Dear Babson Community Members,

As we continue our on-campus presence, we are sharing our updated COVID protocol with you. We continue to follow the Governor’s recommendations for Commonwealth of Massachusetts around reopening. Additionally, we have embraced those provisions and are guided by the governmental and national public health advisories in our planning. Our priority has been and will remain the health and safety of all Babson community members. Therefore, we will remain in a hybrid workplace which will allow essential faculty and staff to work on campus in a de-densified environment and non-essential faculty and staff to continue to work remotely.

If you have not returned to campus, when you do, you will notice some changes in the way our workplaces look and also see new practices and protocols, all designed for your protection and to enhance your wellbeing. Our goal is to collaboratively ensure you feel safe and secure while at work and to help you navigate the complexities of these challenging times.

Some of these actions include:

• More frequent cleaning and sanitizing

• Signage on social distancing

• Limitations to the use of elevators

• Suggestions for increased hand-washing

• Requirements for wearing facial covering

• More frequent communications on our operations, projections, practices and any new measures we are taking to support you and our community

As the information and knowledge of managing this pandemic is evolving, please continue to check our HR intranet and the Babson College COVID-19 Response page for updated information.

Thank you for your continued efforts, collaboration and commitments to our academic and business continuity.

Best,

Donna Bonaparte
Contents

Message from Human Resources - 2
On-campus Operations & Protocol
  Business Operations - 4
  Visitors (internal & external) - 5
  The Office Environment - 6
  Meetings & Communications - 7
  Social distancing protocol - 8

Health and Safety Guidance
  Symptom Monitoring - 9
  Symptom Tracking with Buoy Health - 10 & 11
Mental, Physical and Emotional Well-being Resources - 12
  Protocol for Sick and Family Illness Time - 12
  Face Coverings - 13
  Sneezing & Coughing Hygiene - 13
  Hand-washing - 14
  Gloves - 14
  Personal disinfection - 14
What must we all do to support and protect each other? - 15
Contact Information - 16
Business Operations

• Many operations have successfully been performed in a remote format since March, and as such we will continue in this hybrid mode to reduce the number of people on campus.

• If your on-campus schedule should change, your manager will discuss them with you.
Visitors (internal and external)

- The College has established a visitor protocol, and we ask that employees familiarize themselves with this prior to their guests visiting campus. This protocol applies to contracted speakers, artists, academic and official visiting delegations, and approved guests.

- All visitors and suppliers are required to register DAILY online or at Public Safety before visiting any campus property. This required registration process will provide information about our protocol, including our expectations for visitors.

- Scheduling appointments when engaging with others is strongly encouraged, and only urgent interactions should occur without previous planning.
The Office Environment

In keeping with social distancing protocols, our workspaces allow for distancing of 6 feet. Minimize or eliminate touching surfaces such as propping open doors during hours of occupancy or regular business hours. The last employee to leave the area or office must close doors.

As noted in the Campus Safety Protocols section, strategies across the College’s buildings were implemented to assist in physical distancing. Ingress/egress and circulation plans have been developed for each facility, and have been communicated through a series of visual cues and signage. Limited room capacities have been established to allow for physical distancing and, in highly interactive areas such as reception desks, physical barriers or screens have been installed as an added layer of protection.

Conference Rooms

Conference rooms must be reserved using the online EMS system. Use of conference rooms on an ad hoc basis is discouraged. Facilities cleans and disinfects all conference rooms every night and provided a supply of disinfectant/cleaner and paper towels for use by occupants as needed. In the event a conference room needs additional attention, please submit a work order through Facilities.

Adhere to These Recommendations:

- No handshaking.
- Wash hands often with soap for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- Bring food and beverages from home when possible.
- Avoid using any other person's phones, offices, or equipment.
- A "No Congregation" protocol is in effect, therefore individuals must maintain social distancing by staying at least 6 feet away from other people.

All employees planning to be on-campus are required to complete the Buoy Health assessment, a HIPAA-compliant platform that provides case management support for any employee directed to self-isolate. Buoy Health also provides support to employees. Any campus community member with symptoms will be required to remain 'at home' and not engage in on-campus activities as they seek medical attention.
Meetings & Communications

• Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (i.e. WebEx, WebEx Teams, telephone, etc.).

• In person meetings should be limited and when essential must be in accordance with state and federal guidelines, and ensure participants can still maintain six feet of separation for social distancing requirements. Chairs and tables have been removed or rearranged and visual cue marks have been added in meeting rooms to support social distancing practices between attendees.

• While on campus, please communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face interaction.
Social Distancing Protocol

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least six feet (about 2 arms’ length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
Symptom Monitoring & Reporting

If you feel sick or if you are experiencing any symptoms of COVID-19, please inform your manager/supervisor, email employeehealth@babson.edu, and go home immediately, and contact your healthcare provider for additional guidance.

Employees working on campus must conduct symptom monitoring daily via Buoy Health before reporting to work. You must be free of ANY symptoms potentially related to COVID-19.

Common (but not all possible) symptoms of the coronavirus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Seek immediate medical attention if showing any of these signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

CREATE YOUR BUOY HEALTH ACCOUNT

If you have not already done so, please take a minute to create your Buoy account right now:

1. On your computer or mobile device, go to http://buoy.babson.edu
2. Click Login/Sign Up button at the bottom of the page
3. Click the Sign Up link at the bottom of the page
4. Enter your Babson email and a password of your choosing (NOT your Babson password for security reasons)

Be sure to bookmark this site as you will need to access it every day you come to campus.
Symptom Tracking with Buoy Health

Use The Buoy Health Symptom Tracker **ONLY ON THE DAYS YOU ARE ON CAMPUS**

**NO MORE THAN 3 HOURS BEFORE EACH DAY YOU COME TO CAMPUS**, access the Buoy Health Symptom Tracker from any device at [http://buoy.babson.edu](http://buoy.babson.edu)

Follow the prompts (every day you come to campus):

1. Click Log In/Sign Up
2. Enter your user name and password or register if this is your first time signing in
3. Click “Start New Assessment”
4. Answer the health and potential exposure-related questions
5. Submit your response to Babson - PLEASE NOTE: Babson only sees whether or not you are approved to come to campus - NOT answers to specific questions.

If you forget to complete it before coming to campus, Buoy QR codes will be on entrance doors to administrative buildings for a reminder and easy access.

The health tracker takes into account both personal and environmental risk factors. Based on the results, Buoy may:

1. give you a pass for in-person work, or
2. advise you to stay home while providing specific instructions and/or connecting you with resources.

For days you are not working on campus, there is no need to use Buoy Health Symptom Tracker.

You may learn more about Buoy Health by reading these [Frequently Asked Questions](#).
Symptom Tracking with Buoy Health

Feature Preview

Back With Care™ Updated Exposure Risk Screening

Overview

Beginning Wednesday, September 30, employees will see a few new additions to the exposure risk screen of the Back With Care daily assessment.

The exposure screen will remain the last decision before employees are granted access to in-person work. Employees who are screened out due to recent positive test results or recent symptoms would not see this screen, consistent with the current placement of the exposure risk questions.

Changes & Rationale

Before

Think about the people you've encountered for more than 15 minutes, within 6 feet.

In the past 14 days, have any of those people tested positive or been likely to have COVID-19 based on symptoms?

- No, I'm not in contact with anyone who has tested positive for COVID-19
- Yes, I've been in contact with someone who has tested positive with or without symptoms
- Yes, I've been in contact with someone who has had symptoms.

After

In the past 14 days, have...

- You been in close contact with someone who has a known, active COVID-19 infection
- You or a household member taken a COVID-19 test, due to symptoms or exposure, with results still pending
- You been in close contact with someone who has COVID-19 symptoms (or exposure) but hasn't been tested yet
- You traveled to an area listed by your state* as requiring quarantine upon return

*If you've recently traveled outside your state and are unsure, you can always visit your state's department of health website or contact them if you have difficulty locating the information.

One or more of the above applies to me

None of the above
Mental, Physical and Emotional Well-being Resources

Our Employee Assistance Plan (EAP) is offered through Katherine Greer Associates (KGA) and includes resources to help you and your family members on your wellness journey.

The EAP counselors provide assessments and counseling on matters such as:

- Nutrition
- Financial counseling
- Work life resources
- Parenting resources and
- Stress reduction.

You have access to the EAP, 24 hours a day, 7 days a week. You may call KGA at 800-648-9557, or visit KGA's website. Once at the website, you may visit as a guest or create an account.

- The CDC also offers resources and recommendations if you are dealing with stress and anxiety during this time. Please follow this link to access their resources.

Protocol for Sick and Family Illness Time

In terms of time reporting, if an employee is sick, they should use available sick time for the period of absence.

Employees who are out of work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms should use available Family Illness time for the duration of their absence. If the employee does not have available sick or family illness time, please contact the Benefits Department.
All Babson College employees were provided 2 cloth face masks (delivered to your work space). You are responsible for the care and cleaning of these items. You are required to wear a face mask while at work when you are in the presence of others or traveling on campus. Should you lose or damage your face mask, you are required to replace it with a suitable alternative at your own cost.

If you possess a face mask that provides coverage according to CDC guidelines, you are free to utilize your personal mask.

**Sneezing & Coughing Hygiene**

If you are in a private setting and do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
Hand-washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Personal Disinfection

While our Facilities Department colleagues clean office and work spaces based upon CDC guidelines, additional care should be taken to ensure the cleanliness of work stations and commonly used surfaces.
What must we all do to support and protect each other?

- Follow social distancing requirements

- Be conscientious and understanding of your colleagues who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.

- No handshaking.

- No food sharing.

- Avoid touching eyes, nose, and mouth with your hands.

- Ensure contact-free deliveries (mail, supplies).

- Disinfect frequently used equipment (keypads on copiers, doorknobs, telephones, printers and other surfaces).

- Feeling unwell? Please inform your manager and email employeehealth@babson.edu and stay home.

Please continue to check the Human Resources intranet and read all community-wide communications from President Spinelli and other members of College leadership. Finally, as stated at the beginning of this document, we recognize this is an evolving situation. Therefore, as we receive information which may impact our timing, protocols or operations, we will make the required modifications and communicate to you.
Contact Information

Human Resources
781-239-4128
Employee support, referral to Employee Assistance Program (EAP)

Public Safety
781-239-5555

Facilities
781-239-4444

EAP through KGA
800-648-9557

COVIDMA Text Alerts
To get up-to-date alerts, text COVIDMA to 888-777
Get the latest info about the Coronavirus in Massachusetts sent right to your phone in Spanish-language text alerts Envíe COVIDMAESP al 888-777

Newton-Wellesley Urgent Care Center - Waltham
9 Hope Avenue (located in the Children’s Hospital Building)
Waltham, MA 02453
617-243-5590

Carewell Urgent Care, Needham
922 Highland Avenue, Needham, MA 02494
781-400-1383

CVS Pharmacy - Minute Clinic
188 Linden St. (located in Linden Square)
Wellesley, MA 02481
781-235-0219