

— Spring 2021 —

# Return to Campus Commuter and Off-Campus Student Guide

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Emmanuel College will update policies and procedures based on developing guidelines from the Commonwealth of Massachusetts and the City of Boston.



EMMANUEL  
COLLEGE



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# Introduction

At Emmanuel College, we pride ourselves on offering a high-quality academic experience through which students connect with members of our community and further enhance their education within a dynamic learning environment. The COVID-19 pandemic has challenged the traditional Emmanuel College student experience in unprecedented ways. Entering the Spring 2021 semester, we continue to work to ensure a transformative experience for students while maintaining strict adherence to and appreciation for community health and safety guidelines and procedures.

Offering a safe and productive learning environment is, as always, our top priority. In the current public health environment, we are shifting our practices and procedures to protect what we value most: our health and our community. While we return to a learning environment that includes face-to-face academic experiences, we do so with the knowledge that the Emmanuel College experience must also be adjusted to limit the risk of contracting and spreading the COVID-19

virus. This includes: changes to building access; facilities cleaning and maintenance; dining services; campus programming; and more dependence on guidelines and recommendations from national health authorities, state public health organizations and campus experts. It also entails a commitment from our students to uphold these standards to ensure the health and safety of everyone in our community.

While important and necessary physical-distancing and health practices will change the look of campus life as students have known it in the past, we trust that the significance of coming together, in the common pursuit of shared education, will remain unchanged as we move Emmanuel forward together. If you have questions about information presented in this guide, please contact the Office of the Vice President of Student Affairs at (617) 735-9722 or the Dean of Students at (617) 735-9917. You can also email us at [StudentAffairs2@emmanuel.edu](mailto:StudentAffairs2@emmanuel.edu). We look forward to learning with you again this spring.

**Dr. Joe Onofrietti**

Vice President of Student Affairs

**Dr. Jennifer Forry**

Dean of Students

# Student Health & Safety

The Spring 2021 semester will be unlike any in the 100-plus years of the history of Emmanuel College. While we look forward to students once again living and learning on our Boston campus, we approach this semester with new expectations. In these unprecedented and unpredictable times, we remain ready to adjust our plans as conditions evolve. Above all, we are prepared to take any necessary measures to safeguard the health of students, faculty, staff and the wider public.

It is imperative that members of our campus community deploy techniques to mitigate the risk of contracting and spreading the COVID-19 virus. Community testing, contact tracing, proper face coverings, physical distancing, quarantine and isolation procedures, and intentional changes to day-to-day campus operations are all elements of our community health and safety procedures to ensure a healthy and safe on-campus living-learning environment.

## Before Arriving at Emmanuel College

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Before arriving this spring, you must complete these necessary steps:

- Sign [Halo's Pledge](#)
- Log into [EC Online Services](#) to ensure your bill is paid in full
- Submit the [COVID-19 Testing Consent Form](#)
- Download CoVerified App\*
- Upload pre-arrival COVID-19 test\*
- Submit proof of having received a flu shot by December 31, 2020, per a required mandate from the Commonwealth of Massachusetts. All students have been contacted by Health Services regarding this requirement.

These required forms must be completed 48 hours before the first day a student will be on campus. If a commuter student does not complete the required forms by January 22, 2021, community standard charges will be filed for non-compliance. Failure to follow College guidelines and instructions can result in a student losing access to college resources, such as ECLearn, campus facilities, parking passes and more.

*\* In a separate communication, details will be sent on pre-testing requirements as well as the CoVerified app.*

# Testing & Symptoms

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A key prerequisite for repopulating the campus is COVID-19 testing. We are pleased to be working with the Broad Institute, an internationally respected biomedical research center, to coordinate this vital component of our reopening plan.

All students are required to receive a pre-test before their arrival on campus. Off-campus and commuter students who do not send a negative test prior to arrival will not be permitted to attend class. In follow-up communications, you will receive information on uploading your pre-test.

In addition to the pre-test, students commuting from home or living in off-campus apartments will also be required to schedule an on-campus test before classes begin. The test is a PCR-based self-administered test and facilitated by an observer. Results will be available via a smartphone and web accessible app called CoVerified within 24 hours.

It is important to note that a commuter or off-campus student who tests positive for COVID-19 upon arrival, or at any time during the spring semester, will be asked to immediately isolate either in his or her off-campus apartment or at home for 10 days. In the instance that a student is unable to isolate off campus or at home, the College will determine whether on-campus accommodations can be made. Such situations will be considered on a case-by-case basis and as space allows on campus.

## SURVEILLANCE TESTING

On an ongoing basis, all faculty, staff and students will be tested up to two times per week, a rate that scientific models have demonstrated will greatly limit the potential spread of the virus by detecting infections in individuals prior to their

becoming contagious. Participation in the program is required for all students, faculty and staff.

Emmanuel will use an anterior nasal swab test, which is considered the least invasive COVID-19 test available. The test, which is free of charge to all faculty, staff, and students coming to campus, is quick and accurate. Test results will be provided electronically to the individual and to Emmanuel within 24 hours of delivery to the lab.

Additional details about the CoVerified application and testing schedule and logistics will be sent to all students from our COVID Updates team.

## SYMPTOM MONITORING

Emmanuel has partnered with both the Broad Institute and CoVerified to provide the end-user tools for managing COVID-19 response. Through the CoVerified mobile app and website, all faculty, staff and students must complete a daily symptom check whether coming to campus or not. If students do not complete the daily symptom checker, they will not be granted access to face-to-face classes. Students should notify the Health Center immediately if they exhibit any symptoms.

The following is a list of symptoms associated with COVID-19:

- Fever above 100 degrees Fahrenheit (37 degrees Celsius) and/or chills or feeling hot (the College encourages students to bring their own thermometer)
- Sore throat
- New cough not related to chronic health condition
- Runny/stuffy nose/nasal congestion (not related to allergies or relieved by antihistamines)
- Difficulty breathing and/or shortness of breath

- Diarrhea
- Nausea and/or vomiting
- Headache not related to chronic health condition
- Fatigue
- Muscle aches
- Loss of sense of taste or smell
- New rash or sores

During the semester, all students must contact Health Services (617-264-7678) if one or more of the following scenarios applies:

- Have tested positive for COVID-19 through an off-campus test
- Developed symptoms of COVID-19 (see symptoms above)

During the semester, all students must contact Brianna Bailey (617-732-1780) if one or more of the following scenarios applies:

- Have been in close contact (within six feet for 15 minutes or more) with someone with or without a mask who has tested positive for COVID-19
- Have been in close contact with someone who is symptomatic, has been tested for COVID-19, and is awaiting results
- Have been tested for COVID-19 at a location besides Health Services and are awaiting results
- Have traveled internationally or to a high-risk location domestically

If a student presents COVID-19 symptoms or believes they may have been in contact with someone infected with the virus in the scenarios above, the student should remain at home or in their off-campus apartment. The student may be required to isolate in a predetermined isolation residence (described in Quarantine & Isolation Procedures section).

# Personal Health Practices

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While the College is implementing increased measures to ensure student health and safety related to COVID-19, there are also personal health practices by which students are expected to adhere.

## FACE COVERINGS

All students are required to wear face coverings (see definition below) when on campus. While wearing a face covering does not replace the need to physically distance, proper face coverings have been shown to significantly decrease the risk of COVID-19 spread.

A “proper face covering” is a cloth face covering that meets the following requirements:

- Completely covers the mouth, nose, and chin
- Fits snugly but comfortably against the sides of the face
- Is secured around the face by ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without severe restriction
- Can be laundered without damage or change to shape (exclusive of disposable face coverings)

Students must bring their own proper face coverings to campus; the College will provide a limited number of face coverings. Students should consistently wear their face coverings in all common areas, including bathrooms, lounges, hallways, stairwells and other common spaces. The only times a student does not need to wear a face covering is when a student is:

1. **Eating or Drinking:** Students can temporarily remove their face covering if they are actively eating or drinking. Students must remain at least six feet away from others while eating or drinking.

2. **Personal Grooming/Hygiene:** Students are required to wear their face covering while navigating the bathroom. A student washing hands and face may require removal of a face covering. If a student must remove their face covering in the bathroom for personal grooming/hygiene, they are required to stay at least six feet away from other students.

Students should be knowledgeable of several personal hygiene techniques that will mitigate the risk of COVID-19:

1. **Handwashing:** Research has indicated that consistent handwashing is effective in limiting the potential spread of COVID-19 and other pathogens. Students should wash their hands often with soap and water for at least 20 seconds. Handwashing should occur after students have been in a public setting or have blown their nose, coughed, and/or sneezed. While washing hands with soap and water is preferred, students can also utilize hand sanitizer that contains at least 60% alcohol and are encouraged to bring a personal supply for the spring semester.
2. **Coughing/Sneezing:** Students should always cover their mouth and nose with a mask (in a public setting) or tissues/elbow (in a private setting) when coughing or sneezing. Students should properly wash masks or dispose of tissues after coughing/sneezing and wash their hands (see Handwashing section above).
3. **Face Touching:** Students should avoid touching their face, including their eyes, nose and mouth. Students should wash their hands after touching their face.

4. **Gloves:** Gloves are not necessary for general use during the COVID-19 pandemic. Students should adhere to frequent and thorough handwashing.
5. **Laundry:** Clothing, not just the body, must be routinely cleaned during the COVID-19 pandemic. Students should consistently do laundry using the warmest water possible, drying items completely, and only cleaning their own clothes. Towels, sheets and cloth face coverings should be washed frequently.

## PHYSICAL DISTANCING

Physical distancing between students is one of the best tools to combat exposure and spread of COVID-19. Students must adhere to proper physical distancing guidelines, even if there are no COVID-19 symptoms present. These guidelines include:

- Stay at least six feet from other people in public and private settings. This applies to all classrooms, lounges, study rooms, hallways, stairwells and other areas students may encounter others.
- Do not gather in groups of more than 10 on or off campus. If a student is unable to avoid gathering in a group for legitimate reasons (such as employment), they must, to the best of their ability, maintain proper physical distancing, wear a proper face covering, and report any COVID-19 symptoms to Health Services. Please note, the College may need to update this number throughout the semester based on current health guidelines.

The College is deploying health and safety measures throughout the campus to ensure physical distancing is maintained and clearly defined. These additional safety measures are detailed later in this document.

# Quarantine & Isolation Procedures

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Students should familiarize themselves with the difference between the terms “quarantine” and “isolation.”

Students will need to quarantine if they have been potentially exposed to COVID-19 (identified through contact tracing efforts), whether or not they have symptoms, and will be asked to remain in their off-campus apartment or at home and complete classes remotely until instructed otherwise. Per the Centers for Disease Control (CDC), quarantine of close contacts should last for a full 14 days. Emmanuel College will continue to follow guidance from the Massachusetts Department of Public Health regarding testing out of quarantine prior to 14 days and update as needed.

Students who test positive for COVID-19 will need to isolate and remain in off-campus apartments or at home if they have symptoms or a confirmed COVID-19 infection. Health Services will triage symptomatic students and determine if a test is warranted. In the instance where a student is unable to isolate off campus or at home, the College will determine whether on-campus accommodations can be made. Such situations will be considered on a case-by-case basis and as space allows on campus.

# Commuter Student Life

Our goal is to ensure the Emmanuel College experience is accessible and prominent in the commuter student community. The Office of Student Activities and departments across campus offer several services, programs, and opportunities for involvement with this goal in mind.

Living off campus does not exclude you from being a part of our Emmanuel community. We have a variety of opportunities for students to get involved on campus, as well as specific programming and services that are designed with the commuter student in mind.

Co-curricular programs and involvement are an important part of the Emmanuel College experience. Programming builds healthy communities for all students. Through programming students gain insight into different resources on campus and are encouraged to become active, engaged members of the community.

Based on COVID-19 safety precautions and procedures, programming will be provided through digital platforms. These platforms will continue to focus on building a healthy community for all students. As always, updates about upcoming programs can be found on the Emmanuel Events Calendar.

## On-Campus Study Space

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Study spaces on campus will be available to all resident and commuter students. Existing study spaces such as the Library Learning Commons reading room and study carrels will be reconfigured for social distancing. Additional study spaces are being made available in the Eisner Administration Building for use by students. Maximum occupancy will be posted in each study area to adhere to physical distancing guidelines.

## Commuter Lounge and Lockers

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The Commuter Lounge will be open during regular hours of operation for the Jean Yawkey Center. All decorative soft surfaces, including pillows and bean bag chairs, will be removed. We recommend that students maintain social distance in the space, and a facial covering must be worn at all times. The communal refrigerator and microwave should be used with caution, and at the student's own risk.

Commuter lockers will not be available for Spring 2021. Students who previously had a locker and did not empty their belongings prior to campus closing last spring will be allowed to retrieve their items at a pre-scheduled time after classes begin.

# Parking

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The Spring 2021 Parking Pass application will be available in early January. To be considered for on-campus parking, please complete this application by January 15, 2021, at 10:00 a.m. First, carefully review the application, as there are specific regulations you will need to agree to before a pass can be approved. Late applications will not be considered.

This semester we are anticipating an increase in requests for on-campus parking. As a result, additional documentation may be required for consideration as part of the application process, including a copy of your course schedule. Please be clear and specific as to your reasons for requesting a parking permit. It is also important that you list the address where you will be commuting from for the spring semester. Any student who was previously a residential student and is now commuting from home may also be asked to submit a copy of a signed letter from a parent or family member stating that you live at your current address and will not be residing in an off-campus apartment within the City of Boston.

Due to the high number of students commuting from outside the Boston area, students living within the City of Boston are not usually eligible for a parking pass, as per Emmanuel College's agreement with the city. This includes students residing in Allston, Back Bay, Bay Village, Beacon Hill, Brighton, Charlestown, Dorchester, Downtown, East Boston, Fenway Kenmore, Hyde Park, Jamaica Plain, Mattapan, Mission Hill, North End, Roxbury, South Boston, South End, West End and West Roxbury. Very few exceptions have been made for out-of-area internships and student teaching.

Parking Regulations for Spring 2021 are as follows:

1. NO OVERNIGHT OR WEEKEND PARKING ALLOWED.
2. All students will stop at the security gate before proceeding onto campus, and are asked to park in the Library Lot, unless the space is full.
3. Students with access to public transportation are NOT eligible for semester parking permits.
4. We will not release passes to students with outstanding financial balances or holds.
5. Emmanuel College assumes no responsibility for fire, theft or other damages to motor vehicle or personal property while parked on campus.
6. This permit is non-transferable (may not be lent or resold).
7. Students approved for parking will be charged a \$110.00 replacement fee if the pass is lost.
8. Students found in violation of any of the above will be subject to disciplinary action through the Dean of Students

For the Spring 2021 semester, there will be no fee for commuter parking. If your application for parking is approved, you will receive an email with information on how to pick up your pass.

If you are seeking an exception to any of the regulations above, or have any questions regarding parking for Spring 2021, please reach out via email to Student Affairs Project Manager Maryellen Page at [pagem@emmanuel.edu](mailto:pagem@emmanuel.edu).

# Protecting our Community

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To mitigate the possible spread of COVID-19, the College is adjusting public access to residence halls as well as common areas throughout campus, including lounges, study rooms, fitness centers and more. These changes will serve to further protect our community. The following areas have updated operational procedures:

## ACCESS TO RESIDENCE HALLS

The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. As such, the College will institute more definitive guest policies for the spring semester to combat the potential infection and spread of COVID-19. Non-Emmanuel guests, Emmanuel students from other residence halls, and commuter or off-campus Emmanuel students will not be permitted in the residence halls for the spring semester, regardless of age or affiliation to the residents.

Access to residence hall buildings will be limited to student residents, with the exception of the following:

### **New Residence Hall 1st Floor Study Rooms**

- Maximum occupancy will be updated and furniture will be reduced to adhere to physical distancing guidelines
- Any computers or printers in the residence hall will have specific instructions for use posted on each item

### **Access to Fitness Centers**

The College is working to finalize guidelines to have fitness centers open at reduced capacity with several cleaning procedures and protocols in place. This will be based on the latest and most current guidance from the Commonwealth of Massachusetts and City of Boston for gym facilities for the general population as well as student-athletes.

## MOVING THROUGH CAMPUS BUILDINGS

How a student will move through campus buildings will change to limit the crossing of students in an enclosed space:

### **Hallways**

All hallways will feature floor and/or wall signage that illustrates proper social distancing. Students will not be permitted to loiter and/or gather in hallways.

### **Stairwells**

To decrease the amount of cross-traffic in buildings, stairwells may be designated as Up-Only/Down-Only Stairwells with visible signage. Students will be expected to adhere to these guidelines; repeated violations of stairwell flow will result in student conduct violations.

### **Elevators**

Elevators are some of the most enclosed spaces on campus. As such, Emmanuel College must limit the number of users in the elevator at one time. Each elevator will feature a maximum occupancy limit. Students will be expected to adhere to these guidelines; repeated violations of elevator capacity will result in student conduct violations.

# Community Safety & Student Behavior

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A **Pandemic Safety Policy** has been added to the Student Code of Conduct to establish a shared understanding of community expectations to combat the spread of COVID-19. The health and safety of the Emmanuel College community depends on all members following scientifically supported community health guidelines, which are reflected in this policy. As understanding of the pandemic and how it spreads evolves, new measures may be announced and communicated to students, who are expected to comply with the policy updates. Emmanuel College reserves the right to adjust its policies as needed to ensure the health and safety of our community.

The Pandemic Safety Policy includes the following guidelines as they pertain to commuter and off-campus students:

- Students are required to wear a proper face covering except when a student is (1) eating or drinking, or (2) doing personal grooming or hygiene

- Students are required to adhere to proper physical distancing of at least six feet while on campus
- Students are required to submit daily health reports on COVID-19 symptoms
- Students are required to cooperate with isolation, quarantine, and contact-tracing requirements, as applicable
- Students are required to limit large gatherings as directed by College guidelines
- Commuter and off-campus students are required to abide by residence hall access and guest policies

It is everyone's responsibility to comply with this community health policy. Failure to follow the Pandemic Safety Policy is a violation of College policy and may result in disciplinary action including suspension or dismissal from the College.

# Campus Dining

Given changing guidelines from the Commonwealth of Massachusetts and the City of Boston, the College will share final protocols for dining on campus at the beginning of the Spring 2021 semester. Students can expect changes including limitations to some food service items, required compliance with physical distancing and hygiene recommendations, and new service hours to allow for cleaning between meals.

While there will be a transition away from any buffet-style options such as salad bars, students will be able to select from served and prepackaged hot and cold menu items, pending additional guidance. The dining staff has been trained on coronavirus-specific food safety protocols and all dining locations will be closed between meals to allow for cleaning and sanitization.

# Campus Shutdown Protocol

These are unprecedented times, and we remain in contact with local, state and federal officials regarding proper public health measures. With this in mind, we encourage students and families to develop a contingency plan for continuing academics remotely in case of a potential closure of the College due to a public health emergency.

# Contact Information

## **Academic Advising**

emmanuel.edu/academics/academic-resources/academic-advising  
academicadvising@emmanuel.edu  
617-735-9872

## **Bon Appétit**

emmanuel.edu/student-life/residence-life-and-dining/dining-services  
robin.fortado@cafebonappetit.com  
617-975-9326

## **Campus Safety**

emmanuel.edu/discover-emmanuel/offices-and-services/campus-safety  
security@emmanuel.edu  
617-735-9710, Emergency number: 617-735-9888

## **Commuter Student Life**

commuters@emmanuel.edu

## **EmmanuelForward**

emmanuel.edu/forward  
emmanuelforward@emmanuel.edu

## **Health Services**

emmanuel.edu/student-life/student-health-and-counseling/health-services  
healthservices@emmanuel.edu  
617-264-7678

## **Student Affairs Administration**

emmanuel.edu/student-life/student-affairs-administration  
studentaffairs2@emmanuel.edu  
617-735-9722

## **Student Financial Services**

emmanuel.edu/admissions-and-aid/contact-student-financial-services  
financialservices@emmanuel.edu  
617-735-9938



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