

COVID-19 Pandemic Reopen Plan

Process, timelines and safety guidelines for gradual and safe reopening of the College

In accordance with Emergency Management Plan Annex H -- Pandemic or Disease Outbreak



Created in June 2020 by the Project Reopen Team

Last updated: September 7, 2020

This reopen plan continues to evolve and be updated as the College moves through the stages as referenced in this document.

Purpose

This plan is intended to be a living document to be used and updated throughout the COVID-19 pandemic. These guidelines inform College actions and demonstrate/document compliance with safety standards as BHCC carries out, over the summer and fall, the gradual process of returning to campus. The plan is subject to change at any time based on new information or guidance about COVID-19 as the pandemic continues. Updates to the plan will be posted on the BHCC COVID-19 webpages. The project team also will communicate with the College community on a regular basis with relevant information and updates as the plan takes effect. There may be instances where decisions must be made for the health and safety of the College community, and updates to this document prior to implementation of decisions may not be possible in every instance.

Background – Activating the COOP and EMP Annex H

In March 2020, as a statewide state of emergency was declared and shelter-in-place orders issued in response to the COVID-19 pandemic, BHCC leadership activated the College's Emergency Management Plan Annex H-Pandemic or Disease Outbreak. The Emergency Management Team ordered the closure of all campus facilities. To maintain mission essential functions, staff and faculty throughout the College carried out an intensive training and capacity building effort over a two-week period that converted all instruction, student services and administrative functions to remote operation. All BHCC classes re-launched for remote delivery on March 30.

As shelter-in-place orders were extended through April, BHCC leadership activated the Continuity of Operations Plan (COOP). Remote operations were maintained through the remainder of the spring semester, and it remained uncertain as to how long conditions of the pandemic would require the campus to remain fully or partially closed. On May 1, 2020 President Eddinger convened an inter-disciplinary team of College administrators, faculty and staff to plan a gradual return to campus over summer and fall, and to oversee compliance with state and local reopen guidance and workplace safety standards. The Team consists of representatives from:

- Academic, student service, and administrative areas
- Unions and participatory governance
- Charlestown and Chelsea campuses

The team also includes all areas of expertise needed to develop and carry out the various elements of the reopen plan.

Project Reopen Team

Steve Roller, Executive Director, Grants

Molly Ambrose, Associate Vice President, Human Resources

Maryanne Atkinson, Dean, Health Sciences

Robert Barrows, Executive Director and Chief of Police, Public Safety

Gary Bigelow, Executive Director, Facilities Planning, Construction, and Energy Management

Jeanette Chavarin, Administrative Assistant, Student Activities, AFSCME Representative

Hariklia Delta, Professor, Computer Science, President of BHCCCP Chapter

Cynthia Forrest, Interim Associate Provost, Academic & Student Affairs
Jeff Ginsberg, Associate Vice President, Administration & Finance
Marie Griffin, EDP Systems Analyst, Technology Support Services, AFSCME Representative
Melissa Holster, Executive Director, Student Financial Services
Kristen McKenna, Dean, Workforce & Economic Development
Alice Murillo, Associate Provost, Chelsea Campus
Karen Norton, Executive Director, Integrated Marketing and Communications
Wissal Nouchrif, Professor, Business Administration, College Forum Moderator
Sara Satham, Senior Academic Counselor, Student Affairs, MCCC Representative
Matthew Shedden, Deputy Chief of Police & Director of Operations
Agnes Simon, Director of Project Support
Vengerflutta Smith, Assistant Dean, Student Affairs
Grace Young, Dean, Enrollment Management and LifeMap

The Reopen project team is charged with:

- Protecting the safety of all members of the BHCC community.
- Developing flexible plans that can adapt to fast-changing conditions.
- Ensuring compliance with state and federal public health and workplace safety standards.
- Communicating plans clearly to the College community.

Throughout the development of this plan, the Reopen project team reviewed relevant guidelines and safety standards including

- Governor's Reopening Massachusetts plan
- Centers for Disease Control and Prevention Guidelines for Institutions of Higher Education, and for managing risks of infection and positive COVID-19 cases in the workplace
- Massachusetts Higher Education Working Group Framework for Reopening Colleges and Universities
- City of Boston and state public health guidelines for COVID-19 testing and contact tracing

The project team also is guided by the BHCC Emergency Management Plan and Continuity of Operations Plan, and regular meetings and communications with the Emergency Management Team ensure ongoing alignment with other emergency measures.

The reopen plan addresses health and safety training of faculty, staff and students prior to returning to campus on distancing and face covering requirements, and how to utilize sanitation supplies. The plan includes provisions for on campus and remote work, distancing measures, and other accommodations in offices, classrooms and laboratories. The plan also includes a health status checklist and self-reporting protocol for students, faculty and staff to ensure those who return to campus understand the importance of these measures for health and safety of the College community.

The reopen planning process includes the active participation of union representatives from AFSME and MCCC on the planning team and subcommittees to identify and collaborate on solutions to potential issues. This collaboration will continue throughout reopen planning and implementation.

The College has appointed Molly Ambrose, Associate Vice President, Human Resources and Labor Relations, to monitor compliance and to receive employee concerns regarding workplace safety, use of face coverings/PPE and proper social distancing regarding workplace safety, use of PPE and social distancing. Ms. Ambrose’s contact information is below:

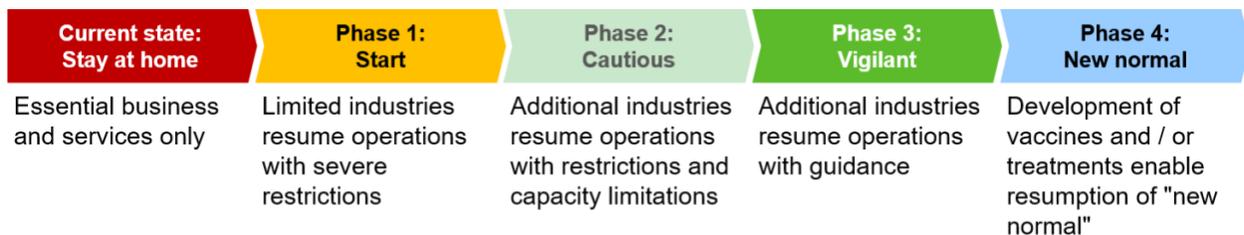
Molly Ambrose
617 228-2457
mambrose@bhcc.edu

Students with questions and concerns about safety will be directed to Julie Elkins, Dean of Student Affairs.

Julie Elkins
617-228-2436
jelkins@bhcc.edu

Reopening Massachusetts Four Phase Plan and Workplace Safety Standards

As the Commonwealth of Massachusetts launched its reopen plan and guidance on May 18 (<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>), the Project Reopen team aligned the College’s reopen planning process with the four-phase framework announced by Governor Baker.



The phased plan took effect on May 18 (a later start date of June 1 was set for offices in Boston). Progress through each phase is planned at approximately three-week intervals during the summer, depending on positive trends in health indicators. Progress may be delayed, or the state may reverse course back to previous phases, if there are negative trends in COVID-19 cases and hospitalizations. The state’s Phase 4 – “New Normal” – will depend on development of a vaccine and/or effective treatment, which indicates the state is likely to be in phases 1-3 for an extended period.

The timeline of the state’s phases is an allowable timeline, not a mandatory one. The Governor will determine and announce when each phase will take effect. Workplaces may not reopen any more quickly than allowed under these guidelines, but may decide to reopen more

gradually. The higher education section of the state’s plan calls for higher education institutions to “develop customized reopening plans” that “ensure a safe and gradual return to campus life.”

BHCC’s Four-Stage Plan

Prior to the announcement of the state’s four-stage plan, the BHCC Reopen team formulated a four-stage plan for the College (see table below), to take effect over the summer and fall. The plan has been adjusted to comply with state guidelines and standards. BHCC’s plan takes a more gradual approach than the earliest timeframes allowed under the state reopen plan. Limited on-campus activities will be phased in over the summer. These activities will be expanded in the fall semester, but still at a limited scale such that instruction, services and administrative functions remain primarily remote. BHCC’s plan assumes that the state’s “phase 4 New Normal” is not attained in the 2020 calendar year.

	<u>STAGE 1</u>	<u>STAGE 2</u>	<u>STAGE 3</u>	<u>STAGE 4</u>
<u>Onsite Activities:</u>	Continued Remote + Onsite Spring Make-Up/Summer Health and Career/Tech Ed Labs	Initial Return Services to Support Fall Registration	Limited Staff Return to Prepare for Fall Onsite Instruction & Services, levels TBD	Continued Remote Instruction and Services, Limited Onsite Instruction & Services (for courses and labs that cannot be delivered remotely)
<u>Impacted Areas/Staff:</u>	Essential Services (IT, Facilities, Police) Faculty and Staff Needed to Support Onsite Lab Instruction	Limited Staff All Services to Support Registration	Academic, Student Services and Administrative Functions Begin Return to Campus (levels for specific areas will vary)	Limited Staff Academic, Student Services and Administrative Functions (aggregate staff levels 20-25%, levels for specific areas will vary)
<u>Estimated Start:</u>	June 15	Delayed to August 17	August 10	Fall Semester

There are three stages of onsite activities planned for summer:

1. Health and career/tech. education labs that cannot be delivered remotely, spring make-up and summer schedule (Jun. – Aug.)
2. Services to support fall registration (Aug.)
3. Staff rotation all academic, student services and administrative functions, up to 25% staff on campus (Aug.)

The fourth stage, in fall semester, will continue with activities in the other three stages, with the primary on-campus activity being delivery of health and career/technical education labs that cannot be delivered remotely. Support services will be available for students taking onsite classes, and other administrative functions will return to campus on a limited basis.

This plan reflects the expectation that the COVID-19 pandemic will remain active through at least the rest of this calendar year. While the outlook is uncertain, most signs point to slow progress with health indicators over the summer and fall. Throughout the stages of BHCC’s plan, the large majority of staff and faculty will remain in remote work during the summer and fall. It is expected that during fall semester, **no more than 20-25%** of staff will be on campus at any time.

Decisions to Delay or Reverse Stages: As with the state plan, progress between stages at BHCC will depend on many factors, including:

- Conditions with health indicators (rates of new COVID-19 cases, hospitalizations, etc.) in **metro-Boston.**
- Emergence of COVID-19 cases on **the BHCC campus.**

Stages may be delayed or reversed depending on these factors.

In the event of a resurgence of COVID-19 cases and hospitalizations in the Boston area or statewide, city or state health officials may issue an order for closure of the campus, which could be of short or long duration. If there is an emergence of cases at BHCC, the Emergency Management Team will communicate with state and local public health and higher education officials to assess the level of risk and consult on the appropriate course of action. The range of actions may be as limited as reverting a single class or office to remote delivery/work, or as broad as ordering closure of an entire campus or the entire College. The duration of these actions may also range widely, from as short as a two-day precaution, to a two-week quarantine period, or the entire semester in the event of a more serious outbreak. The Emergency Management Team will determine the appropriate actions, including reversion to prior stages in the reopen plan if needed, and will communicate the necessary protocols and procedures to the College community through the BHCC emergency communications systems.

Compliance with State Workplace Safety Standards - Phase I

The state’s reopen plan for Phase I includes a set of safety standards that every workplace must certify compliance with prior to reopening. The set of state guidelines below apply to higher education institutions:

Social Distancing	<ul style="list-style-type: none"> • All persons, including faculty, staff and students should remain at least six feet apart to the greatest extent possible, both inside and outside campus buildings. • Establish protocols to ensure that faculty, staff and students can practice adequate social distancing. • Provide signage for safe social distancing. • Require face coverings or masks for all faculty, staff and students.
Hygiene Protocols	<ul style="list-style-type: none"> • Provide hand washing capabilities throughout campus. • Ensure frequent hand washing by faculty, staff and students and provide adequate supplies to do so. • Provide regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, restrooms throughout the campus.

<p>Staffing and Operations</p>	<ul style="list-style-type: none"> • Provide training for faculty, staff and students regarding the social distancing and hygiene protocols. • Faculty, staff and students who are displaying COVID-19-like symptoms do not report to campus. • Establish a plan for faculty, staff and students getting ill from COVID-19 on campus, and a return-to-campus plan.
<p>Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> • Establish and maintain cleaning protocols specific to the campus. • When an individual on campus is diagnosed with COVID-19, cleaning and disinfecting must be performed. • Disinfection of all common surfaces must take place at intervals appropriate to said part of campus.

BHCC’s plan includes measures that comply with these standards, as described below. Additional measures specific to each stage of the plan follow these measures, which apply to all stages College-wide.

Social Distancing

- Offices and workplace areas must allow at least six feet of distancing. Managers will plan on-campus staffing and work schedules to prevent employees who work in office suites or shared spaces where six-foot distancing cannot be maintained from being at work at the same time.
- Wearing a face covering when entering the building, riding elevators and in all common areas is required.¹ BHCC can issue a face covering to anyone who comes to the building without one.
- The large majority of employees will continue to work remotely who can carry out their work from home. Staffing levels on campus will be sparse (no more than 25% on-campus by fall) to maintain distancing.
- Signage will be posted in common areas (lobbies, stairwells, elevators, etc.) to encourage social distancing via suggested paths of travel and occupancy guidelines.
- All college business meetings of multiple individuals will continue to be held in a virtual environment to minimize personal interaction, until limitations on in-person gatherings are relaxed.

Hygiene Protocols

- Hand sanitizer is available at multiple locations throughout common areas, as well as all main entrances.
- The Facilities department will provide departments with hand sanitizer and disinfecting wipes for use in office spaces, classrooms and labs. Staff will be encouraged to wipe down their workspaces at the start and end of every work shift.
- Washing hands often with soap and water for at least 30 seconds will be encouraged.
- All bathrooms are supplied with hand sanitizer and soap dispensing units.
- More frequent cleaning (multiple times throughout the work day) of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers, etc.) will be done as needed by staff in these areas, with supplies provided by Facilities.

¹ Exceptions for wearing face coverings include children under 2 years of age and situations that may inhibit an individual from wearing a face covering safely. These may include, but are not limited to: those who cannot breathe safely; those who, due to a behavioral health diagnosis, are unable to do so; and those communicating with people who rely on lip-reading. People claiming exemption are not required to provide proof of their condition.

Staffing and Operations

- All staff returning to campus must certify that they have viewed the following training videos and materials on social distancing, hygiene protocols and requirements for face coverings:
 - [Social Distancing](#)
 - [Stop the Spread of Germs](#)
 - How to Safely Wear and Take Off a Cloth Face Covering
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

The Human Resources office will send links to these materials to all applicable staff prior to each stage of the reopen plan.

- All staff and students should self-monitor their health status daily prior to coming to campus. All staff and students must notify the College utilizing an online self-report form and not come to campus for any of the following situations:
 - have **COVID-19 symptoms**:
 - 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
 - **Someone in their household is positive** for COVID-19.
 - They have been in **close contact with someone who is positive** for COVID-19.
- Staff and faculty self-reports are submitted to Human Resources, which notifies the staff/faculty supervisor. For faculty, the Dean will notify students regarding class cancellations and any other needed scheduling or class delivery adjustments.
- Student self-reports are submitted to the Dean of Student Affairs, who notifies the applicable faculty and Deans.
- All students and staff also submit online self-reports if they **are positive** for COVID-19. Human Resources or Student Affairs then notifies Mass. Dept. of Public Health of any positive cases, to conduct contact tracing.
- An isolation area is established at both the Charlestown and Chelsea campuses for students and/or faculty/staff getting ill at work. Students and faculty/staff will be encouraged to see their doctor or go home, to remain home until they are symptom-free for at least two days. Students and faculty/staff will be directed to seek emergency care if they exhibit any emergency warning signs for COVID-19.²
- **Quarantine** is required for individuals who have been exposed to someone who is COVID-19 positive but are not exhibiting symptoms and have not tested positive. Individuals in quarantine should stay in place for 14 days.
- **Isolation** is required for individuals who have either tested positive for COVID-19 or who are exhibiting symptoms of COVID-19 and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test.

² Emergency warning signs include: Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face.

- For students or staff coming out of isolation after being ill with or testing positive for COVID-19, they can return to campus as follows:
 - At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 10 days have passed *since symptoms first appeared*.
 - For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test.

Cleaning and Disinfecting

- BHCC's cleaning vendor will continue enhanced cleaning within the common areas and restrooms daily, while also focusing on high touch areas such as water bubblers, elevators doorknobs, etc. using disinfecting products approved by the CDC.
- Prior to staff return, cleaners will wipe down all areas including classrooms, offices, lab areas, computer labs and kitchen areas.
- Thorough cleaning and disinfecting will be performed for any personal or shared workspace of an active employee diagnosed with COVID-19.
- During the day and every night disinfection of commonly shared spaces, objects, etc. will be performed.

In addition to these measures, the Facilities Department is taking the following steps prior to reopen to improve air circulation/ventilation and water filtration, in accordance with state and federal workplace safety recommendations.

Ventilation

- All outside air dampers are fully opened to give the maximum amount of outside air to buildings at the main campus.
- Air filters will be changed on all 20 rooftop Air Handling Units at the Charlestown campus, and in the HVAC system at the Chelsea campus.
- Over 150 heating coils were cleaned in ceiling ducts throughout the Charlestown campus.

Water

- The hot water system will be flushed to turn over the water in the hot water storage tank (3,000 gallons).
- Pipes to the sinks will be flushed to pass any sitting water.

Additional Workplace Safety Measures for Stage 1

In addition to the workplace safety measures listed above, and instituted College-wide, the following safety measures are included for each stage of BHCC's reopen plan:

Stage 1

In the first stage, a limited number of students and faculty return to campus to make up lab courses in allied health and career/technical education that were cancelled in spring. These are hands-on courses that cannot be delivered remotely, and are taking place at the Charlestown and Chelsea campuses. Make-up labs begin June 15, and will be held throughout the summer. Nearly 400 students will participate in these labs. The following measures were added to protect the health and safety of students and faculty during Stage 1.

	Charlestown campus	Chelsea campus
Authorized for Return to Campus	Faculty, staff and enrolled students for scheduled labs in Medical Imaging, Sonography, Medical Lab. Tech., Culinary, Workforce Devel.	Faculty, staff and enrolled students for scheduled labs in Paramedic/EMT, Pharmacy Tech., Surgical Tech., Allied Health
Social Distancing	<ul style="list-style-type: none"> • Entry in G-Building, nearest to labs. • Wayfinding signage to direct students to labs and away from closed areas. 	<ul style="list-style-type: none"> • Only two persons at a time allowed in elevator.
	<ul style="list-style-type: none"> • Face coverings issued at entry as needed. • Surgical masks issued to all students for health labs. • Disposable masks issued to Culinary Arts students. • Number of students per lab session reduced to maintain distancing. • Every other sink covered and stall closed in bathrooms. 	
Hygiene Protocols	<ul style="list-style-type: none"> • Vending machines taken out of operation. 	<ul style="list-style-type: none"> • No-touch hand sanitizer units added.
Staffing and Operations	<ul style="list-style-type: none"> • Sign-in and -out to track all students and faculty on campus, and encourage prompt exit after class. • Daily logs of people present on-campus maintained by Campus Police and Dean of Student Affairs. 	
Cleaning and Disinfecting	<ul style="list-style-type: none"> • Cleaning between sessions for lab areas with two sessions in same day. 	

Implementation of Massachusetts Phase III

On July 2, 2020 Governor Baker announced the start of Phase III of the state’s reopen plan, to begin on July 6. This executive order would allow “general operations” at post-secondary institutions, consistent with safety standards. Phase III thus corresponds to stages 2-4 of BHCC’s reopen plan.

On July 21, Secretary Peyser of the Executive Office of Education announced a revised set of safety guidelines for higher education institutions. Some guidelines are retained from the previous set, some are amended, and some new guidelines are added. New and amended guidelines are listed below (where guidelines are revised, the previous guideline is indicated with strike-through, and the revised guideline is stated below):

Social Distancing	<p><u>Amended</u></p> <ul style="list-style-type: none"> • Require face coverings or masks for all faculty, staff and students. • Require face coverings or masks for all faculty, staff and students (except where unsafe due to medical condition or disability) while inside and if social distancing of at least 6 feet cannot be reliably maintained while outdoors.
Amended Staffing and Operations General Operations	<p><u>Amended</u></p> <ul style="list-style-type: none"> • Provide training for faculty, staff and students regarding the social distancing and hygiene protocols. • Provide training for faculty, staff and students regarding the importance of social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols, and regularly share information through multiple channels to reinforce the message.

	<p><u>New</u></p> <ul style="list-style-type: none"> • Establish a plan to identify and accommodate the needs of students, staff and faculty who are at higher risk if they are exposed to COVID-19, or who care for household members who are at higher risk. • Ensure that no gatherings will occur on campus that exceed the limits in the latest Commonwealth advisory, except for the purposes of instruction, provided that six feet distancing can always be maintained. • Ensure that campus amenities and services will adhere to all sector-specific safety protocols, available on the Commonwealth’s Reopening Plan website, applicable to the amenity or service. Examples include: <ul style="list-style-type: none"> ○ Office spaces: Must follow latest office space guidance ○ Dining Halls: Must follow the latest restaurant guidance ○ Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club guidance ○ Campus shops and bookstores: Must follow the latest retail guidance ○ Performance venues: Must follow the latest performance venue guidance ○ Events: Must follow the latest indoor and outdoor events guidance
<p><u>New</u> Communication and Support</p>	<p><u>New</u></p> <ul style="list-style-type: none"> • Establish consistent communication to all students, staff, faculty, and the surrounding community regarding Phase III plans. • Install signage and other visual indicators throughout all campus buildings and outdoor areas to improve awareness of and compliance with Phase III requirements. • Establish a plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns, including communicating the need to pause or discontinue in-person programming and activities to all students, staff and faculty. • Establish clear communication and escalation points with the local Board of Health, the Massachusetts Department of Public Health, and other state and local agencies as needed. • Develop protocols for delivery of emotional and mental health services, including both individual and group counseling.
<p><u>New</u> Detection and Response</p>	<p><u>New</u></p> <ul style="list-style-type: none"> • Establish a comprehensive plan, in coordination with public health officials, for facilitating testing of symptomatic individuals and monitoring students, staff, and faculty for the presence of COVID-19, including robust testing protocols for: (1) incoming or returning students; and (2) on-going periodic testing strategies for students, staff and faculty throughout the school year, especially for individuals in frequent contact with individuals who have pre-existing medical risk factors. Such plans should be regularly updated to ensure compliance with current CDC and DPH requirements and guidelines and to reflect evolving testing technologies and methods. • Establish a plan for ensuring that students, staff and faculty who return to campus from another country or state not designated as a lower risk state by Department of Public Health provide documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival, and are informed of campus policies and the latest Commonwealth travel order regarding travel restrictions, testing, and self-quarantine requirements.

	<ul style="list-style-type: none"> • Develop a plan for coordinating with students, staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure that they have adequate space and support to isolate or quarantine. • Develop a plan to work with DPH-designated contact tracers following the identification of any case or close contact. (DPH-designated contact tracers conduct contact tracing in Massachusetts, and include local Boards of Health, both in the municipality where the campus is based and the municipality where the case or close contacts reside, if different than where the campus is may be involved, as well as the Community Tracing collaborative. Local Board of Health officials will decide whether to conduct contact tracing or assign to the Community Tracing Collaborative.) • Establish protocols to ensure that students in isolation or quarantine have appropriate support and services.
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BHCC Compliance with Phase III Standards

In response to the Commonwealth’s Phase III guidance, BHCC’s reopen plan has added/ revised the following safety measures for stages 2-4 as follows:

Social Distancing

- Face covering requirements are maintained when entering the building; riding elevators; and in all classrooms, service areas, offices, and common areas. BHCC can issue a face covering to anyone who comes to the building without one.

General Operations

- All staff returning to campus must certify that they have viewed training videos and materials on social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols. The training videos referenced in stage 1 were revised for stages 2-4 to cover all required information. Students and faculty/staff certify they have viewed them:
 - Faculty/staff video/certification: https://bunkerhillcc.co1.qualtrics.com/jfe/form/SV_72SNj4HKsfSc1w1
 - Student video/certification: https://bunkerhillcc.co1.qualtrics.com/jfe/form/SV_6x80h2IOymBiNMh
- All training materials are posted on the BHCC reopen website, for faculty, staff and students to access. Periodic emails are set to the College community with updates on reopen activities and guidelines, which direct people to the website.
- All faculty and staff have been informed that they may request remote work or other reasonable accommodations if they are at higher risk if they are exposed to COVID-19, or if they care for household members who are at higher risk. Guidance on higher risk populations was provided to all managers. Requests are submitted to the Human Resources office, who will negotiate the appropriate accommodations and inform supervisors.
- To prevent unauthorized gatherings, all student lounge areas, informal gathering spaces, performance spaces, and the College art gallery will remain closed in fall semester. Students coming to campus for classes/labs and services will be instructed to leave campus at the conclusion of their class or service.
- All food service and the fitness center will remain closed in fall semester.
- All office spaces will adhere to all office safety protocols issued by the Commonwealth, as detailed in this manual.

Communication and Support

- The College's COVID-19 website (<https://www.bhcc.edu/coronavirus-info/>) and Reopen website (<https://www.bhcc.edu/coronavirus-info/collegereopening/>) serve as the information hub for communication to students, faculty, staff and the surrounding community regarding all reopen plans, implementation activities, and applicable safety measures. Information posted includes:
 - Links to the College's reopen manual, the four-stage reopen plan, and reopen FAQs
 - Information on fall 2020 course offerings, including details on on-campus, hybrid or remote delivery
 - Distance education information for students, faculty and staff
 - Links to federal, state and city workplace safety resources
 - Contact information for key College offices and staff
- Signage is posted on the importance of safety and health measures throughout the campus, and in every classroom, lab, student service area and office in use, as these areas are reopened for faculty, staff and students returning to campus during stages 2-4.
- The section above under "Decisions to Delay or Reverse Stages" constitutes the College's plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns. The College will utilize the emergency communications systems to notify students, staff and faculty on a timely basis of any pause or discontinuation of on-campus programming and activities due to an outbreak or public health issue.
- The College has established two primary contacts to interface with the Massachusetts Department of Public Health (DPH) and the Boston Public Health Commission (BPHC), to notify these agencies of any positive COVID-19 cases and coordinate on contact tracing. Julie Elkins, Dean of Student Affairs, coordinates with the agencies on behalf of students, and Molly Ambrose, Associate Vice President of Human Resources and Labor Relations, coordinates on behalf of faculty and staff.
- President Pam Eddinger and the Emergency Management Team communicate with DPH, the Massachusetts Department of Higher Education, the City of Boston Mayor's office, BPHC, and other authorities regarding local or regional outbreaks, or emergence of cases on the BHCC campus. The Emergency Management Team will consult with these authorities in determining appropriate courses of action. The College will comply with any order for closure or reverting back to previous phases that may be issued by state and local authorities.
- BHCC has services and protocols in place for delivery of emotional and mental health services, including both individual and group counseling. Services are available remotely, and on-campus beginning in fall semester.
 - The Student Life Team within the Dean of Students Office consists of three Personal Counselors who are available to students needing emotional support and guidance. Services offered include mental health assessment, crisis intervention, psychoeducation, wellness and prevention education, and community resource referrals.
 - For faculty and staff, BHCC provides Lifeworks, a free employee assistance program (EAP). Lifeworks offers professionally trained counselors offering confidential support available 24 hours a day, every day. Lifeworks counselors help with a multitude of issues including health and safety concerns, relationship and family matters, and work issues.

Detection and Response

- BHCC has formulated a plan in coordination with the Boston Public Health Commission to facilitate testing of symptomatic individuals and monitoring students, staff, and faculty for the presence of COVID-19.
 - BHCC will conduct periodic testing during fall semester of a sample of students, staff and faculty who are in on-campus labs or student service areas. Testing will be conducted by the East Boston Community Health Center. The College will conduct twice-weekly test

sessions on the main plaza outside B building for 50 students, faculty and staff selected at random from on-campus classes/labs and student service areas. A total of at least 800 students, faculty and staff will be tested over the course of the fall semester. All of these testing participants will be asymptomatic.

- The College has arranged for a limited number of tests for students, faculty and staff who may be identified as at risk for contracting the COVID-19 virus through contact tracing. The College will purchase 100 tests for this purpose, and may purchase additional tests if needed. These tests will provide 24-hour results, and would be used to assist the College in potentially containing spread and in making decisions to revert classes or programs to remote delivery as needed.
- All students, faculty and staff experiencing symptoms will continue to be referred to free testing sites and/or their doctor, to arrange a COVID-19 test. Students, faculty and staff must produce results of a negative test to return to campus.
- For any positive results, individuals will follow guidelines for isolation (above).
- The College will maintain data on all testing participants and results.
- As with all state reopen policies and guidelines, the Reopen team will continually monitor to stay apprised of current travel restrictions, and will post links to state policies and guidelines on the BHCC reopen webpage. The Reopen team will send an email to the College community notifying them of current travel restrictions and related quarantine requirements. Staff and/or their supervisors will notify Human Resources of any travel activities impacted by these policies, and Human Resources will monitor any required quarantine periods. Students and/or faculty will notify the Dean of Student Affairs of any travel activities by students that are impacted by these policies, and the Dean of Student Affairs will monitor any required quarantine periods.
- For students who are diagnosed with COVID-19, or have been in close contact with someone who has, staff from the Dean of Student Affairs office will contact them to ensure they have adequate space and support, and appropriate services, to isolate or quarantine. The Human Resources office will contact staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure they have adequate space and support, and appropriate services, to isolate or quarantine.

Additional Workplace Safety Measures for Stages 2-4

In addition to the workplace safety measures listed above, and instituted College-wide, the following safety measures are included for stages 2-4 of BHCC's reopen plan:

Stage 2

The second stage involves limited onsite delivery of services to support fall registration, including admissions, registration, financial aid, advising and assessment. Services on campus will begin in August, and will be by appointment only. All services will be located in the B building, in the Student Central area and the main lobby on the second floor, and the assessment center on first floor. Work stations for LifeMap advisors will be set up in the B building lobby, so that students will not need to walk through the building between the Student Central and LifeMap areas. Students will enter and exit in B building.

Registration services also will continue to be delivered primarily remotely. On campus services will be available for students who may have difficulty accessing remote services. The following safety measures were added for Stage 2.

Authorized for Return to Campus	Limited staff in admissions, registration, financial aid, advising and assessment; students with scheduled appointments.
Social Distancing	<ul style="list-style-type: none"> • Entry/exit only in B-Building • Checkpoint in tent area outside entrance to verify appointment. Students without an appointment will be scheduled, same day if available, or another day. • Face coverings required for entry into building. Face coverings issued at entry as needed. Anyone not wearing a face covering referred to online services. • Signage and floor markings for distancing and traffic flow. • Tables/chairs in lobby removed or covered/blocked, no waiting area, students only in building while being served. • All service stations maintain six-foot distancing, plexiglass barriers installed for added protection for one-on-one student interactions. • Sinks covered and stalls closed in bathrooms to maintain distancing.
Hygiene Protocols	<ul style="list-style-type: none"> • Cleaning staff on hand for frequent sanitation during the work day of high touch areas such as tables, tablet screens, etc. throughout work site. • No-touch hand sanitizer units added.
Staffing and Operations	<ul style="list-style-type: none"> • Staff sign-in and -out, students tracked through appointment system. • Daily logs of people present on-campus maintained by Campus Police and Dean of Student Affairs.
Cleaning and Disinfecting	<ul style="list-style-type: none"> • Thorough cleaning and disinfecting following each shift.

Stages 3 and 4 - Return of Staff to Office Areas

Per the BHCC reopen plan stage 3, staff from all academic, student service and administrative areas can begin to return to campus in August. This will be very limited, simply to allow staff to set up their work area, work out their commuting arrangements, etc., in preparation for implementing regular on-campus schedules beginning in fall semester (stage 4). Staff will submit requests to their supervisors to come to campus for a specific day/time in August for these purposes. Supervisors will approve each request, while being mindful to not allow staff who work in adjoining work stations to come in on the same day/time.

For stage 4, fall semester, BHCC leadership have established a maximum of 25% aggregate staff presence on campus, at each location (main campus, Chelsea campus, H building). To prepare for stage 4, all managers were issued a protocol on July 15 to assist them in planning on-campus staffing plans and work schedules (see appendix). The protocol guides managers in:

- Determining the level of on-campus presence needed in their area to support classes and labs running on-campus in fall.
- Staggering work schedules for staff in shared work spaces whose work stations are within ten feet. Coordinating with any other supervisors who may supervise those staff, as needed.
- Directing staff who wish to request accommodations to the Human Resources office.

Using this protocol, managers will submit their fall staffing plans and work schedules by August 19. The Project Support office will compile these schedules to ensure that the 25% maximum staff presence is not exceeded on any day or at any location. The following safety measures were added for Stages 3 and 4, Return of Staff to Office Areas:

	Stage 3 - August	Stage 4 - Fall Semester
Authorized for Return to Campus	<ul style="list-style-type: none"> Staff from all academic, student service and administrative areas who request and are approved by their supervisor to come to campus, on a specific day/time. 	<ul style="list-style-type: none"> Staff from all academic, student service and administrative areas, in accordance with staffing plans and schedules developed by each manager, and reviewed to ensure aggregate daily staffing maximum of 25% for each location (main campus, Chelsea campus, H Building).
Social Distancing	<ul style="list-style-type: none"> Managers review requests to come to campus, to ensure that staff in shared work areas, who work in adjacent stations, do not come in on the same day. 	<ul style="list-style-type: none"> Managers set on-campus work schedules to ensure that staff in shared work areas, who work in adjacent stations, do not come in on the same day.
Hygiene Protocols	<ul style="list-style-type: none"> Hand sanitizer and disinfectant wipes issued to all offices. Staff instructed to disinfect work area at least daily, and to only use supplies issued by College. 	
General Operations	<ul style="list-style-type: none"> Pre-approval by supervisors of all faculty and staff requesting to come to campus on a specific day. Staff sign-in and -out when coming to/leaving campus. Daily logs of students/faculty/staff present on-campus maintained by Campus Police and Dean of Student Affairs. 	<ul style="list-style-type: none"> Staff sign-in and -out on every scheduled work day they are present. Daily logs of students/faculty/staff present on-campus maintained by Campus Police and Dean of Student Affairs.

Stage 4 - On-Campus Instruction in Fall Semester

Fall semester expands on-campus delivery of health and career/technical education labs that cannot be delivered remotely. In July, faculty and academic deans identified any BHCC courses that can only be delivered face-to-face in a classroom/lab setting, and prepared detailed safety plans which reduced class size to ensure six-foot distancing, and included any necessary hygiene, cleaning and disinfecting practices. All plans were reviewed by members of the Reopen Team (two Associate Provosts and Reopen Team Chair) for compliance with state safety guidelines and requirements. Some plans were directed back to faculty and deans for clarification and refining of safety measures, and to ensure that the fall on-campus class list included only classes that cannot be delivered remotely.

The final on-campus class schedule for fall included:

- More than 120 total class sections at the Charlestown and Chelsea campuses
- More than 750 total students enrolled
- More than 1,000 total class enrollments

	Charlestown campus	Chelsea campus
Authorized for Return to Campus	Faculty, staff and enrolled students for scheduled labs in Nursing, Medical Imaging, Sonography, Medical Lab. Tech.,	Faculty, staff and enrolled students for scheduled labs in Allied Health, EMT, Surgical Tech.

	Chemistry, Biology, Culinary, Engineering, Workforce Devel.	
Social Distancing	<ul style="list-style-type: none"> • Wayfinding signage to direct students to labs and away from closed areas. • Only two persons allowed in elevator. 	<ul style="list-style-type: none"> • Only two persons allowed in elevator.
	<ul style="list-style-type: none"> • Face coverings issued at entry as needed. • Surgical masks issued to all students for health labs. • Disposable masks issued to Culinary Arts students. • Number of students per lab session reduced to maintain distancing. • Sinks covered and stalls closed in bathrooms. 	
Hygiene Protocols	<ul style="list-style-type: none"> • Vending machines taken out of operation. 	<ul style="list-style-type: none"> • No-touch hand sanitizer units added.
General Operations	<ul style="list-style-type: none"> • Check-in and -out to track all students and faculty on campus, and encourage prompt exit after class. • Daily logs of people present on-campus maintained by Campus Police and Dean of Student Affairs. 	
Cleaning and Disinfecting	<ul style="list-style-type: none"> • Cleaning between sessions for lab areas with multiple sessions in same day. 	

Plans for Other Campus Areas and Functions in Fall Semester

The reopen team has developed the following plans for common, student service, and office areas during fall semester:

Corridors and Stairwells	<ul style="list-style-type: none"> • Main corridor in Charlestown - on the second level through B, C, D and E Buildings - will have floor markings for “lanes” in each direction. • Small tables/chairs will be removed from main corridor to increase space for distancing. • Each building in Charlestown (A, B, C, D and E) will have designated “up” and “down” stairways, with signage indicating direction. • The main rectangular corridor through the classroom area at Chelsea campus will be a one-way corridor, indicated by floor markings/signage.
Elevators	<ul style="list-style-type: none"> • All elevators at Charlestown and Chelsea campus will have maximum occupancy of two. Elevators will include floor markings for occupants to stand.
Cafeteria / Food Service / Break Rooms	<ul style="list-style-type: none"> • The main cafeteria and B Building café will remain closed for the fall semester. • The faculty/staff lunch room in C building will remain closed for the fall semester. No food can be stored in the refrigerator. All microwaves on campus will be removed. • Faculty and staff on campus will bring lunches to campus and eat them in their offices, or go to an off-campus location for lunch. • With a curtailed on campus fall class schedule, students are on campus for one class. Students will not remain on campus to eat lunch. Students can return home or go to an off-campus location for their meals.
Student Lounge Areas	<ul style="list-style-type: none"> • All student lounge areas will remain closed for the fall semester. All seating in lounge areas will be removed or covered.

Computer Labs	<ul style="list-style-type: none"> All computer labs at every location (Charlestown, Chelsea, H) will remain closed in fall semester, with the exception of structured activities scheduled by faculty as part of a class.
Library	<ul style="list-style-type: none"> The Library will remain closed in fall semester. Library services will continue to be delivered remotely. Students and faculty can access library services at https://www.bhcc.edu/library/.
Faculty Offices	<ul style="list-style-type: none"> Faculty will have limited access to their offices, only on a case-by-case basis through approval by their deans. Faculty will request approval from their deans each time they wish to come to campus to use their offices. Faculty must indicate the reason for coming to campus, and the times they plan to arrive and leave. Approval for faculty use of their offices will be restricted based on need for technology or other resources to effectively deliver class. Faculty offices will not be available to work from on an ongoing basis, or for work that can be done remotely. Faculty who are teaching on campus will have access to their offices to store belongings during class, to eat lunch, and/or to wait until their next scheduled class (if they are teaching multiple classes that day). Meetings between faculty and students in faculty offices are not allowed.
Adjunct Rooms	<ul style="list-style-type: none"> Adjunct faculty will have limited access to the adjunct room at the Charlestown campus only on a case-by-case basis through approval by their deans. Adjunct faculty will request approval from their deans each time they wish to come to campus to use the adjunct room. Faculty must indicate the reason for coming to campus, and the times they plan to arrive and leave. Approval for use of the adjunct room will be restricted based on need for technology or other resources to effectively deliver class. No more than eight adjunct faculty will be permitted in the adjunct room at any time. A schedule with two-hour time slots for access to the adjunct room will be maintained by the Manager of Adjunct Faculty Services. The adjunct rooms at the Chelsea campus and H Building will remain closed for the fall semester.
Staff Offices / Workspaces	<ul style="list-style-type: none"> Access to staff offices/workspaces will be based on and limited to on-campus staffing plans and work schedules developed by each department manager and approved by each manager's supervisor (see "Stages 3 and 4 - Return of Staff to Office Areas" above). There will be no access to staff offices/workspaces outside of approved on-campus schedules.
Conference and Meeting Rooms	<ul style="list-style-type: none"> All conference rooms will remain closed in fall. All meetings must continue to use video-conferencing or phone conferencing tools, even with staff who are on campus.

In addition, the following areas will remain closed in fall semester:

- C202 Lecture Hall

- E175 Board Room
- Gymnasium
- Fitness Center
- Art Gallery

Actions in Response to Positive COVID-19 Case

The Reopen Team has established the following procedures in the event of a positive case, in order to:

- Take actions rapidly to contain further spread of the COVID-19 virus.
- Ensure that any close contacts of the positive case are identified quickly, and are referred for quarantine and testing.
- Communicate clearly and promptly to the College community.

Notify:

- Human Resources - if case is faculty or staff
- Dean of Student Affairs - if case is student

Confirm positive - obtain copy of test results.

- Determine last date on campus and any other recent dates on campus.

Notify Mass. Dept. of Public Health and local public health agency where person resides.

- For student - point office is Dean of Student Affairs
- For faculty or staff - point office is Human Resources

Initiate isolation period for positive case.

- Follow guidelines for duration of isolation and conditions for ending isolation period.
- Provide outreach to determine if person has adequate space and support for isolation.

Initiate contact tracing.

- Coordinate with local public health agency where person resides to share information on all contacts and close contacts on campus.
- Notify everyone in impacted class or department, instruct them to monitor symptoms.
 - If any staff in impacted area (who are determined not to be a close contact) get tested, obtain results.
- Conduct initial contact tracing interviews with positive case and identified contacts, using protocol developed by General Counsel.
- Refer to guidelines for determining close contact.
 - Within 6 feet for ≥ 15 minutes (can be multiple contacts during single day)
- Direct any close contacts to quarantine, obtain test and inform College of test results.
- Provide outreach to determine if close contacts have adequate space and support for quarantine.

Apprise:

- President and VP Council

- Lead administrator(s) for impacted area
- Lead contact for union, if applicable
- Integrated Marketing and Communications
- Reopen Team chair

Clean and disinfect impacted classroom or work area.

- Close off, clean and disinfect all areas used by person who is sick.
- If necessary, wait 24 hours since person was last on campus to initiate cleaning.
- Workers can return to disinfected area immediately.
- If person was on campus more than 7 days previously, no additional cleaning is necessary, routine cleaning will continue.

Issue communication to College community.

- Describe steps taken to contain spread.
- Maintain confidentiality.

Reopen Website

Updated information on the BHCC Reopen Plan, including this manual, is posted on the Reopen website at <https://www.bhcc.edu/coronavirus-info/collegereopening/>.

References

Commonwealth of Massachusetts reopening guidelines and materials:

- Reopening Massachusetts report, May 2020 - <https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>.
- Reopening: Mandatory Safety Standards for Workplaces - <https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>.
- Reopening: Higher Education - <https://www.mass.gov/info-details/reopening-higher-education>.
- Safety Standards and Checklist: Office Spaces - <https://www.mass.gov/info-details/safety-standards-and-checklist-office-spaces>.

Massachusetts Higher Education Working Group:

- Framework for Reopening Colleges and Universities - <https://www.wpi.edu/sites/default/files/2020/05/27/Higher%20Ed%20Framework%20Briefing%20for%20Posting.pdf>.
- Considerations and Checklists to Guide Massachusetts Colleges and Universities in Planning for a Safe Semester on Campus (draft)

Commonwealth of Massachusetts, Commonwealth Workplace COVID-19 Re-Occupancy Guide, June 2020.

City of Boston, Return to Workplace Framework for Commercial Spaces in Boston – <https://www.boston.gov/news/return-workplace-framework-commercial-spaces-boston>.

Centers for Disease Control and Prevention:

- Considerations for Institutes of Higher Education - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>.
- Symptoms of Coronavirus - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- People Who Are at Higher Risk for Severe Illness - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.
- What to Do If You Are Sick - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
- Quarantine and Isolation - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.
- When You Can be Around Others After You Had or Likely Had COVID-19 - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html.
- Duration of Isolation and Precautions for Adults with COVID-19 - https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fstrategy-discontinue-isolation.html.
- Cleaning and Disinfecting Your Facility - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

Association of Independent College and Universities in Massachusetts (AICUM), Safe on Campus: Considerations and Checklists to Guide Massachusetts Colleges and Universities in Planning for a Safe Semester on Campus - <http://aicum.org/wp-content/uploads/2020/07/Updated-Safe-on-Campus-Document-July-29-2020.pdf>

U.S. Department of Labor Occupational Safety and Health Administration (OSHA), Guidance on Preparing Workplaces for COVID-19 - <https://www.osha.gov/Publications/OSHA3990.pdf>.

American College Health Association (ACHA), Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, May 7, 2020 - https://president.nmsu.edu/files/2020/05/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May20203.pdf.