

Wellesley Hills Access Plan: Spring 2021

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INTRODUCTION

MassBay's Biotechnology program trains students in high demand disciplines and emphasizes hands-on, research-based study and participation in national research collaborations. Face-to-face instruction is an integral component to preparing students for this industry.

The policies and procedures in this document have been developed in adherence with the [Mandatory Workplace Safety Standards](#) issued by the Commonwealth of Massachusetts and guidance issued by the Department of Public Health. Compliance with the guidelines, policies and protocols outlined in MassBay's Phased Access to Campus Education and Services ([PACES](#)) Plan is required by all individuals on campus. Additionally, MassBay will enforce compliance with [COVID-19 Order No. 55 – Face Coverings](#) except in cases where an individual requests a reasonable accommodation.

SPRING 2021 CAMPUS GUIDELINES

The following precautions will be in place to help mitigate potential risk to faculty, staff and students while minimizing potential exposure during face-to-face instruction.

<p>Campus Guidelines</p>	<ol style="list-style-type: none">1. Campus Police will open and disarm the facilities daily. Campus Police will also be responsible for closing and alarming the facility each night. Access to the facility will require prior written approval AND a photo ID. A MassBay ONECARD is the preferred method of identification.2. The Biotechnology and Electrical Engineering labs can be accessed from the first floor by using the Tech Tower elevator or Stair 7 as shown in Appendix B. Elevator occupancy is limited to a single individual. Stair 7 is one way going up. Entry and egress to the labs is shown in Appendices C-E. While entering and exiting extreme care should be given to maintain social distancing and common etiquette.3. Groups of no more than eight (8) students and one (1) instructor will be permitted in the authorized lab at one time. Authorized lab space is noted in Appendices C-E.4. No eating or drinking will be permitted in the lab space or anywhere in the buildings. Students will keep food and beverages in their respective vehicles to access during break or lunch periods.5. Lab activities and workstations will accommodate social distancing recommendations of at least 6'. Plexiglass shields have been installed to create individual workstations.6. Students will wear their own personal face covering while entering and exiting the lab. Once in the lab, the student will store their personal face covering in their personal storage space and be provided with a surgical mask and gloves by their instructor. Face coverings are required at all times while on campus, including during breaks and restroom visits.7. Gloves may be required while in the lab as specified by the lab instructor.8. All equipment and workstations will be disinfected at the beginning and end of each session by the students and instructor.9. Faculty and students may use the restrooms noted in Appendices C-E. Faculty and students will coordinate restroom breaks so no more than one individual is in a restroom at one time.
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| | <ol style="list-style-type: none">10. Gatherings are prohibited in all communal areas. Access to areas outside those described in this plan is prohibited.11. Strategic building scheduling will be employed to minimize overlap of classes and students. Class days and times will be scheduled in advance and will be limited to lab experiences that are essential to the completion of courses, degrees, and programs. Alternate class rotations and student parking locations will be implemented to maximize social distancing. |
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CAMPUS EXPECTATIONS

BUILDING OCCUPANCY

At no time shall the building occupancy of the Wellesley Hills campus exceed seventy-five (75) persons. This occupancy number includes staff, faculty, students, and contractors. The Dean will provide a weekly schedule in advance identifying the person in charge for each hour the building is occupied for instruction.

ROOM OCCUPANCY

At no time shall a room occupancy exceed ten (10) persons.

SOCIAL DISTANCING

To the greatest extent possible, all persons will remain 6' apart at all times. Floor decals are displayed in labs and outside restrooms as a visual cue. Signs are posted throughout campus to remind the importance of social distancing and use of face coverings.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is required during face-to-face activities. Face coverings are required at all times, including breaks and restroom visits. Faculty and students are urged to wear their own face coverings, and disposable masks are available.

FACULTY & STAFF PARKING

Faculty and staff will continue to park in the spaces adjacent to the building. When practical, faculty and staff should park in every other space to follow social distancing recommendations. The Parking Plan is detailed in Appendix A.

STUDENT PARKING AND TRANSPORTATION

Carpooling to campus is discouraged. If you become symptomatic while on campus, or learn of potential exposure that requires quarantine, you will not be able to carpool from campus.

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 doors of each vehicle apart.

There are limited public transportation options available to access the Wellesley Hills campus. College directed and operated shuttles are not running.

Students are temporarily authorized to park in the upper Faculty/Staff parking lot as shown in Appendix A. Students should park in every other space to follow social distancing recommendations.

FACULTY/ STUDENT ACCESS TO BATHROOM

Faculty and student restroom routes have been established to minimize contact as well as to control the sanitized environment. The Restroom Access Plan is detailed in Appendix C.

LAB HYGIENE

Good hygiene practices will always be communicated to all students and reinforced. Common practices include hand cleaning if gloves are removed, avoiding touching one's face, and sneezing or coughing into a tissue or the inside of the elbow. Anyone who feels sick must stay home. Eating or drinking will not be permitted inside the lab space at any time. Food and beverages will be kept outside in the faculty and students' respective vehicles for consumption during break and lunch periods. Faculty and students will observe social distancing and PPE protocols when accessing and exiting the labs for all break and lunch periods.

SANITATION

Each lab space is equipped with hand sanitizer and sanitation wipes to disinfect hands, tools, equipment, and workstation surfaces. A sanitation wipes dispenser will be centrally located in the lab space for students and faculty to access while maintaining social distance. A day porter will be assigned to the Wellesley Hills campus to clean and disinfect common surfaces at appropriate intervals throughout the day.

VENTILATION

To increase natural ventilation, windows in the Authorized Lab Space will be open while class is in session. Filters in the ceiling units have been replaced with higher efficiency models and a portable HEPA filter air purifier has been installed in each lab space.

INSTRUMENTS AND OTHER EQUIPMENT

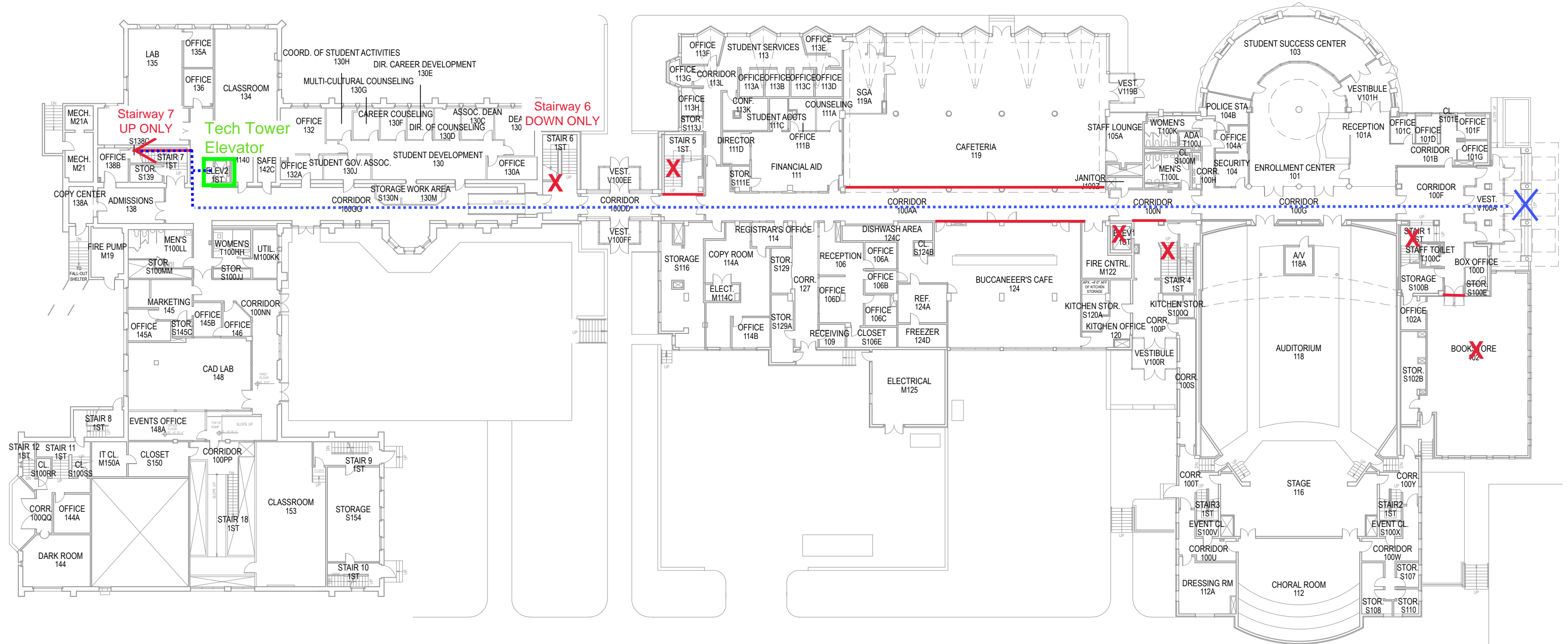
Workstations, instruments, and other equipment will be designated for individual use only whenever possible. Instruments and other equipment may not be shared unless disinfected. Students will disinfect their area before and upon conclusion of class to include instruments, and other equipment as well as adjacent surfaces contacted during the course of their lab work. A cleaning kit including wipes, spray bottle with disinfectant and disposable rags will be provided in each lab.

APPENDICES

A – Parking



..... Access to Labs

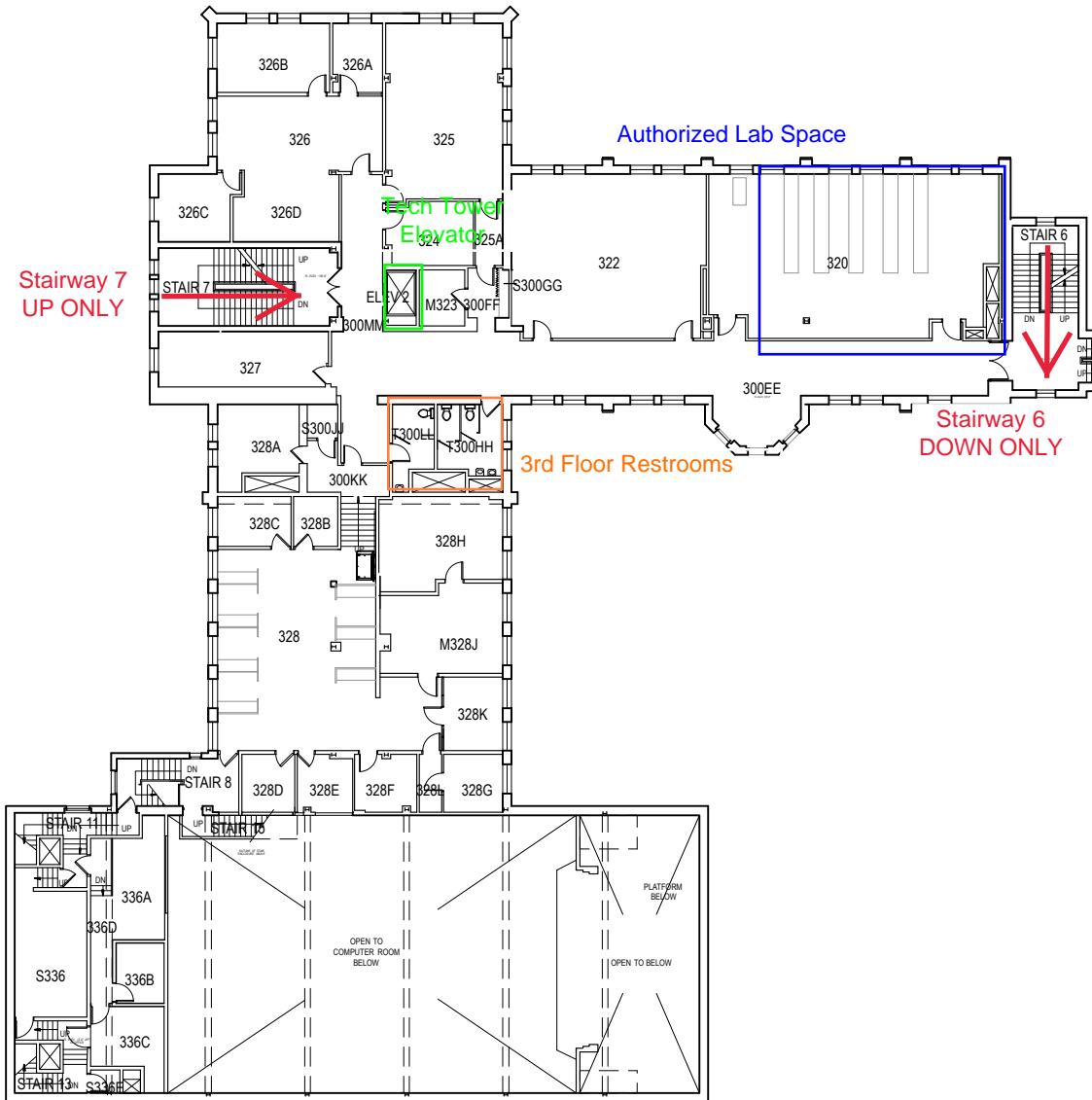


ENTER / EXIT

FIRST FLOOR

SCALE: 1/32" = 1'-0"

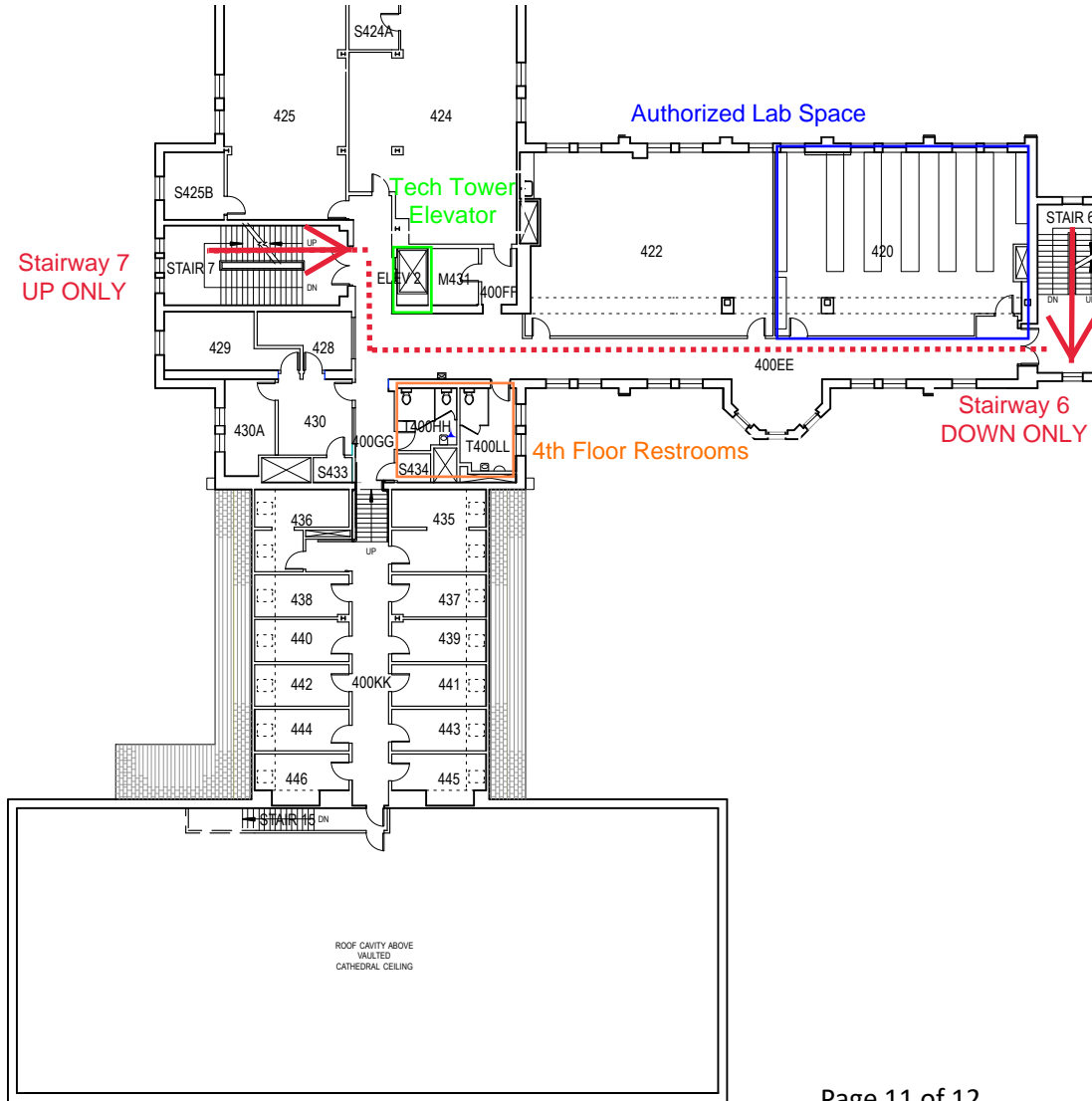
Appendix C - 3rd Floor Lab Access (ET111)



THIRD FLOOR

SCALE: 1/32" = 1'-0"

Appendix D - 4th Floor Lab Access (EE115)



Appendix E - 5th Floor Lab Access (Biotechnology)

