

# **Guide to Living on Campus**

## **Spring 2021**



**Olin College**  
of Engineering

**October 28, 2020**

**Office of Student Affairs and Resources**

Dear Students,

It seems like such a short time ago that we shared the fall version of this document with you, yet here we are sharing information about the spring semester! To those of you who have been living on campus, thank you so very much for your adherence to and support of all of the important expectations and measures that we needed to institute to support good health and safety during this semester. You have been doing a tremendous job and are largely the reason why we have seen the success on campus that we have! To those of you who have been living off campus, we miss you! We hope some of you are looking forward to joining us on campus this spring. To that end, let me share a bit about what has been happening on campus and what we are planning for the spring.

Since the beginning of the fall semester, after stabilizing our practices and the good health of the on-campus community, we have:

- Opened the residence hall lounges for student use
- Opened the residence hall kitchens for student use
- Made the Babson Recreation and Athletic Center available to Olin students
- Made rooms in the MAC available for students to reserve
- Entered into phase 1 of a 3-phase plan for opening Shop access
- Started discussions about safely opening the Library
- Had several fun events, such as pumpkin painting, New Orleans themed lunch, safely distanced sports viewing gatherings, and movie night
- Instituted weekly “afternoon snack” events
- Had some in-person class and co-curricular meetings
- Spent lots of time outside
- Had many fun Zoom meetings

It has been the joy of my day when I have been able to send an email letting students know we have opened access to additional spaces or resources!

So, what about the spring? The document below outlines our plans for Spring semester. This document reflects where we are now. We know you need information now to start to make your plans! Please know that we continue to be in active conversation about other spaces and places on campus, such as the LPB, the Library, and others and will continue to make changes to these plans when we believe it is safe to do so. We will message that to you as it happens and update this document as necessary. When the spring semester begins it will be important to reestablish our community after everyone travels back from their winter break locations. It is our intention that, after a two week period at the beginning of the spring semester we will reopen from at least where we leave off in the fall, as long as the public health situation at the time supports that plan.

If you have questions please do not hesitate to be in touch with me or others. We all share the goal of having the best spring semester possible!

Thanks!

Rae-Anne



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# Terms to Know

**Household Group-** a household group is a group of students identified based on living location. This group would have lighter restrictions on social distancing within their household group

**Covid-19-** a respiratory illness that is caused by a coronavirus is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure

**Coronavirus-** Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A **novel coronavirus** (nCoV) is a new strain that has not been previously identified in humans.

**Stand-alone room-** a student room that is not part of a suite, stand-alone rooms open directly onto the hall and have private bathrooms, students in standalone rooms will be part of household groups made up of a cluster of standalone rooms.

**Suite-** a group of six single rooms centered around a common room. For students living in suites, this group will serve as your household group. Other students may not enter your suite for any reason. If a student assigned to a suite chooses to cancel their housing prior to the start of term or departs during the semester, any assignment left vacated will be assigned to the next student who has housing priority at the discretion of StAR.

**StAR-** Student Affairs and Resources: the division that encompasses the offices of Housing, Health and Wellness, Diversity, Equity and Inclusion, Post Graduate Planning, the Library, International and Study abroad, Academic Advising, Disability Services, Orientation

# General

## **Testing**

Students living on campus and faculty and staff who work on campus will be tested for COVID-19 regularly.

Testing will be by appointment and will take place in Milas Hall. Appointments will be available Monday through Saturday, beginning at residential opening; we will adjust this schedule if the situation warrants it. Through use of the **CoVerified app**, community members are expected to schedule their appointments, receive their test results and confirm daily that they have no symptoms.

Community members with testing appointments will enter Milas Hall through the main (Oval) entrance, check in and conduct an observed nasal self-swab (see more [here](#)) in the Milas Hall Lobby and depart through the side door. Test samples will be sent to the Broad Institute laboratory daily and test results will typically be delivered within 24 hours of receipt at the Broad. In the event that a test comes back positive, the tested individual will be notified, as will both the state and the local Boards of Health.

For students, Health Services and a member of the Student Affairs team will also be notified. If you receive a positive test result you should immediately isolate in your room. A staff member will be in touch with you as soon as possible to check in and follow up with further support and instructions.

*If you have been diagnosed with COVID-19 within the last 90 days prior to arrival on campus, please email [CHRT@olin.edu](mailto:CHRT@olin.edu) with this information.* Participation in the Asymptomatic Testing Program may generate a false positive result, so you may be temporarily excluded from testing.

It is important to note that this testing program is meant to serve those who do not have symptoms of COVID-19. *Students who are experiencing symptoms should isolate themselves and contact Health Services to arrange for testing in a more private location.*

## **Contact Tracing**

Because rapid identification of infection is crucial to controlling the spread of COVID-19, the college will implement contact tracing. Contact tracing involves identifying and reaching out to people who have come into contact with an infected person. Individuals will be notified if they are identified as a close contact of someone who has tested positive, or of someone who has been instructed to quarantine or get tested for COVID-19 and given further instructions

## **Possible Infection**

Students should contact Babson Health Services immediately if one or more of the following apply:

- have symptoms of COVID-19 (see *Guidelines for COVID-19 Exposures* section)
- have been in close contact (within 6 feet for 15 minutes or more) with someone who has tested positive or is symptomatic and is awaiting test results for COVID-19
- are symptomatic and been tested for COVID-19 at a location other than Babson Health Services and are awaiting results or have been told the test was positive

## **Interaction/Distancing**

Students must maintain 6ft of distance when interacting with anyone not in their household group. If keeping 6 feet of distance is not possible, all parties should wear masks (should always wear masks outside of residential space), and interactions should be kept as brief as possible (ideally less than ten minutes).

## ***How/When to Wear a Mask***

Masks are important! Students are expected to wear masks anytime they are out of their assigned residential space (bedroom or suite). If a student living in a suite shows any symptoms, they should wear a mask in common areas of the suite until they are able to be tested and given further instructions. Exceptions to this expectation include when eating or drinking in socially distanced setting or when in a personally owned car alone. (see also PPE section)

## ***Traveling Off Campus***

The “Olin Bubble” has been a success thus far. The health of the campus community will continue to benefit from limited exposure to people outside the community. Students may leave campus but we ask that only be for essential errands and appointments, or appropriately distanced activities such as outdoor exercise. If an errand or appointment can be conducted remotely that is preferable. If a student needs to deviate from this expectation they should contact the Dean of Students Affairs in advance to arrange a plan, which may include quarantine upon return. When leaving campus it is what you are doing that should be the important factor.

## ***Community Accountability***

This year, more than ever before, our policies, expectations, and personal decision making will impact our community in important ways. It is important that every member of the community understand and take responsibility for the part they play. These expectations support the good health of individuals in our community, but they also build a level of trust within the community. We also recognize that you may observe behavior that you find concerning. If there is an emergency please contact Babson Public Safety at 781.239.5555, as always. If you have other concerns that are not an emergency but that you feel need to be addressed a form will be available on the Olin website to share the concern. More information about this form will be shared via email.

Olin students’ commitment to the College is one of the hallmarks of our community. While we expect that all students will understand and adhere to the important expectations we have put in place to keep our community as safe as it can be, we also know that there may be situations that require conversation and accountability. Students may be required to meet with the Dean of Student Affairs to discuss the feasibility of continued living on campus if they are not able to abide by the expectations for doing so.

## ***Plan for On-Campus Housing***

Based on the most current medical transmission data around COVID-19 and recommendations of the CDC, the American College Health Association, and the Massachusetts Department of Public Health we have developed a plan for housing on campus.

Each student will be assigned to a single room. If a student would like to request to live in a double room with a peer those requests will be assessed on a case by case basis and decisions will be made based on the most current information with a thoughtful regard for the entire community. We will not be able to facilitate room changes during the semester. Rates for doubles and singles will remain the same. We are working from a starting point of 200 available spaces due to need for designated quarantine spaces. The following priorities will be followed when assigning students to on campus housing.

Tier 1:

<b>Group</b>	<b>Detail</b>	<b>Anticipated students</b>
Students with existing <b>fall</b> Contracts	Students who lived on campus fall of 2020 and who are continuing their contracts	112
	<b>TOTAL</b>	112

Tier 2: *Any student who entered Olin prior to September of 2020 should anticipate being housed in a suite*

<b>Group</b>	<b>Detail</b>	<b>Anticipated students</b>
First year Students currently off campus		15
Students without fall contracts who can show a proven NEED for Spring 2021	Housing insecurity, safety concerns, etc	To Be Determined
	<b>TOTAL</b>	15 + proven need

Tier 3: *If more students express interest than space is available, a lottery will be conducted for those who expressed interest by the deadline*

<b>Group</b>	<b>Detail</b>	<b>Anticipated students</b>
Graduating Seniors	Those anticipated to be eligible for graduation May of 2021	Potential for up to 80
	<b>TOTAL</b>	80

Tier 4:

<b>Group</b>	<b>Detail</b>	<b>Anticipated students</b>
Students present for operational reasons in support of overall student experience	Student workers, ARCs, NINJAs who need to be on site, etc.	As spaces become available

Tier 5:

In the event that students from the above groups choose not to live on campus creating open spaces, interested students will be selected at random through a lottery system. These students will be housed as spaces become available in the available spaces, if a student declines the space offered, they will be removed from the waitlist

# Residential Move In

Students who receive on-campus housing will sign up for a specific move in day and time. It is vital that students arrive during their check-in window. During move in, students will be limited to one friend or family member to assist them in the building. Both members of the party must wear masks at all times during the move in process. Specific details and protocol will be shared with those assigned to housing in January.

## ***Move in dates***

January 25<sup>th</sup>-27<sup>th</sup> by appointment

## ***Quarantine After Arrival***

Quarantine in the fall went really well! While we realize that quarantining upon arrival to campus may seem daunting it is important that we create and maintain the healthiest environment possible, as well as comply with Governor Baker's current travel advisory and guidance from the MA Department of Public Health.

There is currently a mandated quarantine in place for people who travel to Massachusetts, including college students. It is also true that COVID-19 positivity rates have been increasing across the country and around the world, including here in Massachusetts. Additionally, when students arrive on campus in January we will be in the middle of cold and flu season. Given all of those factors we have established the following arrival testing and quarantine plan.

After arriving on campus each student will be tested for COVID-19 and then will quarantine in their room. During quarantine meals will be delivered to each student. Students must then take a second test at least 48 hours after their first test and will remain in quarantine until they receive their second negative test result. Once a student receives 2 negative test results, they can be released from quarantine. Anyone who is exhibiting symptoms of illness or has a known possible exposure after the test sample was taken must remain in quarantine, even if they have a negative test result. Unless exhibiting symptoms or having had a possible exposure, students will only need to stay in quarantine until receiving their second negative test result.

The state has also clarified that the same conditions apply to family members who travel from out of state to accompany their student to campus. While there is an exception for travelers who will be in the state for less than 24 hours, they have emphasized to us that there are still exposure risks associated with moving a student into their residence hall. This means that it is still best to have a negative COVID-19 test within the 72 hours prior to arrival for family members, if possible.

## ***Packing***

Massachusetts is currently in Phase 3 of its reopening plan. We may need to close the campus should the Governor return MA to Phase 2 or 1, or for other reasons such as a widespread outbreak of COVID-19 on campus. If we need to close the campus, we will need students who are able to safely leave campus to do so quickly.

We learned many things when we had to close the campus in the spring of 2020. One thing we learned is that it is not feasible to facilitate a storage process in such a short amount of time, nor are we able to safely and securely have students leave items in their rooms. With that in mind, for the benefit of all involved including the

Facilities staff, we ask that students pack accordingly. Please only bring what you need and have a plan for the possibility of needing to leave on short notice. We sincerely hope this does not need to happen! However, planning in uncertain times is the best defense against undo stress.

### ***Packing- continued***

Things to Bring -Covid edition	Things to Leave Home
<ul style="list-style-type: none"> <li>○ Minimum belongings for the semester</li> <li>○ Suitcases, flattened boxes or storage bins adequate to pack all possessions quickly</li> <li>○ A minimum of 7 cloth facemasks (specifications in PPE section)</li> <li>○ A thermometer</li> <li>○ Hand sanitizer</li> <li>○ Hand soap</li> <li>○ Cleaning wipes</li> <li>○ Snacks</li> <li>○ Go Bag (see Quarantining section)</li> </ul>	<ul style="list-style-type: none"> <li>○ Furniture (a desk lamp is ok)</li> <li>○ Lofts</li> <li>○ Instruments that involve blowing</li> <li>○ Excess anything</li> <li>○ Kitchen supplies (the community kitchen will start closed, if opened supplies are available)</li> </ul> <p><b>As Always, the following are never permitted in Res halls</b></p> <ul style="list-style-type: none"> <li>● Halogen lamps, candles, or space heaters</li> <li>● Any pet except fish in a 10-gallon tank or less</li> <li>● Power tools of ANY kind</li> <li>● Refrigerators, microwave, hot plates, or coffee makers (we provide you with a <i>microfridge</i>)</li> <li>● Big screws, drywall anchors, or anything else that might damage the walls in your room</li> <li>● Fireworks, firearms, swords, or any weapons</li> <li>● Illegal drugs (for all) &amp; alcohol (for those under 21)</li> </ul>

## **On Campus Life**

While we are looking forward to a great spring semester, life on campus for spring 2021 will need to be different from a traditional semester at Olin. The following expectations are important to maintain a safe environment for all community members on campus.

### ***Interactions Between People***

Direct interactions should be limited to your household group. Any interactions outside your household group (*e.g.*, in-person class, essential shopping) should only be done using appropriate social distancing practices – wearing a mask and maintaining at least a 6-foot distance.

## ***Common spaces***

At least at the beginning of the spring semester, access to most shared and common spaces will be either limited or unavailable. We hope to be able to ease those restrictions as the spring progresses just as we did in the fall. The ability to do so will depend on the general public health situation, state requirements, and other factors. (see the *Space Access Table*). At this time, we anticipate a 2 week window at the beginning of the spring semester where common spaces will be closed, including the Dining Hall, after which our plan is to open many spaces for students use, with appropriate expectations in place.

## ***Doors***

Doors to residential rooms and suites may not be propped open at any time. This will help facilitate appropriate airflow through the ventilation system and mitigate the possibility of infection risk.

## ***Keys in doors***

Historically, some Olin students have made it a habit to leave keys in their room or suite doors. While this behavior is never condoned or encouraged due to the physical safety risk it poses, it is especially important to curb the behavior this semester. Due to cleaning protocol of hallways and door handles we cannot have keys left in doors. Any key found in a door by the facilities staff while cleaning will be subject to collection. Standard lost key policies and fees will be in place for any key out of the possession of the student to whom it is issued.

## ***Hallways in the Residence Halls***

The current health situation requires that we limit student travel and visiting within the residence halls. Students should only enter the hallway in which they live and may not visit other hallways in their residence hall, nor should they enter the other residence hall. As always, no personal possessions may be left in the hallways. Students may not congregate, gather, or sit in hallways.

## ***Social Events and Parties***

We know that social life at Olin is an important component of the student experience, and we know that experience will need to look different this spring. Given appropriate public health practices and MA requirements, no parties or large gatherings will be permitted on campus during the spring semester. In order to limit the possibility of exposing others on campus to COVID-19, residential students should not attend gatherings off campus as well. We are planning some unique and inventive opportunities to support student engagement - and fun! (See guest limits listed under "guests in your room")

## ***Household groups***

Our goal for household groups is that that they help support both social and academic interactions. Students will live in household groups defined by residential wings (in the case of stand-alone rooms) or by suite group. Those students living in a stand-alone room within a wing that also contains a suite will be in a household group with the students in the other stand-alone rooms in that wing but not with the suite. Students in suites will be in household groups with other members of their suite only. Multiple suites may not merge into one group. The students in your household group are the students with whom you will be able to relax social distancing guidelines, to the level that you are comfortable.

Please see "Guidelines for Household Groups" in the appendix of this document.

## ***Guests in your room***

Guests in student rooms are limited to members of your own household group. In order to reduce the 6-foot physical distance requirement but still mitigate the possibility of infection transfer, bedrooms within a suite should have no more than three people at a time and stand-alone rooms should have no more than four people at one time.

## ***Room Changes***

As always, students may not change rooms without requesting a room change through the Student Affairs office. For safety and security purposes it is important that we have an accurate roster of where students live. Room changes will be particularly challenging this year with household groups and quarantine regulations. Generally, we will only make room changes for safety reasons.

## ***Visitors from Off Campus***

One way to limit the possibility of COVID-19 infection on campus is to limit the people who come to campus. No visitors will be permitted on campus during the Spring semester. This includes Olin students who are not living on campus. We know that students who are living off campus miss being on campus! We will continue to monitor the public health situation and if there is a point where we feel it is safe, health-wise, to allow off-campus students to visit campus we will share that information with you.

## ***Visitors from On Campus***

To support physical distancing, students are only permitted to be in their own residential wing of the building in which they live. Students should not visit the other residence hall, residential wings, rooms or suites for any purpose. Students may visit other students in their Household Group. Please see the above section on Household groups and the “Guidelines for Household Groups” in the appendix of this document.

## ***Spending Night Off Campus***

While students may leave campus for essential needs (please see the Traveling Off Campus section above), students should not spend the night off campus. If a student believes they must spend the night off campus they should contact the Dean of Student Affairs in advance to discuss a plan for doing so, which may require quarantine upon arrival back to campus.

## ***Food delivery and Dining Off Campus***

Students may order food delivery from off campus vendors. Curbside pickup at the establishment or contactless delivery to front of building should be used. Appropriate good health behaviors should be followed when picking up food, including mask wearing, physical distancing, and hand washing. While restaurant dining has returned in Massachusetts, we are asking students to be thoughtful about this and not dine in restaurants to help mitigate potential exposure.

## ***Bikes***

In our general effort to limit shared resources and spaces, community bike rooms will be closed. Students with bikes will need to store them in their own rooms. Go Bikes, unicycles and other community bikes will not be available for student use during the spring semester.

## ***Cleaning***

As always, but with even greater emphasis this year, students will be expected to keep their residential space and bathroom clean and disinfected. Suite groups will be responsible for cleaning their bathrooms and common rooms in addition to their personal bedrooms.

## ***Canceling Housing***

Students may cancel their housing prior to January 8<sup>th</sup> and receive a full refund of their room and board charges. Please contact Seth Hodge, Associate Dean of Student Affairs, ([shodge@olin.edu](mailto:shodge@olin.edu)) to do so (for more details see refunds section). Any vacant room may be assigned by the Student Affairs office if needed, including spaces within suites.

# Campus Resources

## ***Dining***

While the dining experience will be different this year, students will still enjoy a variety of fresh, flavorful food. When students first arrive back, all meals will be delivered to their rooms in a contactless fashion for 14 days. Students will be able to use an app to place their orders and will have choices for each meal. Snacks will also be provided. We plan to reopen the Dining Hall in mid-February. Students will reserve a mealtime using the app and will visit the Servery to make their selections, which the Dining team will package for them. Custom sandwiches from the deli station, omelets, burritos and power bowls will be ordered through the app to speed up service. While in the Servery or waiting to enter it, students will be asked to observe social distancing, with distance markers set out as helpful reminders. All meals will be served in to-go containers and there will be limited seating in the Dining Hall following the guidance for restaurants that Massachusetts has issued. Students will be asked to sit in marked locations in the Dining Hall that provide six feet of distance and will be able to remove their masks while they are seated. We will also provide designated household tables, where up to six students from the same household group may dine together without sitting six feet apart. Later in the spring we will add outdoor seating. Students are also welcomed to take their meals back to their rooms if they wish. Dining in this fashion has been going very well during the fall semester!

## ***Parcel B***

Parcel B walking paths are open for student use. Mask, household, and social distancing guidelines apply.

## ***Campus Mail***

Campus mail delivery will be operational for mail and packages, as usual. Contactless package pickup will also be available.

## ***Laundry***

Residence hall laundry rooms are open for student use. Students will need to wear masks and practice physical distancing while doing laundry. The CDC provides recommended [guidelines for doing laundry](#). Those guidelines advise using the warmest water possible, drying items completely, and washing only your own clothes. Towels and sheets should be washed frequently. Students are advised to bring an ample supply of cloth masks to use between laundry days. It is recommended that a clean mask be used every day.

## ***Athletics***

Unfortunately, due to state restrictions, Olin Spring sports (soccer and ultimate frisbee) are cancelled.

## ***Library***

Keeping in alignment with state reopening guidelines for libraries the Olin College Library is not physically open for student or public use at this time. Olin community members will be able to order items for pickup via the library online through the Minuteman Library Network. The library will offer a form of “curbside pickup” at a designated space on campus. Items will be checked out, bagged, and tagged for easy contactless pickup. Additionally, the staff will focus on making electronic resources available for student use and helping community members navigate and evaluate online content supporting Olin students both on and off campus. We are examining possibilities for opening the space in the coming months. More information as it becomes available.

## **Miller Academic Center (MAC) Classroom Use Guidance**

### **General classroom guidance**

- The MAC is open 8am-11pm weekdays; it will be closed overnight for air exchange and cleaning.
- MAC room capacity limits must be observed (occupancy is posted in each room)
- Students and faculty can only enter classrooms in the Academic Center if:
  - It is during class time and they have a class that meets in that room
  - It is outside of class time and the room is reserved for their household at all times
  - It is outside of class time, the room has been reserved, and the individual is part of the group who placed the reservation,
- Individuals MUST stay out of classrooms otherwise; it is imperative that we know how rooms are being used to maintain cleaning protocols
- A subset of rooms can be reserved by a group of students for 3h time blocks (8a-11a, 12p-3p, 4p-7p, 8p-11p). A spreadsheet for MAC room reservations is available online through the room reservations section in the Olin Portal

### **First-Year Household MAC Rooms**

Individual rooms are dedicated to households of 7-10 in-person first-year students; room capacity is the household membership. Students will be expected to follow household procedures. First-year students will participate in certain class periods from these rooms and household members may also use their room outside of class time, subject to AC opening hours. NO one outside the household (faculty, staff, nor other students, including Course Assistants) are allowed in these dedicated rooms during operating hours. However, facilities staff will access the room during the designated 11pm – 8am air exchange / cleaning time; special arrangements may be made for room access (e.g. for maintenance), in which case typical safety procedures (masks, distancing) will be employed.

### **Lab and Fabrication Space**

- The Shop is currently in Phase 1 of a 3 phased plan, found here : [https://docs.google.com/document/d/1tYw0EDH5j\\_biWcB1gKDwCtWDUZFrCJBXr0DW7wK27wM/edit?usp=sharing](https://docs.google.com/document/d/1tYw0EDH5j_biWcB1gKDwCtWDUZFrCJBXr0DW7wK27wM/edit?usp=sharing)
- Only shop staff and faculty are permitted to enter the shops and fabrication spaces; fabrication will be done by shop staff and provided to students and faculty via contactless delivery.
- Only authorized staff and faculty (no other faculty or students) are permitted to enter biology, chemistry, or material science labs.
- Students doing research with faculty and wishing to work in the lab should work with their faculty mentor to discuss scheduling of time in the room (to maintain room occupancy limits). Individuals working in shared faculty lab spaces will be expected to follow safety (masks, 6' distance) and cleaning procedures (wipe-down surfaces, lie empty for at least 1 hour between groups, etc.). If you have questions about procedures specific to your working space, please contact OlinAhead@olin.edu.
- Stockroom access will be limited to faculty overseeing those spaces.

### **Tools in Classrooms**

- Anyone who needs disability-based accommodations with respect to tool-use should contact Adva Waranyuwat, who will work with the teaching staff to develop relevant accommodations.
- Never work alone. If you get hurt, somebody needs to be able to call for help on your behalf. Your buddy should be familiar with the basic safety outlined in this document.
- Do not work in the classrooms if you are impaired by drug or alcohol use, exhausted, or in a rush.

- Obtain first aid immediately for any injury and **immediately contact Babson & Olin's Office of Public Safety @ 781-239-5555 for Emergency Assistance or at x5555 on a classroom phone generally found near the entrance to the space.**
- Safety glasses must be worn at all times during tool use (wherever tools are used) to prevent particles, flying objects, or dust being lodged in your eyes when hammering, cutting, sawing, sanding or drilling. Anybody else within a 10 foot radius should also wear safety glasses. Regular glasses don't count unless they meet the ANSI Z87.1 standard.
- Always unplug soldering irons and hot glue guns when done using. Do not leave them unattended when they are hot, as this can result in a fire.
- Use a cutting mat on all surfaces and watch your fingers when using an exacto knife. Exacto knives are the #1 source of injury, so please be careful with them.
- Wear appropriate shoes and clothing. No open-toed sandals or bare feet. Wear shoes that give sure footing.
- Always remove or secure anything that might get caught in rotating tools. Tie back long hair above your shoulders, do not wear loose clothing (including ties and scarves, as well as dresses or skirts if using larger machinery), and remove all jewelry (including rings, watches, or necklaces) that could get caught. Never wear gloves while using rotating equipment.
- We understand that tools might get broken or damaged. We also want to make sure that tools are available for students to do their work. Please report any broken or damaged tool to your course instructors as soon as you notice it.
- Clean up your work area and leave the classroom cleaner than you found it. Stop work at least 15 minutes before you need to leave. Plan ahead.
- Return tools to their appropriate storage area when done using them. Report any missing tools to the teaching team so that they can replace them.
- Keep floors free of debris and spills (particularly oil and grease). Store scrap materials in the appropriate locations and recycle any unusable stock. Everything else goes into the trash.

## Space Access Table 1 of 2

Access to the following areas will be adjusted for the foreseeable future:

Babson Campus	Health Services	Visits will be conducted primarily via telehealth. In person visits, if needed, will be by appointment only.
Babson Campus	Babson Fitness	Currently open for Olin student use via reservation. May be closed initially at the beginning of the spring semester.
Babson Campus	Trim Dining Hall	Closed to Olin students
Babson Campus	Weissman Foundry	Closed to Olin students
Babson, Olin, Wellesley	Shuttle	Not operating Spring of 2020
Campus Center	Campus Center Pool/Game Room	Closed to student use
Campus Center	Crescent Room	By reservation only
Campus Center	Olin Dining Hall	Open mid February for meal pick up and dining.
Campus Center	Campus Center Jam Room	Closed to student use
LPB	Large Project Building	Closed to student use
Milas Hall	Library	Physical space closed at open of semester until further notice. "Curbside" pickup available.
Milas Hall	Milas Hall Computer lab	Closed to student use
Residential Halls	Residential Fitness Room	Closed to student use
Residential Halls	Bike Room	Closed to student use Bikes may be kept in rooms
Residential Halls	Residential Kitchens	Closed to student use for first two weeks of the semester, then available by reservation.
Residential Halls	Team Rooms	Closed to student use
Residential Halls	Residential Lounges	Closed to student use for first two weeks of the semester. Used as pass through
Residential Halls	Residential Music Rooms	Closed to student use
Residential Halls	Residential Laundry Rooms	Open as usual Increased cleaning scheduled
Residential Halls	Penthouse storage	Closed to student use
Residential Halls	Residential guest bathrooms	Closed to student use

## Space Access Table 2 of 2

Access to the following areas will be adjusted for the foreseeable future:

Academic Center	103 Laser Shop	Closed to student use
Academic Center	104 Weld Shop	Closed to student use
Academic Center	104a Storage	Closed to student use
Academic Center	105 Shop Office	Closed to student use
Academic Center	106 Machine Shop	Closed to student use
Academic Center	107 Abrasive Shop	Closed to student use
Academic Center	108 Mini Metal Shop	Closed to student use
Academic Center	Hallway 3D Printer Farm	Available to trained students. See Shop plan linked above.
Academic Center	116 Shopbot	Closed to student use
Academic Center	128 Wood Shop	Closed to student use
Academic Center	202 Photo Studio	Closed to student use
Academic Center	207 Green Shop	Closed to student use
Academic Center	403 Support/Cold Rooms	Possibly available by appointment
Academic Center	404 Bio Lab	Possibly available by appointment
Academic Center	405 Jean Huang Lab	Closed to student use
Academic Center	406 Bio Lab	Possibly available by appointment
Academic Center	407 Joanne Pratt Lab	Closed to student use
Academic Center	408 Bio Lab	Possibly available by appointment
Academic Center	409 Lab Chemistry	Closed to student use
Academic Center	412 Lab Support/Storage	Closed to student use
Academic Center	413 Lab	Closed to student use
Academic Center	416 Linda Vanasupa Lab	Closed to student use
Academic Center	426 Wind Tunnel	Possibly available by appointment
Academic Center	429 Lab Support/Storage	Closed to student use
Academic Center	Memorial Lounge	Closed to student use
Academic Center	AC common areas	Closed to student use. Pass through only.
Academic Center	AC classrooms	Several rooms are available for use by reservation. See Ad Astra page on the Olin Portal.

# Campus Closure

## ***End of Spring Semester Closing***

Campus is scheduled to close on Friday May 14<sup>th</sup> at 12:00 noon for all students except those walking in Commencement 2021 and noon, Monday May 17<sup>th</sup> for those Seniors participating in Commencement. All students must vacate the residence halls by their designated time. If a student is in isolation or quarantine at the time of closure arrangements will be made for the student to stay on campus in isolation or quarantine until it is deemed safe to depart.

## ***Spring Mini Breaks***

In order to maximize our time on campus during the spring semester the College calendar has been altered to include mini breaks throughout the semester instead of a week-long spring break. During these mini breaks residence halls will remain open and dining is provided. As in the fall semester, students are expected to remain on campus during break times and not travel.

## ***Unplanned Campus Closure***

In the event Olin is forced to close the physical campus students will be provided with as much support and lead time as possible. Should we be required to close the campus we realize it may not be entirely feasible for every student to leave quickly. We will work with individual students to make the safest plan possible, however we will need those that can act quickly to do so. Students are being reminded to pack very lightly when coming to Olin this year (please see packing section) and to have a transportation plan in place. We will likely not be able to store any personal possessions after departure.

## ***Refunds***

If the decision is made to close the campus during the semester students will be issued a credit to their student account for room and board charges. The credit will be pro-rated commensurate with the date of departure and refunds, as applicable, will be processed as soon as administratively feasible.

If a student elects individually to leave Olin prior to the completion of the semester or is asked to leave campus housing due to a violation of campus policy related to the COVID-19 pandemic, the student will not receive a credit or refund for any unused portion of room & board charges.

Students who choose to cancel their housing prior to January 8<sup>th</sup> by contacting the Associate Dean of Student Affairs through Olin email will receive a full credit for the room and board cost. Students who choose to cancel an assignment after January 8<sup>th</sup>, but prior to taking occupancy of the space will receive a prorated credit.

# Quarantine or Isolation Housing

Quarantine refers to when a person has potentially been exposed to an illness and needs to separate from other people in order to see if they develop symptoms and become sick. Isolation refers to when someone has symptoms or is confirmed to have an illness. (See Guidelines for COVID-19 Exposures). Because students are coming to Olin from all over the world and using various modes of transportation to get to campus, all students will be tested shortly after arrival and will quarantine in their room until they receive two negative COVID-19 test results.

If an on-campus student needs to go into quarantine or isolation during the semester, Babson Health Services will work with StAR to arrange for the student to be in a private room with a private bathroom until the period of quarantine or isolation is over. This will likely be the student's own room unless they live in a suite. We have set rooms aside to serve as quarantine or isolation rooms if the need to relocate a student arises.

When a residential student is required to quarantine or isolate, the student will receive detailed information from StAR. While in quarantine or isolation, students will have full access to wireless internet in their room, so they can attend classes remotely and participate in virtual student activities. Olin Dining will provide regular delivery of prepared meals. All quarantine and isolation spaces will contain a micro fridge for storing and heating of food. Olin Dining Services will reach out to students at the start of their stay in quarantine or isolation to inquire about food allergies and/or special dietary requirements.

Babson Health Services personnel will remotely monitor the progress of the student and will determine when the quarantine or isolation period has concluded.

## ***Quarantine and Isolation Expectations***

We realize that being exposed to or infected with COVID-19 would be stressful for anyone. We will be working with any students in this situation to provide the best support and care possible. If a student is in quarantine or isolation it is important for their health and for the health of the community that good practices be followed. Students in quarantine and isolation may not leave their assigned room for any reason without authorization from Babson Health or StAR. Students in quarantine or isolation may not have guests or in-person interactions with other students. A caretaker may not join the student in quarantine. If a student is unable to care for themselves, we will coordinate transportation to an appropriate medical facility. If a student would like to leave campus we will coordinate that with the student and their off-campus caretaker.

## ***Meals While in Quarantine or Isolation***

Students in quarantine and isolation will receive meals delivered to their door. Meals are delivered three times a day during mealtime slots. Meals will be left outside the door and the deliverer will knock and depart. The student in quarantine should wait 3-5 minutes and may open the door to retrieve the meal.

## ***Life in Quarantine or Isolation***

We realize quarantine or isolation can be challenging. Here are a few tips and suggestions to prepare for the possibility you may be quarantined:

1. Have all the needed materials to continue your studies as much as you are able from your room
2. Have a check-in plan with some friends or family members. Texts, calls and zoom can be a great comfort. We will be checking in with students multiple times per day as well.
3. Consider purchasing subscriptions to some sort of online entertainment, either games or media streaming platforms like Netflix, Hulu, or Disney+ (to name a few).
4. Have a few books you have been meaning to read purchased and ready
5. Have hobby supplies (coloring books, knitting supplies, Legos)
6. Have a stuffed animal (teddy bear cuddles are important when sick) to keep you company
7. We will provide meals and snacks, but you may want to pre-purchase a supply of preferred snacks and beverages.

## ***“Go” Bags***

All Students should have a "go" bag that remains packed and ready in case they are instructed to move for quarantine or isolation purposes.

### **This bag should include:**

1. 2 changes of comfortable clothes (others should be brought but have 2 ready to go at all times)
2. Toiletries
3. A plate, cup, bowl, and set of silverware
4. An extra set of sheets
5. A towel
6. An extra cloth mask
7. Hand sanitizer
8. Can or bottle opener
9. Band-aids and chapstick
10. Activities (book, coloring book, origami paper, something that will bring you joy)
11. Preferred snacks (meals will be provided, but you can bring your own snacks if you have favorites)
12. A list of other last-minute things to grab specific to you pinned to the top of the bag
  - a. Some suggestions: 14 days of clothes, Needed electronics, Medications, Pillow, Chargers, Phone, extra clean clothes, License or passport, medical Insurance card, ATM or Credit card

# Guidelines for COVID-19 Exposures

## Patients with COVID-19 may have these symptoms:



- Fever above 100 degrees F and/or chills or feeling hot
- Sore throat
- New cough unrelated to chronic condition
- Runny/stuffy nose/nasal congestion (not related to allergies or relieved by antihistamines)
- Difficulty breathing, shortness of breath
- Diarrhea with or without respiratory symptoms
- Nausea and/or vomiting
- Headache unrelated to chronic condition
- Fatigue
- Muscle aches
- Loss of sense of taste or smell
- New foot sores (COVID-19 toes)
- New rash

If, at any time, you feel sick, experience the above symptoms, experience flu-like symptoms, are concerned you may have COVID-19 or have been in close contact with someone who has COVID-19 or related symptoms, please seek advice from Babson Health Services at 781-239-6363.

# PPE (Personal Protective Equipment)

Olin College is committed to promoting a safe campus environment for students, faculty, and staff in accordance with current state and local public health guidelines. Face coverings (see definition below) must always be worn, including in any shared spaces, in residence halls, in all College buildings, as well as on the street and in public spaces. Wearing a face covering does not replace the need to maintain physical distancing. Students are expected to provide their own cloth face coverings, whether made at home or purchased. Students are advised to avoid touching their eyes, nose, or mouth when removing their face coverings, and wash their hands immediately before and after removal. Face coverings should be changed daily and stored in a clean paper bag when not in use. Disposable face coverings should be discarded daily.

The term face covering is used to include any cloth face covering that meets the following criteria:

1. Fits snugly but comfortably against the sides of the face and covers the nose, mouth, and chin
2. Fastens securely with ties or ear loops
3. Includes multiple layers of fabric
4. Allows for breathing without restriction
5. Can be laundered without damage or change to shape
6. Does not contain holes or exhaust vents

Cloth face covering



How to Wear a Face Covering

Disposable face covering



# Olin Community Agreement

A personal commitment to protect the health and safety of our community

Olin College of Engineering is relying upon the guidance and direction of the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health (MA DPH), and other local, state, and federal health and medical professionals in determining our reopening and return to campus plans. One element of the return to campus plans is for each member of the College community who returns to campus to agree to a set of behaviors that will support keeping themselves, their peers, the faculty and staff, and the community safe. Thank you for your commitment to protecting yourself, the College, and our surrounding local communities.

If at any time after you have voluntarily returned to campus, you feel uncomfortable remaining on campus, please reach out to the Dean of Student Affairs. We will listen and discuss your situation with you and assist you in making a decision about your on-campus status.

## ***Protect Myself | Protect Others | Protect the College and Local Communities***

As a member of the Olin community, I AGREE to take active steps to protect the health and safety of every member of our campus and local communities during this global pandemic. Furthermore, I recognize my efforts keep me and those with whom I live with safer and healthier. I AGREE to encourage others to participate with me by reminding them of their responsibility to our greater community.

I AGREE to protect myself, protect others and the Olin College community by doing the following:

### 1. Protect Myself

I will:

- Take a viral test when I arrive on campus as directed by the College.
- Monitor myself for symptoms of COVID-19 daily and report to Babson Health Services if I experience any COVID-19 symptoms. I will not be penalized for staying home to study or work if I take this responsible action.
- Make Babson Health Services my first point of contact for any symptoms related to COVID-19.
- Take a viral test at Babson Health Services if I am experiencing any of the COVID-19 symptoms, or if I have been contacted and notified that I was in close contact with someone who has tested positive.
- Get a flu vaccine prior to arriving for Spring semester.
- Wash my hands with soap and water for at least 30 seconds frequently, especially after being in a public place or after blowing my nose, coughing or sneezing, before touching food, and after using the bathroom.
- Use hand sanitizer at times when soap and water are not available.
- Avoid touching my face, mouth, eyes or nose.
- Avoid sharing food, drink, utensils or similar items.
- Minimize touching surfaces in shared areas.
- Carry hand sanitizer and an extra face mask with me anytime I am out of my room
- Avoid crowded rooms, elevators, or other locations where social distancing is difficult.
- NOT host and or attend gatherings and parties where social distancing is not possible.

- Keep track of my activities and limit my social contacts to my household group. This will help protect me and assist with exposure (contact) tracing. Medical professionals and those researching the transmission of the virus recommend limiting contacts to no more than 6-8 people per day.
- Respond to calls or texts from contact tracers to enable tracking of the disease.
- Download and activate any required Olin-approved public health applications.
- Read all college emails in a timely fashion to stay informed about health and safety updates or responses to COVID-19.
- Respond to messages from college staff who may be checking on my well-being or otherwise need my assistance.
- Review information about isolation and quarantine before returning to campus. Assemble a Go-Bag in case I need to be isolated or quarantined and cannot return to my room.

## 2. Protect Others

I will:

- Wear a face covering when in public, outside the privacy of my own room/home including on public sidewalks, roads, bike paths, parks or other public areas, or as directed by the college or local/state health authorities; face coverings must be worn in all instructional settings (classroom, labs, etc.).
- Maintain appropriate social distancing, especially in classrooms, labs, or in any shared indoor spaces.
- Observe the posted public health modified occupancy limits of shared indoor spaces and follow any signage directing traffic patterns or other social distancing precautions.
- Stay home and contact Babson Health Services if I feel ill or after possible exposure to someone who is ill or who has tested positive for COVID-19 and avoid close contact with others.
- Adhere to daily contact limitations and limits on sizes of group gatherings. Currently Massachusetts Department of Public Health (MA DPH) guidelines allow for no more than 50 people (with face coverings). The size of group gatherings will change as the MA DPH guidelines change throughout the semester; the college may also limit interactions if a spike in cases occurs on campus.
- Respect social distancing signs, barriers, and protocols intended to assure social distancing between campus community members on campus and in the local community.
- NOT invite guests to accompany me onto campus or into any campus facility.

## 3.

### Protect the College and Local Communities

I will:

- Participate in testing and contact tracing as instructed to preserve community health.
- Follow and adhere to isolation and quarantine instructions if I test positive for COVID-19 or if I am exposed to someone who has tested positive.
- Limit leaving my residence hall to attending in-person classes, tending to necessary college business, work, meal pick up, health care, outdoor activities, and essential errands.
- Limit travel off campus to essential errands including medical visits that cannot be virtual and picking up essential items
- Not have any visitors on campus

- Not travel off campus overnight
- Keep my personal belongings and shared common spaces clean.
- Carefully observe instructional signs and follow directions in both on and off campus locations.
- Serve as an active bystander for the well-being of myself and others by encouraging social distancing and other health guidelines outlined here. I will help others remember their responsibility and remind them to wear face coverings and keep appropriate distance to assure everyone's health and safety.
- Share any concerns regarding compliance with these expectations with the Dean of Student Affairs or another StAR staff member
- Demonstrate social responsibility by following public health during any trips off campus.
- Seek assistance from college staff or resources to support myself or other members of the community during this challenging time.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the COVID-19 virus even if I follow all of the safety precautions above and those recommended by the CDC, local, state and federal health and medical professionals. I understand that although the college is following the coronavirus guidelines issued by the CDC, Massachusetts Department of Public Health and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I understand that these expectations may change at any time based on recommendations from federal, state, or local officials or due to changes in campus or local conditions.

I have read, understand, and agree to comply with this Olin College Agreement above. I further understand that I am subject to the provisions of the honor code and decisions of the administration as they relate to these expectations for my behavior.