

Student Guide to Public Health and Campus Life: Student Handbook Spring 2021 Addendum

Smith College is committed to providing an environment that enables student learning at the highest levels and that protects the health and safety of the Smith community. This Addendum to the Student Handbook, including the Statement of Shared Responsibility, the Control Plan, the Modes of Operation, and the Code of Student Conduct are included as policies of the College for which students are responsible to understand and follow.

[Student Handbook](#) and [Code of Conduct](#) and [Honor Code](#)

[Smith College Statement of Shared Responsibility](#)

Community safety during a pandemic is a collective responsibility. The ability of the Smith College community to thrive during the current COVID-19 pandemic is contingent upon a shared understanding that we each have a role in taking steps that promote not only our own health but the health of the other individuals with whom we share our campus.

A culture of care acknowledges that keeping our community safe and caring for one another requires each of us to fully comply with public health guidelines. In support of our goal to create a culture of care, and in accordance with public health guidance, Smith College requires that all students, faculty, staff, and approved visitors to campus abide by:

1. All applicable laws, regulations, and guidance from the U.S. Centers for Disease Control, as well as state and local public health authorities; and
2. All other safety precautions required by Smith College.
The college will maintain a publicly-available listing of these safety precautions online at <https://www.smith.edu/covid19/health-safety/control-plan>. This listing may be updated over time.

The college encourages everyone to do their best to honor not only the letter, but the spirit of any safety precautions. Students, faculty, and staff who do not adhere to applicable safety precautions may be subject to disciplinary action under relevant processes. Approved visitors

who do not adhere to applicable safety precautions may be removed and/or trespassed from Smith College.

Students must acknowledge that they have read that [Statement of Shared Responsibility](#) and have viewed the “Health Guidelines Training” video as part of the college’s return-to-campus procedures. Students must understand and agree that they are expected to follow all safety measures to lower and prevent the risk of spreading COVID-19, and failure to do so could result in disciplinary action up to and including separation from the college.

Campus Safety Measures and Guidelines Applicable to Student Conduct

Campus Safety Measures ([CONTROL PLAN](#))

All businesses in the Commonwealth of Massachusetts, including Smith College, must develop a written control plan outlining how their workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. Please note that these standards are subject to change at any time in accordance with guidance from local, state or federal authorities, including but not limited to the Massachusetts Higher Education COVID-19 Working Group.

- Students and employees will be trained on these standards and provided with up-to-date safety information and precautions.
- Specific campus populations will be given access to campus according to the college’s phased reopening plan.
- If access to campus has not been granted via the approved phasing plan, a return to campus must be authorized in advance.
 - Staff must be approved by their cabinet member and CIRT via their manager.
 - Faculty must be approved by CIRT via the provost’s office
 - Students must be approved by the Dean of the College office.

Physical Distancing

- A reduced number of students, faculty and staff will be on campus. Many employees will continue to work remotely. Everyone partaking in in-person activities must maintain a 6-foot (2 meters) distance at all times.
- Classroom densities will be reduced to 45-55 ft. sq. per person (4 - 5 m. sq.). Other spaces have posted reduced capacity that follow state guidelines and are typically 100 - 125 ft. sq. per person.
- When small in-person gatherings are needed, they must be conducted in a way that adheres to physical distancing guidance or remotely if possible.
- Departments and units will develop operational plans to adhere to this guidance.
- Guests, travel outside the campus, and in-person events generally will not be permitted [Note: add guidance on where and how to request permission and under what conditions].

- Physical distancing is essential in staying healthy and mitigating the spread of COVID-19.
 - Please view this helpful [video](#) from Kris Mereigh, Director of Wellness in the Schacht Center, about physical distancing.

Face Masks

- Everyone will be expected to wear a face mask, covering nose and mouth, at all times in all *indoor* spaces, except when (i) eating and drinking at meals, (ii) alone in private offices or rooms, or (iii) students in assigned residence rooms). Clear face shields or masks with one-way valves are not approved face coverings.
- Everyone will be expected to wear face masks *outdoors* on campus at all times.
- All campus community members will receive masks if they would like them. Students wishing to receive masks should contact the Student Affairs Office at studentaffairs@smith.edu.
- Everyone should follow [these guidelines to wash face masks](#).

Hygiene

- Everyone will be expected to properly wash or sanitize hands at every transition from one space to another.
- Facilities will provide hand sanitizer and disinfecting wipes in all open buildings.

Cleaning and Disinfecting

- Custodial and housekeeping staff will be responsible for maintaining appropriate levels/schedules of cleaning and disinfection campus-wide.
- Everyone will be required to participate in cleaning and disinfecting shared and personal high touch surfaces. For example if you sit down at a table/desk that others use, please wipe down the table/desk and chair with available supplies.

Monitor Health

- Everyone will be expected to carefully monitor their health on a daily basis and remain away from campus (employees and off-campus students) or contact the Schacht Center for Health and Wellness (on-campus and local students) if they are experiencing COVID-19 symptoms.
- Everyone will be provided with a daily symptom checker application. This application can be used to record the results of your daily symptoms and will provide you with your COVID-19 test results.

[Student Conduct](#)

Smith is a community founded on individual integrity and respect for others. Your behavior affects you, those around you, and the Smith environment. As noted in the [Statement of Student Ethics](#), students have freely associated themselves with Smith College in a relationship based on mutual trust, personal respect and individual integrity. As a result, living successfully in this

community will always depend on balancing the greatest possible freedom for the individual with a sensitivity to and respect for the rights of others. This code is based on the conviction that ethical student conduct is crucial to a supportive and inclusive community that fosters achievement and learning.

Joining the Smith community entails both rights and responsibilities. These rights and responsibilities include:

- a willingness to discuss, negotiate and take responsibility for personal conduct and the conduct of one's invited guests.
- a dedication to free inquiry and to the exchange of ideas and criticism, while maintaining respect for the opinions and individuality of others
- a commitment to the creation of a sustainable college and world
- an embrace of academic integrity and honest academic conduct

Our goal is to create a culture of kindness, mutual support, and community responsibility as we support each other in following the health and safety policies and procedures of the college.

- If you are not able to help a community member understand why compliance supports the health and safety of the community and need assistance, please submit your request to [EthicsPoint](#).
- Students may be removed from campus ([Interim Suspension](#)) and referred to the College Conduct Board if they endanger the safety of community members by not adhering to the Student Guide to Public Health and Campus Living. Submit your report through the [Community Incident Report](#).

Any student unable or unwilling to follow the safety measures expected by the college will be at risk for losing their opportunity to attend in-person activities and/or be in residence. Smith's student conduct process seeks to educate students about their responsibilities as members of the campus community; nonetheless, the public health emergency may necessitate more serious consequences for certain behaviors. Violations that include deliberate or repeat non-compliance with community protocols as outlined in the Code of Student Conduct Addendum, such as impermissible social gatherings, not wearing face coverings, unauthorized travel, failure to maintain physical distancing, failure to obtain required testing, and violation of quarantine and isolation, are deemed high risk. These kinds of violations will require immediate action by the college. Sanctions for these types of violations may include removal from residence, suspension or expulsion.

Modes of Operation

Day-to-day life on campus will be guided by green/yellow/red operating modes, with the progression of colors designating least to most restrictive modes. The operating mode will be determined by pandemic conditions on our campus, in the city of Northampton and in the Commonwealth of Massachusetts. The college will move between modes as necessary. From arrival through the end of the second week of classes, the campus will operate in a one-time mode (blue) to allow all arriving students to clear isolation/quarantine in accordance with state guidelines. At the end of this period, the college will move to the appropriate operating mode.

Residential Student Expectations

- **Arrival/Move In:** All students moving into Smith housing are asked to follow the Commonwealth of Massachusetts guidelines for travel. The College will limit the number of guests to two (2) during the move-in process. Guests are required to wear a face mask or facial covering that covers the individual's nose and mouth, and follow appropriate physical distancing guidelines by maintaining a physical distance of at least 6 feet. Students are required to complete their move in during the date and time frame assigned for their arrival by the College.

Any individual entering Massachusetts who is not traveling from a COVID-lower risk state and does not meet one of the limited circumstances-specific exemptions, must complete the [Massachusetts Travel Form](#).

- **Arrival Quarantine:** Upon arrival all students arriving from higher risk states will be required to stay in quarantine until their first negative screening result. ***Students should prepare a small bag of items (e.g. clothing, medicines, electronics) for a 36-48 hour stay in quarantine (in a location that is not their semester room assignment)*** During the quarantine period students will not be able to leave their quarantine location. Food will be provided and delivered by dining services to each quarantine location.
- **What to bring to the College:** Recognizing that the semester will be shortened, students should only bring the items they will need for the time they will be on campus this semester. There will be no storage available on campus between semesters.
- **Emergency Evacuation:** All students should prepare an EMERGENCY EVACUATION PLAN. in the event the College needs to close houses campus and/or residence halls on short notice due to illness, or an emergency, or other unforeseen circumstances, each student should be prepared to evacuate within a short timeframe (2-3 days). ***The "Emergency Evacuation Form" can be found on the Residence Life Self-Service page and should be completed prior to students' arrival to campus.*** Prior to arrival students should prepare a personal departure plan and inform their family/guardians. The personal departure plan should include answers to the following questions:
 - Where will you go?
 - How will you get there?
 - If you will be ride-sharing determine a meeting place

- What do you need to take?
- Consider what items you will need to bring with you and where you will store your other belongings
- Whom should you notify?
- Develop a list of contacts with whom you could travel to and stay with.
- Establish a communication plan for family and friends.
- Students who need to do so may be able to remain on campus through scheduled breaks/unscheduled interruptions based on travel limitations/restrictions and safety considerations. Space on campus will be very limited and only extended to those with extenuating circumstances.

Campus Life Expectations

Isolation and Quarantine Expectation

- All students who live on campus, or who are approved to live off-campus and access campus, are expected to adhere to the recommendation to isolate or self-quarantine should they test positive for COVID-19 positive, are identified as a close contact, or come in contact with someone who is tests positive for COVID-19. A student who fails to isolate and self-quarantine as required, will be subject to disciplinary action, including but not limited to removal from campus, removal from classes, suspension, loss of privileges, and/or dismissal from the college, but will remain responsible for the full semester payment for room, and board, tuition and fees.
- Isolation and quarantine space will be available for local, off campus students if capacity and resources allow.
- Every student is asked to identify their dietary needs should they need to be placed in isolation or quarantine. ***Please complete the “Dietary Preference Form” on your Residence Life Self Service page.***

Testing Expectation

- All students who live on campus or who are approved to live off-campus and access campus are required to fully participate in the surveillance COVID screening program provided by the College.
- All residential students and all students who are approved to live off-campus and access campus must submit to COVID-19 testing two (2) times per week, beginning at the student's arrival.
- A student who refuses to submit to COVID-19 testing or who fails to submit to COVID-19 testing within the time required (absent legally recognized exemptions) will be subject to disciplinary action, including but not limited to removal from campus, removal from classes, suspension, loss of privileges, and/or dismissal from the college, but will remain responsible for the full semester payment for room, board, tuition, and fees.

Bathrooms

- Students must wear a face mask or facial covering in the bathroom, except when it is not possible to do so (for example, brushing teeth, taking a shower). Students should make every effort to maintain a physical distance of 6 feet from others while using bathroom facilities.
- Students are not permitted to use bathroom cubbies and must keep toiletries in their room.
- Students are prohibited from using bathrooms when they are being cleaned by essential personnel.

Common Spaces

- **Game rooms**
 - Game rooms will not be available until further notice.
- **Laundry**
 - Students are required to wipe down laundry machines prior to and after each use with the sanitizing products provided.
 - Sanitation stations will be available in each laundry room for wiping down machines prior to and after use.
- **Elevators**
 - Each elevator will have posted occupancy and directives for elevator use. Students are required to follow posted occupancy and directives for elevator use.
- **Kitchens/Dining**
 - House communal kitchens will only be available when the college is operating in the GREEN mode. There will be limits on capacities and times of use in addition to specific cleaning protocols.
 - Only students that have purchased the Board plan will have access to dining.

Gatherings

- Students may not visit any off-campus residence or participate in off-campus social gatherings of any kind.
- Please see [operating modes](#) for approved on campus gather expectations.

Guests/Visitors

- Off-campus guests are not permitted in Smith residence halls. (This includes Smith students living in the area and family members, with the exception of move-in day protocols.)

Travel

- Students may travel off campus as defined by the [operating modes](#) (green mode - 10 mile radius, yellow mode - 1 mile radius) for essential services (e.g., personal care, groceries, religious services). Students may not visit any off-campus residence or participate in off-campus social gatherings of any kind.
- Urgent travel needs, outside [operating mode](#) defined radius, must be pre-approved by the Dean of Students Office.

- Students should email studentaffairs@smith.edu with requests a minimum of 36 hours prior to travel unless otherwise not possible under the circumstances
- Students must wear a face mask or facial-covering that covers the student's nose and mouth when traveling in any campus vehicle.
- Students must follow the [Student Van/Vehicle Policy](#).
- Five College courses are not considered essential travel and must be taken remotely.

Campus Services

Clubs and Organizations

- All registered student organization meetings are to be delivered in a virtual format to include remote students.
 - Online events require registration through the Smith Social Network.
- No student travel, defined as travel outside of the College campus, is permitted for any club, organization or college sponsored activity.

Programming

- All programs should be delivered in virtual formats. In green mode a limited number of in person programs will be offered with Student Affairs approval.
- No registered house events.
- All other requests will be handled on a case-by-case basis through the Dean of Students.

Dining

- Students must wear masks whenever in a dining hall.
- Meals will be coordinated for students in isolation and quarantine spaces.
- Ada Comstock Scholars will continue to be awarded a Board Plan and have access to dining, as individual students, as long as they comply with the testing protocol and public health guidelines.
- Dining Services is prepared to offer meal plans to traditional local, off-campus students. If you wish to acquire a full meal plan, please contact Andy Cox, Director of Dining at acox@smith.edu for information on cost and purchasing.

Schacht Center for Health and Wellness

- ***Schacht Center Hours and Operations***
 - All departments at the Schacht Center are closed to walk-in appointments. Students are required to call or email before walking over.
- ***Medical Service***
 - Telehealth services are available to all students. In-person laboratory services, routine visits, sick, and urgent care visits will be available when necessary.
 - Symptomatic COVID-19 testing will be available to those who present with COVID-19 symptoms after speaking with a nurse or medical provider.
 - Students with COVID-19 symptoms should not return to the asymptomatic test site without clearance from a Schacht Center medical provider.

- **Counseling Service**
 - Telehealth will be available for the following services:
 - Crisis support
 - Individual therapy for students living in Massachusetts
 - Mental health coaching (for out of state students)
 - Mental health consultations and referrals to community providers
 - Psychiatric evaluations and medication treatment
 - Group programming
- **Wellness Service**
 - Online programming available for all students
 - Individual consultations available via Zoom
 - In-person programming as campus conditions allow and in accordance with current operating mode

Stairways

- Public stairways will be marked across campus with directional guidance to help promote physical distancing. Students should walk through stairways without lingering or loitering.