

REOPENING PLAN

COVID-19

Gordon-Conwell—Hamilton

July 29, 2020

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Executive Summary

The Reopening Plan applies to all members of the Hamilton campus. This plan establishes the reopening while serving as the governing strategy for the development of supportive policies and procedures. Furthermore, this document provides coordination platforms and builds cascading enabling drivers for our complex environment. This plan is adaptable based on changing conditions.

Gordon-Conwell's plan details a framework for the coordination and full mobilization of assets through a multi-phased reopening approach. Specific core areas are derivative of instituting practices of:

- I. A Healthy Campus Environment
 - Emphasis on strategies to slow the transmission of disease, emphasize individual responsibility, and tailored strategies to the Seminary community including those at higher-risk to COVID-19.
 - A Health & Safety Plan detailing specific health and safety practices including the use of face coverings and physical distancing.
 - A Cleaning & Disinfecting Plan thoroughly detailing processes for cleaning, sanitizing, and disinfecting all facilities according to CDC recommendations.
 - A detailed plan for residential life, student activities, dining, return to work, and other essential functions that abide by CDC recommendations and Seminary policy.
 - Specific strategies to integrate healthy practices in all facets of campus life including a detailed communication plan for reinforcing mitigation efforts throughout all campuses.
- II. A Healthy Community Environment
 - Vendors, visitors, and others will receive communication on necessary health and safety policies and their requirements to follow such practices.
 - The Seminary will continue to work closely with federal, state, local, private, and non-profit groups to support the external community.
- III. COVID-19 Virus Testing
 - The Seminary has a list of local testing facilities in the area available and encourages community members to check with their doctor regarding recommendations for testing.
 - Established programs for self-screening.
- IV. Contact Tracing
 - The Hamilton campus is collaborating with the school nurse, the town of Hamilton Public Health nurse, and the Massachusetts Department of Health to establish a supportive contact tracing program internal to the Seminary for faculty, staff, and students.
 - The Hamilton campus has developed an on-campus quarantine and isolation plan and has the capability to isolate residential students at the Hamilton Campus.
- V. Academic Program Delivery
 - On-campus instruction reserved for courses that critically need the in-person experiences.
 - Courses will be offered in multiple modalities (in person, digital live, and online). Classes will be placed in rooms where physical distancing is possible. Masks will be required to be worn at all times.

Introduction

As the COVID-19 pandemic developed, the Hamilton campus' Pandemic Planning Committee, which consists of GCTS employees representing numerous areas of the Seminary, was activated and has since formulated planning foundations regarding a phased approach to reopening our campuses. The committee has provided recommendations to the President for his consideration and subsequent policy decisions. The President has coordinated with the Leadership Team, which is made up of the President and the executive cabinet.

As the Seminary embraces the "new normal" resulting from COVID-19, the health and safety of the GCTS community remains the top priority in the Seminary's planning. The following document is governed by the current health recommendations from the state of Massachusetts and the Centers for Disease Control and Prevention. Denoted within this plan is a firm reliance and adherence to principles grounded in science and data.

This plan is intended to comply with all applicable Seminary, local, state, and federal laws and regulations. In the absence of specific regulatory mandates for situations, best emergency management practices shall be followed.

Purpose

The purpose of this planning document is to define a systematic strategy for reopening and resuming operations as a result of COVID-19 through defining criterion based on principles substantiated in up-to-date science and what is feasible, practical, and applicable to the needs of our community.

Scope

This plan supplements the Basic Plan through a concentration on critical operational functions and the courses of actions needed to carry them out respectively to COVID-19.

Planning Picture

The Seminary has instituted a multi-level methodology to the reopening through a planning picture that models and supports federal, state, and local conceptions. The Seminary strategy is derivative of three dominant layers that grant fundamental enabling delivers and supportive channels to ensure full assimilation of resumption and recovery efforts across the Seminary.

Relation to Other Plans

This plan is particular to COVID-19 and the Hamilton campus' reopening. It is intended to be used in concurrence with other Seminary-level COVID-19 planning documents, strategies, and unit plans. All relevant plans shall be leveraged. The following are planning documents that have been institutionalized to support this reopening plan.

Planning Assumptions & Direction

- This is a living document that will continue to evolve.
- Studies indicate that the more individuals interact and the longer the interaction, the higher the risk of COVID-19 spread. Physical distancing and limiting the size of mass gatherings remains one of the most effective mitigation strategies currently available. These measures will remain in place, but are expected to be loosened based on the reduction in community transmission.
- COVID-19 is spread primarily by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
- Personal prevention practices and environmental prevention practices are critical principles.
- Guiding assumptions and other information in this plan are subject to change in relation to local actions and guidance issued by public health and government officials.
- A phased reopening of operations provides the ability to reimplement mitigation measures should case clusters, community transmission, or new waves of the virus occur, whether before, at the beginning, or during the Fall 2020 Semester.
- Prompting actions and associated response actions identified in this plan may not occur sequentially. Not all elements outlined in a phase may be applicable at the time of implementation.
- If mitigation strategies are relaxed too quickly, a resurgence in COVID-19 impacts are likely and risks undoing any progress that was made.
- Safety, security, and well-being of the Seminary community will remain of the utmost importance during this process.
- Decisions about changes to mitigation measures in place must be evidence-based, data-driven, and implemented incrementally.

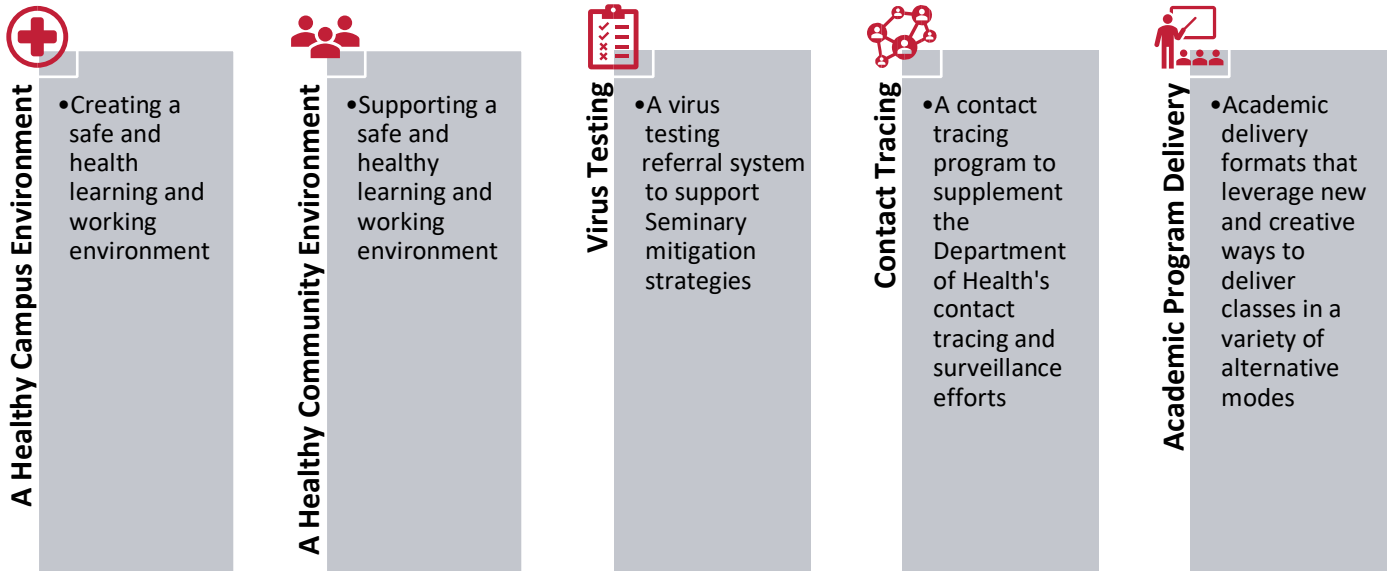
Plan Updates & Revisions

The Seminary shall amend this reopening plan to maintain operational consistency, implement corrective action, and enhance the document or apply other appropriate changes. This plan will serve as a living document and is not intended to remain fixed in time. All planning elements will evolve as the status of COVID-19, and more information is made available. This plan is intended to remain flexible, scalable, and adaptable to provide continuity in the Seminary's strategy for the Fall 2020 Semester and following.

Pillars

The following pillars form the Seminary's reopening focus:

Concept of Operations



Methodology

The conceptual methodology to the reopening of the Seminary is one that is framed through stages of resumption strategies for increasing activities on campus. These phases, like the State of Massachusetts' reopening plan, positions the Seminary to implement mitigation strategies in a controlled manner to reduce the opportunity for a resurgence in COVID-19 impacts and the undoing of progress that has been made. The proposed outline is arranged in terms of the academic calendar, specifically the Fall 2020 Semester; however, the identified timeline will be adapted as circumstances change and are subject to change. The concept of operations will be operationalized based on guidance from the Board of Trustees (BOT), Leadership Team, and Pandemic Committee, as well as other factors, including governmental orders and evidence-based advice from health professionals.

The Seminary reserves the discretion to determine when an official transition between operations will occur as well as whether a return to any phase is warranted based on such factors as federal, state, and local orders, and guidance from the CDC, state, local, and the Hamilton campus' health professionals.

Benchmarks/Gating Criteria

The benchmarks/gating criteria is designed as a framework to evaluate current conditions to identify prospects to expand resumption of activities, or the need to hold or return to tighter social distancing and behavioral restrictions.

Fall 2020 Semester-at-a-Glance

Massachusetts Department of Health, State Joint Information Center, SHS/HR Reports and Systems, etc.

Note: This chart is based on current assumptions and projections for Fall.

General Guidelines:	Academic Instruction	Hybrid (face-to-face/remote)
	Work Arrangements	Hybrid in-person/remote
	Apartments/Residence Halls	96% occupancy
	On-Campus Programs	Operate with physical distancing based on the function. (e.g., student activities)
	Large Venues	Operate under strict physical distancing. (e.g., library/Alumni Hall/Great Hall)
	Vulnerable Population	Accommodations made wherever possible.
	Face Coverings	Required except in individual offices.
	Travel	No non-essential travel

Explicit direction is structured regarding mitigation measures that will be employed to limit the spread of COVID-19 in the community as the Seminary transitions into the Fall 2020 Semester. Health experts have recognized these measures as fundamental to reducing the transmission of the virus that causes COVID-19. The approaches to supporting a healthy campus environment is a keystone to the Seminary's efforts in the Fall 2020 Semester. The following are key concepts positioned within the Seminary's approach to a healthy campus environment:

- **Slow transmission of disease:** Primary goals for the deployment of mitigation strategies in the Seminary is to slow the transmission of disease and in particular to protect individuals at increased risk for severe illness, including older adults and persons of any age with underlying health conditions, and the internal and external healthcare and the Seminary's critical infrastructure workforces.
- **Emphasize individual responsibility:** The health and safety of the Seminary is a collective responsibility for all. All students, faculty, staff, vendors, volunteers, and visitors are subject to the Seminary policies, procedures, and oversight. The Seminary mitigation strategies are predicated on emphasizing individual responsibility for implementing recommended personal-level actions, empowering units, and community partners to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness, focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness, and minimizing disruptions to daily life to the extent possible. The reopening plan is designed to promote a safer and healthier environment for teaching, learning, and working, including the encompassed strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19.
- **Tailored strategies to the Seminary community:** The Seminary's mitigation strategies are based on the level of community transmission, characteristics of the Seminary community, and the Seminary's capacity to implement strategies. Considerations have been given to all aspects of the community that might be impacted. Mitigation strategies can be scaled up or down depending on the evolving local situation.

GCTS COMMUNITY PROTOCOLS

The provision of a safe environment for the pursuit of learning has long stood as a Seminary value. The Seminary intends to employ this safety culture as a critical component of its mitigation strategy. The Seminary will advance the safety culture and campus life to foster support of the public health measures to direct behaviors necessary for advancing a safer community. The Seminary will use a vibrant approach to changing norms associated with community protective measures, physical distancing, face coverings, increased hygiene, and reduction of precarious behaviors.

The Seminary will leverage innovative methods and communication strategies to present a compliment of outreach, engagement, education, and enforcement strategies. Strategies include:

- Integrate the Seminary's COVID-19 Health & Safety Plan through all operations and functions of the Seminary.
- Deploy designed messaging, training, and engagement initiatives that support facial covering usage, hand washing, and physical distancing.
- Create a shift in campus culture through the application of community skill and support development, an emphasis on personal responsibility, involvement, and peer education.
- Publicize campaign materials that focus on care, compassion, and community responsibility.
- Leverage partnerships with internal and external stakeholders to promote healthy behaviors.
- Employ required awareness for all students, faculty, and staff that explains to participants the requirements and expectations for the new health and safety procedures and the consequences for non-compliance with these Seminary policies. This includes an acknowledgement.
- Continually update and refine the Seminary's official COVID-19 website: <https://www.gordonconwell.edu/coronavirus/>
- Promotion and inclusion of mental health counseling services as a promoted resource and service to ensure supportive coping and resiliency within the community.

All sections of this strategy seek to embolden positive and healthy behaviors, whether directed at student activities, student organizations, clubs, social gatherings, research, or employee-oriented operations and activities.

A public awareness campaign and messaging strategy has been prepared and launched for the preparedness and continuance of the Fall 2020 Semester. The campaign underscores that the health and safety of the campus is a shared responsibility among community members. Strategic placement of signage in highly visible locations (e.g., building entrances, restrooms, dining areas) has been introduced to promote awareness to all patrons who visit the Seminary. These resources advocate everyday protective measures and describe how to stop the spread of germs. The following are samples of signage:



Stay Healthy. Stay Safe.



Stay Healthy. Stay Safe.



Stay Healthy. Stay Safe.

- Additional communication platforms (web-based, email, social media accounts, etc.) will be leveraged that center on behaviors that prevent the spread of COVID-19. Additional information is contained on the official Seminary COVID-19 webpage: <https://www.gordonconwell.edu/coronavirus/>

On-Campus Housing

Gordon-Conwell recognizes that on-campus housing is an important component of the student experience and student success. The Seminary will continue to honor housing contracts for the Fall 2020 Semester.

To support this several steps have been identified and are being included to assist in enhancing residents' health and safety while living on-campus. Included within these steps are:

- Strategic facilitation and coordination of move-in periods to promote physical distancing and limit the density of spaces.
- Marketing campaign targeting residence students and explaining healthy practices and instruction on room cleaning.
- A modified guest and visitation policy to limit guests within residence facilities and reduce overall density of the facilities.
- A continuance on emphasizing cleaning protocols and a focus on high-touch surfaces within the facilities.

As part of the Seminary efforts of promoting a healthy campus environment, specific protocols have been developed should a student residing in the residence facilities that are symptomatic, presumptive positive, and COVID-19 positive. Should the need arise, students who are required to quarantine or isolate will have resources made available to them to provide care, food services, and other services to include the ability to continue their studies.

GCTS estimated target occupancy rate less than 100%. The Hamilton campus has identified several apartments to isolate resident students if needed.

Human Resources

The Department of Human Resources (HR) has taken great care and attention to developing programs, services, and resources to assist managers, supervisors, and employees as the Seminary begins planning

for the Fall 2020 Semester. Since the onset of the pandemic, HR has been a strategic partner to the Seminary in addressing the unique challenges COVID-19 has presented.

Remote Work

Remote work for employees will remain a fundamental concept as the Seminary transitions into the Fall 2020 Semester. It is encouraged that employees participate in some form of in-person work. This may include a hybrid work schedule model. It is further understood that employees in some positions cannot adequately perform their functions remotely. Each Supervisor will work within their Divisions to identify where remote work is viable and applicable. Supervisors will communicate clearly about expectations and formulating an effective remote work strategy. All alternative work arrangements must be documented by the supervisor.

Families First Coronavirus Response Act (FFCRA)

Full-time and part-time employees who have been on GCTS's payroll for 30 calendar days are eligible for the FFCRA. This applies to Faculty, Staff, Administrators, and student employees.

Eligible employees are entitled to take up to 12 weeks of FMLA leave when an employee is unable to work (or telework) to care for a minor child if the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Please note that the first 10 days are unpaid, but an employee can substitute accrued paid leave, including emergency paid sick leave. The remaining 10 weeks are paid at 2/3 of the full-time employee's regular rate, or the number of hours the part-time employee otherwise would be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Emergency Paid Sick Leave Act (EPSLA)

The EPSLA is immediately available to eligible employees. This applies to Faculty, Staff, and Administrators. Student employees and part-time B are eligible for the MA sick time policy. Employers are required to provide up to 80 hours of paid sick leave to an employee who is unable to work or telework because the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. is caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2).
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Employees who take leave for reasons (1), (2), or (3) are entitled to full, regular pay for the leave period; however, a cap of \$511 per day and \$5,110 in total applies (over a 2-week period).

Employees who take leave for reasons (4) or (6) are entitled to 2/3 of their regular pay, subject to a cap of \$200 per day and \$2,000 in total (over a 2-week period). Employees who take leave for reason (5) are entitled to 2/3 of their regular pay, up to \$200 per day and \$12,000 in total (over a 12-week period).

- The Seminary has decided to allow employees to use their sick or annual leave to make up any difference in pay while on COVID-19 related leave.
- Emergency Paid Sick Leave can be used intermittently while working remotely; however, eligible employees must work with their supervisor to devise an alternate work schedule.
- Once employees have exhausted the 80 hours of Emergency Paid Sick Leave and cannot work on site or telework remotely, employees should use their accrued leave (annual and sick). If employees have exhausted their accrued leave or do not earn accrued leave, they will be unpaid.

Dining on Campus

The Hamilton campus has worked with its dining partner Sodexo to promote healthy and safe practices in the resident dining hall. Concepts which will be deployed within the dining facilities include, but are not limited to:

- Dining Service employees will go through a daily wellness-screening program, including temperature checks.
- Face coverings will be required for all employees both front and back of house.
- Food production, serving, and cashier areas will incorporate physical distancing.
- Use of disposable service items.
- Tables and chairs reduce with the remaining strategically placed to encourage physical distancing.
- Updated protocols for cashiers conducting transactions.
- Dining Service employees will clean continuously the tables, chairs, and all high-touch services.
- Upon closing for the day, the entire facility will be disinfected.
- All Dining Services employees will take serve-safe COVID-19 training.

Community Protective Measures

Good Hand Hygiene

All members of the Seminary community have equal responsibility to protect themselves and those around them from the spread of COVID-19 while at the Seminary. Good hand hygiene is considered a standard protective measure for all:

- Wash/sanitize hands frequently.
- When available, use soap and water and scrub hands for a minimum of 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer (at least 60% alcohol content) and cover all hand surfaces and rub until dry.
- Regardless of the cleaning practices conducted, all persons should wash or sanitize their hands after each touch of shared equipment, common surfaces, etc., before using the restroom, eating, applying cosmetics or lip balm, and before touching their face.
- Cough/sneeze into a tissue. Dispose of used tissues immediately into a trashcan and then wash hands. If there are no tissues available, cough/sneeze into the crook of your elbow, not your hands.
- Avoid touching your face, eyes, nose, and mouth. This can accelerate the spread of infection.

Physical Distancing

To the degree possible and practical, physical distancing will be a fundamental piece in the Seminary's efforts to combat COVID-19. The following is a prescribed framework for physical distancing and groups for the Fall 2020 Semester:

- Hold all meetings/gatherings, including one-on-one meetings, online, or over the phone whenever possible.
- Avoid close contact with others, maintaining greater than 6 feet of separation whenever possible.
- A limit of 50 people in a group. Events, where physical distancing is not possible, shall not be permitted.

Physical Distancing Controls and Barriers

Administrative and engineering controls are designed for reducing the potential transmission of COVID droplets between people. The following are models being deployed throughout the Seminary, however are not exhaustive of all measures.

Reconfiguring Space	Movement of furnishing, changes to traffic flow, blocking off areas, or removing of furnishings to increase physical distancing between people and processes.
Sneeze Guards	The use of sneeze guards (plexiglass barriers) where there is sustained interaction between people.
Barrier Ropes	Placed around areas to limit or reduce accessibility and close contact with others.
Demarcation Tape	Placed on the floor to demarcate the area where someone should not pass further.
Administrative Controls	Used to avoid crowding or excessive proximity; includes process of meetings, office operations, and other directives.

Face Coverings

Face coverings should be worn during all public activities and when around others. Face coverings are required when in close proximity to others. Physical distancing also is to be maintained. All employees and students are required to have a face covering available, and on their person, while traversing the campus.

Situations that call for mandatory face coverings include, but are not be limited to: riding elevators, using restroom facilities, classrooms, other spaces of instruction, and study rooms.

Care and use of face coverings and the materials required to make a DIY face covering are the responsibility of everyone in the GCTS Community. Face coverings must be cleaned routinely and made of a cloth material that can be normally laundered and dried. Ideally, have multiple face coverings made and rotate usage. Refer to the [CDC Guidance on Cloth Face Coverings](#) for more information.

Cleaning and Disinfection Practices

Due to the highly contagious nature of COVID-19, the Seminary has prescribed the following systematic approach to the regular cleaning and disinfection of all Seminary facilities, including classrooms, office space, housing and food-service facilities, and public spaces. These measures are consistent with CDC guidance for Institutions of Higher Education. These measures are not a replacement for good hand hygiene.

- When feasible, use an EPA-registered disinfectant that is effective against COVID-19.
- Most disinfectants will not be effective on a soiled surface, if necessary, clean debris and dust from the surface first.
- For cleaning surfaces, use wipes moistened with a disinfectant or a spray and paper towels.

Defined Space	Practices
General Office Space	Disinfection of high contact surfaces within general office spaces by individual area users. Utilizing disinfection wipes, gloves, and a face covering; units will wipe down commonly touched surfaces several times per day. Wipe down of commonly touched areas may include countertops, doorknobs, sneeze guards, shared equipment, appliances, and the like.
Libraries and Other High Traffic Areas	<p>The disinfection of high-contact surfaces and equipment in these spaces will be conducted by individual area users under supervision of area staff. High-traffic areas with high-touch points must be cleaned more frequently than any other area of the campus.</p> <p>These areas must require users to wipe down equipment, tables and other individual-use surfaces before each use.</p> <p>Deep cleaning/disinfection will be done in addition to the user practices outlined.</p>
Classrooms	<p>Classrooms will require wipe down of high-contact surfaces in between classes at a minimum and will be conducted by each class. Students should wipe down their desks and faculty should wipe down their workspace upon entry into the room.</p> <p>Facilities Management will deep clean and sanitize daily.</p> <p>Deep cleaning/disinfection will be done in addition to the user practices outlined.</p>
Common Areas	<p>Disinfection of common areas, hallways, large venues, and high-touch surfaces outside offices, classrooms, entrances, elevators, stair railings, restrooms, break rooms, and the like will be cleaned professionally by the approved GCTS vendor using an approved protocol at a minimum of one time per day.</p> <p>Upon confirmation of a positive case of COVID-19 in the GCTS community, an approved vendor will conduct a deep disinfection of the affected areas using an approved protocol</p>

Common Area Disinfection (High-Traffic/High-Touch Areas)

Campus common area disinfection necessitates a collaborative and succinct approach by all units who oversee, administer, and manage custodial functions for the Seminary. These combined units oversee custodial operations utilizing a hybrid model of in-house and outsourced resources, including contracted service providers. Therefore, deployment of effective strategies requires ongoing coordination of unit efforts with stakeholders and outsourced resource providers to ensure the alignment of strategies and plans, adoption of a common operating picture, and oversight and monitoring of operationalized strategies and planning elements.

A full Facilities Management – Physical Plant COVID-19 Cleaning and Disinfecting Plan has been developed to provide a systematic approach to mitigating public health risks through cleaning and disinfecting practices. Included within this document are protocols for securing an inventory of appropriate supplies and equipment.

Compliance & Enforcement

The Seminary's eventual return to operations is dependent on all of us doing our part to follow the Seminary's health and safety plan and notifying appropriate Seminary officials when concerns arise. Compliance with GCTS's health and safety plan will be a binding responsibility of all students, faculty, and staff; and compliance will be enforced consistent with existing GCTS Regulations and Policies and the Collective Bargaining Agreement, including but not limited to, the following:

GCTS Students

- The Student Handbook several violations that may be applicable when a student fails or refuses to comply with mandatory provisions of the health and safety plan. Potential sanctions could range from a conduct warning up to suspension or expulsion from the Seminary.
- If faculty or staff encounter a situation where a student refuses to comply with a mandatory provision of the Seminary Safety Plan, the incident should be reported to the Dean of Students Office. If the student's refusal occurs in the classroom environment, faculty should ask the student to exit the classroom until they are willing and able to comply with mandatory safety requirements.
- As always, if any student's conduct constitutes an emergency, an imminent threat, or a substantial disruption to Seminary operations, contact Gordon Police by calling 978-646-4180 or 911.

GCTS Employees and Faculty

- Employee Standards and Disciplinary Procedures identifies the standards of conduct and disciplinary actions.
- The following provisions relevant to faculty and staff:
 - Faculty shall contribute to the orderly and effective functioning of the academic unit and the Seminary;
 - Faculty may be disciplined for misconduct;
 - Employees, who pose a health risk to the Seminary, may be placed on compulsory leave and required to undergo an assessment to determine whether they are able to work, unable to work or able to work with restrictions, such as behavioral adjustments that enable the employee to perform their duties effectively and contribute to the safe, orderly, and effective function of the Seminary;

- Employees should report conditions, which the employee feels may violate a safety or health rule or regulation or which is an unreasonable hazard to persons or property, and those concerns shall be promptly investigated.
- Incidents involving an employee should be addressed directly with the employee’s supervisor. All supervisors are responsible for promptly addressing safety plan compliance issues within their areas of operations. As always, if any employee’s conduct constitutes an emergency, an imminent threat, or a substantial disruption to Seminary operations, contact Gordon Police by calling 978-646-4180 or 911.

The following provides for a snapshot of compliance and enforcement actions:

Compliance Areas	Enforcement Action
Workspace sanitation	Department Supervisors will notify employees to wipe down commonly touched surfaces daily.
Common area sanitation	Students, Faculty, and Staff can place a work order for service of an area.
Employee sick at work	Department Heads and HR will require sick employee to return home if sick.
Student sick in class	Professors will require students to return home or to their residence hall/apartment if sick.
Maintaining physical distancing	Students, Faculty, and Staff will remain 6 feet from others; all persons in close proximity must wear face coverings. Each member of the GCTS community will need to assist in enforcement.
Failure to wear face coverings	Supervisors are responsible for enforcing the use of face coverings among employees in public areas. Faculty and GCTS Employees operating in areas of the campus will be responsible for enforcing the use of face coverings among students.

A Healthy Community Environment

The Seminary has a close working relationship within our host communities and, as such, believes that its public-health mission also must extend outwards. The Seminary remains committed to the broader community and recognizes the value that comes from these partnerships. The Seminary intends to leverage these relationships as it navigates the road to recovery acknowledging that our GCTS stakeholders are part of the broader community. The Seminary is mindful of its role within the community and recognizes that the safe and successful commencement of the Fall 2020 Semester is contingent upon acknowledging the symbiotic relationship of one another.

Participation in Community Response

Different units within the institution have setup reoccurring meetings with external agencies to preserve a shared understanding of the mutual responsibility to promote the health of the campus and the broader community. The collaboration includes efforts with the local and regional public, private, and non-profit sectors, which center around a commitment and dedication to service to one another.

Emergency Coordination

The Seminary has been involved directly with state and local coordination groups to foster broad community synchronization efforts, the sharing of information and resources, and the exploration of opportunities for joint-response and coordination efforts.

Shared Facilities

The Seminary has several facilities and locations that are shared use. Designated points of contact have and will continue to be identified to facilitate cohesive relationships and corresponding planning efforts. These efforts have been long withstanding since the onset of the pandemic and the Seminary recognizes the importance of the continuation of these as we navigate the repopulation of our joint-use locations. All individuals operating on Seminary property share and follow similar considerations.

Communication

The Seminary will communicate the protocols, policies, and procedures as it pertains to promoting a safe and healthy environment to campus vendors, contractors, and businesses that employ our students. Seminary officials who oversee contacts and the facilitation of services external to the community, to include all on-campus partners, vendors, and those that work occasionally on campus, will provide direct communications towards this. Examples of this include:

- Procurement communicating with all Seminary vendors as to campus protocols and the expectation and requirement that they all abide by those.

Enforcement

The Seminary shall communicate with partners (on and off campus) that there is an expectation to adhere to all Seminary policies, procedures, and health and safety standards related to COVID-19 while operating and traversing Seminary owned and controlled spaces.

COVID-19 Virus Testing

The Seminary will continue to work with the local and state health departments to coordinate testing or work with commercial or clinical laboratories using diagnostic tests authorized as needed.

Self-Assessment

Employee Process

As part of HR's return to work plan, all employees will complete a self-screening and attestation form prior to returning to the workplace.

Student and Employee Testing Program

Students and employees who are experiencing flu-like symptoms are recommended to see their health care provider immediately. Employees may access testing in the community, and information is made available on testing sites from Student Life or HR.

Contact Tracing

Contact tracing is under the authority of the Massachusetts Department of Health (MDOH). The Hamilton campus has cultivated a collaborative relationship with MDOH and local county health departments to establish processes for how the Seminary may function and assist in contact tracing and relative to community members. The Hamilton campus performs contact tracing internal to GCTS in collaboration with the Department of Health who performs the contact tracing outside of the GCTS community.

A concept through which contact tracing will be effective is framed through a dual partnership between Student Life Services and HR. The ongoing coordination of these units' efforts with stakeholders and the broader health community is crucial to ensure the alignment of strategies to regularly monitor the status of the health environment of the campus.

Student-Related Cases

Student Life Services has established a Case & Contact Tracing protocol with a priority of administering and managing all facets of the unit's function for contact tracing. Included as the administrative and operational responsibilities of the Case Contact Tracing Team is to:

- Communicate with newly diagnosed patients and their contacts.
- Collect and record information on symptoms.
- Update systems of quarantine/isolation statuses and other health status changes.
- Escalate clinical concerns to clinical personnel for further action, as indicated in the protocol.
- Provide patients and contacts with approved information about Seminary quarantine/isolation procedures.
- Refer contacts to COVID-19 testing according to protocol.
- Verify the testing status of patients and contacts.
- If necessary, work with Registration or GCTS Dean of Students Office to obtain class rosters to disseminate scripted notification about possible exposure and issue symptom-monitoring information.
- If appropriate, liaison with GCTS Housing about quarantine/isolation needs.
- If appropriate, refer to GCTS Dean of Students Office for social resources and notify GCTS HR about employee contacts.

All student-related cases are supported by others to ensure sick meals are provided and that the Seminary works with the student to ensure they do not fall behind on academic studies and to make accommodations wherever needed.

Employee-Related Cases

The Seminary will be responsible for contact tracing for GCTS employee-related cases and will work closely with HR as necessary to administer the program similar to the student program; some of the details are as follows:

- Employee or supervisor notifies Student Life of a positive case. Student Life collects and receives pertinent information regarding the employee and who they had been in close contact.
- SLS gathers information released about whom the impacted employee had been in contact with and reaches out to those identified employees to advise them to talk to their doctor regarding

testing and to self-quarantine. The time frame is contingent upon the last time of contact with the impacted employee and may extend to up to 14 days.

- HR will reach out and assist employees with procedures around remote work feasibility and leave options available.
- Student Life or HR will conduct frequent check-ins with employees who are in isolation and quarantine.
- Medical clearance for all positive employee cases will be required prior to their return to the workplace.
- Employees, who have been identified to having close contact with the impacted employee, are able to return to work after their self-quarantine and have been symptom-free.

On-Campus Quarantine & Isolation Plan

The Hamilton campus has evolved its COVID-19 On-Campus Quarantine Isolation Plan in support of the Fall 2020 Semester. The strategy is a guiding protocol should the need arise for an on-campus resident student to be quarantined or isolated on-site. Students who are required to quarantine or isolate will have resources made available to them to provide care, possibly food services, and other services to include the ability to continue their studies.

- **Medium Risk:** Student who has possible exposure based on travel or close contact with a positive or presumed positive case of COVID-19 and exhibits no active symptoms. GCTS will establish travel risk based on the most current guidance from the CDC, the State Department, and the State of Massachusetts. [Current CDC Guidance](#) for exposures.
- **High Risk:** Students who are symptomatic and testing is warranted are diagnosed with COVID-19, OR they are given a diagnosis of presumptive positive. [Current CDC Guidance](#) for COVID-19 cases.

After unprecedented disruption of the Spring 2020 semester due to the global COVID-19 pandemic, the faculty and staff of GCTS have taken appropriate steps to transition to remote delivery for all instruction and most business operations. The health and safety of students and employees has been of paramount concern for the Seminary. While eager to provide students once again with on campus instruction and enriching experiences, the Seminary is committed to doing so in a safe and carefully planned fashion.

Academic Instruction & Delivery

The Seminary has engaged various areas to explore new and creative ways to leverage technology to deliver classes in a variety of modes. The goal for the Fall 2020 Semester is to prioritize courses that critically need the in-person experiences.

Registration and Faculty have planned for a number of course sections to occur in a fully-remote format, prioritizing Seminary classrooms for courses that require on-campus engagement.

Reasonable alternatives have been made for faculty and students who are unable to participate in available class delivery formats, such as for any on-campus sections, to the extent possible, lectures also being made available online (synchronously or asynchronously) for students who are unable to attend the lecture that day for whatever reason.

High-enrollment sections (more than 50 students) may remain fully remote for the Fall 2020 Semester or shall rely on a hybrid approach that limits on-campus seats to no more than 50 per section, with the rest attending remotely. This is to promote a healthy and safe environment.

The Dean of Teaching and Learning has developed a robust training and outreach program to provide training and professional development to Faculty in continuance of opportunities to provide enhanced training and support for new online technologies and non-traditional modes of delivery.

Classroom Protocols

Reducing Classroom Capacities

At the federal level, there is a shortage of clear, specific guidelines for establishing classroom occupancy. Therefore, the Seminary has established a conservative approach that only will be relaxed if specific guidance from the appropriate health and safety agencies become readily. To proceed as cautiously as possible, the following standards have been set for classroom occupancy in Fall 2020 Semester.

- Reduced class sizes of regular capacity for rooms with moveable student seating, including teaching labs, to provide for a minimum of number of square feet per person.
- Reduced class size of regular capacity for rooms with fixed student seating to provide for a minimum number of square feet per person.

Managing Classroom Flow

For all classrooms, additional social-distancing measures have been structured to ensure minimal contact, especially if desks cannot be located 6 feet apart from other desks. The CDC currently recommends institutions of higher education consider modifying classroom layouts by actively spacing desks apart or blocking off seats and rows so that six-foot distancing is mandatory. Furthermore, the Occupational Safety and Health Administration (OSHA) guidelines also encourage all workplaces to provide physical barriers, such as plastic or glass screens, or physical guides in areas where queueing or other congregating occurs. Numerous measures and concepts have been considered by the Seminary for the Fall 2020 Semester and include, but are not limited to, staggering schedules to limit density in areas, developing mechanisms for students to rotate attendance between on-campus and remote learning to comply with reduced room capacities, as well as establishing other classroom-specific protocols.