



Spring 2021 COVID-19 Campus Plan

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Introduction

Greetings, Wentworth Community,

I am pleased to share with you Wentworth's Spring 2021 COVID-19 Campus Plan (the plan) that outlines our policies and procedures for maintaining the health and well-being of members of the Wentworth community.

The Spring 2021 COVID-19 Campus Plan document is based on the Fall 2020 re-entry plan document and has been updated to reflect current policies, procedures, and guidance from the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health, Boston Public Health Commission, and other public health guidance.

Wentworth had a very successful Fall 2020 semester that allowed our students to succeed both in in-person and virtual learning environments because of the many important public health measures that were put into place including mask wearing, hand washing, physical distancing, symptom monitoring, COVID-19 testing, contact tracing, quarantine, and isolation protocols. All of these important safety measures combined with the community's unwavering commitment to practicing good public health throughout contributed to Wentworth's success in completing the 15-week fall semester.

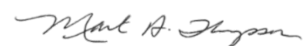
As we begin the Spring 2021 semester, Wentworth is committed to continuing all of the above-stated public health measures to mitigate the risk of the transmission of COVID-19 in our community. Our plan is centered on safety and well-being. It aligns with Massachusetts' guidelines for all colleges and universities and benefits from robust collaboration with the Massachusetts higher education system, public agencies, City of Boston 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 throughout 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 successfully navigated this unprecedented and world-changing academic year.

We are a resilient community that rises to meet the challenges we face together. With the development of a COVID-19 vaccine, we have much to feel optimistic about in 2021 with increased vaccination levels and the risk of COVID-19 transmission decreasing over time. In reviewing this plan, please contact the COVID-19 Team with any questions you may have at C19Team@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 to ensure our continued success. 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.

Commitment to Our Neighboring Communities

The University and its members have worked 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 follow on campus should also be observed while living, visiting, or frequenting businesses in the communities that surround Wentworth. The University 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 occupying campus must comply fully with the policies and procedures, protocols, and guidelines set forth in this document, as well as any specialized and/or ongoing COVID-19 guidance from the University.

If you observe others not following these policies or procedures, it is important that you appropriately remind them of their responsibility to promote strong public health practices. 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 fluctuating circumstances of the COVID-19 pandemic, Wentworth will modify this 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.

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 or Physical 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.

Whenever a meeting or event occurs, attendees should follow 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.

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 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 physical distancing measures are difficult to maintain especially in areas of significant community-based transmission. Individuals can spread the COVID-19 virus to others even if they do not feel sick.

It is important to wear a face covering **correctly** and **consistently** to help keep from getting or spreading the virus. When selecting a face covering, there are many choices and some work better to help stop the spread of COVID-19 outside of healthcare settings. The CDC recommends non-medical disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face), masks made of cotton or tightly woven fabric that does not let light pass through, and masks with inner filter pockets. [CDC Mask Advice](#). 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. The face covering is not a substitute for physical distancing. Both measures should be employed.

Limited exceptions to the use of face coverings include inside residence hall bedrooms and suites (however, wearing of a face covering in these spaces is highly recommended 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. Students, faculty, staff, contractors, visitors, and other members of our community are expected to provide their own face covering.

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.

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.

Screening Protocol and CoVerified App

Wentworth is using the CoVerified app as its digital application for symptom monitoring and other COVID-19 functionality. Students, faculty, staff, independent contractors, and vendors are 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 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 check themselves 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.

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 bedroom, call the COVID-19 Team (617-989-4019), and follow instructions, which may include being placed into designated quarantine space until they have received a negative test result or otherwise have been cleared to return by a medical professional or the COVID-19 Team. Students receiving a positive test will enter the isolation protocol. Students exhibiting symptoms are directed to contact Optum Student Health Services (617-879-5220) or their primary care provider for medical advice.

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 the CoVerified app 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 are directed to contact Optum Student Health Services (617-879-5220) or their primary care provider for medical consultation and to receive information about COVID-19 testing in their area. Students exhibiting symptoms should remain off campus until they receive a negative test result, have been cleared to return by their medical professional or the COVID-19 Team, 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 the CoVerified app 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 Information phone line 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 Information phone line at 617-989-4019.

Faculty, staff, contractors, and vendors should remain off campus until they have received a negative test result, have been cleared to return by their medical professional or the COVID-19 Team, 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, students, and 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. They must notify the COVID-19 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. Anyone who is identified as a close contact and who has been directed to obtain a COVID-19 test should not test in the Testing Hub. Close contacts who are directed to or need to test on campus should contact the COVID-19 Team to schedule a COVID-19 test.

Policy on Testing

COVID-19 testing is critical to minimize the risk of spread of the virus on campus. All students, faculty, staff, 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.

Wentworth's Testing Approach

The Broad Institute of MIT and Harvard is providing COVID-19 testing to Wentworth. This testing will be conducted on campus and at Wentworth's expense. Wentworth requires all faculty, staff, students, 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. Testing participants 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.

COVID-19 tests taken on campus are sent to the Broad Institute for processing, and results are generally returned within 24 hours of delivery to the lab. Testing conducted for pre-arrival, arrival, and surveillance are conducted on campus in a testing hub trailer located behind Beatty Hall off Ward Street.

Symptomatic testing and close contact testing is conducted by Optum Student Health Services at a separate respiratory clinic that is located between Rodgers Hall and the MassArt Treehouse building. Anyone who is symptomatic or who has been identified as a close contact should not enter the testing hub and should contact the COVID-19 Team to arrange for testing (phone: 617-989-4019; email: C19team@wit.edu).

Technology to Support COVID-19 Testing

The Technology Services team, working with the COVID-19 Team, has implemented the mobile application and data interface required to support on-campus COVID-19 testing in coordination with the Broad Institute, along with supporting implementation of the CoVerified app. The Technology Services team has also developed a check-in process supported by using a QR code to expedite testing and ensure the accuracy of the testing data. Both the CoVerified app and the COVID-19 Testing Hub check-in process can be accessed [via the myWentworth app](#).

Student Testing Protocol

Pre-Arrival Testing

Students (with the exception noted below) must undergo a molecular viral diagnostic test (PCR) three to five days prior to arrival on campus and, if testing is not conducted in the testing hub, must provide Wentworth with documentation of a negative test result before arrival. Because of concerns about false positive and false negative results, Wentworth will not accept antigen tests and will only accept Quest pooled tests.

- 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 prior to the students' scheduled arrival on campus.
- Students living in residence halls whose permanent home is outside of the 50-mile radius of campus 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 for pre-arrival testing. As a result, an arrival test and a need to self-quarantine pending a negative result will be required in these circumstances. International students must obtain their own molecular, PCR-based pre-arrival tests.
- Mail-in tests provided by Wentworth may not be administered by students who are under 18 at the time of the test. Students who will be 17 or under at the time of testing should contact the COVID-19 Team at C19team@wit.edu, or 617-989-4019 to discuss their options.
- Mail-in tests provided by Wentworth may not be delivered to addresses outside of the United States. International students will need to arrange for their own molecular (PCR) testing and contact the COVID-19 Team at C19team@wit.edu, or 617-989-4019 to provide the results.
- Pre-arrival test and 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 their assigned residence hall on 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 all residential students. Residential students will need to be prepared to quarantine in their residence hall until the results of their COVID-19 test are received.

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.

Surveillance Testing

All students, except those enrolled in entirely remote learning outside of Boston, must participate in Wentworth’s surveillance testing program.

- Residential Students: All residential students will undergo twice weekly surveillance testing on campus. The surveillance testing schedule is based on residence hall assignments as follows.
 - Mondays and Thursdays - 610 Huntington Avenue, Baker Hall, Apartments@525, Louis Prang Apartments
 - Tuesdays and Fridays - 555 Huntington Avenue, Evans Way Hall, Tudbury Hall
- Varsity Athletes: Varsity athletes will undergo twice weekly surveillance testing on campus and will work with their coaches to test on dates identified for their teams.
- Commuting Students: All commuting students who are on campus more than one day a week will undergo twice weekly surveillance testing on campus. Commuting students on campus once per week will undergo once a week surveillance testing.
- Students Residing in Off-Campus Housing in Boston: Under agreement with the City of Boston, all students residing in off-campus housing in Boston will undergo at least once a week surveillance testing – even those enrolled in fully remote learning and those completing a co-op off-campus. If an off-campus student living in Boston is on campus more than once a week, the student should undergo twice weekly surveillance testing.

Strict compliance measures are in place to mitigate risk to health and safety. Failure to comply in *required* surveillance testing will result in a restricted status being reported in CoVerified until testing is completed. If someone’s status is restricted in CoVerified, they may lose access to campus buildings. Restricted status will not prevent someone from accessing the Wentworth Testing Hub. Wentworth will employ randomized spot checking across campus to verify everyone’s CoVerified cleared status. Faculty and lab techs will be encouraged to check students’ CoVerified status before permitting access to in-person classes, labs, and studios.

Unless directed otherwise by a member of the COVID-19 Team, students should not test more times than required in a given week and no more frequently than every other day. Students who believe they should test more frequently should contact the COVID-19 Team for advice.

Symptomatic and Close Contact Testing

Tests are administered by Optum Student Health Services 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. Testing for students reporting symptoms will take place by appointment at Optum Student Health Services' respiratory clinic located next to the MassArt Treehouse building. Anyone with symptoms should not enter the Testing Hub behind Beatty Hall.

Anyone identified as a close contact by Wentworth's COVID-19 Team will be tested at appropriate times at the Optum Student Health Services respiratory clinic. Close contact testing will be arranged for close contacts by Wentworth's COVID-19 Team at pre-determined times.

Massachusetts COVID-19 Travel Order Testing

All Wentworth students returning to the Boston area from out-of-state will be responsible for complying with the [Massachusetts COVID-19 Travel Order](#). Wentworth will provide an arrival test upon a student's return to the state. Students should be prepared to comply with their required quarantine period until a negative result is received.

In addition, all students arriving to Massachusetts from outside the state must complete the online [Massachusetts Travel Form](#) upon or prior to arrival in Massachusetts.

Faculty, Staff, Contractor, and Vendor Testing Protocol

Pre-arrival Testing

Every faculty, staff, contractor, and vendor must undergo a molecular viral diagnostic test (PCR) at Wentworth's Testing Hub and receive a negative result, three to five days prior to returning to campus for the spring semester.

- Wentworth will offer pre-arrival testing on campus, at Wentworth's expense, for every faculty, staff, contractor, or vendor. This testing will take place three to five days before a scheduled return or scheduled arrival on campus for the spring semester.
- Wentworth faculty, staff, contractors, and vendors scheduled to work on campus throughout the winter break will be required to undergo weekly surveillance testing. Weekly surveillance testing will take the place of pre-arrival testing for these individuals.
- Pre-arrival test results must be negative for faculty, staff, contractors, and vendors to return to the Wentworth campus for the spring semester.
- Faculty, staff, contractors, and vendors 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, staff, contractors, and vendors 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.

Symptomatic and Close Contact Testing

Faculty, staff, contractors, and vendors who report symptoms related to COVID-19 or who have been known to be exposed to someone with COVID-19 will be required to contact their medical professional for medical advice, guidance on testing, and to obtain clearance to return to work. Once they have been cleared to return, they must share that documentation with the COVID-19 Team at C19Team@wit.edu to remove their campus restriction in CoVerified. The COVID-19 Team can provide a link for the secure upload of medical information, if necessary.

Faculty, staff, contractors, and vendors who develop and report symptoms while on campus and are unable to leave campus immediately, should contact the COVID-19 Team. The team will direct them to an on-campus isolation space and may arrange for testing at the Optum Student Health Services' respiratory clinic, if necessary.

Anyone with symptoms or who has been in close contact with someone diagnosed with COVID-19 should not enter the Testing Hub behind Beatty Hall.

Faculty, staff, contractors, and vendors identified as a close contact by Wentworth's COVID-19 Team will be offered the opportunity to be tested at appropriate times at the Optum Student Health Services' respiratory clinic. Close contact testing will be arranged for close contacts by Wentworth's COVID-19 Team at pre-determined times.

Surveillance Testing

Faculty, staff, contractors, and vendors who are on campus more than one day a week will participate in twice-a-week testing. Those individuals on campus one day a week will participate in once-a-week testing.

Strict compliance measures are in place to mitigate risk to health and safety. Failure to comply in *required* surveillance testing will result in a restricted status being reported in CoVerified until testing is completed. If someone's status is restricted in the CoVerified app, they may lose access to campus buildings. Wentworth will employ randomized spot checking across campus to verify everyone's cleared CoVerified status.

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 testing protocol outlined above. 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.

Dashboard

Wentworth will keep the campus community informed of the prevalence of the COVID-19 virus through its [COVID-19 Dashboard](#). The dashboard provides information related to the health of our campus community by transparently sharing metrics such as the daily and cumulative number of tests conducted, the number of confirmed COVID-19 cases, and current campus and local percent positivity rates,

consistent with local and state reporting protocols. The dashboard data will be refreshed regularly with the most up-to-date information.

Massachusetts COVID-19 Travel Order Requirements

Massachusetts has instituted a COVID-19 [travel order](#) that requires all visitors, including returning residents, entering 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.

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 “someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

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, the Community Tracing Collaborative, and other public health authorities.

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 Team monitors the University's COVID-19 test results, database, dashboard, symptoms tracker, and COVID-19 telephone information line. 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. Inform them of the results of their test and direct them to isolate.
2. Review Wentworth's [isolation protocols](#) and arrange for an on-campus isolation space if necessary and appropriate.
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 the CoVerified app.
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 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 Team helps expedite testing appointments, if necessary. As is true for case investigators, Wentworth's case managers are responsible for reminding close contacts to report and monitor their symptoms daily through CoVerified.

In addition, the COVID-19 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, 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 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 have been cleared for return by their medical professional and in consultation with the COVID-19 Project Manager or a member of the COVID-19 Team. Individuals should report this information by calling the Wentworth COVID-19 Information line at 617-989-4019.

Residential Student Quarantine Protocol

Wentworth students living in campus residence halls will be provided a quarantine space on campus. Students who are quarantined in campus housing should remain in place until completing 10 days of quarantine, as prescribed by Massachusetts Department of Public Health guidance. Quarantined students may leave campus housing on day 8 if they have not had any symptoms and they receive a negative result from a COVID-19 test administered on or after day 5 of the quarantine period.

Students who are released from quarantine prior to completing the full 14 days must continue to monitor themselves for symptoms for the remainder of the 14-day period. If an individual has experienced ANY symptoms during the quarantine period, even if they have had a negative COVID-19 test, or if the individual indicates they are unwilling or unable to conduct active monitoring of symptoms, they must remain in quarantine through the entire 14-day period.

Students should only leave the quarantine space when cleared by Wentworth's COVID-19 Team.

The University will provide support to students in quarantine, such as meals and daily check-in by case managers. Students should continue to engage in daily symptom monitoring through the CoVerified app while in quarantine. Protocols for quarantine are subject to change and will follow the guidance of the Centers for Disease Control and Prevention (CDC) and the local public health agencies

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. Students should remain in place until completing 10 days of quarantine, as prescribed by Massachusetts Department of Public Health guidance. Quarantined students may leave quarantine on day 8 if they have not had any symptoms and they receive a negative result from a COVID-19 test administered on or after day 5 of the quarantine period.

Students who are released from quarantine prior to completing the full 14 days must continue to monitor themselves for symptoms for the remainder of the 14-day period. If an individual has experienced ANY symptoms during the quarantine period, even if they have had a negative COVID-19 test, or if the individual indicates they are unwilling or unable to conduct active monitoring of symptoms, they must remain in quarantine through the entire 14-day period.

These students should only come to campus once cleared by the COVID-19 Project Manager or a member of the COVID-19 Team. Students should continue to engage in daily symptom monitoring through the CoVerified app while in quarantine. Protocols for quarantine are subject to change and will follow the guidance of the Centers for Disease Control and Prevention (CDC) and the local health agencies.

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 10 days, as prescribed by Massachusetts Department of Public Health guidance. Quarantined faculty, staff, contractors, and vendors may leave quarantine on day 8 if they have not had any symptoms and they receive a negative result from a COVID-19 test administered on or after day 5 of the quarantine period.

Wentworth faculty, staff, contractors, and vendors who are released from quarantine prior to completing the full 14 days must continue to monitor themselves for symptoms for the remainder of the 14-day period. If an individual has experienced ANY symptoms during the quarantine period, even if they have had a negative COVID-19 test, or if the individual indicates they are unwilling or unable to conduct active monitoring of symptoms, they must remain in quarantine through the entire 14-day period.

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 Team, or otherwise identified. Wentworth's quarantine protocols follow the relevant public health guidance listed above and issued by the CDC, Massachusetts 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. Protocols for quarantine are subject to change and will follow the guidance of the Centers for Disease Control and Prevention (CDC) and local public health agencies.

Discontinuation of Quarantine

Wentworth is guided by medical and public health advice from USHealthyWork, current [CDC quarantine guidelines](#), the Massachusetts Department of Public Health, and the Boston Public Health Commission 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 Team. This discontinuation protocol is subject to change.

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

Those under quarantine due to travel from higher-risk states or outside the U.S. may leave quarantine as provided in the [Massachusetts COVID-19 Travel Order](#).

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 is safe for them to 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 Team will conduct daily 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 Information line 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 Team. This discontinuation protocol is subject to change.

To discontinue isolation, students, faculty, staff, contractors, and vendors will need to satisfy all 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 test 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. 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: Provost and Senior Vice President of Academic Affairs
- Study Abroad: Provost and Senior Vice President of Academic Affairs
- Athletic travel: Vice President of Student Affairs/Dean of Students
- Other student travel: Vice President of Student Affairs/Dean of Students
- 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 Massachusetts until further notice. In cases where travel occurs, all students, faculty, and staff are required to uphold all policies and protocols set forth in this document and are urged to heed governmental travel restrictions, advisories, and warnings including the [Massachusetts COVID-19 Travel Order](#). 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.

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 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 Admissions 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 Spring 2021 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 Team is required for campus access 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.

Compliance and Accommodations for At-Risk Populations

Students

Students seeking reasonable accommodations under the criteria in the Americans with Disabilities Act (ADA) in their classroom, residence, or for any other University activity should contact Accessibility Services within the Center for Wellness at (617) 989-4390 or view the accommodation procedures and online disclosure form via use of the myWentworth app, under the Student Resources tile for Center for Wellness Resources.

Faculty/Staff

Employees who are scheduled for on-campus work and have concerns about their schedule should discuss them with their supervisor. The Office of Human Resources can assist with requests for leave under the Family and Medical Leave Act (FMLA) or requests for other leaves of absence. Employees who wish to seek reasonable accommodations under the criteria in the [Americans with Disabilities Act \(ADA\) Policy](#) may contact Catlin Wells, Executive Director of Equity and Compliance/Title IX Coordinator, at wellsc1@wit.edu.

Education, Training, and Communications

Wentworth developed virtual training modules for students, faculty, staff, contractors, and vendors. 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.

Members of the campus community who have not completed the virtual training modules earlier in the 2020-21 academic year are asked to do so prior to return campus in the spring semester. 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 Spring 2021 Campus Plan document and to provide consistent and timely updates. All communications, updates, as well as the Spring 2021 Campus Plan document will be posted on Wentworth's [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 public health policies and guidelines outlined in this plan:

- No food or drinks 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) upon arrival and departure.

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.

Classrooms are set up with six-foot physical distancing between seats. Users of the space will clean their areas upon arrival. Each room has sanitizing wipes and hand sanitizer stations. No food or drinks are allowed in classrooms, unless otherwise noted as a permissible use of the room. Classrooms undergo a thorough cleaning at night, and high-touch areas are cleaned four times a day by custodial staff. The maximum occupancy for each classroom is 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 have partitions installed to provide a physical separation in cases where six feet of separation is not possible. Appropriate strategies for minimizing risk are also taking place for design studios. In addition, occupancy has been reduced for all studio spaces.

Additional expectations include:

- Everyone is required to wear face coverings 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 is 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.
- Clear shields are employed where physical distancing is not possible.
- 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 is 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 are 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 is posted on the room ID sign at the entrance.

Accelerate

The Accelerate space and shops are handled in a similar fashion to the other workshops on campus. The spaces that make up the Accelerate program are 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 is posted on the room ID sign at the entrance.

Semester Framework and Course Delivery Models

The spring semester will begin with classes starting on Tuesday, January 19, 2021 and will end with the final exams period that will conclude on Tuesday, April 27, 2021. Based on careful evaluation of public health information, all spring semester classes will begin in an online modality on January 19, 2021 and all planned on-campus learning classes will shift to in-person learning on Monday, February 1, 2021.

Wentworth's academic calendar has minimal time between semesters. Therefore, to minimize disruption to the Summer 2021 semester schedule, Wentworth will not delay the start of the spring semester. There will be no spring break scheduled during the Spring 2021 semester.

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 during the registration process and add/drop period. 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 2020-21 Academic Year Policy.

In order to best meet student needs within de-densified spaces while simultaneously keeping track of students on campus for contact tracing and safety protocols, new course types were implemented for Spring 2021 scheduling. Courses primarily "hands-on" in nature, such as labs and studios, will be delivered mostly 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 many lecture-based courses creates the space that is required to de-densify the labs and studios to meet safety guidelines.

Courses with In-Person Activities

In-Person or Combo (LEC/LAB): Combination of in-person and virtual sessions during scheduled class times as they appear on LeopardWeb.

Rotating Lectures/Labs (RLC/RLB): Subsets of students will be in person and others online on a rotating basis as coordinated by the instructor to allow for physical distancing.

Hybrid (HYB): Combination of Lecture and Lab delivered in person on specific dates and virtually for all other class meetings throughout the semester.

Virtual Courses

Fully Online Synchronous (ONC/ONB): Online offerings of both lectures and labs where all students will participate virtually during scheduled lecture and lab times.

Fully Online Asynchronous (ONL): Course content and assignments will be delivered asynchronously – students will complete work by noted deadlines with weekly opportunities to engage with peers and faculty at the assigned class time. At the instructor's discretion, to promote learning, students should be available for synchronous sessions with notice from the instructor.

Co-Ops + Careers

For those students unable to secure a co-op position by January 26, 2021 (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.

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 spring will be available January 19, 2021. 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 recruitment opportunities will be held throughout the spring semester. 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 limit capacity to minimize risk of spread of COVID-19 and to comply with Massachusetts sector specific workplace safety standards. Access is restricted to the Wentworth Community, and IDs will be required for entry. In addition, face coverings must be worn at all times, and patrons will be asked to display their CoVerified clearance status to enter. Please visit the [library website](#) for hours and for the most up-to-date information.

Semester and Study Abroad

All Wentworth-sponsored outgoing study abroad programming is cancelled for the Spring 2021 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-19 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 following [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 Teams to enable key technology solutions and support multimodal learning for the Spring 2021 semester. These technology supports include:

- Supporting Zoom for synchronous delivery of instruction and live class interactions.
- Enabling dual delivery learning by outfitting four classrooms in Beatty Hall with enhanced technology.
- Providing a mobile technology cart set-up for lab spaces in the CEIS building.
- 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

All new full-time students eligible for a computer under the Student Laptop Program will receive their laptop by mail prior to the start of the spring semester. Further communication will be sent to those students from Tech Spot in January.

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 2020-21 academic year 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 are assigned to showers, stalls, and sinks where additional dividers and other protective barriers have been added where needed. Cleaning and sanitation of all bathrooms within the residence halls has increased and occurs regularly. Students living in the residence halls also have access to laundry facilities, mailrooms, lounges, and common spaces. These spaces comply with health requirements around physical distancing and are 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

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-19 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 and room/apartment/suite to which they are assigned unless otherwise posted, such as to access critical services like laundry 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.
- Residents must comply with COVID-19 testing policies, which currently include twice-weekly testing and daily symptom monitoring in the CoVerified app. Residents failing to comply with these protocols are subject to disciplinary action.
- Residents who test COVID-19 positive or are identified by the University as a close contact must comply with all directives and follow outlined isolation and quarantine protocols. While the goal is to remain COVID-19 negative, residents should be prepared to gather all necessary belongings (clothing, toiletries, academic supplies, computer and phone chargers, snacks, etc.) within 30 minutes and be ready to move into the University's designated isolation and quarantine spaces.

On-campus students should refer to their Spring 2021 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 Spring 2021 semester described below. This plan carefully staggers move-in over a five-day period. Please note the following dates are subject to change for weather or COVID-19 related situations.

- Monday, January 18: Spring Co-op Student Move In with approval by and arrangement with CO-OPS+CAREERS and the Office of Housing*
- Thursday, January 28 (12:00 pm - 6:00 pm): Returning Student Move In (By Assigned Time)*
- Friday, January 29 (12:00 pm – 6:00 pm): Returning Student Move In (By Assigned Time)*
- Saturday, January 30 (9:00 am – 1:00 pm): New to Housing (first year and upper-class students) Student Move In (By Assigned Time)*
- Saturday, January 30 (2:00 pm – 6:00 pm): Returning Student Move in (By Assigned Time)*
- Sunday, January 31 (9:00 am – 2:00 pm): Returning Student Move In (By Assigned Time)*

*more detailed information will be sent directly to residential students once the move-in process has been finalized.

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.
- Our students moving onto campus for the first time this academic year, on January 30, may have one person may assist with moving in. Students returning to their residential space from the fall semester will not be permitted to have anyone assist them.

- Families accompanying students to campus, but who are not permitted to enter the halls, must wait in or near their vehicle while parked in the West Lot while their student is moving in. When exiting their vehicle, family members must wear face coverings at all times.
- Students and family members who are not feeling well or experiencing COVID-19 related 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, and Anti-Depression – Coping Skills and Support. Please visit the Center for Wellness [website](#) for more information or call the Center at 617-989-4390.

Student Health Services

The University continues to work with Optum Health Services 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 Spring 2021 semester. Please visit [Student Health Services' website](#) for more information. The phone number for Optum Health Services 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. Additional fitness and recreation opportunities will be communicated to the campus community throughout the semester. 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 Team at C19Team@wit.edu or by calling the Wentworth COVID-19 Information line at 617-989-4019.

Student Engagement

New Student Orientation

New Student Orientation for students joining the University for the first time this spring will take place virtually on Friday, January 15 and Saturday, January 16. During this time, students will learn how to succeed at Wentworth, learn community expectations, and meet other students.

More information regarding Spring New Student Orientation will be sent directly to students.

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 continue to 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-19 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, which can be found on the myWentworth app under Student Resources.

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 making decisions regarding winter or spring sports competition until January 20, 2021. This applies to Club Sports as well. All decisions will be 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 spring semester. We will be complying with all relevant safety guidelines and standards, including campus protocols and required on-campus, viral-based COVID-19 testing.

Campus Information for Faculty and Staff

Staffing Models

As faculty and staff members are identified to return to work on site, there are three staffing models outlined below that have been 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.

All faculty and staff whether working on campus or remotely should 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 the supervisor in consultation with the 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 working on campus. As staffing on site increases and operations expand, we will continue to closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it.

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

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 while in an elevator as much as possible.
- 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 are 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 are 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 and seating that can be used will be identified with decals to allow for physical distancing. Seating that cannot be used due to physical distancing will be “banded” and identified not to be used.
- Please do not move furniture.
- Use disinfectant wipes as provided 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 public health polices 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.
- 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 six people at a time. It will not be reservable for meetings.
- Use disinfectant wipes as provided to clean work surfaces and technology touch points before and after use.
- 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 make appointments to print.
- 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 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 has been 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 have been installed on equipment in the Douglas D. Schumann Fitness Center.
- Face coverings must be worn during all fitness activities, even during strenuous physical activities.
- Group fitness activities require 14 feet of separation.
- An auxiliary fitness location has been 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 are suspended until further notice.

De-densified Model for Office Spaces

In addition to compliance with the public health policies 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 offices and workspaces, everyone should maintain at least six feet of physical distance between themselves and others, unless separated by a divider. This may include, but is not limited to, an individual's office, conference room, collaboration space, copy/mail area, or reception area. Face covering must be worn at all times. The only exception is when participating in virtual meetings, calls, or eating, and these activities must occur in an enclosed office or conference room space with a closed door. For a shared office, physical distancing needs to meet or exceed six feet, and face coverings must be worn at all times even with the door closed.

Facilities 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 reception areas have glass shields installed on counters or desks. Furniture in reception areas is de-densified where possible. If furniture could not be removed, visible cues such as a decal have been 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 are scheduled, but only if a six-foot distance can be maintained. Virtual-only meetings are encouraged, when possible.

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. Face coverings must be worn in these spaces and physical distancing of at least six feet must be maintained. Individuals using these spaces should keep counters, appliances, and touchpoints clean. Custodial staff 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 provides supplies for cleaning at or near all spaces on campus, 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 public health policies 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 is limited; however, additional dining locations (Watson Auditorium) and meal distribution points (Convenience Store) are available.
- Seats are at least six feet apart and no more than one person can be seated at a table.
- Dining has accommodated the academic schedule.
- Cleaning and sanitation practices have been intensified.
- All food and catering staff are required to wear face coverings and gloves.
- All food is served by dining staff; there is no self-service of food.
- Technology is being used to assist with ordering and queuing; demarcations aid in maintaining six-foot distancing between each customer.
- Menu management techniques are being utilized to streamline service.
- Utensils are disposable.
- Touchless payment methods are preferred; but payment by cash is available.

Supplemental Dining Locations and Meal Distribution Points

Additional indoor seating is available in Watson Auditorium. Watson Auditorium is cleaned nightly. Supplemental meal pick-up points are for grab-n-go only, including the Convenience Store. Additional pick-up points during lunch allow for flexibility, speed of service, and physical distancing.

Flow of traffic for meal pick up is one way with a secondary exit. Line areas are demarcated with six-foot distances and marked with visual cues for proper flow. Streamlined menu items are pre-packaged in disposable utensils for speed of pick up. These areas 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 are available for students, faculty, and staff in these areas.

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 on-campus housing will be provided to those students who must isolate or quarantine, according to public health guidelines. Dining protocols are flexible to accommodate any student who needs to quarantine or isolate. Drop-off meals will be prepared and delivered to each student's room for lunch and dinner, and a continental breakfast will be provided. Dining staff work with students on dietary requirements. Students in isolation or quarantine spaces are not permitted to use outside delivery services for food or other items.