



COLLEGE POLICY ON COVID-19 RESPONSE FULL CAMPUS OPENING: JUNE 1, 2020

Beacon College has responded to the COVID-19 crisis by keeping its community's health and safety at the forefront of all decisions. As we welcome the community back to the campus, all community members are reminded that we are collectively responsible for the well-being of everyone. Although all individuals are ultimately responsible for themselves and must make the decisions necessary to maintain their own safety, community members are expected to follow this policy in order to maintain the safety of the larger Beacon community. As of June 1, 2020 Beacon College will be fully operational with personnel in their offices and accessible to visitors. The following policies apply until further notice and will be updated by July 1 in advance of the resumption of academic programming on July 26, 2020:

General Policies

- All updates to policies and procedures will be shared through email, digital signage throughout campus and on the Beacon College COVID-19 website.
- Digital signage will display messages reinforcing the College's policy and protocols.
- Anyone on the Beacon College campus should regularly wash hands, use hand sanitizer, and maintain their personal hygiene.
- Facilities staff will be responsible for the regular cleaning of public spaces — especially those frequented daily by employees and visitors.
- Hand sanitizers will be stationed at the entrance of every campus building and should be utilized regularly.

Beacon Employees

- Upon arrival to campus every day, employees are expected to communicate with their direct supervisor that they are fever and symptom-free for that day. Employees are expected to test their temperature and be responsible for their own well-being. Senior Staff members will be reporting to Human Resources any illnesses that are reported, related to COVID-19 or not.
- Although employees are responsible for monitoring their own wellness throughout the day, supervisors have the authority to determine their fitness for work, and may send employees home if symptoms or any illness is recognized.

- All faculty and staff are expected to adhere to social distancing of at least six feet between individuals.
- All employees are expected to be at their work station unless otherwise approved for remote work by their supervisor.
- All employees will be expected to use face masks while outside of their offices and inside their offices when any visitor enters the office space.
- Visitors to an office should pause at the doorway until invited in.
- Meetings of 10 or fewer must be conducted while practicing safe social distancing. In-person meetings involving more than 10 individuals are currently prohibited. (However, such meetings could, for example, host in person 10 socially-distant participants with any remaining participants hosted via the Zoom platform).
- Employees are encouraged to bring sufficient cleaning materials for their individual work-spaces, but the College will have cleaning supplies on hand if needed. The College will provide a face mask (paper fabric) if an employee does not have his/her own. However, supplies are limited and we ask everyone to retain their own mask. Additionally, employees who prefer cloth are encouraged to use their own.
- Employees are reminded that, in the interest of ensuring safety and health, our own day-to-day modeling is essential.

Visitors to the Beacon Campus, including students through June 30

- Visitors should report to Beacon Hall where they will be logged in and temperature checked. Cleared visitors receive a visitor sticker indicating that he or she has been certified for the day;
- Guests without face masks will be provided one at the front desk;
- Visitors will be encouraged to use hand sanitizer (stationed by the entranceway) before their appointment; and
- Visitors will receive an informational hand-out describing the College's commitment to COVID-19 protection and to our now standardized protocols;

Failure to comply with this policy by employees is subject to disciplinary action per the supervisor; students, the Student Handbook. Visitors who fail to adhere to these guidelines will be asked to leave the campus immediately.