This guide was developed to meet the requirements of the City of Boston and State of Massachusetts COVID-19 safety plan. BFIT has instituted a number of protective measures in which the entire BFIT community has an active role in helping BFIT maintain a healthy and safe environment for all.

**KEY GUIDELINES FOR BFIT’S RETURN TO CAMPUS**

All faculty, staff and students must practice the following safety measures, even if they are feeling well, as many individuals who have COVID-19 can remain asymptomatic. In following these measures, you are helping to protect yourself, your family, your neighbors, your colleagues, our students, and the entire BFIT community.

**MONITOR YOUR HEALTH DAILY**

Everyone should monitor their health daily, remain home if you have a fever or are not feeling well, and report symptoms to safety@bfit.edu and their health care providers. See symptoms below.

**WEAR A FACE COVERING**

Everyone must wear a face covering over your nose and mouth at all times on the property. If you arrive at campus without a face covering, one will be provided by security.

**GET VACCINATED**

COVID-19-vaccines are effective. They can keep you from getting and spreading the virus that causes COVID-19 or help keep you from getting seriously ill even if you do get COVID-19. Getting vaccinated may also protect people around you.

**PRACTICE GOOD PERSONAL HYGIENE AND HAND WASHING**

Refrain from touching your face and wash your hands frequently, especially after coming in contact with any public areas, such as restrooms. Hands should be washed for a full 20 seconds to kill germs.

**PRACTICE SOCIAL DISTANCING**

Everyone must adhere to at least 3 feet social distancing when around others.

**LIMITED BUILDING OCCUPANCY**

Students have been carefully scheduled to minimize the number of faculty, staff and students enrolled in the building at any given time. Student services offices (Student Accounts, Financial Aid, Admissions, Student Services, IT support, and Registrar services) will be available by appointment on campus, as well as online.

**CLEANING AND DISINFECTION**

- BFIT Facilities team engages in frequent and robust cleaning protocols.
- We ask you to help those efforts by routinely cleaning and disinfecting your workspaces and wiping training equipment and doorknobs, throughout the class period.
- We also have processes in place to perform enhanced, deep cleanings of a workplace if anyone tests positive for COVID-19.

For general questions contact safety@bfit.edu
COVID-19 CAMPUS SAFETY GUIDE

EXPECTATIONS FOR BEING ON CAMPUS

- Read and acknowledge the COVID-19 Campus Safety Guide.
- All persons, including faculty, staff, students, visitors, and vendors must enter BFIT by the 41 Berkeley Street entrance only and check in with Security upon arrival. The Tremont entrance will be closed.
- All persons must go directly to their scheduled classrooms, after checking in with Security. All students must remain in the classroom or in a designated study area if on break from class.
- Masks are required of all faculty, staff, students, and visitors to the BFIT campus. Masks are expected to be worn at all times while on campus, and face masks should cover your nose and mouth at all times.
  - Anyone found not wearing a mask, or not wearing a mask properly, may be asked to leave the college.
  - Repeat notices of non-compliance may result in loss of on-campus privileges and/or disciplinary measures.
- Complete the ClearPass health assessment or upload proof of vaccination and show to Security at check-in (see below for Clear Pass upload directions).
- No gatherings or events unless approved by the Safety Committee.
- No food consumption in group settings, including but not limited to: programs, events, meetings, and study groups.

RESPECTING THE COMMUNITY

Reports on the spread of COVID-19 infections are a source of stress and concern. It's important for all members of the BFIT community to treat one another with respect and play an active role in helping keep the BFIT community safe during this pandemic.

The college has a strong preference that every faculty, staff, student, and visitor become vaccinated against COVID-19 if eligible. Vaccines are free and widely available. For more information on obtaining a COVID-19 vaccination (or test, if needed), please visit https://www.bfit.edu/COVID

Periodic updates to policies, procedures, or general COVID-19 announcements and information will be shared on the college's COVID-19 website.

For general questions contact safety@bfit.edu
Prior to coming to campus, check your email inbox and spam folder for an email from "Health Box" so you can log into ClearPass and answer the health assessment questions.

You must complete the ClearPass health survey on each day that you come to campus, unless you have provided and uploaded proof of vaccination.

Once the ClearPass questionnaire is completed with a symptom free result, you will receive a code on your phone, that you will show to Security in the lobby as you enter the building.

If you display symptoms of COVID-19, do not come to campus and contact the BFIT Covid Safety Taskforce, safety@bfit.edu, immediately.

Once you have received your COVID-19 vaccination, you should upload a picture of your card into your ClearPass account. On your dashboard you will click the "Submit Questionnaire/Check Results" under VACCINATION.

Next you will click UPLOAD DOCUMENT to submit the image of your COVID-19 vaccination card.

Before submitting, you will fill out the questionnaire about the information from your COVID-19 vaccination card.

Finally, once you submit, you'll receive the notice that your proof of vaccination was successfully uploaded and is pending review by the administrators. You're all set at this point.

You will continue to show your proof of vaccination to Security as you enter the building.

Download the free phone application for Clear Pass in your phone’s App Store. Search "HealthboxHR" to download the app.

For general questions contact safety@bfit.edu
IF YOU TEST POSITIVE, OR ARE EXPOSED TO COVID-19

- Individuals who have tested positive or may have been exposed to someone who is COVID 19 positive are required to notify safety@bfit.edu immediately, self-quarantine, and inform your medical provider.
- BFIT Safety will email you the COVID-19 Survey: https://forms.gle/hWx9GDatYu1KUEJXA
- If able, contact faculty about doing your coursework online, while you are quarantined.
- You may be required to quarantine, beginning the day you tested positive or were in contact with a person who tested positive and get tested at the end of the quarantine.
- Email a screenshot of the test results to safety@bfit.edu, and also let us know if you have any symptoms and if you have been in contact with anyone who has tested positive during the quarantine.
- Wait to get a Clear to Return to Campus email, before going back to campus.
- BFIT Covid Safety Taskforce will notify the Boston Public Health Commission (BPHC) in the event that a student, faculty or staff member is COVID-19 positive.

Please note that this information is also kept confidential.

WHAT ARE THE SYMPTOMS OF COVID-19?

COVID-19 typically causes mild respiratory illness, but can cause severe disease including pneumonia-like illness. Symptoms typically begin 2 - 14 days after exposure. Some infected people show no symptoms (asymptomatic).

- fever
- cough
- shortness of breath
- headaches
- chills
- muscle aches
- sore throat
- fatigue
- congestion
- runny nose
- loss of sense of taste or smell
- vomiting/diarrhea

ACKNOWLEDGMENT

In order to return to campus, you must acknowledge that you have read, understand, and agree to adhere to the following COVID-19 Mandatory Standards and that you are willing to attend these in-person sessions.

If you feel that you are in an at-risk category and unable to attend in-person, please check the appropriate box in the provided link and agree to discuss alternatives with your faculty, the Dean of Students and/or the Dean of Academics. Understand that the faculty will try their best to accommodate based on the course.

Please use this link to submit your electronic signature in acknowledgment of the safety guidelines: https://forms.gle/me8PynG6ZABpJZjUA

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