



# NORTHPOINT

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Bible College and Graduate School

COVID-19

POLICIES AND PROCEDURES



# NORTHPOINT

Bible College and Graduate School

## COVID-19 FACE MASK AND SOCIAL DISTANCING POLICIES AND PROCEDURES

### THE GOAL OF SOCIAL DISTANCING IS TO REDUCE THE TRANSMISSION OF COVID-19

- Maintain a minimum of six (6) feet from individuals to reduce the spread of COVID-19.
- Employees, modify work practices where necessary to maintain social distancing
- Increase spacing in office
- Conduct meetings by Zoom, FaceTime, Skype, or telephone when possible

### Northpoint's Face Covering Policy

#### **Face coverings are not a substitute for social distancing or hand hygiene.**

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).

### Proper Use of Face Coverings

Covers the nose and mouth

- Fits snug but comfortably against face
- Is secured with ties or ear loops
- Includes multiple layers of fabric
- Allows for breathing without restriction
- Is laundered and machine dried frequently

Person wearing mask:

- Should not touch eyes, nose, or mouth.
- Must wash hands with soap and water or apply hand sanitizer after removing face covering.

### Personal Hygiene and Cleanliness Practices

- Wash your hands often.
- Use hand sanitizer often.
- Avoid touching your face.
- Do not share items with others.
- Wipe down high-touch areas: phone, shared spaces, doorknobs, light switches, desk surface, chairs, computer/laptop

THE INSTITUTION IS ESTABLISHING ADDITIONAL CLEANING PROTOCOLS. WHILE BUILDINGS ARE CLEANED AND DISINFECTED REGULARLY, EVERYONE SHOULD TAKE THESE PREVENTATIVE STEPS IN THEIR OWN PERSONAL SPACES.

### Proper Hand Washing

WASH YOUR HANDS OFTEN WITH SOAP AND WATER FOR AT LEAST TWENTY (20) SECONDS.

Steps to proper hand washing:

- Wet your hands with clean, running water.
- Apply soap. Lather your hands with soap by rubbing them together. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least twenty (20) seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

### The Institution's Community Depends Upon Each Other to Ensure We Maintain a Safe and Vibrant Environment

If you have concerns about a colleague, student, or visitor who is not wearing a face covering or observing social distancing, please email at [taskforce@northpoint.edu](mailto:taskforce@northpoint.edu).

Do not approach a guest on campus to inform them of Northpoint's policies.

### Resources

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



# NORTHPOINT

Bible College and Graduate School

## COVID-19 POLICIES AND PROCEDURES FOR STUDENTS

### Students: What You Need to Know for Reopening

Northpoint has created policies and procedures to ensure a safe return to campus for all students. Whether you are an upperclassman or a new student, we are committed to providing an environment in which you can learn and succeed. We encourage you to check back for updates.

*All students must present a COVID-19 negative test that was taken no more than 72 hours prior to returning to campus.*

*\*We adhere to regulations set forth by the state of Massachusetts.*

### Out of Region Students returning to Campus

The state of Massachusetts has set forth specific requirements concerning people who travel into the state of Massachusetts. <https://www.mass.gov/info-details/covid-19-travel-order> In order to protect the Northpoint community and to lessen the impact of potential cases of Covid-19 at the start of the academic year, no student may arrive on campus prior to the stated move in date.

Listed below are the guidelines:

- You need to complete all facets of registration prior to arrival. The staff is more than ready to assist you to complete registration. You can email Mrs. Maranville ([amaranville@northpoint.edu](mailto:amaranville@northpoint.edu)), Mrs. Phillips ([aphillips@northpoint.edu](mailto:aphillips@northpoint.edu)), or Dr. Howell ([dhowell@northpoint.edu](mailto:dhowell@northpoint.edu)) for help in the registration process.
- If you experiencing symptoms do not return to campus until you receive your test results.
- Students in quarantine will attend class via Zoom.
- Students not in quarantine are required to attend class for live instruction.
- Students with a roommate who are awaiting test results upon arrival, will be assigned a quarantine room.

### Parental Help in Moving into Gibson, Gallagher, or Academy Halls

We realize this is normally an exciting experience for parents/guardians and students to share. However, in order to minimize the potential risk for Covid-19, parents/guardians will not be allowed into the residence halls to help students carry items to their room, aid in unpacking, or assisting in setting up the student's room. We will have student help available to assist in getting items into rooms. This policy is necessary in order to protect our community as we start the academic year.

In addition, only the student will be allowed into Academy Hall to complete his/her registration process. Please know the staff of Northpoint will guide you through this process.

### Face Coverings

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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:

- Student temperatures will be taken daily prior to classes and Chapel. If a student's temperature is over 100, the student will be required to go back to his/her room for the day. Within six (6) hours, the

student's temperature will be checked again, and the student will be asked if they are experiencing any other COVID-19 symptoms.

- More frequent cleaning and sanitizing
- Access to hand sanitizer throughout the campus
- Access to counseling
- Staggered chapel times so fewer people are together at one time
- 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:

- Alert your RD and RA if you are feeling sick.
- Wash your hands often, and for the recommended twenty (20) seconds.
- Stay at least six (6) feet apart when moving through the campus.
- 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.
- Speak with your academic advisor if you have any concerns.

## 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. Faucets, sinks, and door handles wiped down after use.

### Elevators

No more than one (1) person (except for immediate family) may enter an elevator at a time 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.

### Gym and Fitness Center

The Fitness Center and Gymnasium will be opened at the discretion of the Covid Taskforce.

## 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.

## Guidelines for Classrooms

All classrooms have been reduced in density by 50% when possible. Chairs, desks and tables have been removed from spaces to encourage social distancing; and signage has been installed across campus to support social distancing practices.

All students will be required to wear face coverings while in class; and faculty will be required to wear face coverings or use plexiglass options to reduce spread.

## 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, dorms, or eat outside in the warm weather. If you are eating in your work environment, please remember to: 4 to a table.

- Maintain six (6) feet of distance between yourself and others.
- Replace your face covering or mask when not 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 or Covid Taskforce.
- Quarantine for the days specified by the Covid Taskforce.
- Do your course work via Zoom.
- Watch for symptoms. If symptoms occur, notify the Covid Taskforce and your Resident Director.
- If you test positive, you must isolate.
- Continue your course work 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](mailto: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 [taskforce@northpoint.edu](mailto: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](mailto: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).



## RESIDENTIAL LIVING

Northpoint students may return to residential living at the commencement of the semester. Northpoint as an Institution has taken steps to reduce over-capacity rooms. Residents in Gibson, Gallagher, and Academy Halls will receive instruction on the Institution's health and safety protocols through the Student Development Office and Resident Directors and Assistants prior to move-in.

Mask wearing and social distancing will be required in hall common areas and atriums. Floor and building activities will be modified to promote healthy practices while maintaining community.



In Gallagher Hall and Gibson Hall, each student will have the opportunity for a private room at the price of a double. For those who prefer a roommate, consideration will be given on a case by case basis. In a double room, extra precautions may need to be followed.

High frequency contact surfaces of residence halls, such as outer doors and common bathrooms, will be sanitized on a regular basis. It is important to recognize that sanitizing of the students' rooms will be the responsibility of the room occupants.

Access to each of the residence halls will be limited to resident students, faculty, and staff. During this time of the COVID-19 crisis, non-residents are not permitted in Gibson or Gallagher Halls. Students will not be permitted to have guests until further notice. The Student Development Office will contact residents should housing changes need to be made.

Quarantine and Isolation rooms are available in both Gallagher and Gibson Halls.

Northpoint will provide food service for anyone in quarantine or isolation. While rooms have been reserved for isolation and quarantine, there may be scenarios where the healthiest option for a student displaying symptoms is to travel home for a period of rest to get well apart from the student body.

#### Resources

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



#### COMMUTER STUDENT COVID-19 POLICIES AND PROCEDURES

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. If you are eating in your work environment, please remember to: 4 to a table.

- Maintain six (6) feet of distance between yourself and others.
- Replace your face covering or mask when not 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.
- Quarantine at the discretion of the Covid Taskforce
- 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](mailto:taskforce@northpoint.edu) to seek advice.
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
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  - Sore throat
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- Nausea or vomiting
  - Diarrhea
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- Report a presumptive or confirmed COVID-19 diagnosis to [taskforce@northpoint.edu](mailto: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](mailto:sfushpanski@northpoint.edu) to receive the information you need to schedule an appointment. Remember appointments may be via Zoom.

## RESOURCES

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## 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](mailto: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.

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- More frequent communications on our new policies and requirements
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- 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.

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 when not 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 [taskforce@northpoint.edu](mailto:taskforce@northpoint.edu). 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](#)



# NORTHPOINT

Bible College and Graduate School

## ADMINISTRATIVE NOTES AND GUIDELINES

### GENERAL OPERATIONS

The faculty, staff, and students have all been trained concerning hand washing, face masks, and social distancing.

Signs are in place throughout the campus encouraging hand washing, face masks, and social distancing.

Northpoint's Covid-19 policies instruct faculty, staff, and students who are not feeling well or who are displaying Covid-19 like symptoms to stay at home. If possible, staff can work at home and students will be able to attend class via Zoom.

Northpoint has instituted a policy that no meetings will be held with over ten people in attendance. All meetings requiring over ten people will be conducted via an electronic method. If meetings are held with 2-9 people in attendance, a six-foot social distancing policy and the wearing of face coverings is mandated.

### CLEANING AND DISINFECTING

#### **Protocols Specific to Northpoint**

Each classroom will be wiped down by faculty and students at the conclusion of each class. All wipes are being provided by Northpoint.

High touch surfaces will be cleaned twice a day

The cafeteria will be wiped down between each lunch and dinner shift.

At night, each classroom, office, the library and chapel, and atriums will be cleaned with an electrostatic sprayer.

#### **Diagnosed Cases of Covid-19**

When it is learned that a person is diagnosed with Covid-19, the areas the individual has recently been will be disinfected.

### COMMUNICATION AND SUPPORT

### **Consistent Communication**

Northpoint's Covid-19 policies and procedures have been emailed to each faculty, staff and student. In addition, all policies and forms are on Northpoint's website.

Weekly emails have been initiated.

### **Adjustment of Plans**

Northpoint has established a Covid-19 Task Force that monitors all communication from the Governor's office.

An academic emergency contingency plan has been developed which will guide the faculty into the transition. Students are aware of this plan as it has been incorporated into each syllabus.

### **Communication with Local Board of Health**

Continual communications with the Haverhill city nurse are taking place.

The Haverhill city nurse, department of health, and mayor's office have all been sent copies of Northpoint's Covid-19 policies and procedures along with a completed Covid-19 Higher Education Control Plan.

### **Mental Health Services**

Northpoint has an established counseling center which is available to all students who request help.

In addition, if group or individual support is needed that does not require counseling, faculty and staff have been designated to provide spiritual and pastoral help.

## DETECTION AND RESPONSE

### **Comprehensive Plan for Testing**

#### *Returning to campus*

Students must present a negative test taken within seventy-two hours of entering campus. If the student does not have their test results when entering campus, they will immediately go into quarantine until they receive notice of a negative test.

#### *On campus testing*

Northpoint Bible College has entered into a relationship with CIC Health and the Broad Institute for Covid-19 testing throughout the semester. In consultation with the Haverhill City Nurse, Northpoint will test students every other week. To facilitate the campus population being tested every other week, Northpoint will test one-half of the student population, faculty, and staff each week. This protocol is at the advice of CIC Health. Students, faculty, and staff will be assigned the weeks they are to be tested. The Covid-19 testing is mandatory. Northpoint is following all the protocols established by CIC Health. The turn-around time for test results is twenty-four (24) hours.

### **Students, Faculty, and Staff**

All students, faculty and staff have received notification of Northpoint's Covid-19 policies and procedures. Institutions were given the link to the new Control Plan on July 24, Northpoint's updated Covid-19 policies were disseminated on July 27.

Students must present a negative test taken with seventy-two hours of entering campus. If the student provides documentation that a test was given, but the results are not yet known, the student will immediately go into quarantine until they receive notice of a negative test.

### **Contact Tracing**

Northpoint is utilizing an outside source for testing. All contact tracing will be conducting by Haverhill's city nurse or her department.

### **Students, Faculty or Staff Who have been in Close Contact or Test Positive**

All faculty and staff who require isolation or quarantine will do so at their own residences. For faculty or staff who live on campus and may have a family, the individual will quarantine or isolate in their apartment. Northpoint does not have space for the spouse or children of an isolated individual to move into other quarters. The person in isolation or quarantine will need to do so in their bedroom and the spouse/children will need to sleep in a different room of the apartment.

There are designated rooms for students who need to be quarantined due to close contact with someone who has Covid-19. The first floor of the Gibson and Gallagher Halls have designated rooms. In addition, the second floor of Academy Hall, center section, is also designated as quarantine space.

For those who will be quarantined the following measures are in place:

- Breakfast, lunch and dinner will be available at designated time
- Bottled water will be provided
- Snacks will be provided
- Quarantined students will be checked on daily by staff
- Students will attend class via Zoom
- Students are encouraged to keep up with their course work
- Designated laundry times will be provided once a week
- Students will be encouraged to have an electronic device that has entertainment capabilities
- At the students request and expense someone will make a grocery run for them
- If the student has counseling appointments, those will be conducted via Zoom
- If the student expresses an interest in speaking to someone about their mental health, that will be provided via Zoom

If a student tests positive with Covid-19, that student will be required to isolate. While the student is in isolation, he or she will continue classwork via Zoom. If the student is unable to continue with classwork due to sickness, special arrangements will be made with the professor to submit late work. If a student's sickness is prolonged, the college will determine the student's ability to complete their course work on a case by case basis.

If a student requires additional medical attention, they will be transferred to the appropriate medical facility.



## COVID-19 Waiver of Liability, Assumption of the Risk, and Indemnity Agreement

1. The novel coronavirus ("COVID-19") is a disease that includes several symptoms according to the Centers for Disease Control ("CDC"), such as fever or chills, cough, shortness of breath, nausea, and can lead to death. Currently, no vaccine has been developed for COVID-19. COVID-19 is contagious and means that contact with others, even those who are asymptomatic, or contact with surfaces that have been exposed to the virus, can lead to infection.
2. Aware of the foregoing, I am voluntarily agreeing to enter the property of Northpoint Bible College and Graduate School (the "Institution").
3. I am familiar with the CDC guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated. I accept full responsibility for familiarizing myself with the most recent updates and complying with same at all times while on the Institution's property.
4. The Institution is dedicated to providing a safe community to its faculty, staff, students, and visitors. However, I understand that it is impossible for the Institution to prevent all risk of infection. I acknowledge that the Institution has done its best to implement recommended CDC, Department of Public Health, federal, state and local guidelines and put in place preventative measures to reduce the spread of COVID-19; however, the Institution cannot guarantee that I will not become infected with COVID-19.
5. I understand that the Institution has put in place new policies and protocols in order to mitigate the spread of COVID-19. I have read and agree to abide by the Institution's policies and protocols for COVID-19 at all times while on the Institution's property.
6. By signing this agreement, I acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risk of exposure in service to the Institution to those who may be infected with COVID-19. I voluntarily assume full responsibility for the risk that I may be exposed to or infected by COVID-19 by my presence on the property or in service of the Institution and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death.
7. I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19. I understand that the risk of becoming exposed to or infected by COVID-19 at the Institution may result from the actions, omission, or negligence of myself

and others, including but not limited to, Institution trustees, employees, agents, contractors, volunteers, and students. I acknowledge that the Institution is an open campus, which limits the Institution's ability to control students and visitors on campus. I recognize that the Institution cannot limit all potential sources of COVID-19 infection. I acknowledge that I have asked for and/or been given any information that I may need to determine the risks associated with returning to the premises of the Institution and to make an informed decision of those risks.

8. I understand that that I will not receive refunds for tuition or any fees nor a refund on room and board in the event that Northpoint Bible College determines it must shutdown and transition to remote learning. If I choose to quarantine or isolate away from campus due to Covid-19 I will receive no refunds for tuition, fees, room or board for that period of quarantine or isolation.
9. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, even if arising from the negligence of the releasees or others. For myself and on behalf of my heirs, assigns, personal representatives and next of kin, I hereby release and hold harmless the Institution, and its past, present, and future officers, directors, trustees, employees, attorneys, and agents, with respect to any and all illness, disability, death or damage to person or property associated with exposure to COVID-19, whether arising from the negligence of releasees or otherwise, to the fullest extent permitted by law. An employee's right to seek workers compensation benefits will not be affected by this Agreement. I further agree that if any such claim is made, I will indemnify and defend the Institution with respect to any such claim, with the exception of an employee's right to seek workers compensation benefits.
10. I have read and fully understand the foregoing Agreement and I am aware that by signing this Agreement I may be waiving certain legal rights, including the right to sue. This Agreement shall be binding upon me and my heirs, legal representatives, and assigns, and shall inure to the benefit of the Institution and its successors and assigns.
11. My signature below indicates that I am at least eighteen (18) years of age and intend to be legally bound by the terms of this Agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Legal Guardian (if student or visitor is a minor): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Purpose for Visiting Northpoint Bible College and Graduate School:

\_\_\_\_\_

Day Phone Area Code and Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



# NORTHPOINT

Bible College and Graduate School

## COVID-19 || Screening Form

**ARE YOU CURRENTLY EXPERIENCING SYMPTOMS AND/OR SIGNS OF ILLNESS ASSOCIATED WITH COVID-19?**

Fever/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 ..... \_\_\_\_\_

**HAVE YOU TRAVELED OUTSIDE OF THE COUNTRY IN THE PAST 14 DAYS?** \_\_\_\_\_

**HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EXPERIENCED COVID-19 SYMPTOMS IN THE PAST 14 DAYS?** \_\_\_\_\_

**HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD BEEN DIAGNOSED WITH COVID-19 IN THE PAST 14 DAYS?** \_\_\_\_\_

**IF YOU ANSWERED YES TO ANY OF THE ABOVE, YOU ARE NOT PERMITTED ONTO CAMPUS AT THIS TIME.**

**Signature:** \_\_\_\_\_