



Return to Campus Guidebook for Students

August 10, 2020



Guidelines for Fostering a Community of Care, Support, and Equity

It is critical that everyone in the Simon's Rock community protect and support one another during the COVID-19 pandemic by adhering to all guidelines laid out in this guidebook, in the [Fall 2020 Reopening Plan](#), and in any additional communications throughout the duration of the pandemic.

Simon's Rock's policies and protocols for responding to COVID-19 are formulated to Protect the health and safety of all of our students, faculty, staff, and broader community. Your support and adherence to these guidelines will foster a community of care and support on campus and beyond, and becomes a statement of equity for those most impacted by the virus. As we know, the virus has disproportionately impacted people of color, the disabled, and the poor, and has forced Asian communities to face bias and misplaced blame. We must ensure the Simon's Rock community does everything in its power to avoid these detrimental effects by refusing to stigmatize and ostracize members of our community who may be directly impacted by COVID-19, and by respectfully reminding one another of safety expectations.

About these Guidelines

Simon's Rock's Return to Campus Guidebook for Students is consistent with federal Reopening guidelines for businesses, Massachusetts Guidelines, Commission for Independent Colleges and Universities recommendations for reopening campuses, 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 prepared by the Reopening Committee in collaboration with the Provost, 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 simons-rock.edu/covid19 for updates and additional information. College-wide announcements will also go out as developments occur.

Campus Expectations & Guidelines

All students are expected to comply fully with the policies, protocols, and guidelines Outlined in this document and the Simon's Rock's Student Handbooks. Failure to do so may result in disciplinary procedures outlined in the Code of Conduct section of the Student Handbook.

Our primary goal is to protect the health and wellbeing of all members of our community as we return to campus for the fall 2020 semester. All Simon's Rock community members must remain committed to ensuring their own personal safety and the safety of others as we resume on-campus operations.

On-Campus COVID-19 Testing

COVID-19 testing will be required for all students. Students will be tested twice per week for the first two weeks, with the first test taking place during the arrival period (for both residential and day students). After the first two weeks, testing will continue once weekly throughout the rest of the in-person semester. There will also be weekly testing for faculty and staff. All testing is free of cost.

Symptom Monitoring Requirements

Residential students must monitor for symptoms and take their temperature each Morning from their dorm room, which will be logged and tracked via the CoVerified App that all students will be asked to download. If their temperature is above 100.4 degrees fahrenheit (or more than 1.8 degrees above their normal baseline), or they are experiencing any symptoms or warning signs of COVID-19 should stay in their room and should call Campus Safety, available 24/7, who can put them in touch with a nurse. All residential students are expected to travel to campus with their own thermometer.

Day students must monitor for symptoms and take their temperature at home before Coming to campus each day, which will also be logged and tracked via the CoVerified App. If their temperature is above 100.4 degrees fahrenheit (or more than 1.8 degrees above their normal baseline), they should remain home and contact their faculty for assignments, as well as the Wellness Center and their primary care physician.

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

Additionally, all students are asked to follow these procedures with regard to symptom monitoring.

Residential students must monitor for symptoms and take their temperature from their dorm room daily. If residential students experience any of the following scenarios, they must stay in their room and call Campus Safety, available 24/7, who can put them in touch with a nurse:

- If their temperature is above 100.4 degrees fahrenheit (or more than 1.8 degrees above their normal baseline), or if they are experiencing any symptoms or warning signs of COVID-19
- If they have been in close contact, [as defined by the CDC](#), with family members, friends, acquaintances, etc. who are experiencing a fever or symptoms outlined above; or
- If they have been in close contact, [as defined by the CDC](#), for 15 minutes or longer with someone who has COVID-19.

Day students must monitor for symptoms and take their temperature at home before coming to campus each day. If day students experience any of the following scenarios, they should remain home and contact their faculty for assignments, as well as the Wellness Center and their primary care physician:

- If their temperature is above 100.4 degrees fahrenheit (or more than 1.8 degrees above their normal baseline), or if they are experiencing any symptoms or warning signs of COVID-19;
- If they have been in close contact, [as defined by the CDC](#), with family members, friends, acquaintances, etc. who are experiencing a fever or symptoms outlined above; or
- If they have been in close contact, [as defined by the CDC](#), for 15 minutes or longer with someone who has COVID-19.

Day students who test positive for COVID-19 and have been on campus within 14 days must contact the Wellness Center and their primary care physician immediately, and follow all public health and government guidelines regarding quarantine and contact tracing efforts. The College will begin relevant communications and disinfecting/sanitizing efforts upon learning of a confirmed case while maintaining all privacy laws.

Plan for On-Campus Exposure to to COVID-19

A student is considered exposed to COVID-19 if the student has had contact for more than 15 minutes while less than six feet apart during a 48-hour window prior to symptom onset with a person who has obtained a positive test result for COVID-19. Residential students must stay in their dorm room and day students must stay at home if they have a known exposure to COVID-19. All students must inform the Wellness Center if they have a known exposure to COVID-19.

The Wellness Center, including Wellness Center nurses, will work closely with the student and with local health officials to perform necessary contact tracing, and promptly inform others who may be affected.

If Simon's Rock determines that a student has been exposed, it will inform the student of their exposure while maintaining confidentiality. Exposed residential students will enter a 14-day quarantine on campus; exposed day students 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 student obtains a positive result, they should follow the appropriate guidance below.

Confidentiality and Positive Case Stigma

If Simon's Rock determines that a student has been exposed, it will inform the student and their parent/guardian of their exposure while maintaining confidentiality. Simon's Rock is intent on fostering a culture of care and support by setting the expectation that everyone is expected to refrain from stigmatizing members of our community who test positive for COVID-19.

Return to Campus Plan for Students Testing Positive for COVID-19

In accordance with CDC recommendations and guidelines, Simon's Rock will implement the following plan for 1) **day students** returning to campus that have been infected with COVID-19 (after testing positive by a medical professional) or 2) **residential students** being released from quarantine that have been infected with COVID-19 (after testing positive by a medical professional):

Students with confirmed COVID-19, showing illness

Students will be able to join the campus community after meeting the following conditions:

- At least three days have passed since their recovery, with no abnormal fever for a minimum of 72 hours. Students must have no significant temperature for 72 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- Respiratory symptoms have improved.
- No continuing illness: the student exhibits no symptoms of COVID-19.
- The student has had two confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.

Students with confirmed COVID-19, but showing no illness

Students will be able to join the campus community after meeting the following conditions:

- After at least seven 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.

- The student has had two confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.

Personal Safety Practices

Face Masks/Coverings

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 students if needed. Students who need a mask/face covering should contact Campus Safety.

Masks/face coverings must be worn by everyone on campus indoors and outdoors. Employees, students, and visitors should bring their own mask/face covering; however, those who need a mask/face covering will be provided one by contacting Campus Safety. Students may remove their mask/face covering when in their own dorm room with the door shut; employees may remove their mask/face covering when in their private office.

According to the [Massachusetts Department of Health](#), a face covering can include anything that covers your nose and mouth, including homemade masks, dust masks, scarves, and bandanas. All face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

	Type and Intended Use of Face Masks/Coverings			
Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
Description	Home-made 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 likely necessary for ingress and egress, not required when working alone in an office.		Only for healthcare workers and other approved areas with task-specific hazards determined by the Bard College at Simon's Rock Reopening Committee. Students may wear personally owned smoking masks and respirators.	

Students Unable to Wear Face Masks/Coverings

Students who are unable to wear face masks/coverings due to medical conditions would be considered unable to return to campus. These students should contact Pat Sharpe, Dean of Academic Affairs, acffairs@simons-rock.edu, to explore options for possible Remote Learning Status for the fall semester.

Use and Care of Face Masks/Coverings

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 the end of each day. 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 the end of the day 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. Students 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 10 or more.
- Stay out of crowded places and avoid mass gatherings.

Outdoor & Open Spaces on Campus

All social distancing protocols outlined in this guidebook must be followed when outdoors and when in large open spaces on campus.

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.

Goggles/Face Shields

Students do not need to wear goggles or face shields as part of general 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. 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

Mechanical, electrical, and plumbing systems are being monitored and readied in advance of reopening campus buildings that have been offline. In addition to replacing filters, when applicable, 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).

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.

Signage and Traffic Flow

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

Student Smoking Prohibited on Campus

Effective August 17, 2020, smoking, vaping, or using any tobacco or plant product is prohibited on the Simon's Rock campus for all students, including buildings, facilities, and grounds. The ban encompasses indoor and outdoor spaces, private offices, all buildings including all areas of residence halls, athletic venues, restrooms, dining facilities, and student vehicles on campus. Students seeking smoking cessation resources are encouraged to reach out to the Wellness Center.

Residential Life Policies

Housing Assignments

Our plan is for each on-campus student to have no more than one roommate. The number of students sharing a bathroom will vary by residence hall. There will be at minimum a daily cleaning of bathrooms, and sanitation products will be provided to students. We plan to limit access to common rooms and rearrange furniture in gathering spaces for safety.

Housing assignments for deposited new students will begin in early August. Returning students will be advised of their housing assignments in early August, as well.

Roommates

Under Massachusetts State guidelines, students who share a room are considered a household. Masks/face coverings must be worn in communal areas, but are not required when only roommates are together in their room. Students will not be able to switch roommates during the semester unless it is part of a formal accommodation.

Building Access

Residential card access will be limited to the dorm or building in which the student lives.

Personal Safety Protocols for Residence Halls

Students must wear a mask/face covering whenever they are out of their rooms/living spaces. To use a lounge, kitchen, study room, or to access the laundry room in Residence Halls, students must sign-up with their Residence Director. Each space will have a posted capacity limit which must be adhered to to allow for adequate social distance. Students are not permitted to visit or gather in residence halls other than the one in which they reside.

Meals

The Dining Hall will open for primarily grab-and-go dining; however, there is limited capacity for in-person, socially distanced dining. Plexiglass partitions will be installed at all serving stations and tables and chairs will be placed six feet apart, with up to three chairs at each table to ensure social distancing. There will be no self-service food and beverage in the Dining Hall.

Students requiring special meal accommodations for medical reasons, such as allergies, should contact Jean Altshuler, Director of Accessibility and Academic Support, jaltshuler@simons-rock.edu, to ensure their needs are met.

The following guidelines will be in effect, until further notice, in the Dining Hall:

- Guests will verbally select food choices from the menus at each station.
- Staff will plate, wrap, and hand food to each guest through a plexiglass pass; a beverage attendant will serve beverages.
- Wall-mounted sanitizer dispensers will be placed in the Dining Hall.
- Dependent on the Service Tier Level allowed by Massachusetts state guidelines, some meals and items may be pre-packaged and available for immediate pick-up.
- Students will be assigned a one-hour lunch period that works with their class schedule in order to minimize traffic at the Dining Hall. Afternoon class schedules will be adjusted by one half-hour to make this possible.

The Rock Café Snack Bar will also be open for all meals on weekdays, including breakfast, lunch, and late dinner.

Travel Policy

Residential Students

Residential students are requested to limit all travel to stay within Great Barrington during the semester; however, we understand that employment or an appointment may necessitate travel outside of Great Barrington. In these instances a travel form will be made available; students can submit a travel form request to preparedness@simons-rock.edu. Students leaving campus must wear a mask/face covering, practice social distancing, and continue to follow all CDC guidelines while off-campus.

Day Students

Day students are asked to exercise care and caution while they are off campus, including limiting travel outside of their immediate hometown area and the Simon's Rock campus, and avoiding large group gatherings of more than 10 people.

Massachusetts Travel Order as of August 1, 2020

Massachusetts issued a [new travel order](#) taking effect on August 1, 2020; all visitors entering Massachusetts (including returning residents) who do not meet an exemption are required to:

- Complete the Massachusetts [Travel Form](#) prior to arrival, unless you are visiting from a lower-risk state designated by the [Department of Public Health](#).
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.
- If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

Failure to comply may result in a \$500 fine per day. No one should travel to Massachusetts if they are displaying symptoms of COVID-19.

Student Cars on Campus

Students with vehicles can bring their cars to campus. They will be limited to one passenger who must ride in the back seat with the windows open and with both passengers wearing masks/face coverings. Students with cars will be expected to limit off-campus travel to within Great Barrington. Residential students with off-campus employment or an appointment that may necessitate travel outside of Great Barrington may request a travel form by contacting preparedness@simons-rock.edu.

During any quarantine periods (such as the start of semester) or isolation periods, students will be required to turn their keys into Campus Safety for the duration of the quarantine/isolation.

Campus Transportation

Capacity in campus transportation vehicles will be limited to allow for six feet of social distancing. Vans will be limited to two passengers and the driver; buses will be limited to six passengers and the driver. All required personal safety protocols will be followed by drivers.

Additionally, the following transportation guidelines must be adhered to:

- Drivers and riders must wear masks/face coverings at all times while in the vehicle.
- No eating or drinking will be allowed during transportation.
- Cabin filters will be replaced more frequently and only the fresh air setting may be used.

Students with accessibility needs will have access to campus shuttles/transportation as needed.

Students using the Berkshire Regional Transit Authority (BRTA) are expected to follow all protocols as indicated by BRTA. Students should not travel outside Great Barrington on the BRTA unless they are required to do so for approved appointments and jobs.

If you must take 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.

Day Student-Specific Spaces on Campus

There will be designated time and space for day students to gather and socialize safely on campus in between classes. Day students are not permitted in residence halls.

Scheduled lunch periods will offer mask-free time, and we will also offer a time period for day students to gather mask-free and socially distanced in the first floor of the Student Union in the presence of Simon's Rock staff. Examples of additional gathering spaces our day students have on campus include the Alumni Library, the Game Room, the Sprague Lounge, and the Meditation Room in the Student Union, as well as outdoor spaces across campus.

In order to accurately track who is on campus each day, day students should email preparedness@simons-rock.edu if they will not be coming to campus on a day they are scheduled to be there for class (including the reason for the absence).

International Students

Simon's Rock will offer both in-person and remote learning options for international students. As of July 14, 2020, the U.S. Student and Exchange Visitor Program (SEVP) rescinded its July 6, 2020 policy directive and will no longer require international students to attend in-person classes to remain in the country.

The International Student Support Team (ISST) is devoted to supporting international students as they prepare for the fall semester, including guiding and advocating for international students. The ISST can be reached at isst@simons-rock.edu.

Students Taking Online-Only Classes

Only those students who enroll for the fall and choose the on-campus living option, along with day students and those students who have been pre-approved to live off campus, will be allowed on campus. All other students, including those taking online classes only, will require permission in advance from the Dean of Campus Life or the Vice Provost to come to campus and use college facilities.

Visitors

In an ongoing effort to protect the safety and wellbeing of our community, students, as well as faculty and staff (including most live-in staff), are not permitted to have guests on campus until further notice. Employees who live in single dwelling houses on the campus periphery may have guests as long as they are not accessing the main areas of campus.

Student Employment

With many college operations continuing in a remote fashion, some administrative departments may not have the same level of student employment as they have had in the past. We expect there will be a demand for some on-campus jobs, such as peer tutors.

It is the practice of Simon's Rock to give employment priority to work-study eligible students. Work-study eligibility is noted on award letters from the Office of Financial Aid. Students who are offered campus employment but are not work-study eligible will need to have the hiring supervisor first receive authorization from the College's Director of Finance and Administration.

Students who plan to seek employment on campus should contact the Employment & Payroll office for any available listings, payroll@simons-rock.edu.

Contingency Plans

If we return to campus and a resurgence of COVID-19 requires us to evacuate, students with no viable alternative plans will be allowed to remain on campus. We will provide a process to request housing on campus for those students with no other viable option in the event of a campus evacuation due to COVID-19.

Physical, Mental, and Emotional Wellbeing

Health Emergencies

To protect the health and safety of students and staff, no one is permitted to walk into the Wellness Center.

Students experiencing a health emergency **during regular business hours** (9:00 a.m. – 4:00 p.m. on weekdays) should call the Wellness Center, 413-528-7353.

Students experiencing a health emergency **outside regular business hours** should call Campus Safety, available 24/7, by calling 413-528-7291 or by dialing 0 from any campus phone. A Campus Safety officer will speak with you about your concerns and then connect you to the appropriate resource, including the on-call nurse.

Additionally, students can call Campus Safety 24/7 with any type of emergency.

Non-Urgent Health Matters

For non-urgent matters, call the Wellness Center at 413-528-7353 with your request. You will be connected to a nurse by phone to discuss your concerns and develop a plan to address your needs. Next steps may include a scheduled time to meet with a nurse through a virtual platform and/or a time to come to the Wellness Center for a scheduled appointment.

Counseling Services

For counseling services, all initial counseling intake appointments will be scheduled online and can be made on the Wellness Center website.

Difficulty Adhering to COVID-19 Policies on Campus

Any students experiencing difficulty adhering to COVID-19 policies and procedures should contact Campus Life.

On-Campus Resources

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

Online Resources

- **HELPGUIDE:** 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
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.
A 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis: 800-273-TALK (8255).
- **The Trevor Project:** <https://www.thetrevorproject.org>
A national 24-hour, toll free confidential suicide hotline for LGBTQ youth.
- **Ulifeline:** 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
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.

Local COVID-19 Resources

- [Town of Great Barrington COVID-19 Information](#)
- [Massachusetts COVID-19 Information](#)