

Bard College at  
**SIMON'S ROCK**



# **Spring 2021 Employee Guidebook**

**January 2021**



To Simon's Rock Faculty and Staff:

Bard College at Simon's Rock's policies and protocols for responding to the COVID-19 pandemic are formulated to protect the health and safety of our students, faculty, staff, and community.

Simon's Rock's Spring 2021 Employee Guidebook is consistent with federal guidelines for businesses, Massachusetts guidelines, Commission for Independent Colleges and Universities recommendations for campus operations, state and local government orders and ordinances, and public health issuances from the Centers for Disease Control and Prevention and MA Department of Health. This plan was updated by the Bard College at Simon's Rock Preparedness Committee in collaboration with the Provost, Provost Council, College counsel, Bard College, and various county officials.

Our knowledge and understanding of COVID-19 continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available. Please check the Simon's Rock COVID-19 webpage regularly. College-wide announcements will also go out as developments occur.

Questions or concerns should be directed to [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu).

# Workplace Expectations & Guidelines

All staff and faculty members are expected to comply fully with the policies, protocols, and guidelines outlined in this document and the Simon's Rock's *Employee Handbook*. Failure to do so may result in corrective or disciplinary action.

Our primary goal is to protect all members of our community while continuing to operate fully, including having students live in residences on-campus and attend classes in-person. All employees must remain committed to ensuring their own personal safety and the safety of others.

## Work Status Approaches

### In-Person On-Campus

Employees who report to work on-campus for their full work schedule. In-person on-campus employees must participate in the weekly testing program.

### Remote

Employees working remotely are those who work their full work schedule from a non-campus location. Remote employees do not participate in the weekly testing program. See Protocols for Employees Working Remotely for guidelines on accessing campus.

### Hybrid

Employees who combine the on-campus and remote approaches. Hybrid employees must participate in the weekly testing program.

## Registering A Need for Remote Status

1. Employees who need to observe stay-at-home protocols (those 65+ in age or who have underlying medical conditions), those who may have childcare or eldercare obligations, or those who live with a person who still needs to observe stay-at-home protocols due to underlying condition, age, or other factors, should contact the Director of Finance and Administration, Philip Morrison at [pmorrison@simons-rock.edu](mailto:pmorrison@simons-rock.edu) or 413-528-7204.
2. Employees who have been instructed to return to work on campus and have concerns or wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the Director of Finance and Administration, Philip Morrison, at [pmorrison@simons-rock.edu](mailto:pmorrison@simons-rock.edu) or 413-528-7204.

## Obligations

Requesting and/or receiving permission to work from home does not alter your duties, obligations, responsibilities, and/or conditions of employment.

## Confidentiality

Employees working remotely are reminded that they are still bound by confidentiality agreements including but not limited to [The Family Educational Rights and Privacy Act \(FERPA\)](#). Employees working remotely must establish procedures that keep documents and confidential information secure when necessary.

## **Temporary Accommodations**

If at any time an alteration is necessary due to the change in the status of an employee, either due to their own COVID-19 status, due to exposure to COVID-19, or due to a necessity to care for a sick family member or care for children due to unexpected changes in childcare, a supervisor may approve an interim shift in any individual's work plan and will update the Director of Finance and Administration accordingly.

## **Protocols for Employees Working Remotely**

Employees working remotely are not working in their office for any length of time, but may come to campus to run errands (mail pick-up/drop-off or to collect/drop off materials) following these guidelines:

- Errands to campus should take place outside of the usual campus business hours (Monday–Friday, 9:00 a.m. – 5:00 p.m.).
- Campus Safety must be notified of each trip to campus including date, time, and location(s) being accessed.
- At no time should an employee working remotely be meeting with a student in-person.

If there is a need to spend time in one's office apart from a brief errand, it should be discussed with the Preparedness Committee.

If an employee working remotely wishes to transition to on-campus work, they should contact the Preparedness Committee. It takes two negative results from two consecutive Tuesday tests to be able to integrate to on-campus work, so please plan appropriately.

## **Department Work Plans**

Departments are expected to submit Department Work Plans in phases, as requested by the Preparedness Committee. Departments are expected to ensure full coverage of services, whether through in-person, remote, or hybrid approaches. The plan should take into account the work-from-home vs. work-on-campus needs or preferences of relevant employees. While adhering to all state capacity requirements and safety protocols, the College is committed to providing in-person services for students living in-residence and providing access to those same services to students studying remotely. In formulating a plan, departments should pay particular attention to ensuring interdepartmental coordination is not hindered.

Employees must work with their supervisor on a schedule for being on-campus or working remotely, or a hybrid. Before returning to work on campus, all employees must have department supervisor approval, and department supervisors should examine each request to make sure the employee needs to be on campus. Departments are encouraged to consider staggered shifts or scheduling employees to work certain days on-campus and certain days remote in order to minimize the number of employees in buildings and office spaces at any given time.

Employees must follow the Department Work Plan and schedule that has been approved with the employee's supervisor.

A Department Work Plan form for the Spring 2021 semester will be made available in early January.

## On-Campus COVID-19 Test Program

Simon's Rock has contracted with the Eli and Edythe L. Broad Institute of MIT and Harvard to provide COVID-19 testing via a minimally invasive, self-administered nasal swab, and conducted under observation by a trained professional.

It is mandatory for all employees who are working the in-person or hybrid approach on campus to take part in the Simon's Rock weekly COVID-19 testing program. In order to be on campus, each employee must initially receive two negative test results and then be tested weekly for the remainder of the semester. Employees must be tested weekly in order to come to campus. Employees may not drop in and out of the testing schedule, even if they are working remotely one week; this defeats the purpose of the testing program and puts the community at risk. Results from testing elsewhere will not be accepted.

The following are additional reminders about our testing program:

- Weekly testing for employees begins on Tuesday, January 26\*, and employees are expected to come for testing every Tuesday until the end of the semester. Dates are subject to change.
- Employees are expected to come for testing anytime between 9:00 a.m. – 4:00 p.m. each Tuesday.
- Testing takes place in the Daniel Arts Center in both the upper and lower lobbies (employees may use either one, whichever is convenient).

\* Employees with direct contact with Academy students during J-Term will begin testing earlier. Department supervisors will be in touch with employees who will need to test as part of this earlier group.

All testing on scheduled testing dates is free of cost to employees. Depending on the circumstances, missing testing on a scheduled testing date will incur a fee of \$50.

Anyone seeking information on being added to the testing program—such as an employee who has been remote but is returning to work on campus, or a long-term visitor who will have significant contact with the community—should email [covidtesting@simons-rock.edu](mailto:covidtesting@simons-rock.edu) for approval. Please include in the email the starting date of the expected return to campus and, in the case of a long-term visitor, the reason for being on campus.

Each employee needs two negative test results done on two consecutive testing dates before being approved to work on-campus in-person. Testing dates will be communicated and employees are responsible for ensuring they do not miss a testing day. Once an employee joins the testing program, weekly participation is mandatory and missing a test on a Tuesday means returning to no contact with the Simon's Rock on-campus community, until another test is done and negative results are received.

If an employee does not yet have an account in CareEvolve (the testing program), then the following information will be requested:

- Legal Name
- Gender at birth

- Address
- Date of birth
- Email
- Phone Number
- Ethnicity
- Race

### How Testing Works

The test takes approximately five minutes and uses a minimally invasive swab of the lower nasal cavity. It begins with an outside station where you will first be instructed to blow your nose, and then you will go inside for the actual nose swab (self-administered), which will be done in the presence of trained observers.

### Results & Next Steps

Test results typically come in within 24 hours (watch your email for an email from CareEvolve, which will notify you to log in. The first time you log in, you will set-up your login credentials). If your test is negative, you will receive an email from CareEvolve alerting you to the availability of your results. If you test positive, you will be contacted with detailed steps you should take.

### Missing a Testing Day

If you know ahead of time that you have a conflict and cannot make a Testing Tuesday or if an urgent situation arises on a Testing Tuesday, you must contact [covidtesting@simons-rock.edu](mailto:covidtesting@simons-rock.edu) with as much notice as possible. An alternative testing time may be an option, however this is not guaranteed and you may be asked to remain off-campus until you test and have negative results. If you miss testing without notification, there will be a \$50 fee.

If you have questions or concerns, please contact [covidtesting@simons-rock.edu](mailto:covidtesting@simons-rock.edu).

[Access and sign the Test Consent Form](#) (if applicable to you). The Test Consent Form only needs to be signed once.

## Symptom Monitoring and Contact Tracing

Employees who are working in-person on-campus must conduct symptom monitoring every day before reporting to work. This is a self-monitoring expectation.

You must be free of ALL symptoms potentially related to COVID-19 before coming to campus.

Symptoms include:

- Shortness of breath or difficulty breathing
- Fever (100.4 degrees or higher, or more than 1.8 degrees above your normal baseline)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion (not otherwise attributed to seasonal allergies)
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, please contact your healthcare provider for an assessment of symptoms.

- Employees experiencing any unexplained symptoms or warning signs of COVID-19 must not report to work, inform their supervisor and contact their health care provider, and follow CDC recommendations.
- Employees who have been in close contact, [as defined by the CDC](#), with family members, friends, acquaintances, etc., experiencing a fever or symptoms outlined above must not report to work, must inform their supervisor, contact their health care provider, and follow CDC recommendations.
- Employees who have been in close contact, [as defined by the CDC](#), for 15 minutes or longer with someone who has COVID-19 must not report to work, must inform their supervisor, contact their health care provider, and self-isolate for 14 days.
- Employees who test positive for COVID-19 and have been on campus within 14 days MUST contact their supervisor and [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu) immediately, and follow all public health and government guidelines regarding quarantine and tracing efforts. The College will begin relevant communications and disinfecting/sanitizing efforts upon learning of a confirmed case while maintaining all privacy laws.
- If you or a member of your household have had a possible exposure, please complete the [Possible Close Contact form](#) to provide information to the Preparedness Committee.

## Contact Tracing

Simon's Rock works closely with the local Department of Public Health who can assist with contact tracing for any confirmed COVID-19 cases, as well as provide guidance in possible exposure situations. In addition, several Simon's Rock employees are trained contact tracers through the [Johns Hopkins Contact Tracing Program](#). Employees are required to cooperate with either or both contact tracers if there is a confirmed or possible COVID-19 case.

## Work Plans In The Case of Exhibiting Symptoms, Testing Positive, or Possible or Known Exposure

### Plan for Employees who Exhibit Symptoms of COVID-19

If an employee begins exhibiting symptoms of COVID-19 while at work, or within 48 hours of having departed campus, they must alert the Preparedness Committee by emailing [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu). They must depart campus immediately, provide information about their whereabouts on campus over the last 48 hours, and not return until they have been cleared to do so. Upon notification, the employee's personal workspace and other spaces deemed necessary will be isolated, cleaned, disinfected, and closed for a minimum of 24 hours. If it has been seven days or more since the sick employee used the facility, additional cleaning and disinfection will not be considered necessary.

## **Plan for Employees Testing Positive for COVID-19**

If an employee of Simon's Rock receives a positive COVID-19 test result, they must alert the Preparedness Committee by emailing [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu). Information on other employees and students who had contact with the ill employee during the time the employee had symptoms and two days prior to exhibiting symptoms will be compiled, and these individuals will be contacted immediately. Note, the campus will only solicit information from the employee related to potential on-campus exposures or exposures that otherwise occurred during the course of work related to employment at the College.

## **Plan for Employees who are Exposed to COVID-19**

An employee is considered exposed to COVID-19 if the employee has had contact for more than 15 minutes while less than six feet apart during a 24-hour window prior to symptom onset with a person who has obtained a positive test result for COVID-19. Employees must inform the Preparedness Committee ([preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu)) if they have a known exposure to COVID-19.

If the College determines that an employee has been exposed at work, the College will inform the employee of their exposure while maintaining confidentiality. Exposed employees may not return to campus until 14 days after their last exposure. This is based on the time it takes to develop illness if infected. Receiving a negative COVID-19 test does not relieve the requirement for quarantine as it can take time before the virus is detectable. However, if at any time the employee obtains a positive result, they should follow the appropriate guidance below.

If you are made aware of a possible exposure, complete the [Possible Close Contact form](#). You will be contacted by a member of the Preparedness Committee to review your situation and to make a work plan.

In all Work Plan scenarios, employees must follow all public health and government guidelines regarding quarantine and tracing efforts.

In addition to the weekly testing program at Simon's Rock, local MA testing options [can be found online](#).

## **Return to Campus Plan for Employees Testing Positive for COVID-19**

In accordance with CDC recommendations and guidelines, Simon's Rock will implement the following plan for returning employees to the workplace that have been infected with COVID-19 (after testing positive by a medical professional):

### **Employee with confirmed COVID-19 but showing no illness**

Employee will be able to return to the workplace only after meeting the following conditions:

- After at least 10 days have passed since the date of their first positive COVID-19 test and they have not become ill or exhibited any symptoms of COVID-19.
- Approval to return to the workplace is confirmed and/or documented by the local Department of Public Health nurse or the employee's Primary Care Physician.

**Employee with confirmed COVID-19, showing illness, but not requiring hospitalization**

Employee will be able to return to the workplace only after meeting the following conditions:

- At least 10 day since symptoms first appeared.
- At least 24 hours with no fever without fever-reducing medication (aspirin, acetaminophen, or ibuprofen).
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist).
- Approval to return to the workplace is confirmed and/or documented by the local Department of Public Health nurse or the employee’s Primary Care Physician.

**Employee with confirmed COVID-19 and requiring hospitalization**

An employee requiring hospitalization due to COVID-19 may require a longer isolation period. A return-to-work plan will be determined in cooperation with the local Department of Public Health nurse and the employee’s Primary Care Physician.

## COVID-19 Vaccines

Any employee who receives a COVID-19 vaccine before or during the spring 2021 semester will need to continue following all Simon’s Rock COVID-19 protocols.

## Personal Safety Practices

### Face Masks/Coverings

Face masks/coverings must be worn by all employees on campus at all times.

Exceptions to the mask policy are as follows:

- When alone in one’s own office with the door closed;
- When alone in one’s own vehicle.

Appropriate use of face masks/coverings is critical in minimizing risks to others near you. It is possible to spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Simon’s Rock will provide masks to employees if needed. Please contact your supervisor or Campus Safety if you need a mask.

See details regarding face mask/covering use and care below.

**Important Note: Masks that have exhalation valves or vents are NOT approved to be used on campus, as they allow virus particles to escape.**

	Type and Intended Use of Face Masks/Coverings			
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator

Description	Homemade or commercially manufactured face coverings that are washable and help contain the wearer's respiratory emissions.	Commercially manufactured masks that help contain the wearer's respiratory emissions.	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain the wearer's respiratory emissions.	Provide effective respiratory protection from airborne particles and aerosols; helps contain the wearer's respiratory emissions.
Intended Use	Required for campus community use in non-healthcare settings (office spaces, general work settings, community areas where six feet social distancing cannot be consistently maintained). Must be replaced daily. While necessary for ingress and egress, not required when working alone in an office.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the Bard College at Simon's Rock Preparedness Committee. Employees may wear personally owned masks and respirators.	

## Use and Care of Face Masks/Covering

### Putting on a Face Mask/Covering

- Wash your hands or use hand sanitizer prior to handling the face mask/covering.
- Throughout the process: Avoid touching the front of the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or secure loop around the ears.

### Taking off a Face Mask/Covering

- Do not touch your eyes, nose, or mouth when removing the face mask/covering.
- When taking off the face mask/covering, untie the straps or loop your finger into the strap and pull the strap away from your ear.
- Wash your hands immediately after removing the face mask/covering.

### Care, Storage, and Laundering

- Face masks/coverings may not be shared.
- Keep face masks/coverings stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day in a row and must be washed after each use. Cloth face coverings should be properly laundered with regular clothing detergent before the first use and after each shift. Cloth face coverings should be replaced immediately if they become soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they become soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

# Other Safety Measures

## Social Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Staff at work on campus must follow these social distancing practices:

- Stay at least six feet (about two arms' length) from other people at all times.
- Do not gather in groups of more than 10.
- Stay out of crowded places and avoid mass gatherings.

## Campus Open Spaces

All social distancing protocols outlined in this guidebook must be followed.

## Hand Washing

Wash your hands often with soap and running warm water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. Dry hands with disposable paper towels, if possible. 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, and wash your hands after touching your face.

## Gloves

The College will provide employees in Health Services, Physical Plant, Campus Life, Food Service, and other high-touch departments gloves as part of their PPE (Personal Protective Equipment). According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

## Goggles/Face Shields

Staff members do not need to wear goggles or face shields as part of general work activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

## Physical Plant Cleaning/Disinfection

Physical Plant custodial staff will continue to clean and disinfect public buildings, academic and administrative spaces, and residence hall common spaces (kitchens, hallways, lounges, bathrooms) in accordance with CDC guidelines and health and safety protocols. Employees will also be provided disinfectant wipes or spray for their desks and shared equipment (i.e. copiers, scanners, refrigerator doors). Employees should wipe down shared equipment with disinfectant wipes before/after each use and wash hands with soap and water or hand sanitizer after using. All members of the Simon's Rock community must show diligence in personal hygiene and sanitizing of personal spaces, in addition to the ongoing efforts and work of our Physical Plant staff members.

## Hand Sanitizer

Hand sanitizer stations have been mounted at major building entrances and high-traffic areas. Personal hand sanitizer is available from Campus Safety, should you need it.

## Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds after using a tissue. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Ventilation

All locations on campus have had their ventilation reviewed. Many locations have had the proportion of outside air upgraded and air filtration has been upgraded where mechanically feasible. Stand-alone air filter units are also being used where warranted. The CDC recommends allowing outdoor air to circulate in buildings to the greatest extent possible while maintaining safety protocols (i.e. opening windows and doors in individual offices).

## Travel Restrictions

All nonessential work travel is prohibited for faculty and staff. It is equally important that nonessential personal travel is limited by everyone in the Simon's Rock community: students, faculty, and staff. Examples of essential travel include medical treatment and family emergencies. Simon's Rock has invested extraordinary effort and resources in designing and implementing plans to bring students, faculty, and staff back to campus, and all community members must do their part to uphold these efforts by refraining from nonessential travel.

Employees who must travel are required to complete the [Simon's Rock Staff & Faculty Travel Form](#). Employees are expected to follow the latest travel orders of their home state (MA, CT, NY), as well as be familiar with the Massachusetts state travel regulations.

Additionally:

- Traveling to certain areas may require a plan for re-entry to campus, including quarantine and weekly testing results being negative for a certain period.
- If there are any concerns about the planned travel as outlined via the Travel Form, supervisors and/or Phil Morrison, Sue Lyon, or Pat Sharpe will follow up with the employee.

## Guidance for Specific Workplace Scenarios

### Public Transportation

If you use public transportation, a face covering/mask should be worn before entering the vehicle and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with at least 60% alcohol as soon as possible and before removing your face covering/mask.

## **Working in Office Environments**

If you work in an open environment, be sure to maintain at least six feet distance from coworkers. If possible, have at least one workspace separating you from another coworker. You should wear a face mask/covering at all times while in a shared workspace/room.

Physical Plant will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, students, and visitors, such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate where individuals should stand while waiting in line.
- Placing one-way directional signage for large open workspaces with multiple throughways to increase distances between employees moving through the space.
- Designating specific stairways for up or down traffic, if building space allows.

No more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times. Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet. A face mask/covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in an otherwise open environment).

Sharing of objects such as computers, notebooks, and writing utensils should be avoided. Employees should wash hands before and after using shared objects or touching shared surfaces, such as conference room tables or printers. Use of shared work stations should be limited to the extent practicable. If shared locations remain in use, they must be cleaned and disinfected between use by different employees. Consider implementing strict clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks. Personal items like cellphones, mugs, etc. should not be taken into other rooms, especially restrooms.

## **Using Restrooms**

Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. When applicable, restrooms with multiple stalls should have signage to restrict occupancy when social distancing cannot be maintained (i.e. max two occupants, flagging when occupied). Wash your hands thoroughly after using restrooms to reduce the potential transmission of the virus.

## **Using Elevators**

No more than one person may enter an elevator at a time. Please use stairs whenever possible. If you are using an elevator, wear your face mask/covering and 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 upon departing the elevator.

## **Meetings**

Where feasible, meetings should be held in whole or part using available collaboration tools (e.g. Zoom, Google Meet, telephone, etc.). Meetings may take place outdoors, if necessary, to mitigate risk.

In-person meetings are subject to the restrictions of local, state, and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables and/or add visual cue markers in meeting rooms to support social distancing practices between attendees. All

attendees must wear a face mask/covering while sharing space in a common room. Where possible, meeting spaces should be ventilated with outdoor air to the greatest extent possible while maintaining safety protocols.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face.

## **Meals**

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

Employees should eat meals in their own office with the door shut when possible. If eating in an area that other employees also use, wipe down surfaces after eating.

Once the Dining Hall indicates it is acceptable, employees may have meals in the Dining Hall or Snack Bar, or can pick up meals to go. Serving of food is limited to the Dining Hall or Snack Bar, when operated by Parkhurst ServSafe® employees.

Eating with others is limited to the following locations:

- Dining Hall
- Snack Bar
- Outside areas

## **Vendors and Deliveries**

All delivery personnel, vendors, and contractors must be registered through the department they're visiting, and are expected to follow all public health and Simon's Rock COVID-19 protocols.

## **Authorized Visitors**

Authorized visitors are those who must come to campus for an in-person meeting (virtual meetings are expected whenever possible). All authorized visitors to campus must be hosted by a Simon's Rock employee. The host employee is expected to:

- Email the visitor the [Authorized Visitor Pledge](#) and ensure the visitor reviews and signs the pledge (Campus Safety can confirm with the pledge has been signed).
- Email Campus Safety with the visitor's name, the date(s) they will be on campus, the building(s) the visitor will be in, and any other relevant information related to the visit.

## **Signage and Posters**

Building occupants are expected to follow signage on traffic flow and social distancing through building entrances, exits, elevator usage, and similar common use areas.

DOH COVID-19/Simon's Rock-specific signage will be placed throughout campus, illustrating proper use of face coverings, effectively using and discarding PPE, social distancing, hand hygiene, cleaning, and disinfection guidelines, hand sanitizer, maximum occupancy, directional demarcations, and so on.

- If you need posters and fliers for your building, please email Marketing and Communications at

[communications@simons-rock.edu](mailto:communications@simons-rock.edu) with the exact number/type(s) needed.

- If you need specific posters and fliers that are not part of the general College suite but are necessary for health and safety reasons, please email Marketing and Communications at [communications@simons-rock.edu](mailto:communications@simons-rock.edu). All signage must be consistent and follow DOH, CDC, and other official guidelines. Do not post your own signage. Please note that this process requires work with our Marketing and Communications office and may take time. Advance planning is appreciated.

## Mental and Emotional Wellbeing

### Employee Assistance Plan (EAP)

ComPsych Guidance offers resources to assist our faculty and staff as we all navigate the unique challenges related to COVID-19. In particular, ComPsych is providing resources to support employees and leaders in reducing the risk of illness and tending to the needs of loved ones while remaining focused and productive with work responsibilities. Learn how ComPsych Guidance Resources can help: [How Your EAP Can Help](#).

EAP is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets, and computers with a camera.

You may contact EAP by calling 800-272-7255 or visiting the EAP website at:

- [guidanceresources.com](http://guidanceresources.com), Web ID: COM589
- When directed to enter the first 5 digits of the name of the College, enter: B a r d [space].

Navigating this portal for the first time requires registration. It is a good idea to register now and make note of your username and password for future reference.

### Responding to Students in Distress

The impact of the pandemic as well as changes to our on-campus environment may be distressing to students. Employees should take steps to remain apprised of the resources available to students on our campus and how to access those resources so that they can make appropriate referrals in order to best support our community.

### On-Campus Resources

- The Wellness Center: [wellnesscenter@simons-rock.edu](mailto:wellnesscenter@simons-rock.edu), 413-528-7353
- The Office of Equity and Inclusion: [cei@simons-rock.edu](mailto:cei@simons-rock.edu)
- Win Student Resource Center: [wincommons@simons-rock.edu](mailto:wincommons@simons-rock.edu)
- RISE (Rockers for Intervention Support and Education): [contactrise@simons-rock.edu](mailto:contactrise@simons-rock.edu), 413-528-7623 or 413-528-7624
- Academic Affairs: [acaffairs@simons-rock.edu](mailto:acaffairs@simons-rock.edu)
- Campus Life: [campuslife@simons-rock.edu](mailto:campuslife@simons-rock.edu)

## Preparedness Committee

The Preparedness Committee meets twice weekly (on Mondays and Thursdays) to review questions, concerns, and requests. Please email [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu) with enough notice (when feasible) to allow the committee time to meet, discuss, and answer inquiries.

## Online Resources

- HELPGUIDE: [www.helpguide.org](http://www.helpguide.org)  
The website is an online guide to help with maintaining mental and emotional health. Areas of focus include grief and loss.
- Jed Foundation: [www.jedfoundation.org](http://www.jedfoundation.org)  
The Jed Foundation is the nation's leading organization working to reduce emotional distress and prevent suicide among college students.
- National Suicide Prevention Lifeline: [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org).  
A 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis: 800-273-TALK (8255).
- Ulifeline: [www.ulifeline.org](http://www.ulifeline.org)  
Ulifeline provides a mental health library, tools for self-evaluation and links to 24-hour hotlines, including the Trevor hotline for LGBTQ youth.
- Half of Us: [www.halfofus.com](http://www.halfofus.com)  
Nearly half of us have felt so depressed that it was difficult to function. Through Half of Us, learn about warning signs, find information on a number of mental health concerns and connect with others. You can see videos of popular actors and artists, who speak about their personal experiences with depression and suicidality, as well as other issues.

## COVID-19 Resources

- [Town of Great Barrington COVID-19 Information](#)
- [Massachusetts COVID-19 Information](#)
- [Centers for Disease Control and Prevention](#)
- [World Health Organization](#)

For additional information and best practices on helping stop the spread of COVID-19, review the following resources from the Massachusetts Department of Public Health:

- [How to Safely Cover Your Face](#)
- [Helping to Prevent COVID-19 with Social Distancing](#)
- [Stop the Spread of Germs like COVID-19](#)

## Simon's Rock Contacts

- Furniture/physical space: Physical Plant  
<https://assetessentials.dudesolutions.com/BardCollegeSimonsRock/>
- Additional soap/sanitizer in your building: Physical Plant  
<https://assetessentials.dudesolutions.com/BardCollegeSimonsRock/>
- Additional copies of existing signage: Marketing and Communications  
[communications@simons-rock.edu](mailto:communications@simons-rock.edu)
- Request for specialized COVID-19 signage: Marketing and Communications  
[communications@simons-rock.edu](mailto:communications@simons-rock.edu)
- Delivery or pickup of PPE: Campus Safety [campussafety@simons-rock.edu](mailto:campussafety@simons-rock.edu)
- Questions about staffing/work schedules: Philip Morrison [pmorrison@simons-rock.edu](mailto:pmorrison@simons-rock.edu)
- Questions about postal delivery/Mailroom: [mailroom@simons-rock.edu](mailto:mailroom@simons-rock.edu)
- Health information or referrals: Philip Morrison [pmorrison@simons-rock.edu](mailto:pmorrison@simons-rock.edu)
- Guidance and approvals: Preparedness Committee: [preparedness@simons-rock.edu](mailto:preparedness@simons-rock.edu)
- For a comprehensive resource list, visit the Simon's Rock [COVID-19 Updates webpage](#)

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