

Returning to Work: A Northern Essex Community College Re-Entry Guide And COVID-19 Control Plan



Developed by the Return to Campus Task Force

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Introduction

The following document lays out a pathway for the safe return of our faculty and staff following the global pandemic of Covid-19. Northern Essex Community College (NECC) is committed to the health, safety, and emotional well-being of all its employees and students.

As has been made clear by the unprecedented events of the last few months, this health crisis is an ever-evolving situation. The leaders at NECC recognize that information is crucial and comforting. This reference guide will be a living document, updated appropriately as government and the Centers for Disease Control (CDC) recommendations change.

Overview of Phased Return

As we move forward over the coming weeks and months, NECC's protocols for a return to campus will be similar to our departure strategy. Managers will be asked to work with their teams, develop an outline of needs and vet it through their departmental vice presidents. NECC recognizes that a one size fits all approach is not applicable or practical when addressing a global health crisis such as the one we are facing. Our goal is to minimize the number of individuals on campus while keeping our organization running to its full potential.

The College will be following all applicable protocols set out by federal, state, and local governments. Massachusetts has been one of the hardest hit states. On March 10, 2020 Governor Baker declared a State of Emergency, and on March 23, 2020 all non-essential businesses were closed. On May 18, 2020 the Governor issued a Safer at Home Advisory and reopened the state in a phased approach. The Governor's phases have been determined by public health data that must continue to show progress to move through each phase. If the public health trends show any increase in transmissions it could result in returning to an earlier phase. NECC must be prepared to follow any and all guidance from the State. All businesses in the state must follow the state's mandatory workplace safety standards for opening. As such, guidance has been set up in the areas of staffing, social distancing, hygiene protocols, staffing and operations and cleaning and disinfecting. NECC has developed protocols to follow this guidance which include:

Phased Staffing Approach

Northern Essex Community College has developed a phased in approach for bringing staff back to campus in accordance with State guidelines. The dates for these phases will be determined by the campus leadership in conjunction with Governor Baker's orders. The approach has 4 phases:

- Phase 1: Shelter at Home/Safer at Home as outlined by State guidelines
- Phase 2: Return of Critical Functions in Key Departments Throughout NECC
- Phase 3: Return of necessary staff to support operational change in preparation for limited critical class meetings
- Phase 4: Return of staff and faculty to support staging for classroom learning

During phase 1 and 2, and possibly more, the college will be locked, and access will be requested via the NECC website. All members of the community must seek approval from their supervisor and

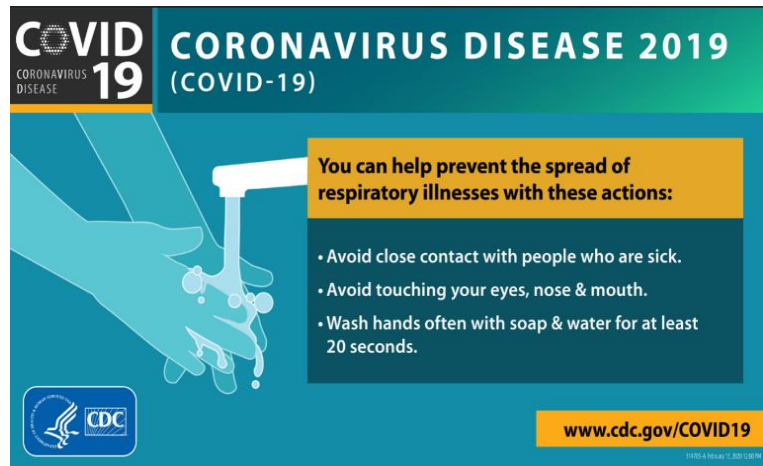
subsequently fill out a form which will be vetted through the Return to Campus Task Force. The “Campus Access Request” form can be found by clicking on this [link](#).

The need to reduce the number of people on campus to meet social distancing requirements will continue for some time. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff and the community we serve.

Workplace Guidelines

All staff and faculty are expected to comply fully with the guidelines outlined in this document. It is important that we look out for each other. By following these guidelines, we will create a safer workplace for everyone.

Safety of our employees is of the utmost priority; employees should read and understand the symptoms of COVID-19 and stay home and call a doctor if you feel you might have COVID-19.



The following information is provided by the CDC and should be reviewed by all employees so that everyone understands how the virus spreads, how to protect themselves, and how to monitor for symptoms.

- The virus is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Remember that some people without symptoms may be able to spread the virus.
- A cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask (i.e. N95 facemask) meant for a healthcare worker.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

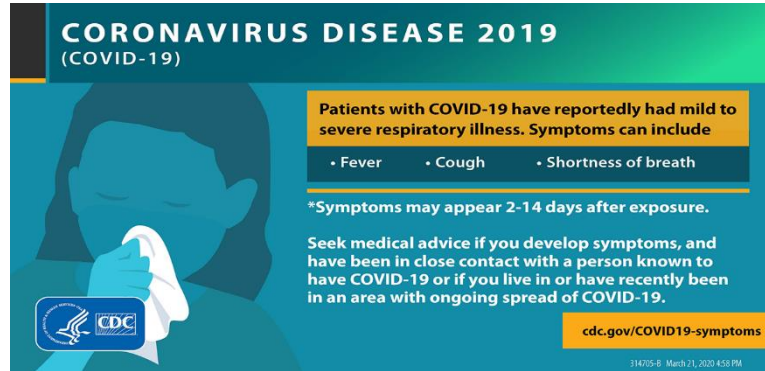
Symptoms

Members of the community who return to the workplace must remain vigilant and stay home when they are sick. Call NECC Human Resources (HR) at 978-556-3985 or email hr@necc.mass.edu to report if you have tested positive for COVID-19 or have been advised by a health care professional to quarantine

due to exposure. People with COVID-19 have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Cough
- Fatigue
- Diarrhea
- Headache
- Sore throat
- Fever or chills
- Nausea or vomiting
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- This list does not include all possible symptoms. CDC will continue to update this list.



According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (age 65 or older)
- Diabetes
- Severe obesity
- People with HIV
- Chronic lung disease
- Serious heart conditions
- Asthma (moderate to severe)
- Being immunocompromised
- Chronic kidney disease being treated with dialysis

Staff and faculty whose health conditions fall into one of these conditions are encouraged to call HR to discuss accommodations. Individuals who are unable to wear a face covering due to a medical condition are also encouraged to contact HR for an accommodation.

Personal Safety Practices

Social Distancing:

- All persons shall remain at least six feet apart both inside and outside, wearing face coverings when a six-foot distance cannot be maintained.
- Do not gather in groups of 10 or more, subject to State and CDC guidance.
- Stay out of crowded places and avoid mass gatherings.
- For additional information and a short video on social distancing see appendix 5.

Personal Protection Equipment

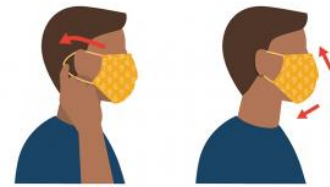
- All staff, faculty and students must wear face coverings as required by the State whenever they cannot socially distance both inside and outside.
- Cloth face coverings will be purchased by the college, 1 for each person.

- Members of the community may also wear their own face covering which will help NECC reduce the need to purchase face coverings, which are in short supply. Cloth face coverings should only be worn for one day at a time and should be properly laundered before use again. Having a week supply of cloth face coverings can reduce the need for daily monitoring.
- Sanitizing dispensers will be placed in every department and outside of classrooms beginning with classrooms that will be used in the Phase 3 of the Governor’s plan
- Disinfecting supplies will be distributed to offices for use when cleaning their own areas.

Use and Care of Face Coverings

Putting on the Face Covering

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Situate the face covering properly with nose wire snug against the nose where applicable
- Tie straps behind the head and neck or loop around the ears
- Make sure you can breathe easily



Taking Off the Face Covering

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Care, Storage and Laundering

Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

How to Dry

- In the dryer, use the highest heat setting and leave in the dryer until completely dry
- To air dry, lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

For more information on face coverings please see appendix 5.

Handwashing

With an alcohol-based hand sanitizer:

- Put product on hands and rub hands together
- Cover all surfaces until hands feel dry
- This should take around 20 seconds

With soap and water:

- Wet your hands with warm water. Use liquid soap if possible. Apply a nickel- or quarter-sized amount of soap to your hands.
- Rub your hands together until the soap forms a lather and then rub all over the top of your hands, in between your fingers and the area around and under the fingernails.
- Continue rubbing your hands for at least 20 seconds. Need a timer? Imagine singing the “Happy Birthday” song twice.
- Rinse your hands well under running water.
- Dry your hands using a paper towel if possible. Then use a new paper towel to turn off the faucet and to open the door if needed.



For additional information on handwashing please see appendix 5.

Additional Guidance for Employees on Campus

Public Transportation: If you must take public transportation, wear a face covering before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene as soon as possible: remember to do this before removing your face covering.

Working in Office Environments: If you work in an open office space, be sure to maintain at least 6 feet from your co-workers. If possible, have at least one workspace separating you from another co-worker. You should always wear a face covering while in a shared space.

If you work in an office, no more than one person should be in the same room unless the required 6 feet distance can be consistently maintained. If more than one person is in a room, face covers should always be worn. A face covering is not required if you are working alone in a confined office space.

Any staff in a reception/receiving area should wear face covers. They should also be worn when inside any NECC facility where others are present, including walking in hallways, break rooms, conference rooms, and other meeting locations.

Using Restrooms: Use of restrooms should be limited to one person at a time to ensure social distancing between individuals. Wash your hands thoroughly for at least twenty seconds afterwards to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a face cover regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using available tools such as Zoom. In person meetings are limited to the restrictions of local, state, and federal orders. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone, or another available form of technology rather than face-to-face.

Eating on Campus: Whether eating in a break room, at your desk, in a café or the like, maintain at least 6 feet between you and the next person. You should wash your hands thoroughly before and after eating to reduce the potential transmission of the virus. You should wear your face covering before and after you eat. Once you have completed your meal, you should wipe the area down.

If you are able, you should consider eating outside.

*Please be aware that dining services will not be available until at least phase 4 of the Governor's plan.

Mental Health Resources

It is important to note that we are not helpless in light of current news events. We can always choose our response. If you are struggling, here are some things you can do to take care of your mental health in the face of uncertainty:

Full-time, benefited employees can call 1-844-263-1982 any time (24/7) or visit liveandworkwell.com, which provides mental health, self-care, care providers and other references. Use access code **mass4you**. For TTY Support for the Deaf and Hard of Hearing, please contact 711-1-844-263-1983.

- *Part-time, non-benefited employees* can call **AllOneHealth** at 1-800-451-1834 any time (24/7).

AllOneHealth has a blog: <https://allonehealth.com/coronavirus-a-comprehensive-update/> which includes updated information as compiled by their Chief Medical Officer, Dr. Fred Kohanna and their Associate Corporate Medical Director, Dr. Sepulveda.

- For *both benefited and non-benefited employees*, if you need help with a substance abuse issue for you or a family member, call the **toll-free Substance Use Treatment Helpline** at 1-855-780-5955 to speak with a licensed clinician 24/7.

Virus Identification and Containment Plans

For NECC Employees

The HR Department will be the point of contact for employee COVID-19 identification, containment, and contact tracing. If an employee tests positive for COVID 19, a notification should be sent to HR and reportconcerns@necc.mass.edu

Reporting:

All employees that are out sick related to COVID-19 or suspicion of symptoms (can include fever, cough, and shortness of breath) related to COVID-19 need to follow the department sick call out procedure and inform HR.

- HR will contact the employee and ask the following questions:
 - Date of symptoms (CDC guidelines)
 - Date of testing/result (if not shared need to provide medical documentation for return to work)
 - Date last on campus (time and campus location/areas)
 - Names, date, time and location of those in close contact on campus (defined by CDC)

If employee tests positive for COVID-19:

- Employees will need to provide medical clearance to return to work after quarantine period

If employee has symptoms or needs to self-quarantine:

- Employees who are quarantined because of close contact (6ft for 15 minutes) or suspicion of COVID-19 symptoms:
 - Through contact tracing if employee identifies as having been in close contact with someone that tested positive, employee will need to self-quarantine and seek medical attention. Even with a negative test result, the employee will be asked to quarantine for 14 days
 - If employee states that a family member in their household tested positive, the employee will need to self-quarantine and seek medical attention
 - If employee states that they may have come in close contact with someone that tested positive, employee will need to self-quarantine and seek medical attention
 - If employee states that a household member is symptomatic or is awaiting a test result following close contact with a COVID positive individual, employee will need to self-quarantine and seek medical attention
 - If employee states that they may have symptoms, employee will need to self-quarantine and seek medical attention
 - If employee states that they came in close contact with someone with COVID-19 like symptoms, employee will need to self-quarantine and seek medical attention
 - If employee test positive for COVID, employee needs to inform HR of test date and results and have medical clearance to return to work

- HR will review all medical documentation
- HR will track and follow-up on day 13 of quarantine for clearance to return to work

For NECC Students

Virus Identification and Containment Plans: The Dean of Students Office (DOS) will be the point of contact for student COVID-19 identification, containment, and contact tracing.

Reporting:

All students that are out sick related to COVID-19 or suspicion of symptoms (can include fever, cough, and shortness of breath) related to COVID-19 should notify the Dean of Students Office (DOS). If faculty become aware of a student reporting a COVID-19 symptom, a notification should be sent to the Dean of Students Office and reportconcerns@necc.mass.edu

- DOS will contact the student and ask the following questions:
 - Date of symptoms (CDC guidelines)
 - Date of testing/result
 - Date last on campus (time and campus location/areas)
 - Names, date, time, and location of those in close contact on campus (defined by CDC) if known. Course information will be reviewed to identify other possible contacts.

If a student tests positive for COVID-19:

- Students must provide medical documentation clearing them to attend in person classes

If a student has symptoms or needs to self-quarantine:

- Students who are quarantined because of close contact (less than 6ft for 15 minutes) or suspicion of COVID-19 symptoms:
 - Through contact tracing if a student is identified as having been in close contact with someone that tested positive, the student will need to self-quarantine immediately and seek medical attention. Even with a negative test result, the student will need to self-quarantine for 14 days.
 - If student states that a family member in their household tested positive, the student will need to self-quarantine and seek medical attention
 - If student states that they may have come in close contact with someone that tested positive, student will need to self-quarantine and seek medical attention
 - If student states that a household member is symptomatic or is awaiting test results following a close contact with a COVID positive individual, student will need to self-quarantine and seek medical attention
 - If student states that they may have symptoms, student will need to self-quarantine and seek medical attention
 - If student states that they came in close contact with someone with COVID-19 like symptoms, student will need to self-quarantine and seek medical attention

- If a student has a test positive for COVID, student needs to inform DOS of test date and results and or provide medical clearance to attend in person classes
- DOS will review all medical documentation
- DOS will track and will follow-up on day 13 of quarantine for clearance to return to class

Be assured that, following a campus wide announcement of a positive case of COVID-19, if there is any need for further action on your part, you will hear from an NECC representative or the Department of Public Health directly.

Downward Revision of the NECC COVID-19 Control Plan

Precipitating circumstance requiring a revision to an earlier phase in the NECC COVID-19 Control Plan:

- The State requires the communities in which our campuses are located to revert to a prior Phase in the Four-Phase Approach to Re-Opening Massachusetts.
 1. The MA COVID-19 Command Center provides daily updates on six key public health indicators, as follows:
 - COVID-19 positive test rate
 - Number of individuals who died from COVID-19
 - Number of patients in hospitals diagnosed with COVID-19
 - Healthcare system readiness
 - Testing capacity
 - Contact Tracing capabilities
 2. These six dashboard indicators are measured as red (negative trend) yellow (in progress) or green (positive trend). Before entering and during a phase, the trends must be going in a positive direction in order for the forward momentum to continue. If the trends are going in a negative direction and the metrics worsen, then it is possible that the Governor will call for a downward reversion statewide, region or local area in NECC service area and NECC would be required to revert back to an earlier phase.
 3. [Dashboard can be found here.](#)
- The College responds to the forward and backward direction, depending on the progress of the indicators and the advice of the State. If the Governor decides that the negative trends require a step back to an earlier phase, the College will respond by moving back to the appropriate phase and reinstating the protocols and procedures from that reverted phase, according to the NECC COVID-19 Control Plan. The College President, with appropriate consultation with public health authorities, will direct the implementation of the forward and reverse movement along phases, and will inform the NECC community as soon as the transition to a Phase is known.
- If the College becomes a COVID-19 hot spot with an outbreak of virus infection, then in consultation with the local and state public health agencies and professionals, the College

President will direct the implementation of the appropriate Phase reversion in the NECC COVID-19 Control Plan. The College shall implement the appropriate protocols and procedures under our college plans for that reverted Phase.

Vulnerable Population Protocol

For those populations described under the CDC guidelines of those more likely to have a severe virus infection, NECC will review an application for accommodations to the on-campus experience for employees and students. Employees should contact NECC Human Resources for specific directions. Students should contact NECC Accessibility Services and follow protocols outlined in Appendix 6.

Pre-Campus Education Program

Employees must review the **Employee Mandatory Workplace Safety Standards** (see Appendix 6) prior to coming on campus. These standards will be sent to all NECC employees and. Campus safety and hygiene rules will also be noted on posters throughout the campus.

Students must review the **Safety Standards for Students Returning to Campus and Wellness Pledge** (see Appendix 4) prior to coming on campus. Students will be sent these standards when enrolled in a course with a required on-campus component. Faculty will be encouraged to go over student protocols for all students enrolled in their courses, either face to face or in a virtual environment. If a student intends to come on campus for any purpose, the Wellness Pledge to follow on-campus protocols must be completed. Protocols, rules, and any relevant materials can be found.

Compliance and Risk Mitigation

The NECC Return to Campus Taskforce meets bi-weekly with its logistics and operations teams, then monthly as a full group to ensure compliance with the MA Higher Ed COVID control plan

Health Self-Assessment Tool

All NECC employees are provided a self-assessment tool to be utilized prior to on-campus arrival as outlined in the Employees Returning to Campus (see Appendix 8). NECC enrolled students are provided a self-assessment tool to be utilized prior to on-campus arrival as well as a pledge to attest that students will follow on-campus protocols (see Appendix 6) There will be a sign in QR code that is linked to a list of questions about one's health posted outside the buildings which will be used come the fall.

To utilize the QR code, it can be scanned with the camera on a newer phone or with a QR app that can be downloaded from the [apple store](#) or [google store](#). The QR code will be located at the building entrance and outside of classrooms. Open the camera or QR app on the phone then hover over the code, a link will pop up. Open the link, then answer the questions that follow.

This process will assist the Return to Campus team in reducing high touch areas and will support contact tracing efforts.

NECC Internal Space Request for Meetings and Events Process during COVID-19

Space requests for meetings or events is not being accepted through 25live.

The current process is to fill out an internal request form which can be accessed by following this [link](#). You will need to use your NECC credentials to log in.

The form asks basic information regarding your space request and goes over the COVID visitor guidelines along with links to the COVID-19 training videos. Once this form is submitted, the Return to Campus Committee will approve or deny the request. Currently, state regulations are 8 persons per 1,000 square feet with a maximum of 25 people for indoor events and 50 people maximum for outdoor non-enclosed locations.

If the request is approved both the requestor and Allison Gagne, the events coordinator, will be notified. Allison will then enter the event into 25live and contact any staff personnel needed to support the event, such as Facilities, IT, and Public Safety. Also, once the internal request form is approved, the event information is added to an internal spread sheet used to keep track of what additional locations need to be cleaned.

*Note, external event information can be found in appendix 9.

APPENDICES

1. Return to Campus FAQs
2. The Massachusetts Reopen Plan
3. Massachusetts Mandatory Requirements
4. Travel Information
5. Safety Standards for Employees and Students
6. Students Return to Campus
7. Influenza Vaccine Requirement
8. Employees Return to Campus
9. External Event Guidelines for Coming to Northern Essex Community College

APPENDIX 1

Return to Campus FAQ

NECC values the team effort it takes from everyone to work collaboratively during these unprecedented times. We ask our community to kindly keep in mind that this is an overview of an often rapidly progressing scenario, with many sector specific considerations. The Return to Campus Taskforce welcomes feedback and dialogue.

Who is the Return to Campus Taskforce?

The Return to Campus Taskforce, led by Chair Marissa Elliott from Administration and Finance, is made up of a cross section of the NECC community. Our Planning, Operations and Logistics teams consist of stakeholders representing departments across campus. Team members from Procurement, Facilities, Public Safety, Marketing, Academic Affairs, Student Affairs, Finance, Human Resources, Health Professions, Cleaning, Security, and Events hold multiple full group and micro meetings each month. Stakeholders share sector specific expertise with the primary goal of promoting safety and wellbeing for the NECC community in these uncertain times.

How do I contact the Return to Campus Taskforce with questions or concerns?

Communication is a key element in a safe and efficient return to work. We want to know what is working for you, what challenges you encounter, what we can do to increase your feelings of safety. Surveys are being crafted and will be shared shortly. Your voice and experience matter to us. Please contact reportconcerns@necc.mass.edu at any time. We are standing by to strategize solutions together.

What other forms of communication can I expect?

Thanks to our Marketing Team, you will receive a weekly COVID college wide update. In addition, the FAQ section of the COVID website is updated frequently. Beginning the week of 9/12, you can also expect short video updates from a taskforce co-chair or team member to better facilitate connection and communication with the community we serve.

Do I have to plan on returning to work in the near future?

In accordance with Governor Baker's guidance, NECC continues to support remote work when it is feasible for the functionality of your division. We ask that you work with your managers to determine the best course of action in this regard.

How do I access the campus prior to the start of the fall semester?

Any person, (student, faculty or staff), who needs access for a **ONE-TIME** purpose, such as retrieving belongings from an office or locker, kindly fill out the [Campus Access Request Form](#) found on the college COVID website, and sign in and out of the building you visit.

For any **REOCCURRING** class, meeting or staffing plan, kindly have the department head fill out the [Return to Work Template](#) which will go to the Return to Campus Taskforce for vetting. If you need a copy of this form, feel free to reach out to returntocampus@necc.mass.edu.

What additional access control steps should I expect for the fall semester?

A digital sign-in system, linked to a COVID symptom self-checker, is in progress.

What are the primary ways in which I can keep myself and others safe while on campus?

The RTC team wishes to emphatically stress the value of social distancing, consistent face covering use and proper hygiene. These safety protocols provide our community with the best risk mitigation. It takes a village to navigate this global emergency; we need to work as a team to keep each other safe.

How will NECC support its faculty and staff with COVID specific cleaning protocols?

A summary of NECC cleaning protocols for “High Touch Areas” is as follows: “High Touch Areas” are defined in three categories and will be addressed specific to the category, in compliance with Government stipulations.

- Category One: Restrooms, office and classroom doorknobs, railings, kick-plates, and push-plates. These will be professionally disinfected daily by the college.
- Category Two: Individual workspaces and stations. The college will provide adequate disinfecting supplies for employees to conduct daily cleaning of their office space, in accordance with the recommendations outlined in Return to Work and with personal comfort level.
- Category Three: College equipment utilized communally or by the public, such as common copy machines, testing center computers, library furniture, etc. NECC will provide signage directing any individual who uses communal college equipment to wipe it down with college provided disinfectant before and after use.

If I am a student facing employee, how do I handle being told of a positive test?

If a faculty or staff member receives information regarding a positive test or an exposure risk, we ask that you remind the student to remain off campus until the individual receives a clean bill of health, and that you reach out to Patty Gauron at HR@necc.mass.edu so that DPH can be contacted and deep cleaning can be facilitated, if appropriate. We understand these situations may be complex or nuanced; we are standing by to be of support.

If I am student facing employee, how should I navigate an interaction where the student will not wear a mask etc.?

Kindly work with your team to have a script prepared for challenging situations that may occur. Of course, if you are uncomfortable with the progression of events, always feel free to reach out to security, 978-556-3333 or X3333 from a campus phone. Extra security will be on campus for the first several weeks of school to help support a smooth transition.

Am I a required to get a COVID test before coming on campus?

NECC will comply with Government stipulations for travel to high risk areas and will require a 14-day quarantine or proof of a negative test, as applicable. For the continued safety of all, symptomatic individuals should remain off campus until they can produce a negative test.

Where can I get a COVID test if I feel the need?

NECC has partnered with Lawrence General Hospital to support our faculty, staff and students who may wish to be tested for COVID-19. Our community is welcome to get tested under their free *Stop the Spread* initiative. Details can be found: <https://www.lawrencegeneral.org/about-us/covid-19-testing>.

How will restroom use be navigated?

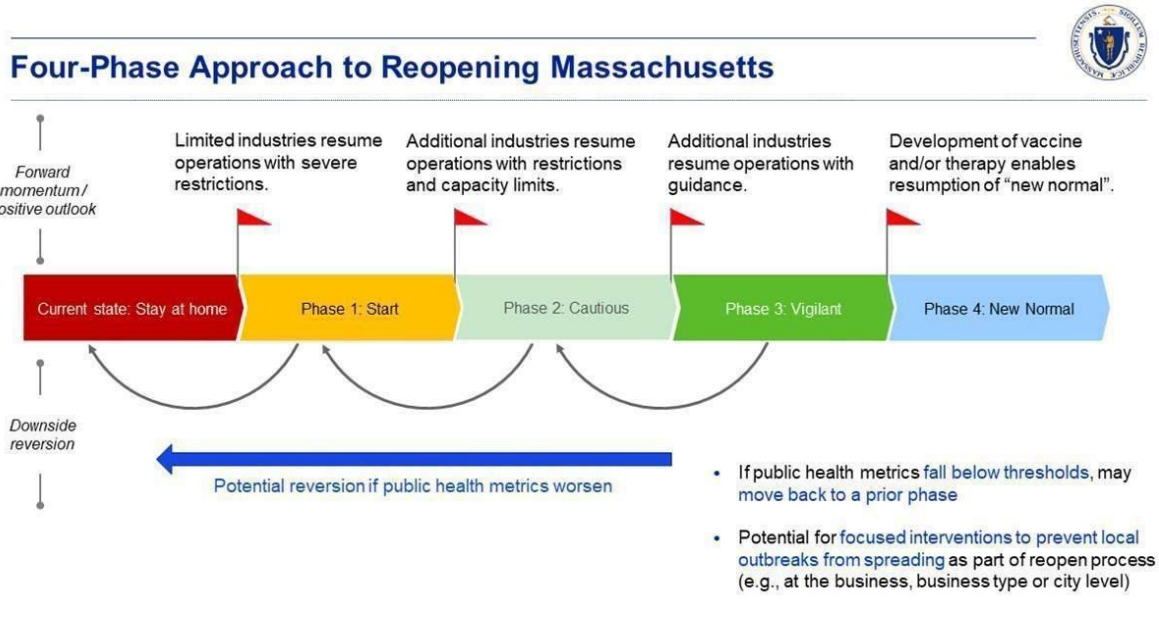
The Return to Campus Team understands that restroom use protocols are important to our community. As such, we have designed signage to indicate that restrooms are single use only. A process for signaling that the restroom is occupied has been developed and is being vetted by our Logistics team.

Are we allowing External Events and room reservations through 25LIVE?

Generally, and to triage crucial educational instruction and ensure the safety of critical personnel, we are not currently holding external. The RTC team continues to encourage use of Zoom, Skype, etc. in lieu of in person meetings. Exceptions can be considered under extenuating circumstances. Kindly reach out to Allie Gagne or returntocampus@necc.mass.edu for appropriate forms.

APPENDIX 2

MASSACHUSETTS GOVERNOR BAKER FOUR-PHASE APPROACH



Other Massachusetts COVID-19 References:

More detailed information on businesses, services, and activities that will open in each phase can be found at www.mass.gov/reopening

<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>

COVID-19 Updates and Information – <https://www.mass.gov/info-details/covid-19-updates-and-information>

COVID-19 Prevention and Treatment – <https://www.mass.gov/info-details/covid-19-prevention-and-treatment>

COVID-19 Resources and Guidance for Businesses – <https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-businesses>

COVID-19 Response Reporting – <https://www.mass.gov/info-details/covid-19-response-reporting> Guidance: Wear a Mask in Public (Issued May 1, 2020) –

<https://www.mass.gov/news/wear-a-mask-in-public>

Mandatory Workplace Safety Standards – <https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>

Travel Information Related to COVID-19 – <https://www.mass.gov/info-details/travel-information-related-to-covid-19#travel-to-massachuse>

APPENDIX 3

MASSACHUSETTS PHASE 1 MANDATORY REQUIREMENT TO REOPEN

Overview

The Department of Public Health (DPH) and the COVID-19 Command Center developed new Mandatory Workplace Safety Standards in consultation with the Reopening Advisory Board. These new standards will apply universally to all workplaces that are open in Phase 1, and are designed to reduce the risk of COVID-19 transmission to employees and customers during the first phase of reopening, and are applicable to all sectors and industries.

The Administration is releasing these Mandatory Workplace Safety Standards early, in advance of the start of Phase 1, to give workplaces time to plan and prepare for reopening.

These safety standards will be supplemented by sector-specific safety protocols and recommended best practices, which will provide further details and limited exceptions.

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings for all employees

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID-19-like symptoms do not report to work
- Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

APPENDIX 4

Travel Information

Massachusetts Community Colleges COVID-19 Travel Information

Governor Baker's Executive Order

a. Mandatory Quarantine Period

On July 24, 2020, Governor Baker issued an [Executive Order](#) establishing a mandatory 14-day quarantine requirement for travelers entering Massachusetts, effective on August 1, 2020. According to the Order, as of August 1, all travelers entering Massachusetts MUST self-quarantine for 14 days unless you:

1. are coming from a [lower-risk state](#) (i.e., Connecticut, New Hampshire, Rhode Island, Vermont, Maine, New York, New Jersey and Hawaii); or
2. can produce, on request, proof of negative test result for COVID-19 from a test administered on a sample taken no longer than 72 hours before your arrival in Massachusetts; or
3. meet the [exemption criteria](#).

Individuals who regularly commute into Massachusetts to a fixed place to attend school or work qualify under the exemption criteria so long as their travel is restricted to and from the person's residence and place of work or school. Individuals who travel to any place that is not their home state for personal or leisure reasons cannot rely on this exemption and must self-quarantine for 14 days upon return. Travelers who do not comply with these rules may be subject to a civil fine of \$500 per day.

b. Massachusetts Travel Form

Travelers who enter Massachusetts from any place other than a lower-risk State, or who do not satisfy the exemption criteria, must complete and submit the on-line [Massachusetts Travel Form](#), whether they are arriving in Massachusetts by airplane, bus, train, automobile, or any other means. The travel form must also be completed by those travelers who have taken a test within 72 hours (regardless of the results of the exam). A person who is required to but does not submit the Massachusetts Travel Form may be subject to a civil fine of \$500 per day.

Massachusetts Community Colleges' Voluntary Travel Reporting Form

Due to the continued health risks associated with COVID-19, and in light of the College's planned, phased expansion of on-campus operations, the College has developed a voluntary Travel Reporting Form for all students and employees returning from travel outside of Massachusetts as of August 1. Reporting is strongly encouraged so that the College can 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. The College will also use this information when implementing any precautions or protocols recommended by public health agencies.

The College's Travel Reporting Form is available at _____ and can be completed and submitted electronically. A hard copy of the form may be obtained from ____ at ____.

Students and employees travelling outside of Massachusetts may be required to self-quarantine upon returning to Massachusetts. In the event this occurs, the information gathered through the Travel Reporting Form will help the College to work with individual students and/or employees to plan accordingly for absences and, if appropriate, offering instructional options in conjunction with applicable collective bargaining agreements.

All information gathered through this process will be maintained confidentially and separate from personnel or student record files and shall be used only to assist the College in providing and maintaining a healthy learning environment.

Voluntary Travel Reporting Form

Due to the continued health risks associated with COVID-19, and in light of the College's planned, phased expansion of on-campus operations, the College has developed a voluntary Travel Reporting Form for all students and employees returning from travel outside of Massachusetts as of August 1. Reporting is strongly encouraged so that the College can 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. Individuals who routinely commute into Massachusetts to attend classes or work at the College are not obligated to complete this form.

Name: _____

Status: **Student** (Student Identification #: _____)

Faculty (Department: _____)

Staff (Department: _____)

Email Address: _____ **Phone #:** _____

Location of Out-of-State Travel: _____

Dates of Travel: _____ **Departure:** _____ **Return:** _____

Method of Travel: **Air**

Sea

Land

Testing Information: Please check all that apply.

I have received a negative test result for COVID-19 on a specimen taken no longer than 72 hours prior to my arrival, consistent with Massachusetts Department of Public Health guidance; or

- I plan to get a test at my cost and will remain in quarantine until I receive a negative result;
or
- I have taken a COVID-19 test and am awaiting my result and will remain in quarantine until I receive a negative result; or
- I will quarantine for 14 days upon arrival in Massachusetts or for the duration of my stay if fewer than 14 days.

Health Status:

- I certify I do not currently have COVID-19 symptoms; have not had close contact with anyone in the last 14 days who is confirmed or suspected to have COVID-19; will wear a mask while in public, as required by Massachusetts law, and will maintain 6 feet of physical distance from others.

APPENDIX 5

Safety Standards for Employees and Students

To comply with Massachusetts Mandatory Workplace Safety Standards for reopening workplaces, employees will need to review the following material before returning to any NECC campus. These new standards will apply universally to all workplaces and are designed to reduce the risk of COVID-19 transmission during the phases of reopening and are applicable to all sectors and industries.

Face Coverings on Campus

Any individual (employee, student, visitor, vendor) who needs to come onto an NECC campus will be required to wear a face covering for the entire time the individual is on campus, unless they are:

A. In their office ALONE

B. Outdoors AND can RELIABLY MAINTAIN 6 feet of distance from any other person

While on NECC campuses, everyone is required to have a face covering on their person at all times. Students attending in-person classes or employees holding necessary in-person meetings are required to wear a face covering for the duration of their scheduled event. An employee requiring an accommodation regarding this requirement should contact Patty Gauron in Human Resources at HR@necc.mass.edu; any student requiring an accommodation regarding this requirement should contact the Learning Accommodations Center lacenter@necc.mass.edu.

Criteria for a Compliant Face Covering While on NECC Property

Reusable Cloth Face Covering

- ❖ The face covering must be tight fitting to the face, covering the entirety of the nose and mouth
- ❖ Must be able to remain on the face without the use of hands or frequent adjustment
- ❖ Face covering should not restrict breathing but be sturdy enough to restrict moisture from the nose and mouth.
- ❖ A minimum of two ply, preferably cotton or cotton blend fabric material.
- ❖ Be able to be laundered and machine dried without damage or change to shape.
- ❖ No exhalation valves.

Single Use Face Covering

- ❖ Typically constructed out of a paper-cloth material. Not intended for reuse.
- ❖ The face covering must be tight fitting to the face, covering the entirety of the nose and mouth.
- ❖ Must be able to remain on the face without the use of hands or frequent adjustment.
- ❖ Face covering should not restrict breathing but be sturdy enough to restrict moisture from the nose and mouth.
- ❖ No exhalation valves.

How to Safely Wear and Take Off a Cloth Face Covering

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Handwashing

- ❖ Hot water and soap are available at all sinks and in all restrooms
- ❖ Hand sanitizer is available in all office spaces, common areas, classrooms, and labs
- ❖ Students/employees must wash/sanitize hands on a routine basis
- ❖ Daily and routine sanitization of high touch places in common areas are established and implemented
- ❖ Sanitization supplies for student/employee usage are provided for use for telephone, desks, computers, and other items.

Review the video on handwashing: 30 sec [Stop the Spread of Germs](#)

Handwashing Fact Sheet

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

Social Distancing

All students/employees are required to maintain strict 6-foot distancing for all encounters. Signage will be posted throughout all buildings on campus. Students remain in approved areas and not travel to various areas of the campus/buildings. Students bring whatever food/drinks, books, supplies they need and take all items home with them on departure.

Review the video on Social Distancing: 30 sec [Social Distancing](#)

APPENDIX 6

Students Returning to Campus

Students needing to come on a NECC campus must comply with the following CDC and Massachusetts Department of Public Health safety guidelines designed to reduce the risk of COVID-19 transmission.

Please review the following information and Student Wellness Pledge attesting to the following protocols.

Student Check-in Procedures

Approved students arriving to campus must utilize the designated entrance points and log in and out of the building using the QR codes posted at the main doors and/or classrooms.

Any questions about this information should be directed to the Dean of Students Office at jmiller@necc.mass.edu or 978-556-3818.

Face Coverings

Students are required to wear a face covering that complies with the NECC standards. If the student does not have a suitable face covering, one will be provided to them. Any student who is not able to wear a face covering due to an existing health condition or disability and requires an accommodation should contact Learning Accommodations at lacenter@necc.mass.edu or 978-556-3654. For a description of a compliant face covering, see above in Appendix 5.

Student Daily Symptom Checker

Students should self-monitor their health status daily prior to arriving on campus. Students who are feeling ill must not come on campus and should contact their professor. Students experiencing COVID-19 symptoms should contact the Dean of Students, Jonathan Miller at jmiller@necc.mass.edu or 978-556-3818. This is required for reporting and contact tracing purposes in the event there is a positive COVID-19 case at the college.

Potential COVID-19 symptoms include:

- ❖ Fever or feeling feverish
- ❖ Muscle aches or muscle weakness
- ❖ Sore throat
- ❖ New cough (not related to chronic condition)
- ❖ New nasal congestion or runny nose (not related to seasonal allergies)
- ❖ Shortness of breath
- ❖ Easing physical distancing

Take the Knights' Oath Wellness Pledge

Please take the following Wellness Pledge prior to your first visit on a NECC campus.

Student Vulnerable Populations and Accommodations Protocol

Students who are a member of a vulnerable population and seek an accommodation to NECC's newly established policies and procedures due to the COVID-19 pandemic, must reach out to the Learning Accommodations office.

Modification of Face Covering Requirements as a Reasonable Accommodation

A student who has a medical condition defined by the CDC as being high-risk for severe illness from COVID-19, may be limited in their ability to wear a certain face covering or face covering. When a student with a disability needs an accommodation related to PPE including but not limited to a modified face covering for interpreters, the student should contact Learning Accommodations at lacenter@necc.mass.edu or 978-556-3654 to request services to determine eligibility for services and reasonable accommodations.

Each student situation must be considered on a case-by-case basis to determine how the student is impacted by the condition, and if a reasonable accommodation or an alternative can be granted or not.

THE NECC KNIGHTS' OATH

Northern Essex Community College Student Wellness Pledge

As a student at Northern Essex Community College, I pledge to:

Protect and show care for myself by:

- *wearing an appropriate face covering in all indoor and outdoor spaces while on campus*
- *washing my hands often with soap and water for at least 20 seconds*
- *supplementing hand washing with hand sanitizer*
- *avoiding touching my eyes, nose, and mouth with unwashed hands*
- *monitoring myself for any symptoms of the virus*
- *calling the doctor if cough, shortness of breath, fever, chills, or muscle weakness, persist*
- *complying with social distancing guidelines*

Protect and show care for others by:

- *maintaining appropriate social distancing at least 6 feet from other people*
- *covering mouth and nose with a tissue or the inside of my elbow when sneezing or coughing*
- *adhering to occupancy limitations, not gather in groups and avoiding of crowded places*
- *staying home if I feel ill or if I have been exposed to someone with a positive COVID-19 test*
- *being positive and helpful to anyone around who may need support*

Protect and show care for the NECC community by:

- *adhering to the college's public health practices, policies, and procedures for COVID-19*
- *quarantining and isolating, as needed, to prevent the spread of the virus*
- *following directions on instructional signs placed around campus*
- *cleaning up after myself and following disinfection protocols for frequently touched surfaces*
- *encouraging others, in a thoughtful way, to comply with NECC protocols and guidelines*

APPENDIX 7

Influenza Vaccine Requirement for Attendance at Post-Secondary Institutions

Beginning with the 2020-2021 school year, influenza vaccine will be required for all full-time undergraduate and graduate students under 30 years of age and all full- and part-time health science students at post-secondary institutions. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization) due to influenza, as well as preventing the spread of influenza to others. During the COVID-19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

Which students need to receive influenza vaccine?

Requirements apply to all full-time undergraduate and graduate students under 30 years of age and all full- and part-time health science students. Student may have a medical or religious exemption.

When do students need to receive influenza vaccine?

Students must receive influenza vaccine for the current season by December 31, 2020.

Are there any exemptions to receiving influenza vaccine?

Medical and religious exemptions are allowable in the state of Massachusetts.

What type of influenza vaccine can students receive?

Any age-appropriate licensed influenza vaccine for the current season fulfills the requirement. This includes injectable and nasal spray vaccine types.

Should students without a documented dose of seasonal influenza vaccine be excluded on January 1st?

Enforcement of immunization requirements is determined at the local level. We encourage post-secondary institutions to work with families and healthcare providers to satisfy the requirements for students who are not compliant on January 1st.

What about students who enroll after December 31?

Newly enrolling students between January 1 and March 31 must have a documented dose of influenza vaccine for the current influenza season (along with all other required vaccinations) when they start school.

What about students who enroll later in the spring?

Students enrolling after March 31 are not required to have a dose of influenza vaccine until they enroll in the Fall 2021 semester.

Will my institution have to report on influenza vaccine in the college immunization survey?

Yes—the surveys will be open as usual during the fall to input information on other required vaccines. There will also be a survey to report influenza vaccination rates for students at post-secondary institutions. The timing and details of the survey are still being developed. More information will be available soon.

Will influenza vaccine be required every year or just for the 2020-2021 school year?

Influenza vaccine is now a required vaccine for attendance at a post-secondary institution in Massachusetts and will be required annually as of December 31 for all students who will be on campus for any reason and are subject to immunization requirements.

If my school will be providing instruction remotely, will students still need to meet immunization requirements?

The immunization requirements apply to all students who attend any classes or activities on campus, even once. If all instruction and activities are conducted remotely and the student will never be on campus in person, the requirements would not apply. If the first part of the year will be conducted remotely but later portions may be in person, we recommend collecting immunization records as early as possible to ensure all records are in place prior to students attending classes or activities in person.

APPENDIX 8

Employees Returning to Campus

All employees returning to campus must review all training videos in Appendix 3 before coming onto campus.

Employees must always wear face coverings on campus in Phases I-III. For information on an effective face covering, please refer above to Appendix 5.

Employee Daily Symptom Checker

Employee Illness and Reporting of COVID-19 Symptoms and Positive Cases:

Employees should self-monitor their health status daily prior to reporting to work on a NECC campus. Employees who are feeling ill must not come on campus and should follow their department's sick call procedures. Employees experiencing COVID-19 symptoms should contact the Human Resources Department. This is required for reporting and contact tracing purposes if there is a positive COVID-19 case in the workplace and for notification of return to work procedures.

Potential COVID-19 symptoms include:

- ❖ Fever or feeling feverish
- ❖ Muscle aches or muscle weakness
- ❖ Sore throat
- ❖ New Cough (not related to chronic condition)
- ❖ New nasal congestion or runny nose (not related to seasonal allergies)
- ❖ Shortness of breath
- ❖ New loss of smell

Employee Check-in/out Procedures

Approved employees arriving to work on a campus must utilize the designated entrance points and log in and out of the building. This is necessary to ensure contact tracing and sanitizing spaces. Upon your arrival you will need to Check In through the QR code posted on the main door to each building and following the link. If there are reasons you cannot access the digital sign in, you can sign the logbook at the door upon entry. Please also make sure to use this procedure for signing out as well.

Upon entering the building, you must adhere to the following:

- Respect social distancing standards by keeping a minimum of six feet between you and anyone else that may be signing in or working in the building.
- Come wearing an effective face covering (see Appendix 3). Face coverings are mandatory under state guidelines. If you refuse to wear a face covering, you will be asked to leave (unless an accommodation has been made through Human Resources prior to your arrival).
- Prior to your arrival you should have already completed your daily health screening via **The Knights Oath** in appendix 6. If this was not already completed, please do so prior to entering the building.

- You agree that you will stay on campus as has been scheduled and for the purposes scheduled.
- Will observe good hygiene and wash hands frequently and cough or sneeze into their own elbows.
- Will not use closed areas that are used for gatherings such as the gym, conference rooms, lecture halls and the cafeteria.
- And finally, be advised that NECC has stopped offering food services until further notice, so you must bring your lunch with you and take food trash and leftovers with you back home.

Identification May Be Required

When entering building perimeter access points, you **could be** asked to show identification (NECC ID preferred, but any identification will suffice). Verifying who is coming and going from the campus will help ensure the safety of employees, limit the general public from gaining access to the campus until Phase IV, will assist in contact tracing in the event that there was a positive case on campus, and will be in place until further notice.

Any questions about this information should be directed to the Return to Campus committee at returntocampus@necc.mass.edu.

APPENDIX 9

External Events Guideline for Coming to Northern Essex Community College

As a Host conducting an event on a Northern Essex Community College campus, at minimum you will be required to follow the restrictions on gatherings as set out by federal, state, and local government. These restrictions are overviewed below but by signing this document, you attest to have educated yourself on updated government standards, have viewed the COVID-19 training videos located at <https://www.necc.mass.edu/public-safety/coronavirus-information/covid-19-training/> and that you will agree to college specific protocols. NECC welcomes you to detail additional precautions your group will implement, specific to your event.

- All persons must sign in and out of each building they enter, and exit: include date/time
- All persons shall remain at least six feet apart both inside and outside
- All persons must wear face coverings as required by the State both inside and outside
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing, or sneezing; and before and after eating.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Use of the bathroom is limited to 1 person at a time
- Use of elevators should be limited where possible to avoid close proximity with others in a confined space.
 - Those using elevators are required to wear a face cover regardless of traveling alone or with others
- Eating on campus is limited to OUTSIDE only
- No persons shall congregate before/after their reason for being on campus, please leave promptly
- A check-in table with hand sanitizer and extra PPE should be provided by the host
- Under Governor Baker's updated gatherings order, indoor gatherings are limited to eight people per 1,000 square feet but should not exceed 25 people in a single enclosed, indoor space.
- Outdoor gatherings in enclosed spaces are limited to 25 percent of the facility's maximum permitted occupancy, with a maximum of 50 people in a single enclosed outdoor space. This includes community events, civic events, sporting events, concerts, conventions and more. This

order does not apply to outdoor, unenclosed gatherings if proper social distancing measures are possible.

- Please detail additional precautions or instructions specific to your event

Signature

Date

*This is subject to change based on federal, state and local guidelines.