



NORTHPOINT

Bible College and Graduate School

COVID-19 FACULTY AND STAFF RETURN TO CAMPUS POLICIES AND PROCEDURES

Returning to Campus

Before Returning to Campus

Before returning to campus, all faculty, staff, and students are asked to review the new COVID-19 Return to Campus Policies, the COVID-19 Screening Form, and Liability Waiver Form. The attached liability form must be returned to your department head on your return to campus.

- Must wear face coverings.
- Must follow social distancing policies of six (6) feet or more.
- Must self-identify any COVID-19 symptoms before entering campus.

Entering Campus

All faculty and staff members are required to take their temperature daily prior to coming to campus/work. If your temperature is 100 or higher you are required to stay home. Entrance to Academy Hall is now through the security door and Finance Office wing. Exit from Academy Hall is through the President's Door, Academic Wing, or front doors.

All faculty must fill out the Screening Form prior to coming to campus each day he/she teaches. The Screening Form must be emailed to the Covid-19 Task Force at taskforce@northpoint.edu prior to leaving home for campus. If the form is not emailed, you will be required to come to the Academic Office to fill out the form prior to teaching.

All off campus staff must enter through the security entrance and answer the daily screening questions. Prior to going to their workplace, all on campus staff must report to the security office to answer the daily screening questions.

The daily screening questions cover critical health and safety information regarding COVID-19 best practices, including but not limited to social distancing, self-care, and workspace cleaning.

Should you answer any of these questions in a manner that may affect the health and safety of the campus, you will be denied entry onto campus.

Once you are granted access to campus, we ask that you proceed directly to your work area, please try to avoid visiting other areas on campus, and observe all signage and directions posted throughout campus.

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 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 employees 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 must maintain a minimum of six (6) feet from individuals to reduce the spread of COVID-19 when possible.

When possible, we ask all employees to modify work practices as necessary to maintain social distancing, to increase spacing in offices, and to conduct meetings by Zoom, telephone, FaceTime, Skype, or Canvas Conferences.

Entering Campus

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 workplace 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 workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended twenty (20) 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 co-workers (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 staff and faculty in reception or receiving areas, inside Northpoint facilities in which others are present—including hallways where others travel and social distancing requirements cannot be maintained—and in break rooms, conference rooms, and other meeting locations. Consider creating a schedule to stagger access to common areas.

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 your colleagues 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, 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 (6) 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 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

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 your health care provider to seek advice. Don't let costs stand in the way of getting the care you need.
 - 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 Academic Office. Northpoint is monitoring cases and trends for our whole community.
- Attend to your mental health. Remember that Northpoint's employee health plans provide comprehensive coverage for physical and mental health care.

Classroom Preparation

Guidelines for the Classroom

All classrooms will be reduced in density by 50%. Chairs and tables have been removed from spaces to encourage social distancing; and signage has been installed across campus to support social distancing practices. Faculty are not allowed to change classrooms or the classroom configuration for any reason.

- Hand sanitizing will be widely available for classrooms
- Sanitizing materials for wiping of personal space by each student and faculty will be available in classrooms
- Exploring the use of moveable 6' high plexiglass on wheels for faculty use
- Seating count in each classroom has been reduced by 50%
- Cleaning includes regular use of electrostatic sanitizing sprayers and backpacks.
- All students are required to wear masks in classrooms.
- We are exploring the possibility of allowing faculty to teach without a mask provided they have other mitigation in place such as a full-length plexiglass barrier and face shield.

Resources

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