



**WILLIAM JAMES COLLEGE
PANDEMIC PREPAREDNESS RETURN TO CAMPUS GUIDELINES**

I. TRAINING PLAN

- Students, faculty and staff will all be required to watch videos on how to stop the spread of COVID-19.
- Students, faculty and staff will be provided with this guidebook.
- Those faculty and staff members responsible for the enforcement of specific plans will receive additional training as appropriate to enable them to implement and enforce College policies and procedures related to these guidelines.

II. ACCOMMODATION PLAN

- For employees of the College, please see the accommodation policy.
- For students, please see Assistant Dean of Students Meridith Apfelbaum

III. COMMUNICATION PLAN

- This guidebook will be provided to each student, faculty and staff.
- Student, faculty and staff will be required to watch training videos on how to stop the spread of COVID-19.
- Student, faculty and staff will be notified of updates to policies and procedures by email, or if there is an emergency situation, but the WJC emergency alert system.
- Instances of infection on campus will be reported to the Local Board of Health.

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IV. CLEANING/DISINFECTING PLAN

- Surfaces including those in the kitchen areas, handrails, elevators, classroom tables and chairs are wiped down every two hours.
- Classrooms are cleaned after every class.



- Facilities sanitizes the building every night with two newly purchased sanitizing machines in addition to the comprehensive cleaning performed nightly by our cleaning company
- A day porter continuously cleans the restrooms and copy rooms during the day.
- Plates and utensils have been removed from the kitchens.
- Coffee Machines and water bubblers are covered in disinfectant wrap.
- Community food is not allowed in the building.
- Masks* are required in all common areas, hallways and bathrooms and when employees cannot keep 6 feet apart.
- Hands free disinfecting foam have been installed at every elevator on every floor; and non-hands free have been installed outside copy room areas and bathrooms.
- Hand Sanitizer is provided in every office
- All air filters have been changed and the coils on all air handlers have been disinfected. This will happen on a quarterly basis going forward.

V. TESTING/CONTACT TRACING PLAN

- Only the front entrance is to be used to access the College.
- When entering the building, there is an electronic sign-in system that tracks entries into the building and asks all users to Self-Attest that they are healthy to the best of their knowledge upon entering the building.
- Contract tracing should be done by the local board of health, but the College's COVID-19 Contact should ask the individual to provide a list of all WJC related individuals with whom the infected individual has had contact for notification purposes.

VI. OUTBREAK PLAN

- Any faculty, staff, student, or visitor who feels unwell, is showing symptoms associated with COVID-19, has been in close contact with anyone with COVID-19 or symptoms associated with COVID-19, or traveled to MA from a state that is not considered low-risk by the MA Public Health Commissioner without complying with MA travel requirements will be required to provide their full name, active phone number and active email address and then leave the premises immediately. "Close contact" means, being within 6 feet of an individual for at least 10 minutes while such individual was symptomatic or within 48 hours before symptom onset.
- If the individual is unable to leave the premises of their own accord, WJC will isolate them in a designated meeting room as quickly as possible and arrange for transportation from the premises, by ambulance if medically necessary.



- WJC's COVID-19 Contact Person will contact the local board of health.

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- If the zone in which the individual was located can be isolated, WJC will isolate and close off the area and follow CDC and OSHA guidelines for cleaning and disinfecting the area. If the zone in which the individual was located cannot be isolated, then the entire floor and/or building will be cleared and closed, as appropriate, until the area can be cleaned and disinfected in accordance with CDC and OSHA guidelines.
- WJC's COVID-19 Contact Person will coordinate notification of WJC related individuals who may have been in close contact with the individual. Those so notified will be expected to leave the premises promptly and self-quarantine (if not symptomatic) for 14 days and, if symptomatic, seek medical care.

VII. SOCIAL DISTANCING PLAN

- Classrooms will be at approximately 40% of capacity to allow for six feet spacing between all students and faculty.
- All employee seating is at least six feet apart.
- Plexiglass protective shielding has been installed in open offices/workspaces.
- Stairways are now unidirectional (one for traveling up, one for down).
- Only two people allowed in an elevator at time. Both inside and outside the elevators are marked as where to stand.
- Signage detailing social distancing and hygiene procedures is placed strategically throughout the building, please read it carefully.
- Anyone who enters the College is required to wear a mask/cloth face covering that fully covers their mouth and nose. Masks must be worn when in contact with other people when six feet of social distancing cannot be maintained. Masks must be worn at all times when in common spaces. You are expected to provide your own mask. If you happen to forget your mask on a given day, our facilities department will provide you with one.
- Students and staff visiting the library will be required to check-in and access will be limited to allow for social distancing. Library seating will be configured to comply with social distancing guidelines.

VIII. TRAVEL RESTRICTIONS

- Students, faculty and staff are required to comply with WJC's Travel Policy.



- Faculty and staff are required to limit all business travel to urgent travel where no other alternative is possible. All business travel must be reported at least 14 days in advance to Human Resources to ensure proper compliance with COVID-19 related requirements, including with respect to quarantining after returning from travel.
- Faculty and staff are required to report to the Director of Human Resources any plans for out of state travel at least 14 days in advance of such travel to ensure that appropriate arrangements are made upon return from travel to comply with controlling COVID-19 spread at the College. If the reason for personal travel is an emergency such that 14 days advance notice cannot be provided to the Director of Human Resources, then the individual must report the travel as soon as possible after learning of the need to travel.
- Students, faculty and staff will be required to attest to compliance with MA travel restrictions before entering the building. Failure to provide information reasonably requested by College administration or providing false or misleading information may result in disciplinary action, up to and including termination of employment.

IX. VISITOR PLAN

- All visitors must make appointments in advance to meet with any faculty, staff or student on the College's premises.
- All visitors must wear face masks or coverings, unless the visitor: (1) cannot breathe safely wearing a face mask or covering due to the individual's lung and/or respiratory medical condition; (2) cannot breathe safely wearing a face mask or covering due to the individual's medical condition that requires supplemental oxygen to breathe; (3) is unable to do so as a result of the individual's behavioral health diagnosis; or (4) is communicating with people who rely on reading the visitor's lips.
- Upon arrival, visitors are required to check-in at the front desk, provide their full name, address, active phone number and email address, and answer questions regarding symptoms of COVID-19, recent travel, and recent exposure to those who may have COVID-19.
- Any visitor who feels unwell, is showing symptoms associated with COVID-19, has been in close contact with anyone with COVID-19 or symptoms associated with COVID-19, or traveled to MA from a state that is not considered low-risk by the MA Public Health Commissioner without complying with MA travel requirements will be required to leave the premises immediately.