BRISTOL TOGETHER

Bristol Community College’s COVID-19 Return to Campus Plan
# CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction</td>
</tr>
<tr>
<td>3</td>
<td>Preparing for a New Campus Environment</td>
</tr>
<tr>
<td>3</td>
<td>Precautions Being Practiced</td>
</tr>
<tr>
<td>5</td>
<td>Personal Protective Equipment (PPE) Procedure</td>
</tr>
<tr>
<td>7</td>
<td>Facilities &amp; Cleaning</td>
</tr>
<tr>
<td>7</td>
<td>Cleaning Procedures</td>
</tr>
<tr>
<td>7</td>
<td>Disinfecting Buildings After a Positive Diagnosis</td>
</tr>
<tr>
<td>8</td>
<td>Faculty &amp; Staff</td>
</tr>
<tr>
<td>8</td>
<td>Phased Staffing</td>
</tr>
<tr>
<td>9</td>
<td>Frequent Communication</td>
</tr>
<tr>
<td>9</td>
<td>Training</td>
</tr>
<tr>
<td>10</td>
<td>Employee Check-in Procedures During COVID-19</td>
</tr>
<tr>
<td>10</td>
<td>Remote Work Time Frame</td>
</tr>
<tr>
<td>10</td>
<td>Mental &amp; Emotional Wellbeing</td>
</tr>
<tr>
<td>11</td>
<td>Students</td>
</tr>
<tr>
<td>11</td>
<td>Frequent Communication</td>
</tr>
<tr>
<td>11</td>
<td>Training</td>
</tr>
<tr>
<td>12</td>
<td>Code of Conduct &amp; Policy</td>
</tr>
<tr>
<td>12</td>
<td>Mental &amp; Emotional Wellbeing</td>
</tr>
<tr>
<td>13</td>
<td>Health Protocols</td>
</tr>
<tr>
<td>13</td>
<td>Testing &amp; Contact Tracing</td>
</tr>
<tr>
<td>13</td>
<td>Self-Monitoring Responsibility</td>
</tr>
<tr>
<td>15</td>
<td>High Risk Populations</td>
</tr>
<tr>
<td>16</td>
<td>Protocol for Positive COVID-19 Cases at Bristol</td>
</tr>
<tr>
<td>17</td>
<td>Travel &amp; Exposure Reporting</td>
</tr>
<tr>
<td>18</td>
<td>4 Stages of Returning to Campus</td>
</tr>
<tr>
<td>19</td>
<td>Stage 1</td>
</tr>
<tr>
<td>21</td>
<td>Stage 2</td>
</tr>
<tr>
<td>24</td>
<td>Stage 3</td>
</tr>
<tr>
<td>26</td>
<td>Stage 4</td>
</tr>
<tr>
<td>27</td>
<td>Second Wave Preparation/Scaling Back</td>
</tr>
<tr>
<td>28</td>
<td>References</td>
</tr>
</tbody>
</table>

## Frequently Used Acronyms

- **BOH** - Boards of Health
- **CDC** - Centers for Disease Control and Prevention
- **DPH** - Massachusetts Department of Public Health
- **EOC** - Bristol Community College Emergency Operations Committee
- **EAP** - Mass4You Employee Assistance Program
- **PPE** - Personal protective equipment
Bristol Community College has prepared this return to campus plan, called *Bristol Together*, with much input from the Bristol Community and its constituents. The purpose of this document is to describe Bristol's plans for a safe return to the four physical campus locations.

Our knowledge and understanding of the COVID-19 pandemic continue to evolve and change with updated guidance from such agencies as the State of Massachusetts Department of Public Health (DPH), Centers for Disease Control and Prevention (CDC) and other reputable sources. This document is not finite in its content, and may change, without notice, to address the recommendations and requirements of federal, state, and local governments, the CDC, DPH, and other college constituents, including the college’s faculty and staff. **We understand that this document cannot be all encompassing and each area of the college will have their own specific needs.**

Over the next several weeks and months, as our region stabilizes from the COVID-19 pandemic and stay-at-home restrictions are lifted, Bristol Community College will slowly begin to bring students, faculty, and staff back to our physical locations. This document focuses mainly on how we can ensure a universally safe return for the Bristol community. Individual department needs shall be addressed by the department, with assistance from Human Resources if needed, using incorporated information from this document as a foundation.

The process of returning to Bristol will be deliberate and consist of a phased-in approach, with four stages over a systematic period of time. It will look very different from what we are used to. It will require cooperation from all community members, as well as a carefully crafted management plan by all areas and constituents of the college.

Gary Convertino, Executive Director of Human Resources, will serve as the Designated COVID-19 Administrator.
In order to comply with the Massachusetts Mandatory Workplace Safety Standards for reopening workplaces, employees will need to review the following material before returning to any Bristol Community College location. These new standards are designed to reduce the risk of COVID-19 transmission to employees and students and are applicable to all sectors and industries.

In order to maintain hygiene safety and physical distancing best practices, Bristol Community College will adhere to the standards set by the Commonwealth, and other reputable sources, as summarized below.

**Precautions Being Practiced**

**Social Distancing**

Through reconfiguration of shared spaces and public gathering areas, as well as the use of personal protective equipment (PPE), employees and students can continue to operate in the workplace and learning environment while still following social distancing requirements. It is recommended to keep a distance of at least six feet between yourself and other people in both indoor and outdoor settings.

**Behavioral Signage & Markings**

Signage will be posted in conspicuous places and will include reminders such as, but not limited to, wear a mask, wash your hands, social distance, self-check for symptoms and stay home if you are sick. The Massachusetts Compliance Attestation Poster is also available on the Human Resources bulletin board and posted outside of the Campus Police office. Other measures will be taken to ensure social distancing. This will include six-foot markings on the floors and pavement in certain areas and single-use elevators.
Hygiene Protocols

In order to prevent the spread of COVID-19 in our community, proper hand hygiene and use of appropriate personal protective equipment (PPE), including face masks or coverings, will be essential. Hand sanitizing stations will also be available throughout the campus. Face masks/coverings must be worn in all public spaces (including hallways, common areas, stairwells, etc.) This will include work areas and classrooms.

HANDWASHING

• Hands should be washed frequently for a minimum of 20 seconds with soap and water.
• Hands should be dried with a paper towel, to be thrown away after use.
• If soap and water are not available, an alcohol-based hand sanitizer containing at least 60% alcohol can be used. Hand sanitizer will be available at various locations throughout the campuses for use.

FACE MASKS/Coverings

Putting on a face mask/covering:
• Wash your hands thoroughly or use an alcohol-based hand sanitizer prior to touching your face mask/covering.
• A face mask/covering should completely cover from the bridge of your nose down and around the bottom of your chin. Your nostrils and mouth should be completely covered.
• Adjust the face mask as necessary to your face and press the metal strip to fit snugly against your nose (if applicable).
• Either tie the straps behind your head or place the ear loops around your ears.
• You should avoid touching the front or inner part of the mask while putting it on, or while wearing it.

Removing a face mask/covering:
• When removing the mask, avoid touching the front or inner part of the mask.
• Remove the face mask/covering by touching only the ear loops or straps.
• Disposable masks should be discarded immediately; reusable masks should be laundered after each use.
• Wash your hands or use an alcohol-based sanitizer after removing the face mask/covering.

Acceptable types of facial coverings include:
• Single-use disposable medical mask.
• Personal cloth mask that can be laundered after each use and is able to stay secured on the face without holding it in place.
• Face shield worn in conjunction with a mask that extends down past the chin and wraps around the side of the face.
**Wearing a face shield in conjunction with a face mask**

- If an employee chooses to wear a face shield, it must be worn in conjunction with a face mask.
- When putting on or removing a face shield, perform hand hygiene first.
- Avoid touching the front of the face shield when putting the face shield on.
- The face shield should extend down past the chin and wrap around the sides of the face. The face shield’s head piece should be in contact with the forehead without any gaps.
- Face shields should regularly be cleaned with warm, soapy water.
- After cleaning and drying the face shield with a clean paper towel, it may be wiped with 70% isopropyl alcohol to disinfect.
- It is not recommended to use household cleaners on a plastic face shield as this may cause damage to the plastic.

**Accommodations**

Some employees and students may need accommodations due to a need for modified protective gear. This may include, but not be limited to:

- Non-latex gloves, lip-reading ability, gowns for wheelchairs, etc.
- Campus Police, Food Service, faculty teaching ODS students, and others may be asked to wear lip-reading masks/face shields.

Accommodations requests shall be submitted to Gia Sanchez, Diversity & Title IX Officer, at gia.sanchez@bristolcc.edu.

**Personal Protective Equipment (PPE) Procedure**

**All Employees & Students**

All employees and students must wear a face mask or covering.

- Each department should reach out to Business Services to address their specific PPE needs.
- Appropriate PPE must always be worn.
  - Facial masks/coverings are always required while on campus. Cloth masks will be provided to employees, free of charge, upon return (one each) and will also be sold at the bookstore. If needed, disposable masks can be picked up at Campus Police or Health Services, free of charge. Lip-reading masks will also be available.
  - Gloves may be required for certain services including, but not limited to, Campus Police, mail delivery, customer service counters, cash handling, food handling and in the classroom. According to the CDC, gloves are not necessary for general use and are not a replacement for good hand hygiene.
  - Face shields will be provided to anyone that is working on campus if they voluntarily indicate they want one. The face shields are not intended to replace wearing a face mask but must be worn in conjunction with a face mask.
Clinical/Lab Faculty & Students

Clinical/Lab faculty and students will need to wear appropriate PPE relative to the specific program. This will vary based on circumstances and may include, but is not limited to, a combination of the following:

- Face mask, gloves, face shield, gown, shoe coverings, and hair coverings.
- Each department will work with Business Services to order and supply PPE for in-lab/clinic use.

Refusal to Wear PPE

To address the refusal to wear PPE from an employee or student who has not requested or does not seek an accommodation:

- In the case of an immediate concern, such as but not limited to a classroom, lab or indoor space, Campus Police should be contacted followed by the appropriate contact for students or employees.
  - Students: Wendy Pimentel, Chief of Staff, Student Services and Enrollment Management.
  - Employees: Gary Convertino, Executive Director of Human Resources.
We will continue to provide enhanced cleaning measures to assist in safeguarding our students and employees from the transmission of COVID-19. Common areas and restrooms are being sanitized more frequently and complimentary sanitization products will be offered throughout the campus.

Cleaning Procedures

Bristol has secured enough cleaning supplies and is prepared to disinfect all common surfaces throughout campus at regular, frequent intervals.

- Frequent sanitization of high-touch areas, such as workstations, equipment, screens, doorknobs, restrooms, public use printers and copiers throughout the campus will be conducted.
- Fogging machines will be used, at least daily, to sanitize rooms, which may include classrooms and offices.
- Nanoseptic surfaces have been installed on high-touch areas.
- Additionally, cleaning supplies, disinfectant and PPE have been provided for each department.
- Classrooms will be cleaned after every class and during the regular night cleaning – all desks, podium, knobs, etc. Signage will be used on doors to indicate that rooms have been cleaned.
- Restrooms will be stocked with toilet seat coverings. Touchless paper towel dispensers have been installed and all hand dryers have all been disabled. Facilities will maintain a cleaning schedule for restrooms.
- In the cafeteria, hand sanitizer stations are provided, and all surfaces will be disinfected on a regular basis.
- Public areas will be cleaned frequently. Any items that were frequently shared have been removed.

Disinfecting Buildings After a Positive Diagnosis

If an active employee or student is diagnosed with COVID-19, cleaning and disinfecting will be performed.

- Once the BOH notifies Health Services of a positive case, EOC will establish cleaning and disinfecting protocol for affected areas.
- Building may be shut down until cleaning is completed and BOH approves reopening the building again.
Phased Staffing

Bristol employees will return to the four campus locations via a phased approach over four stages to ensure appropriate social distancing, availability of PPE, and appropriate testing capabilities for COVID-19 in the greater community.

Bristol will assess staffing based on essential in-person operations, ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions will be communicated to employees as appropriate.

The need to reduce the number of people on campus to meet social distancing requirements will continue until further notice. Support units that can continue to effectively work remotely will continue to do so until restrictions are eased for larger gatherings. Staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff as well as the communities Bristol serves. No unit or department should return to staffing levels beyond current needs to support essential operations without approval.

When employees do return to the workplace, management shall consider alternating work schedules to allow for appropriate social distancing. Managers shall also consider a staggered/rotating schedule for those employees reporting to and departing from the workplace to reduce density at main entrances/exits.

All meetings must remain virtual and large gatherings will not be permitted until further notice and upon receipt of related guidance from the Commonwealth.

If outbreaks reemerge in the community, it may become necessary to return to reduced staffing measures, and the stage level will be reassessed.
Frequent Communication

Bristol Community College is committed to providing timely updates to our students, faculty, staff, and the community through our regular communication channels and new virtual methods. College-wide communication will be coordinated through the Marketing & Communications department. These communications will include, but are not limited to, periodic updates from the President and the President’s Leadership Team in Bristol Weekly, postings on Bristol’s COVID-19 webpage, as well as physical signage installed at all Bristol locations. President Douglas may provide regular updates via email, virtual meetings and video messages.

- Employees should continue to regularly check their Bristol email, Bristol Weekly, BristolCC.edu, accessBCC and the college’s social media outlets.

- Bristol Update Live will be held throughout the summer on a regular basis to provide the campus community with the latest news about the Coronavirus response. The link to this virtual meeting can be found in Bristol Weekly.

- BCCAlert and BCCInfo text messages will be used when appropriate.

- BristolCC.edu/Together will continue to be updated.

Training

Training will be provided to all employees regarding best practices and new workplace standards, as related to controlling the spread of COVID-19. Procedures will also be in place to advise employees and managers about those with coronavirus symptoms or a positive diagnosis.

The following videos have been sent to employees, as well as shared on the Bristol website and in Bristol Weekly:

- General Coronavirus Training (Precautions & Preventative Measures)
- Help Prevent COVID-19 with Social Distancing
- How to Wear a Mask
- How to Wash Your Hands Properly
- Why you should get tested for COVID-19
- Viral Test for COVID-19
- Quarantine vs. Isolation

Training videos have also been sent to clinical/laboratory faculty and students on the following topics:

- How to Safely Put On PPE
- How to Safely Take Off PPE
Employee Check-in Procedures During COVID-19
Remote Work Time Frame

Employees must obtain approval from their supervisor prior to going to any physical Bristol location (excluding employees who are currently scheduled to work on campus on a regular basis). Time allotted on campus should be limited in nature and in time of no more than four hours per day, unless an exception is made by the Human Resources department. Supervisors that have granted approval to an employee must email Deputy Chief of Police, Baxter Smith, Baxter.Smith@bristolcc.edu, with the name, date(s) and time(s) the employee will be on campus. When the employee arrives, they must contact campus police at 774-357-2218 to gain access to the building. This is necessary to ensure contact tracing and space sanitization.

Mental & Emotional Wellbeing

Employee Assistance Program (EAP)

Human Resources realizes that this is a stressful time for our employees. All benefited employees have access to the Mass4You Employee Assistance Program (EAP) benefit. Mass4You offers several resources which may be particularly helpful during this stressful time, including counseling, financial, and educational resources. You can contact Mass4You 24/7 at 1-844-263-1982 or by visiting their website at liveandworkwell.com. They have also developed helpful online resources specifically geared toward stress caused by the Coronavirus pandemic — please check it out at this link.

There are also many support services available throughout our community. All employees can view a list of local well-being services here: Employee Wellness Services Resources.
Frequent Communication

Bristol Community College is committed to providing timely updates to our students through our regular communication channels and new virtual methods. Communication with students regarding specific programs and onboarding will be sent by Academic Affairs or the Student Services and Enrollment Management department.

- President Douglas will provide regular updates via various communication modalities, which may include, but is not limited to: email, virtual meetings and video messages.
- Students should continue to regularly check their Bristol email, accessBCC, newsletters from Student Services and Enrollment Management, BristolCC.edu and the Bristol social media outlets, among other communication venues.
- Programs and services with social media accounts are encouraged to share Bristol's announcements with their followers.
- The Bristol mobile app, BCCAlert and BCCInfo text messages will be used when appropriate.

Training

Training videos have been sent out to students prior to returning to campus on the following topics:

- [General Coronavirus Training (Precautions & Preventative Measures)]
- [Help Prevent COVID-19 with Social Distancing]
- [How to Wear a Mask]
- [How to Wash Your Hands Properly]
• Why you should get tested for COVID-19
• Viral Test for COVID-19
• Quarantine vs. Isolation

Training videos have also been sent to clinical/laboratory students on the following topics:
• How to Safely Put On PPE
• How to Safely Take Off PPE

**Code of Conduct & Policy**

Before Bristol students return to campus, the expectations on shared principles and new guidelines put in place in accordance with state guidance, including new COVID-19 guidelines, should be reviewed. By reviewing behavioral and academic conduct expectations, along with new precautions being taken to help mitigate the spread of COVID-19, we can help create an environment focused on health and safety. Please review the full Student Code of Conduct & Policy:

• Code of Conduct and Policy Message

**Mental & Emotional Wellbeing**

Mental health counseling is still available remotely for students. More information on Mental Health Counseling can be found on the Student Services webpage.
Testing & Contact Tracing

Health Services will work closely with the BOH and DPH in monitoring positive cases of COVID-19 on our campuses. In an effort to keep our campuses as healthy as possible, COVID-19 testing will be done on Bristol’s Fall River Campus, and other campuses as deemed necessary, at a designated area deemed appropriate, on a regularly scheduled basis. Testing will be conducted, free of charge, on a voluntary basis, for asymptomatic students, faculty and staff who are either working or attending class on one of Bristol’s campuses. Faculty, staff and students who are either working or studying remotely should not come to campus to be tested. Those who are experiencing symptoms should contact their doctor or urgent care center to be tested and should not report to be tested on campus. By being tested, individuals who may be asymptomatic can be identified and therefore help mitigate the spread of COVID-19.

Classroom participation will also be taken daily for each face-to-face class (Hybrid Classes) and retained for contact tracing purposes.

Self-Monitoring Responsibility

Employees and students shall self-monitor their health status daily prior to reporting to work at any Bristol location. Those who are feeling ill must not come to campus and should follow the appropriate sick notification procedure, as well as speak with their supervisor/instructor about completing work remotely, if possible. Additionally, employees and students experiencing COVID-19 symptoms should contact their doctor or local urgent care center for further guidance and testing procedures, as necessary.

According to CDC guidance, potential COVID-19 symptoms include, but may not be limited to:

- Fever or chills
- New cough (not related to a chronic condition)
- Shortness of breath or difficulty breathing
- Fatigue
• Muscle aches or weakness
• Sore throat
• New nasal congestion or runny nose (not related to seasonal allergies)
• New loss of smell or taste
• Nausea or vomiting
• Diarrhea

Please review the CDC’s Symptoms of Coronavirus poster for more information.

Self-Certification

Each time before coming to campus, every employee and student shall self-certify that they are healthy in order to enter any of the Bristol locations. Self-certifying includes asking themselves the questions included on the checklists below:

COVID-19 Daily Checklist for Faculty & Staff
COVID-19 Daily Checklist for Students

SELF-CERTIFICATION QUESTIONS:
• Do you have a fever (temperature over 100.3 degrees Fahrenheit) without having taken any fever-reducing medications?
• Do you have a loss of smell or taste?
• Do you have a cough?
• Do you have muscle aches?
• Do you have a sore throat?
• Do you have shortness of breath?
• Do you have chills?
• Do you have a headache?
• Are you experiencing any gastrointestinal symptoms such as nausea/vomiting, diarrhea, or loss of appetite?
• Have you been diagnosed with COVID-19 or asked to self-isolate/quarantine by a medical professional or local public health official?
• Have you been in close contact with anyone that has been diagnosed with COVID-19 or asked to self-isolate/quarantine by a medical professional or local public health official?

According to the CDC, a “close contact” is “someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.” If you suspect you are a close contact or have otherwise been exposed to someone with Coronavirus (COVID-19) or are experiencing symptoms of the virus, please consider filling out the Exposure Report Form. Read more about the CDC’s “close contact” definition and updated guidance here.

If any employee answers ‘yes’ to any of the questions above, they should stay home and do the following:
• Contact their supervisor per normal sick notification procedures
• Be encouraged to contact their doctor or urgent care center
• Complete Bristol’s Exposure Report Form
• Continue to work remotely if able
• Be allowed to use paid time off
• If they are not able to use paid time off or would like to discuss other paid leave options, they should contact Human Resources.

Should an employee report to work sick and another employee is concerned, they should contact Human Resources at 774-357-2333 or human-resources-bcc@bristolcc.edu.

If any student answers ‘yes’ to any of the following questions above, they should stay home and do the following:

• Complete Bristol’s Exposure Report Form
• Be encouraged to contact their doctor or urgent care center
• Contact their instructor to let them know they will not be attending class

**Testing**

If an employee or student is symptomatic or has been exposed to COVID-19, it is highly recommended that they be tested prior to returning to campus. A note from a doctor or urgent care center will be required before being allowed to return to campus. A list of available testing sites can be found here. Some testing sites are free and do not require insurance. Please call ahead to confirm.

An “isolation room” will be available for employees or students who report to Health Services with symptoms of COVID-19.

**High Risk Populations**

According to the CDC, age increases the risk of COVID-19 infections. Additionally, individuals of any age with certain conditions may have a higher risk for COVID-19 infection.

Individuals are considered at an increased risk if they have any of the following conditions which may include, but are not limited to:

• Cancer
• Chronic kidney disease
• COPD (chronic obstructive pulmonary disease)
• Immunocompromised state (weakened immune system) from solid organ transplant
• Obesity (body mass index, or BMI, of 30 or higher)
• Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
• Sickle cell disease
• Type 2 diabetes mellitus
Individuals **might be at an increased risk** if they have any of the following conditions which may include, but are not limited to:

- Asthma (moderate to severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immune compromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Check out the [CDC guidance](https://www.cdc.gov) for a complete list of those who might be at higher risk. Employees who may fall into these categories may voluntarily reach out to Gia Sanchez, Diversity & Title IX Officer, at gia.sanchez@bristolcc.edu regarding accommodations for their return to the workplace.

**Protocol for Positive COVID-19 Cases at Bristol**

- The local Board of Health (BOH) or Massachusetts Department of Public Health (DPH) will contact Bristol’s Health Services if there are any confirmed cases of COVID-19.
- Contact tracing for those diagnosed with COVID-19 will be completed should the BOH/DPH contact Bristol and indicate they need assistance. Otherwise, all contact tracing will be conducted by the agency, which may go back 2 weeks prior to testing positive.
- Mandated reporting to all employees and students to be completed by Chief of Campus Police and Preparedness (Clery Report).
- The BOH will advise on the next steps regarding appropriate cleaning, closure of buildings, etc.

An employee or student, after positively testing for COVID-19, will be required to produce medical documentation for clearance to return to campus. Medical documentation should be sent to:

- **For employees**: Human Resources, Deborah Dziedzic, Deborah.Dziedzic@BristolCC.edu, 774-357-2194
- **For students**: Health Services, Jill Dumont BSN, RN, Health Services Coordinator, Jill.Dumont@BristolCC.edu, 774-357-2232
Travel & Exposure Reporting

So that the college may take appropriate preventative measures, offer available resources, and immediately assist any member of our community who may become ill or has been in close proximity with someone who has become ill, it is asked that employees consider sharing information with the college regarding possible exposure to the virus. The information submitted via this form will assist the college in implementing any precautions or protocols recommended by public health agencies. All information gathered through this process will be maintained confidentially only at Health Services and separate from personnel files or student records and shall be used only to assist the college in providing and maintaining a healthy learning and working environment.

- **Exposure Report Form**: Please consider filling out this form if you suspect you may have been exposed to someone with Coronavirus (COVID-19) or are experiencing symptoms of the virus, as outlined in this document.

If you are traveling, please review Bristol’s Travel Protocols for guidance.

- [Bristol Employee Travel and COVID-19 Protocol](#)
- [Bristol Student Travel and COVID-19 Protocol](#)

In addition, please consider filling out the Voluntary Travel Form:

- [Voluntary Travel Reporting Form](#)
4 STAGES OF RETURNING TO CAMPUS
Space Reconfiguration

Much consideration has been taken to help create a campus environment where social distancing guidelines are possible. All persons, including employees, students, and vendors, must wear a face mask and remain at least six feet apart to the greatest extent possible, both inside and outside campus buildings. To aid in this, Bristol has taken the following initiatives:

- Office Reconfiguration
  - Desks are spaced an appropriate distance apart. Plexiglass barriers have been installed in lobbies, waiting rooms, office welcome areas and other locations as deemed necessary.

- Classroom Reconfiguration
  - There will only be a limited number of students/faculty allowed per in-person class meeting according to state guidance. Desks have been spaced out and extra seating has been removed in classrooms to allow for six-foot social distancing.
  - Where necessary, markers have been placed on floors and pavements to indicate six-foot social distancing.
  - Elevators have been designated for single person use only.
  - All restrooms on campus, regardless of size, will be single use only. Signage will be implemented to notify people as such.

- Food Services
  - The Hawks’ Nest reopened in Stage 2. The Cafeteria will plan to reopen in Stage 3. There will be grab and go items only. You may order ahead via app and pickup. Limited seating will be available. Food Services employees will wear appropriate PPE (face masks, gloves) and a plexiglass barrier has been installed at the cashier station.

- Public areas
  - All furniture will be spaced out more than six feet apart and shall not be moved. Only one person will be allowed to sit per table. In an effort to keep our campus as clean as possible, individuals should always ensure they social distance, sanitize the table before and after use and throw away their trash.
  - All buildings are accessible with the assistance of Campus Police. Signage is displayed to let visitors know access to the campus is limited. Employees
scheduled to work remotely should check in with Campus Police when visiting campus for contact tracing purposes.

**Staffing Protocol**

Protocols have been established to ensure that employees can practice adequate social distancing. The number of people on campus and in buildings at one time is being limited to approved personnel and current students. The following options may be considered to accomplish this protocol:

- Rotating employees who will be working on campus and who will work remotely.
- Those employees who can continue to work remotely will do so.

There will be no public access to campus buildings except for authorized personnel and students. Access to the grounds by the public is permitted, but wearing face masks/coverings and social distancing is a standard practice.

**Hygiene Protocols**

- Handwashing capabilities are provided throughout the workplace. The restrooms have been appropriately stocked for frequent handwashing.
- Additional hand sanitizing stations have been added throughout campus in areas deemed appropriate.
- “Self-service” cleaning stations are set up throughout campus. Open-top trash receptacles will be available to discard cleaning materials and used PPE.
- Where applicable, each employee should have their own keyboard/mouse and desk phone that is not being shared; or use disinfectant wipes to clean after each shared use. Shared items, such as department coffee makers, microwaves, water coolers, etc. are to be used at the employee’s own risk. It is recommended that only non-perishable food items are brought to campus. If shared refrigerators must be used, ensure items are kept separated from other’s items. Only disposable plates, utensils, etc. should be used and disposed of promptly.
Limited Number of Employees Returning To Work On Campus

Campus Police keeps a daily log of who is on campus each day and requesting access to buildings. Along with the daily logs, the schedules of departments are kept of employees working on campus on a regular basis (ex. Facilities, Enrollment, ITS, etc.). All buildings are accessible with the assistance of Campus Police. Some buildings may be accessed with a Bristol ID.

- Employees are on campus only as necessitated for tasks that can only be completed in person.

1. Employees who have specific tasks that cannot be accomplished remotely must be approved by their VP, Dean, or Supervisor for on-campus work.

2. Once an employee gains approval to work on campus, Baxter Smith, Deputy Chief of Police and Preparedness, should be contacted via email at Baxter.Smith@BristolCC.edu by the approving supervisor to notify them that the employee has approval prior to their arrival on campus listing specific dates and times.

3. If an employee is reporting to campus for approved specific tasks that are unable to be completed remotely:
   - The employee should call Campus Police at 774.357.2452 or email Baxter.Smith@BristolCC.edu to notify them that they are on campus and to gain access to the required building. No employee should enter a building without Campus Police’s knowledge.
     - The employee should only spend a minimum amount of time on campus.
       - Four (4) hours should be the maximum time spent on campus.
       - More time may be spent on campus with prior Human Resources approval.
     - Only complete those tasks which are deemed necessary.
     - While on campus, employees should follow established precautions and wear a face mask/covering, maintain social distancing of six feet from others and practice frequent hand hygiene.
     - The employee should stay in their workspace and not visit other areas, except for the nearest restroom or to get lunch. A face mask must be worn when visiting other areas. Employees may eat alone in their office.
The employee should leave campus promptly upon completion of the tasks.

- A limited number of employees who cannot work remotely may come back to campus to work.
  - Employees, being notified ahead of time, may be asked to return either full time or on a rotating schedule to work on campus.
  - Each department shall keep a sign-in sheet for visitors to their office, which will include the individual’s name, contact information and date and time of visit, should contact tracing need to occur.
  - Childcare needs/plans will be taken into consideration.
    - Dependent on schools’ reopening plans (full-time, hybrid or remote).
    - Dependent on daycare availability.
    - Dependent on availability of summer camp/programs for children.
- Mail is continuing to be delivered, in a limited capacity, on a regular basis during the week.
- Continued dress-down attire will be allowed until further notice. This is important so items can be washed daily, which might not be the case for typical business clothing.

**Laboratory/Clinical Faculty & Students Returning**

Labs and Clinics have reopened to students to complete Spring 2020 courses (Nursing, Veterinary, Dental Hygiene, CNA, ATR and TRAIN)

- Each Lab/Clinic has created a plan that addresses their specific areas and requirements.
- Classroom participation will be taken daily and retained for contact tracing purposes.
- Bristol has an adequate supply of PPE and disinfecting supplies for each classroom and student needs.
- More class sections with fewer students to provide proper social distancing and group gathering guidelines. Plexiglass and dividers have been installed in labs and clinics.
- Reasonable accommodations will be made for students who have requested one.
- All students will need to be trained for proper PPE use prior to starting. Please review training videos and protocol in this document for further detail.

**Areas Reopening**

- The Hawk’s Nest has reopened as of July 1. A limited menu of prepackaged grab and go items will be offered.
- Academic testing will be taking place safely on campus at various locations as determined by need.
- The John Boyd Center (college’s childcare partner) on Bristol’s Fall River
Campus is currently reviewing Massachusetts state guidelines and collaborating with the college in preparation for a safe reopening. The date is yet to be determined.

**Areas Remaining Remote** *(Not an inclusive list)*

- Library
- Bookstore
  - Available upon request; please contact the Bookstore with inquiries at bookstore@bristolcc.edu or 774.357.2239
- Grimshaw-Gudewicz Art Gallery
- Auditorium in the Margaret L. Jackson Arts Center (H Building) on the Bristol Fall River Campus
- Fitness Center

**Meetings, Events & Business Travel**

All meetings will remain virtual for the foreseeable future. There will be no in-person events allowed until further notice, including meetings and in-office gatherings. No business or conference travel will be allowed, without prior supervisory and HR approval.

In-person gathering limits are determined via the Commonwealth’s gathering order. Please review the current order at this link.

**Employee Engagement**

- EAP is available remotely to benefitted employees.
- A list of local support and wellness services near our campuses is available to all employees.
  - [Employee Wellness Services Resources](#)
- Virtual engagement events may also take place.
All protocols from previous phases are instituted and will continue to be implemented. During Stage 3, minimal operations at some locations will resume. Classes will be offered using different virtual modalities, including limited hybrid courses. No fully face to face classes will be offered in the Fall 2020.

**Bristol’s Locations**

- Fall River and New Bedford
  - Hybrid courses that have a face-to-face component.
  - Minimal faculty and staff on campus.
  - Employees who can continue to work remotely will do so.
- Taunton and Attleboro
  - Remote services and operations only.

**Face-to-Face Classes, Labs & Clinics**

- Protocol as determined in Stage 2 will remain the same (social distancing, cleaning, other).
- Classroom participation will be taken daily and retained for contact tracing purposes.
- Smaller classes may take place in larger classrooms to meet physical distancing requirements.
- PPE protocol will remain the same as previously determined.

**New Areas Reopening  (Dates TBD)**

- Bookstore
- Library with minimal services
- Cafeteria
  - Limited seating will be available to aid in social distancing measures.
  - “Grab & Go” items will continue to be served.
• Computer labs
  ◦ Plexiglass will be added between computers and enhanced cleaning implemented between users. Capacity will be in accordance with state guidance.

**Bristol Athletics**

The National Junior College Athletic Association (NJCAA) has chosen to suspend the following Fall 2020 sports and will reassess for Spring 2021:

• Men’s & Women’s Soccer
• Men’s & Women’s Basketball
• Cross Country

**John Boyd Center on the Fall River Campus**

Planned policies may include surveys for parents and guardians, temperature checks for children, and additional social distancing safeguards – TBD as planning continues.
Following State and Federal guidelines, Stage 4 may be achieved when there is a treatment and/or vaccine for COVID-19. Stage 4 may consist of new protocols and the “new normal”, and the college anticipates that all employees will return to campuses to work at this stage. State guidelines regarding social distancing, hygiene, and cleaning will continue to be enforced and followed. Public access to buildings will be reevaluated based on state guidance.

- Outdoor organized group athletic events, indoor events, or other large outdoor events will be reevaluated following state guidance.
- Employee engagement will continue to be a focus for Bristol via virtual and other events, as followed by state guidelines.
- EAP counselors may be available on campus or remotely as needed and other opportunities to volunteer together in the community will be offered, when it is safe to do so.
Preparation for Possible Second Wave of Infections

1. A sufficient inventory of PPE, hand sanitizer and cleaning supplies will be kept on hand and ordered regularly.
2. Policies, protocols and procedures continue to be reviewed and updated as necessary.
3. Closing procedures will be in place should the pandemic return at a level deemed necessary for closure by state guidance.
4. Bristol will remain focused on being prepared for technology needs for staff and students if remote work is reinstituted.

Bristol is dedicated to the safety and well-being of our Students, Staff and Faculty and will be diligent in following the guidelines and protocols set forth in this guide as a model for the protection from COVID-19 and other infections.

Bridgewater State University
https://www.bridgew.edu/covid-19


Centers for Disease Control and Prevention
https://www.cdc.gov/


Cleveland Clinic
https://health.clevelandclinic.org/how-to-wear-and-clean-a-face-shield/

Commonwealth of Massachusetts
https://www.mass.gov/

Massachusetts Higher Education Reopening Plan
https://www.mass.gov/doc/higher-education-covid-19-control-plan/download


World Health Organization
https://www.who.int/
Equal Opportunity / Non-Discrimination Notice

Bristol Community College is an Affirmative Action/Equal Employment Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, color, national origin, sexual orientation, genetic information, religion, age, veteran status or disability under state or federal law in any aspect of employment, admissions, access or treatment of its programs and activities.

Applicants for admission and employment, students, employees, and referrals of applicants for admission, and employment with questions or complaints about compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), and Title IX of the Education Amendments of 1972, should contact the college’s Diversity & Title IX Officer Gia Sanchez. She may be contacted by telephone at 774-357-2264 or email correspondence at Gia.Sanchez@Bristolcc.edu. If Ms. Sanchez is unavailable, the Human Resources office may be contacted by telephone at 774-357-2333 or email correspondence at diversitytitleIX@bristolcc.edu.

Those with questions or complaints regarding the Americans with Disabilities Act or Sections 503 and 504 of the Rehabilitation Act of 1973 should contact, the college’s Diversity & Title IX Officer Gia Sanchez. She may be contacted by telephone at 774-357-2264 or email correspondence at Gia.Sanchez@Bristolcc.edu. If Ms. Sanchez is unavailable, the Human Resources office may be contacted by telephone at 774-357-2333 or email correspondence at diversitytitleIX@bristolcc.edu.