

Staying Safe. Staying Golden.

The WNE Plan to Reopen Campus
FALL 2020



Revised August 28, 2020

Staying Safe. Staying Golden. Our Shared Responsibility for a Successful Semester.

We know how eager our Golden Bears are to enjoy all aspects of the traditional student experience at WNE. But in order for the campus to open safely and for most classes to remain on-ground, students must take face covering and physical distancing requirements, health and safety protocols, and state hot spot quarantine and travel guidelines to heart.

If all students, along with faculty, staff, and visitors, remain mindful and vigilant in doing all we can to mitigate the potential spread of COVID-19, we can meet the challenges of this fall semester together and emerge as a stronger, and more caring community. Personal responsibility is critical to our success as a community.



Western New England University currently plans to offer as many on-ground classes as possible to residential and commuting students. The highly personal interactions synonymous with Western New England University have always been a hallmark of the unique experience we offer our students. With that goal in mind, we have put together a comprehensive plan to adapt our learning and living environments to best mitigate the potential for spread of COVID-19 within our community. Like all plans, we must be flexible in making adjustments as we continue to monitor updates to state and federal regulations and changes in the personal circumstances of our community members as well as in our understanding of COVID-19.

TABLE OF CONTENTS

Plan Highlights..... 1

New Health and Safety Protocols..... 1

Face Covering Requirement Policy..... 1

Testing of Campus Community Members..... 2

Fall 2020 Student Arrivals—Drop-Off & Move-In..... 5

Course Instruction—In person, online, hybrid 7

Changes to the Fall 2020 Academic Calendar 8

Student Support Programs & Services 9

Bookstore—Textbook Ordering and Pickup 9

Residence Life Policy Changes 9

COVID-19 Large Gathering (including Parties) Restrictions 10

Dining Services..... 10

Undergraduate Student Life and Career Programming..... 12

Athletics 13

Faculty & Staff Workspaces..... 13

Campus Visits for Prospective Students 14

PLAN HIGHLIGHTS

- The Western New England University campus is open for fall 2020 in accordance with new health and safety restrictions.
- Undergraduate, Graduate, and Professional program students will be able to live on campus.
- Course Instruction: The majority of our classes will take place in person and on-campus with the remainder taking place online and hybrid (alternating in-person/online class attendance).
- **All classes will be delivered exclusively online after Thanksgiving.** Fall breaks will be eliminated to reduce the potential for virus transmission from students returning from travel. The University will truncate the fall semester by one week, with the last day of class being Dec. 4 instead of Dec. 11.
- Consistent with the decision by the Commonwealth Coast Conference, all fall University athletics competitions have been suspended until spring, while the Department of Athletics will offer highly-engaging student-athlete programming in the fall.
- Extensive and more frequent cleaning procedures will be instituted in facilities campus-wide.
- Employees must complete mandatory training and new office staffing guidelines will be implemented to reduce facility capacity.

Stay Informed

Western New England University has a Response Team connecting as frequently as needed to monitor the changing circumstances surrounding COVID-19, and to provide frequent updates to the community through our COVID-19 Response webpage (wne.edu/coronavirus). The University also hosted several Town Hall Meetings this summer and will continue to do so as needed.

We have created the Golden Bear COVID-19 Helpdesk to answer your specific questions or connect you to the appropriate resource. Please call 413-782-1321 on Monday-Friday from 8:30 a.m.-4:00 p.m. Often, the best answers can be found through a heartfelt telephone conversation between a student or family member and the right member of our dedicated staff or faculty.

New Health and Safety Protocols

- Western New England is fortunate to have one of the finest Health Services Departments in the country. Our staff members are trained and are ready to care of our students.
- All faculty, staff, and students will be provided with reusable cloth masks. Community members are expected to wear masks, both inside and outside, in order to reduce the risk of transmission. The exception will be when students are inside their room in the residence halls and student-athletes in certain situations that are in accordance with guidance from the Commonwealth of Massachusetts and the NCAA. The University has purchased a large number of face shields with droplet guards on the bottom and will provide them to faculty, staff, and students for use when cloth masks are prohibitive.

- Testing of all community members (students, faculty, and staff) will take place upon fall arrival to campus, randomly, and when close exposure with a known positive case has occurred.
- All classes, activities, and interactions will be arranged to abide by physical distancing guidelines—which is to maintain a distance of at least six feet.
- **Change: Effective 8/28/20.** The University has instituted a four-phase approach to dining in the University Commons. In Phase 1, meals will be available Grab 'n Go-only at the start of the semester until it is determined it is safe to move to Phase 2. (See Dining Services on page 10 for details). Grab 'n Go will remain an option throughout the semester.
- Most buildings will be made one-directional and equipped with one-directional signage to minimize hallway contact.
- Cleaning protocols will be expanded and buildings will be cleaned more frequently. All faculty, staff, and students are expected to practice strong personal hygiene, which includes regular, thorough hand-washing and cleaning of surfaces prior to use with University cleaning supplies. Hand sanitizing stations will be installed throughout campus.
- **We strongly advise students to minimize off-campus travel** both daily and during weekends to reduce the potential for transmission.
- Per the Commonwealth of Massachusetts, large gatherings are restricted, including on and off campus.
- All air circulation units on campus will be evaluated and adjusted as needed.
- The University's water filtration system will be evaluated and adjusted as needed to maximize safety.

Face Covering Requirement Policy

All members of the Western New England University community (students, faculty, and staff) along with visitors are required to wear a face covering in classrooms, offices, and across campus, both indoors and outdoors. Face coverings are required and are not a substitute for physical distancing of at least six feet. Faculty and staff are required to wear a face covering even if they are behind a plexiglass barrier. A face covering is defined by Western New England University as a face shield or face mask.

Face coverings are optional and not required in a private office or work area (anywhere work is being performed with only one person present). Students are not required to wear a face covering while in their individual residential rooms. However, when others enter a private office, work area, or individual residential room, all present are required to wear a face covering. Students are required to wear a face covering for any in-person class.

The University has purchased reusable face masks for all faculty, staff, and students. In addition, face shields have been purchased and will be provided to faculty and front-line workers upon request to their supervisor. Face masks will be available in every building. Please contact your Dean's office or your Vice President for distribution information. Masks and face shields are currently available.

Every community member is required to abide by this policy. If an employee or student refuses to comply with this policy, they will be asked to remove themselves from the work location, classroom, or other campus location and may face disciplinary action as delineated in the student or employee handbook.

Who is exempted from wearing a face covering?

Certain medical and mental health conditions may exempt a person from wearing a face covering. Students should contact Student Accessibility Services for more information. Employees should contact Human Resources for more information.

It is the expectation of Western New England University that all community members will wear a face covering while on campus. Some students or colleagues may have a University-approved exemption. Those with exemptions will be provided with documentation that they are encouraged to carry while on campus; when inquiring about why they are not wearing a face covering, please maintain discretion and confidentiality.

Additional Guidelines

- Community members may wear their own face covering (shield or mask) instead of the face covering provided by Western New England University.
- Face coverings must always cover the nose, mouth, and chin.
- Face masks should fit snugly against the side of the face. They must be secured with ear loops or other secure fitting around the head and include multiple layers of fabric.
- When putting on, adjusting, or removing the face covering, only touch the straps. Do not touch the face covering.
- Hand sanitizer should be used after touching your face covering.
- Face coverings must be stored in a safe location (in your pocket, desk, or plastic bag) and sanitized/washed regularly with soap and water.

Face coverings do not have to be worn when eating or smoking in an appropriate or designated location. Food and drink is not permitted in classrooms, or other locations where face coverings are required at all times except by special designation.

In accordance with guidance from the Commonwealth of Massachusetts and the NCAA, masks should be worn or are encouraged whenever feasible during exercise. If not possible during strenuous exercise then strict physical distancing protocols should be adhered to.

Testing of Campus Community Members

As part of our plan to protect the health and safety of our community, **all students, faculty, and staff are required to have a COVID-19 test prior to the start of classes.** All tests will be administered by the Western New England University Health Services Department and will be free of charge. The test being used is a nasal test, not a nasal/throat test, and is not painful or uncomfortable.

The expected time to receive results is 72 hours, which is subject to change based on volume levels throughout the semester. Individuals who test positive will be contacted by the Health Services Department for next steps regarding receiving medical care and developing a plan to isolate and prevent the spread of the virus. Those who test negative will not be contacted with test results.

Western New England University will be participating in a Contract Tracing Program through the Massachusetts Department of Health and will cooperate with their requests to take action that can reduce the spread of the virus.

Following the initial round of testing of all students, faculty, and staff, the Health Services Department will conduct random testing throughout the semester. These random tests will include, but will not be limited to, groups and areas that may be at a higher risk of infection. More information will be shared with the community regarding random testing once the initial baseline tests have been concluded.

Community members will be able to receive a COVID-19 test and/or an antibody blood test as needed by making an appointment with the Health Services Department.

Anyone expressing symptoms consistent with COVID-19 should call Health Services at **413-782-1211** BEFORE visiting the office. Sick visits will be billed to the student/staff member's insurance carrier. There is no copay.

IMPORTANT: All students must make sure they bring their insurance cards when they arrive on campus this fall and always bring them when visiting Health Services.

COVID-19 Testing Schedule

Staff Members

August 13-14, 17-18

By Appointment

| August 13 &14 and 17 &18 | | | | | | |
|--------------------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |

Appointments to be scheduled according to Vice President/Dean per Health Services.

Those staff who fail to comply will be contacted by their supervisor and will not be able to be on campus until they have a test.

Faculty

August 31 or September 1

Or first day back on campus to teach

| August 31 & September 1 | | | | | | |
|-------------------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Faculty appointments to be scheduled according to Dean/Department Chair per Health Services. Please check wne.edu/coronavirus for the most up-to-date details on where and when an faculty will be tested.

Those faculty who fail to comply will be contacted by their Dean or Department Chair.

Early Arrival Students

Per Agreement with Program Director and Health Services; M-F 8:30 a.m.-4:00 p.m.

Early Arrival Quarantine Students

As needed before getting residence hall room key; M-F 8:30 a.m.-4:00 p.m.

Residential Undergraduates (On Their Designated Move-In Days) & Commuters

(First Year, Transfer, or Returning Undergraduate) Students must be tested before receiving their residence hall room key. Keys will only be distributed on their designated Move-in Day.

August 26 - August 30, 8:30 a.m. - 4:30 p.m. Sleith Parking Lot (Separate areas for commuter)

*Students who do not comply will be contacted by the Dean of First Year Students/Dean of Students Office.

Those who do not test will not be able to attend class until tested and may face University dismissal.

| Undergraduate Students August 26 - August 30 | | | | | | |
|--|--------|---------|--|--|------------------------------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 23 | 24 | 25 | 26 New First-year & Transfer Residential Students & Commuters | 27 New First-year & Transfer Residential Students & Commuters | 28 Returning Commuters | 29 Returning Residential Students & Commuters |
| 30 Returning Residential Students & Commuters | 31 | 1 | 2 | 3 | 4 | 5 |

Graduate & Professional Students

Graduate/professional program students will have worked directly with the Health Services Department and their school/colleges' Dean to set up testing for their constituency.

Note: There is no fee for mandatory return to campus COVID-19 Testing.

For questions regarding any of this information, contact:

Health Services Department
413-782-1211
healthservices@wne.edu

Dean of Students Office
413-782-1282
jsteffes@wne.edu

Office of First Year Students and Students in Transition
413-782-1312
first.year@wne.edu

Isolation and Care of Students Testing Positive for COVID-19

- Residential space has been designated for use by students who test positive for COVID-19 in order to provide a safe private or semiprivate space to promote return to wellness and to decrease the spread. This space will be available for both resident and commuter students at no charge. Students in this space will be assessed daily as needed by our health-care providers. Students in this space will be delivered three meals per day and will be well taken care of both mentally and physically.
- Health Services will be available by phone to students and employees when the office is physically closed (evening, weekends, and holidays).
- Western New England University will be participating in a Contract Tracing Program through the Massachusetts Department of Health and will cooperate with their requests to take action that can reduce the spread of the virus.
- The Western New England University Facilities Management Department staff will clean and disinfect campus areas that have been visited by a person who tested positive for COVID-19, and/or isolation areas following the release of a COVID-19 patient back to the general campus.

Fall Student Arrivals—Drop-Off & Move-In

To enable more physical distancing and decrease the chances of students and visitors spreading COVID-19, this fall we will be instituting several new initiatives. These include early Drop-off Days offered before actual Move-in Days.

NOTE: ALL PERSONS ON CAMPUS ARE REQUIRED TO WEAR FACE COVERINGS.

Dropping Off Before Moving In

Prior to traditional Move-in Days, students were **STRONGLY ENCOURAGED** to make an appointment to come to campus before their assigned Move-in Day to quickly drop off their belongings in their residence hall room or apartment. If distance from campus or scheduling makes it impractical to drop belongings off early, students will move everything in on their assigned Move-in Day.

Early drop-off will make Move-in Day safer and less stressful for everyone. During Drop-off Days, first-year students will

also have the opportunity to get their WNE ID photo taken, purchase books, apply for parking permits, fill out hiring paperwork if they plan to have a job on campus, and complete other important Orientation tasks before school starts. Masks must be worn on Drop-off and Move-in days.

Undergraduate Student Drop-off Days (by appointment only)

In July, new and returning students were contacted and encouraged to use the online THD housing app to choose their one-hour drop-off time from a limited number of daily appointments available in each building/area. Appointments were first-come, first served. They were posted in THD starting July 10 and must have been reserved by July 24.

- First-year students and transfer students selected a drop-off time in early August.
- Returning sophomores, juniors, and seniors selected a drop-off time August 17-21.
- Students may not come to campus to drop belongings off unless they have scheduled an appointment. If they were unable to schedule an appointment, they must wait until their Move-in Day to drop off and move in at the same time.

Graduate Students

- Move-in will be Friday, August 21 from 8:30 a.m.- 4:30 p.m. for first-year Law, Pharmacy, and OTD students required to attend orientation on August 24. Other returning graduate students in Law, Pharmacy, and OTD will move in August 29 & 30, 8:30 a.m.- 4:30 p.m., for classes beginning on August 31. No appointment is necessary for graduate student move-in, however, appointments may be scheduled for drop-off similar to returning undergraduate students (see above) August 17-21 through THD. Graduate students on 11-week semesters starting September 28 must contact Residence Life to arrange their move-in date.

Early Arrival Students

- Athletes and other students who are approved for early arrival as part of a group will be given instructions by their coaches or group leaders including dates, times, and locations for arrival.

NO APPOINTMENT. NO ACCESS. NO EXCEPTIONS.

Due to many logistical challenges presented by the COVID-19 pandemic, it is imperative that students and families only arrive to drop off their belongings on campus during their scheduled appointed time. Students who arrive outside the prescribed COVID-19 testing and key distribution/move-in times should expect to make other arrangements and return during scheduled hours. This may necessitate finding a hotel or other accommodations for the night. Thank you in advance for your understanding and cooperation.

Arrival Instructions for Students Traveling from “High Risk” States

Please be aware that effective August 1, Massachusetts is ordering travelers who enter the state to self-quarantine for 14 days OR produce results of a negative COVID-19 test taken within 72 hours of arrival, unless they are coming from one of the following lower risk states: New York, New Jersey, Connecticut, Maine, or Vermont, and New Hampshire. As this list may change, please consult: www.mass.gov/info-details/covid-19-travel-order for the most current information before you travel.

This applies to new and current students currently residing outside of lower risk states. Students are required to complete an online Massachusetts Travel Form before entering the state (www.mass.gov/forms/massachusetts-travel-form)

To comply with the order, students must bring the required test results on their scheduled move in day OR they may arrive early to campus to self-quarantine 14 days before classes begin.

- Undergraduate and graduate students who need to quarantine and have classes that begin on August 31 can arrive on August 17.
- First year Law, Occupational Therapy, and Pharmacy students who need to quarantine and have orientation that begins on August 24 or 25 can request to arrive early.
- Other students who need to quarantine and are already approved for early arrival can be accommodated earlier than their previously approved early arrival date if requested.
- Students will self-quarantine in their regular housing assignment.

To request early arrival for self-quarantine, email residencelife@wne.edu as soon as possible to your planned arrival. Sooner is better.

Students: Please note that you will not be given your room key or be allowed to move into campus housing until you have been tested for COVID-19 by WNE Health Services OR you produce the acceptable negative COVID-19 test results taken within 72 hours of your arrival. (The test must be an FDA EUA-approved molecular [PCR] SARS-CoV2 test. Serology tests will not be accepted.)

Students who arrive on campus after testing hours (8:30 a.m.-4:00 p.m.) on their scheduled move-in date, will need to make other housing arrangements until the next business day.

If self-quarantining, students should remain in their room or apartment assignment and avoid leaving their space and going out in public unless absolutely necessary. If students leave their space, they must follow all University COVID-19 protocols, including wearing a face covering and maintaining six-foot physical distancing.

Self-quarantining is a personal decision. Students are expected to take it seriously and must manage their arrival and quarantine time appropriately. Blatant disregard during self-quarantine puts others in the community at risk and could result in accountability under the Student Code of Conduct.

Students with any questions about arriving early on campus to quarantine or about move-in, should contact the Office of Residence Life at **413-782-1317** or residencelife@wne.edu.

Massachusetts Travel Orders for WNE Employees

Massachusetts Governor Charlie Baker signed an executive order requiring people arriving from outside the state to fill out a travel form and comply with a 14-day quarantine in order to control the spread. Visit: mass.gov/forms/massachusetts-travel-form for details.

The order, which is in effect August 1, applies to WNE students, faculty, and staff planning to return to the WNE campus from out of state, as well as anyone accompanying them.

The new rules exempt students and other travelers from states where both the average number of new cases and the percentage of positive tests are low. As of August 14, those states included New York, New Jersey, Connecticut, Maine, Vermont, and New Hampshire.

If you have traveled outside of Massachusetts, it is imperative that you follow the Massachusetts order above. Additionally, please report your travel (excluding the above states) to the Office of Human Resources at joanne.ollson@wne.edu or donna-rae.kenneally@wne.edu.

Please do NOT come to campus to report travel, please email or call HR ahead of time to make your report. Please include your name, title, supervisor's name, dates of travel, and where you traveled.

The order exempts people who can provide proof of a negative COVID-19 test based on samples taken no longer than 72 hours prior to their arrival. People who can produce a negative COVID-19 test within the 14-day period after arriving in Massachusetts will be allowed to stop their quarantine.

Western New England University has testing abilities on Campus. Health Services is located in CSP 235. Please call 413-782-1211 for an appointment. WNE's testing facility is certified by the state. Under the new rule, members of the WNE community will be able to break their quarantine to receive a COVID-19 test. If that test result is negative, they will not need to continue quarantining.

Course Instruction—In person, online, hybrid

Delivering a highly-personal WNE Classroom Experience

Our goals are:

- To deliver a highly-personal Western New England University educational experience. Whether on-ground, hybrid, or online, all coursework will fully meet accreditation standards and allow students to progress towards their degree.
- To maximize the number of courses that will be held fully on-ground (in-person), while following our health and safety protocols.
- To offer a consistent, high-quality and interactive online experience for those classes that will be offered in a hybrid or online format. To that end, faculty have been offered opportunities to participate in training this summer to hone their skills in various ways to maximize the quality of online instruction. The Office of Information Technology has a plan to significantly enhance classroom technology to support online learning.
- To be fully prepared to move all courses online in the case that it is either required that we do so or if the University determines it is in the best interest of the safety of our students, faculty, and staff to do so. Every member of our community will be given access to a free Zoom® account to ensure a reliable and consistent delivery to Kodiak, the University's learning platform.

On-Ground (in-person) Courses

Western New England University has the advantage of having both the space and small classes so that the majority of our undergraduate, graduate, and professional classes will be offered fully on-campus this fall!

For remote content, our course instructional methods include "Online" and "Hybrid."

How will students know if their class is on-ground, online or hybrid? Faculty classify their courses as such and these are searchable in the Self-Service Catalogue under "Student Plan."

Online Courses

Some of our courses will be delivered online, either synchronously or asynchronously, via Zoom and/or the University's Kodiak online platform.

Some online courses will be synchronous, meaning students will log in to Zoom for a live class experience at a designated time. Online, synchronous courses are identified in Self-Service as online and also by listing scheduled meetings days and times.

Online courses are typically asynchronous, meaning that instructors provide materials, lectures, tests, and assignments that can be accessed at any time; students are given time-frames and guidelines of when they need to connect to faculty. These pre-recorded sessions and lectures can be accessed through Kodiak before and/or after each class meeting, ensuring the high quality of instruction. Online, asynchronous courses are identified in the Self-Service course listing and will not show any scheduled meetings days or times.

Hybrid Courses

Some of our courses will be delivered in a hybrid (blended) classroom.

Hybrid courses by definition meet both on campus and online. Due to space restrictions, this is where half the class members will attend designated course meeting on-ground while the other class members view the course online. On alternating class meetings, this experience is flipped so that all students have an equal chance to participate in on-ground coursework.

Meeting times and locations (on campus and any that meet at designated times online) are specified in the Self-Service course listing and details about which students will attend which classes will be outlined by the instructor in the Kodiak classroom.

Student Should Check the Self-Service Module on the University Website for Course Designations and Locations

The University has done extensive work to ensure physical distancing will be followed in all classrooms. In general, this means that about half the number of students a room usually holds will be the new physical distancing capacity. This has resulted in many changes to classroom locations, and to our utilizing every building on campus to maximize on-campus teaching. Very few changes to class times have been made. Each course is coded in Self-Service to show whether it is being offered on-ground, online, or hybrid.

Returning students are strongly encouraged to log in to Self-Service to observe any classroom changes and/or browse the format by which their classes will be offered.

This information can be found in the "Course Plan" (under Location) by selecting "Meeting Information" in the Calendar view.

Continuing students who have already been registered can choose to make changes to their schedule in Self-Service.

New first year and transfer students will have completed online registration and advisement appointments with a member of the Vanech Family University Advising Center in July. Students who have yet to register can contact the Center at **413-782-1474**.

New graduate and doctoral students will have worked with their academic unit to register for courses prior to the start of classes.

Disruption of Class Attendance Due to a Positive Covid-19 Test

Students who may test positive for COVID-19 during the semester will work with faculty, support staff, and members of Student Accessibility Services, in the same way that we adjust for sick or injured students, to ensure a course can be completed.

Summer 2020 Faculty Training Workshops Held to Enhance Online Teaching

Throughout the summer, the WNE Office of Information Technology Educational Technology Group and faculty partners called “The Work Group on Online Pedagogy and Adapted Classroom Environment” developed and implemented an ambitious training plan to help faculty members enhance their expertise with our online learning platforms and improve the educational experience of our students. Feedback from student surveys conducted at the conclusion of the spring semester was used to help inform and improve future remote teaching.

The University’s Center for Teaching and Learning held 14 summer workshops focused on the latest pedagogical “best practices” to train faculty for enhanced online instruction. Topics covered included: Strengthening instructor presence and rapport with students in remote learning, building collaborative learning environments for better online student engagement and peer support, employing multiple modalities of instruction in on-line courses, and crafting an effective syllabus for students in both online and on-ground classes.

Faculty training included:

- 108 online Educational Technology training sessions via Zoom in June, July, and August:
- Kodiak online learning environment: 56 workshops covering 5 different topics
- Zoom web conferencing: 24 workshops covering 4 different topics
- Echo360 instructional video creation and streaming: 14 workshops
- Office365 cloud-based collaboration tools: 14 workshops
- 390 participants
- Ed Tech offered faculty the opportunity to participate in one-on-one consultations in July and August

Online workshops will continue through the fall for as long as there is interest. One-on-one sessions have always been available.

The University is not able to guarantee an entirely online experience to students who choose not to return to campus, either related or unrelated to COVID-19. Health-related issues should be addressed to Student Accessibility Services at 413-782-1258. Students who wish to try to schedule an entirely online course schedule may contact their Academic Advisor to see if there is course availability to do so.

Changes to the Fall Academic Calendar

Given the University’s desire to minimize the exposure to its campus constituencies, the University has made the following modifications to the fall 2020 calendar:

1. The last day of undergraduate classes will be December 4 instead of December 11, shortening the instructional class period in the fall semester by one week.

2. In lieu of removing one week of classes from the academic calendar, however, classes will be scheduled to be held on September 7 (Labor Day) and October 12-13 (Fall Break), which initially had been classified as no-class days.
3. The final week of classes – November 30 to December 4 – and the week of final exams/assessments – December 14-18, will be administered wholly online.
4. The week of December 7-11 will be a “reading period” for students to prepare for final exams and other assessments, to be administered online during the week of December 14-18.
5. As before, final grades will be due to be reported in Self-Service by 12 noon on December 21.
6. **Notwithstanding the conversion to online modalities for the final week of classes and exams/assessments, the residence halls and dining services will remain open for residential students who wish to remain on campus through the end of final exams/assessments.** That is, residence halls and dining services will not close during the semester and will remain open through December 18. Residential students who wish to remain on campus through December 18 may do so. Commuter students and residential students who live nearby and who wish to use our computer facilities for the last week of classes and for the exam period may return to campus to utilize these facilities. D’Amour Library and the Law Library will be open to students.

The School of Law, the College of Pharmacy and Health Sciences, and graduate programs will clarify certain aspects of the calendar as it applies to them.

In sum, **undergraduate classes will begin August 31 and end December 4, 2020**, with classes being held on Labor Day (September 7) and Fall Break (October 12-13). After the Thanksgiving holiday, the final week of classes (November 30 to December 4) will be wholly online, followed by a reading period (December 7-11), which will be followed by final exams/assessments to be administered wholly online the week of December 14-18. As is the case for the entire semester, we strongly advise students to minimize off-campus travel both daily and during weekends to reduce the potential for transmission.

Undergraduate Science Lab Instruction

The University will employ several different models for instruction and research in the undergraduate science labs depending on the needs of the individual lab course. All of them will ensure physical distancing, i.e., only half of the students will be in lab at the same time. In many cases, particularly for introductory labs, the pre-lab introduction, and post-lab work will be moved online, which will allow both student groups to complete the experimental part in lab during the allotted lab time (e.g., for a three hour lab, each group is in the lab room for 1.5 hours). For the labs or lab experiments that require more than half of the scheduled lab times, one model is that groups will come in during alternate weeks. The group that is not in the lab room during a given week will work on simulations etc. using e.g., Labster. Presently, no science lab is scheduled to be taught online.

Engineering Lab Instruction

The University's College of Engineering will employ several different models for instruction and research in the undergraduate labs, depending on the needs of the individual lab course. In order to ensure physical distancing, if necessary only half of the class will be in lab at the same time. In many cases, particularly for introductory labs, the pre-lab introduction, and post-lab work will be moved online, which will allow both student groups to complete the experimental part in lab during the allotted lab time (e.g., for a three-hour lab, each group is in the lab room for 1.5 hours). In several of our labs, our experiments have already been redesigned to run on bench equipment as well as on portable hardware modules that students will have, so they can complete the full scheduled experiment using a combination of bench equipment and portable equipment. For the labs or lab experiments that require more than half of the scheduled lab times, one model is that groups will come in during alternate weeks. The group that is not in the lab room during a given week will work on required simulations using appropriate software the students have access to. Presently, no lab is scheduled to be taught online.

Pharmacy & Occupational Therapy Lab Instruction

The laboratory courses in the College of Pharmacy and Health Sciences will be in-person maintaining physical distancing and requiring masks for all students and instructors except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability. Gowns and/or gloves may be required when a laboratory requires physical contact. Lab users must maintain lab hygiene, disinfection, and ventilation protocols in accordance with current guidance, and avoid sharing of materials/equipment (details to be shared by individual programs directly with students). Pharmacy lab schedules have been modified to provide many of the learning experiences that require direct interaction and/or observation to the beginning of the semester. Students will work in small groups to permit physical distancing. If remote learning is enacted schedules and content will be adjusted accordingly. OTD labs will be run with a 1:8 ratio to permit physical distancing. Additional labs will be added in lieu of having students participate only half of the time. Students will participate for the same period of face-to-face time as they have in the past, however, there will be fewer students in each lab. In the event of a positive case, the College will shut down the site for a deep cleaning and disinfecting of the workplace in accordance with current guidance.

Student Support Programs & Services

WNE has created a network of support to connect students to resources and people that can help them to be successful. For Undergraduates, it all starts with our First Year Program that includes special programming to support first-year and transfer students' transition to college and connections with upperclass students, faculty, coaches, and staff mentors to guide students along the way. As part of the 4U Comprehensive Advising Program, undergraduates are supported by a team of four advisors: a faculty advisor, university advisor, career advisor, and peer advisor.

Our robust support services will be open and fully ready to provide needed services to our students. This includes, but is not limited to:

- Academic Success Center
- Champs Lifeskills Program (student-athletes)
- Counseling Services (undergraduate and graduates)
- Kevin S. and Sandra E. Delbridge Career Center
- Math and Writing Center
- Peer Advising Program
- Student Accessibility Services
- Success FIRST Program (First Gen Students)
- United and Mutually Equal Connections Mentoring Program

Students at the School of Law and College of Pharmacy and Health Sciences will enjoy continued access to advisement and career planning support.

Meetings with support program staff/tutors/advisors will follow physical distancing guidelines, including in-person and remote meetings via Zoom, where appropriate.

Bookstore—Textbook Ordering and Pickup

The Western New England University Bookstore will be altering some of our practices in order to protect the health and safety of our students. One of the steps we will be taking is to limit the number of customers allowed in the store at one time. As such, we strongly recommend students to order their books early, ship them home, and carry them to campus at the start of the semester.

Options:

Recommended:

- Place order online via the campus store website.
- Select "shipping" for the method of delivery.

Alternatives:

- In-store pick up will remain an available option, however, students will likely experience extended wait times and limited bookstore hours. The Campus Center Bear's Den has been designated as a by appointment pickup location to reduce capacity within the store.
- In some cases, we may be able to provide students with curbside pick-up. This option will display on the site with further instructions for the process.

For questions, call **413-782-4992** or email rmcrowther@follett.com.

Residential Life Policy Changes

Our residence halls will be open, offering both single and double rooming options. There will not be any triple rooms assigned this fall.

Students are asked to observe all health and safety protocols when in the common areas of the residence halls.

Roommates within a room will be treated like a family unit, and are not required to wear masks when in their room with the door closed. Frequent handwashing and other personal hygiene efforts will be strongly encouraged.

Campus Visitor/Guest Policy

Only currently enrolled students, faculty, staff, invited University guests (i.e. career services) and approved vendors/service providers of Western New England University may visit campus buildings. This policy will remain in effect until further notice.

Exceptions

Recent law graduates utilizing Bar Exam Preparation Services will be allowed access to the Law Library with their campus ID.

Residence Hall Visitation

- Visitors/guests are not allowed in the residence halls; current students/campus members, however, can visit each other in the residence halls.
- In a double room at no time can there be more than 2 current students/campus members visiting in total, in suites and apartments no more than 6 current students/campus members can visit in total.
- Immediate families may visit their resident students in common University areas such as residence hall lounges, University Commons or in outdoor spaces.
- No overnight visitors or guests are permitted unless they are current Western New England University students.

COVID-19 Large Gathering (including Parties) Restrictions & Consequences

Gatherings exceeding current Commonwealth of Massachusetts state gathering guidelines are strictly prohibited both on the Western New England University campus and off campus. This restriction will be altered in strict concert with state of Massachusetts guidelines.

If a student violates this restriction by hosting a party, either on campus or off campus, they will face disciplinary action up to and including a suspension from Western New England University and will be held responsible for any costs associated, including COVID-19 testing and quarantine costs.

These enhanced efforts to prohibit large student gatherings is in compliance with the Commonwealth of Massachusetts mandate on the restriction of number of persons at a large gathering, which includes gatherings in private homes.

State Gathering Guidelines

Effective August 11, 2020, Governor Baker promulgated the following guidelines on gatherings in the Commonwealth of Massachusetts. These guidelines apply to both on-campus and off-campus gatherings.

Indoor Gatherings:

Indoor gatherings are limited to 8 persons per 1,000 square feet of accessible, indoor floor space, and never more than 25 persons in a single enclosed, indoor space.

Outdoor Gatherings:

Outdoor gatherings are limited to 25% of the maximum occupancy of the facility or space as documented in the occupancy permit on record with the municipal building department or other municipal record holder if there is a capacity limitation

on record, or 8 persons per 1,000 square feet where no occupancy limitation is on record, and never more than 50 persons in a gathering in a single outdoor space.

Physical Distancing and Gatherings:

For any gathering, participants must maintain 6 feet of physical distance from any other participant in the gathering aside from participants who are members of the same household.

Any gathering that violates the physical distance provision, regardless of number of participants, will be considered in violation of the order. The physical distance provision applies to all gatherings in public or private areas, including private homes, backyards, athletic fields, and parking lots.

Face Coverings and Off-Campus Gatherings:

For any gathering over 10 people, all present must wear a face covering, regardless of it being an indoor or outdoor gathering. The face covering provision applies to all gatherings in public or private areas, including private homes, backyards, athletic fields, and parking lots.

Potential Sanctions:

If a student violates any guidelines outlined above, either on campus or off campus, they may face disciplinary action up to and including a permanent separation from Western New England University and may face a civil fine of up to \$500.00.

For more information regarding Governor Baker's Third Revised Order Regulating Gatherings Throughout the Commonwealth: COVID Order No. 46, please follow this link: www.mass.gov/doc/revised-gatherings-order-august-7-2020/download

Dining Services Adaptations

As part of our return to the Western New England University campus for the fall 2020 semester, Dining Services will adhere to CDC, Commonwealth of Massachusetts, and local board of health regulations and guidance related to the COVID-19 pandemic.

- **Change: Effective 8/28/20.** The University has instituted a four-phase approach to dining in the University Commons.

Phase 1: (Opening until determination by the Emergency Management Response Team based on community testing data.) During this time, meals will be available Grab 'n Go-only.

University Commons

- Robust Grab 'n Go options will be available in expanded space on the 2nd floor of University Commons, which is arranged to minimize two-way traffic and expedite quick service. There is no seating/eating on the 2nd floor.
- To-go bags will be readily available and are strongly encouraged to be used with no limits on the quantity of food taken.
- The Bear's Den on the 1st floor of the University Commons is set aside for commuters to eat, but it should be noted that space is limited.
- There will be no Grab 'n Go stations on the 3rd floor of University Commons in Phase 1, and seating on the 3rd floor may be opened in Phase 2, or in the event of inclement weather prior to the start of Phase 2.

- Eating is prohibited in any open space on the 1st floor of the University Commons. Face coverings are required on the 1st floor and in Grab 'n Go stations on the 2nd floor, with the exception of when one is eating in the enclosed space in the Bear's Den or on the 3rd floor if seating is then made available to start Phase 2, or in inclement weather.

Rivers Auditorium

- Rivers Auditorium will be available for commuter dining or as an inclement weather eating location, but it should be noted that space is limited.

Food-free Zones

No eating is permitted in any open space in these buildings:

- Caprio Alumni Healthful Living Center (CAHLC)
- Campus Center
- D'Amour & Law Libraries
- Academic Classrooms or Labs

Ordering by App

Community members are encouraged to use a new food order app, which can be downloaded on all mobile platforms and is entitled, "Transact Mobile Ordering." Once downloaded, users select "Western New England University" and log in with their WNE email and password. The app will enable users to order items from Firehouse Subs®, Starbucks®, and Grill Works so they can easily pick up and take their food and beverages to another location.

Suggested Eating Locations:

- Residential students are strongly encouraged to eat outside or in their room in their residence hall. Outdoor seating has been significantly expanded and lawn space is encouraged for picnic use.
- Commuter students are strongly encouraged to eat outside as well, but limited indoor seating is available in the Bear's Den or in Rivers Auditorium.
- Faculty and staff are strongly encouraged to eat outside or in their enclosed, private office space.

Phase 2: (Tentatively September 8 - 13 or as determined by the Emergency Response Management Team.) Continuation of Grab 'n Go options, while allowing 50 students at a time to dine on the 3rd floor.

Phase 3: (Tentatively September 14 or as determined by the Emergency Response Management Team.) Small capacity seating initially will be allowed on the 2nd floor and expanded to the 3rd floor to be at 50% of current guidance and with clearly marked traffic flow and other signage.

Phase 4: (TBD as determined by the Emergency Response Management Team.) The 2nd and 3rd floors will be open to residential students under physical distancing guidelines and the new serving model listed below. Grab 'n Go will be relocated to the University Commons' Bear's Den for the remainder of the semester.

In accordance with Commonwealth and CDC guidance, restaurants must comply with the following sector-specific physical distancing rules for providing dining services in all customer seating areas:

- Tables must be positioned to maintain at least a 6-foot distance from all other tables and any high foot-traffic areas (e.g., routes to bathrooms, entrances, exits); tables may be positioned closer if separated by protective / non-porous barriers (e.g., structural walls or plexiglass dividers) that are no less than 6 feet high
- The size of a party seated at a table cannot exceed 6 people
- Meals will be served to guests by Dining Services staff members, as self-serve dining is suspended at this time. As an added convenience, we will have some pre-packaged items in our residential dining hall as well as the option of taking your meal in a to-go container.

We are excited to introduce a **mobile ordering app** for our retail locations, Firehouse Subs, Grille Works, and Starbucks®. This solution will help our current staff expedite your order and save you time waiting in line, as well as limit in-person contact by utilizing order and pay technology.

All employees will be trained prior to the fall semester opening. They will have ongoing training throughout the semester as well as daily safety briefs. Enhanced COVID-19 specific safety training includes mitigation tactics, PPE protocol and employee health monitoring resources to help prepare for return to work. The training also includes guidance on increased sanitation measures and physical distancing techniques to help ensure the safety of our students, campus community and team members.

There will be an emphasis on repeated cleaning of high-touch areas, such as door handles, tables, trays and other frequently-used items. Surfaces will be regularly sanitized with approved chemicals.

To ensure we continue to meet or exceed CDC recommendations on COVID-19 mitigation, Aramark has implemented new policies on facial coverings and employee health monitoring. Facial covering requirements are as follows:

- In all front-of-house and other guest interaction activities
- In any situation where 6 ft. physical distancing is not possible

Undergraduate Student Life and Career Programming

We're thinking outside of the box and being as imaginative as possible to create a campus community during a time where "physical distancing" is the norm. We're still going to be social, but we will be maintaining proper physical distance across campus. Here's what students will have to look forward to:

Student Involvement and Leadership

- There will be a hybrid of virtual programming and in-person events (when possible), following all safety protocols set forward by the University and the Commonwealth of Massachusetts—there will be something to do EVERY Friday and Saturday night, as well as an assortment of weeknight programs.
- While our doors will be open during traditional office hours, we will also be adding virtual office hours daily.
- A virtual platform for club/organization communication and interaction will be easily accessible.
- An assortment of leadership development luncheons, seminars, and workshops will be held throughout the semester, some in person and others via Zoom.
- Use our WiFi! Commuters and residents alike are welcome to the St. Germain Campus Center to lounge, study, or participate in an online class all while maintain proper physical distancing protocols.

Residence Life

- The Bear Olympics will continue as virtual events that occur on a monthly basis throughout the semester.
- RAs, Hall Council, and RHA will continue community building through active (when possible) and passive programming.
- RHA and Hall Council meetings will still occur in person (when possible) and through Zoom.
- RAs will still meet with all residents one-on-one to gain interest in ways they can still engage.

Recreation and Use of the Anthony S. Caprio Alumni Healthful Living Center

- The Caprio Alumni Healthful Living Center will be open for use of the weight and cardio rooms on a reservation basis.
- Group fitness classes will still happen; we're working on scheduling those classes and will have an easy way for you to reserve your spot!

Intramurals will likely be centered on E-sports and other gaming opportunities.

Counseling Services will be available both in person and virtually via Zoom.

Career Planning and Advising

The Kevin S. and Sandra E. Delbridge Career is open. Virtually and in-person! Stop by Monday - Friday 8:30 a.m. - 4:30 p.m. and a member of the Delbridge Career Center will assist you on the second floor of the St. Germain Campus Center. Email careercenter@wne.edu or call **413-782-1217** for more details. Virtual appointments and questions are welcome!

Schedule an appointment to meet with your Career Advisor via Zoom, telephone, email, and/or in the Delbridge Career Center. Make an appointment to review your résumé, cover letter, practice mock interviews, learn about different options for your major, discuss graduate/professional school, talk about internships and job opportunities, and more! Email careercenter@wne.edu, call **413-782-1217**, or make an appointment via Handshake.

New for the fall! HANDSHAKE®! Handshake is the Delbridge Career Center's brand new one-stop shop for all of your Career Development needs. Search and apply to jobs/internships in your major, make appointments with your Career Advisor, register for upcoming Career Fairs and employer information sessions, and learn about career events, workshops and more. Access Handshake through Connect2U today.

Fall Career Fairs, Events, Workshops, and Activities are all VIRTUAL! All career fairs, events, workshops and activities will be conducted online using Zoom and Handshake. Watch University Posts and Connect2U, log in to the Handshake events section, and check your WNE email!

Internships

Fall Academic Internships: If a student is planning to pursue an academic internship for the fall semester, they should connect with their Career Advisor as soon as possible to discuss their status and strategy. We are currently seeing a mix of internship opportunities offered either on site or in a virtual format. Students will work closely with their Career Advisor to explore internship options and their Faculty Advisor to determine the academic requirements. Please contact the Delbridge Career Center at careercenter@wne.edu or **413-782-1217** with questions.

Fieldwork, Externships, and Residencies

Social Work, Law, Pharmacy, and OTD students will work within their departments and divisions to learn about adaptations to externship, fieldwork, and residency placements impacted by COVID-19 physical distancing restrictions.

Athletics

Western New England University has made the decision to suspend all intercollegiate competition for the fall semester. This decision is consistent with the Commonwealth Coast Conference (CCC) Board of Directors' announcement postponing all conference competition until after January 1, 2021. The conference intends to host competitive seasons for all league-sponsored sports in the spring semester, including those that traditionally scheduled in the fall, pending NCAA guidelines. Western New England University athletics will continue to monitor, implement, and remain in compliance with all NCAA, Conference, and University guidelines as well as national, state, and local health and safety regulations pertaining to sport and athletic participation.

Western New England fields 20 varsity teams, competing at the NCAA Division III level as a member of the Commonwealth Coast Conference. The move to suspend competition during the fall semester will affect the schedules of 15 teams who normally have either regular traditional or non-traditional seasons in the fall semester.

Although intercollegiate competition has been suspended for the fall, all varsity athletes will engage in organized athletic activities with their teams and under the direction of their head coach. These activities will be sport specific and will include but are not limited to training, skill development, and strength and conditioning. Allowable activities will be based on the framework set out by the NCAA's Core Principles of Resocialization of Collegiate Sport and guidelines established by the Centers for Disease Control (CDC) and state and local governments.

The NCAA continues to provide guidance to all of its member institutions as circumstances surrounding the pandemic continue to evolve. Of particular interest to student-athletes and their families is that the NCAA continues to be mindful of addressing the myriad issues affecting individual student-athlete health, well-being, and safety. They have already passed initial legislation protecting student-athlete opportunity and eligibility as well as promulgating specific guidelines for athletic department operation and student athletic participation. With additional legislation still in progress, the Western New England University Department of Athletics will continue to provide important updates in a timely manner. It is also important to note that the NCAA has also postponed all DII and DIII championships for this fall.

Athletics remains at all times a vital component of the student experience at Western New England University. Our excellent coaches and athletic administrators are committed to providing meaningful athletic opportunities for our students throughout the upcoming academic year.

Visit our Athletics site (wne.goldenbears.com) for more information, including frequently asked questions about changes to Athletics programs this fall.

Faculty and Staff Workspace

The University is moving into a second phase of returning staff to work on campus which is consistent with the Massachusetts

Phase 3 reopening guidelines. A complete description of the Massachusetts phase 3 reopening checklist can be accessed at this link:

www.mass.gov/doc/phase-iii-step-1-office-spaces-checklist/download

The second phase of returning staff to work on campus will begin on August 10, 2020 and continue through August 31, 2020. The most recent occupancy guidance from the Governor includes the following criteria:

- 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.
- However, most of our buildings do not have defined occupancies. Buildings for which no permitted occupancy limitation is on record may allow 10 persons (including staff) per 1,000 square feet of accessible space.
- In any case, no enclosed space (e.g., office) within a building may exceed occupancy of 10 persons per 1,000 square feet.
- All occupancy counts and calculations shall include customers, staff, and other workers.

The facilities department has access to the accessible space sizes of all office space areas on the campus and you can be provided assistance in determining allowable occupancy.

The risk associated with contracting COVID-19 can be lowered through certain practices, but cannot be completely eliminated. Employees who are required to work on campus must be made aware of the potential risks and receive training on how to reduce the risk of contracting or spreading COVID-19. Employees with CDC listed underlying medical conditions and employees over the age of 65 will not automatically be restricted from returning to the workplace.

Return to Work on Campus Process

1. Department Heads and Supervisors will evaluate all positions and determine which employees can continue to work remotely through the fall 2020.
2. Each Division will provide Human Resources with a list of employees who will be expected to return to work on campus during the period of August 10-August 31. This list should be received by Human Resources by August 3, 2020.
3. Supervisors will contact each employee and notify them of their return to work on campus date.
4. Any employee who has been identified for return to work on campus, but who seeks an accommodation to continue to work remotely (due to age or underlying medical condition) should be directed to Human Resources for guidance.
5. Employees who are returning to campus will be required to participate in a training session and will not be able to return to the workplace until the training is completed.
6. The University's Office of Human Resources is working with faculty and staff with young and school-age dependent children to adjust work schedules wherever possible to balance work and child care responsibilities during this time.

Training

The COVID-19 Awareness and Prevention Training and quiz can be found at:

kodiak.wne.edu/d2l/le/content/74987/viewContent/1019716/View

All employees are required to review the training program and take the quiz before they return to work. Human Resources receives notification when employees have completed the quiz.

Physical Preparation of Departments, Offices, Classrooms, Computer Labs and Work Spaces

1. Department Heads and supervisors should evaluate all departmental spaces to determine if physical distancing is possible.
2. When physical distancing is not possible, requests for furniture to be rearranged may be necessary. These requests should be sent to Human Resources.
3. When physical distancing is not possible, requests for relocating to an alternate office space can be considered. These requests should be sent to Human Resources.
4. All works spaces and classrooms have been evaluated to determine if plexiglass is necessary. Installation of plexiglass will be completed prior to students returning to classes.

Student Employment

When evaluating offices and work spaces it is important to consider the addition of student workers once student employment begins. Everyone is part of the occupancy limits and physical distancing requirements.

Campus Visits and Virtual Open Houses

WNE's campus is open. Whether you would like to visit in person or prefer one of our virtual visit opportunities, we have a variety of options to allow you to explore our spectacular campus. Details and registration can be found at **visit.wne.edu** or **wne.edu/become-a-student/visit**.

- Individual Campus Tours (mostly outdoors, one family per tour)
- Remote Campus Tours
- Virtual Tours
- Student-led Video Tours on Youtube
- Virtual Open Houses
- Virtual High School Visits
- Virtual Information Sessions (Graduate and Professional programs)

Visitors are also welcome to take self-guided walking or driving tours of campus (No contact—simply help yourself to a Walking or Driving Tour map located in the foyer of the Kevin S. Delbridge Welcome Center.) Additionally, you can view the recording of our virtual Accepted Students' Day online at **wne.edu/virtual**.

Success Will Require Flexibility and Understanding

Our community has demonstrated a strong ability to adapt since the outbreak of COVID-19 and will need to remain flexible as we begin the fall semester. One of the most challenging components of this pandemic has been our greatly diminished ability to plan for the future in every aspect of our lives. We can and will be prepared for multiple scenarios, but things can change quickly. Plans will likely be altered, and we will be ready to adapt as a community. There is no perfect plan at any college or university. We can resolve issues that arise with civility and respect. This is the Golden Bear Way.

We will learn from our experience in the fall semester and announce our plan for the spring semester in early December.

For the latest information, visit the WNE Covid-19 Information page at wne.edu/coronavirus.

