



# TEMPLATE (I/IV)

# COVID-19 Higher Education Control Plan

As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor’s Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution’s website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

### HIGHER ED INSTITUTION INFORMATION | please provide the following information

Institution name: Suffolk University

Campus name(s)/description(s): Boston Campus and Madrid Campus

Plan applies to:

Single Campus

Multiple Campuses

Campus address(es): 73 Tremont St, Boston MA 02104. Calle de La Viña 3, 28220 Madrid, Spain

Primary point(s) of contact for campus(es) (President or designee): John Nucci

### SOCIAL DISTANCING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

Adopted measures to provide that all persons, including faculty, staff and students, remain six feet apart to the greatest extent possible, both inside and outside campus buildings

Established protocols to ensure that faculty, staff and students can practice adequate social distancing

Posted signage for safe social distancing in all places where faculty, staff and students are likely to gather

Required face coverings or masks for all faculty, staff and students (except where unsafe due to medical condition or disability) while inside and if social distancing of at least 6 feet cannot be reliably maintained while outdoors

Implemented additional procedures. Please describe them here: We have adopted a number of protocols, implemented physical changes and set up barriers to ensure social distancing of 6'

### HYGIENE PROTOCOLS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

Provided hand washing capabilities throughout the campus

Taken measures to encourage frequent hand washing or sanitizing by faculty, staff and students and provided adequate supplies to do so

Provided for regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, and restrooms throughout the campus

Implemented additional procedures. Please describe them here: We have included hygiene protocols in our mandatory training programs for students, faculty and staff.



## TEMPLATE (II/IV)

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**GENERAL OPERATIONS** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Provided training for faculty, staff and students regarding the importance of social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols, and regularly share information through multiple channels to reinforce the message
- Encouraged faculty, staff and students who are feeling ill or displaying COVID19-like symptoms to stay home or in their residence hall
- Established a plan to accommodate the needs of students, staff and faculty who are at higher risk if they are exposed to COVID-19, or who care for household members who are at higher risk
- Ensured that no gatherings will occur on campus that exceed the limits in the latest Commonwealth advisory, except for the purposes of instruction, provided that six feet distancing can always be maintained
- Ensured that campus amenities and services will adhere to all sector-specific safety protocols, available on the Commonwealth's Reopening Plan website, applicable to the amenity or service. Examples include:
  - Office spaces: Must follow latest office space guidance
  - Dining Services: Must follow the latest restaurant guidance
  - Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club guidance
  - Campus shops and bookstores: Must follow the latest retail guidance
  - Performance venues: Must follow the latest performance venue guidance
  - Events: Must follow the latest indoor and outdoor events guidance
- Implemented additional procedures. Please describe them here: We are implementing access and reservation systems to ensure that we adhere to capacity limits set by the Commonwelath

**CLEANING & DISINFECTING** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established and maintained cleaning protocols specific to the campus
- Taken measures to ensure that when an individual on campus is diagnosed with COVID-19, cleaning and disinfecting is performed



## TEMPLATE (III/IV)

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**CLEANING & DISINFECTING** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Prepared to disinfect all common and high touch surfaces at appropriate intervals
- Implemented additional procedures. Please describe them here: We have placed disinfecting products around campus

**COMMUNICATION & SUPPORT** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established consistent communication to all students, staff, faculty, and the surrounding community regarding Phase III plans
- Installed signage and other visual indicators throughout all campus buildings and outdoor areas to improve awareness of and compliance with Phase III requirements
- Established a plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns, including communicating the need to pause or discontinue in-person programming and activities to all students, staff and faculty
- Established clear communication and escalation points with the Local Board of Health, Massachusetts Department of Public Health, and other state and local agencies as needed
- Developed protocols for delivery of emotional and mental health services, including both individual and group counseling
- Implemented additional procedures. Please describe them here: We are developing a web page that will include all information related to COVID-19 protocols and policies

**DETECTION & RESPONSE** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established a comprehensive plan, in coordination with public health officials, for facilitating testing of symptomatic individuals and monitoring students, staff, and faculty for the presence of COVID-19, including robust testing protocols for: (1) incoming or returning students, especially those who will be living on campus; and (2) on-going periodic testing strategies for students, staff and faculty throughout the school year, especially for individuals in frequent contact with residential students and other individuals who have pre-existing medical risk factors. Such plans should be regularly updated to ensure compliance with current CDC and DPH requirements and guidelines and to reflect evolving testing technologies and methods



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**DETECTION & RESPONSE** | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- Established a plan for ensuring that students, staff and faculty who arrive on campus from another country or a state not designated as a lower-risk state by the Department of Public Health provide documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival, and are informed of campus policies and the latest Commonwealth travel order regarding travel restrictions, testing, and self-quarantine requirements
- Designated residential facilities space for residential students to immediately quarantine if they arrive on campus from another country or a state not designated as a lower-risk state by DPH and do not have documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival
- Developed a plan to ensure that results and full demographic data (name, date of birth, full address, gender, race, ethnicity, primary language, occupation and disability status) on students, staff and faculty tested by the institution for COVID-19 are reported electronically to the MA Department of Public Health as required. (If testing is conducted by a healthcare facility or laboratory, results will be reported electronically to DPH by the facility or laboratory.)
- Developed a plan for coordinating with students, staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure that they have adequate space and support to isolate or quarantine
- Developed a plan to work with DPH-designated contact tracers following the identification of any case or close contact. (DPH-designated contact tracers conduct contact tracing in Massachusetts, and include local Boards of Health, both in the municipality where the campus is based and the municipality where the case or close contacts reside, if different than where the campus is may be involved, as well as the Community Tracing Collaborative. Local Board of Health officials will decide whether to conduct contact tracing or assign to the Community Tracing Collaborative.)
- Designated residential facilities space to immediately isolate students who reside on campus and test positive for COVID-19, and to separately quarantine students who have had close contact with them
- Established protocols to ensure that students in isolation or quarantine have appropriate support and services
- Implemented additional procedures. Please describe them here: We are implementing a mandatory self-attestation process for students, faculty and staff that will be required to enter campus.