

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

Same Community Restructured Campus New Residential Life

Your Guide to Living at MassArt
with COVID-19 Guidelines

MASSACHUSETTS COLLEGE OF ART AND DESIGN

578

venue

Sciences

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Introduction

Welcome to the 2020-2021 academic year. Due to the public health challenges related to COVID-19, students in MassArt residence halls will experience a new way of campus life and engagement. Our goal is to create a safer environment that contributes to decreased exposure and avoiding infection.

To create a safer environment, we reduced occupancy in each building. Even though many changes come with a reduced occupancy and the need to enforce public health guidelines, we are still committed to provide our residents with an experience that builds on developing a sense of belonging within our community. The Department of Housing & Residential Life (ResLife), in collaboration with our building management company (Capstone Management) and others, will focus primarily on maintaining safer environments with specific protection measures that will be strictly enforced. This includes physical distancing practices, limited residential gatherings for activities, and adjusted policies and behavioral norms ([fact sheet](#)).

There is no question that we are all facing difficult times. To maintain these safe and respectful spaces, everyone at MassArt, including students in residence halls, is expected to be socially responsible. We encourage our residents and their families to contact ResLife with any questions or concerns at: housing@massart.edu. As you plan your move back onto campus, be sure to regularly visit [MassArt COVID-19](#) for updates. Last but not least, the [Residence Hall Handbook](#) addresses many non-COVID-19 topics related to living in campus housing. Please make sure to check the [MassArt website](#) for continued updates.



Move-In Process: Brief Overview

(Detailed info forthcoming with Assignment/Move-in email)

Students should plan to move into the residence halls between August 28 and September 1, 2020. ResLife will be sharing more information about the move-in process at the end of July and through August. Our plan takes into consideration low foot traffic, elevator control, and a

quick process where all paperwork will be completed on-line prior to moving in. We will assign each student an appointment date/time to move-in.

Students are asked to limit the number of family/friends to help them move in, so we may limit potential exposures. As of now, the plan is to only allow the student into the residence hall (this may change).

All paperwork must be completed prior to move-in and submitted electronically. Incomplete paperwork will result in a delayed move-in. The paperwork required to be completed & submitted is as follows:

- Emergency & Evacuation Form
- License Agreement
- Health Immunization form (distributed by Health Services)
- Paid Tuition/Room & Board

Move-in Appointments

We will be welcoming students from Friday, August 28 through Tuesday, September 1 during the hours of 7:00am through 6:30pm. Students will be assigned a two-hour block to complete their move. Please do not show up early or late. Please contact ResLife if you have any questions or concerns about your appointment.

Incoming Students:	Friday, August 28 through Sunday, August 30
Returning Students:	Sunday August 30 through Tuesday September 1
Classes start:	Wednesday September 2

Residence License Agreement

Every residence hall student will need to submit a signed copy of the annual Residence Hall License Agreement. Please review this agreement carefully. It sets forth the MassArt housing policy, explains room assignment and billing procedures, specifies withdrawal and refund policies, rules and regulations, and contains information regarding meal plan options and COVID-19 policies.

Moving and Living On Campus

What to Bring

Pack sparingly for on-campus living. We encourage you to bring only what you could fit into one car or SUV. This is suggested in the event that the residences are asked to evacuate.

ResLife provides helpful checklists for each of our residence halls. Students are encouraged to use these checklists: CHECK-LIST for [Treehouse](#); CHECK-LIST for [Smith Hall](#); CHECK-LIST for [Artists' Residence](#); CHECK-LIST for [Rodgers Hall](#)

Please also feel free to use the checklist in the leaflet pasted below for COVID-era supplies:

Fall Semester 2020 Return to College Campus Checklist

Things may look a little different at your college this year. Use this checklist to gather additional items you may need if you are moving back on campus.

NOTE: Please refer to your college for further information about additional policies and recommendations.



Health and Cleaning Supplies

- Face Masks/Coverings
- Thermometer
- Hand Soap
- Hand Sanitizer
- Disinfectant Spray/Wipes



Distance Learning Items

- Noise-Cancelling Headphones
- Webcam/Headset with Microphone (in case of laptop malfunction)
- Extension Cord for Laptop
- Backdrop for Virtual Classes



Important Records

- Health Insurance Card
- Emergency Contact(s) stored in your phone

Quarantine/Isolation Items

- Board Games/Puzzles/Cards
- Non-Perishable Food/Snacks
- Food Delivery App on your phone
- Packed Bag (with a few days of essential items)
- Pain Relievers/Cough or Cold Medicines
- Extra Phone Charger
- Weighted Blanket



NSI

Student Personal Property Insurance
nssi.com



Protect Your Devices and Personal Items from Accidental Damage, Theft & More!

Travel To, and Arrival in, Massachusetts

As students should expect to follow Massachusetts health and safety guidance at MassArt, we advise that students begin practicing the following health and safety guidance known as "Stay at Home" now and prior to arrival on campus to reduce the risk of exposure and transmission:

- People over the age of 65 and people who have underlying health conditions - who are at high risk for COVID-19 - should continue to stay home except for essential errands such as going to the grocery store and to attend to healthcare needs
- All residents are advised to leave home only for healthcare, worship and permitted work, shopping, and activities
- When going to the pharmacy ask if you can fill your prescriptions for 90 days if possible; for some medications this is not allowed. If you are at high-risk, try to use a mail-order service

- All residents are REQUIRED to cover their face when they cannot maintain six feet of physical distance in public
- All residents are advised to wash their hands frequently for at least 20 seconds with soapy water
- All residents are advised to be vigilant, monitor for symptoms and stay home if you feel sick
- Use remote modes of communication like phone or video chat instead of visiting friends or family who are high risk for COVID-19

Room Assignments

To accommodate the federal, state, and local mandates around capacity within buildings, ResLife has significantly decreased our total occupancy to “de-densify” our halls and uphold physical distancing. As a result of de-densifying our halls, there will be no themed halls for the time being. For example, a hall that has traditionally been reserved for first year experience (FYE) residents may now house non-FYE students until further notice.

Our efforts to de-densify our halls have also shifted our room configurations. For example, triple rooms have now been designated as double occupancy rooms, which we offer along with single rooms and studio/efficiencies. As students maintain community within the new COVID-19 parameters, each “household” will be expected to create schedules for the use and cleaning of their own bathrooms.

Resident “Households”

In decreasing our occupancy for the upcoming year and to create a means by which ResLife can effectively enforce COVID-19 related duties such as testing and tracing, residents will be considered part of smaller communities within their larger residence hall community. These smaller communities, or “households,” may consist of just one student in a single, two students in a double room, or suitemates.

Living in households requires that our residents live and engage with each other in new ways. This new way of being in community means that our residents will be expected to practice a heightened level of discipline in how communal spaces are used and maintained.

From public and private restrooms to kitchens and elevators, households will share in the careful cleaning and awareness of flow and capacity for spaces within the halls. Students living in units/suites and/or rooms together will need to develop acceptable and agreeable norms that hold each other accountable and aligned with the institution's guidance.

Testing, Tracing, and Symptom Tracker

MassArt will be implementing testing and contact tracing programs. Everyone in the MassArt community, including students in residence halls, is expected to comply with COVID-19 testing and contact tracing when asked to do so. A specific plan will be published in the upcoming weeks.

Quarantine & Isolation Plan

**Please note that due to continued updates and changes to federal, state, and local health and safety guidance, these plans may be modified at any time.

What does it mean to isolate?

Isolation: If you have tested positive for COVID-19, it is important to stay away from others to avoid transmission of the virus, even if you do not have symptoms. The isolation period is to make sure that we watch for any symptoms, and remain separate from other people for the period of time when you could pass the virus to someone else. This is an important public health measure to decrease the spread of COVID-19.

What does it mean to quarantine?

Quarantine: If you have been exposed to someone who has tested positive for COVID-19, it is important to stay away from others to avoid potential transmission of the virus, even if you do not have symptoms. This is an important public health measure to decrease the spread of COVID-19.

At MassArt, students who test positive for COVID-19 but do not need to be admitted to the hospital for treatment will be required to isolate. MassArt has designated isolation locations. Staff will be assigned to check-in and provide meal delivery. Health Services will connect with students as they transition back to their on-campus assignment and treat students who remain on campus and are isolated (costs are covered by college).

Students identified as having been in close contact (spending 15 minutes within six-feet of a person who has tested positive) may be asked to quarantine. Quarantine at this time is planned in a student's suite or home. Subject to change.

If a student is required to quarantine, it is also likely that students within their household will also be asked to quarantine. Health Services and ResLife will oversee and support students who are either quarantined or isolated.

Health and Safety

Our goal is to provide students with timely information about specific health and safety guidance. MassArt is establishing specific requirements for residents, including but not limited to requirements for COVID-19 testing, symptom reporting, physical distancing, limitations on group gatherings, wearing a face covering, contact tracing, disinfection protocols, limitations on guests within residence halls, and quarantine/isolation requirements. These requirements and any possible updates will be posted at [MassArt COVID-19](#).

Adherence to health and safety requirements applies to all residents. Attention to health and safety extends to all locations, including bedrooms, bathrooms, and common spaces. While MassArt is working to reduce the risk of COVID-19 transmission, we cannot guarantee the prevention of COVID-19 among students, faculty, and staff. Every resident has a role to play in reducing risk for themselves and others in the community. Every resident should be aware that by residing in a Residence Hall, they are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including COVID 19. Every resident should also be aware that the safety of the campus community in respect to COVID-19 is a shared risk and that all community members must do their part to contribute to the health and safety of the community and thus, themselves.

Resident Assistants (RAs)

Residents will continue to have the support of Resident Assistants (RAs). The very purpose of the RA position is to serve as role models, peer advisors, resources, and support to our residents.

This semester, a significant amount of RAs interaction with residents will be virtual (i.e virtual game nights, emails, texts, Zoom meetings). To reduce person-to-person contact during COVID-19, the preferred modes of communication between RAs and their assigned households will be phone calls, emails, and Zoom meetings. Residents are expected to respond whenever they receive correspondence from their RAs. While these modes of communication account for less in-person interaction, our residents should rest assured that help and assistance is always at their fingertips.

Zoom Activities & Physical Distancing Gatherings

ResLife remains committed to providing activities and physical distancing gatherings to build community and establish an environment that allows students to connect with other students. When the Resident Assistants arrive on campus, they will be sending out pre-arrival videos to prepare for student arrival. You may even be invited to a zoom floor social prior to your arrival! Social interaction is a key feature for on-campus housing and we commit to offering social opportunities for our residents. Due to COVID-19, RAs may sponsor social gatherings that comply with the limit of participants within a setting. We will also be partnering with Student Engagement to share activities outside of ResLife. The [Massachusetts Activities](#)

[Council](#) will be offering events that are both virtual and hopefully some in-person throughout the year. You can check the [events calendar](#) for upcoming activities. MAAM, the [MassArt Art Museum](#), is planning fall virtual events now with the explicit focus of building a space for MassArt gathering (students, alums, the public).

Mandatory Face Coverings

The following updated requirements for face coverings are effective immediately. Please remember that Massachusetts College of Art and Design requires all people on campus, including faculty, staff, students, and contractors/visitors, to wear an [appropriate face covering](#) while inside campus facilities/buildings. These requirements are based on [recent guidance from the Centers for Disease Control \(CDC\)](#) and [an order requiring face coverings from Governor Baker](#) effective May 6, 2020. Upon entry to campus, anyone not using a face covering will be asked to wear one by the staff at the entry desk.

HOW TO WEAR A FACE COVERING



We protect each other when we cover our faces. The mutual respect shown by wearing a face covering is a visual representation of MassArt's mission and values. We all wear because we all care.

Face coverings are in addition to - and not a substitute for - physical distancing. The highest level of transmission occurs during direct, unmasked contact of less than 6 feet of physical distance for more than 10-15 minutes.

Face coverings may be worn but are not required:

- inside one's own residence hall room or suite;
- when alone in an enclosed space with a door;
- in outdoor settings where physical distancing requirements (6 feet) are met.

Anyone unwilling to wear a face covering when required must leave campus. Refusal to comply with the requirement will be addressed. Compliance will be monitored by health and safety officers, public safety security officers, and supervisors, among others.

Everyone on campus, including employees and visitors, must be prepared to provide their own face coverings. CDC recommendations regarding how to keep cloth face coverings clean can be found [here](#).

Anyone who is unable to wear a face covering for health reasons should request an accommodation:

- Students requesting an accommodation should contact Jessie Neikrie, Accessibility Advisor, at mjneikrie@massart.edu and 617.879.7002, or Elizabeth Smith-Freedman, Associate Dean, at esmith-freedman@massart.edu and 617.879.7278.

Face coverings/masks play a critical role in protecting us from potential exposure to COVID-19. Every person at MassArt, including students in residence housing, must cover their mouth and nose with an acceptable face covering/mask. At the residence halls, all residents must wear a face covering/mask in indoor public spaces within the residence halls. The moment a resident leaves their unit/suite/apartment, a face cover/mask must be worn.

- No resident will be allowed to pull their face covering down or off while hanging out in common area spaces
- No resident will be allowed to pull their face covering down or off while eating in any common area spaces
- No resident will be allowed to move within and between floors to visit other residents without their face covered
- We highly recommend that face coverings stay on while visiting inside a suite/unit/apartment outside of your own

Guest Policy

We will allow one MassArt resident student at a time to visit another suite/apartment in any MassArt residence hall, including Rodgers Hall. This means a resident from Smith hall can visit a resident in the Tree House (or any other MassArt residence hall they don't live in).

- In order to support this change, all residents will now need to be tested weekly.
- Individuals not living in a MassArt residence hall will not be permitted access beyond the lobby of each building
- No overnight guests will be allowed.
- We will allow no more than 10 students to gather in common area spaces in the residence halls. The number of students allowed will depend on the common area space. Signs will be adjusted with appropriate numbers.
- Several small groups (from any residence hall) can hang out in the lounges/lobby area of the Artists Residence, Tree House, and Smith Hall.

COVID-19 Protocols Continue

When socializing within your suite/unit/apartment or off-campus, you should wear a mask, stay at least six (6) feet apart, wash your hands often, and gather outside or with a window(s) open if possible. Mask wearing, distance, hygiene, and ventilation are all proven ways to prevent transmission of COVID-19 in all gatherings. You are expected to test weekly as well: your CoVerified status will be "Restricted" if you are not testing weekly and you will not be able to visit other residence halls. Click [here](#) to learn more if you are not sure why you are "Restricted" on CoVerified.

Residence Hall Safety Check-Ins

We will be implementing checkpoints at the Residence Hall entrances to make sure you are "Clear" on your CoVerified app. This is just one of the safety measures we have in place to make sure we are keeping everyone on campus safe and healthy. Please be prepared to show your CoVerified app whenever you enter a residence hall. If you are "Restricted" on CoVerified, you will not be able to access other dorms.

"Household Guests" Discussion is Step 1

We know that many students share the same safety measures and have kept their social circle small to reduce exposure within their household (suite/apartment). Now it is imperative that you come together as a household to discuss the level of comfort each member of your household has with inviting guests into your shared space. We expect residents to remain respectful about individual levels of comfort. Our ResLife staff can assist in offering creative solutions if you are finding it difficult to navigate through these conversations in a respectful manner. This discussion must take place prior to any visitors entering the suite/apartment.

Community Standards Continue

Please keep in mind, violating the Guest Policy is a violation of MassArt community standards and may be seen as an intentional act of harm to others. Temporary or permanent dismissal from housing will be considered as disciplinary action. Additionally, if the COVID-19 Operations team begins to see increases in residential cases, stepping back to a more restrictive guest policy may become necessary.

Laundry

Laundry facilities are professionally cleaned and serviced daily. If residents use the laundry room outside of the daily professional cleaning schedule, then residents must properly clean the area themselves. Cleaning supplies will be available at each laundry site. For your reference, the CDC issued *Cleaning and Disinfecting Your Facility* guidelines which we require residents to follow:



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Mailroom

Mail is delivered daily (excluding Sundays and holidays). Each resident is assigned a mailbox for letter sized mail. For the month of September, residents will have to visit the mailroom to pick-up their packages and oversized letter mail. Mailroom hours are generally 6-8PM daily. Tree House mailroom hours are slightly different. Generally, the Tree House mailroom is open Monday - Saturday between 5-8PM. All mailroom hours will be posted on the mailroom door. Starting in October, a contactless method of package pick-up will be provided. Students will be able to use a locker pod system to pick up their package at their convenience. Additional instructions will be provided on how to use the system after move-in.

Cleaning Protocols

Community spaces (such as public bathrooms) are professionally serviced daily (Students are responsible for their own unit/suite.). Our facilities staff use specific protocols for cleaning and disinfecting, including the frequent cleaning of high-touch surfaces. All cleaners will wear disposable gloves and masks for all routine cleaning and disinfecting. All hard surfaces in lounges and workrooms will be cleaned with a disinfectant to kill germs. Additional cleaning supplies will be provided in all common areas for residents to use in between cleanings.

The following areas are considered high touch and/or high traffic areas and will be frequently cleaned:

- Door handles
- Elevator buttons
- Interior of elevator
- Stairwells
- Common area kitchen
- Lounges
- Workrooms
- Laundry room
- Security desks

Please see the “What to Bring” section of this manual for guidance on the types of COVID-19 supplies you might want to bring with you for your residence hall households.

Common Spaces

Capstone facilities personnel are not available between 11pm and 8am on any day. During this time, residents are to keep communal spaces clean and sanitized (students are responsible for their own unit/suite) by using the provided cleaning supplies (sanitizer and paper towels). Given that communal spaces are not professionally serviced during these hours, we advise our residents to use the spaces at their own risk.

All lounges and workrooms will be used as additional areas for leisure and academic support. Lounges provide residential students an additional space to use outside of their bedroom and apartment. Workrooms provide a space to complete art/academic projects that require a particular atmosphere. Furniture in lounges and workrooms has been rearranged to encourage physical distancing. Signage confirming the maximum number of individuals allowed to safely occupy a common area space should be seen at the entrance of and within every lounge, workroom, laundry room and community kitchen. Limitations will be based on room size.

- Most small lounges will be limited to 1 individual.
- Most large lounges will be limited to 2-3 individuals.
- Most workrooms will be limited to 2-3 individuals.

There will be a limit of 2-3 individuals on an elevator at any time. Residents are encouraged to use the stairs. Each stairwell in a building will be dedicated to one direction of foot traffic. Information will be provided via signage and in regular email communication. Res Life and Capstone staff members will work together to monitor these spaces. If we find that residential students are having difficulty with following physical distancing guidelines, lounges may be taken off-line. As an alternative, a sign-up system may be instituted for common area space usage to ensure that social distancing is being practiced.

Dining Services

“Pathway to re-opening”

Chartwells is developing a “pre-order” mobile app. Similar to “curbside pick-up” where, as one option, you will order ahead of time and schedule a pick-up. More information will be forthcoming through Chartwells Dining Services.

Important Websites & Contact Information

Federal:

CENTERS FOR DISEASE CONTROL & PREVENTION
cdc.gov/coronavirus/2019-ncov

State:

COMMONWEALTH OF MASSACHUSETTS
Mass.gov/resource/information-on-the-outbreak-of-coronavirus

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
Mass.gov/2019coronavirus

MBTA - MASSACHUSETTS BAY TRANSPORTATION
mbta.com

Local:

CITY OF BOSTON
boston.gov/news/coronavirus-disease-covid-19-boston

BOSTON PUBLIC HEALTH COMMISSION

BostonPublicHealth

MassArt:

MASSACHUSETTS COLLEGE OF ART & DESIGN
massart.edu
617.879.7810
617.879.7700 (emergency)

DEPARTMENT OF HOUSING & RESIDENTIAL LIFE
massart.edu/housing
housing@massart.edu
617.879.7000

OPTUM HEALTH SERVICES
massart.edu/health-services
617.879.5220