



Fall 2020 Re-Entry Plan Document

Our Institutional Guide to Re-Entry

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Introduction

Greetings, Wentworth Community,

I am pleased to share with you Wentworth's Re-Entry Plan Document (the plan) that has been developed to guide our gradual and safe return to campus. Our primary re-entry goal is to maintain the health and well-being of the Wentworth community while meeting the challenges we face together due to the ongoing pandemic.

In the summer, we formed seven working groups led by senior leadership that focused on the following critical areas: students, academics, faculty and staff, campus infrastructure, financial and legal, communications, and situation monitoring and tracking. These seven multidisciplinary working groups from across Wentworth worked through a comprehensive planning process that followed federal, state, and city guidelines to craft a Fall 2020 re-entry plan.

As part of our planning, we engaged USHealthyWork to advise us on the intricate planning for a safe return to campus. USHealthyWork, led by Dr. David J. Shulkin, has provided expertise on COVID-19 and health using current scientific and medical knowledge. The university was provided with customized advice to guide us through the pandemic and prepare for a safe re-entry to campus.

As we evaluated Wentworth's options for the fall, we thought long and hard about the reasons to offer a return to on-campus living and learning, closely following the science and policy experts, to understand how to best proceed. No single path or solution will meet the needs of all - yet a return to campus supports access to student learning, well-being, and community-building in numerous ways. We believe we have developed an approach that prioritizes health and safety while allowing students the flexibility to learn and live, according to their needs.

Our plan is centered on safety, well-being, equity, collaboration, innovation, service, and flexibility. It aligns with Massachusetts' guidelines for university reopening and benefits from robust collaboration with the Massachusetts higher education system, Massachusetts' public agencies, the City of Boston's departments, and the Colleges of the Fenway.

The environment that we are operating in will continue to fluctuate, and there is continued uncertainty. We anticipate that city, state, and federal requirements and guidelines will continue to shift through 2020 into the spring of 2021. We will be prepared to adapt as needed, evolve the plan to respond, and update you on these changes.

I am grateful to the Wentworth community for your patience, commitment, and perseverance as we have worked through this collaborative planning process and as we embark upon an unprecedented and world-changing academic year.

I cannot think of a better collegiate community to support as we begin this journey together. While there will be challenges along the way, I view every challenge as an opportunity to grow and innovate here at Wentworth. Please contact the re-entry team with any questions you may have at re-entry@wit.edu.

Respectfully yours,



Mark A. Thompson, PhD
President

Expectations for Ourselves and Our Community

Social Solidarity

We are committed to providing our students with the highest quality experience possible and to safeguarding the health and safety of everyone in the Wentworth community and beyond. Social solidarity is our defining and driving value. This means that we are united in the individual and collective actions we take to care for ourselves, each other, and our broader community. Our health, wellness, and safety are interdependent; we must strictly follow and promote adherence to all policies, procedures, guidelines, and measures established by Wentworth and the city, state, and federal government to protect our public health. Each of us plays a critical part in our collective success for staying healthy. In short, we believe we must “be well to do well” during this pandemic.

Commitment to Our Neighboring Communities

The university and its members have an obligation to safeguard the health of our neighboring communities, especially during this public health crisis. Our commitment to social solidarity and the risk mitigation practices we will adhere to on campus, should also be observed while living, visiting, or frequenting businesses in the communities that surround Wentworth. These communities are strong and valued partners and supporters of the university’s mission and growth. The university, in turn, is dedicated to being a strong partner and supporter of our neighbors. Any complaints forwarded to the university regarding behaviors or gatherings considered disruptive, a risk to public health, and/or a violation of city, state, and federal requirements, orders, mandates, guidelines and/or laws will be reviewed and addressed swiftly.

Accountability

Students, faculty, staff, contractors, vendors, and visitors returning to Wentworth must comply fully with the policies and procedures, protocols, and guidelines for re-entry set forth in this document, as well as any specialized and/or ongoing COVID-19 guidance from the university. As members of the Wentworth community, we are responsible for our adherence to university policies and procedures, protocols, and guidelines.

If you observe others not following these policies or procedures, it is important that you appropriately remind them of their responsibility to promote social solidarity and ensure the health and safety of others. If a member of our community's non-compliance with policies and guidelines persists, you may report it through the [COVID-19 Non-Compliance Reporting Form](#).

Immediate Threats to Health and Safety

If you believe that a member of our community's non-compliance with policies and guidelines poses an immediate threat to the health and safety of individuals on campus, please contact the Office of Public Safety utilizing the emergency phone number 617-989-4444 or by the Blue Light Emergency Call Boxes located across the campus. Non-emergency related inquiries can be addressed by contacting 617-989-4400.

Retaliation

Anyone who reports a member of our community's non-compliance is protected against retaliation, and concerns of retaliation should be reported to the Dean of Students Office or Human Resources.

Right to Modify

Given the fast-developing and evolving nature of the COVID-19 pandemic, Wentworth may modify this Re-Entry Plan Document when necessary to comply with the most recent guidance from the Centers for Disease Control and Prevention, state and local health departments, and the Occupational Safety and Health Administration, as well as orders and guidance from the Commonwealth of Massachusetts and the City of Boston. Wentworth will communicate timely updates about changes to the plan, and these communications and the updated plan will be posted to the [re-entry website](#).

Public Health Policies and Guidance

Policy on Physical Distancing Requirements

The Centers for Disease Control and Prevention (CDC, 2020) has found that “in addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world” (“*Social Distancing*”).

Therefore, all faculty, staff, students, contractors, visitors, and others must adhere to physical distancing requirements while on campus and, to limit the risk to the Wentworth community, while away from campus. Physical distancing is defined as maintaining at least six feet of distance between other individuals whenever possible. Interactions that cannot be conducted while maintaining six feet of distance should be limited to less than 15 minutes and/or should include face coverings at a minimum. Exceptions include roommates and suitemates who are considered a “family unit.” However, students are encouraged to physically distance as much as possible in these spaces as a public health best practice.

Additionally, during your time on campus, you are encouraged to communicate by email, instant message, telephone, or other available technology rather than in person.

Meetings and Events

Convening in groups increases the risk of viral transmission. To the extent possible, meetings and events should be held in whole or in part using available collaboration tools such as Microsoft Teams, Zoom, Skype, telephone, etc. In-person gatherings are limited to the restrictions of city, state, and federal guidelines. For higher education institutions, the state requires varying limitations for gatherings depending on location and the purpose for the use of the space.

Wentworth will follow [Massachusetts’s regulations and guidance on gatherings](#) until further notice.

This guidance is subject to change as Massachusetts evaluates certain criteria regarding average daily cases and positive case rates, therefore Wentworth students, faculty, and staff are expected to reference this guidance before planning and/or holding any type of indoor or outdoor event or gathering. These limitations do not apply to gatherings involving instruction.

Whenever a meeting or event occurs, attendees should remove or rearrange chairs and tables or add visual cue marks in rooms to support physical distancing of at least six feet between attendees. All attendees must wear a face covering while sharing space in a common room (See: [Policy on Face Coverings and Personal Protective Equipment](#)).

Food and Beverages at In-Person Meetings and Events

To help minimize the spread of COVID-19, food and beverages are not permitted to be catered, served, or consumed during in-person meetings and/or events. A person who may need a drink of water may leave a classroom, studio, lab, or other space to hydrate and then return where they had been previously.

(For more information about de-densification models being used to minimize risk, please see: [De-densified Model for Academic Spaces](#); [De-densified Housing Model](#); [De-densified Model for Common and Shared Spaces](#); and [De-densified Model for Office Spaces](#).)

For more information about technology available to support communication, virtual meetings, and events, please see: [Technology Services and Support](#).

Policy on Face Coverings and Personal Protective Equipment

The CDC (2020) recommends “wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission” because the virus can be spread by speaking and coughing (“Considerations for Wearing Cloth Face Coverings”). Individuals can spread COVID-19 to others even if they do not feel sick.

Therefore, face coverings must be worn by all students, faculty, staff, contractors, visitors, and other members of our community in all public spaces including, but not limited to, classrooms, labs, studios, shops, hallways, cafeterias, single and shared office spaces, reception areas, sidewalks, pathways, and any time people are in a shared space. Appropriate use of face coverings is critical to minimizing risks to others near you. Face coverings must cover an individual’s nose and mouth. The face covering is not a substitute for social distancing. Both measures should be employed.

Exceptions include children under the age of two and those unable to wear a face covering due to a medical condition, [per Commonwealth of Massachusetts COVID-19 Order No. 31](#). Additional exceptions include residence hall bedrooms and suites (however wearing of a face covering in these spaces is still highly encouraged as a public health best practice), while showering, eating, participating in virtual meetings and calls in a single office space, and during approved athletic activities.

Provisioning of Face Coverings

Students, faculty, staff, contractors, visitors, and other members of our community are expected to provide their own face covering. For details regarding face coverings, including how to create, wear, and care for homemade face coverings, visit the [CDC website](#).

The university will provide specialized face coverings or other personal protective equipment (PPE) in certain campus settings as appropriate due to health and safety precautions such as in our laboratories and studios. If you are required to wear protective goggles or face shields as part of your employment or while in class, you will be notified by your supervisor or faculty member and will be provided with this equipment. Disposable face coverings will be provided by the university as needed.

Use and Care of Face Coverings

The use and care of face coverings is important to maintain personal safety practices. Information about the use and care of face coverings is available on the [CDC website](#).

- Cloth Face Coverings: These are homemade or commercially manufactured face coverings that are washable and help contain the wearer’s respiratory emissions. They are intended for use on campus and must be washed or replaced daily.
- Disposable Face Coverings: These are commercially manufactured face coverings that help contain the wearer’s respiratory emissions and must be disposed of daily.

Policy on Handwashing and Hygiene

CDC guidance states that basic, everyday personal hygiene can help prevent the spread of COVID-19.

Therefore, all faculty, staff, students, contractors, visitors, and other members of our community are expected to follow these guidelines to every extent possible. These guidelines include washing your hands frequently and thoroughly (for 20 seconds), using hand sanitizers (with at least 60% alcohol) when soap and water are not readily available, avoiding touching your face, and covering your cough or sneeze with a flexed elbow or a tissue. More information can be found in this CDC [COVID-19 prevention website](#).

(For more information on hygiene support see: [Cleaning, Sanitation, and Hygiene Support](#).)

Policy on Screening and Symptom Monitoring

According to the CDC (2020), “people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus” (“Symptoms”). Common symptoms can include shortness of breath or difficulty breathing, cough, fever, fatigue, and sore throat; however, a comprehensive [list of symptoms](#) can be found at the CDC website.

Screening Protocol and CoVerified App

Wentworth has selected CoVerified as its digital application for symptom monitoring and other COVID-19 functionality. Students, faculty, staff, independent contractors, and vendors will be required to respond to the CoVerified app daily to answer questions about their symptoms or possible exposure to COVID-19. CoVerified will automatically analyze the responses provided and will either give approval to enter campus/leave an assigned residential space or will provide the user with information on next steps. Individuals can either download the CoVerified app to their mobile device or provide this information via the CoVerified website.

Students, faculty, staff, contractors, vendors, and approved visitors living on or coming to campus must conduct symptom monitoring using the CoVerified app provided by Wentworth prior to leaving the residence hall or arrival to campus each day. As part of completing the COVID-19 symptoms pre-screening process, students, faculty, staff, contractors, vendors, and approved visitors living on or coming to campus must also take their temperature to check for an elevated body temperature signaling a fever. All members of the community, including residential students, should acquire their own thermometers for their daily individual use; thermometers should not be shared.

As with any illness, please consult with your medical provider if you are experiencing any symptoms that are severe or concerning to you. According to the CDC (2020) [individuals with certain conditions](#) may have an increased risk for severe illness from COVID-19 infection (“*People at Increased Risk*”).

Students in Residence Halls

Students living on campus must conduct symptom monitoring and exposure screening through CoVerified each day before they leave their residence hall. If a student reports any of the [symptoms](#) listed on the CDC website or reports that they have been in close contact with someone who has tested positive for COVID-19, they should not leave their residence hall and will be directed to contact Optum Student Health Services (617-879-5220) or their primary care provider to receive information about COVID-19 testing. Students in residence halls exhibiting symptoms must quarantine in their assigned room until they have received a negative test result and are symptom free. Students receiving positive test results will enter the isolation protocol.

Off-Campus/Commuter Students

Students coming to campus from their off-campus apartment or home to attend classes, studios, or labs must conduct symptom monitoring each day through CoVerified before coming to campus. If a student reports any of the [symptoms](#) listed on the CDC website or reports that they have been in close contact with someone who has tested positive for COVID-19, they should not come to campus and will be directed to contact Optum Student Health Services (617-879-5220) or their primary care provider to receive information about COVID-19 testing in their area. Students exhibiting symptoms should remain

off campus until they receive a negative test result and are symptom free. Students receiving a positive test result will need to enter the isolation protocol.

Faculty, Staff, Contractors, and Vendors

Faculty, staff, contractors, and vendors who have been contacted to return to the campus for in-person work must conduct symptom monitoring each day through CoVerified before reporting to work.

If you have any of the [symptoms](#) listed on the CDC website, or report that you have been in close contact with someone who has tested positive for COVID-19, do not report to work. As soon as you are able, you must contact your primary care provider for medical advice, notify your supervisor, and call Wentworth's COVID-19 Hotline at 617-989-4019.

If you develop these symptoms while at work, you must contact your supervisor immediately, and if able to do so, leave the worksite. As soon as you are able, you must contact your primary care provider for medical advice and call Wentworth's COVID-19 Hotline at 617-989-4019.

Faculty, staff, contractors, and vendors should remain off campus until they have received a negative test result and are symptom free. Faculty, staff, contractors, and vendors receiving a positive test result will need to enter the isolation protocol.

Exposure to an Individual Who Tested Positive

Faculty, staff, student and contractors/vendors who live with, or have been notified that they have been in close contact with an individual that tested positive for COVID-19 should not come to campus, must notify the COVID-19 Contact Tracing and Case Management Team (phone: 617-989-4019; email: C19team@wit.edu), contact their health care provider (students can contact Optum Student health Clinic) and enter the quarantine protocol.

Policy on Testing

Testing is one aspect of the Wentworth Re-Entry Plan intended to minimize the risk of spread of COVID-19 on campus. All students, faculty, staff, contractors, and vendors must participate in Wentworth's requirements and testing protocols. Any member of the community who does not participate will not be permitted to return to or remain on campus.

Contractor and Vendor Testing Requirements

All vendors and contractors who are assigned to Wentworth's campus, either full-time or part-time, must adhere to the faculty and staff testing protocol. Wentworth will provide access to testing. The vendor or contractor must obtain consent forms from employees that will provide Wentworth and the testing facility with permission to share the results of these tests with Wentworth and their employer.

Wentworth's Testing Approach

Wentworth has contracted with the Broad Institute of MIT and Harvard to provide COVID-19 testing. This testing will be conducted on campus and at Wentworth's expense. Wentworth requires all faculty, staff, students, contractors, and vendors coming to campus to participate in the testing program and to execute a consent form allowing test results to be shared with Wentworth. Wentworth testing participants will swab their nostrils themselves under observation by trained staff in the designated on-campus testing location. Wentworth is using an [anterior nasal swab](#) method. This method is different—and less invasive—than the nasopharyngeal swab, which involves inserting an elongated swab deep into the nose to the upper part of the throat. Having participants swab their own nostrils reduces the risk of infection for healthcare providers, who will not be in close contact with the participants. And, since it is less complex, this will also result in faster sampling.

The samples taken on campus will be sent to the Broad Institute, and Broad expects to be able to provide test results within 24 hours.

Testing conducted for pre-arrival, arrival, onboarding, surveillance, and close contact testing will be conducted on campus in a testing hub trailer located behind Beatty Hall off Ward Street. Symptomatic testing will be conducted at a separate respiratory clinic that will also be located on campus.

Technology Set-Up to Support COVID-19 Testing

The Technology Services team is working with the COVID Project Manager and members of the re-entry planning teams to install the mobile application and data interface required to support on-campus COVID testing in coordination with the Broad Institute along with supporting implementation of the CoVerified app.

Student Testing Protocol

Pre-Arrival Testing

Students (with the exception noted below) must undergo a viral diagnostic test within three to five days of arrival on campus and must provide Wentworth with documentation of a negative test result before arrival.

- Wentworth will require that pre-arrival testing, at Wentworth's expense, be administered on campus for students living in residence halls whose permanent home address is within a 50-mile

radius of campus, students living in off-campus housing, and commuter students. This testing will take place three to five days before the students' scheduled arrival on campus.

- Students living in residence halls whose permanent home is outside of the 50-mile radius of campus and who are coming from a [lower-risk state as designated by Massachusetts](#), may either come to campus for a pre-arrival test or they may take a test at home via arrangements made by Wentworth. Mail-in tests provided by Wentworth will not satisfy the three to five-day requirement, as a result, an arrival test will be required.
- Students living in residence halls coming from a [higher-risk state as designated by Massachusetts](#), must take a pre-arrival test at home via arrangements made by Wentworth. Mail-in tests provided by Wentworth will not satisfy the three to five-day requirement, as a result an arrival test (see below) will be required.
- Pre-arrival test results must be negative for a student to access the Wentworth campus.
- Students testing positive for COVID-19 or students who do not produce documentation of a negative COVID-19 test will be required to enter Wentworth's isolation protocol before they return to campus.
- Exception – students taking their coursework entirely via remote learning and not living on campus are not allowed to come to campus; and therefore, they are not required to undergo COVID-19 testing.

Arrival Testing

An arrival test will be required of any residential student who receives a pre-arrival test outside the three to five-day testing requirement. If an arrival test result is positive for COVID-19, the student will be required to enter Wentworth's [isolation protocol](#) and to participate in contact tracing efforts, which will be coordinated with public health authorities.

Onboarding Testing

Every student will undergo an onboarding test within seven to ten days following arrival on campus provided by Wentworth, at Wentworth's expense. Students whose onboarding test results are positive for COVID-19 will be required to enter Wentworth's [isolation protocol](#) and to participate in contact tracing efforts, which will be coordinated with public health authorities.

Surveillance Testing

Wentworth will conduct weekly surveillance testing of asymptomatic students who participate in activities that may present a higher risk of viral spread.

Symptomatic and Close Contact Testing

During the fall semester, tests will be administered at Wentworth's expense for students who present with symptoms related to COVID-19 or if they have been known to be exposed to someone with COVID-19.

Massachusetts COVID-19 Travel Order Testing

For students planning to live in residence halls, who are subject to the [Massachusetts COVID-19 Travel Order](#) and select to move in early and remain in quarantine while awaiting test results, Wentworth will provide an arrival test upon move-in and surveillance testing at pre-determined intervals through the first two weeks of their arrival on campus.

In addition, all students arriving to Massachusetts from areas outside of those listed as a [lower-risk state as designated by Massachusetts](#) must complete the online [Massachusetts Travel Form](#) upon or prior to arrival in Massachusetts.

(For additional information see: [Massachusetts COVID-19 Travel Order Requirements](#).)

Faculty, Staff, Contractor, and Vendor Testing Protocol

Pre-arrival Testing

Every faculty, staff, contractor, and vendor must undergo a viral diagnostic test within three to five days prior to being scheduled by their supervisor for on campus presence and must provide Wentworth with documentation of a negative test result before they can re-enter the campus. Wentworth is working toward having testing available by mid-August and will coordinate with departments to ensure information is available for faculty and staff when they receive their return to campus date.

- Wentworth will offer pre-arrival testing on campus, at Wentworth's expense, for every faculty and staff member. This testing will take place three to five days before a faculty or staff member's scheduled arrival on campus.
- Pre-arrival test results must be negative for faculty and staff to re-enter the Wentworth campus.
- Faculty and staff testing positive for COVID-19 will be required to enter Wentworth's isolation protocol and to participate in contact tracing efforts, which will be coordinated with public health authorities.
- In accordance with the [Massachusetts COVID-19 Travel Order](#), faculty and staff residing in or traveling from any state (or from outside the United States) other than from a [lower-risk state as designated by Massachusetts](#), must comply with the requirements in that order.

Onboarding Testing

Every faculty and staff member will receive an onboarding test, provided by Wentworth at its expense, within seven to ten days following re-entry to the campus. Faculty and staff whose onboarding test results are positive for COVID-19 will be required to enter Wentworth's [isolation protocol](#), leave campus immediately, and participate in [contact tracing efforts](#), which will be coordinated with public health authorities.

Symptomatic and Close Contact Testing

During the fall semester, tests will be administered at Wentworth's expense for those who develop symptoms at work related to COVID-19 or if they have been known to be exposed to someone with COVID-19 through close contact. Faculty and staff whose symptoms appear while away from campus will be directed to stay away from campus, to contact their primary care physician, local emergency room, or other healthcare provider for care and testing, and to comply with Wentworth's [isolation](#) and [quarantine](#) protocols.

Surveillance Testing

Wentworth will conduct weekly surveillance testing of asymptomatic faculty and staff in roles with extended length of close contacts or due to the frequency of in-person contact.

Massachusetts COVID-19 Travel Order Requirements

Effective August 1, 2020, Massachusetts has instituted a COVID-19 [travel order](#) that requires all visitors, including returning residents, entering into Massachusetts from higher-risk locations (or meeting other exemptions) to (1) submit an online [Massachusetts Travel Form](#) and (2) to quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to arrival in Massachusetts.

If a COVID-19 test result has not been received prior to arrival in Massachusetts, then visitors and residents must quarantine until receiving a negative test result. Visitors and residents may obtain a COVID-19 test upon arrival in Massachusetts, but they must quarantine until a negative result is obtained. Failure to comply with this order may result in a \$500 fine per day from the Commonwealth of Massachusetts.

Massachusetts has identified that travelers coming from COVID-19 lower-risk states are not required to comply with this travel order. This [list of lower-risk states](#) is subject to change as Massachusetts evaluates certain criteria regarding average daily cases and positive case rates.

To support residential students, Wentworth is offering those students who live in locations defined by Massachusetts as higher-risk states with two options.

- Under the first option, students would move into their permanent space in advance of those students in their cohort (new students or returning students) from lower-risk states. In addition to their mandatory pre-arrival test, students will be required to be tested on Day 1, Day 4, and Day 8 after their arrival. Students will be tested upon arriving to campus and will quarantine in their permanent spaces until the results of this first test is received, which should be within 24 hours. If the first test result comes back negative, students will no longer need to quarantine, but will continue to adhere to the campus's overarching physical distancing, face covering, and testing protocols. If a student tests positive during this time, the university will initiate the isolation protocol and relocate the student to an isolation space. Under this option new students would move in on August 26, 2020 and returning students would move in on August 29, 2020.
- Under the second option, students will accept the responsibility for planning and completing a 14-day quarantine off campus to be in compliance with the [Massachusetts COVID-19 Travel Order](#). This could include staying in a local hotel or with family/friends within the lower-risk states. Once this 14-day quarantine is completed, students will join the remainder of their cohort for move-in on one of the dates below.
 - New Students: August 30, August 31, or September 1
 - Returning Students: September 5, September 6, or September 7

Policy on Contact Tracing

Contact tracing is a process used to prevent the further spread of a disease. Contact tracers work with individuals who have been diagnosed with COVID-19 to identify and provide support to those who may have been infected through exposure (close contact) to the infected individual. According to the CDC (2020), close contact for COVID-19 is defined as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.” (*“Contact Tracing for COVID-19”*).

Wentworth will investigate and conduct contact tracing on all known COVID-19 positive test results. All Wentworth students, faculty, staff, contractors, and vendors will be required to participate in Wentworth’s contact tracing program. Individuals are expected to be cooperative, forthright, and truthful when working with contact tracers. Wentworth’s contact tracing program will be conducted in cooperation with the Massachusetts Department of Public Health, the Boston Public Health Commission, and other public health experts.

Failure to participate in contact tracing places the health and safety of the campus and greater community at risk and may result in disciplinary action. Any faculty, staff, or student who knowingly fails to self-report a positive test result, knowingly makes a false report, or withholds information during contact tracing could face disciplinary action.

Contact Tracing Protocols and Procedures

Wentworth has adopted contact tracing protocols and procedures to stop transmission of the virus and to facilitate support to people in quarantine and isolation. This work is comprised of case investigation, contact tracing, daily monitoring, and resource coordination. Wentworth’s contact tracing work is supplemented as necessary by the Boston Public Health Commission, Massachusetts Department of Public Health, and the Community Tracing Collaborative. As a pre-emptive measure to expedite contact tracing, Wentworth students, faculty, staff, contractors, and vendors are encouraged to keep daily logs of their own social activities and interactions. Such efforts are key to ensuring Wentworth’s rapid response to contain the spread of COVID-19.

Wentworth’s COVID-19 Contact Tracing and Case Management Team monitors the university’s COVID-19 test results, database, dashboard, symptoms tracker, and telephone hotline. The team consists of case investigators, contact tracers, and case managers. In the event of a positive test result on campus, Wentworth’s case investigators reach out to the individual receiving the positive test to:

1. Ask if they have received their test results and/or already know that they have been diagnosed with COVID-19
2. Review Wentworth’s [isolation protocols](#)
3. Make sure they are aware of resources and isolation care/support available on campus (if applicable)
4. Ensure accurate reporting and monitoring of any symptoms through CoVerified
5. Gather information about suspected exposure date and location of any Wentworth students, faculty, staff, contractors, or vendors who test positive

6. Identify close contacts of these individuals and any possible transmission that might have occurred
7. Review Wentworth protocols to ensure safety of the campus and community

After identifying close contacts, Wentworth's COVID-19 Contact Tracing and Case Management Team alerts those close contacts about quarantine protocols and provides them with information about resources to support quarantine on campus (if applicable). Close contacts are instructed to get tested as soon as possible, and Wentworth's COVID-19 Contact Tracing and Case Management Team helps expedite testing appointments, if necessary. As is true for contact investigators, Wentworth's contact tracers are responsible for reminding close contacts to report and monitor their symptoms daily through CoVerified.

In addition, the COVID-19 Contact Tracing and Case Management Team conducts regular contact tracing case studies and simulations to anticipate possible problems or emergency situations that could require intensified contact tracing work and to keep any outbreaks or clusters from escalating.

Wentworth maintains timely and relevant communications about contact tracing with the Boston Public Health Commission, the Massachusetts Department of Public Health, and other agencies as required.

To ensure a robust COVID-19 response grounded in social solidarity, Wentworth students, faculty, staff, contractors, and vendors are required to remain off campus unless and until they have complied with Wentworth's testing, tracing, isolation, and quarantine protocols. Wentworth's COVID-19 protocols are based on current guidance issued by the CDC, the Massachusetts Department of Public Health, the Boston Public Health Commission, and public health experts.

All students, faculty, staff, contractors, and vendors are required to disclose positive COVID-19 test results whether those tests were conducted by Wentworth or through another testing facility. Students, faculty, staff, contractors, and vendors who fall under Wentworth's isolation and quarantine criteria must not come into contact with other individuals or spaces on campus.

For students who are approved to isolate or quarantine on campus, they must strictly follow the directives of university officials regarding their movement outside the space. Failure to comply with directives will have consequences. In most cases, state and local officials can issue a public health order to those not in compliance with a mandated isolation or quarantine.

Policy on Quarantine

Quarantine is used to keep people who have not tested positive for COVID-19, but who may have been exposed to COVID-19, safely away from others. Wentworth will require students, faculty, staff, contractors, and vendors who experience COVID-19 symptoms or who are identified through contact tracing as having been in close contact with someone who has tested positive for COVID-19 to enter the quarantine protocol. Close contact will be defined using current CDC guidelines.

All students, faculty, staff, contractors, and vendors are required to disclose to Wentworth's COVID-19 Contact Tracing and Case Management Team when they have received information from other sources that indicate they have been in close contact with an individual who has tested positive for COVID-19 or when someone they live with has tested positive for COVID-19. Individuals who are experiencing symptoms are also required to quarantine. They must quarantine until they have consulted with their primary care physician, or for students with the Optum Student Health Clinic, and been cleared for return in consultation with the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team. Individuals should report this information by calling the Wentworth COVID-19 Hotline at 617-989-4019.

Residential Student Quarantine Protocol

Wentworth students living in campus residence halls will be provided a quarantine space on campus. These students must quarantine for 14 days from the last date of exposure to the infected person and should only leave their assigned quarantine space on campus once cleared by the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team. The university will provide support to students in quarantine, such as meals and other necessary supplies. Students should continue to engage in daily symptom monitoring through the CoVerified app while in quarantine.

Off-Campus/Commuter Student Quarantine Protocol

Wentworth students living off campus may not come to campus and must immediately quarantine in their home, off-campus apartment, or another appropriate location. These students must quarantine for 14 days from the last date of exposure to the infected person and should only come to campus once cleared by the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team. Students should continue to engage in daily symptom monitoring through the CoVerified app while in quarantine.

Faculty, Staff, Contractor, and Vendor Quarantine Protocol

Wentworth faculty, staff, contractors, and vendors who have come into close contact with a person who has tested positive for COVID-19 must quarantine for 14 days from the last date of exposure to that person. This means that Wentworth faculty, staff, contractors, and vendors must stay at home and off campus if they have been identified as having been in close contact with a person who has been diagnosed with COVID-19 by the COVID-19 Project Manager, a member of the COVID-19 Contact Tracing and Case Management Team, or otherwise identified. Wentworth's quarantine protocols follow the relevant public health guidance listed above and issued by the CDC, Department of Public Health, and the Boston Public Health Commission. Faculty, staff, contractors, and vendors should continue to engage in daily symptom monitoring through the CoVerified app while in quarantine.

Discontinuation of Quarantine

Wentworth is guided by medical and public health advice from USHealthyWork and current [CDC quarantine guidelines](#) in the development and implementation of our discontinuation of quarantine protocol. Any discontinuation of quarantine and return to campus must be in consultation with Wentworth's COVID-19 Project Manager or a member of Wentworth's COVID-19 Contact Tracing and Case Management Team. This discontinuation protocol is subject to change.

For those under quarantine due to close contact, they may leave quarantine:

- once 14 days have passed
- while under quarantine they should be tested for COVID-19

For those under quarantine due to travel from higher-risk states or outside the U.S. as provided in the Massachusetts COVID-19 Travel Order:

- once 14 days have passed

Policy on Isolation

Members of the Wentworth community who test positive for COVID-19 will be required to isolate. According to the CDC (2020), “isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those diagnosed with COVID-19 but not experiencing symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others” (*“When You Can Be Around Others”*).

Residential Student Isolation Protocol

- Residential students who test positive for COVID-19 (but do not need to be admitted to the hospital for treatment) will be required to isolate. Residential students will be required to isolate in specially designated COVID-19 isolation housing on campus.
 - The university will ensure meal, medication, and toiletry delivery for these students.
 - Members of the COVID-19 Contact Tracing and Case Management Team will conduct daily phone check-ins to ensure that students are getting what they need and following self-care guidelines.
 - Any space identified for isolation will provide students with a private room.

Off-Campus/Commuter Student Isolation Protocol

Students living in off-campus apartments/houses who test positive for COVID-19 (but do not need to be admitted to the hospital for treatment) will be required to isolate. Students with permanent addresses within 200 miles of campus are strongly encouraged to return to their home to isolate. Students unable to return home will need to isolate in their off-campus apartment/house or may request to isolate in on-campus isolation housing where they will receive care and support as outlined above. Students should call the Wentworth COVID-19 Hotline at 617-989-4019 to make this request.

Commuter students living at home who test positive for COVID-19 (but do not need to be admitted to the hospital for treatment) will be required to isolate at home.

Faculty, Staff, and Contractor/Vendor Isolation Protocol

Faculty, staff, contractors, and vendors who test positive for COVID-19 (but do not need to be admitted to the hospital for treatment) will be required to isolate at home and contact their primary health care provider.

Discontinuation of Isolation

Wentworth is guided by medical and public health advice from USHealthyWork and the current [CDC isolation guidelines](#) in the development and implementation of our discontinuation of isolation protocol. Any discontinuation of isolation and return to campus must be in consultation with Wentworth’s COVID-19 Project Manager or a member of Wentworth’s COVID-19 Contact Tracing and Case Management Team. This discontinuation protocol is subject to change.

To discontinue isolation, students, faculty, staff, contractors, and vendors will need to satisfy all of the following:

- at least 10 days since onset of symptoms
- resolution of symptoms (free of fever for at least 24 hours and improvement of respiratory symptoms for at least 24 hours)

For those who tested positive without symptoms, they may leave isolation:

- once 10 days have passed since test without the development of symptoms

Policy on Travel

According to the CDC (2020), “travel increases your chances of getting and spreading COVID-19,” therefore, all non-essential, university-sponsored, or related overnight travel that is not necessary in order to perform functions that are essential for University business objectives has been cancelled until June 30, 2021 (“*Travel: Frequently Asked Questions and Answers*”). All essential travel must be pre-approved by the Office of the General Counsel in consultation with the respective Vice Presidents identified below:

- Academic travel: Senior Vice President of Academic Affairs and Provost
- Study Abroad: Senior Vice President of Academic Affairs and Provost
- Athletic travel: Vice President of Student Affairs
- Other student travel: Vice President of Student Affairs
- Other employee travel: respective divisional Vice President

In cases where travel has been approved, all members of the Wentworth community are required to uphold all policies set forth in this document and are urged to heed governmental travel restrictions, advisories, and warnings. All students, faculty, and staff who fail to obtain pre-approval for essential travel before traveling or fail to uphold all policies set forth within this document may be subject to discipline.

Personal Travel

All students, faculty, and staff are highly discouraged from traveling to destinations not included on the list of COVID-19 [lower-risk states](#) as identified by the Commonwealth of Massachusetts until further notice. In cases where travel occurs, all students, faculty, and staff are required to uphold all policies and re-entry protocols set forth in this document and are urged to heed governmental travel restrictions, advisories, and warnings including the [Massachusetts COVID-19 Travel Order](#) (see: [Massachusetts COVID-19 Travel Order Requirements](#)). Specifically, individuals must complete the Massachusetts Travel Form and will need to meet the quarantine and testing requirements Wentworth implemented for those coming from higher-risk states and outside the U.S. at the beginning of the semester (full 14-day quarantine in lower-risk state, or test upon arrival with quarantine until negative result received followed by surveillance testing at days 4 and 8 after return).

Over Thanksgiving break, students unable to avoid traveling to higher-risk states and outside the U.S. may be permitted to remain on campus during this time. Students should contact Housing and Residential Life to arrange this stay.

In all cases, students should consult with their faculty members to understand the impact that quarantine requirements will have on their academic participation and progress. Faculty, staff, contractors, and vendors should consult with their supervisor to understand the impact on their work.

Policy on Campus Visitors and Other External Populations

Wentworth will limit strictly campus visitors and other non-Wentworth affiliated persons to the extent possible until further notice. Any visitors must be approved in advance by the divisional Vice President in consultation with the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team to identify if a negative COVID-19 test or other pre-arrival requirements are necessary based on reason for, and duration of, the visit.

Admissions Visits

Those interested in an admissions visit should contact the Admission Office for more information. Visitors can request an appointment by calling the Admissions Office and abiding by the protocols established. This process is fluid due to the [Massachusetts COVID-19 Travel Order](#). Open Houses and Information Sessions will be conducted virtually.

Campus Access for Fully Remote Students, Faculty, and Staff

To minimize the spread of COVID-19, only students in the following two categories are permitted to access campus buildings, grounds, and physical amenities during the Fall 2020 semester:

1. students living in the residence halls and
2. commuter/off-campus students registered for at least one in-person or hybrid course.

Students enrolled in fully remote courses and who do not live on campus will need to request advance permission from the Dean of Students Office to access campus.

Faculty and staff in fully remote roles are not permitted to access campus buildings, grounds, and physical amenities without advance permission from their supervisor and divisional Vice President until further notice.

In all cases, consultation with the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team is required prior to approval to identify which pre-arrival requirements are necessary based on reason for, and duration of, the visit. At a minimum, all students, faculty, staff, contractors, vendors, and other visitors must complete symptom checking and temperature taking prior to coming to campus. All approved visitors are required to register with the university for assistance with contact tracing if necessary. Regardless of approval, those experiencing [COVID-19 related symptoms](#) or a fever should not come onto campus.

(For additional information related to guests or visitors within the Residence Halls, see: [De-densified Housing Model](#).)

Compliance and Accommodations for At-Risk Populations

Students

Students seeking reasonable accommodations under the criteria in the [Americans with Disabilities Act \(ADA\) Policy](#) in their classroom, residence, or for any other University activity should contact Wellness and Disability Services at (617) 989-4390 or via their [website](#).

Faculty/Staff

The university encourages the continuation of remote work for employees who can do so productively and effectively, and whose work is not required to be performed on campus. Employees who are assigned by their supervisor to return to on-campus work and have concerns with returning to campus for their duties, should engage in dialogue with their supervisor who will consult with Human Resources, or employees may contact Human Resources directly about their specific concerns at HR-COVID@wit.edu. The university will continue to evaluate input from employees regarding their concerns related to on-campus assignments.

Employees who wish to seek reasonable accommodations under the criteria in the [Americans with Disabilities Act \(ADA\) Policy](#), may contact Human Resources at HR@wit.edu. While Wentworth reserves the right to make the determination regarding accommodations, the employee may otherwise consider alternative leave options available to faculty and staff.

Education, Training, and Communications

Wentworth has developed virtual training modules that was disseminated to students, faculty, staff, contractors, and vendors on August 6, 2020. The training covers protocols for eight critical areas of education including face coverings, physical distancing, personal hygiene, symptom monitoring, testing, contact tracing, isolation, and quarantine. The campus community was asked to complete the training modules prior to re-entry to campus or by August 17, 2020. Wentworth is able to track training participation and use that data to conduct follow up to encourage all community members to complete the training to assist with keeping the campus healthy. For students, faculty, and staff, the training module is located at [myWentworth](#) by clicking on the Re-Entry Update tile.

Wentworth will continue to update this Re-Entry Plan Document and to provide consistent and timely updates on all aspects of re-entry to its students, faculty, staff, contractors, and vendors. All communications, updates, as well as the Re-Entry Plan Document will be posted on Wentworth's [Re-Entry website](#).

The Academic Experience

De-densified Model for Academic Spaces

Wentworth is committed to continuing its unique, highly personal, and powerful approach toward learning, development, and growth. During this pandemic, students, faculty, and staff have demonstrated tremendous resiliency and flexibility. Faculty at Wentworth are known not only for their teaching abilities but also for their commitment to mentorship, a transformative combination. Special attention will be needed to assure that, whether it be in person or virtual, that students do not feel distant from their education and the Wentworth community.

In compliance with the re-entry and public health polices and guidelines outlined in this plan:

- No food or drink are permitted in classrooms, labs, or studios.
- Face coverings must be worn at all times
- Individuals must maintain six feet of distance from others unless specified otherwise and provided additional PPE (face shields or gloves).

Additionally, wipes are provided in all academic spaces. Students, faculty, and staff are expected to clean their immediate workspace (desk or workstation) when they arrive and depart from it.

Classrooms

As a result of de-densifying all campus spaces, classroom spaces will be utilized for the following:

- Classes that require in-person instruction
- Overflow for studio spaces
- Commuter student lounge and study space
- Study space for on-campus students
- Break room for design students that would allow food and drink
- Office space

Classrooms will be set up with six-foot work areas to allow physical distancing. Users of the space will clean their areas upon arrival and prior to leaving. Each room will have sanitizing wipes and hand sanitizer stations. No food or drink will be allowed in classrooms, unless otherwise noted as a permissible use of the room. Classrooms will undergo a thorough cleaning at night, and high-touch areas will be cleaned four times a day by custodial staff. The maximum occupancy for each classroom will be posted on the room ID sign at the entrance.

Studios

Studio spaces are utilized by Architecture, Industrial Design and Interior Design students, faculty, and staff. Each student is assigned a studio space for the 2020-21 academic year. Architecture studios will have partitions installed to provide a physical separation in cases where six feet separation is not possible. Appropriate strategizes for minimizing risk are also taking place for design studios. In addition, occupancy has been reduced during the fall semester for all studio spaces.

Additional expectations include:

- Everyone is required to wearing face coverings and face shields at all times, regardless of the number of individuals in the space.
- Students are not allowed to bring guests into the studio spaces.

- Crit spaces in all the studios will need to follow the six feet of separation precautions.
- All interactions with students, faculty, and staff must be conducted with respect to appropriate physical distancing. If this is not possible, then virtual presentations and crits should be implemented to allow for students, faculty, and staff within the space to physically distance.
- Expectation for students, faculty, and staff learning and working in our laboratory and studio environments may be adjusted based on changing conditions.

Labs

Active learning in Wentworth's labs are a critical component of the university's learning experience. To offer that experience as safely as possible, Wentworth has instituted additional precautions and expectations for these spaces and their users. Wentworth labs will operate under Massachusetts's sector-specific protocols and best practices for laboratories, including, but limited to:

- Ensuring physical distancing between individuals
- Applying robust hygiene protocols for faculty, students, and staff
- Integrating operation safety procedures
- Incorporating robust protocols for cleaning and disinfecting

Additional expectations include:

- Everyone must wear face coverings at all times and maintain six feet of distance from others, unless otherwise specified. Additional PPE (such as face shields or gloves) may be required depending on the work being done.
- Wipes are provided, and everyone is asked to clean their immediate working space (desk or workstation) when they arrive and depart from it.
- The maximum occupancy for each lab will be posted on the room ID sign at the entrance.

Workshops

Workshops such as wood shops, finishing shops, and the CNC Lab are overseen by lab techs. Occupancy in these spaces will be limited and posted. Scheduling time in such spaces may be necessary. Additional PPE (such as face shields or gloves) may be required depending on the work being done. The maximum occupancy for each workshop will be posted on the room ID sign at the entrance.

Accelerate

The Accelerate space and shops are being handled in a similar fashion to the other workshops on campus. The spaces that make up the Accelerate program will be limited in occupancy. Additional PPE (such as face shields or gloves) may be required depending on the work being done. The maximum occupancy for Accelerate will be posted on the room ID sign at the entrance.

Semester Framework and Course Delivery Models

The fall semester will begin as planned with classes starting on September 8, 2020 and will end with the final exams period that will conclude on December 15, 2020. Recognizing that students may have unique needs or a preference to remain off campus, students may select to have their entire semester via virtual learning. Any decision by the university to provide a refund or credit, in whole or in part, of any tuition, fee, or other charge in the event of a campus closure, suspension, or other change to the delivery format of education and/or services is within the university's discretion. Additional information about our policy can be found in the [Tuition, Fees and Expenses for 2020 Fall Semester Policy](#).

Every effort will be made to minimize changes to scheduled classes, but flexibility by everyone will be needed in response to these unique circumstances. Lab and studio schedules may be changed to accommodate de-densifying spaces and adjust to students' needs to take all their coursework virtually.

In-person Courses

Classes that are primarily "hands-on" in nature, such as labs and studios, will be delivered in person with measures in place that will include the required use of personal protective equipment, physical distancing, and cleaning protocols. Using the virtual learning approach for lecture-based courses creates the space that is required to de-densify the labs and studios to meet safety guidelines.

Hybrid Courses

A select group of courses may be delivered in a hybrid model that includes both virtual and in-person learning. These courses will be delivered in this format if it is determined that this approach is necessary to achieve learning goals.

Virtual Courses

Across all majors, most lecture-based courses will be delivered through an interactive, virtual learning model for students living on or off campus.

Co-Ops + Careers

For those students unable to secure a co-op position by September 15, 2020 (last day to add/drop), the Center for Cooperative Education and Career Development (CO-OPS + CAREERS) is working closely with Academic Affairs leadership, faculty, and staff to create robust and engaging opportunities that will fulfill students' co-op requirement. Most options are virtual, allowing students to complete them from the comfort of their home or residence hall.

A comprehensive list of co-op opportunities is being finalized by CO-OPS + CAREERS and will be shared with students scheduled for fall co-ops. Students are encouraged to connect directly with their CO-OPS + CAREERS advisor for more information regarding their specific programs. Students can find their dedicated advisor on the [CO-OPS + CAREERS advising team's web page](#).

Academic Programs and Support

Center for Academic Excellence

Staff will continue to support students with advising and tutoring through both virtual and limited in-person meetings. Students may sign up for tutoring by logging into [EAB Navigate](#) using their Wentworth credentials. The tutoring schedule for the fall will be available the first week of the semester. Please visit the [CAE website](#) for more information.

CO-OPS + CAREERS

Staff will continue to support students with advising through both virtual and limited in-person meetings. A series of virtual CO-OP + CAREER Fairs will be held throughout the year, beginning in August for our graduating seniors and those looking for a fall co-op. Please visit the [CO-OP + CAREER website](#) for more information.

Douglas D. Schumann Library & Learning Commons

The Douglas D. Schumann Library & Learning Commons will be operating its normal hours; however, the library will have limited capacity to minimize risk of spread of COVID-19 and comply with the Massachusetts sector specific workplace safety standards. Additionally, the use of all services in this area are by reservation only. Please visit the [library website](#) for more information.

Semester and Study Abroad

All Wentworth-sponsored study abroad programming is cancelled for the fall semester. Students can apply for semester study abroad through partner schools. To be eligible, students will need approval from their department chair, an acceptance from the partner school, and to successfully obtain a visa. Students are strongly encouraged to investigate any COVID-related entry requirements or restrictions for the country in which they are seeking to study. Additionally, students are required to abide by all policies set forth in this document and applicable local, state, and/or federal regulations and guidelines prior to returning to campus.

TechSpot

Technology services and support remain available to all members of the Wentworth community. Please visit the [Technology Services and Support](#) section of this document or the [Technology Services website](#) for additional information.

Technology Services and Support

Academic Technology

Technology Services has partnered with the Academic Affairs and the Campus Infrastructure Re-Entry Teams to enable key technology solutions and support multimodal learning for the Fall 2020 semester.

These technology supports include:

- Supporting Zoom for synchronous delivery of instruction and live class interactions
- Enabling dual delivery learning by outfitting three classrooms in Beatty Hall with enhanced technology
- Equipping faculty with teaching technology to bring students learning remotely into physical labs and studios. Technology supports include virtual lab and interactive whiteboards.
- Procuring additional webcams with stands, annotation tablets, document cameras, hotspots, headsets, and microphones
- Assessing network bandwidth and performance, and performing wireless network stress tests

Technical Support for Students, Faculty, and Staff

Technical support remains a top priority and will be offered both virtually and in person. In-person consultations will be conducted as needed by appointment. These will be done at the Tech Spot location in Beatty Hall, or when appropriate, in the classroom, meeting room, or office locations for individual staff and faculty members.

Laptop repairs will continue to take place at the Tech Spot. Arrangements will be made for safe drop off and pick up of equipment. For students who are learning remotely for the semester, arrangements will be made to ship equipment for repairs when necessary.

Technology Services can assist with virtual events through Zoom or Microsoft Teams. Staff will provide production support before, during, and after events as needed. A minimum of two weeks of prior planning is necessary.

Laptop Distribution Planning

The Technology Services team is working with members of the Facilities and Student Affairs divisions to develop a plan for the distribution of laptops to new incoming students. Distribution of laptops will be staggered across multiple days. Students who are learning remotely this fall will receive their laptop by mail prior to the start of the fall semester.

For course consultation, please send an email to Learning Innovation & Technology at LIT@wit.edu.

For all other technology support, please send an email to TechSpot@wit.edu.

Student Life

De-densified Housing Model

Residential life is an important part of the college experience. Living on campus allows students to engage in a living and learning environment that enhances academic progress, expands involvement opportunities, fosters personal growth, and cultivates healthy interpersonal relationships and lifelong friendships. Because of this, inviting students back into our residence halls this fall has been a priority for the university, Student Affairs, and Housing and Residential Life.

Wentworth's housing model is designed to minimize exposure to and spread of COVID-19 within the residential community. Developed using public health best practices and medical guidance, we have reduced rooms to doubles or singles to allow for physical distancing. In residence halls where students use a shared bathroom, students will be assigned to showers, stalls, and sinks where additional dividers and other protective barriers will be added where needed. Cleaning and sanitation of all bathrooms within the residence halls will be increased and occur regularly. Students living in the residence halls will also have access to laundry facilities, mailrooms, lounges, and common spaces. These spaces are being reviewed to ensure they comply with health requirements around physical distancing and will be scheduled for regular cleaning and sanitation.

Students are asked to keep personal toiletries in their room and avoid storing any items on bathroom counters or within showers. Students are also expected to assist with regular cleaning of living areas, which contributes to everyone's health and safety in our residence halls and on campus.

Expectations of On-Campus Students

The requirement of social solidarity will be of utmost importance within the residence halls. Every member of our residential community must do their part to keep our students' home away from home as healthy as possible. To achieve this, students living in the residence halls will be required to comply with the following COVID-related policies until further notice:

- No visitors, including overnight guests, are permitted. This includes family members and other Wentworth students.
- Access to residential spaces is restricted to residential students, Wentworth staff, and approved vendors.
- Residents may only enter the residential building to which they are assigned unless otherwise posted, such as to access critical services like laundry, mailroom, dining services within residential building, or staff offices.
- Residents may access designated common area spaces (lounges, study rooms, etc.) within their residential community (if available) and must adhere to the posted room occupancies and physical distance guidelines.
- Access to and use of amenities/space may be restricted or limited in capacity (community space, lounges, kitchen, laundry rooms, elevators, etc.).
- Residents must wear an appropriate face covering that covers their nose and mouth at all times outside of the suite/apartment. Residents in Baker Hall must wear an appropriate face covering outside of their bedroom.
- Residents are not permitted to reconfigure bedroom furniture in any way or remove any furniture within their bedrooms for any reason.

On-campus students should refer to their [Fall 2020 Housing Agreement Addendum](#) for more details regarding expectations within the residence halls.

Student Move-in Scheduling and Guidelines

Wentworth has developed a comprehensive plan for its residential student move-in process for the Fall 2020 semester described below. This plan carefully staggers move in over a 21-day period with 11 scheduled days for moving students into their assigned residence halls on campus.

- August 18, 2020: Senior Resident Assistants and Resident Assistants from higher-risk states identified by the Massachusetts Travel Order (approximately 17)
- August 21, 2020: New Resident Assistants (approximately 5)
- August 23, 2020: Returning Resident Assistants (approximately 35)
- August 26, 2020: Student orientation leaders and new incoming students coming from higher-risk states identified by the Massachusetts Travel Order (approximately 80-90)
- August 29, 2020: Returning students coming from higher-risk states identified by the Massachusetts Travel Order (approximately 50-60)
- August 30 and 31 and September 1, 2020: New incoming students from Massachusetts, lower-risk states identified by the Massachusetts Travel Order, or from higher-risk states who have completed their 14-day quarantine in Massachusetts or a lower-risk state prior to arrival to campus (approximately 600 total; 200 moving in per day; 50 assigned to a two-hour block during one of four move-in time blocks per day)
- September 5-7, 2020: Returning students from Massachusetts, lower-risk states identified by the Massachusetts Travel Order, or from higher-risk states who have completed their 14-day quarantine in Massachusetts or a lower-risk state prior to arrival to campus (approximately 600 total; 200 moving in per day; 50 assigned to a two-hour window during one of four move-in time blocks per day)

Wentworth has planned a move-in process that ensures that staff, students, and their families are able to practice and maintain physical distancing of at least six feet, supports hygiene protocols, requires face coverings, limits the numbers of people on campus at any given point, and distributes people across campus spaces to avoid large groups of people gathering in any single space in observance of city and state occupancy limitations. Students and families should be aware of the following:

- Wentworth will be utilizing the West Parking Lot as the principal location for this move in process. The East Parking Lot will be used as an overflow location for students who are not yet cleared for move in and needing further assistance.
- Only one person may assist the student with moving in.
- Families must wear face coverings at all times and have been instructed to remain in or near their vehicle while parked in the West Lot while their student is moving in.
- As with students, family members who are not feeling well or experiencing COVID-19 symptoms during a scheduled move in period may not to come to campus.

(For information about Massachusetts quarantine requirements, see: [Massachusetts COVID-19 Travel Order Requirements](#).)

Student Health and Well-being Services

At Wentworth, we know that physical and mental well-being play an important role in overall student success. Maintaining resources focused on students' physical health and mental well-being is essential, especially during a pandemic. Campus resources and services will be available to students, altered around public health and well-being guidelines.

The Center for Wellness

Counselors will continue to offer individual therapy sessions and triage hours through a tele-health delivery method. Additionally, Wentworth has engaged in a partnership that will provide students with on-demand 24/7 tele-mental health support with no appointment necessary. Students will have access to a variety of virtual groups, including but not limited to Meditation, Anxiety and Me, Coping with Change, Anti-Depression – Coping Skills and Support, and Too Close to Home – Surviving Isolation with Loved Ones. Please visit the [Center for Wellness website](#) for more information. The phone number for the Center is 617-989-4390.

Student Health Services

The university continues to work with Optum to ensure that health services remain available to students while complying with evolving medical facility guidelines. Depending on the nature of the medical concern, students will have the option to schedule tele-health and in-person appointments throughout the Fall 2020 semester. Please visit [Student Health Services' website](#) for more information. The phone number for Optum is 617-879-5220.

Fitness/Recreation

To abide by physical distancing requirements and ensure appropriate levels of cleaning and sanitation, the Schumann Fitness Center will have limited capacity during operating hours. The showers will be offline and towel service will be suspended until further notice. Additionally, to comply with physical distancing protocols and policies related to accessing residence halls, the spin and group fitness studios are closed until further notice. To make up for this limitation, we are working on expanding fitness opportunities in other locations on campus such as in Tansey Gymnasium and added outdoor fitness classes. To ensure students have access to facilities and equipment, faculty and staff will not be able to use the Schumann Fitness Center and auxiliary locations until further notice.

Wentworth COVID-19 Contact Tracing and Case Management Team

Members of the Wentworth community can contact the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team at C19Team@wit.edu or by calling the Wentworth COVID-19 Hotline at 617-989-4019.

Student Engagement

Wentworth Opening Week

Wentworth Opening Week (WOW) runs from September 3-6, 2020. It is required of all new students. During this time, students will learn how to succeed at Wentworth, learn community expectations, and meet other students. Students are assigned to a small group of 20-25 classmates where they will get to know each other and learn together. Students who chose an all-remote learning option will be placed into a virtual group with other remote learners. Students who chose an in-person learning option will be in small in-person groups. Students in all options will receive the same information, access to speakers, and opportunity to get to know other students.

Pre-WOW activities are available on September 1-2, 2020, and they include a mix of on-campus and off-campus options. These activities allow students to engage in small groups and enjoy the opportunity to learn more about Wentworth and Boston. More information for registering for Pre-WOW will be sent via email.

Student Clubs and Organizations

Student clubs and organizations are the heart and soul of the campus experience. With more than 65 clubs and organizations, students can connect with others with shared interests and find their spot in our community. Since March 2020, the university has witnessed the creativity of our clubs and organizations as they found ways to socially connect while physically distancing. With this creativity of our students and commitment of our staff, our goal is to ensure these connections continue. Together, we will follow physical distancing and health guidelines that will allow us to continue to pursue our passions with necessary changes, including how the program is delivered, location, and types of events offered.

Members of clubs and organizations can find specific COVID-related policies and protocols, as well as a checklist for planning student events and programs during the pandemic, in the [2020-21 Student Organization Manual](#).

NCAA Athletics and Club Sports

Due to ongoing health and safety concerns related to the COVID-19 pandemic, the Commonwealth Coast Conference (CCC) will not be competing in a traditional intercollegiate athletics format during Fall 2020. Wentworth fully supports this decision and has decided to extend this decision to sports outside of the CCC, including varsity and club sports. This decision was made with the upmost consideration for the health and welfare of our athletes, coaches, athletic staff, and the entire campus community.

Wentworth values the importance of varsity athletics and club sports, as we know they enhance the educational experience of our students. We are committed to providing a meaningful athletic experience for all our student-athletes that includes team practices and trainings this fall semester. We will be complying with all relevant safety guidelines and standards, including campus protocols and required on-campus, viral-based COVID-19 testing.

The CCC and Wentworth will continuously assess factors impacting the health and safety of both our athletes and campus community in deciding how best to proceed with the winter and spring seasons. No decisions have been made about winter or spring competition, but winter sports competition would not start any sooner than January 1, 2021. Additionally, there may be a possibility for fall sports to compete in Spring 2021.

Return to Campus Information for Faculty and Staff

Phased Return

We are phasing in the return of faculty and staff over time in a coordinated process to ensure appropriate physical distancing, availability of personal protective equipment (PPE), and testing capabilities for COVID-19. Once re-entry plans are finalized, faculty and staff who have been identified by each division as critical for an on-site presence will be contacted by their respective supervisors to discuss a confirmed date of return, endeavoring to provide at least a two-week notice to support individual planning needs.

In preparation for return, we ask all faculty and staff whether returning to campus, or continuing to work remotely, to become familiar with the policies and protocols detailed in this document and information available through the virtual training modules. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks. No unit or department should increase staffing levels beyond the initial identified needs to support critical on-site operations without approval from your supervisor in consultation with your divisional vice president. Once decisions to expand on-site staffing in certain areas have been made, employees are expected to follow the policies and protocols detailed throughout this guide for returning to work on campus. As staffing on site increases and operations expand, we will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it.

Staffing Models

As faculty and staff members are identified to return to work on site, there are three staffing models outlined below that are being implemented to maintain required physical distancing measures and to reduce population density within buildings and workspaces.

Remote Work

Division leaders are encouraged to continue supporting remote work schedules for those who can fulfill some or all of their work responsibilities to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements can include a full or partial day or week schedule as appropriate. Offices and staff that can continue to effectively work remotely should remain doing so.

Alternating Days

To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces or offices with multiple occupants.

Staggered Reporting/Departing

The beginning and end of the workday typically brings many people together at common entry and exit points of buildings. Departments should schedule staggered reporting and departure times by at least 30 minutes to help reduce traffic in common areas and to meet physical distancing requirements.

(For more information on screening and testing requirements, see: [Policy on Screening and Symptom Monitoring](#); [Policy on Testing](#).)

Guidance for Absences Related to COVID-19

The guidance below should be used by supervisors in working with employee absences related to COVID-19. Supervisors should contact Human Resources with any questions related to COVID-19 absences.

Employee is out due to...	Work Schedule Options/Leave Options
Employee has been advised by a healthcare provider to isolate as a result of a positive COVID-19 test or to quarantine due to COVID-19 symptoms, or has been advised by Wentworth or a public health agency to quarantine as a result of close contact with someone who has tested positive for COVID-19	<ul style="list-style-type: none">• Remote work (if available)• Paid COVID-19 Administrative Leave (10-day maximum)• Other accrued leave• FMLA if employee tests positive or is otherwise diagnosed with COVID-19
Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms	<ul style="list-style-type: none">• Remote work (if available)• Paid COVID-19 Administrative Leave (10-day maximum)• Other accrued leave• FMLA if employee tests positive or is otherwise diagnosed with COVID-19
Employee caring for a family member who is quarantined	<ul style="list-style-type: none">• Remote work or flexible schedule (if available)• Combination of remote work and flexible schedule (if available)• Accrued personal or vacation leave• FMLA if employee's spouse, parent, or child tests positive or is otherwise diagnosed with COVID-19 and the employee is caring for that person
Voluntary Quarantine (no symptoms; able to work)	<ul style="list-style-type: none">• Remote work (if available)• Accrued personal or vacation leave
To care for son or daughter whose school or childcare provider is closed or unavailable due to reasons related to COVID-19	<ul style="list-style-type: none">• Remote work (if available)• Combination of remote work and flexible schedule (if available)• Accrued personal or vacation leave

Health and Well-being Resources for Faculty and Staff

Wentworth is committed to supporting the overall physical, mental, and emotional well-being of its faculty and staff, offering many resources in support of these needs. If you have any questions, please contact one of our Human Resources staff members at 617-989-4207.

AllOneHealth

AllOneHealth, Wentworth's Employee Assistance Provider (EAP), continues to offer timely and relevant topics available through webinars and articles. Their schedule is available at <https://allonehealth.com/webinar-schedule-of-events/>. Recorded webinars are available for a brief period after the live event. You may also log into MyLifeExpert within the AllOneHealth's website. Instructions on creating a user profile can be found at <https://wit.edu/human-resources/eap>.

Headspace

Headspace is an organization specializing in mindfulness and meditation, stress, anxiety, sleep, focus, and fitness and offers a free two-week trial. They can be found at <https://www.headspace.com/>.

Tufts Health Plan

Tufts Health Plan, Wentworth's medical vendor, offers a variety of resources for members as well as non-members. Section One includes resources available to all employees. The current schedule and instructions for joining can be found here: <https://www.chacmc.org/connect>.

Teladoc

Tufts Health Plan members with access to Teladoc can connect with a board-certified doctor in less than 15 minutes for everyday care issues like upper respiratory infections, colds and flu, allergies, pink eye, and more. Additionally, they can schedule sessions with a therapist for behavioral health issues such as anxiety and depression, and addiction. Eligible members can register at <https://member.teladoc.com/tuftshealthplans>.

Wentworth COVID-19 Contact Tracing and Case Management Team

Members of the Wentworth community can contact the COVID-19 Project Manager or a member of the COVID-19 Contact Tracing and Case Management Team at C19Team@wit.edu or by calling the Wentworth COVID-19 Hotline at 617-989-4019.

Campus Space and Amenities

De-densified Model for Common and Shared Spaces

Common spaces include building entries, hallways, stairs, elevators, bathrooms, reception areas, lounges, and collaboration areas. All Wentworth public health policies must be adhered to in these spaces (see: [Public Health Policies and Guidance](#)). Additionally, the Commonwealth of Massachusetts provides guidance in several of these areas based on [sector-specific protocols and best practices](#) that are available on the Commonwealth's Reopening Plan website.

In addition to following Wentworth public health policies and guidance, members of the Wentworth community are expected to comply with the following guidelines to help minimize the spread of COVID-19 on campus.

Building Entry/Egress and Hallways/Stairs

- Receive CoVerified clearance prior to coming to campus or entering any campus buildings.
- Access campus buildings with required Wentworth ID card.
- Yield to passersby at doorways.
- Follow signs and adhere to visual cues on floors and walls.
- Stay to the right in hallways and on stairs.
- Proceed to the nearest exit and evacuate the building in case of a fire alarm; avoid emergency responders and practice physical distancing when moving away from the building.

Elevators

- Avoid use of elevators when possible and use the stairs instead.
- Yield to those requiring use of elevators.
- Follow signs and visual cues on floors and walls in and around elevators.
- Use of personal button-pusher devices and avoid touching elevator buttons.
- Practice physical distancing and turn away from others while in the elevator.
- Use hand sanitizer dispensers available on each floor.

Bathrooms

- Follow signs and other visual cues regarding use and physical distancing.
- Wash hands upon entry and wash hands upon exit.
- Touchless faucets have been installed on sinks in academic buildings.
- Touchless paper towel dispensers have been installed and hand driers are deactivated.
- Touchless "Step-N-Pull" devices have been added to doors with pull hardware.
- In single-user bathrooms, waste bins will be placed near the exit door so that those using a paper towel to turn a door lever to exit can drop same in waste bin on the way out.
- Given varying code requirements, not all of Wentworth toilets have lids. Since flushing introduces aerosolized particulates in the air, please keep stall door closed until the toilet has completely flushed and, as in all spaces on campus, please wear a face covering.
- Bathrooms in academic buildings will be cleaned four times daily and once overnight during normal operations. Daytime cleanings may require the bathroom to be temporarily closed to facilitate the cleaning schedule.

Collaboration, Conference, and Lounges Spaces

- Follow signs and other visual cues regarding use and physical distancing.

- Areas will be de-densified, with seating removed and/or spaced appropriately, to allow for physical distancing.
- Please do not move furniture.
- Use disinfectant wipes to clean work surfaces and technology touch points before and after use.
- Smaller conference rooms may be taken offline and/or repurposed as needed.

Retail stores and mailroom planning considerations

The Convenience Store, Bookstore, the mailrooms, and other public-facing facilities that serve the Wentworth community will, at a minimum, follow protocols established by Massachusetts for businesses.

- Technology will be used to assist with ordering and queuing.
- Demarcated six-foot distance will be maintained between each customer waiting in line.
- Sanitation practices will be intensified.
- All employees will be required to wear face coverings. In the mailroom, employees will wear face coverings and gloves.
- Plexiglass barriers will be installed at check-out stations and counters.
- Touchless payment methods are preferred; payment by cash is available.
- Entrances and exits will be managed to limit contact.
- Vending machines will be available.

Douglas D. Schumann Library and Learning Commons

In addition to compliance with the re-entry and public health policies and guidelines outlined in this plan, the Douglas D. Schumann Library and Learning Commons will operate under [Massachusetts' sector-specific protocols and best practices for libraries](#). Wentworth community members should be aware of the following changes:

Library Access and Use:

- The Library will be open to the Wentworth community only. A valid Wentworth ID is required for entry, and seats must be reserved prior to arrival.
- Students can reserve a specific seat using the "Library Seats" web application. This application keeps track of real-time capacity and is currently being implemented.
- The Library will be open normal hours: 100 hours per week.
- Capacity will be limited, based upon the Massachusetts COVID-19 Safety Standards for Libraries and CDC guidelines.
- Remote instruction, teaching, live chat, and research support will continue as normal.
- No food or drink will be allowed in the library or on the roof terrace.

Group Study Rooms, Program Room, Reading Room, and Technology Sandbox:

- Study Rooms will be limited to one person at a time, based upon Massachusetts and CDC guidelines.
- The Program Room will be limited to four people at a time. It will not be reservable for meetings.
- The Technology Sandbox will be managed by a co-op student, under the supervision of library staff. All 3D printing will be managed as a service. Students will not be able to enter the Sandbox. Instead, completed prints will be picked up as part of the library's "curbside pickup" service.

Protocols for high-touch areas within the library spaces:

- The library staff will manage plotting. Students will be able to pick up plotter prints.
- The library staff will setup a book and materials “curbside pickup” service for students and faculty.
- The book stacks area will be closed to the public and will be used as a staff workspace for scanning, digitization, and item processing space for our “curbside pickup” service.

The Douglas D. Schumann Fitness Center and Auxiliary Fitness Locations

In addition to compliance with the re-entry and public health polices and guidelines outlined in this plan, the Douglas D. Schumann Fitness Center and auxiliary fitness locations will operate under the [Commonwealth of Massachusetts Sector-specific protocols and best practices for fitness centers and health clubs](#). Wentworth community members should be aware of the following changes:

- Occupancy in the Douglas D. Schumann Fitness Center is limited to 40% of the maximum permitted occupancy.
- To ensure students have access to facilities and equipment, faculty and staff will not be able to use the Douglas D. Schumann Fitness Center and auxiliary locations until further notice.
- Equipment will be arranged to have 14 feet of separation unless barriers are installed. If barriers are installed, physical separation is six feet. Barriers composed of plastic sheeting will be installed on equipment in the Douglas D. Schumann Fitness Center.
- If face coverings cannot be worn during strenuous physical activities, physical separation must be 14 feet. If face coverings are worn during strenuous activities, physical distancing is six feet.
- Group fitness activities require 14 feet of separation.
- An auxiliary fitness location will be set up in the back of Tansey Gym for cardio workouts. Stationary bikes and treadmills have been installed to provide students with additional exercise equipment.
- Locker rooms, showers, and towel services will be suspended until further notice.

De-densified Model for Office Spaces

In addition to compliance with the re-entry and public health polices and guidelines outlined in this plan, Wentworth shifted operations to meet the expectations outlined in the [Commonwealth of Massachusetts sector-specific protocols and best practices for office spaces](#), which focus on ensuring physical distancing. Below are measures being employed.

- Applying robust hygiene protocols, including faculty and staff responsibilities.
- Implementing safety procedures in staffing and operations.
- Incorporating robust hygiene protocols for cleaning and disinfecting workspaces.

In all office workspaces, everyone should maintain at least six feet of distance between co-workers. If possible, there should be at least one vacant workspace between employees. In all offices, no more than one person should be within a six-foot radius of each other. Workers must wear a face covering at all times, except when eating at a workstation or participating in virtual meetings and calls in a single office space.

Facilities has assessed open work environments and meeting rooms and implemented measures to physically separate and increase distance between employees, other coworkers, and students such as:

- Placing visible cues such as floor decals and colored tape to signal where to stand while waiting in line.
- Placing one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Examining whether to designate specific stairways for up or down traffic if building space allows.

Users of individual spaces (e.g. offices used by one person) are responsible to clean surfaces with sanitizing wipes before and after each use. Employees should eliminate or limit the use of shared equipment, such as phones, computers, and other frequent-use items. Office items that must be shared, such as printers, coffee makers, light switches, etc., must be disinfected before and after each use.

Offices that have customer service points or a reception area will have a glass shield installed on the counter or desk. Furniture in reception areas will be de-densified where possible. If furniture cannot be removed, visible cues such as a decal will be placed at the seats that can be occupied. For staff that typically meet with students and or other community members in their offices, in-person appointments should be scheduled only if a six-foot distance can be maintained. Virtual-only meetings are encouraged, when possible. To aid in limiting occupancy in each department or office, please refer to the three staffing models described earlier (see: [Staffing Models](#)).

Many office suites have kitchenettes with coffee machines, water coolers, and appliances. Since faculty and staff are encouraged to eat in their offices, these spaces will remain in place to serve employees' needs. The rules of wearing face coverings and physical distancing continue, and it will be the responsibility of the users to keep counters, appliances, and touchpoints clean. Custodial staff will clean areas nightly. It is strongly recommended that employees do not bring food into the office to share with colleagues. While the gesture of sharing an occasional box of donuts, fruit basket, tin of cookies, etc. is thoughtful, these practices, as well as the practice of leaving food and condiments in

refrigerators/freezers overnight, pose additional risk for potential transmission and should be stopped for the time being.

Facilities will provide supplies for cleaning at or near all spaces on campus for the start of the fall semester, including:

- Filling soap and paper towel dispensers regularly.
- Placing sanitizer stations around campus.
- Installing sanitizer wipe dispensers next to public workstations.

De-densified Dining Model

In addition to compliance with the re-entry and public health polices and guidelines outlined in this plan, Wentworth has shifted dining operations to meet or exceed the expectations outlined in the [Massachusetts sector-specific protocols and best practices for restaurants](#). The following precautions have been put in place:

- In-person seating in Beatty Café will be limited; however, additional dining locations and meal distribution points are being added.
- Seats will be at least six feet apart and no more than one person can be seated at a table.
- Dining will accommodate the academic schedule.
- Cleaning and sanitation practices will be intensified.
- All staff will be required to wear face coverings and gloves.
- All food will be served by dining staff; there will be no self-service of food.
- Technology will be used to assist with ordering and queuing; demarcations will maintain six-foot distancing between each customer.
- Menu management techniques will be utilized to streamline service.
- Utensils will be disposable.
- Touchless payment methods are preferred; payment by cash is available.

Supplemental Dining Locations and Meal Distribution Points

To allow for de-densification of on-campus dining facilities, designated dining locations and meal pick-up points will be explored throughout campus. These areas will require the same precautions as the dining facilities, including maintaining physical distancing, offering speed of service, and observing strict occupancy limitations. Additionally, mobile hand sanitization stations will be available for students, faculty, and staff.

Additional indoor seating will be available in Watson Auditorium. Watson Auditorium will be cleaned nightly. Supplemental meal pick-up points will be for grab-n-go only. Locations including the Convenience Store and select academic classrooms are currently under consideration. Additional pick-up points during lunch will allow for flexibility, speed of service, and physical distancing.

Flow of traffic for meal pick up will be one way with a secondary exit. Line areas will be demarcated with six-foot distances and marked with visual cues for proper flow. Streamlined menu items will be pre-packaged in disposable utensils for speed of pick up.

Additionally, outdoor seating for dining will be available in a large tent located on the Quad.

Dining Recommendations for Faculty and Staff

To limit occasions of incidental contact, it is recommended that faculty and staff consider bringing meals from home during this time or to utilize contactless ordering and grab-n-go options via Chartwells. Faculty and staff are encouraged to eat their meals in their office areas, or weather permitting, eat outside. These actions will support providing our students with priority access to the limited seating in Beatty Hall and Watson Auditorium. When faculty and staff are eating in their work environment (break room, office, meeting room, etc.), they should:

- Maintain at least six feet of distance between themselves and others.

- Do not sit facing another person.
- Only remove face coverings to eat, and then put them back on.
- Wipe all surfaces (including tables, refrigerator handles, coffee machines, etc.) after use in common areas.

As a reminder, food is not permitted to be served, catered, or consumed during meetings (see: [*Food and Beverages at In-Person Meetings and Events*](#)).

Food Service for Students in Quarantine and Isolation

Specially designated housing will be provided to those students who must isolate or quarantine, according to public health guidelines. Dining protocols will be flexible to accommodate any student who needs to quarantine or isolate. Drop-off meals will be prepared and delivered for lunch and dinner, and a continental breakfast will be provided. Dining staff will work with students on dietary requirements.

Cleaning, Sanitation, and Hygiene Support

Personal Responsibility

Cleaning and disinfecting are a community effort. Students, faculty, and staff all play an important role in keeping the campus community clean and safe. Normal routine cleaning using soap and water removes germs from surfaces, thus lowering the risk of spreading viruses. Disinfectants are an additional precaution to lower the spread of infectious viruses. To support this effort, Facilities will:

- Provide hand sanitizer to faculty and staff for their office use.
- Install and maintain hand sanitizer dispensers throughout Wentworth buildings (entrances and key locations). Dispensers will be refilled as needed by custodial staff.
- Provide sanitizing wipes for use in offices, classrooms, labs, studios, the fitness center, and other auxiliary fitness locations for individuals to routinely disinfect work areas and equipment.

Enhanced Campus Cleaning Protocols

Wentworth's cleaning company (UG2) will have 80 cleaners on campus to provide enhanced cleaning across campus, significantly increasing the frequency and levels of cleaning and disinfecting. They will be using approved disinfectants recommended by the CDC and found on the EPA-registered antimicrobial products list for use against Novel Coronavirus SARS-CoV-2 (COVID-19).

Areas scheduled for enhanced cleaning include common spaces with regular traffic used by multiple groups of people. Examples include building entries, hallways, stairs, elevators, bathrooms, reception areas, lounges/collaboration spaces, dining halls, classrooms, labs, studios, and residence halls common bathrooms and gathering spaces. The frequency for disinfecting common areas will be increased significantly.

Cleaning Schedules

The Campus Infrastructure Re-Entry Team is working with all divisions and units across campus to develop and support plans for how spaces will be occupied and utilized during the Fall 2020 semester. Cleaning processes and schedules will be developed for each space based on finalized occupancy and use plans and will be posted.

HVAC Filtering

Wentworth has a comprehensive HVAC operation, maintenance and monitoring program currently in place and has made adjustments in response to the COVID-19 pandemic. The highest-grade filters available are installed to maintain appropriate airflow and maximum air exchange. Filters are changed during semesters breaks. Centralized air handlers and associated duct networks continue to be regularly cleaned and sanitized. During periods of maximum campus occupancy, building HVAC systems are monitored through BMS (Building Management Software) sensors and filters are changed in advance of scheduled maintenance based on sensor readings. In addition, HVAC technicians assigned to each building make daily rounds to inspect for performance issues and make adjustments.

If there is an instance where an individual tests positive for COVID-19, any localized filters associated with the individual's office or room will be replaced 72 hours after that occupant has vacated the space. Associated localized ductwork will be sanitized by a professional duct cleaning contractor.

Parking and Transportation

Student Parking

Information on parking can be found on the [Public Safety website](#). All parking registrations are completed [on-line](#) and mailed to the address specified on the registration. Overnight permits are limited to 60 students. No overnight parking permits are issued to first- and second-year students. Juniors, seniors, and graduate students can submit a need-based application.

Employee Parking

Information on parking can be found on the [Public Safety website](#). Employee parking is available in the West Lot and Parker Street Lot. Contact the Public Safety Department if you do not already have a parking permit. All parking permits will be free of charge until further notice.

Bicycles and Motorcycles

For the 2020-2021 academic year, additional bike racks have been purchased and installed, and motorcycle parking has increased.

Public Transportation

Individuals taking public transportation should wear a face covering before entering a bus or train and avoid touching surfaces with their hands. Upon disembarking, individuals should wash their hands with soap and water or use alcohol-based hand sanitizers (with at least 60% alcohol) as soon as possible and before removing their face covering.

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