Dear Anna Maria College Community,

In Fall 2020, the Anna Maria College Return to Campus on Processes, Protocols and Guidelines were presented to the campus for the necessary information needed to prepare for the opening of the 20-21 academic year. The safety measures and necessary preparations for operations were outlined and implemented with a great deal of success. It challenged us on many fronts, but the campus community met those challenges with determination and hope. I again offer my deep appreciation for all that was done and continues to be navigated in order to advance our mission and assure the well-being of our community.

While we continue to see challenges from COVID-19, the Spring 2021 semester will open with improved operational initiatives from our learned experiences in the fall. Even though we are still dealing with the reality of the pandemic, the approval of a vaccine, and the current evidence of the holiday spike in cases beginning to plateau and, hopefully, decline as the semester progresses allows us to see the end of the semester as finishing stronger than what we experienced in the fall. Over the semester break, modifications have been implemented and the following are some of the highlights that you should be aware of:

- The spring semester will begin with on-campus and remote classes on February 8, 2021.
- Move-in for new and returning students is scheduled to begin on February 3, 2021. All details on move-in are outlined through a communication from Residence Life;
- Testing schedules for students will begin the week of February 1st to assure safety for all on campus;
- The suspension of basketball, both men and women; spring sports schedules are still being determined for scheduling decisions by the athletic conference (GNAC);
- COVID-19 testing will continue twice a week at no cost for all community members and will be administered Monday through Thursday;
- The same protocols and restrictions for safety are in place as was in the fall – masks at all times when outside of living space (residence hall) or office, capacity limits in place for social distancing, increased cleaning processes across campus, dining hall reservations through OpenTable beginning the second week of classes (grab-and-go for the first week);
- Improved technology in classrooms for better visual and audio impact, and;
- Faculty further developed remote and on-ground delivery to lessen the difficulties experienced with some hybrid courses.

We will continue to monitor the impact of COVID-19 and assessment on all of the policies and procedures outlined in this manual will be conducted throughout the semester. The information that is communicated to Anna Maria College through public health officials and federal and state regulations is efficient and current. I once again ask for your continued cooperation in all required protocols in order to continue and complete the academic year successfully. Please read this document carefully as there are some changes from the previous edition.

I look forward to the start of the spring semester and welcoming our students, faculty and staff back to campus. Enjoy the rest of your semester break and I wish you and your family a healthy 2021. If you have any questions, please call me at (508) 849-3333.

Sincerely,

Mary Lou Retelle
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ADJUSTED SPRING SCHEDULE
The Traditional Spring Semester will be 15-weeks starting on February 8th until May 21st. The Spring 2021 calendar is as follows:

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<td>15</td>
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<th>Good Friday (No Classes - College Closed)</th>
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<td>6-30</td>
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<td>Patriot’s Day (No Classes - College Closed)</td>
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<td>26-30</td>
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CAMPUS GUIDELINES AND SAFETY PROTOCOLS

Anna Maria College’s response to the COVID-19 pandemic seeks to protect the health of our community while continuing our mission as a Catholic institution inspired by the ideals of the Sisters of Saint Anne. Anna Maria College educates students to become individuals who will transform their world as ethical leaders and community-oriented professionals.

The College’s first priority remains, as always, the safety and well-being of our students, faculty, and staff throughout the ongoing COVID-19 pandemic. Until a vaccine or treatment is made available to the public, Anna Maria’s plans will be aligned and be consistent with local and state-wide ordinances and phased reopening models. College plans will also follow opening recommendations and guidelines from the federal government, Center for Disease Control and Prevention, and the Massachusetts Department of Public Health.

If we each implement the measures set forth in this guide, the combined effect will reduce the risk of spreading COVID-19 at the College. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of the proper protocol with a polite, “Please”. For those of us who receive a reminder, we should politely say, “Thank you” and immediately follow the appropriate safety protocol.

Because our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will be updated as appropriate as more information becomes available.

ENTERING CAMPUS

Entry to the Anna Maria campus is limited to enrolled students, faculty and staff, approved vendors, and visitors to the admissions center. Everyone entering campus will be required to sign a waiver of liability and assumption of risk at least once per semester. College community members will be required to review all policies and procedures that cover critical health and safety information regarding COVID-19 best practices, including but not limited to social distancing, self-care, and cleaning.

Anyone entering the campus must, at a minimum, follow the below guidelines:

- Wear a face covering.
- Follow social distancing policies of six feet or more.
- Review the COVID-19 Return to Campus Process, Protocols, and Guidelines
- Sign a waiver of liability and assumption of risk at least once per semester.
- Self-identify any COVID-19 symptoms.

CAMPUS VISITORS

Visitors and guests will be prohibited from campus, with exceptions including admissions visitors and essential vendors and contractors. When a visitor arrives, there will be a QR code at all check-in locations that visitors will scan with their cell phones. The QR code will bring the visitor to an online self-assessment form and waiver that they must fill out. Once complete, the visitor will receive an Access Approved or an Access Denied message on their phone. Visitors should keep this message available on their phone and show it to College employees if asked. Visitor experiences on campus will be limited depending on the visit. Alternatively, visitors can visit www.annamaria.edu/assessment to access the form. There will be no exceptions made unless approved by the Office of the President.

FOOD DELIVERIES AND PACKAGES

Food deliveries will be allowed on campus; however, community members will be required to meet the delivery person outside to pick up any food. No delivery persons will be allowed inside any campus buildings. The mailroom will continue to collect all USPS, FedEx, UPS and Amazon packages.
HEALTH AND SAFETY
All students, faculty and staff who choose to return to Anna Maria College’s campus for the Spring semester will be screened and tested for COVID-19 on an ongoing basis. Students, faculty and staff will be responsible for monitoring their own health daily, as well as for self-reporting, self-quarantining, and self-isolating should they test positive for COVID-19. All students, faculty and staff will be required to wear face coverings, social distance, ensure proper hygiene and otherwise conform to the policies of the College with regard to mitigating the spread of COVID-19.

ONGOING MONITORING
The Vice President for Administration and the Vice President for Student Affairs will continue to monitor the ongoing developments related to COVID-19 prevention, communications, outreach and response planning, and will advise College COVID-19 Task Force on policies and decisions aimed at ensuring the safety of our students, faculty and staff.

TRAVELING TO MASSACHUSETTS FROM OUT OF STATE
All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the Massachusetts Travel Form prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for the State recommended amount of days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.

If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

Failure to comply may result in a $500 fine per day.

Please visit the Massachusetts Travel Restrictions Order website for more information, including the list of lower-risk states, exemptions, business guidance and other details.

COMPLIANCE AND ENFORCEMENT OF COVID-19 POLICIES
The College has determined that there will be immediate and significant sanctions for violations of any policy that is in place for COVID-safety related purposes, and for which violations put other community members at risk. Students and employees who do not participate in the testing program, or students or employees who do not adhere to isolation and quarantine procedures will be removed from campus immediately. Students who do not wear masks where required (which includes anywhere on campus outside of their residence hall room), will be fined for a first offense and removed from campus for any subsequent offenses. Students who violate the guest policies, including but not limited to bringing outside guests into the residence halls will risk losing housing privileges after the first offense. For employees who do not follow College safety related regulations, it will result in disciplinary action up to and including termination of employment. All members of the College community depend upon each other to ensure a safe and vibrant community. Members of the College community are asked to report any non-compliance to covidreport@annamaria.edu or call (508) 849-3600.
SYMPTOM ASSESSMENT AND MONITORING

Each day, before reporting to campus or leaving your residence hall, all members of the Anna Maria College community should complete a daily self-screening on the CoVerified app to ensure they are free from ANY symptoms potentially related to COVID-19 or have been evaluated and cleared by their medical provider to be eligible to be on campus. If you have any of symptoms of COVID-19 while away from the College, do not return to campus. If you live on campus and have any symptoms, please do not leave your residence hall room and contact Health Services immediately.

At this time, symptoms include one or more of the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

All College community members should monitor symptoms daily to lessen the community spread of COVID-19. If you have any questions about your exposure, have a recorded temperature of greater than 100.4 degrees, or have any of the listed symptoms, you should contact your medical provider for an assessment and COVID-19 testing and inform Health Services.

EXPERIENCING SYMPTOMS WHILE ON CAMPUS

Any College community members who become symptomatic while on campus must immediately call Health Services at (508) 849-3315 to be evaluated and refer you to your Primary Care Physician. For residential students, the College has engaged the services of a local testing facility for emergency testing.

Employees and commuter students who suffer from symptoms while on campus should inform their supervisor, leave campus immediately, and contact their personal health care provider.

PHYSICAL 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. Because people can spread the virus before they know they are sick, or without ever developing symptoms, it is important to keep your distance from others, even if you have no symptoms or are wearing a face mask or covering. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. College community members on campus must follow these physical distancing practices:
1. Stay at least six feet (about two arms’ lengths) from other people at all times
2. Stay out of crowded places and avoid mass gatherings
CAMPUS HEALTH AND SAFETY MEASURES

By this point, most people own and use various Personal Protective Equipment (PPE). While we recommend you bring your own face coverings and other PPE, please be aware that the College has a limited number of disposable and cloth masks available for Anna Maria College community members. These masks will be available at the testing site in Jacques Conference Room.

The College has invested in additional safety measures across campus which include:

Additional cleaning and hygiene installations around the campus
- 150+ hand sanitizer dispensers (wall mounted and stands)
- 60 sanitizing wipe dispensers
- 3 electrostatic sanitizing sprayers

Additionally, the College has created other protection measures across campus including physical barriers and touchless solutions. Investments made include:
- 50+ plexiglass barriers
- 40+ touchless plumbing sensors

COVID-19 PREVENTION
HYGIENE AND FACE COVERINGS

HANDWASHING
Washing our hands is one of the easiest and most important things we can do to stay healthy and stop the spread of bacteria and viruses. You should wash your hands with soap and water for at least 20 seconds:

• Whenever they look dirty.
• Before, during, and after you prepare food.
• Before eating.
• Before and after contact with an ill person.
• Before and after treating a cut, sore, or wound.
• After using the toilet or changing diapers.
• After using a disinfectant.
• When entering or exiting the workplace.
• After blowing your nose, coughing, or sneezing.
  (Wash your hands more often when you are sick to prevent spreading your illness to those around you.)
• After touching animals or animal waste.
• After touching garbage, body fluids, or anytime you have doubt if your hands are clean.

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. Wash your hands after touching your face.

COUGHING/SNEEZING
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. 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 a hand sanitizer that contains at least 60% alcohol.

FACE COVERINGS
There are many things that you can do to help protect yourself and others from becoming infected with COVID-19. People who show no symptoms of illness may still be able to spread COVID-19. A face covering may help prevent you from spreading COVID-19 to other people. It is important that you wear these face coverings or masks in situations where it is difficult to maintain a social distance of six feet from others. All members of the Anna Maria College community will be required to wear a mask or cloth face covering when not in their individual offices or residence hall rooms.

A face covering can include anything that covers your nose and mouth that meet CDC requirements. Masks or cloth face coverings are required when you can’t socially distance, for example:

• In small office spaces
• Common spaces on campus (Mail Room, Business Office, Dining Hall)
• Meetings taking place between employees in a shared space
When you wear a cloth mask, it should:

- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include at least three (3) layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage or change to shape.

When putting on and taking off a mask, do not touch the front of it, you should only handle the ties or ear straps, and make sure you wash the cloth mask regularly. Wash your hands or use hand sanitizer after touching the mask.

CLEANING/DISINFECTING

All campus buildings will be cleaned regularly. Facilities will clean and disinfect all building public spaces consistent with up-to-date public health recommendations. Public spaces include building entries, lobbies, elevators, hallways, bathrooms, and conference room spaces. Public spaces will not include individual offices. It will be the responsibility of the employee to clean their own, non-public spaces with the supplies provided by the facilities team. Facilities will maintain hand sanitizer stations across campus.

College community members should wipe down their own frequently commonly used surfaces before and after use. Such surfaces include any shared-space location or equipment (e.g., copiers, printers, computers, personal desks and tables, doorknobs, etc.). Facilities will provide the materials necessary for wiping down surfaces. Employees using cleaning and disinfection products should always follow the manufacturer’s instructions, such as those pertaining to concentration, contact time, and wash hands thoroughly after cleaning.

COMPLIANCE AND ENFORCEMENT OF COVID-19 POLICIES

The College has determined that there will be immediate and significant sanctions for violations of any policy that is in place for COVID-safety related purposes, and for which violations put other community members at risk. Students and employees who do not participate in the testing program, or students or employees who do not adhere to isolation and quarantine procedures will be removed from campus immediately. Students who do not where masks where required (which includes anywhere on campus outside of their residence hall room), will be fined for a first offense and removed from campus for any subsequent offenses. Students who violate the guest policies, including but not limited to bringing outside guests into the residence halls will risk losing housing privileges after the first offense. All members of the College community depend upon each other to ensure a safe and vibrant community. Members of the College community are asked to report any non-compliance to covidreport@annamaria.edu or call (508) 849-3600.
CAMPUS TESTING, QUARANTINE AND ISOLATION

Students, faculty, and staff on campus are expected to do their part to keep the campus community safe. By coming to campus, you are agreeing to the following expectations:

- Maintain at least six feet of distance between people.
- Avoid gatherings of more than 25 individuals (including office gatherings, and in-person meetings—not including classes or approved sponsored events).
- Self-monitor for COVID-19 symptoms daily and certify that you have not experienced any COVID-19 symptoms in the past 14 days or been in contact with anyone diagnosed or experiencing symptoms in the past 14 days.
- Wear a face covering in all public spaces and spaces used by multiple people.
- Execute a waiver of liability and assumption of risk and consent form.
- Submit to regular testing.
- Residential students should avoid leaving campus to reduce infection and transmission of COVID-19.
- For employees, have meetings virtually and avoid shared spaces, even when on campus.
- Wash your hands frequently and know the signs of COVID-19.

CAMPUS WIDE REGULAR SURVEILLANCE COVID-19 TESTING

Based on the current understanding of the virus and statewide planning, all students, faculty and staff will be tested initially at the beginning of the Spring semester (baseline test) and on a twice weekly basis throughout the semester as part of a coordinated asymptomatic surveillance testing approach. Those who do not agree to submit to testing will not be allowed on campus.

The College has joined 40 area colleges by subscribing to the Broad Institute’s ‘Safe for School’ Program. This will allow the College to conduct testing on campus while the testing of each sample is performed at the Clinical Research Sequencing Platform (CRSP), the clinical testing laboratory at the Broad Institute of MIT and Harvard. This laboratory operates under a set of government regulations known as CLIA that allow us to run high complexity molecular tests, such as the one used to detect COVID-19. The test that is run by CRSP is a modified version of a test developed by the CDC.

As a result:
- Approximately 1,000 people per week will be tested on campus.
- Approximately 24,000 tests are expected to be administered in the Spring semester.
- An app will be used to assist in coordinating the testing process and will also be used to notify any student, faculty, or staff member of negative test results.

[Image of Broad Testing Service (BTS) and Safe for School Program]
The Broad Institute uses the Anterior Nasal Swab which will be self-administered. It is often described as “A Q-tip inside the front of your nose.” Community members will self-administer the test under supervision at the testing site in Jacques Conference Room. The Courier will pick up the swabs daily and all test results will be reported within 24 hours of receipt at the Broad Institute. Community members will be assigned dates, for testing. Any community member who missed 2 consecutive collection dates will be instructed to take a test immediately and/or leave campus immediately.

All resident students will begin testing upon their first day on campus. Commuters and employees will be encouraged to initiate testing the week of February 1, 2021 or will be required to submit a test on their first day on campus.

COVERIFIED APP

The Broad Institute and Anna Maria College is partnering with CoVerified to provide an app for test scheduling and reporting, symptom tracking and reporting, and real-time alerts. The features include:

- Reminder of individual’s testing day/time
- Test results as soon as they are determined in the lab (negative test results only. FDA requirements mandate that positive test results may not be delivered through an app.
- Concurrent notification to Anna Maria Health Services, and in the case of positive tests, the appropriate Department of Public Heath
- Symptom tracking and reporting so that all community members can track COVID-related symptoms daily
- Red Light/Green Light. Any community member who has a positive test, who has failed to submit a scheduled test, has reported COVID symptoms or who has failed to report a symptom check will have a Red Light on the homepage of the app and will not be cleared to come to campus/leave their residence hall room. Community members with a Green Light are cleared to be on campus. Community members may be asked, at any time, by a staff member to show their Light status.

Students will be required to show a Cleared status on the app in several campus locations, including classrooms and the dining hall. A student who does not have a cleared status should not leave their room (residents) or home (commuters) and contact Health Services to find out why they are restricted and what actions to take. A student who is asked to leave class because of a restricted status should return to their room/home to attend class remotely and to contact Health Services.

All members of the College community who come to campus will be required to download and utilize the CoVerified app. The app may be downloaded at coverified.us/download and be sure to use your Anna Maria email and login credentials.
A POSITIVE COVID-19 TEST: WHAT TO DO

STUDENTS WHO TEST POSITIVE

- Notification of a positive test result from the Broad ‘Safe for School’ test will be made to the institution. Students will be contacted directly by Health and Counseling Services to provide notification of the positive test and instructions for isolation. Students who test positive will be subject to isolation protocols.
- If a student who takes additional (not replacement) COVID-19 tests outside of the College’s ‘Safe for School’ testing, and tests positive for COVID-19, the student should immediately call Health Services at (508) 849-3315 to report the positive test.
- Students who also appear to have symptoms while on campus outside of their regular testing schedule will be tested immediately; if they test positive for COVID-19 they will be subject to isolation protocols.
- In all cases where a student tests positive they are to self-isolate for at least 14 days. Student isolation protocols include:
  - If students live within 150 miles they will be isolated temporarily and sent home as soon as possible for the duration of their isolation.
  - If they live farther than 150 miles, or if they have at risk relatives in their home, or if they have other special circumstances, they will be isolated in one of the isolation beds the College has set aside.
  - In conjunction with the Paxton Department of Public Health and the Massachusetts Contact Tracing Collaborative, the College will undertake contact tracing following the student’s notification. Contact tracing will include a conversation with the student to determine potential exposures on campus.
  - Sick students should follow CDC recommended steps—sick students should stay in isolation for at least 10 days and cannot return until they have no fever without the use of medication for at least three days and other COVID-19 related systems have improved. Students should work in consultation with healthcare providers, the College and state and local health departments. Students will resume the testing protocols beginning the first day they return to campus.
- Those exposed to infected student will be required to also self-quarantine for 14 days per the CDC. Students who live within 150 miles will be encouraged to quarantine at home, others or those with special circumstances will quarantine on campus.
- Arrangements will be made so that students quarantining on campus can continue with the testing protocols on dates determined by the Campus Nurse.

REMOTE LEARNING WHILE SICK WITH COVID-19

Students who are physically out of class due to COVID-19 will have the ability to continue their learning remotely when they are well enough to resume class engagement. Students should communicate with all their professors as soon as they know they will be missing one or more classes.
Students who are taking courses that cannot be continued remotely will be provided with alternate options to ensure that all credit hours can be completed. Students enrolled in internships, field experiences, or clinical experiences should contact their program Dean or Director for guidance and protocols to follow.
EMPLOYEES (FULL-TIME AND PART-TIME) WHO TEST POSITIVE

- Notification of a positive test result from the Broad ‘Safe for School’ test administered by Anna Maria will be made to the institution and the employee will be contacted by Health and Counseling Services or the local Department of Public Health.
- If an employee takes additional COVID-19 test outside of the College’s ‘Safe for School’ testing and tests positive for COVID-19, the employee should immediately alert the Office of Human Resources at (508) 849-3444.
- In all cases where a person tests positive, they are to self-isolate at home for at least 10 days. No employee who tests positive will be allowed to return to campus before they have isolated for a minimum of 10 days, and that during those 10 days they had no fever for at least three days without the use of medication. The College will work with employees on when is the best time to return.
- Once the College has been notified of a positive test, the Paxton Department of Public Health will notify the Department of Public Health in the community of the employee’s home address. That agency will initiate contact tracing.
- Any employee who exhibits symptoms while at work should leave work after contacting their supervisor and immediately contact their personal physician.
- Employees who are well but who have a sick family member at home with COVID-19 or are otherwise exposed to a person infected with COVID-19 should notify their supervisor and the Office of Human Resources.
- Any COVID-19 related obstacles will be considered on a case-by-case basis. Communicating issues and concerns and doing so honestly in an effort to look out for each other will be paramount. The entire COVID-19 situation requires shared responsibility, looking out for others, and not penalizing anyone who gets sick. The College is committed to protecting our faculty and staff. We will work with each individual to figure out the most appropriate strategy to assist them and the community, but this also requires everyone to do their part and work with the institution. Those who believe they have circumstances limiting their ability to return to work should contact their supervisor to discuss.

REMOTE WORK WHILE SICK WITH COVID-19

In most cases, faculty and staff who are quarantined or isolated from work due to COVID-19 will have the ability to continue their work remotely if their symptoms are manageable. Faculty and staff, who are sick with the virus, should discuss their work schedules with their supervisor and/or Human Resources to discuss options for remote work or arrange for a leave.
CONTACT TRACING

In the event of a positive COVID-19 test on campus, contact tracing will be used to identify and contact members of the community (students, faculty, staff) who meet the CDC and Massachusetts Department of Public Health guidelines for being at risk — and told to self-isolate and get tested.

The College will use a contact tracing team trained in Johns Hopkins University protocols to work in concert with the state and local community to ensure faster identification of contacts at risk.

Those deemed by the contact tracing team to be at risk will be informed they have been in contact with a confirmed case and provided with the appropriate self-quarantine protocols. In situations where an employee is not sick but is in self-quarantine, they should work remotely.

Upon notification of a positive test, the Health and Counseling staff will contact the person with the positive test result and develop a list of people who may have been in close contact with the person in the timeframe beginning 48 hours before the positive test. After that list is developed, the contact tracing team on campus will begin contacting the “close contacts” and provide quarantine instructions.

If you are notified by someone that they received a positive test result and that you were identified as a close contact, return to your room, your home or another place where you can be alone, and you will be contacted by a contact tracer. If you are not contacted, you should call Health Services at 508-849-3315.

EXPECTATIONS FOR NOTIFICATION OF COVID-19 POSITIVE COMMUNITY MEMBERS

In the event of a positive COVID-19 test, contact tracing will be used to identify and contact members of the community (students, faculty, staff) who meet the CDC and Massachusetts Department of Public Health guidelines for being at risk; these individuals will be told to self-quarantine and get tested. The names of individuals who test positive for COVID-19 will remain confidential. There will be no announcements about individuals who test positive.
QUARANTINE

RESIDENTIAL STUDENT QUARANTINE AND ISOLATION (PER CDC)
Quarantine is for students who have been identified as a contact of someone who is COVID-19 positive but are not exhibiting any symptoms and have not tested positive. Individuals who are in quarantine should stay in place for a minimum of 10 days, longer if symptoms are present. A student living on campus who is quarantined would remain in their campus housing during the quarantine period.

Isolation is for students who have either tested positive for COVID-19 or who are exhibiting symptoms of COVID-19 (including fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell) and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test. A student living in college housing who is required to be placed in isolation will be assigned housing and moved to that alternative housing during the isolation period. Students living within 150 miles from campus should plan to return home.

Note that because symptoms cannot be used to gauge where individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 14 days after their first positive test. Drive-up/appointment options for campus testing will be made available for College community members. The protocols on this page follow recommendations made by the CDC.

COMMUTER STUDENT QUARANTINE AND ISOLATION AT HOME
In all cases where a person tests positive, they are to self-isolate at home for at least 10 days. No commuter student who tests positive will be allowed to return to campus before they have isolated for a minimum of 10 days, and that during those 10 days they had no fever for at least 3 days without the use of medication. The College will work with commuter students on when is the best time to return. Please note that commuter students who are well but who have a sick family member at home with COVID-19, or are otherwise exposed to a person infected with COVID-19 should call Health Services at (508) 849-3315, and follow CDC recommended precautions to stay at home in quarantine for 14 days from when the family member recovers.

EMPLOYEE QUARANTINE AND ISOLATION AT HOME
In all cases where an employee tests positive they are to self-isolate at home for at least 10 days. No one who tests positive will be allowed to return to campus before they have isolated for a minimum of 10 days, and that during those 10 days they had no fever for at least 3 days without the use of medication. The College will work with employees on when is the best time to return. Please note that employees who are well but who have a sick family member at home with COVID-19 or are otherwise exposed to a person infected with COVID-19 should notify their supervisor and Human Resources, and follow CDC recommended precautions to stay at home in quarantine for 10 days from when the family member recovers.
FOR INDIVIDUALS WITH COVID-19 UNDER ISOLATION
Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
- At least 10 days have passed since symptoms first appeared.
- All respiratory symptoms are improving (cough, shortness of breath).
- At least 3 days (72 hours) have passed with resolution of fever without the use of fever-reducing medications.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

VACCINATIONS
The Commonwealth of Massachusetts has begun issuing the COVID vaccine and details, including the current timeline can be found at https://www.mass.gov/info-details/when-can-i-get-the-covid-19-vaccine.

Some members of the College Community, including first responders, Health and Counseling Center Staff and testing site employees have been approved to receive the COVID Vaccine in Phase 1. Higher education students and employees are in Phase 3 which will take place in the late spring or early summer. If Massachusetts is in Phase 3 while spring semester is still in session, the College will work with Paxton Department of Public Health to apply for approval to provide the vaccine on campus. Information will be shared with the community as it becomes available.

Students who have received the vaccine through other means are asked to notify Health Services so that it can be recorded. Employees who have received the vaccine through other means are asked to notify Human Resources so it can be recorded.

Anyone who has received the vaccine is also expected to continue to follow all campus protocols, including testing, social distancing and wearing a mask at all times. A vaccinated person will be protected from becoming ill but could still carry and pass on the virus for a period of time, so protocols will remain in place for everyone until the Department of Public Health advises otherwise.
STUDENT HEALTH AND WELLBEING

HEALTH SERVICES

The Health Services department at Anna Maria College supports students’ well-being and success by assisting them in maintaining good physical and emotional health. We believe in a holistic approach to health and our goal is to provide students with the tools necessary to be healthy in mind, body, and spirit. The office provides information on disease prevention, programming tools for optimizing a healthy lifestyle and provides care for acute and minor illnesses and injuries.

For the time being, in person appointments will not be held at Health Services. The office is providing telephone referral to local health care resources as needed. In addition, students will also be referred to their PCP for direct medical care.

New students are required to submit all required health records to Health Services, in accordance with Massachusetts DPH and Anna Maria College policy. This includes submission of documentation showing evidence of a recent physical exam (within one year of admission to Anna Maria) and all required immunization records. Anna Maria uses Medicat as its electronic health record tool and students must register with Medicat. Information about the required health documentation and how to register with Medicat can be found on our web page. Returning students may be required to submit missing health records to complete their files. Please note that students who do not have a complete health record will not have access to the services available through Health Services.

The Health Service Department is staffed by a registered nurse (Amy Bouvier, RN) and care is coordinated with a medical doctor (Dr. Leonard Waice). Office hours are Monday-Friday, 8:30-4:30 and the office is closed from Noon to 1 p.m. To speak with our nurse, please call (508) 849-3315, or email abouvier@annamaria.edu. Our office manager, Judy Pingitore, is also available to answer non-medical questions. She can be reached at (508) 849-3315 or email jpingitore@annamaria.edu. In the event of an emergency, please call Public Safety at (508) 494-9010 or 911.
COUNSELING SERVICES

The Anna Maria Counseling Services department is available to all undergraduate and graduate students currently enrolled in classes. While college is an exciting time, it can also naturally present students with unexpected challenges. Additionally, these uncertain times can further have an impact on mental health. The counseling service is available to assist and support student’s emotional health and wellbeing as they navigate their college experience during this unique time. At the current time, Counseling Services anticipates continuing with mostly tele-therapy sessions to begin the Spring semester. There may be incidents when an in-person session is deemed safe and/or necessary by the service.

The Counseling Services department is staffed by licensed mental health clinicians. The counseling service provides short term individual counseling to assist with a range of challenges, including anxiety, depression, relationship challenges, and stress. Our goal is to assist students in achieving emotional balance and health as well as academic success. We also assist in facilitating referrals to local providers for students who would benefit from longer term counseling or prefer to be seen off campus. For students that reside out of our geographical area, clinicians will connect students with resources in their local area.

The Counseling Services department is open Monday-Friday, 8:30-4:30. For the time being, we ask that students call ahead for an appointment rather than walking into the office. For emergencies after hours, students can reach out to residence life staff or contact Anna Maria Campus Safety at (508) 494-9010 or call 911.

There is no cost to services received through Counseling Services. If a student is referred to a resource off campus, it is generally handled through the student’s health insurance. All counseling appointments are confidential. All information about attendance and the content of counseling sessions cannot be shared without the written permission of the student. Exceptions include when a student poses a threat of harm to self or others. Please contact our office manager, Judy Pingitore, to schedule an appointment or to ask any questions you may have please call (508) 849-3315 or email jpingitore@annamaria.edu.
EMPLOYEE MENTAL AND EMOTIONAL WELLBEING
It is recognized that COVID-19 creates stress from fear of becoming ill, loved ones becoming ill, financial insecurity, and its impact on our normal routines, including having to practice social distancing. We want, therefore, to make sure that all employees are aware of Anna Maria College’s support resources through our Employee Assistance Program (EAP).

ACI’s EAP is a free benefit offering for all Anna Maria College employees and their family members. Services provided through this benefit are 100% confidential. To request services or learn more about the EAP benefits, download the myACI Benefits mobile app, call (800) 932-0034, or email info@acispecialtybenefits.com.

MENTAL HEALTH SUPPORT
Speak to a professional about coping with change, grief and loss, managing difficult emotions, dealing with stress, or any personal issue affecting emotional well-being or mental health. For added convenience at this time, ACI’s EAP offers socially distant access to mental health care with video chat and telephonic sessions with licensed providers.

FINANCIAL WELLNESS COACHING
The current climate of economic uncertainty is not only stressful for many but poses direct challenges to personal and family finances. Speak to a financial coach through ACI’s EAP to address personal matters and plan for the future, and visit ACI’s financial resource center for additional information, articles and tools.

CHILDCARE REFERRALS
With homeschooling underway and summer camp plans upended, many families are looking for parenting support as well as alternative options for childcare arrangements. Speak to a work-life specialist through ACI’s EAP for personalized referrals for childcare solutions based on your location and specific needs.

COMMUNITY RESOURCE REFERRALS
There are a wide range of local and national resources to help those most impacted by challenges from COVID-19, and ACI’s EAP can provide referrals and information to connect individuals with resources available to help to get through this time.

LIFE MILESTONES
From weddings to graduations, new baby showers to Father’s Day, many life milestones are being postponed, cancelled, or simply put on hold. To help celebrate these important life events, ACI’s EAP can provide referrals for creative ways to observe special days while keeping social distance.

PERSONAL SERVICE REFERRALS
For help finding home repair services, meal delivery for aging loved ones, at-home fitness referrals, pet care solutions and other personal or family needs, ACI’s EAP offers a wide range of referrals for life management, housing, transportation, self-care, elder care, and personal services.
CAMPUS SHUTDOWN POLICIES AND PLAN

Anna Maria College is prepared for COVID-19 outbreaks in our local community and for individual exposure in campus facilities. The policies and safety and testing protocols in place, including those described in this document are designed to mitigate that risk to our community members.

The Commonwealth of Massachusetts requires that Colleges have a shutdown protocol in place before returning to campus. In the event of a major outbreak on campus, or by order of the government, the College reserves the right to evacuate the campus and send students home for a short or long period of remote learning to contain the outbreak. Following the containment, the College would then bring students back to campus. The College will do its best to give students and families 24 hours’ notice in the event a shutdown must take place.

In addition to monitoring the number of cases in the state and region, Anna Maria College will continue to work closely with the Town of Paxton Department of Public Health. The College has identified a number of variables that will be tracked daily, including the percentage of positive tests, the percentage of cases linked to other known cases, the availability of PPE and the compliance of community members. A shift in any of the critical variables may trigger a decision to move to a phase of remote learning and/or campus evacuation.

If the College does shift to remote learning, it will do so until such time that it is safe to return to campus and resume face-to-face instruction.
ACADEMIC EXPERIENCE

We were encouraged from the Fall semester and are excited about returning to campus again this Spring. We had very good cooperation from the campus community last semester and look forward to the same going forward. Many protocols will remain in place, and we have also implemented some changes based on lessons learned this Fall.

The College has continued to make significant investments to increase social distancing and protect the health and safety of our students, faculty and staff during this pandemic. We have additionally invested in more campus alterations and reconfigurations, as well as new classroom technologies aimed at enhancing the student learning experience.

Anna Maria is not alone in making these changes. In fact, the majority of colleges in Massachusetts and across the country are making similar adjustments. Most colleges have made significant changes to their campuses and policies to make it safe for students to return to campus.

For the 2020–2021 academic year, Anna Maria College is providing students with two options:

In Person /Hybrid - traditional on campus classroom meetings that meet social distancing requirements. Note: course content prepared and available in Engage should the class need to change. Depending on the class enrollment, a course may be delivered as a combination of in person classroom meetings and mixture of synchronous (real time regularly scheduled meetings) and/or asynchronous (no regularly scheduled meeting times) online learning.

Remote - no face-to-face classroom meetings. All learning is done through a mixture of synchronous (real time regularly scheduled meetings) and asynchronous (no regularly scheduled meetings times) online learning.

If you opt to attend all classes remotely for Spring, you will not be in our testing regimen and will not be permitted to use campus facilities or take part in athletic or other activities or resources on campus for the Spring semester. Services such as the Student Success Center, Library, and Counseling will be available remotely as will some student activities. If you choose to complete your Spring semester online/remotely and you are typically a resident student, the financial aid office will review and revise your Spring semester financial award. The Office of Residence Life will contact you about returning to the housing system in Fall 2021.

If you plan to attend classes in person/hybrid for Spring, whether you are a commuter or resident, you may use campus facilities and take part in other activities on campus. If you would like to increase the number of remote classes you are taking this Spring please work with your Academic Advisor or program director to identify classes that may fit in your program, have available seats, and are being offered remotely. Note that you must register for at least one in person/hybrid class in order to use campus facilities and take part in other activities on campus. Remember to check your class
schedule before the start of the semester on February 8th to confirm the location of your classrooms as some may have changed for the purpose of social distancing.

Classes that will meet remotely will show up on your academic schedule with a classroom designated as ‘Zoom’. The day/time for these class meetings will be posted on your schedule.

There are several courses/experiences that do not lend themselves to remote learning. Some examples would be nursing course exams, clinical assignments, and labs are scheduled on site and studio art courses. For a complete list, please check the COVID FAQ page on our website.

TECHNICAL REQUIREMENTS FOR REMOTE LEARNING

It is highly recommended that students and instructors use the most current version of one of the web browsers listed to access Engage. These browsers are free, and the determination of which to use is a matter of personal preference. Note that cookies must be enabled in the browser. Most browsers have cookies enabled by default. If you are unsure of whether your browser is configured properly, contact Engage Support at annamaria@support.edu.help or IT Support at itsupport@annamaria.edu for assistance.

Most courses use Microsoft Office programs like Word, PowerPoint, and Excel, students get up to five free copies of this software through their Anna Maria College Office 365 account.

While a cellphone is useful for notetaking, email and calendar apps, a cellphone is insufficient to complete the course work required in a remote/online class.

If you do not have access to the technology needed to work online (remotely), loan funding may be available to you to assist you with this. Please contact the office of financial aid financialaid@annamaria.edu for additional information about this option.

The College bookstore provides a discount to students who wish to purchase computer hardware. In addition, books can be ordered and mailed to your place of residence. Contact Linda Augustine at laugustine@annamaria.edu for more information.
EXPERIENTIAL LEARNING
Experiential learning, including internships, field experiences and clinical rotations continue to be an important and valuable component of the Anna Maria College educational experiences. For programs such as nursing, education and social work, prospective sites are required to provide safe working and learning environments for students, including but not limited to social distancing and PPE appropriate to the location. Students are required to follow all work-place guidelines.

Many employers are continuing to offer internships, both in-person and virtually. Students are encouraged to contact the Office of Career Services and to check the Handshake site or app for current postings.

STUDENT EMPLOYMENT
Due to the economic impacts of COVID-19 and there being fewer job opportunities in the area, Anna Maria College is expanding its on-campus employment opportunities, both work study and non-work study, to help students with a financial need. While some jobs may be comparable to past years, the College has added and will continue to add additional jobs throughout the Spring semester as opportunities become available. For students who have decided to study remotely for the Spring, there will be limited remote work study positions available.

For more information about working on campus, visit our website.

LIBRARY
The services of the library will be fully operational in the Spring. The library will be open as a place for students to study, though there will be a change in the layout of chairs and tables to allow for social distancing. Furniture should not be moved.

For the Spring semester, services will be provided by appointment only. The library’s stacks, which hold all physical items, will be closed off/inaccessible to patrons. When requesting physical items, you should contact a library staff member in person, at library@annamaria.edu, or by phone at (508) 849-3405. Once the request is received, we will contact you via email when the item is ready for pickup. The item will be picked up at the Circulation Desk at an agreed upon time. If students do not want to visit the library in person they are encouraged to look online as almost all of our library services and resources are available there 24/7.

Please contact the library at library@annamaria.edu when requesting access to items in Course Reserves.

TUTORING
Tutoring through the Student Success Center will primarily be offered remotely through Zoom and other platforms. As always, tutors will be available for all courses and there will be a combination of drop in “Zoom rooms” and tutoring sessions scheduled by appointment. Schedules and the process to make appointments will posted on the Success Center website. Zoom meetings will also be held for mid-term and final exam reviews. Contact the Director of Student Success, Dennis Vanasse, at dvanasse@annamaria.edu with any questions.
ACADEMIC ACCOMMODATIONS
The process for requesting Academic Accommodations has not changed and can be found on our Student Success webpage. Individual or family meetings with the Director of Student Success will be scheduled and held remotely and the accommodation forms will be available electronically. Students are urged to contact Dennis Vanasse at dvanasse@annamaria.edu early for appointments to review the process and appropriate accommodations.

STUDENTS LEAVING CAMPUS
Once the Spring semester begins, Anna Maria College strongly advises students to refrain from extended personal travel until such time as they return home or move elsewhere after the semester has concluded. Extended personal travel is defined as leaving the area of the campus community overnight or engaging in any activity off campus that would increase the risk of COVID-19 exposure.

Students should refrain from travel over weekends, on holidays, or otherwise from the time they arrive at the start of the Spring semester until the time they depart at the end of the semester.

COLLEGE VEHICLE USE
Employees and students are not permitted to ride in College vehicles unless necessary. All conference and event related travel must be approved by the President’s Office. In the event that an employee(s) or student(s) must ride in a vehicle with another, all persons must wear face coverings.

COLLEGE SHUTTLE
The College Shuttle Service will continue to operate. Capacity on the shuttle will be limited to two passengers excluding the driver. In-between runs the shuttle van will be disinfected. For an appointment on the shuttle call (508) 527-9122.
TRAVELING TO MASSACHUSETTS FROM OUT OF STATE
All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:

- Complete the Massachusetts Travel Form prior to arrival, unless you are visiting from a lower-risk state designated by the Department of Public Health.
- Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.

If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.

Failure to comply may result in a $500 fine per day.

Please visit the Massachusetts Travel Restrictions Order website for more information, including the list of lower-risk states, exemptions, business guidance and other details.

TRAVEL QUARANTINE
Employees and students who travel by airplane, travel overnight, or travel to regional COVID-19 hot spots will be required to quarantine for 14 days before coming back to campus, regardless of the reason for traveling. All travel exceptions for business must be approved by the President.

STUDY ABROAD
Study abroad programs, both semester-long and short-term, are canceled for the 2020–2021 academic year. Students are encouraged to consult with the Kelly Sullivan, the Director of Study Abroad, regarding future possibilities.
FACILITIES

BUILDING CAPACITY
To comply with social distancing guidelines, the capacity of buildings is being adjusted in various spaces, such as reduced seats in classrooms, dining locations, lounge spaces and meeting rooms. In addition, the capacity of residence hall buildings is being reduced, and triple and quad dorm rooms are all being converted into double-occupancy rooms.

BUILDING FLOW
Measures to improve pedestrian flow within buildings include wall signage and floor decals to encourage six feet of distancing. In addition, directional signage is being installed in locations where queuing and waiting occurs.

BATHROOMS
To promote at least six feet of distance between individuals, use of restrooms should be limited based on the size of the space. Hands should be washed afterward following public health guidance.

ELEVATORS
Elevators should be limited to a maximum of two (2) riders at a time when possible, and all riders must wear a face covering and avoid touching the elevator buttons, if possible. Upon departing the elevator, wash your hands or use hand sanitizer with at least 60 percent alcohol.

BARRIERS INSTALLED TO REDUCE TRANSMISSION
Plexiglass barriers have been, and will continue to be, installed in a variety of public-facing counters and offices across campus.

CLEANING IN BUILDINGS
The College has hired additional cleaning staff and has modified the cleaning protocols to be more frequent and stringent. Use of additional electrostatic sanitizing sprayers and EPA-registered COVID-19 killing green cleaning solutions will continue to be used on campus.

HVAC
Where applicable, the College is installing higher MERV value air filters, conducting more frequent preventative maintenance and adjusting air handling units to allow for increased amount of fresh air into buildings. Use of operable windows in buildings will continue to provide fresh air to circulate. The College has installed air quality monitors in every classroom to continually to monitor the air quality and make adjustments according to CDC guidelines.
CAMPUS LIFE

LIVING ON CAMPUS
The College has been working to provide safe environments in the residence halls that will provide many of the same amenities that have always been available, however there have also been a number of changes that are necessary to make this happen.

Students will be required to wear masks anytime they are outside of their rooms, or when hosting other resident students in their rooms, while observing room occupancies. All residents are encouraged to keep their rooms clean and respect all policies and protocols.

When possible, separate doors in each building have been assigned as “Entrance Only” or “Exit Only.”

COMMON SPACE POLICIES
- Kitchens within the residence halls will be open for the start of the Spring 2021 semester.
- Whenever possible, stairwells are expected to be used instead of elevators. When elevators are used the maximum occupancy is set at two (2).
- Residents should maintain proper social distancing when using stairwells. Please follow all posted directional signage on stairwells within the residence halls.
- Large common rooms with the residence halls will remain open. Residents are always expected to adhere to posted occupancy limits and to adhere to social distancing guidelines.
- The maximum occupancy for each of these spaces is set at:
  - Alumni Hall Common Room: CLOSED
  - Coghlin Hall Women’s Floor Common Room: 4
  - Coghlin Hall Men’s Floor Common Room: 4
  - Madonna Hall 1st Floor Common Room: 12
  - Madonna Hall 2nd Floor Common Room: 12
  - South Hall Common Room: 15
  - St. Anne 1st Floor Common Room: 8
  - St. Anne 2nd Floor Common Room: 10
  - St. Anne 3rd Floor Common Room: 10
- Residents are expected to clean any hard surfaces they are using within the common spaces both before and after use. Sanitation stations have been added to each common area to assist with this. The facilities staff will be cleaning and disinfecting common spaces on a regular schedule.
LAUNDRY ROOMS
Please follow all posted regulations in the laundry room and practice physical distancing while doing laundry. This includes:

- Face masks and social distancing protocols are required at all times within the laundry room.
- Students should bring enough cloth face masks to school in order to ensure that they always have one to wear when doing laundry.
- Folding tables and sinks within laundry rooms are not to be used at this time. Students should not loiter or gather in the laundry room.
- Occupancy limits for the laundry rooms in each building have been set as follows:
  - Alumni Hall: 3
  - Madonna Hall: 6
  - South Hall: 2
  - St. Anne Hall: 4

It is recommended that you launder items as appropriate in accordance with the manufacturer’s instructions. To help keep clothes free of germs, launder items using the warmest appropriate water setting and dry your clothes completely.

For more information about environmental cleaning and disinfecting, visit the CDC’s website.

RESIDENCE HALL COMMON BATHROOMS
The cleaning schedule for the Residence Hall bathrooms has been increased and students are expected to continue to practice social distancing and safe behaviors in those areas. These behaviors include:

- Masks are to be worn at all times within common area bathrooms except when showering or brushing teeth.
- Social distancing should be maintained when moving throughout the bathroom. It is recommended that occupants leave an empty sink between each other when in the space.
- Residents are not permitted to use the common area bathrooms for anything outside of the basic functions (showering, use of the sink, use of the toilets). No hairdryers may be used within the space.
- Residents are expected to keep common area bathrooms clean. There will be no tolerance for destruction of property and creating unsanitary conditions.
- The following recommended occupancy limits have been put in place for common area bathrooms within the residence halls. The Residence Life staff recognizes that it may not always be easy to tell the capacity of the bathroom at a given time, but these limits are strongly encouraged.
  - Alumni Hall: 4
  - Coghlin Hall: 4
  - Madonna Hall: 8
  - South Hall: 8

ROOM LOCKOUTS
It is important that residents keep their rooms secure and that they carry their room key with them at all times. In the event that a resident is locked out, the resident should call the RA on duty, whose number is posted in each building main lobby. During hours when the RA is not on duty students should call Public Safety at (508) 494-9010. Effective Spring 2021, there will not be a charge for the first lockout and a $25 charge per lockout for each subsequent lockout call.

Please refer to our website for the following documents:

- Roommate agreement all residents will be required to complete with their roommates
- Updated Packing list
- Updated Room Condition Policy
ARRIVAL PROTOCOL FOR RESIDENT STUDENTS OUTSIDE OF NEW ENGLAND

Resident students traveling to campus from outside the New England/NY/NJ area (Massachusetts, Rhode Island, Connecticut, New Hampshire, Maine, Vermont, New York & New Jersey) are being asked to self-quarantine at home prior to arriving on campus, and once here, will follow the protocol outlined below:

Move In:
- Information regarding move in for the Spring 2021 semester will be sent to all residents via their Anna Maria College email no later than Friday, January 15th.
- Move in for both new and returning students will take place February 3rd - February 6th.
- Residents will be able to select the move in date and time that they would like to return to campus and by completing the form located in the email.
- If none of the available dates work, students may work directly with Jessica Eckstrom, Director of Residence Life, to request a different move in date. Move in dates may occur no earlier than Wednesday, February 3rd.

Quarantining in Place:
- When students arrive to campus, they will move directly into their Spring 2021 housing assignment.
- Students will quarantine in place until they have completed one negative Covid-19 test or can produce a negative test that was completed within 72-hours of arrival on campus. This means that during this time students will remain in their room and are to have limited contact with other members of the community.
- Meals will be delivered to students during this time.

GUEST POLICY AND OCCUPANCY LIMITS IN THE RESIDENCE HALLS

In order to limit the spread of COVID-19, it is necessary to limit contact between people, particularly in-residence halls. Therefore, the following protocols will be in place and strictly enforced for the Spring 2021 semester:
- No outside guests will be permitted in the residence halls until further notice. Outside guests include those with no affiliation to Anna Maria College, commuter students and graduate students.
- Residents will be permitted to visit residents in different buildings with the following restrictions:
  - Upper class students may sign in a maximum of one upper class student as a guest.
  - Upper class students living in Madonna Hall may visit other buildings but may not sign any guests into Madonna Hall.
  - Madonna Hall will be closed to all guests.
- If guests from the same residence hall but of a different room or floor would like to visit an individual in their room, the consent of the individual’s roommate must be given.
- Room occupancy will also be strictly enforced.
  - All single occupancy rooms will have a maximum occupancy of two (1 resident and 1 guest).
  - All double occupancy rooms will have a maximum occupancy of four (2 residents and 2 guests).
  - All suites will have a maximum occupancy of ten.
- Resident students must carry their student ID at all times and must complete the online guest registration form in order to enter another residence hall as a guest. This policy will be strictly enforced by the RA staff and any student without their ID or proper completion of the guest registration form will be denied entry to the building.
- Students found in violation of the guest policy and/or occupancy limits will lose housing for a minimum of one semester.
COMMUTER STUDENTS
Undergraduate and graduate commuter students must follow the same guidelines as everyone else on campus in regard to masks, social distancing, testing, and symptom tracking. Any commuters who are on campus regularly, defined as at least three times a week, are required to follow the twice-weekly testing protocol.

Commuters are invited to attend student organization meetings, events, and programs that are sponsored by the Student Activities Office and take place outside of the residence halls. Commuter students will not be permitted inside the residence halls on campus. The Commuter Lounge in the Bishop Flanagan Campus Center will remain open and available to students. This space is considered a common space and will be cleaned regularly.

INTERNATIONAL STUDENTS
International undergraduate students studying in the United States in F-1 status must maintain a full course of study by taking at least 12 credits per term. International graduate students studying in the United States in F-1 status must maintain a full course of study by taking at least 6 credits per term. For the Spring 2021 semester, F-1 international students studying in the United States must take at least one class in person on campus toward the full course of study requirements. If you are a seeking F-1 status or if you have F-1 status and are unable to leave your country to attend school in the United States check our [website for online class](#) availability.

DINING SERVICES
Our dining strategy aims to provide more space, more options and less crowding. There will be additional options for grab-and-go meals, and opportunities to preorder and [pick up through a new website](#). Catering of events and food provided at events will be very limited and delivered and served in accordance with CDC guidelines. In the dining hall, there will be no more ‘build your own food’; instead, everything will be made for you and served to you according to your preferences. Beverages will all be served including water with the exception of soda.

DINING LOCATIONS
Within the existing indoor dining locations, seat counts will be reduced, queuing areas will be modified, and takeout food will be encouraged to allow for social distancing and proper social density. The main dining hall will be reserved for students on a meal plan and will be by reservation only. Anna Maria has partnered with OpenTable for students to use their website or app to be able to reserve a date and time for each meal period. Students will have a 30-minute time frame to eat in the Dining Hall. All tables that are cleaned and sanitized will be marked as so and tables not ready to have seating will also be marked.

The Hub will be pre-order and grab-and-go via on [online application](#) and can be prepaid with your meal plan or a credit card. Orders will need to be submitted 30-minutes in advanced. You will be given a ticket number. Students will wait in the waiting area adhering to social distancing guidelines and enter the kitchen area only when your number is called through the door closest to the mailroom and exit the door closest to the soda machine. Orders for the Hub can be placed between the hours of 10:30 a.m. - 9:00 p.m. Monday - Friday and 3:30 p.m. - 9:30 p.m. on Saturday and Sunday.
OFF-CAMPUS FOOD DELIVERY POLICY
Due to campus access concerns, delivery food for students, faculty and staff from off-campus vendors will be limited. Food deliveries will be allowed on campus; however, community members will be required to meet the delivery person outside to pick up any food. No food delivery people will be allowed in any building.

FOOD SERVICE WORKER SAFETY TRAINING
All food service workers will receive extensive training from Sodexo, the College's food service provider. This program provides in-depth education on food safety processes and procedures, including training on personal hygiene; proper use of PPE; cleaning, disinfecting and sanitizing of surfaces; accepting deliveries; food storage; and food production.

DINING FOR STUDENTS IN SELF-QUARANTINE AND ISOLATION
Students in self-quarantine or isolation who cannot go home will have their meals delivered to their residence halls. Resident Life staff will work with students and Dining Hall staff to provide various food options.

STUDENT ORGANIZATIONS AND MEETINGS
Student organizations will be allowed to continue to meet virtually, and in smaller groups consistent with state occupancy guidelines, which are currently set as no more than 25 people in an enclosed room for a gathering, in rooms that are large enough to allow for appropriate social distancing for all participants.

Student activities will be presented by student organizations, the Student Activities Office and the Office of Residence Life. As weather permits, many of these will be held outdoors, others will be offered remotely through various media platforms. As state guidelines permit, larger gatherings may also be held as long as all safety precautions remain in place.

Any food or beverage at events will need to be provided in individually wrapped single serving packages.
CAMPUS MINISTRY

Daily Mass and Communion Services will be held Monday through Thursday at 12:00 p.m. in Madore Chapel for those already on campus and those who have been cleared to be on campus. Sunday Mass will be held at 5 p.m. in Madore Chapel only for those already on campus and those who have been cleared to be on campus. Confession will be held on Sundays at 4 p.m. in the Madore Chapel Sacristy in order to maintain privacy and social distancing protocols.

No outside visitors or parishioners from other local churches will be allowed to attend services at this time. A comprehensive cleaning will take place after each service.

Campus Ministry activities will vary between outdoor activities when the weather permits, hybrid models, as well as completely remote engagement. The Campus Ministry Lounge will still be available but will be limited in room occupancy and you will be responsible for cleaning any areas you come in contact with before leaving.
ATHLETICS

As an institution, Anna Maria deeply values the important role that varsity athletics brings to the educational journey of our students and to the campus experience. The athletic department and College remain strongly committed to providing all student-athletes with an athletic experience during the Spring semester that will include athletic related activities, strength and conditioning, and additional team-based activities within NCAA, state, local, federal and college health guidelines for all Anna Maria fall, winter and spring athletes.

The athletic department will continue to work with the NCAA, GNAC and the ECFC to provide possible competition for Fall and Winter sports during the Spring semester. The GNAC decision regarding a GNAC spring schedule and championships will be determined in February. Even though athletics may continue to look different Spring, Anna Maria College, its athletic department, entire coaching staff and athletic trainers are committed to building an academic and athletic experience for our student-athletes that is as safe and robust as possible.

SPORTS MEDICINE OPERATIONS

The Athletic Training Room will use telehealth and in-person appointment systems for evaluation, treatments, and rehabilitation of injuries/illness for both on-campus and off-campus student-athletes throughout the 2020-21 academic year. Care standards will remain the same, but could take longer due to capacity limits, daily screenings, temperature checks, and new safety procedures. Additional safety procedures will be communicated to student-athletes by the Sports Medicine staff.
STUDENT-ATHLETE PERSONAL HYGIENE
Following reopening, student-athletes should continue to wash hands frequently and wear a mask. Student-athletes will be expected to follow all Commonwealth and college public health guidelines when entering the AMCAT Center and Fuller Activities Center.

FULLER ACTIVITIES CENTER/FITNESS CENTER
The Fuller Activities Center/Fitness Center will continue to have limited hours, capacity restrictions, new entrance and exit traffic flow throughout the building and new cleaning procedures. Capacity of the Fuller Activities Center/Fitness Center will be reduced and limited to on-campus students, faculty, and staff to allow for social distancing and increased sanitation efforts.

Reservations and maximum time limits will be required for the fitness center and the Fuller gym floor.

LOCKER ROOMS
At this time the locker rooms are not open and being evaluated as how they will be used during the Spring to adhere to CDC, state, local, federal, and college guidelines.
2020-2021 COSTS

Anna Maria College has worked diligently to alleviate the extraordinary expenses of COVID-19 by reducing expenses and reallocated funds within its fiscal year 2021 budget to help mitigate the spread of this disease and safely open the campus to ensure our students can successfully continue their education. We have also taken considerable operational steps to configure the campus to meet the challenges created by COVID-19 all without adding additional fees to the cost of attendance.

Anna Maria College tuition and fees for the academic year can be found on our website.

FULL-TIME TUITION AND COMPREHENSIVE FEE
The full-time tuition and comprehensive fees are set for students, whether they are taking courses as part of the on-campus experience or engaging in fully remote learning. If the College decides, at its sole discretion, that it must shutdown and transition to remote learning at any point or period of time during the academic year the comprehensive fee will not be refunded. With the cost associated with running the College being both higher and fixed as a result of COVID-19, and the continued delivery of academic course credits and degrees, the College will not be reducing these costs.

REFUND POLICY
Anna Maria College refund schedule for the Spring 2021 Academic Year is as follows:

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<th>Withdraw Date</th>
<th>Refund Percentage</th>
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<tr>
<td>Prior to February 23rd</td>
<td>100% Full Refund*</td>
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<td>Prior to March 2nd</td>
<td>80% Refund**</td>
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<td>Prior to March 9th</td>
<td>60% Refund**</td>
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<td>Prior to March 16th</td>
<td>40% Refund**</td>
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<td>Prior to March 23rd</td>
<td>20% Refund**</td>
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<tr>
<td>After March 23rd</td>
<td>No Refund</td>
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* A $500 Room and Board Cancellation fee will be added
** Including Room and Board

Please note that there are no refunds outside of the above refund policy for tuition or any fees in the event that Anna Maria College determines, at its sole discretion, that it must shutdown and transition to remote learning. Anna Maria will refund the remaining costs for room and board for the duration of the semester from when the College decides to transition to remote learning. For more information on refunds, please visit the Student Accounts page.

AGREEMENT
By registering for classes, students acknowledge and agree that Anna Maria College reserves the right to modify all aspects of its programming (educational, both in-person and remote; extracurricular; and any other programs currently available or created over the course of the 2020-2021 academic year) at its sole discretion, and in response to orders of civil authority or as a result of COVID-19 or other causes outside of its control. Further, students acknowledge that in the event of any changes the College deems necessary, tuition and fees set for the year will not be adjusted or refunded, and the College will refund room and board payments on a prorated basis after financial aid is reduced from the total payments.
CARES ACT
Anna Maria College was awarded $956,392 in federal funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The amount of funds is determined by a combination of those students eligible for Pell Grants and the remainder of the student population (the U.S. Department of Education allocated 75 percent of the funds available in the act based on the full-time equivalent enrollment of Pell Grant recipients and the remaining 25 percent based on the full-time equivalent enrollment of students who did not receive a Pell Grant). The funds are split into two equal parts. One part, $500,491, is dedicated to institutional use to offset additional operational the costs associated with the pandemic. The College has elected to utilize these funds to offset expenses otherwise paid by students. While helpful, the CARES Act funds are significantly less than the costs associated with the institution’s response to the pandemic. The second part, $455,901, is funding for students to help defer costs directly related to COVID-19 expenses. The College will use these funds to establish a student emergency fund that can be used to cover expenses, so you can focus on your education and meet your academic goals. You will not be asked to pay the funds back.

Steps on how to apply and eligibility and requirements can be found on our website. Should you have any questions contact the Financial Aid office by phone at (508) 849-3366 or email at finaid@annamaria.edu.

RISKS AND OPTIONS
Anna Maria College has done much to mitigate the risk of the spread of COVID-19 among its community members. Further, as this document states, efforts by all members of our community to follow the guidance provided in this document and that of the CDC and Massachusetts Department of Public Health are critical to any mitigation effort. Despite our collective best efforts, it is not possible to fully eliminate the risk of a COVID-19 infection while on the campus and among our community population. Therefore, there is a risk that some members of the community may become infected with COVID-19, and additionally may further spread the disease due to their interaction with other members of the community and beyond.
FAQs

The following answers to frequently asked questions contain key information related to the reopening of Anna Maria College. Updates will be shared on a consistent basis with the campus community through email and on the College website.

What must I complete to enter campus?
To return to Anna Maria College, you must complete the following:
• Review the Return to Campus Process, Protocols, and Guidelines document
• Daily Self-screen
• Participate in the College’s COVID-19 testing protocols
• Review and sign the Waiver of Liability, Assumption of Risk, and Indemnity Agreement
• Review and sign the AMCAT Pledge

Do I have to wear a face covering while on campus?
Yes. Until further notice, anyone (age two and up) on the College campus or in public areas of College housing, whether indoors or outdoors is required to cover their mouth and nose by wearing a face covering. If you are an employee working alone in your office or a residential student alone or with your roommate in your college-owned housing, you do not need to wear a face covering.

What are the symptoms of COVID-19?
Symptoms of COVID-19 include the following:
• Fever or chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• New gastrointestinal symptoms

If you have any of these symptoms while away from the College, do not return to campus. If you develop symptoms while on campus call your medical provider and notify Health Services of your status at (508) 849-3315.

How is the College ensuring the health and safety of all students, faculty and staff?
The College has made significant investments in upgraded cleaning protocols, electrostatic sanitizing sprayers, EPA-registered COVID-19-killing green cleaning solutions, additional cleaning staff and other enhanced cleaning strategies.

To increase social distancing and protect the health and safety of our students, faculty and staff during this pandemic, we have additionally invested in campus alterations and reconfigurations, as well as new classroom technologies aimed at enhancing the student learning experience. This large endeavor is about ensuring the safety of our students and mitigating an outbreak on campus. Symptom monitoring, testing and tracing are the best way to stop COVID-19 spread.
Will Anna Maria be testing students, faculty and staff for COVID-19?
Based on current understanding of the virus and statewide planning, all students, faculty and staff will be tested for COVID-19 at the beginning of the Spring semester (baseline test) and twice a week on an ongoing basis throughout the semester. Those who do not agree to submit to testing will not be allowed on campus. All students will be required to execute an acknowledgment of risk and a consent form prior to returning to campus and before submitting to testing. Students and employees should expect to be tested twice a week for residents, employees and commuters who are on campus 3 or more days a week, and once a week for anyone on campus less than 3 days a week.

What is the delivery method for classes in the Spring?
Each classroom, lab, and additional space marked for conversion to classroom places have been assessed by Facilities and Vice Presidents following nationally utilized social distancing reconfiguration.
Faculty are currently preparing their classes to pivot to a remote teaching and learning model of delivery if needed. In general:

- If the class is currently scheduled as online it will remain so, no alterations will be made beyond denoting any required synchronous (remote face to face) timeframes.
- If the class is currently scheduled as face to face it will remain so, adjustments will be made to denote a hybrid (at least 50% remote teaching/learning) designation as needed.
- If the class is currently scheduled as hybrid, no alterations will be made. Information about classroom use days/times will remain the same.
- If the class is currently scheduled as face to face or blended but needs to be moved to online, instructors will work with their Dean/Director to affect that and it will be noted on the finalized class schedule. Remote synchronous class meeting times (at least once a week) will also be noted.

Students can contact their Academic Advisors or program Dean/Directors to discuss options and to get help with any questions about their Spring schedules.

What happens if you are not able to start classes on February 8th?
Students who cannot attend the start of classes on February 8th should contact their Academic Advisors or program Dean/Directors to discuss options or the ability to make-up work.

How will classes be structured to ensure safety?
Students will be required to wear face coverings at all times in the classroom. If you refuse to wear a face covering in class, you will be asked to leave class by the instructor. Refusal to comply with these regulations will lead to disciplinary action. Faculty will utilize a variety of safety options such as wearing face coverings or teaching from behind plexiglass stands. In addition to hand sanitizer dispensers in all classroom buildings, all classrooms will have disinfectant wipes that students and faculty can use to wipe down individual chairs and tables when they enter the classroom. To allow for social distancing, classroom and conference room seating capacity has been reduced. No food or drink will be allowed in the classrooms.
**Will athletic games be played for Winter and Spring sports?**
Unfortunately, due to health and safety concerns, Anna Maria College teams will not participate in traditional varsity athletics competition during the Spring semester. The Athletic Department and College remain strongly committed to providing all student-athletes with an athletic experience during the Spring semester that will include athletic activities, strength and conditioning, and additional team-based activities within NCAA, state, federal and college health guidelines for all Anna Maria Winter and Spring athletes.

Student-athletes will be able to take part in athletic-related activities relevant to College and Commonwealth guidelines, as well as those outlined in the [NCAA Core Principles of Resocialization of Collegiate Sport](#). The Athletic Department is working on the athletic related plans for the Spring and will be providing updates in the coming weeks.

Decisions involving the start of winter intercollegiate athletic practice and competitions will be made at an appropriate time and will be informed by an evaluation of the state of the COVID-19 pandemic in conjunction with the GNAC, NCAA and the College.

**Will Spring sports have the opportunity to compete at a different time of the year?**
Anna Maria College and the Athletic Department are working with the NCAA, GNAC and ECFC to allow Fall semester student-athletes to compete in the Spring if health and safety guidelines permit competition. No decision has been made at this time regarding an alternative playing season for Fall competition and there is currently no timetable for this decision. The Athletic Department will provide more information as it becomes available.

**When are move-in dates?**
Move-in dates are currently set for the week of February 1st by appointment only. The Office of Residence Life will be scheduling move-in times based on building and floor in order to spread everyone out during each move-in period.

**How will students be oriented to campus life?**
Orientation has been ongoing via a virtual orientation. During move-in weekend we will have staggered smaller group meetings to assist in orienting students. Other orientation topics and materials will be distributed to peer mentors and AMC 100 faculty to be discussed in First Year Seminar meetings.

**Will masks be required in bathrooms and common areas?**
Yes. Masks are required anytime you are outside your office or residence hall room. Masks will be required within bathrooms unless you are taking a shower or brushing your teeth.

**Can students visit other students’ rooms?**
Yes. Students will be able to visit other student rooms as long as they adhere to restrictions based on room occupancies. First year students in Madonna Hall may not enter Alumni/Coghlin, South or St. Anne Hall.

**Will there be consequences if I do not follow campus protocols?**
For those who do not follow the proper protocols there will be fines and potential ban from campus for repeat offenders. For employees this will result in disciplinary action up to and including termination of employment.
QUESTIONS AND CONCERNS

This Spring continued patience, understanding and teamwork will make a big difference. We depend on each other to ensure a safe and vibrant community. If you have concerns about the implementation of the College's COVID-19 policies or practices, please see the contact list below.

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<td></td>
<td>Rick Onanian</td>
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<td>(508) 849-3325</td>
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<td><a href="mailto:itsupport@annamaria.edu">itsupport@annamaria.edu</a></td>
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<td>Wilfredo Rivera-Scotti</td>
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<td>(508) 849-3406</td>
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<td><a href="mailto:wriverascotti@annamaria.edu">wriverascotti@annamaria.edu</a></td>
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<td></td>
<td>Melissa Laneve</td>
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<td>(508) 849-3205</td>
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<td><a href="mailto:mlaneve@annamaria.edu">mlaneve@annamaria.edu</a></td>
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<td></td>
<td>Brooke Brigham</td>
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<td>(508) 849-3596</td>
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<td><a href="mailto:bbringham@annamaria.edu">bbringham@annamaria.edu</a></td>
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<td>James Olick</td>
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<td>(508) 849-3363</td>
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<td><a href="mailto:jolick@annamaria.edu">jolick@annamaria.edu</a></td>
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<td>Sherri Grande DiReda</td>
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<td>(508) 849-3315</td>
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<td><a href="mailto:sgrandedireda@annamaria.edu">sgrandedireda@annamaria.edu</a></td>
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<tr>
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<td></td>
<td>(leave message with questions or to report non-compliance)</td>
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<tr>
<td></td>
<td>(508) 849-3600</td>
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<td><a href="mailto:covidreport@annamaria.edu">covidreport@annamaria.edu</a></td>
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<tr>
<td></td>
<td>Jessica Eckstrom</td>
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<td></td>
<td>(508) 849-3271</td>
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<td><a href="mailto:jeckstrom@annamaria.edu">jeckstrom@annamaria.edu</a></td>
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<td></td>
<td>Bill Purnell</td>
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<td></td>
<td>(508) 849-3401</td>
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<td><a href="mailto:wpurnell@annamaria.edu">wpurnell@annamaria.edu</a></td>
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<td>Academic Accommodations</td>
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<td></td>
<td>Dennis Vanasse</td>
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<td>(508) 849-3372</td>
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<td><a href="mailto:dvanasse@annamaria.edu">dvanasse@annamaria.edu</a></td>
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<td></td>
<td>Peggy Glavin</td>
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<td>(508) 849-3425</td>
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<td><a href="mailto:mglavin@annamaria.edu">mglavin@annamaria.edu</a></td>
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For answers to other frequently asked questions please visit the [Anna Maria College website](http://www.annamaria.edu) which is updated frequently.
AMCAT PLEDGE

All members of the Anna Maria College community have an important role to play in keeping our community safe by doing our part to stop the spread of COVID-19. As a member of AMCAT community, I know that I must take steps to stay well in order to protect others and promote a safe return to campus for each and every AMCAT. Because of this, I pledge to take responsibility for my own actions and help stop the spread of the COVID-19.

Anna Maria College’s highest priority is the safety of its students, faculty and staff. I know that by engaging in campus activities, including attending classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation, I may be exposed to COVID-19 and other infections. In order to reduce my risk of infection and to reduce the risk of spreading infection to others, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the College.

As more information is gathered and known, I understand that Anna Maria College may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself educated of these changes to protect myself and the greater Anna Maria College community.

I agree to abide by the AMCAT Pledge in order to protect myself, my peers, and the Anna Maria community by doing the following:

- I agree to participate in twice-weekly testing for COVID-19 and potential subsequent self-quarantining if I am identified as a contact of anyone who has been determined to be positive for COVID-19.
- If I test positive for COVID-19, I agree to isolate at home if I live within 150 miles, or in a designated location until:
  - My symptoms have resolved, and
  - It has been at least ten days since the start of my symptoms, and
  - I have a negative COVID-19 test result.
- I agree to participate in the required daily symptoms check, stay home if I am feeling sick and report the following:
  - Any known or potential exposures to COVID-19.
  - A fever of 100.4°F or higher
  - Respiratory symptoms, such as dry cough or shortness of breath
  - Sore throat
  - Headache
  - Body aches
  - Chills
  - Loss of taste or smell
- I agree to participate fully and honestly with contact tracing to determine whom I might have potentially exposed to COVID-19.
- I agree to wear a face mask in all public spaces on campus, including classrooms, offices and common areas.
  - Masks are to be worn correctly at all times, covering the mouth and the nose completely. Guidance from the CDC on how to properly wear and care for your mask can be found [here](#).
  - Cloth face masks must have multiple layers of fabric and be made of tightly woven/high thread count material.
In understanding that face masks provide a platform for self-expression, Anna Maria College does not permit members of the community to wear face masks displaying words, images, prints, or decoration with messaging that:
- incites a direct or implied threat or violence toward anyone or any group of people
- symbolizes or pays homage to historically or presently oppressive events or groups
- is sexually explicit or suggestive
- includes images of weaponry
- I also understand that decoration or messaging that compromises the purpose of the face mask is prohibited
- I agree to practice physical distancing as much as possible.
- Frequently wash and/or sanitize my hands.
- Keep my personal space, shared common space, and my belongings clean.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract COVID-19, even if I follow all of the safety precautions above and those recommended by the CDC, local health department, and others. I understand that although the College is following the coronavirus guidelines issued by the CDC and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with the AMCAT Pledge above. I also acknowledge that these expectations and pledge are a condition of my participation as a member of the Anna Maria College community and that failure to comply with my AMCAT Pledge above may lead to immediate removal from the Anna Maria College community.

I understand the AMCAT Pledge and will do my part to protect AMCAT community.

Name: ______________________________________

Signature: _______________________________ Date signed: ___________________