive, you MUST call Campus Police at 781.239.2222 and you MAY NOT COME TO CAMPUS for any reason.** Any faculty, student, or staff who becomes aware of a member of the MassBay community receiving a positive test should direct the individual to call Campus Police at 781.239.2222.

## What should I do if I become symptomatic?

DO NOT come to campus, contact your medical provider.

If the College determines that an area, building, or campus needs to be closed as a result of exposure the affected space will be thoroughly cleaned and disinfected following U.S. Centers for Disease Control & Prevention (CDC) and Massachusetts Environmental Protection Agency protocols. The MassBay Emergency Response Team (ERT) will determine when on-campus operations may resume, and affected individuals will be notified when it will be ready to be reoccupied.

## Students Diagnosed with COVID-19

Students who have tested positive for COVID-19 must contact MassBay immediately by calling 781-239-2222. When the College learns of a student who has tested positive for COVID-19, in consultation with his/her faculty and dean, steps will be taken to prevent the spread of the virus on campus. These steps will follow CDC and Massachusetts Department of Public Health (DPH) guidelines at the time and may include restricting access to campus, the cancellation of class (or moving to a remote format), and the closure of a MassBay facility. Students testing positive will receive instructions from the College in an expeditious manner via their MassBay email, MassBay Mobile, and/or voicemail and text message.

***Student Reentry Process***

Before returning to campus, a student who tested positive for COVID-19 must remain off campus for ten days. After ten days, students who are asymptomatic and fever-free for 24 hours may be cleared to return to campus. Once all criteria have been met, Student Development staff will notify the student, faculty, and campus police that the student is cleared to participate in face-to-face classes and activities.

## Employees Diagnosed with COVID-19

Employees who have tested positive for COVID-19 must contact MassBay immediately by calling 781-239-2222. When the College learns of a faculty or staff member diagnosed with COVID-19, steps will be taken to prevent the spread of the virus on campus in compliance with CDC and state DPH guidelines at the time. Steps will be determined by Human Resources, Public Safety, and Anna Pilkington, MassBay’s COVID-19 Response Administrator, and may include restricting access to campus, the cancellation of class (or moving to a remote format), and the closure of a MassBay facility. Subsequently, the diagnosed employee’s supervisor or dean will be notified of absences, temporary transfer of responsibilities, and the expected timeframe of the employee’s return to work.

***Employee Reentry Process***

Please note: this reentry process requirement also extends to MassBay employees who are working remotely.

Before returning to campus, a staff or faculty member who tested positive for COVID-19 must remain off campus for ten days. After ten days, if the person is asymptomatic and fever-free for 24 hours, they may be cleared to return to campus. Once all criteria has been met, Human Resources will notify the employee, the supervisor, and campus police that they are cleared to return to campus.

**Becoming Symptomatic/Receiving Positive Diagnosis While on Campus**

If you develop symptoms or receive a positive diagnosis while on campus, **you must leave campus immediately.** Do not assume that all illnesses are COVID-19 but take precautionary steps to ensure that any contaminants are isolated.

If you are symptomatic and you leave campus, you should:

* Notify Campus Police immediately by calling 781.239.2222 from a safe location, i.e., your vehicle
* Follow the instructions of your medical provider

**Privacy**

To protect your privacy, identifiable information will be held in the strictest confidence by the College. In addition, no members of the College shall request information pertaining to COVID-19 from any individual (faculty, staff, student, etc.), regardless of symptoms or concern unless you are a College official responding directly to a COVID-related incident.

**EXPOSURE TO SOMEONE WITH COVID-19**

**If you have been exposed to someone with COVID-19, please call 781-239-2222.**

You may **not** come to campus if any of the following scenarios apply:

• You have been in contact with an individual who has tested positive or is under investigation for COVID-19, excluding medical professionals, first responders, and essential workers who were wearing appropriate Personal Protective Equipment (PPE) at the time of exposure

• In accordance with CDC guidelines, caregivers of someone diagnosed with COVID-19 must follow College guidelines and the employee/student reentry process

* Anyone who has been in close contact with someone who has COVID-19 must follow College guidelines and the reentry after exposure to someone with COVID-19 process detailed below

***Fully Vaccinated Individuals Who are Exposed***

If you are exposed to COVID-19 you must contact MassBay Police at 781-239-2222, regardless of your vaccination status.

In accordance with CDC guidelines, if you are fully vaccinated and have been exposed to someone with COVID-19 **AND** you are symptomatic, you may not come to campus for ten days or until you have been symptom-free for 24 hours with no fever.

If you are fully vaccinated and have been exposed to someone with COVID-19 **AND** you are asymptomatic and fever-free for 24 hours, you may still come to campus. You must continue to monitor for symptoms.

***Reentry after Exposure to Someone With COVID-19***

Those who have been exposed to someone with COVID-19 must comply with [state](https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-information) and [federal](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html) guidelines regarding quarantining prior to returning to campus. These guidelines may include quarantining for up to 14 days after last exposure to the person who tested positive. Individuals may return to campus with clearance from Student Development or Human Resources.

# VACCINATIONS

**Every member of the MassBay community is urged to get vaccinated**.

Students taking face-to-face classes in Automotive Technology, Health Sciences, and STEM are required to be vaccinated. In addition, all athletes who are members of a MassBay team are required to be vaccinated. Vaccinations from Johnson & Johnson, Moderna, and Pfizer are required to meet MassBay’s vaccination policies.

All faculty or staff regularly coming to campus and students taking face-to-face courses in other subjects may voluntarily submit their vaccination status to MassBay. Doing so will preclude them from mandatory weekly COVID-19 testing and weekly attestation.

Students may find more information and instructions on how to show proof of your vaccination by visiting [www.massbay.edu/immunization](https://www.massbay.edu/immunization#health-students).

# TESTING

To increase the level of protection of our community against COVID-19, students, faculty, and staff who will regularly be on campus are required to take a weekly COVID-19 test unless they are fully vaccinated and have given their vaccination status to MassBay. Individuals who are two weeks removed from receiving one Johnson & Johnson vaccination, or two vaccinations from Pfizer or Moderna will be considered fully vaccinated.

**If you receive a positive test, you MUST call campus police immediately at 781.239.2222.**

The College distributes clear instructions on the testing program and how to comply. For any questions, please contact Anna Pilkington, the COVID-19 Response Administrator at apilkington@massbay.edu or 781-239-3177.

# COVID-19 BEST PRACTICES AND SELF CARE

According to the CDC, people of any age with certain conditions are at higher risk for severe illness from COVID-19 infection. Those conditions[[1]](#footnote-1) include:

* Cancer
* Chronic kidney disease
* Chronic lung diseases, including Chronic Obstructive Pulmonary Disease (COPD), asthma (moderate to severe), interstitial lung disease, cystic fibrosis, and pulmonary hypertension
* Dementia or other neurological conditions
* Diabetes type 1 or type 2
* Down syndrome
* Heart conditions (such as heart failure, coronary artery disease, cardiomyopathies or hypertension)
* HIV infection
* Immunocompromised state (weakened immune system)
* Liver disease
* Overweight and obesity (body mass index of 30 or higher)
* Pregnancy
* Sickle cell disease or thalassemia
* Smoking, current or former
* Solid organ or blood stem cell transplant
* Stroke or cerebrovascular disease, which affects blood flow to the brain
* Substance use disorders

## Accommodations

MassBay provides equal access for each member of our community who self-discloses a disability and requests an ADA accommodation. Employees may request an ADA Accommodation by contacting Human Resources. Students may request an ADA Accommodation by contacting the [MassBay Accessibility Resources Center](https://www.massbay.edu/facilities/accessibility).

## Symptom Monitoring

**Employees and students who are sick should stay home!** All individuals wishing to enter the campus must be free of the following symptoms[[2]](#footnote-2) related to COVID-19 for the previous 24 hours:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

In addition to staying home, anyone experiencing one or more of these symptoms should consult with a health care professional. Do not assume that all illnesses are COVID-19 but take precautionary steps to ensure that any contaminants are isolated.

**You may not come to campus if you have any symptoms related to COVID-19**. Students, faculty, and staff regularly coming to campus who have not submitted their vaccination status will be expected to complete a weekly self-assessment. This required assessment is a checklist-style form sent via email on a weekly basis that confirms they are not symptomatic, have not tested positive for the virus, haven’t been in close contact with someone who tested positive, and have not been asked to isolate or quarantine.

## Personal Safety Practices

**Coughing and Sneezing**

Everyone should practice coughing and sneezing into their elbow to prevent the spread of respiratory illness such as COVID-19. If a tissue is used, dispose of it immediately in the trash and wash hands for at least 20 seconds, or use hand sanitizer if soap and water are not available.

**Expectorate (Spit)**

The College’s mandatory testing program is saliva-based. Do not expectorate (spit) on campus unless you are outdoors while maintaining appropriate social distance. It is recommended if you need to expectorate to do so in your vehicle with the windows rolled up.

**Face Coverings**

**Face coverings are required for everyone in our buildings, regardless of their vaccination status**. Students with a medical condition or disability precluding them from wearing a face covering must contact Associate Dean of Students Josh Cheney jcheney@massbay.edu to discuss the issue. Staff and faculty must contact Executive Director of Human Resources Samaria Stallings at sstallings@massbay.edu or Associate Director of Human Resources Dan Pace at dpace@massbay.edu.

Staff and faculty who are alone in an enclosed office may remove their face covering, but they must put it back on if someone else approaches. Anyone eating or taking a sip of a beverage may momentarily remove their face covering to do so but must replace it when finished.

Individuals are urged to wear their own face covering. Disposable masks are available at the entrances of our buildings if necessary. Specific campus or lab experience mask protocols must be adhered to, if applicable. Students attending clinicals or co-ops must also adhere to site specific protocols, including the wearing of proper Personal Protective Equipment (PPE).

# PHASED APPROACH

With a focus on safety and caution, MassBay will follow a phased approach to resume on campus instruction and services. MassBay will take Phased Access to Campus Education and Services (PACES) at our own speed, but never faster than the [Commonwealth’s phased approach to reopening](https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download). Federal, state, or local events may precipitate a pace back to a previous phase. As the pandemic continues to evolve, the ERT may at any time elect to implement PACES Back/Prohibiting Access protocol, which may include prohibiting access to all MassBay facilities, to protect the safety of our community.

## PACES Level 1

* No face-to-face instruction
* Routine access limited to essential services that cannot be provided remotely, including:
	+ Facilities and contracted cleaning services
	+ Campus Police and contracted security services
	+ Shipping/Receiving
* Other access requests are reviewed and approved by the ERT – only critical requests are approved
* A controlled and contactless Equipment Return Policy is in place to safely return tangible items

## PACES Level 2

* Continuation of on-campus access for employees outlined in Level 1
* On-campus instruction limited to selected courses involving lab work that is required in advance of clinical and co-op hours or program completion, and approved by ERT
* Students may return to clinical and co-op sites as approved by the ERT
* Bookstore operations may resume to fill and ship orders, no face-to-face or curbside sales
* With express permission from the College, faculty and staff may occasionally come to campus for a limited period of time to retrieve personal items or to perform necessary College business. To request permission, faculty and staff must submit a [Priority Academic Access](https://massbayedunew.s3.amazonaws.com/paces/priority-academic-access-request-form.pdf) or [Critical Business Function](https://massbayedunew.s3.amazonaws.com/paces/critical-business-function-form.pdf) form

## PACES Level 2B

* Continuation of on-campus access for employees outlined in Level 2
* Outdoor athletics conditioning on campus may be allowed on a pilot basis
* Eating and drinking remains prohibited in our buildings
* With prior approval, vendors may be allowed on campus to service equipment, perform necessary maintenance, or to provide necessary training
* ERT will review and may approve on-campus construction projects

**PACES Level 2C, [summer 2021]**

* Continuation of on-campus access for employees outlined in Level 2B
* All MassBay campuses remain closed to the general public and no in-person events will be held. Members of the MassBay community must request access prior to coming to campus
* Face coverings indoors is required for all individuals
* Outdoor masking is not required if 6’ of social distancing can be maintained
* Eating is prohibited in our buildings. Lifting your face covering momentarily to drink is allowed; however, you must continue to maintain at least 6 feet of distance between yourself and others.

## PACES Level 3 [Fall 2021, phase 1 Sept-Oct]

* Continuation of on-campus access for employees and students outlined in Level 2C
* Vaccinations are required for students enrolled in face-to-face classes in Health Sciences, Automotive Technology, and STEM. Any of these students unable to take the vaccine for religious or health reasons must contact Associate Dean of Students Josh Cheney at jcheney@massbay.edu and complete the [Medical and Religious Exemption Form](https://cm.maxient.com/reportingform.php?MassBayCC&layout_id=60)
* Vaccinations are required for all students and staff involved in our athletics program
* Faculty and staff regularly coming to campus, and students enrolled in face-to-face classes in subjects other than Health Sciences, Automotive Technology, or STEM, who do not voluntarily submit their vaccination status will be required to take a weekly saliva-based COVID-19 test
* Face coverings are required at all times on campus, regardless of vaccination status
* Predetermined spaces on campus may be used for students who are in-between classes or who are waiting for transportation. Six feet of social distance must continue to be maintained at all times

## Campus is closed to the public, except for approved College-related activities. No in-person public events to be held without specific and prior approval from the College

* Limited access to study areas as determined by the College may be permissible for study and for completion of academic assignments for students enrolled in on-campus courses
* Expanding the number of on-campus programs may be permitted with the approval of ERT
* Non-MassBay affiliated individuals approved by the College may be invited to campus to participate in a class or other College-related activity with the approval of ERT
* Eating is permitted on campus only in designated areas. Eating is not allowed in classrooms or hallways. Individuals must continue to maintain 6 feet of social distance while eating. There will be no access to silverware or refrigerators for students.

##

## PACES Level 4

* Continuation of on-campus access for employees and students outlined in Level 3
* Communal spaces beyond previously identified study areas may be reopened
* Limited on-campus placement testing may be acceptable to increase student accessibility
* Scheduled, day-long office and lab/classroom access may be considered for more departments as needed
* Students may be permitted to stay in the lab for a short period of time following the completion of class to conduct necessary lab work
* Food service may be resumed, with appropriate restrictions as determined by the ERT
* The MassBay Bookstore may reopen for in-person sales

## PACES Level 5

* On-campus activities, including instruction, may resume
* Campus transportation may resume
* “New Normal” regulations will be implemented as defined by [Commonwealth’s phased approach to reopening](https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download)

## PACES Back / Prohibiting Access

**Return to previous PACES levels**

MassBay will continue to make data-driven decisions to protect the safety of our community. The [Dashboard of Public Health Indicators](https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-daily-dashboard-) will be monitored regularly for negative trends. Local, state, or federal events may precipitate a pace back to a previous phase. If federal or state authorities revert to more restrictive measures, MassBay will respond accordingly.

# RETURNING TO CAMPUS: EXPECTATIONS & GUIDELINES

Compliance with the guidelines, policies, and protocols outlined in this document is required for entry to all MassBay campuses. Failure to comply may result in corrective or disciplinary action per the MassBay Personnel Policy, Non-Unit Professionals Handbook, AFSCME Collective Bargaining Agreement, MCCC Collective Bargaining Agreement, or Student Code of Conduct. This plan may be updated as our understanding of the coronavirus and its implications evolves.

On-campus operations through PACES Level 4 will be limited to specified programs approved by ERT that involve instruction, critical business and academic functions, and the onsite resources required to control and manage these specific functions. All other instructional and administrative functions, including most lecture-based instruction, labs that can be delivered virtually, and administrative departments that can effectively work remotely, will continue to be remote. Campus access will be controlled and coordinated to mitigate risk and prioritize health and safety, while advancing the mission of MassBay.

## Authorized Access

Entry to buildings on all campuses is restricted to authorized individuals only. DO NOT hold or prop open exterior doors. Only authorized contractors, current, registered students, and current employees in good standing are allowed on campus in PACES Levels 1-3. Restrictions will ease for external constituents in PACES Level 4 before reaching the “new normal” in PACES Level 5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Visitors | Construction | Space Rentals | Employee Access Prior Approval | Bookstore |
| PACES 1 | NO | NO[[3]](#footnote-3) | NO | YES | NO |
| PACES 2 | NO | YES | NO | YES | YES[[4]](#footnote-4) |
| PACES 3 | NO [[5]](#footnote-5) | YES | NO | YES | YES4 |
| PACES 4 | YES | YES | YES[[6]](#footnote-6) | YES | YES |
| PACES 5 | YES | YES | YES | NO | YES |

## Signing-In and Attendance

To assist with identifying areas to clean and disinfect in case of positive diagnosis in PACES Levels 1-2C, **all students, College employees (including staff and faculty), and outside vendors and contractors will be required to sign-in each time they enter the campus**. In PACES Level 3, MassBay Mobile will be used to show proof of authorization to gain entry. Faculty are strongly encouraged to take and maintain daily attendance records for each class session.

## Cleaning and Disinfecting

The Janitorial Program includes the following enhancements to routine cleaning specifications:

* Use only of products listed on the U.S. Environmental Protection Agency’s [List N: Disinfectants for Use Against COVID-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
* Frequently wipe clean with disinfectant the following high touch points:
	+ Entrance doors
	+ Door handles and door push bars
	+ Stairway handrails
	+ Light switches
	+ Water fountains
	+ Elevator buttons
	+ Restrooms, including toilets, urinals, sinks, facets, paper, and soap dispensers
* Tables and seats in classrooms will be disinfected daily
* Cleaning schedules for conference rooms, dining areas and lounges will be developed when these spaces are opened
* Implementation of our cleaning vendor’s [COVID-19 Safety Plan](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/SJS%20Covid%2019%20Safety%20Plan%20English.doc)

**Out of an abundance of caution, individuals are advised to clean surfaces before contact and not assume they are clean.** Disinfecting wipe dispensers have been installed in all communal areas, classrooms, and office spaces. If you notice that a dispenser is empty or in need of repair, please submit a [request ticket](https://www.massbay.edu/facilities) to facilities.

### Social Distancing

The CDC maintains that limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Social distancing is important even when neither party is showing symptoms or are vaccinated, as people can spread the virus before they know they are sick, and some remain asymptomatic. Follow COVID-related signage while on campus, **maintain at least six feet of distance on all sides from other people**, and do not gather in groups.

### Handwashing and Sanitizer

Regular handwashing is the preferred method to remove germs and help prevent the spread of germs to others. Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose, and mouth, and wash hands immediately after doing so. Hand sanitizer stations are available at entrances, in common spaces, and near high touch points such as elevators and staircases.

## Training and Signage

It is important to be educated on COVID-19 risk factors and preventive behaviors. Everyone plays a role in creating and maintaining a safe and healthy workplace. The following videos and information should be reviewed prior to returning to campus:

* [Public Health Guidance for Potential Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)
* [CDC Video: Hand Hygiene](https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be) and information on [When and How to Wash Your Hands](https://www.cdc.gov/handwashing/when-how-handwashing.html)
* [Use of Cloth Face Coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
* [CDC Video: Social Distancing](https://www.youtube.com/watch?v=GDDDz89EhSU)
* [Massachusetts Department of Public Health FAQ about COVID-19](https://www.mass.gov/info-details/frequently-asked-questions-about-covid-19)

To encourage these behaviors, the following signs are posted in highly visible locations throughout the campuses.

* Symptom Checklist and Reporting
* 6’ Distancing Floor Decals
* Bathroom Restrictions
* Maintain Social Distance and Wear a Face Covering
* Mandatory Safety Standards
* Restricted Areas for Eating and Drinking

## Out-of-State/International Travel

MassBay requires all community members and visitors to campus to abide by state and local regulations related to out-of-state and international travel. These regulations change frequently and can involve mandatory quarantining. The latest travel regulations from the Commonwealth of Massachusetts can be found [here](https://www.mass.gov/info-details/covid-19-travel-order).

## Parking and Transportation

When possible, park in every other space to follow social distancing recommendations and consider staggering entrance and egress times. Cars should be parked nose-in to keep the driver’s door of each vehicle apart.

College directed and operated shuttles are not running. There are limited [public transportation options](https://www.massbay.edu/shuttle) available to access the Framingham and Wellesley Hills campuses, and none are available in Ashland.

## Meetings and Gatherings

Meetings should be held remotely using a collaboration tool such as WebEx. We encourage students taking face-to-face classes to come to your class, and then leave campus immediately thereafter. On campus meetings and gatherings are strongly discouraged.

## Office Spaces

During PACES Levels 1-4, employees that can work remotely should continue to do so. Individuals may not work on campus without prior approval from the ERT. Additional guidelines should be followed in open or shared spaces when possible:

* One person per room unless six feet of distancing can be consistently maintained
* Have at least one workspace separating you from another co-worker

Sneeze guard partitions will be installed in offices that must interact with others face-to-face, though individuals should recognize that partitions may not always be possible, and that social distancing, wearing face coverings, and active handwashing are best practices. In cases where partitions are not possible, alternative accommodations will be considered.

## Restrooms

Public restrooms pose a health risk and caution should be exercised. Personal responsibility is key to helping everyone in the community stay safe. Individuals are encouraged to limit the amount of time spent in restrooms. All on-campus restrooms are now single occupancy, with signs indicating this prominently displayed. In multiuse restrooms, certain stalls and urinals are blocked off to allow for greater social distancing. **Only one person may be in a restroom at a time**; wait outside until the restroom is unoccupied. Remember to practice good hand washing hygiene!

## Elevators and Stairways

No more than one person may use an elevator at a time, unless necessary for an accommodation. If possible, avoid touching the elevator buttons with your exposed hand/fingers. Self-cleaning elevator buttons have been installed. Wash your hands or use hand sanitizer with at least 60% alcohol after using the elevator.

Take caution when touching handrails and wash your hands or use hand sanitizer with at least 60% alcohol when necessary.

## Cafeteria and Vending

Lifting your face covering momentarily to drink and eat in designated areas is allowed; however, you must continue to maintain at least 6 feet of distance between yourself and others.

Food services on all campuses will remain unavailable until PACES level 4 or 5. People may not sit in groups.

Vending machines will be unavailable in PACES levels 1-2C. In PACES levels 3-4, vending items may be purchased on campus

**Gloves**

Gloves are not required for general use and do not replace good hand hygiene. Campus or lab experience specific protocols must be adhered to, if applicable. Students attending clinicals or co-ops must also adhere to site specific protocols.

# MENTAL HEALTH

MassBay recognizes that the current pandemic is stressful and can cause a variety of reactions that can impact your mood, your behavior, your ability to concentrate, and your relationships.

We have found that it can be helpful to speak with a professional if you are struggling or if you are not feeling like yourself. Free and confidential assistance for enrolled students is available from Counseling Services at MassBay. Please visit our website for information, resources, and appointments: [www.massbay.edu/counseling](http://www.massbay.edu/counseling).

The Employees Assistance Program (EAP) is available 24/7 to provide confidential counseling support to all employees and their immediate family members. Please contact 800-252-4555 or visit the EAP website [www.theEAP.com/Higher-Education-EAP](http://www.theEAP.com/Higher-Education-EAP) for more information and assistance.

# EXPECTATIONS

## Social Cooperation and Civility

MassBay recognizes that during the COVID-19 pandemic we must abide by certain social expectations to maintain a safe educational environment, as recommended by CDC. We expect that our community will treat each other with civility and respect as we work together to support these safe boundaries.

## Student Code of Conduct

All students are responsible for the information located within this document. Failure to comply with these outlined expectations may result in a disciplinary action as outlined in the MassBay Student Code of Conduct.

## Employee Conduct

All employees are responsible for the information located within this document. Failure to comply with these outlined expectations may result in disciplinary action in accordance with the applicable contract/handbook.

# HISTORY OF COVID-19 AND MASSBAY’S RESPONSE

On February 28, MassBay President David Podell charged a committee of faculty and staff to learn about COVID-19, consider potential impact to our constituents, and to make recommendations on steps we might take to protect the MassBay community. Various subcommittees were formed from the initial committee and additional team members were subsequently added.

On March 9, President Podell formed MassBay’s Emergency Response Team, charging it with centralized review of all issues pertaining to the College’s response to the coronavirus pandemic. This group continues to meet multiple times per week in this capacity.

On March 10, 2020 Governor Charlie Baker declared a [state of emergency](https://www.mass.gov/executive-orders/no-591-declaration-of-a-state-of-emergency-to-respond-to-covid-19); on that day there were 91 presumed positive cases of COVID-19 in the Commonwealth.

On March 11, 2020 the World Health Organization declared COVID-19 a global pandemic.

On March 14, 2020 the decision was made to move most classes remote for the remainder of the Spring semester, with the exception of hands-on lab sections.

On March 23, 2020 the decision was made to move all classes and labs remote for the remainder of the Spring 2020 semester.

On March 23, 2020 Governor Charlie Baker issued an [emergency order](https://www.mass.gov/news/governor-charlie-baker-orders-all-non-essential-businesses-to-cease-in-person-operation) requiring all businesses and organizations that do not provide “COVID-19 Essential Services” to close their physical workplaces and facilities to workers, customers, and the public as of March 24 at noon until April 7. This order was later extended to May 4, and then May 18. On March 23, there were 777 confirmed positive cases of COVID-19 in the Commonwealth.

On March 24, 2020 access to the MassBay Wellesley Hills campus was limited to essential functions only, including minimal staffing in Shipping/Receiving, Campus Police, and Facilities, with scheduled visits of other departments to complete necessary operations. This state of operations shall be referred to as the Remote Phase (PACES level 1).

On April 7, 2020 the Framingham and Ashland campuses were locked down and disinfected. From that date until the College moved to PACES level 2, access to those campuses was limited exclusively to Facilities and Campus Police.

On April 8, 2020 the decision was made that all Summer 6-week session 1 and 10-week courses would be online or remote.

On April 21, 2020 the decision was made that Summer 6-week session 2 courses would be online or remote, with the exception of essential face-to-face lab instruction in Automotive Technology and Health Sciences programs.

On May 18, 2020 Department of Public Health issued a [Safer-at-Home Advisory](https://www.mass.gov/news/safer-at-home-advisory) and Governor Charlie Baker shared the [Commonwealth’s phased approach to reopening](https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download).

On June 2, 2020 the decision was made that all Fall semester courses would be online or remote, with the exception of face-to-face labs in Automotive Technology, Health Sciences, and Biotechnology that are necessary to meet program or degree requirements.

On June 6, 2020 Governor Charlie Baker issued [COVID-19 Order No. 37](https://www.mass.gov/doc/june-6-2020-phase-ii-reopening/download), authorizing Phase II to begin on June 8. On June 6, there were 103,132 confirmed positive cases of COVID-19 in the Commonwealth.

On June 8, 2020 MassBay moved to PACES Level 2.

On June 9, 2020 the Ashland campus was opened to allow instructors to begin preparations for continuing lab course work, in accordance with the [Ashland Access Plan](file:///C%3A%5CUsers%5CLauren%20Cooney%5COneDrive%20-%20massbay.edu%5CCOVID-19%5CReopening%5CAshland%5CAshland%20Access%20Plan_6.8.20_Final.docx). Students began lab course work on the Ashland campus on June 15.

On June 15, 2020 Health Science students were approved to return to clinical sites in accordance with MassBay’s [Return to Clinic policy](file:///C%3A%5CUsers%5CLauren%20Cooney%5COneDrive%20-%20massbay.edu%5CCOVID-19%5CReopening%5CFramingham%5CClinicals%5CReturn%20to%20Clinic_final.docx) and any applicable hospital or clinical protocols.

On June 19, 2020 Governor Charlie Baker issued [COVID-19 Order No. 40](https://www.mass.gov/doc/reopening-phase-2-step-2-order/download), authorizing Phase II Step 2 to begin on June 22. On June 19, there were 106,650 confirmed positive cases of COVID-19 in the Commonwealth.

On July 2, 2020 Governor Charlie Baker issued [COVID-19 Order No. 43](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/PACES/References/COVID-19%20Order%20No.%2043.pdf), authorizing Phase III to begin on July 6, and [COVID-19 Order No. 44](https://www.mass.gov/doc/revised-gatherings-order-july-2-2020/download), increasing allowable gathering sizes. On July 2, there were 109,338 confirmed positive cases of COVID-19 in the Commonwealth.

On July 8, 2020 the Framingham campus was opened for students to begin lab course work in accordance with the [Framingham Access Plan](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/Framingham/Framingham%20Access%20Plan_final%207.8.20.pdf).

On August 1, 2020 Governor Charlie Baker issued [COVID-19 Order No. 45](https://www.mass.gov/doc/july-24-2020-travel-order-pdf/download) and instituted a [Travel Order](https://www.mass.gov/info-details/covid-19-travel-order) requiring all visitors and residents entering Massachusetts to complete a travel form, unless coming from a lower-risk state as determined by the Department of Public Health or eligible for an exemption as determined by the Commonwealth. All such visitors and returning residents must also either quarantine for 14 days or provide a negative COVID-19 test that had been administered within the past 72 hours.

On September 8, 2020 MassBay campuses were opened for the fall semester in accordance with the [Wellesley Hills](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/Wellesley/Wellesley%20Access%20Plan_Fall2020_final.pdf), [Framingham](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/Framingham/Fall/Framingham%20Access%20Plan_Fall2020_final.pdf) and [Ashland](https://massbay0-my.sharepoint.com/personal/lcurley_massbay_edu/Documents/COVID-19/Reopening/Ashland/Fall/Ashland%20Access%20Plan_Fall2020_final.pdf) access plans.

On September 29, 2020 Governor Charlie Baker issued [COVID-19 Order No. 51](file:///C%3A%5COneDrive%20-%20massbay.edu%5CCOVID-19%5CReopening%5CPACES%5CRevised%20Face%20Coverings%20Order%20No.%2055.pdf), authorizing Phase III Step 2 to begin in lower risk communities on October 5. On September 29, there were 129,243 confirmed positive cases of COVID-19 in the Commonwealth.

On October 14, 2020 MassBay moved to PACES Level 2B.

On November 2, 2020 Governor Charlie Baker issued [COVID-19 Order No. 55](file:///C%3A%5COneDrive%20-%20massbay.edu%5CCOVID-19%5CReopening%5CPACES), requiring all persons in Massachusetts over the age of five years old to wear a mask when in a public location, whether indoors or outdoors. On November 2, there were 156,385 confirmed positive cases of COVID-19 in the Commonwealth.

On December 7, 2020 the decision was made that all winter intersession courses would be online or remote.

On December 7, 2020 the Massachusetts Department of Public Heath revised their quarantine guidance, adopting then current CDC Guidelines.

On December 8, 2020 Governor Charlie Baker issued [COVID-19 Order No. 58](file:///C%3A%5COneDrive%20-%20massbay.edu%5CCOVID-19%5CReopening%5CPACES%5CPhase%20III%2C%20Step%201%20Rollback%20Order%20No.%2058.pdf), reverting to Phase III Step 1 beginning December 13. On December 8, there were 253,649 confirmed positive cases of COVID-19 in the Commonwealth.

On December 22, 2020 Governor Charlie Baker issued [COVID-19 Order No. 59](https://www.mass.gov/doc/covid-19-order-59/download), reducing capacity limits beginning December 26. On December 22, there were 318,143 confirmed positive cases of COVID-19 in the Commonwealth.

On January 5, 2021 the decision was made to delay the start of face-to-face labs in Automotive Technology, Health Sciences, and Biotechnology until February 1.

On January 25, 2021, PACES level 2c was enacted.

February 1, 2021, summer 2021 semester began, with face-to-face labs in Automotive Technology, Health Sciences, and Biotechnology taking place on all three campuses. All enrollees, faculty, and staff regularly coming to campus required to take a weekly COVID-19 test.

On September 1, 2021, PACES level 3 was enacted.

## Acknowledgements

MassBay Community College would like to thank the following individuals for their contributions to this plan and for their commitment to preserving the health and wellbeing of our community.

**Emergency Response Team**

Liz Blumberg, Vice President for Student Development and Dean of Students

Neil Buckley, Vice President for Finance and Administration

Liz Cooper, Associate Director of Public Relations

Curtis Cormier, Chief Information Officer

Lauren Curley, Director of Procurement and Business Operations

Joe DeLisle, Director of Facilities

Marcus Edward, Assistant Vice President for Finance and Administration

Lynn Hunter, Vice President for Academic Affairs and Provost

Courtney Jackson, Vice President for Institutional Effectiveness

Vinny O’Connell, Chief of Police/Director of Public Safety

Dan Pace, Associate Director, Human Resources

David Podell, President

Lisa Slavin, Assistant Vice President of Enrollment Management

Jeremy Solomon, Associate Vice President of Institutional Advancement, Marketing, and Communications

Samaria Stallings, Executive Director of Human Resources

**Facilities and Public Safety Subcommittee of the Emergency Response Team**

Lauren Curley, Director of Procurement and Business Operations

Joe DeLisle, Director of Facilities

Sue Maggioni, Dean of Business & Professional Studies

Vinny O’Connell, Chief of Police/Director of Public Safety

Sheron Williams, Administrative Assistant

**Return to Campus Committee**

Michael Amos, Professor

Joan Alegi-Feeney, Professor

Liz Blumberg, Vice President for Student Development and Dean of Students

Paul Byrnes, Office of Facilities

Lauren Curley, Director of Procurement and Business Operations

Joe DeLisle, Director of Facilities

Jon Edwards, Director of Counseling

Scott Fitzgerald, Assistant Professor, Automotive Technology

Daniel Hidalgo, Student

Chitra Javdekar, Dean of STEM

Cheryl MacMillan, Academic Counselor

Sue Maggioni, Dean of Business & Professional Studies

Neil Miller, Student

Joseph Nee, Adjunct Faculty

Vinny O’Connell, Chief of Police/Director of Public Safety

Deborah O’Dowd, Faculty

Dan Pace, Associate Director, Human Resources

Reggie Pierre-Charles, Administrator, Business & Professional Studies

Anna Pinklington, COVID-19 Response Administrator

Jackie Rodriguez, Financial Aid Coordinator

Nirmal Singh, Associate Professor, STEM

Samantha Varela, Student

Sheron Williams, Administrative Assistant



1. Current Conditions as of 8.31.2021 and subject to change pursuant to CDC guidelines [↑](#footnote-ref-1)
2. Current symptoms as established by the CDC and subject to change pursuant to CDC guidelines 8.31.2021 [↑](#footnote-ref-2)
3. Ongoing and outside projects can continue. [↑](#footnote-ref-3)
4. Bookstore personnel may access the stores to fill and ship online orders only. [↑](#footnote-ref-4)
5. Admitted, but not yet enrolled, students may be permitted on campus for the purpose of placement testing. [↑](#footnote-ref-5)
6. Limited space rentals will be considered [↑](#footnote-ref-6)