

Fall 2020 NEC Campus Plan

As we prepare to welcome students back to campus in the Fall, New England College has established the following plans and workflow to accommodate students who may potentially be infected with CoVID-19. Our goal is to keep our staff and students as healthy as possible.

Testing

- All community members planning on teaching, learning, or working on either Campus will be tested prior to the start of classes on August 24, 2020. Throughout the move in process testing will be available on campus for our students. During this timeframe we require all students to be tested, regardless of previous COVID testing results.
- New England College will conduct regular testing throughout the semester to maintain vigilance regarding the presence of COVID-19 in our community. Students, faculty, and staff will be randomly selected for testing and will be required to provide a negative test result to the institution to continue living and learning in a face to face environment.
- Any community member who has been exposed to COVID-19 will be required to quarantine and coordinate with the Wellness Center to determine whether or not testing is appropriate. Students will need to be cleared by the Wellness Center to return to face to face instruction. For students living in a residential setting, Wellness will determine if they can remain in their room or need to transition to a separate quarantine space on campus.
- Any community member who tests positive for COVID-19 is required to separate themselves from face to face teaching and learning. Faculty, staff, and other college employees will not return to campus until they have a negative test result post recovery. Students who test positive must notify the Wellness Center immediately. For those who live within 3 hours of their campus they will be asked to make arrangements to return home immediately, quarantine, and get tested. For those who live more than 3 hours from their campus and who cannot return home, separate quarantine facilities are available. Any student with a positive test result will transition to remote learning and will not be able to resume face to face learning until they have a new test with a negative result.

Personal Protective Equipment (PPE)

- All members of the New England College community are required to wear a mask while in public spaces on campus.
- Community members should have a supply of no fewer than four masks available to them. One mask will be provided by the College.
- Additional PPE equipment (face shields, gloves, gowns, etc) is available upon request particular for community members involved in teaching and learning that has greater risk associated with their work. Community members whose work involves direct contact with other members of the community should contact their supervisors to request the appropriate PPE equipment to maintain a safe working environment.

Contact Tracing

- Any community member living, learning, teaching, or working at either campus who tests positive for COVID-19 will be required to participate in the Contact Tracing process as defined by the New Hampshire Department of Health and Human Services (DHHS).

- Community members who test positive will be required to disclose contacts for up to 2 weeks prior to the positive test.
- Wellness staff will coordinate with the NH DHHS and the municipal Emergency Response Office for the purpose of contact tracing on and off campus.
- Failure to comply with the contact tracing requirements of the College and/or State of New Hampshire are grounds for removal from the face to face environment on either campus.

Teaching and Learning Environment

- When entering campus buildings, students must follow the signs that mark directional patterns.
- Classrooms will be limited to 10 students.
- Classroom seating will be structured in a socially distanced manner with six feet separation; seating may not be moved.
- No food will be allowed in classrooms. Students may bring beverages as appropriate in a closed/covered container.
- Faculty will welcome and dismiss students to and from class in an orderly manner that preserves social distancing.
- Masks will be worn in class at all times by students and faculty. No student will be admitted to class at any time without a mask.
- Plastic shields will be in place in each classroom separating faculty from students. Additional plastic shields will be available to separate students from others in the room during presentations.
- Learning spaces will be cleaned between class meetings.

The Pilgrim's Promise: Code of Conduct Additions

- Masks must be worn at all times properly covering your mouth and your nose. The only exception to wearing a mask is when a student is in their own residence hall room, using the bathroom in their residence hall and while eating in the dining hall. Masks are strongly encouraged while outside and must be worn if the student is not alone.
- For the first two week of the semester, students are not allowed to have any visitors (other students) or guests (non-students) in their residence hall room. After two weeks, single room occupants may have 1 visitor (NEC Student) from the same building in their room. Any residential unit other than a single room may have 2 visitors from the same building. (I.E. a Union suite may only have two additional visitors in the unit at once). Masks must be worn.
- Students are required to maintain 6 feet of social distance at all times. Students may not gather in groups of 10 or more at any time on college property unless attending a sanctioned event. Students will also be documented for gathering in groups of 10 or more off campus as well.
- Travel off campus should be limited to quick trips essential purposes. Students must seek permission from the Dean of Students for any extended stays off campus (overnight). A student who needs to travel to a different state must contact the Dean of Students for permission prior to travelling across state lines.
- If in quarantine, failure to abide by the mandates from the Wellness Center may result in immediate removal from housing and face to face classes.

- Depending on the severity of the violation, students may be removed from campus housing and face-to-face classes pending the resolution of a conduct hearing for any violation of the COVID Code of Conduct. Parental notification will be included for all violations.
- Any student who is removed from campus for violating a COVID policy will NOT be reimbursed any money for room and board. In addition, the semester will not count towards the requirement to live on campus for 6 semesters.

Dining Services

- For the first two weeks of the term the dining halls will feature 'grab and go' meals for students to eat outside in socially distanced arrangements or in their residence hall room.
- Dining Services for the balance of the term will be operated in a COVID-Smart manner with meals prepared to order, wrapped utensils, and an aggressive cleaning schedule.
- After the initial two-week 'grab and go' phase, seating inside of the dining halls will follow social distancing with capacity in the dining hall being limited. Students are expected to wear masks into the building and up until the point they are eating. Masks should be put on again as students depart the facility.
- Students are expected to follow all COVID requirements when dining at all facilities on both campuses.

Residence Halls

- Residence Halls have reduced numbers by approximately 200 students in Henniker and 50 students in Manchester for the start of the semester.
- Students who are eligible to drop off personal items prior to move-in will be allowed to do so beginning August 3 through August 11. Students will have 30 minutes to drop off items. Only one other person at a time may enter the residence halls with a student during the drop-off period.
- Move-in will be staggered over the course of 6 days in Henniker and 2 days in Manchester in order to spread out the arrival and contact of students and community members and to allow for testing to take place for all students. Students will have a 2-hour time block to move in. Only students will be permitted to enter the residence halls on move-in days. The College is requiring that students limit the number of family members/friends to 2 during move-in day.
- Masks must be worn in residence halls except when in one's room or bathroom.
- All students are asked to "quaranteam." This means that all students are asked to keep their surrounding area healthy and safe. Residence hall suites, wings, or pods will be treated as 'family' units for the purpose of testing and mitigation efforts.

Wellness

- Telemedicine: Walk-in hours in the morning for medical concerns will be suspended until further notice. Phone triage will be utilized for all students who would like to be seen by the medical staff, regardless of the concern.
- By Appointment Visits: If a student needs to come to the Wellness Center for further evaluation, they will be given a specific time to do so by the medical or administrative staff. Students may wait outside the Wellness Center (weather permitting) for staff to escort them into the Wellness Center or have the staff call when they are ready for the student. Appointment slots will be 45 minutes in duration. This

will give the medical staff time to see a student and then thoroughly disinfect the exam rooms and other areas with student contact, including the bathroom.

- The Wellness Center will have a video intercom and doorbell so students can alert the staff that they are waiting

Counseling

- Students will have both a tele-health and face-to-face option for counseling on a case by case basis.
- Crisis support will be available as usual including case management to get the student access to local service providers.
- Grief & other support groups will be available through tele-counseling and when possible in person. Groups will be limited to less than 10 students, with pre-registration required, and all safety guidelines will be followed.
- Holistic health education in every Bridges class will continue.
- Athletics will continue to receive team support as needed.
- Continue sending regular holistic health tips.
- Offering Zoom mindfulness sessions – to students, faculty, staff
- Collaborate with health services and Student Development offices to present holistic health care, such as Zoom/You tube on improving sleep, managing loneliness, etc.

Student Engagement

The Office of Student Engagement will be reimagining how programming is done this semester with an emphasis on virtual programming at first. For example, we might host an escape room or trivia competition online as opposed to in person. We will be offering “takeaway” programs as well, where students will have the opportunity to pick up a project to complete in their room. We will also be embracing the beautiful area we live in and hosting most of our events outdoors until it gets cold, and then we will find programming to embrace the winter season as well! We will keep up our favorite traditions, putting a new spin on them, like bingo on the Simon Lawn. Events will be smaller, and we will implement sign-ups for many of the programs we host. Student Engagement will be working closely with student clubs and organizations to plan and implement events and meetings both in person and virtually. We anticipate offering shuttle services to Concord multiple days a week with new guidelines set for safety on the shuttle and monitoring how many students will be able to ride. And finally, we look forward to opening the Coffeehouse as soon as we are able, with new safety guidelines and updated services.

Pivoting to Remote Instruction

There is no single tipping point for a transition to remote instruction. The President, with counsel from Senior Team, will be monitoring every exposure and positive COVID case members of the community experience and will plan accordingly as needed to transition from in-person to remote instruction.

The “hyflex” model of instruction was effectively deployed last Spring with little time to transition. With the benefit of that experience and ample time to plan over the course of the Summer, we are positioned to transition to remote learning on a temporary or longer term basis as required. We are also able to make determinations about appropriate transitions by campus as well.

Campus Density

Campus is not at full capacity. Current guidance dictates that offices should not have more than 50% of staff on campus at one time. Supervisors are encouraged to keep people working from home and most staff continue to do so.

There will be no in person office hours for faculty. Faculty should be holding their office hours virtually at the same frequency or higher. Staff should be doing the same wherever possible.

Generally, there will be no events open to the public on campus and visitors will be limited to those authorized to visit by College leadership.