



QUINCY COLLEGE

COVID-19

Higher Education Control Plan



Quincy College
COVID-19 Higher Education Control Plan

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This document published 3/11/21 replaces the original Reopening Plan which was:

Originally Published 5/28/20, and Revised 8/5/20.

Quincy College Board of Governors

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Quincy College COVID-19 Response Team

President Richard DeCristofaro
VP Operations/Chief of Staff Chris Bell
VP Mission Support, IT, and Registrar Tom Pham
Legal Counsel Jessica Cherry
Dean of Plymouth Campus Cathie Maloney
Director of Facilities Bill Hall
Dean of Nursing Diane Gillis
HR Representative Mary Sco



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Dear College Community,

Thank you all for your continued effort and support of our Quincy College students throughout the ongoing COVID-19 crisis. It is because of your efforts the college continues to serve our students to the best of our ability and assist them with achieving their goals and realizing their dreams. We need to continue our efforts as we shift into limited on campus activity in the future.

With the recent relocation of our Student Services offices to the first floor, I thought it was important to update the college community by sharing our updated COVID-19 Higher Education Control Plan which replaces the Reopening Plan moving forward. This plan, has been recently updated and is in line with the Center of Disease Control (CDC), state, and local public health authorities in government. Effective March 1, 2021 Massachusetts has entered Phase 3, Step 2 with increased capacity limits and other guidance for places of business to utilize.

We have worked diligently on campus to provide a safe and healthy, learning and working environment for all of our students, staff, and faculty. Protective shields, socially distance markers, and Personal Protection Equipment (PPE), is available if requested. Hand sanitizer and wipes are also available in all areas. We have instituted upgraded cleaning protocols on both campuses and a tracer system in order to be aware of who is on campus at any given time.

As you are aware several vaccines have been identified and sites established to administer the vaccine to eligible residents of the Commonwealth. Our hope is normal operations will resume in the near future.

We are pleased that our faculty and college staff have had the ability to successfully continue teaching and serving all of our students so their needs are met on a daily basis.

Should you have any questions regarding this plan or other matters related to the college, please contact me directly at 617-984-1776.

Sincerely,

Dr. Richard DeCristofaro
Quincy College President

Quincy College On Campus Activity Guidelines

- Masks are required for entrance into President's Place, Saville Hall, and the Plymouth campus and must be worn when away from the workstation or traveling throughout both campuses.
- Social Distance based on 6FT, signage and markers will be installed throughout the campus and classrooms.
- Common areas of the college (library, student lounge) are closed. Students unless scheduled in class or meeting with student services on campus will vacate the college when their activity is completed.
- Elevators will be at limited capacity based on building guidelines and will be monitored by security.
- Continued cleaning and disinfectant throughout the day will be provided by college and building staff as necessary.
- Hand sanitizer will be available throughout the building. PPE will be available if requested.
- All students and staff if not feeling well should report their situation to a health care provider and the college as necessary.
- In the event of a positive COVID-19 test, faculty and staff are requested to inform Chris Bell (617) 984-1798 at cbell@quincycollege.edu; students are requested to inform Jennifer Luddy at (617) 984-1657 at jluddy@quincycollege.edu.
- Faculty will be required to record attendance in all classes to create a record and necessary tracing protocol in the event of a COVID-19 case or exposure. Card check in readers have been installed for students in Presidents Place, Saville, and Plymouth.



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Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

HIGHER ED INSTITUTION INFORMATION | please provide the following information

Institution name: Quincy College

Campus name(s)/description(s): Quincy and Plymouth Campus

Plan applies to:

Single Campus

Multiple Campuses

Campus address(es): 1250 Hancock Street, Quincy, MA 02169/36 Cordage Park Plymouth, MA 02360

Primary point(s) of contact for campus(es) (President or designee): President Richard DeCristofaro 617-984-1776

VP Operations/COS Chris Bell 617-984-1776

SOCIAL DISTANCING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Adopted measures to provide that all persons, including faculty, staff and students, remain six feet apart to the greatest extent possible, both inside and outside campus buildings
- Established protocols to ensure that faculty, staff and students can practice adequate social distancing
- Posted signage for safe social distancing in all places where faculty, staff and students are likely to gather
- Required face coverings or masks for all faculty, staff and students (except where unsafe due to medical condition or disability) while inside and if social distancing of at least 6 feet cannot be reliably maintained while outdoors
- Implemented additional procedures. Please describe them here:
Purchased signage, Shields, and PPE for use by all on campus if necessary or requested.

HYGIENE PROTOCOLS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Provided hand washing capabilities throughout the campus
- Taken measures to encourage frequent hand washing or sanitizing by faculty, staff and students and provided adequate supplies to do so
- Provided for regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, and restrooms throughout the campus

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HYGIENE PROTOCOLS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

Implemented additional procedures. Please describe them here:

Stocked hand sanitizer and cleaning wipes. Also have placed in all areas staff or students utilize throughout the day.

GENERAL OPERATIONS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Provided training for faculty, staff and students regarding the importance of social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols, and regularly share information through multiple channels to reinforce the message
- Encouraged faculty, staff and students who are feeling ill or displaying COVID19-like symptoms to stay home or in their residence hall
- Established a plan to accommodate the needs of students, staff and faculty who are at higher risk if they are exposed to COVID-19, or who care for household members who are at higher risk
- Ensured that no gatherings will occur on campus that exceed the limits in the latest Commonwealth advisory, except for the purposes of instruction, provided that six feet distancing can always be maintained
- Ensured that campus amenities and services will adhere to all sector-specific safety protocols, available on the Commonwealth's Reopening Plan website, applicable to the amenity or service. Examples include:
 - Office spaces: Must follow latest office space [guidance](#)
 - Dining Services and Facilities: To the extent feasible, must follow social distancing, hygiene protocols, and staffing [guidance](#) in the latest restaurant [guidance](#) and must work in cooperation with local public health officials to develop and execute site-specific protocols consistent with applicable CDC guidance for cleaning, disinfecting, and closing areas occupied by a person presumed or confirmed to have COVID-19.
 - Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club [guidance](#)
 - Campus shops and bookstores: Must follow the latest retail [guidance](#)
 - Performance venues: Must follow the latest performance venue [guidance](#)
 - Events: Must follow the latest indoor and outdoor events [guidance](#)
- Implemented additional procedures. Please describe them here:

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CLEANING & DISINFECTING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established and maintained cleaning protocols specific to the campus
- Taken measures to ensure that when an individual on campus is diagnosed with COVID-19, cleaning and disinfecting is performed
- Prepared to disinfect all common and high touch surfaces at appropriate intervals
- Implemented additional procedures. Please describe them here:

COMMUNICATION & SUPPORT | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established consistent communication to all students, staff, faculty, and the surrounding community regarding Phase III plans
- Installed signage and other visual indicators throughout all campus buildings and outdoor areas to improve awareness of and compliance with Phase III requirements
- Established a plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns, including communicating the need to pause or discontinue in-person programming and activities to all students, staff and faculty
- Established clear communication and escalation points with the Local Board of Health, Massachusetts Department of Public Health, and other state and local agencies as needed
- Developed protocols for delivery of emotional and mental health services, including both individual and group counseling
- Implemented additional procedures. Please describe them here:

The college has designees in both the city of Quincy and the town of Plymouth on each of their Reopening committees. Also have consistently monitored all local, state, and federal guidelines throughout the past year during the pandemic.

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DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- In order to demonstrate acceptance of the Higher Education Testing Group's report and recommendations ("Developing an Integrated COVID-19 Testing Strategy: Considerations for Institutions of Higher Education in Massachusetts"), by January 1, 2021, an institution with students residing on campus should adopt and post online comprehensive protocols for arrival and surveillance testing that align with the report. Concerning surveillance testing, while experience has shown that there is no single protocol for testing frequency that works in every environment, the report indicates that populations most at risk shall be tested every 2 to 7 days, with the outer limit being 12 days under the most favorable circumstances. Testing protocols and plans should be established in coordination with local public health officials and should be regularly updated to ensure compliance with current CDC and DPH requirements and guidelines and to reflect evolving testing technologies and methods.
- Established a plan for ensuring that students, staff and faculty who arrive on campus from another country or a state not designated as a lower-risk state by the Department of Public Health provide documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival, and are informed of campus policies and the latest Commonwealth travel order regarding travel restrictions, testing, and self-quarantine requirements
- Designated residential facilities space for residential students to immediately quarantine if they arrive on campus from another country or a state not designated as a lower-risk state by DPH and do not have documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival
- Developed a plan to ensure that results and full demographic data (name, date of birth, full address, gender, race, ethnicity, primary language, occupation and disability status) on students, staff and faculty tested by the institution for COVID-19 are reported electronically to the MA Department of Public Health as required. (If testing is conducted by a healthcare facility or laboratory, results will be reported electronically to DPH by the facility or laboratory.)
- Developed a plan for coordinating with students, staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure that they have adequate space and support to isolate or quarantine
- Developed a plan to work with DPH-designated contact tracers following the identification of any case or close contact. (DPH-designated contact tracers conduct contact tracing in Massachusetts, and include local Boards of Health, both in the municipality where the campus is based and the municipality where the case or close contacts reside, if different than where the campus is may be involved, as well as the Community Tracing Collaborative. Local Board of Health officials will decide whether to conduct contact tracing or assign to the Community Tracing Collaborative.)

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DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Designated residential facilities space to immediately isolate students who reside on campus and test positive for COVID-19, and to separately quarantine students who have had close contact with them
- Established protocols to ensure that students in isolation or quarantine have appropriate support and services
- Established specific detection and response protocols for periods when school is not in session, including the following:

All students living in campus housing who plan to leave campus during any period in which school is not in session should first receive a negative result from a COVID-19 test administered by the college within 72 hours of their planned departure. To the extent possible, residential colleges should also offer COVID-19 tests to students living off campus who plan to return home, within 72 hours of their planned departure.

All students should be informed of the risks associated with going home without first receiving a negative COVID-19 test result.

Residential students who test positive should immediately isolate in campus housing designated and supported for that purpose. Contact tracing for all students who test positive should begin immediately so that students who were in close contact can be provided appropriate quarantine housing and instructions.

Students who previously tested positive for COVID-19 and are isolating in campus housing should remain in place until completing the 10-day isolation period, as prescribed by DPH guidance.

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DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established specific detection and response protocols for periods when school is not in session, including the following (continued):

Students who are quarantined in campus housing due to close contact with someone who tested positive for COVID-19 should remain in place until completing 10 days of quarantine, as prescribed by DPH guidance. Quarantined students may leave campus housing on day 8 if they have not had any symptoms and they receive a negative result from a diagnostic test (molecular or antigen) administered on or after day 5 of the quarantine period. Students who are released from quarantine prior to completing the full 14 days must continue to monitor themselves for symptoms for the remainder of the 14-day period. If an individual has experienced ANY symptoms during the quarantine period, even if they have had a negative COVID-19 test, or if the individual indicates they are unwilling or unable to conduct active monitoring of symptoms, they must remain in quarantine through the entire 14-day period.

Institutions should continue to provide essential services to students isolating or quarantining on their campuses during any period in which school is not in session.

Students returning to a residential campus after any period in which school is not in session should be tested for COVID-19 within 72 hours prior to their planned return. Colleges should administer COVID-19 tests immediately to any returning student who returns to campus and has not been tested within 72 hours.

Testing of returning students should apply to all students, whether they live on or off campus. Students who test positive should immediately isolate for at least 10 days, as prescribed by DPH guidance.

Students returning to campus from another country or a state not designated as a lower-risk state by the Department of Public Health must quarantine for 10 days or produce a negative COVID-19 test result that has been administered within 72-hours prior to their arrival in Massachusetts. Students returning without a negative test result must remain in quarantine for 10 days after arrival or until they obtain a negative test result.

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DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

Implemented additional procedures. Please describe them here:

The college has joined the Community Tracing Collaborative which allows tracing of all students and staff who have had contact with or have contracted COVID-19 themselves. The college is in touch with both local Departments of Public Health whenever guidance is necessary regarding individual situations which arise due to the pandemic.

ADDITIONAL DETAILS |

The college purchased several high end Victory Fogger cleaning guns which disenfects surfaces with a chemical mist. This is part of the daily and nightly cleaning protocols which have been in place since last Spring.

Social Distancing

- Workers and visitors must wear face coverings when away from workstations and moving around campus, except where unsafe due to medical condition or disability or except when in their own individual workspace and alone
- Face coverings are required in all common areas and in meeting rooms, even when 6 feet of distance can be maintained
- Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:
 - 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
 - Buildings for which no permitted occupancy limitation is on record may allow 10 persons per 1,000 square feet of accessible space
 - In any case, no enclosed space within the facility may exceed occupancy of 10 persons per 1,000 square feet
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate to allow 6 feet of physical distancing. Employers are encouraged to close break rooms or limit their use. Work stations should be redesigned to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
 - Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to Restaurant guidance
 - Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height
 - Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
 - Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
 - Mark rooms and hallways to indicate 6 feet separation
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

- Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature and symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Facilities must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea

- Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
 - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
 - Workers who fail to meet the above criteria must be sent home
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- For guidance on business-sponsored travel, refer to the Commonwealth's current out-of-state travel order: [mass.gov/MATraveler](https://www.mass.gov/MATraveler). Employers are strongly discouraged from allowing business-related travel to destinations other than those appearing on the Department of Public Health’s list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer must immediately notify the local Board of Health (LBOH) in the city or town where the workplace is located. Employers must assist the LBOH with contact tracing efforts, including advising likely contacts to isolate and self-quarantine. Testing of other workers may be recommended

consistent with guidance and / or at the request of the LBOH Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's Mandatory Safety Standards for Workplace

- Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the Reopening Plan website, applicable to the amenity or service. Examples include:
 - Cafeterias: Must follow the latest restaurant guidance

Cleaning and Disinfecting

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, follow current CDC guidance on cleaning and disinfecting areas when someone has a COVID-19 diagnosis
- Open windows and doors to increase airflow where possible

LAST UPDATED:

February 25, 2021