

The Berkshire Community College COVID-19 Control Plan was developed to respond to MA Governor Baker's mandates for reopening business in the State of Massachusetts. BCC's Control Plan was developed to recognize all 4 phases of the Governor's plan and includes the use of resources such as the CDC and MA.gov.

We recognize that the Control Plan must be fluid and provide means to respond to unseen changes that may occur as the State reopens. We also realize that this Plan may require amendments as we move through the reopening process.

Social Distancing

Ensure that all persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.

- Offices/workplace areas will have at least 6 feet distancing between employees whenever possible.
- Dedicated private offices will be used as much as possible.
- Supervisors, with employee input, will assess work areas prior to return to the workplace and help to develop safe distancing practices.
- All employees will adhere to the specific work space and not visit other spaces, except nearby restrooms or legitimate business purpose
- A minimum of 45 sq ft/person will be provided in each classroom/lab
- Bathrooms will have a one person occupancy; signs will be posted for occupancy.
- Elevators will have a one person occupancy; signs will be posted for occupancy.
- Seating in all common areas will be configured to allow safe social distancing.
- Physical and Digital signage reminding people of social distancing and maximum occupancy rules will be commonly visible at specific use areas like bathrooms and elevators as well as across campus.

Establish protocols to ensure that employees can practice adequate social distancing

- Repopulation of the campus will follow Governor Baker's "reopening" mandates including maintaining COVID 19 Workplace Safety Rules
 - Phase 1: No more than 25% of employees
 - Phase 2: No more than 40% capacity; including students who are completing a degree, program or pre-requisites for employment
 - Phase 3: General operations
 - Phase 4: General operations including large capacity venues
- When possible, depending on work responsibilities, work tasks will be accomplished in half-day or full-day increments. Alternative day schedule can be implemented if safe social distancing is not possible among the employees.
- Partaking of food and/or drink will occur following social distancing guidelines.

Provide signage for safe social distancing

- Physical and digital signage reminding people of social distancing, and maximum occupancy rules will be commonly visible at specific use areas like bathrooms and elevators as well as across campus.

Require face coverings or masks for all employees

- Every employee will be required to cover the nose and mouth as much as possible but always in situations that make keeping a distance of 6 feet between the employee and another person impossible. The supervisor must be informed if an employee cannot cover nose and mouth for medical.
- Offices that will interface with students and outside vendors may request sneeze guards through their supervisors.

Implemented additional procedures

- Students enrolled in face-to-face learning activities are provided education on social distancing, handwashing and the use of face coverings
- Vendors must adhere to BCC COVID19 access protocol by contacting security before coming to campus.
- Specialized PPE will be utilized for lab or clinical experiences. Students must obtain those supplies as directed by their faculty.

Hygiene Protocols

Provide hand washing capabilities throughout the workplace

- Hot water and microbial soap will be available in all restrooms.
- Hand sanitizers will be available across campus.
- Small bottles of hand sanitizers will be acquired from the facilities office by submitting a request to their supervisor.

Ensure frequent hand washing and ensure adequate supplies

- Physical and digital signage reminding people of frequent and effective hand washing will be commonly visible at specific use areas like bathrooms across campus.
- Disinfectants will be available for classrooms/labs upon request.
- Cleaning/disinfecting supplies will be provided to all employees by submitting a request to their supervisor.
- Disinfecting spray bottles will be located inside each bathroom.

Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

- Cleaning/disinfecting of electronics and personal space is the responsibility of each employee.
- All food and drinks will be removed at the end of the work day. No food trash will be left in work space.
- Daily routine sanitization schedules are:
 - Classrooms/Labs: at least once a day
 - Bathrooms: Three times a day
 - Common spaces: Twice a day
 - High touchpoint areas and horizontal surfaces: Dedicated maintainer, throughout the day
- Between classes, if faculty deems it necessary, they can call/email facilities and maintenance staff will apply disinfectant spray.

Implemented Additional Procedures

- Students enrolled in face-to-face learning activities will be provided education on social distancing, handwashing and the use of face coverings
- Students who feel they may have COVID 19 related symptoms should not attend face-to-face classes/labs.

Staffing and Operations

Provide training for employees regarding the social distancing and hygiene protocols

- CDC videos will be provided to all employees regarding social distancing, handwashing and the use of face coverings prior to repopulating campus.
- Posters and emails will be provided to identify COVID-19 symptoms.
- Ongoing education through videos, virtual campus meetings, posters and fact sheets will be provided regarding social distancing and hygiene protocols.
- As additional training and resources becomes available they will be shared.

Employees who are displaying COVID-19-like symptoms do not report to work

- BCC has developed a health self-assessment tool for COVID 19 symptoms.
- Anyone planning to enter campus must complete a health self-assessment prior to each visit to campus. (These self-assessments will not be collected, reviewed or approved.)
- If an employee has COVID 19 related symptoms they should notify their supervisor and not report to work.
- College reserves the right to deny entry to anyone who exhibits COVID-19 related symptoms.

- College security will assume the responsibility of enforcement.

Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

- The security office will maintain a log of all employees who come to campus. The log will include the time and location of the visit.
- The security office will develop and maintain a relationship with the Pittsfield Department of Health to assist with contact tracing investigation.
- With the Pittsfield Department of Health, the Security office will develop a protocol to support reporting of persons who are ill with COVID-19 symptoms on campus and their return to campus.
- As soon as the Security office receives confirmation that someone who has been on campus has demonstrated symptoms and/or tested positive for COVID-19, the following steps will be taken:
 - The Pittsfield DPH will be notified of the situation and will support and coordinate potential for shut down of specific areas on campus; one section, one building, campus.
 - The Security office will communicate with Facilities that an employee demonstrated COVID 19 symptoms on campus. Facilities will immediately begin sanitization measures as outlined in [Cleaning and Disinfecting](#).
 - The campus community will be notified per college emergency notification guidelines with strict adherence to all HIPPA/FERPA guidelines.
 - Security personnel will monitor the situation and ensure that all protocols are enacted.
 - Communication will be made with campus regarding safe return to affected areas.

Implemented Additional Procedures

- The Student Code of Conduct is amended to include safe distancing agreements, and health and safety rules.

Cleaning and Disinfecting

Establish and maintain cleaning protocols specific to the business

- Cleaning/disinfecting protocols will be place and maintained
- All HVAC equipment will operate under strict 100% outside fresh air intake, 100% exhaust of stale indoor air and exhaust fans will run during operational hours
- Installed MERV 13 filters to provide maximum safety and prevention of airborne pathogens.
- Periodic check of air filters will be performed

When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed

- The Facilities department will clean/disinfect the areas the person with COVID 19 symptoms was in contact with, and close those spaces for as recommended by the Department of Health

Disinfection of all common surfaces must take place at intervals appropriate to said workplace

- Daily routine sanitization schedules are:
 - Classrooms/Labs: at least once a day
 - Bathrooms: Three times a day
 - Common spaces: Twice a day
 - High touchpoint areas and horizontal surfaces: Dedicated maintainer, throughout the day
- Between classes, if faculty deems it necessary, they can call/email facilities and maintenance staff will apply disinfectant spray.