



NORTHPOINT

Bible College and Graduate School

COMMUTER STUDENT COVID-19 POLICIES AND PROCEDURES

Beginning August 5, 2020, all commuter students (off-campus/non-resident) will be required to check-in at security upon arrival before entering any building. Check-in must be done daily on the first arrival to campus. Make sure you allow at least ten (10) minutes for check-in and time to get to class.

Returning to Campus

Before Returning to Campus

Before returning to campus, all faculty, staff, and students are asked to review the new Covid-19 Screening Form and Liability Waiver Form.

All faculty, staff, and students will be required to sign the waiver on their return to campus or at registration. Commuter students are required to sign the Screening Form each time they come on campus. This document covers critical health and safety information regarding Covid-19 best practices, including but not limited to social distancing, self-care, and workspace cleaning.

Check-In Procedure

Commuter students (off-campus/non-resident) will check in at security for a non-invasive, no-contact temperature scan. A new Screening Form must be filled out each time you come to campus. If your temperature reads 100 or above, you will not be permitted onto campus and may return to campus when no symptoms are present.

Parking

A designated parking area has been created for commuters in the main parking lot off Park St. Please park in the marked area for added convenience and an accelerated check-in process. When entering and exiting the parking lot, please follow the directional signs.

Face Covering Policy

In response to Governor Baker's COVID-19 Order No. 31 requiring any person over age two (2) in the Commonwealth of Massachusetts to wear a mask or face covering when in any place open to the public within the Commonwealth beginning May 6, 2020, the Institution is issuing new guidance for employees and students who attend, work or reside in institutional facilities and other campus-wide spaces.

Effective immediately and until further notice, anyone (age two and up) outdoors on the Northpoint Bible College campus that is unable to or does not maintain a distance of six (6) feet from every other person is required to cover their mouth and nose by wearing a face covering or mask. Anyone indoors in public areas of the Institution is required to wear a face covering or mask at all times.

Employees working alone in their offices, resident students and families, staff and families who are in their assigned college-owned housing do not need to wear masks or face coverings, but anytime in public areas of the Institution, masks are required.

Anyone unable to wear a mask or face covering due to a medical condition is excluded from this requirement. Documentation from your medical provider must be submitted to the Office of Student Development.

If any individual refuses to wear a mask or face covering for non-medical reasons, Northpoint reserves the right to deny entry to that individual.

The use of a mask or face covering can potentially slow the spread of the virus preventing people who may have the virus but are asymptomatic from transmitting it to others. The use of a mask or face covering does not replace important social distancing measures. All individuals must continue to practice methods to protect the health and safety of the Northpoint Bible College community, including but not limited to the following: maintain more than six (6) feet of distance from other people; wash hands regularly with soap and water for at least twenty (20) seconds; keep isolated or stay home if sick; avoid close contact with others; avoid touching eyes, nose and mouth; clean things frequently touched with cleaning spray and wipes; and cover mouths whenever coughing or sneezing (using a tissue or inner elbow, not hands).

Social Distancing

In addition to wearing a face covering while on campus, all students must follow social distancing practices. The goal of social distancing is to reduce transmission of Covid-19 amongst individuals. Social distancing is not intended to completely eliminate all interactions. While on campus, all employees and students must maintain a minimum of six (6) feet from individuals to reduce the spread of Covid-19 when possible.

Safety Guidelines

You will notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult, and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.”

Here are some things we are implementing to help keep our campus safe and to support you:

- More frequent cleaning and sanitizing
- Access to hand sanitizer throughout the workplace
- More frequent communications on our new policies and requirements
- New limits on the number of people allowed to gather in rooms, conference rooms, and common areas at one time

Here are some things we expect you to implement to help keep our campus safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended twenty seconds.
- Stay at least six (6) feet apart when moving through the workplace.
- Wear a face mask or cloth face covering.

- Be considerate of your fellow students (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face-to-face.
- Be conscious and understanding of your co-workers who may be dealing with child-care issues, illness or loss of loved ones, financial insecurity, and other issues.

Guidelines for Specific Locations

Common Areas

Face coverings or masks must be worn by all students when inside Northpoint facilities in which others are present—including hallways where others travel and social distancing requirements cannot be maintained—and in common areas, conference rooms, and other gathering locations.

Restrooms

To promote at least six (6) feet of distance between individuals, use of restrooms should be limited based on size. Hands should be washed afterward following public health guidance.

Elevators

Elevators should be limited to one (1) rider at a time when possible and all riders should wear a face covering or mask and avoid touching the elevator buttons with exposed fingers, if possible. Upon departing the elevator, please wash your hands or use hand sanitizer with at least 60% alcohol.

Guidelines for Specific Situations

To limit face-to-face interactions during your time on campus, you are encouraged to communicate with other students and faculty by email, instant messaging, and telephone.

Because convening in groups increases the risk of viral transmission, when feasible, meetings should be held using College-authorized electronic collaboration tools, such as Zoom, Skype, FaceTime, or Canvas Conferences, even when working on campus.

Meetings

In-person meetings should not exceed 50% of room capacity and require face coverings and appropriate physical distancing. Chairs and tables should be moved to encourage social distancing. Signage has been installed across campus to support social distancing practices.

Eating

To limit the potential transmission of the virus, please wash your hands before and after eating. If you are dining on campus, you should wear your face covering or mask until you are ready to eat and then replace it afterward. All dining establishments on campus have been redesigned to allow at least six feet of distance between each person, both in lines and seating areas. Individuals should not sit facing one another, and if possible, consider taking food to eat in the office or outside.

We hope that most people will take food back to their offices, dorms, or eat outside in the warm weather. Our two dining schedules for lunch are 11.45-12.30 and 12.45-1.30; and dinner schedules are 4.30-5.15 and 5.30-6.15.

If you are eating in your work environment, please remember to:

- Maintain six (6) feet of distance between yourself and others.
- Sit so that you are not facing another person.

- Replace your face covering or mask after eating.
- Wipe down all common surfaces — including table, chairs, refrigerator handles and coffee machines — with disinfectant.

Health

If a student has had a close-contact exposure* to Covid-19, the student is required to follow the following steps:

- Report the incident to your Resident Director.
- Self-quarantine for fourteen (14) days.
- Do your course work via Zoom.
- Watch for symptoms. If symptoms occur, you must be tested.
- If you test positive, you must go home and not return until you test negative.
- If possible, continue your course work at home via Zoom.

Health and safety will continue to be a top priority. We ask that all:

- Follow public health directives about staying home as much as possible and continue basic preventive measures.
- Know the signs of COVID-19, as compared to other illnesses. If you are ill, contact taskforce@northpoint.edu to seek advice.
 - 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
 - Diarrhea
- Report a presumptive or confirmed COVID-19 diagnosis to the Dean of Students at taskforce@northpoint.edu. Northpoint is monitoring cases and trends for our whole community.
- Attend to your mental health. Counseling from our staff and counseling services are available to students. Please contact Sue Fushpanski at sfushpanski@northpoint.edu to receive the information you need to schedule an appointment. Remember appointments may be via Zoom.

RESOURCES

- [National Institutes of Health](#)
- [Centers for Disease Control](#)
- [World Health Organization](#)
- [Mass.gov](#)

*From the CDC: In the context of COVID-19, an individual is considered a close contact if they a) have been within approximately 6 feet of a COVID-19 case for a prolonged period of time or b) have had direct contact with infectious secretions from a COVID-19 case (e.g., have been coughed on). Close contact can occur while caring for, living with, visiting, or sharing a common space with a COVID-19 case. Data to inform the definition of close contact are limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).