

The following COVID-19 Addendum is found included in the [Springfield College Student Handbook](#).

## ADDENDUM- COVID-19

In accordance with [CDC guidelines](#) and the [State of Massachusetts](#), Springfield College has adopted the following policies and guidelines in order to reduce the impact of COVID-19 on the college community.

- A mask, which covers both the nose and mouth, must be worn in public areas (e.g. hallways, bathrooms, parking lots, classrooms, lounges) at all times and outside.
- Avoid physical contact (handshakes, hugs, kisses hello, etc.).
- Frequent handwashing is expected, especially after being around others. The use of hand sanitizer is strongly encouraged between hand washings.
- Maintain a physical distance of at least 6 feet between yourself and others. Social distancing also applies while in all outside areas on campus.
- Do not share food or beverages.
- Commuter students may not enter any housing space or residential building.
- Resident students may not have any guests on campus. A “*guest*” refers to any non-Springfield College person (including parents) and commuter students.
- Resident students may have campus visitors (residence students, not commuters) in their housing space based on COVID Occupancy Limit (see table). The term “*visitor*” refers to any current residential Springfield College student present in a residential space not assigned to them. Not adhering to these guidelines equates to a large social gathering.

<b>Room Type</b>	<b>Visitors at a Time</b>
1-Person Space	1 visitor - 2 total occupancy
2-Person Space	2 visitors - 4 total occupancy
3-Person Space/Suite-style housing	2 visitors - 5 total occupancy
4-Person Space/Suite-style housing	2 visitors - 6 total occupancy
5-Person Space/Suite-style housing	2 visitors - 7 total occupancy
6-Person Space/Suite-style housing	3 visitors - 9 total occupancy
7-Person Space/Suite-style housing	3 visitors - 10 total occupancy
8-Person Space/Suite-style housing	3 visitors - 11 total occupancy

- We recommend any non-essential travel outside of the Springfield College community be minimal. Any person who travels outside of the Springfield College community may be asked to quarantine or remain away from campus for a period of 14 days.
- Access to campus buildings is limited to individuals with a valid Springfield College ID.
- If you are ill or exhibiting symptoms (e.g., fever over 100.4, dry persistent cough, respiratory issues, body aches, sore throat, nasal congestion, GI symptoms, or loss of taste/smell) you must stay home or in your residence hall and contact the [Health Center](#) at 413-748-3175.
- Weekly COVID testing is mandatory.
- If you are in supported isolation or quarantine, you must follow the guidelines outlined.

## ADDENDUM- COVID-19 Quarantine Guidelines for Direct Contacts

In an effort to limit the spread of the COVID-19 virus, all direct close contacts will be required to quarantine for the safety of the Springfield College community and will be moved to temporary housing. Students may also choose to quarantine themselves at home if that is a safe choice for them and their families. Below is a set of general guidelines students will be required to follow while under quarantine.

1. Wear a mask at all times when you are around anyone else. You should wear your mask unless you are eating or sleeping. Practice social distancing by staying 6 feet away from others. You are prohibited from having visitors to your room.
2. Wash your hands with soap and water for at least 20 seconds often. If soap and water are not available you should use an alcohol-based hand sanitizer that contains at least 60% alcohol. Clean all 'high touch' surfaces every day.
3. Anyone you have to come in contact with (including your roommate) should wear a mask when they are in close contact with you. They should wash their hands with soap and water for at least 20 seconds often. If soap and water are not available they should use an alcohol-based hand sanitizer that contains at least 60% alcohol.
4. You are not permitted to attend face-to-face class or go anywhere else on campus (e.g. gym, activities, team practices, learning commons, etc.) while you are under quarantine. You should plan on attending your classes remotely until you have been cleared by the Health Center staff. Please notify your professors that you will not be attending face to face classes and that you will update them when you hear from the Health Center.
5. All meals will be provided to students in quarantine. Students are permitted to order food for contactless delivery. Friends and family are welcome to drop food off . Do not share eating or drinking utensils. Wash utensils normally with warm water and soap.
6. If you need to get a COVID test you will be notified by the Health Center, and are expected to get one immediately upon notification.
7. If you prefer, you can go to your home/permanent residence to quarantine if you can get there via private vehicle. If you choose to go home, you should get a COVID test before leaving campus (if advised). If you are unable to get one here before going home, you should get one within 24 hours. Please note that a negative test does not release you from quarantine. You will be released from quarantine at the instruction of the Health Center staff.

8. Monitor daily for symptoms of COVID per the CDC guidelines. If you develop symptoms, contact the Health Center immediately for next steps. If you develop serious symptoms after hours, please call Public Safety and they will connect you to a provider on call.

### **Testing Results for Quarantined Students**

If your test is **positive**, you will be contacted and moved into our supported isolation housing. You will continue to be monitored by the Health Center staff and receive additional support until you are cleared from isolation.

If your test is **negative**, you will be required to complete the 10-day quarantine as outlined above.

- The contact tracing team will continue to follow up with you over the 10 days, calling approximately every 2 days.
- You should call the Health Center if you develop symptoms or have any health questions.
- It is recommended that you be retested on day 7-9 of quarantine even if you remain asymptomatic.
- On the 10th day, a Health Center staff will contact you and make the final call for quarantine release.

## **ADDENDUM- COVID-19 Self-Quarantine Guidelines**

In an effort to limit the spread of the COVID-19 virus, groups such as entire residence halls, specific residence hall floors, athletic teams, or clubs may be required to self-quarantine when a positive case(s) is identified amongst the group. The length of the self-quarantine period is determined by the Health Center. Below is a set of general guidelines students will be required to follow while under self-quarantine.

1. Wear a mask at all times when you are around anyone else, including inside your room if you have a roommate. You should wear your mask unless you are eating or sleeping. Practice social distancing by staying 6 feet away from others. You are prohibited from having visitors to your room.
2. Wash your hands with soap and water for at least 20 seconds often. If soap and water are not available you should use an alcohol-based hand sanitizer that contains at least 60% alcohol. Clean all 'high touch' surfaces every day.
3. Avoid using public transportation, ride-sharing, or taxis.
4. Anyone you have to come in contact with (including your roommate) should wear a mask when they are in close contact with you. They should wash their hands with soap and water for at least 20 seconds often. If soap and water are not available they should use an alcohol-based hand sanitizer that contains at least 60% alcohol.
5. You are not permitted to attend face-to-face class or go anywhere else on campus (e.g. gym, activities, team practices, learning commons, etc.) while you are under quarantine. You should plan on attending your classes remotely until you have been cleared by the

Health Center staff. Please notify your professors that you will not be attending face to face classes and that you will update them when you hear from the Health Center.

6. Unless directed otherwise, all meals should be grab-and-go. Whenever possible, have a friend or your roommate bring you food from Cheney grab-and-go. Do not share eating or drinking utensils. Wash utensils normally with warm water and soap.
7. If you need to get a COVID test you will be notified by the Health Center, and are expected to get one immediately upon notification.
8. Monitor daily for symptoms of COVID per the CDC guidelines. If you develop symptoms, contact the Health Center immediately for next steps. If you develop serious symptoms after hours, please call Public Safety and they will connect you to a provider on call.

### **Testing Results of Self-Quarantined Students**

If your test is **positive**, you will be contacted and moved into our supported isolation housing. You will continue to be monitored by the Health Center staff and receive additional support until you are cleared from isolation.

If your test is **negative**, you will be released from self-quarantine as determined by the Health Center.

## **ADDENDUM- COVID-19 Supported Isolation Guidelines**

To limit the spread of the COVID-19 virus, all students who have been diagnosed with COVID-19 will be moved to temporary supported isolation housing. Students may also choose to isolate themselves at home if that is a safe choice for them and their families. For most individuals, this period of required isolation will last approximately 10 days but may be longer if symptoms persist. Below is a set of guidelines students will follow while in isolation housing.

1. You will be assigned to a supported isolation apartment with a specific bedroom for the entire period of isolation, which will be determined by the Health Center and Residence Life staff. You cannot leave the apartment for any reason unless instructed to do so by the Health Center staff or in the case of an emergency. You must always wear a mask when around anyone else (for example, if they are instructed to leave for a follow-up medical appointment.). Practice social distancing by staying 6 feet away from others.
2. You are not permitted to have visitors to your rooms.
3. You must wash your hands with soap and water for at least 20 seconds often. If soap and water are not available, you should use an alcohol-based hand sanitizer that contains at least 60% alcohol.
4. Clean all 'high touch' surfaces every day.
5. Avoid using public transportation, ride-sharing, or taxis. If you need to leave your apartment for an urgent medical appointment, wear a mask, try to maintain a distance of six feet from others, and limit your time being closer to people to five minutes or less.
6. A member of the contact tracing team will be reaching out to work with you to identify anybody who is considered to be exposed and will make quarantine recommendations to those individuals.

7. You will be contacted by the Health Center staff on a regular basis to check in on your and to see how you are feeling. If symptoms worsen, you should contact the Health Center directly, or call Public Safety if serious symptoms develop after hours.
8. You are not permitted to attend face-to-face class or go anywhere else on campus (e.g. gym, the student union, Cheney, Learning Commons, etc.) while you are in isolation. You should plan on attending your classes remotely if you are feeling well enough to do so, or until you have been cleared by the Health Center staff.
9. Meals will be dropped off each day. Do not share eating or drinking utensils. Wash utensils normally with warm water and soap.
10. You must monitor yourself daily for worsening symptoms of COVID-19. Take your temperature daily and use the pulse oximeter as directed by the Health Center staff, if necessary. You must contact the Health Center (or Public Safety if after hours) immediately for any of the following:
  - a. Temperature of 102 F or higher
  - b. Cough with bloody mucus
  - c. Shortness of breath, difficulty breathing, or fast breathing
  - d. Dehydration
  - e. Symptoms that last more than 10 days without improvement
11. To relieve your symptoms:
  - a. Take pain and fever medications (Tylenol/acetaminophen, 1000mg every 6 hours, do not exceed 4000mg in 24 hours)
  - b. Get plenty of rest
  - c. Take a hot shower to help ease a sore throat, congestion, and cough
  - d. Drink plenty of liquids

If you prefer, you can go to your home/permanent residence to isolate yourself if you can get there via private vehicle (no public transportation or ride-sharing). If you choose to go home to isolate, you will need to be cleared by the Health Center staff prior to returning to campus for any reason. Please note that a negative test does not release students from isolation.

## ADDENDUM- COVID-19 Sanctioning Chart

The information provided below is to highlight possible consequences for typical policy violations of the Code of Conduct and is not absolute. Aggravating factors will also be considered. Second or third violations of COVID policies will result in more severe sanctions.

### **COVID-19 Policy Violation: violation of the guest (non-Springfield student) and “no commuter in a residential space” policy**

<p>COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy and/or no commuter in a residential space policy</p>	<p><b>(Host, Visitor, and/or Commuter student)</b> Removal from housing and co-curricular activities for approximately two weeks <i>(subsequent violations will result in loss of college housing for the rest of the semester),</i></p>
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	Reflection paper 1, \$50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy and/or no commuter in a residential space policy (with aggravating factors)	<b>(Host, Visitor, and/or Commuter student)</b> Removal from housing and co-curricular activities for the rest of the semester ( <i>possible next semester</i> ), Reflection paper 2, \$100 fine, Probation, Parent/guardian/emergency contact notification, and/or College Suspension
COVID-19 Policy Violation: violation of the guest (non-Springfield student) policy and/or no commuter in a residential space policy (with significant aggravating factors)	<b>(Host, Visitor, and/or Commuter student)</b> College suspension

**COVID-19 Policy Violation: violation of a large group or social gathering**

COVID-19 Policy Violation: violation of a large group or social gathering	Removal from housing and co-curricular activities for approximately two weeks ( <i>subsequent violations will result in loss of college housing for the rest of the semester</i> ), Reflection paper 1, \$50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of a large group or social gathering <b>(with aggravating factors and/or a charge with alcohol and/or other drugs)</b>	Removal from housing and co-curricular activities for the rest of the semester ( <i>possible next semester</i> ), Reflection paper 2, \$100 fine, Probation, Parent/guardian/emergency contact notification, and/or College Suspension
COVID-19 Policy Violation: violation of a large group or social gathering (with significant aggravating factors)	College Suspension

**COVID-19 Policy Violation: violation of COVID testing (failure to test)\***

*\*There is no administrative hearing for a violation of a COVID test (failure to test), sanctions will be automatic.*

COVID-19 Policy Violation: violation of COVID testing, <i>No Hearing.</i>	<b>Automatic:</b> Removal from all in-person classes and co-curricular activities until student is back in compliance (test and negative result obtained), \$50 fine, Probation, Deferred Loss of Housing, Parent/guardian/emergency contact notification
COVID-19 Policy Violation: violation of	<b>Automatic:</b> Removal from housing and

COVID testing (with aggravating factors)	co-curricular activities for approximately two weeks ( <i>subsequent violations will result in loss of college housing for the rest of the semester</i> ), Reflection paper 1, \$50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of COVID testing (with significant aggravating factors)	<b>Automatic:</b> Removal from housing and co-curricular activities for the rest of the semester ( <i>possible next semester</i> ), Reflection paper 2, \$100 fine, Probation, Parent/guardian/emergency contact notification, and/or College Suspension

**COVID-19 Policy Violation: violation of isolation or quarantine guidelines**

COVID-19 Policy Violation: violation of COVID-19 isolation, or quarantine guidelines	Removal from all in-person classes and co-curricular activities, \$50 fine, Probation, Deferred Loss of Housing, Parent/guardian/emergency contact notification
COVID-19 Policy Violation: violation of COVID-19 isolation, or quarantine guidelines (with aggravating factors)	Removal from housing and co-curricular activities for approximately two weeks ( <i>subsequent violations will result in loss of college housing for the rest of the semester</i> ), Reflection paper 1, \$50 fine, and/or College Suspension
COVID-19 Policy Violation: violation of COVID-19 isolation, or quarantine guidelines (with significant aggravating factors)	Removal from housing and co-curricular activities for the rest of the semester ( <i>possible next semester</i> ), Reflection paper 2, \$100 fine, Probation, Parent/guardian/emergency contact notification, and/or College Suspension

**COVID-19 Policy Violations: masks, social distancing, etc.**

COVID-19 Policy Violation(s)	Reflection paper 1, \$50 fine, Written Warning
COVID-19 Policy Violation(s) (with aggravating factors)	Reflection paper 2, \$100 fine, Probation, Deferred Loss of Housing, Parent/guardian/emergency contact notification
COVID-19 Policy Violation(s) (with significant aggravating factors)	Removal from housing and co-curricular activities, probation, and/or college suspension

**COVID Testing Protocols for Students Returning to Campus from Removal of Housing**

- Any student removed from housing due to a community standards violation will NOT be allowed back on campus until the end of their loss of housing period and MUST provide a negative COVID test to the Health Center conducted within 72 hours prior to return. They will also be tested upon arrival to campus and must quarantine in place until negative results are received.
- Students will ONLY be allowed to return to campus during testing days and times.