



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

RETURN TO CAMPUS GUIDE FOR STUDENTS

FALL 2020



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MESSAGE TO STUDENTS

Greetings MCLA Students,

We are excited to welcome you to campus this fall! In this guide, you will find details about residence areas, dining, and more. Due to the COVID-19 pandemic and new state guidelines related to health and safety, our experience this fall will be different, but we are making every effort to keep the campus as safe as possible for in-person learning and on-campus living.

We Are Trailblazers and We Keep Going!

STATEMENT ON COMMITTEE WORK

The Campus Return Advisory Committee and subcommittees organized contingency planning around opening procedures for Fall 2020 and beyond. Committees identified operational needs and assessed what is necessary to return for a residential semester. The advisory committee made recommendations to the President around strategies for delivering courses, supporting students (including guidelines for life in the residence and dining halls), ensuring safe and sufficient staffing, and protocols for gathering for campus events. These recommendations are responsive to ever-changing conditions in the Berkshires and beyond, and draw on and adhere to best practices to ensure compliance to federal, state, and local guidelines.

The Committee continues to evaluate new information and data, and adjust plans as necessary and will continue to do so throughout the semester.

RESUMING STUDENT LIVING & LEARNING ON CAMPUS

TRAILBLAZER AGREEMENT

As a member of our community, we expect you to do your part to ensure your continued health and safety, as well as the health and safety of those around you.

To this end, all students are asked to abide by the health and safety guidelines MCLA has developed and sign an agreement to this effect. The Trailblazer Agreement was sent to all students via email with the expectation that you read the agreement and sign off prior to arrival on campus either for move-in or for the first day of class if you live off campus. Remember that the opportunity to remain on campus to live and learn depends on our ability to control the spread of COVID-19, which is dependent upon all community members adhering to the guidelines set by MCLA and our local and state health agencies.

If you have not already done so, please sign the [TrailBlazer Agreement](#) before returning to campus.

KEY TRAILBLAZER GUIDELINES

- **Wear a face covering in public when outside your own room/home including in instructional settings, in campus buildings, on campus grounds, and other public areas or as directed by the college or local/state health authorities.**
- **Monitor your own health daily; and stay in your own room or at home when ill or running a fever.**
- **Wash your hands frequently or use hand sanitizer when washing is not possible.**
- **Take a COVID test when asked to do so by the college.**
- **Respond to and cooperate with any requests from contact tracers to help control the spread of the COVID-19 virus.**

HEALTH AND WELLNESS

Testing and Contact Tracing. MCLA has engaged with the Broad Institute for a comprehensive campus testing plan coordinated by our Health Services office. All resident students will be tested upon arrival and once a week for the first month of attendance. After that, we will switch to surveillance testing with 20-25% of our resident students tested on a randomized schedule.

Commuter students will be offered initial COVID testing in September by appointment. Days and times of testing will be announced the first week of classes. Commuter students may contact Health Services during hours of operation if they are concerned about possible COVID symptoms. On Saturday and Sunday, local commuter students may also contact the Berkshire Health Systems (BHS) COVID-19 hotline for questions regarding the novel coronavirus, which is open between the hours of 8 a.m. and 4:30 p.m. seven days a week at: 855-262-5465.

In addition to coordination with the appropriate local public health officials, MCLA is utilizing the Guardian platform to assist in necessary contact tracing measures. Guardian is a case management system that MCLA uses for a multitude of purposes. This software has the capability for MCLA to log and track individuals related to COVID-19 who are confirmed positive, possibly exposed, and also those that may need to self-isolate/quarantine, following established tracing protocols.

We will closely monitor for positive test results, and we will regularly review the number of confirmed cases for safety purposes, while following all necessary privacy restrictions, as determined by the Department of Public Health. Monitoring rates of positive infections will inform our decision-making process regarding the continued safety of our campus community.

All students should have an isolation and quarantine plan. Residents will quarantine in their own room. While encouraged to isolate at home if possible, resident students who cannot go home will be able to self-isolate on campus in reserved isolation space. Commuter students will be required to quarantine and self-isolate in their off-campus residence. A complete guide to testing, quarantine, and isolation will be provided to students at move-in.

Immunization Requirements. The Commonwealth of Massachusetts requires all full-time college students under 30 years of age to provide proof of immunization for a variety of diseases. The specifics can be found here: <http://www.mcla.edu/Assets/MCLA-Files/Student-Life/Wellness/HealthService/col-im-reg-2019-2020.pdf>. In light of the current COVID-19 pandemic, it is essential that we are extra vigilant to not introduce the possibility of additional contagious viruses/diseases to campus. Health Services has contacted those students who still need to provide this immunization proof. Please contact Health Services directly at Healthservices@mcla.edu to follow up.

MCLA will strictly adhere to this requirement and ***all resident students who have not provided proof of immunization to Health Services or arranged with them PRIOR to move-in, will not be allowed to move into residence areas until this requirement has been satisfied. All commuter students who have not provided proof of immunization or arranged with Health Services due to their circumstance before classes begin may be at risk of disenrollment.***

New Immunization Requirement – Flu Vaccine. On August 14, 2020 the Commonwealth of Massachusetts established a NEW requirement for all full-time college students under 30 years of age that they receive a flu vaccine no later than December 31, 2020. Proof of immunization will be required for all students prior to returning in January 2021. Health Services will offer flu vaccine clinics throughout the semester, or students may obtain a flu vaccine from their doctor or a local pharmacy.

Health and Counseling Services. Health Services will be open Monday through Friday, from 8 a.m. to 4 p.m. Students who would like to be evaluated are encouraged to call 413-662-5421 during hours of operation to be triaged and provided an appointment either through the tele-medicine platform Doxy.me or in person as appropriate. This includes any complaint that a student would seek medical attention for, as well as COVID related complaints. Students experiencing a medical emergency, or when Health Services is closed, should contact *MCLA Campus Police at 413-662-5100 or 911*. For complete information on services, please visit [Health Services](#) on the MCLA website.

Counseling Services will continue to offer teletherapy to enrolled MCLA students located in the state of Massachusetts via Doxy.me. To schedule an appointment, students are asked to call the office at 413-662-5331, Monday through Friday from 8:30 a.m. to 4:30 p.m. The Counseling Services Office Manager will talk you through how to complete the necessary paperwork.

Students may be seen in-person in very specific cases of emergency. Students who indicate being in crisis over the phone will undergo a triage process to determine if an in-person visit is appropriate.

As well, Counseling Services partners with the 24/7 Brien Center Crisis Team (413-499-0412) for after-hours emergencies. For complete information on services, please visit [Counseling Services](#) on the MCLA website.

PARKING PERMITS

Parking permits for all students are managed by the Department of Public Safety. Vehicles parked on campus must be registered with Public Safety and have a valid parking decal. The vehicle you plan to register must be owned by you, a parent or legal guardian, or a spouse. Commuter decals are \$30 per semester and authorize parking in designated commuter lots; Resident student decals are \$100 per semester and authorize parking in designated resident lots. Additional details for commuters and residents can be found in the sections below. To request a parking decal, complete the [Parking Pass Request](#).

ID CARDS

Due to social distancing requirements, the Department of Public Safety has established a process that allows students to upload a photo, which meets specific guidelines, to generate their MCLA ID. New students who have not done so should return to their Canvas Orientation course and find the instructions in the ID module. Returning students who may need to replace an ID should contact Public Safety directly at 413-662-5283 or 5284 before going to the Public Safety Department to determine if they can process a new ID remotely.

FREEL LIBRARY

Freel Library remains committed to supporting student academic and personal success and well-being while doing our part to keep the MCLA community as safe as possible. There will be some changes from last year:

- Hours and seating capacity will be reduced.
- Tables and chairs have been arranged to comply with distancing guidelines and may not be moved.
- Some areas of the building will be unavailable for use.

Other aspects of the library will look familiar. Our rich collections and expert staff are still available to students online and in person. Students are able to visit the library and use computers, borrow course reserve readings, print, copy, scan, and browse most of the book stacks. A limited number of laptops are available for short-term or semester loan.

New services have been added including the ability to request books in advance and pick them up at the circulation desk. A new book scanner will let students create accessible PDFs from print materials quickly and easily. Please visit the [Freel Library](#) website for more information and follow the guidance on signage posted throughout the library building. Stay connected with the library on Instagram, Facebook, and Twitter at @mclalibrary.

CENTER FOR STUDENT SUCCESS AND ENGAGEMENT (CSSE)

The Center for Student Success and Engagement (CSSE) located on the top level of Eldridge Hall will be open Monday through Friday, 8:30 a.m. to 4:45 p.m. CSSE staff are available for scheduled appointments only during the fall 2020 semester. Students may schedule in-person or remote meetings (via Microsoft Teams) with staff to discuss matters related to success coaching, undeclared and general academic advising questions, career services, academic support, disability services registration, and all disability related accommodations. Tutorial groups will not gather for face-to-face meetings; they will utilize Canvas LMS. All requests for tutoring are available via the MCLA Campus Portal. Disability Services will continue to provide students with appropriate academic accommodations, and accommodations plans will be distributed to students via email. Students may share their plan for accommodations with their faculty as desired. For students who are registered for face-to-face courses on campus, proctored exams will be offered by appointment and scheduled via the MCLA Campus portal link to ensure social distancing in our Testing Center.

To contact CSSE, call 413-662-5400 or visit the [Center for Student Success and Engagement](#) website.

TRAILBLAZER FITNESS CENTER – AMSLER CAMPUS CENTER

MCLA is excited to announce that the Trailblazer Fitness Center renovation project is complete, and this new state-of-the-art facility will be open during the fall semester. The space offers new strength and cardio equipment, as well as an indoor walking track. Users will be expected to follow MCLA safety/social distancing guidelines and the Fitness Center will adhere to Massachusetts Phase 3 standards for fitness facilities. More details will be shared upon your return to campus, but the Fitness Center is slated to open during the first week of classes.



DINING SERVICES

MCLA Dining Services, managed by Aramark, is committed to safety first in dining operations. Health and safety protocols exceed the CDC guidelines and are in full compliance with the same state guidelines required of restaurants.

In keeping with current guidelines, there will be no self-service, and touchless service is being incorporated in all locations to the greatest extent possible. Additional seating locations will be available due to occupancy limits. All locations will offer a meal equivalency swipe.

All entry to Campus Center dining locations will be through the Marketplace entrance closest to Hoosac Hall. Students needing special accommodations should contact Dining Services at 413-662-5239 to make arrangements.

Centennial Room: All stations will be open with separate queuing lines, and include multiple home zones (comfort foods) serving like items at lunch and dinner.

Served	Pre-Packaged
Pizza	Salad bar
Grill	Deli bar
Gluten-free	Desserts
Soup	
Vegan	

A grab-and-go option will also be available at the Centennial Room entrance. Occupancy capacity is 50.

Venable Gym: Venable Gym will serve as an additional seating area for those who choose grab-and-go items. Occupancy capacity is 50.

Outdoor Tables: During the warmer weather, outdoor seating will be available for those wishing to dine outside.

Grab-and-Go Dining: The POD, Bowman, and Centennial Room entrance will all feature a variety of grab-and-go items. Menus will include an entrée salad or sandwich, chips, fresh fruit, dessert and beverage.

Bowman POD express will be open 8 a.m. to 2 p.m., Monday through Friday beginning September 2. *The POD convenience store* will be open 10 a.m. to midnight, Monday through Friday, and 11 a.m. to midnight Saturday and Sunday, beginning September 2, 2020.

Subway: Subway will be open 7 days a week from 11 a.m. to Midnight beginning September 2, 2020. Subway will offer special meal swipe value options daily.

Trailblazer Café: The Café will be open 8:30 a.m. to 6:30 p.m. Monday through Friday beginning September 2, 2020 in a hybrid model, serving as the mobile app pick up location.

Information about quarantine and isolation meal ordering and mobile app ordering will be available on the [Dining Services website](#).

MCLA BOOKSTORE

The Bookstore encourages students to order books online so that they will be available for easy pickup upon arrival to campus. To order, log in at MCLAshop.com and follow these steps:

1. Click the textbook icon to the left of the search bar to get to the “Get Your Textbooks” page.
2. Select Fall 2020 in the “Select Term” drop box.
3. Select the academic department, then input your course and section codes for each of your courses which can be found in Banner.
4. Click “Find Materials for Course(s)” at the bottom of the page.
5. This will bring you to a page with all of the books for each of the course. Add each text to your cart and check out as you would at any other online marketplace.



Please check your email for messages that your order has been received and then fulfilled. You will be able to pick your books up from the Mailroom when you arrive on campus. If you have questions, please feel free to contact william.taylor@mcla.edu

The Bookstore will have special hours of operation from August 30 through September 11 as follows:

Monday through Friday: 8:30 a.m. - 7 p.m. (closed noon-1 p.m. and 5-6 p.m.)
Saturday and Sunday, September 5 and 6: 8:30 a.m. - 4 p.m.
Closed Labor Day, September 7

The only entrance to the Bookstore is through the Marketplace door closest to the Bookstore.

GATHERINGS OF STUDENT CLUBS AND ORGANIZATIONS

The ability to have social gatherings of student clubs and organizations will be driven by emerging guidelines, but many things are being done to prepare for fall, including:

- Posting of occupancy maximum based on social distancing outside every meeting room, student office, lounge, etc.
- Removal of furniture to avoid overcrowding
- Development of a stop/go system for office visits that are driven by advisor
- Establishment of limited purposes for spaces based on maximum capacity and to avoid the need to rearrange furniture

For any events that are allowed to take place, there will be no communal items and only pre-packaged foods and beverages will be permitted. As well, room use will be staggered to allow for thorough cleaning between gatherings.

The Student Engagement Office and the Student Government Association have worked together to create a guide for student clubs and organization around meetings and events. The full guide can be found here: [Student Engagement Group Guidelines](#).

STUDENT ENGAGEMENT OFFICE

The Student Engagement Office will host virtual or in-person one-to-one meetings. All meetings will be held virtually using Microsoft Teams or a telephone unless in-person is necessary. An appropriate space will be located for in-person meetings that allows for social distancing; all participants must wear face coverings.

Most events for the fall will be virtual with some in-person events that follow social distancing and MCLA COVID guidelines. Sponsors of all in-person events will need to track individual attendance using the MCLA Events app technology. Please contact Natty Burfield for information about the MCLA Events app.

Student clubs and organizations are encouraged to hold meetings virtually; however, in-person meetings can occur in appropriate spaces that follow social distancing guidelines with required face coverings. Spaces will need to be reserved appropriately through the EMS system.

The Student Engagement Office is open Monday through Friday, 8:30 a.m. to 4:45 p.m. Students may contact the office by calling 413-662-5252 or emailing Director of Student Engagement and New Student Transition, Jenn Labbance jenn.labbance@mcla.edu or Assistant Director of Student Engagement, Natty Burfield natty.burfield@mcla.edu.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Office, located in Campus Center 316, is open Monday through Friday 9 a.m. - 7:45 p.m., and Saturday and Sunday by appointment only between noon and 6 p.m. SGA email is sga@mcla.edu.

The SGA Office will not be open for walk in traffic, but students can make an appointment using the SGA Office Reservations scheduler on the [Student Government website](#) for use of the office for club banner making, pick up and drop off of club supplies, purchasing, and in person assistance when necessary. All meetings with the SGA Office Manager, Amanda Schuler Amanda.schuler@mcla.edu; Programming Assistant, Meg Bantle, megan.bantle@mcla.edu; SGA Advisor, Chris Hantman chris.hantman@mcla.edu; SGA Representatives, and Office Assistants should be scheduled virtually.

Clubs needing to use the office printers, will need to email sga@mcla.edu with the documents and/or information to print, and will then need to schedule a pick-up with the Student Government office staff.

COMMUTER STUDENT SERVICES

MCLA will continue to support commuter students through the Commuter Lounge and Commuter Advisor, Natty Burfield natty.burfield@mcla.edu. The Commuter Lounge will be open Monday through Friday, 8 a.m. – 5 p.m. All Commuter Students are welcome to use the commuter lounge this year; however, there will be limited capacity and all commuters are required to observe social distancing guidelines and wear a face covering while in the lounge and on campus. Students using the shared refrigerator and microwave are expected to make use of the disinfectant provided in the lounge and clean high-touch areas after use.

Welcome kits for commuter students will be distributed by signing up for your welcome kit via the online form, and picking up your kit at the welcome booth during the first week of classes. For commuter students who are entering MCLA for the first time, please indicate on your form what academy you will be attending and you will receive your kit the first day of the academy.

COMMUTER LIFE

Commuter students are encouraged to take part in MCLA community life by attending in-person and virtual events provided across campus. If commuters have questions about parking, Student ID's, commuter meal plans, how to get involved, or other college life related items, contact Natty Burfield, Commuter Student Advisor at natty.burfield@mcla.edu.

New students are invited to attend a virtual commuter student meeting at 5:30 pm on September 1. Log in information is available on your Canvas Orientation page. Commuter students will be notified about when and where to pick up their welcome bags containing masks, hand sanitizer, and touchless door openers, which will include at the Welcome Tent on the Quad beginning September 2.

MCLA continues to work to identify spaces for commuter students to access computers and work on campus between classes. A limited number of spaces in Freel Library are available by reservation for use during class meeting times. Please note that these are **not** private spaces. Headphones must be used to listen to audio, and talking aloud is not permitted in the spaces on the quiet floor. More information and a link to reserve a space will be posted on the library website before the start of classes.

RESIDENTIAL PROGRAMS AND SERVICES (RPS)

The **RPS Central Office**, located in Townhouse #89, will primarily provide service by phone at 413-662-5249, email rps@mcla.edu, and scheduled appointments. RPS hours of operation are Monday - Friday, 9 a.m. - noon and 1 - 4:30 p.m. Most scheduled appointments will be conducted via phone or virtually through Microsoft Teams or Skype. In-person appointments can be scheduled, as appropriate and are limited to one student at a time, wearing a face covering and maintaining social distance.

Residence Directors will primarily provide service through phone, email and scheduled appointments. Most scheduled appointments will be conducted via phone or virtually through Microsoft Teams or Skype. In-person appointments can be scheduled, as appropriate, and are limited to one student at a time, wearing a face covering and maintaining social distance.

Residence Director (RD) Offices

Berkshire Towers lobby level:

Brendan Cody; brendan.cody@mcla.edu; 413-662-5500

Hoosac Hall entry level:

Rachel Kristoff; rachel.kristoff@mcla.edu; 413-662-5423

Flagg Townhouses, Townhouse #89:

Madison Taber; madison.taber@mcla.edu; 413-662-5249

RESIDENTIAL LIFE

MCLA has developed a plan for residential living that we believe will provide the safest possible living and learning environment for our students in light of the continuing pandemic. We have carefully looked at each residence area, and developed some guidelines for operation of each location. More complete information will be provided upon move-in; the following information is provided to assist you in planning and preparing. All residence areas have been cleaned and sanitized during the summer months in preparation for student arrival to campus.

Arriving on Campus: All students will receive a welcome kit containing face coverings, thermometer, hand sanitizer, and touchless door opener. This welcome kit will be in your room when you arrive.

When packing to come to campus, students should think about how they would leave campus if they had to depart quickly and begin remote instruction. Students should only bring belongings that fit in whatever means of transportation they will use to return home. We strongly recommend all students minimize the possessions they bring to campus in the fall. We highly recommend packing a quarantine bag with essential supplies for two weeks in the event of a positive COVID-19 test result.

Students from States with Significant Spread of COVID-19: All students arriving at MCLA who do not live **lower risk states** as outlined by the frequently updated MA COVID-19 travel order will be required to either:

- 1) Produce a negative COVID-19 test result that has been administered no more than 72-hours prior to their arrival in Massachusetts, or

- 2) Quarantine for 14 days or until they obtain a negative COVID-19 test result, whichever comes sooner, and
- 3) Complete and submit the [Massachusetts Travel Form](#) prior to arrival.

Students living in high risk areas have been offered an opportunity to arrive early to be tested and avoid quarantine after classes have begun. Please direct questions to Dean of Students Heather Quire at 413-662-5103.

VISITORS

Guests/Visitors: To minimize the introduction to, or spread of, COVID within each residence area, student access to each residence area is limited to those who live within that residence area. Residents will not be able to host any guests/visitors, including family members, MCLA commuters, or residents from other residence areas.

Visitors within the Residence Area: Residents may host one guest at a time from their residence area in their bedroom provided both are wearing face coverings.

COMMON/SHARED SPACES IN RESIDENCE AREAS

Physical distancing must be observed and face coverings worn when six feet of separation cannot be maintained or the risk of incidental contact is high. Students are encouraged to use precautionary sanitizing practices such as wiping shared surfaces after each use.

Elevators: Elevators will remain open with maximum occupancy of two people at a time in accordance with state guidelines.

Kitchenettes: Kitchenettes in Hoosac Hall and Berkshire Tower will be closed this fall based on guidelines around cleaning and use of shared appliances and related supplies.

Lounges/Common Space: Lounges and common space will remain open with posted maximum occupancy limits, and the expectation that students will wear a face covering and stay six feet apart.

Bathrooms: Face coverings should be worn in bathrooms except when using the sink or shower. Facilities will clean bathrooms in Hoosac Hall and Berkshire Towers daily. Supplies will be maintained in each bathroom to allow students to clean fixtures between uses. Students in the Townhouses will be responsible for cleaning their own bathrooms and cleaning/disinfecting solutions will be provided.

Laundry: Laundry is free this year to all residents in their own residence area. There will be limits to the number of students allowed in the laundry areas at one time, and we ask that students be considerate of others when using the space.

Townhouse Kitchens: State and industry guidelines prohibit the shared use of pots, pans, dishes, cups, utensils, etc. Each townhouse resident is advised to bring their own personal cooking equipment and to consider the use of disposable plates, etc. for safety. Each resident will be expected to clean up after themselves to protect the other users of this common space.

FALL 2020 COURSE DELIVERY

CLASSROOM LOGISTICS

This fall, MCLA [courses](#) will be in-person, in a blended format, or fully online. Continue to check your course schedule for updates in Self-Service Banner, and contact your Department Chair (if you have declared your major) or advisor (if you have an undeclared major), or the [Registrar's Office](#) with questions. This semester, the add/drop process will be online should you need to make changes to your schedule. New this year is early add/drop for all sophomores, juniors, and seniors, and it begins August 24. Regular add/drop for all students begins the first day of classes on September 2.

Canvas has been identified as the learning management system for all academic delivery.

MCLA's Pittsfield campus at 66 Allen Street serves our Division of Graduate and Continuing Education, including courses for graduate programs and our adult learner cohort programs. The MCLA Pittsfield location will adhere to similar social distancing practices, cleaning procedures, and hybrid course delivery. Classrooms will be equipped with similar technology as our North Adams campus. In addition, DGCE staff offices have been relocated to help de-densify the North Adams campus and allow for adequate student services for our DGCE students.

CONTINGENCY PLANNING FOR REMOTE LEARNING

Academic Affairs and Academic Technology remain ready if a pivot to remote learning is necessary at any point during the fall 2020 semester.

Classroom Setup

- Classrooms will be set up to follow social distancing guidelines of six feet between individual students as well as the faculty member.
- Tape markers will be put on the ground to signify where desks should be and also to signify an area at the front of the room that is reserved exclusively for the faculty member. It has been mandated that classroom furniture cannot be moved because of the need to strictly adhere to social distance guidelines.
- MCLA has installed 50 pan-tilt-zoom (PTZ) cameras, microphones, and computers into classrooms in various buildings across campus for improved course delivery.

A CLEAN CAMPUS – FACILITIES & OPERATIONS

CLEANING PROTOCOLS FOR FALL 2020

MCLA will follow CDC, MA Department of Public Health and DCAMM guidelines regarding cleaning and sanitization. Work has been done to ensure that all cleaning chemicals are approved to disinfect and stop the spread of COVID -19 (per EPA/CDC recommendations).

Details for maintaining specific areas:

- Classrooms will be fogged at least twice daily and each classroom will be equipped with bottles of disinfectant and paper towels.
- Bathrooms will be fogged at varying frequencies and at least once daily, and a bottle of ES 64H sanitizer will be in place.
- Offices and common spaces will have a bottle of ES 64H sanitizer available.
- Common areas and elevators will be fogged once daily.
- Residence areas will see a heightened cleaning schedule.

Other efforts are underway to ensure a clean campus, including the installation of 50 additional hand sanitizing stations across campus in high-traffic areas and offices. Additionally, air filters will be changed out in greater frequency as recommended by DCAMM. Facilities staff will operate under modified schedules to allow for increased cleaning needs at various times including late nights and very early mornings. A partnership has been established with external services to provide emergency cleaning needs on campus.

In a number of areas on campus, efforts have been made to de-densify spaces as necessary to aid in cleaning efforts. Classrooms and common areas across campus have had excess furniture beyond what is allowed for safe social distancing removed, and signage is being placed across campus to help with traffic flow and social distancing practices.

ENTER/EXIT CONTROL

When entering/exiting buildings, students should pay particular attention to maintaining social distance and wearing face coverings. Most campus buildings will have designated entrance and exit doors.

At this time only students of the College will be allowed on campus.

SIGNAGE AND POSTERS

Students, along with all building occupants, are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.



PERSONAL SAFETY PRACTICES

Face Masks/Face Coverings: The College will provide cloth face masks to students, and all are expected to follow Massachusetts state guidelines regarding the wearing of face masks/face coverings. Follow this link to the Governor's order: [Massachusetts Masks and Face Coverings](#)

Students are expected to:

- ☐ Have a face covering or mask with them at all times during their day
- ☐ Wear a face covering or mask when they are not in their own room

Students who for medical reasons cannot wear a face covering or mask should contact Health Services/CSSE and they will be provided with a plastic face shield that can be worn in lieu of a mask.

The following instructions are provided as **guidance only and do not guarantee the prevention of transmission of the COVID-19 virus.**

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/mask.
- Ensure the face-covering/mask fits over the nose and under the chin.
- Situate the face-covering/mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/mask.

Taking off the face covering/ mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/mask.
- When taking off the face covering/mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.



Care, storage and laundering:

- Keep face coverings/masks stored in a paper bag when not in use.
- Cloth face coverings should not be used more than one day at a time and should be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day's use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash at the end of the day, or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

For additional details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, please visit the CDC website.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick.

Students on campus should maintain a distance of at least six feet (about 2 arms' length) from other people when able, being particularly mindful when in enclosed spaces.

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Cleaning/Disinfection: Facilities teams will follow an enhanced cleaning protocol as students return to campus. Disinfectant cleaner will be provided in shared/common areas for maintaining common high-touch surfaces, such as printers, copiers, door handles, light switches, desks and tables.

Sharing of personal workspace and tools/devices should be avoided (e.g. phones, computer keyboards/mice, staplers, pens/pencils, markers, erasers). Where sharing occurs, students should take measures to clean all touched surfaces before and after use.

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.



SYMPTOM & EXPOSURE GUIDANCE

SELF-SYMPTOM MONITORING REQUIREMENT

Students are asked to conduct symptom monitoring every day. You must be free of ANY symptoms potentially related to COVID-19. These symptoms include one or more of the following:

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fever
- ☐ Chills
- ☐ Congestion or runny nose
- ☐ Muscle or body aches
- ☐ Headache
- ☐ Sore throat
- ☐ Fatigue
- ☐ New GI symptoms (nausea/vomiting/diarrhea)
- ☐ New loss of taste or smell



Students who exhibit symptoms should not report to class and should contact Health Services at 413-662-5421. Students should remain in their personal room until guidance is provided. As well, they should contact their faculty members to notify them that they will not attend classes, and to receive guidance regarding on-line only participation until cleared to attend in person.

In addition to talking with Health Services, local commuter students can access Berkshire Health Systems' toll-free hotline (855-262-5465) from 8 a.m. to 4:30 p.m. seven days a week for questions regarding the novel corona virus.

FINANCIAL AID & EMERGENCY ASSISTANCE

FINANCIAL AID

The College recognizes that many families may be experiencing or anticipating hardship due to the ongoing COVID-19 pandemic, and we will do our best to provide assistance during these uncertain times. Students who have applied and/or are receiving financial aid, and whose financial situation has changed, may submit a special circumstances appeal documenting changes and requesting reconsideration of aid eligibility. Questions can be directed to Student Financial Services at 413-662-5219.

STUDENT FINANCIAL SERVICES

The Student Financial Services offices will provide service mostly by appointment only. Students may request an appointment by emailing or calling ahead. When an in person appointment is not ideal, appointments will be conducted via phone or virtually (Skype or Microsoft Teams). Limited walk-in traffic will be allowed with face covering and social distancing required, in addition to office capacity restrictions. Students are encouraged to email the office for instruction or appointment times.

Financial Aid

Phone: 413.662.5219

Email: finaid@mcla.edu

Hours: Monday – Friday 8:30 a.m. – 4:45 p.m.

Student Accounts

Phone: 413.662.5230

Email: studentaccounts@mcla.edu

Hours: Monday - Friday 8:30 a.m. - 4:45 p.m.

EMERGENCY ASSISTANCE

The Charlotte Degan Fund was established to assist students experiencing an unexpected emergency need for funds. [Applications](#) can be completed and emailed to april.wright@mcla.edu.