

# BABSON t|o|g|e|t|h|e|r

**One Babson Together:  
Returning to Campus and Our New Normal  
Spring 2021**

## Table of Contents

<b>Executive Summary .....</b>	<b>3</b>
<b>Working to Safeguard Our Community .....</b>	<b>5</b>
» Health and Safety Protocols	
» Cleaning and Disinfection of Campus Facilities	
» Symptoms Reporting and Health Services	
» Campus Life and Student Well-Being	
» Workforce Well-Being	
» Visitor/Guest Policy	
» Campus Gatherings and Events	
» College Travel Policy	
<b>Academic Continuity and Excellence .....</b>	<b>20</b>
<b>Community Resources .....</b>	<b>23</b>
<b>Methodology .....</b>	<b>24</b>

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## Executive Summary

Published 10-28-2020.

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Babson College continues the commitment of ensuring that “all learning will continue in the spring.” We will once again welcome faculty, staff, and students back to campus, and begin classes as of January 19, 2021, with the first week of all classes being virtual. This allows for us to continue with prioritizing two negative Babson COVID tests prior to the first in-person classes as of January 25, 2021. Our return to campus is guided by federal and state public health directives and industry experts. We will continue to meet two critical goals throughout our ongoing comprehensive planning efforts:

- » **Working to safeguard community** by meeting or exceeding state, federal, and local guidance to ensure we minimize the risk to our students and employees as we reopen our campuses.
- » **Providing academic continuity and excellence** by building on the remote learning experience offered during the fall semester and ensuring Babson students continue to receive a transformative learning experience whether they are making progress toward their degrees on campus or online.

Preparing for another re-entry to campus during a pandemic is a complex undertaking with a multitude of stakeholder needs to address and decision factors to evaluate. Since the earliest days of our planning work, Babson has relied on internal and external expertise to inform our decisions. We retained the services of Environmental Health and Engineering (EHE), a nationally recognized public health consulting firm with deep higher-education experience. We also consulted with health experts at the local, state, and federal levels such as the U.S. Centers for Disease Control and Prevention (CDC), the Massachusetts Emergency Management Agency (MEMA), the Mass. Department of Public Health, the Needham and Wellesley boards of health, and The Ragon Institute. Within higher education, we also benefited greatly from collaborative work with the Association of Independent Colleges and Universities of Massachusetts (AICUM), NAFSA: Association of International Educators, and our relationships with Boston Consortium schools and affiliates such as Franklin W. Olin College of Engineering and Wellesley College.

Informed by this constellation of federal and state recommendations as well as guidance from health experts, the detailed re-entry plan that follows outlines both health and safety measures and Babson’s delivery of the academic promise we make to our students.

Our community safeguarding efforts are designed to mitigate the spread of the virus while balancing the community connectedness that is an essential part of campus life at Babson. Efforts include:

- » De-densification of all campus spaces, including classrooms, workspaces, residence halls, and dining facilities
- » Practicing social distancing and ensuring every Babson community member maintains proper distancing whether indoors or outdoors while on campus
- » [Requiring CDC-recommended facial coverings be worn properly at all times](#)
- » Continued specialized cleaning and disinfection protocols for campus facilities

- » Mandating symptoms reporting for all Babson students and employees
- » All students and faculty must receive 2 negative Babson tests prior to any initial in-person learning. All students, faculty and staff must receive 2 negative Babson tests prior to initial Babson Recreation and Athletics Complex (BRAC).
- » All students, faculty, and staff who will be on campus must continue to test every 7 days throughout the semester.
- » Implementing contact tracing programs to support Board of Health efforts
- » Designating one-way ingress and egress in buildings with supporting signage
- » Enhancing air-flow and building ventilation systems
- » Launching new communications and training efforts to educate our community on safety requirements and expectations
- » Encouraging and facilitating hand washing and sanitizing

Our academic continuity measures are intentionally designed to provide as much flexibility and optionality as possible for our students to meet their personal situations. Included are steps such as:

- » Modifying the academic calendar for the spring semester
- » Continuing to provide flexibility for students who may need to participate in classes online during the semester
- » Training faculty and hiring additional instructional designers to redesign hundreds of courses for hybrid and online delivery
- » Continued investment in technology to enable students to attend classes in person or online
- » Continuation of special onboarding program for all new students to establish a culture of success and standards of professional performance in hybrid learning and prepare students for new guidelines and safety protocols as they arrive on campus

The COVID-19 pandemic is a rapidly changing situation; the plan outlined is based on current and projected conditions as the Commonwealth of Massachusetts enters the latter stages of Phase Three, Step Two of its reopening plan. The Babson plan will continue to be refined as new data and guidelines become available, and as our community's needs evolve. For the foreseeable future, we will continue to provide regular and ongoing communications regarding our efforts and any new guidelines and expectations for responsibly maintaining the well-being of our community.

The commitment, adaptability, and resilience of the Babson community in these unprecedented and uncertain conditions has been extraordinary throughout the fall semester. College leadership is confident in both this plan and the ability of our community to be agile and to persevere as conditions change and uncertainty persists over the next few months. We will continue to bring Babson together in new ways that strengthen our community and institution as we collectively prepare for the evolving new “next” normal.

# Working to Safeguard Our Community

Our top priority, at all times, is the health and safety of our students and employees.

Babson College continues to work closely with a nationally recognized industrial hygiene consulting firm, Environmental Health and Engineering (EHE). This firm has in-house staff that includes industrial hygienists, hazardous materials managers, engineers, microbiologists, risk assessment specialists, geologists, biosafety specialists, and other relevant professionals. Throughout the fall semester, the consultants worked closely with leaders across the College to evaluate infrastructure and practices and support planning and decisions that prioritize the health and safety of our community members. EHE is among many sources we are relying upon to inform and guide our plan elements. Others include but are not limited to:

- » U.S. Centers for Disease Control and Prevention (CDC)
- » Massachusetts Emergency Management Agency (MEMA)
- » Commonwealth of Massachusetts “Reopening: Higher Education” and COVID-19 Control Plan template
- » AICUM “Safe on Campus: Considerations and Checklists to Guide Mass. Colleges and Universities in Planning for a Safe Semester on Campus”
- » Mass. Department of Public Health (DPH)
- » Towns of Wellesley and Needham boards of health
- » American College Health Association (ACHA)
- » The College Health Association of Administrators and Nurse Directors (CHAAND)
- » Center for Infectious Disease Research and Policy (CIDRAP)
- » Newton-Wellesley Hospital
- » Brigham & Women’s Hospital
- » The Ragon Institute
- » NAFA: Association of International Educators
- » The Boston Consortium
- » Peer institutions such as Olin College, Wellesley College, and Regis College

## A. Health and Safety Protocols

As we plan to welcome the Babson community back to campus in January, our preparations are rooted in public health data and information available through CDC guidelines and the Commonwealth of Massachusetts’ Reopening Massachusetts Plan. We recognize that these practices and recommendations do not necessarily eliminate the risk of infection and/or its spread, but we are committed to adhering to guidelines issued by federal and state authorities.

Together with everyday preventive actions, these protocols are additional steps to help prevent and slow the spread of COVID-19 and keep our community safe. The following mandatory safety protocols (which may change or shift according to health, safety, or government guidance) must be followed by all Babson College students, faculty, staff, affiliates, and visitors to campus:

## 1. Face Coverings

Babson is requiring all students and employees to wear face coverings [in accordance with CDC guidelines](#) in all facilities and shared spaces on Babson College campuses, including outdoor spaces and while traveling across campus. This includes offices, classrooms, common areas, dining halls, and any other facility where physical distancing is difficult to maintain. This policy shall apply to all property owned or controlled by the College and shall remain in effect until further written notice. It is required that all face coverings have two or more layers. Masks must be worn over the nose and mouth securing it under the chin. Gaiter style coverings are not allowed as face coverings on Babson campuses. This policy may be modified from time to time as determined by the College to be appropriate in accordance with evolving circumstances and public health standards.



- » **New Students** will be provided with two (2) cloth masks upon arrival to campus with details to be communicated at a later date. In order to protect all members of the Babson community, students are required to wear masks/face coverings whenever they are in a public space, when traveling across campus, and when gathering with multiple people whether indoors or outdoors. Students not residing in single rooms must wear masks when proper social distancing cannot be maintained. Students using shared bathrooms should enter and exit with a mask and wear a mask while inside the bathroom to the extent possible. Students are responsible for laundering cloth masks and for disposing of one-time use masks. Students are encouraged to bring additional masks/face coverings with them to campus. Face masks also will be available for purchase in the Campus Store.
- » **Newly Returning Employees** will be provided with two (2) cloth masks upon returning to work. Employees are required to wear a face covering while at work when in the presence of others or traveling on campus. If face coverings are lost or damaged, employees are responsible for replacing their masks with a suitable alternative. If they possess a face covering that meets CDC guidelines, employees are authorized to use their personal mask.

## 2. De-densification and Social Distancing

Physical distancing is one of the essential behaviors required to mitigate the risk of infection and spread of the virus. In any public setting on campus, Babson students and employees must maintain at least 6 feet of distance so as to not allow possible contact if an infected person were to cough or sneeze. It is expected that all employees and students wear facial coverings while in the classroom.

Babson community members also are encouraged to:

- » Limit discretionary travel, including shopping trips and social visits
- » Use drive-through, delivery, and takeout options
- » Avoid non-essential use of public transport
- » Not host or attend gatherings
- » Opt for virtual meetings and gatherings, including academic group work
- » Maintain mental and physical health through exercise and fresh air. Connections with friends and family are important to continue, either masked at a safe distance or through technology options

Modified occupancy and capacity limitations continue to be assessed throughout campus. Appropriate signage regarding occupancy/capacity limits will be appropriately posted. Buildings and rooms across campus will be appropriately modified to promote social distance and reduce close contact between people.

**Classrooms:** Classrooms have been altered by mapping out capacity and social distance requirements across campus while also being mindful of the use of technology in these spaces. We have utilized a 6-foot physical separation approach to maintain social distancing as the basis for the classrooms for both fixed classrooms as well as movable seating and/or tables. Classroom capacity has been reduced to 19%–49% occupancy to accommodate social distancing. As we continue to assess and prepare the campus, we recognize that some classrooms or spaces will not be able to be utilized because they will not be able to comply with the 6-foot physical separation and health and safety guidelines. As a result, we are installing portable A/V equipment to allow hybrid classes in larger, nontraditional spaces. Additionally, de-densification of rooms means students on campus may only be able to physically attend in-person class meetings every other class session, alternating with online attendance from their residence hall room, the library, etc.

To promote physical distancing and avoid congestion during class transitions, our fall semester plan calls for 30 minutes to be reserved between Undergraduate class times and between Graduate School cohort changes in classrooms. Undergraduate classes will be held at new time blocks Monday through Friday: 8 a.m., 10 a.m., 12 p.m. (noon), 2 p.m., 4 p.m., 6 p.m., 8 p.m. Students and faculty are expected to vacate the classroom promptly at the conclusion of class to accommodate technical setup for the next class and/or room and maintain social distancing while entering and exiting classrooms and moving between classrooms.

**Shared/Common Spaces:** We understand the complexities that come with many of the other shared spaces across campus (such as meeting/conference rooms, lounges, library, Rec Center, student center, dining areas). The Facilities team continues to work with space managers across campus and implement the

fundamental de-densification/physical distancing, cleaning and disinfecting, and engineering protocols. Please note that furniture has been moved in common spaces or designated appropriately to adhere to proper social distancing practices. We ask that you do not move furniture.

**Study Rooms/Conference Rooms:** We have worked with facilities and space managers to properly de-densify these rooms and place clear capacity signage in these spaces. We realize that many of these spaces do not allow for students to work in groups and we have designated smaller classrooms also with capacities to meet these needs. Please know that face coverings are required at all times in these spaces and cleaning supplies have been made available.

**Residence Halls:** De-densification efforts in the residence halls will include the conversion of triple and quad rooms to double occupancy. This decision was based on holistic guidance and expertise from outside public health experts. Consideration was given to overall square footage, additional health guidance, and the need for all room occupants to maintain 6 feet of distance within the room, keeping in mind furniture configuration. We continue to take into consideration the density of students throughout buildings, as well as our capacity to safely quarantine and/or isolate students. Designated rooms on and off campus will be available for self-quarantine and self-isolation as needed. Babson Health Services will coordinate these quarantine spaces with students directly. It is important to note that while we have made difficult decisions to de-densify the residence halls, we also are actively examining opportunities to increase residential capacity to better meet the demand for on-campus housing.

**Workspace and Offices:** Our goal is to collaboratively ensure employees feel safe and secure while at work and to help you navigate the complexities of these challenging times. Babson's [Employee Back to Campus Guide](#) contains important information and guiding principles for return of our staff and faculty.

In keeping with social distancing protocols, our workspaces should allow for distancing of 6 feet when able. Convening in groups increases the risk of viral transmission. Where feasible, meetings and communications 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; when essential, they must be in accordance with state and federal guidelines and ensure participants can still maintain 6 feet of separation for social distancing requirements.

Conference rooms are to be reserved using the College's online EMS system. Use of conference rooms on an ad hoc basis is discouraged.





**Boston and Miami Campuses:** We are working closely with the directors and Building Management of these spaces to be certain that we are following all government and building management guidelines. Boston and Miami campus reopening plans will be consistent with institutional protocols for de-densification/physical distancing, cleaning and disinfection, and engineering controls as well as symptom reporting, testing, and contact tracing.

To help maintain physical distancing, our re-entry plan also includes the following strategies across all facilities and campuses:

- » **Increased visual cues and signage** to advise community members on reconfigured foot-traffic flow expectations both outside and inside campus buildings. Signs will be strategically placed across campus to outline protocols and procedures to all community members.
- » **One-way directional signage** has been established for buildings, common spaces, and other facilities.
- » **Designated ingress/egress plans** have been established: Building entrances and exits will be limited to entry or exit only, unless large enough to accommodate both while allowing for physical distancing. There also will be designated entrances/exits for interior spaces (classrooms, offices, shared spaces), where feasible, to allow for proper social distancing.
- » **Limiting access to, and use of, common spaces**, including some common spaces and conference rooms across campus that will remain closed for group gatherings and meetings. Furniture in common spaces will be moved or designated appropriately to adhere to proper social distancing practices. We ask the community not to move the furniture and follow all capacity postings.
- » **Physical barriers/screens** continue to be placed by Facilities across campus in workspaces where significant community or public interaction is expected.

### 3. Supporting Good Public Hygiene Practices

Babson is providing hand sanitizing stations outside of restrooms and in public spaces across campus. To assist in our efforts to protect the health of our community, we ask that community members take the following preventative measures that can help avoid infection:

- » Frequently wash your hands with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- » Avoid touching your eyes, nose, and mouth with unwashed hands.
- » Avoid close contact with people who are sick, and stay home when you are sick.
- » Cough or sneeze into a tissue or your sleeve, and wash your hands afterward.
- » Frequently disinfect surfaces with wipes.
- » Avoid non-essential travel to highly affected countries or regions in the world.



*Wash your hands thoroughly for twenty seconds, or use hand sanitizer when soap and water are unavailable.*

## B. Cleaning and Disinfection

Babson's Facilities team has deployed enhanced cleaning and disinfecting protocols that align with CDC guidelines. These practices allow for more frequent and focused high-touch surface cleaning and include the use of technology that covers larger spaces with more precise targeting of disinfectant. These specialized cleaning protocols will be used to clean all campus facilities, including classrooms, offices, residence halls, and shared spaces, daily with frequent sanitization of classrooms, restrooms, and other high-use spaces.

### Engineering Controls

Our Facilities team, in conjunction with EHE, continues to evaluate and manage all of our building HVAC systems to determine optimal settings for enhanced air flow and filtration in accordance with CDC and other authoritative guidance.

## C. Symptoms Reporting and Health Services

We have implemented and developed additional guidelines and protocols to ensure Babson students and employees are actively monitoring and reporting symptoms that could be signs of COVID-19 infection.

All returning individuals are expected to comply with the state- and country-specific public health and safety guidelines, protocols, and policies. This may include self-quarantine measures, 72-hour negative test or additional health requirements.

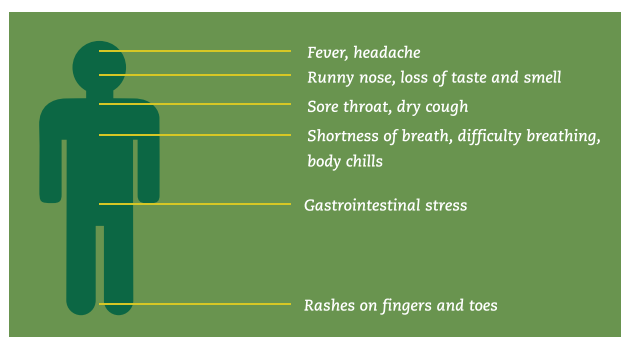
### 1. Symptoms Monitoring and Reporting

All Babson students and employees will be required to participate in a daily symptoms reporting protocol. Using a mobile-friendly platform, students will be required to report any COVID-19 symptoms, as defined by CDC guidance, by noon each day. Students reporting symptoms are required to contact Health Services for evaluation, and are restricted from campus activities until cleared by Health Services.

Employees will use a similar, HIPAA-compliant platform that provides case management support for any employee directed to self-isolate.

### 2. Enhancements to Campus Health Services

Babson has hired additional nurse practitioners to support our health services operation in Wellesley, in addition to hiring clinical and non-clinical staff to run Babson's mass asymptomatic testing center. All Babson mental health counselors have been certified in telehealth for the delivery of services.



### 3. Testing and Contact Tracing

[DPH](#) recommends COVID-19 testing symptomatic students and close contacts of a known case. Babson is partnering with Broad Institute Safe for School Program and will conduct testing on campus every 7 days for all full-time and part-time Babson students, and employees who work on campus.

The Commonwealth of Massachusetts will continue to require out-of-state visitors from high-risk states or countries to quarantine for 14 days or obtain a negative COVID test 72 hours prior to arrival. Babson plans to conduct 2 COVID-19 tests of all students upon their arrival on campus to facilitate their participation in in-person classes and recreational facilities. All students in the testing protocol will be expected to be tested every 7 days over the semester.

Babson has been advised by the Town of Wellesley that the Board of Health will manage contact tracing for any confirmed student cases. A designated Babson team, trained through Johns Hopkins University, also will be available to conduct phone tracing to identify and advise those exposed to students with confirmed COVID-19 cases.

### 4. Isolation and Quarantine

Isolation is designated for individuals who have tested positive for COVID-19 and/or are symptomatic. Quarantine is an observation period designated for individuals who have been identified by trained contact tracers as having been in close contact with those who have tested positive for COVID-19, but who may be asymptomatic, as well as for individuals who are exhibiting symptoms consistent with COVID-19. Any on-campus students identified for possible isolation/quarantine will be evaluated by Health Services. Health Services will provide self-care kits with instructions for students when they are moved to an isolation or quarantine space.

Students will be given the option to return home, provided that a family member or guardian takes responsibility for their care and can provide transportation in a personal vehicle. Situations that warrant further consideration for possible exemption include providing documentation that they live with someone who meets one or more of the following criteria:

- » Older adult(s)
- » Compromised immune system
- » Pregnancy

Students who are unable to return home or who meet the above criteria will remain under the care of the College. Babson has designated quarantine and isolation spaces on campus. All of these spaces will be disinfected and furnished, and stocked with water, nonperishable food, and cleaning supplies. Students will be prohibited from having any guests and visitors, including family members, for the duration of the isolation/quarantine period. Students will be called at least once daily by Health Services. Students in isolation may be managed by the Wellesley Board of Health or Needham Board of Health, depending on jurisdiction. Full-time non-residential students are required to quarantine/isolate at their off-campus residence and may be considered for on-campus quarantine/isolation for extenuating circumstances after approval from Health Services.

## D. Campus Life and Well-Being

### 1. Special Onboarding Program for All Returning Students

All incoming students at Babson are required to complete a mandatory onboarding program that will prepare them for learning success in these new conditions. The program includes modules on safety and wellness, standards of professional performance in the context of hybrid learning, and a review of new safety protocols and expectations.

### 2. Spring Arrival

Students can expect to receive a staggered arrival schedule that spans a few days allowing for physical distancing throughout. All new and returning students living on campus will be assigned a specific arrival date/time based on their residence hall to allow the College to ensure social distancing during the arrival process. Students will be assigned to arrive between January 15 and January 17. Any student who would like to request a different arrival time may do so by applying.

Students are encouraged to be thoughtful about the amount of personal items that they plan to bring to campus and to limit people who accompany them on move-in day to as few as possible.

### 3. Dining Services

Babson Dining has developed tiered plans to allow for a flexible response as the Board of Health adjusts mandates for the food service industry. The plan is based on current food service and physical distancing guidelines. Food service operations will remain fluid and evolve with conditions and health guidelines associated with COVID-19. Our strategy focuses on the following outcomes:

- » Ensure health and safety of our guests and associates
- » Comply with government guidelines
- » Introduce programming and facility changes that position Babson Dining to effectively feed our campus population
- » Implement technology solutions to enhance operational capacity and dining experiences across campus
- » Create meal plan value and enhance the student experience

Working with our food service partner, Chartwells, we will introduce a number of operations adjustments including:

**Dining at Trim Dining Hall:** Gathering and physical distancing guidelines will reduce seating in Trim, and there will be fewer opportunities to dine in. We are identifying locations around campus, indoors and out, where students can eat and socialize. Trim will be open only to students during the spring semester.

**Trim Xpress Dining:** Trim will be divided into two spaces to allow for more expedient service: The main dining room will be one space. A combination of Roger's Pub and the Grill Room, being branded as Trim Xpress, will offer a faster-paced service.

**Food Preparation and Service:** Food will be prepared fresh on campus with some prepackaged and all food prepared for dine in or grab and go. Menus will continue to rotate and change daily, but there will be less variety offered. Students will see increased portion sizes for added meal plan value. Where possible, fresh foods will be displayed and served by Babson Dining staff.

**Dietary Restrictions:** Babson Dining remains committed to serving food across campus for all dietary needs, including allergen-free foods, and food that meets approved medical and religious accommodations.

#### 4. **Counseling and Psychological Services (CAPS)/ Wellness and Prevention Services**

The current environment has caused many of us to feel overwhelmed or anxious, and Babson is committed to maintaining the mental health and emotional well-being of all of our community. Please know that we have resources and support available to our community that may be able to assist through this challenging time as well as moving forward. Students who may be affected emotionally by this situation can seek support through Counseling and Psychological Services (CAPS).

CAPS provides psychological support to students as they pursue their academic and personal goals at Babson College. Services include consultation, assessment, short-term counseling, and referrals for longer-term counseling. Interactions with CAPS are confidential and will not be shared with anyone without a student's written authorization.

All campus clinicians have been trained and credentialed to provide tele-therapy, which is currently being offered to students. This practice will continue through the spring semester. A space in the Wellness Center has been designated for students who do not have a private space in their residence hall to speak with someone. Similar to Health Services, the front door to the Wellness Center will be secured, and students will be let in at their appointment time. For mental health emergencies during business hours: students, faculty, and staff will be asked to call ahead, when possible, but contact information for CAPS will clearly be posted on the front door if someone needs assistance and does not have an appointment.

#### 5. **Residence Education**

With all of the mitigation efforts being put forth across the campus and residence halls, all students will participate in a required onboarding and training program. Additional in-person walk-throughs and tours will be organized by Residence Education staff to help students learn about residential expectations, including access control, guest policy, space use, community building, and other related protocols.

Residents will be organized into "households" and assigned specific restrooms, laundry schedules, and kitchen access. Behavioral agreements will be drafted and reviewed with roommates and "households" to clearly outline shared expectations for community living, specifically focused on cleaning, use of shared spaces, and facial coverings in private locations.

All residence halls will continue to be supported by student resident assistants and live-in professional staff focused on safety, inclusion, and community building. Programming initiatives will observe capacity and physical distancing guidelines.

As the spring semester commences, outside of regulated move-in and move-out periods, residential students are not permitted to host any guest in the residence hall. Any changes to Residential and other College policies will be communicated directly to the community.

### 6. Community Standards/Expectations for Student Behavior

As we continue to educate and develop expectations of our students, the safety and health—physical and emotional—of our community is the primary focus. A shared commitment to the [following guidelines](#) will exemplify the care and compassion required of Babson learners.

We will be working with members of our community to engage in thoughtful, educational conversations regarding non-compliant behaviors. Students who choose to not follow these guidelines will be referred to the Student Conduct Process for a violation of the Babson Code of Ethics.



### 7. Cocurricular programs and activities

Student Life staff will continue to support campus-wide programs, events, and activities. In-person initiatives will follow health guidance for physical distancing and gathering capacity, with opportunities to shift as guidance evolves. Students involved in clubs and organizations will participate in training programs to guide them through safe organizational operations. Student Engagement and the Student Government Association will partner with students to think creatively about programming and maintaining important campus traditions.



## 8. Varsity Athletics

As we continue to monitor COVID-19 while keeping the health and safety of our student-athletes and coaches at the forefront, an announcement on the status of the winter sports seasons is expected in November. Winter sports, comprised of men's and women's alpine skiing, men's and women's basketball, men's ice hockey, and men's and women's swimming & diving, would not begin competition before January 2021.

The NEWMAC Presidents Council will vote on whether to have a winter regular season conference schedule and championships in the sports of men's and women's basketball and men's and women's swimming & diving on November 2. Decisions on the status of men's and women's alpine skiing, members of the MacConnell Division of the USCSA, and men's ice hockey, who plays in the NEHC, also will take place in November.

## 9. Babson Recreation and Athletics Complex (BRAC)

The Babson Recreation and Athletics Complex is used for general campus recreation, individual exercise, club and intramural sports, group fitness classes and activities, aquatics, and other opportunities for physical well-being. We are committed to safely providing a space to meet the need for physical activity for the campus community. Research has shown positive effects of exercise on the immune system and many chronic diseases (including diabetes, obesity, and heart disease) that place individuals into higher-risk groups for COVID-19. Exercise also has positive impacts on psychological well-being. Intramural and recreational programming will be limited as we begin the semester.

The reopening of the BRAC will include an extensive operations plan that will closely adhere to or, in most cases, exceed institutional guidelines as well as CDC, federal, state, and local public health



requirements and best practices to protect the health and safety of campus community members and visitors. Babson community members will be welcomed to BRAC beginning on January 19, 2021 with a schedule Monday–Thursday, noon–7 p.m., and Friday and Saturday, 8:30 a.m.–3:30 p.m. Hours for BRAC will be periodically evaluated and adjusted with input from students, faculty, and staff.

Reservations will be required and must be made in advance. More information is outlined on the Babson [RecFit website](#). De-densification, physical distancing, face coverings, hand hygiene, and cleaning protocols are measures that will be implemented and enforced.

The College is committed to aligning all campus recreation services, policies, procedures, and communications with the aforementioned guidelines and requirements. Our intention is to regrow our program and slate of offerings over time as we better understand the success of our mitigation strategies.

## E. Workforce Well-Being

We ask that you review the Babson College Human Resources [Return to Campus Employee Guide](#).

Many operations have successfully been performed in a remote format and as such we will continue in this mode. Managers are asked to assess if essential functions must be conducted on campus, and in consultation with their senior leader will make plans for business and academic continuity.

If you feel sick or are experiencing any symptoms of COVID-19, please inform your manager or supervisor, go home immediately, and contact your healthcare provider for additional guidance. Employees who have been instructed to return to the campus must conduct symptom monitoring daily before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 in order to come to campus.

If you have an underlying health condition and will be seeking an accommodation to remain working remotely, Human Resources has modified the standard Americans with Disability Act (ADA) process to document and review your request. Information regarding the process and the request form may be found [here](#). The form requires information from you as well as your physician.

If you are living with or caring for a family member with an underlying health condition who is at increased risk of COVID-19 and wish to continue working remotely as a result, you may find the process and request form [here](#).

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Please return the completed form to Jennifer Shumaker, who will review the documentation and confidentially engage in an interactive dialogue with your manager regarding the request. Please be assured: specific diagnosis data will not be disclosed.

We ask that you 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. 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. You have access to the EAP, 24 hours a day, seven days a week. You may call KGA at 1-800-648-9557 or visit KGA's website. On 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.

### F. Visitor/Guest Policy

The College will continue to limit all non-essential visitors and business on all campus property in order to mitigate the exposure to our community. **All visitors and suppliers are required to register DAILY online or at the Public Safety Department before accessing or visiting any campus property.** This registration process will provide information about and expectations of protocols to follow and the screening process, and will require contact information.

Scheduling appointments when engaging with others is strongly encouraged, and only urgent interactions should occur without scheduling. Limiting face-to-face interactions with Babson community members and external visitors is advised.

**Employees:** Each department at the College has established a visitor protocol, and we ask that you familiarize yourself with this prior to visiting campus. Visitors also include contracted speakers, artists, academic and official visiting delegations, and approved guests.

**Enrolled Students:** Students are highly encouraged to limit non-Babson visitors to campus. If the presence of a guest is necessary, guests and student hosts are expected to limit their time in campus buildings and instead, utilize outdoor gathering spaces or communal gathering areas in public buildings on campus. Any individual who is not a member of the Babson community (including family and friends of students) is expected to register with Public Safety prior to arrival, check in at Public Safety once on campus, and comply with campus safety policies. Public Safety will then notify students of their visitor and a designated location to meet the visitor.

Outside of regulated move-in and move-out periods, residential students are not permitted to host any guest in the residence hall. Vendors who are offering services to students, such as laundry and food delivery, are not permitted inside the residence halls.

**Contractors/Vendors/Suppliers:** Babson College is continuing to take proactive measures to ensure that our contractors, vendors, and suppliers (“third parties”) work with us to mitigate the risk of introduction or spread of COVID-19. All contractors, vendors, and suppliers of materials who are working on campus must comply with the mandatory safety standards and recommended best practices of the Commonwealth of Massachusetts. In addition, contractors, vendors, and suppliers are expected to be in compliance with all Occupational Safety and Health Administration (OSHA) guidelines, and health and safety recommendations from the CDC. All third parties are required to follow instructions provided by the respective Babson College project manager, contract administrator, or staff member regarding policies while working on our campus, especially under the current emergency conditions.

**External Rental/Business Clients:** All rental and business clients must follow the required visitor and contractor protocols and are also required to register DAILY through the online link or at Public Safety before accessing or visiting any campus property.

## G. Campus Gatherings and Events

The College has developed both internal and external gatherings and events policies and protocols that align with all federal, state, and local guidelines.

## H. Campus Travel Policy

The College has continued to assess travel restrictions and guidance from government agencies. Please refer to this document, [Travel Abroad and Return Policy](#), which includes the specific guidance below. Babson College prohibits domestic travel to areas affected by a medical, safety, or security crisis. A committee made up of the department’s President’s Council Member, Risk Management, and Human Resources may consider petitions.

### Petition Process

First and foremost, these guidelines will focus on the health and safety of Babson College community members.

The department manager must complete the Petition for Essential Travel form. At minimum, the following information will be included:

- » Why the travel is essential to the department and to the College.
- » Names of the person or people who will travel.
- » Description of the mode of travel.
- » Travel dates.

- » A medical, safety, and security assessment. Contact International SOS (ISOS, Babson's travel services vendor for domestic and international travel) and request an assessment for the area(s) of intended travel (including layovers if traveling by train or plane). This assessment will provide jurisdictional and quarantine guidelines. Include this with the Petition for Essential Travel form.
- » Documentation of how the traveler will comply with the medical, safety, and security guidelines described in the ISOS assessment. The Petition for Essential Travel form must be submitted to Risk Management ([jangles@babson.edu](mailto:jangles@babson.edu)) and Human Resources ([jforbes@babson.edu](mailto:jforbes@babson.edu)) and must be filed no less than two weeks prior to the intended travel.

Risk Management and Human Resources will review and make a recommendation to the department's President's Council Member.

Travelers must comply with Babson College and jurisdictional guidelines related to their travel. This includes, but is not limited to, guidelines established by federal, state, city/town, U.S. Department of Homeland Security, CDC, or WHO. These guidelines will be included in the ISOS assessment.

Travelers must book their travel through a Babson College-preferred [travel vendor](#).

Travelers should talk to their manager or the director of benefits in Human Resources if they are not comfortable traveling.

**BABSON** together

Committed to bringing Babson together this fall

Learning Together

Returning Together

Safeguarding Our Community Together

Living Together

Staying Healthy Together

Dining Together

Exploring Together

Growing Our Community Together

Competing Together

Follow along as we share more about each part of the plan.

We Are In This Together stay informed at [babson.edu/together](https://babson.edu/together)

# Academic Continuity and Excellence

We are committed to delivering a mix of learning options that provide students with flexibility to ensure the complete Babson experience.

## 1. Hybrid Learning Model

Babson will offer spring semester courses both in hybrid and online modalities.

## 2. Modified Academic Calendar

We have modified the undergraduate and graduate academic calendar to limit our community's collective exposure to COVID-19 while providing a full semester of instruction. Classes will begin Tuesday, January 19, with the first week being entirely online. Hybrid classes (in person, seat rotation) for the undergraduate and graduate school will begin Monday, January 25.

The spring semester will conclude:

- » Undergraduate classes wrap up on Monday, April 19. Starting on Tuesday, April 20, reading days followed by final exams will be 100% online.
- » Graduate classes including final exams, end on Monday, April 26. Please note that classes at the Miami campus end on Sunday, May 2.

## 3. Education Abroad

Babson College is actively considering the feasibility of spring 2021 education abroad semester-long programs and no final decisions have been made at this point. The Glavin Office of International Education is reviewing the Forum on Education Abroad's Guidelines for operating education abroad during COVID-19 and is in consultation with EHE Consultants to further access health and safety standards of Babson's international partner programs. Winter/Spring 2021 faculty-led education abroad programs have either been postponed to Summer 2021 or are offering a virtual global learning experience.

While COVID-19 has required the College to look at international travel closely this year, we have remained committed to providing global learning opportunities for our students. The Glavin Office of International Education is offering virtual global learning opportunities including an undergraduate Elective Abroad with remote learning, focused on Japan, a virtual graduate and undergraduate International Consulting Experience with companies in Bulgaria and Portugal, and virtual international exchange where students can take up to two courses at one of our prestigious international university partners.

## 4. Teaching and Technology Excellence

Last summer, Babson made significant investments in training, course design, and technology to ensure Babson students could continue to receive a transformative learning experience whether they are making progress toward their degrees on campus or online.

The College instituted a new faculty workload program allowing faculty members to shift 15% of their workload from scholarship/practice to a new teaching category: Teaching Development.

During the summer, Babson faculty members participated in a specially designed training program (known as OTTP) to become certified in online teaching to ensure students receive the transformative Babson learning experience no matter the delivery model. A new version of the OTTP Training will be offered in late Fall, prior to the holidays to ensure faculty coming into the Spring semester are ready to go. Babson will also offer formal training two weeks prior to the start of the Spring semester in January.

Babson has invested nearly \$3 million in technology in classrooms and other spaces, including investments to improve audio and video for online learners throughout campus.

With the help of an expanded instructional design team, all fall courses were redesigned for hybrid or fully online delivery. This same process and strategy will be implemented for the Spring semester.

### 5. Academic Advising

Academic and personal advising will be available to undergraduate and graduate students, both in person as well as virtually, during the spring 2021 semester. The following protocols will be in place:

- » Students may schedule an appointment online through Advisor Link at [advising.babson.edu](https://advising.babson.edu)
- » Students may request to meet in person or via Webex (select from available options in Advisor Link).
- » Appropriate health and safety precautions will be in place for in-person meetings including:
  - Determination of an appropriate meeting location (e.g., private office or larger conference room to ensure 6 feet of distance between staff member and student).
  - Use of face coverings by all people.
  - Regular disinfecting and cleaning of shared common surfaces before and after each meeting.
- » For general questions students should contact
  - **Undergraduate School:** Student Advising & Success at 781-239-4075 or [studentadvising@babson.edu](mailto:studentadvising@babson.edu) with any questions or may visit: <https://www.babson.edu/academics/undergraduate-school/student-advising--success/>
  - **Graduate School:** Graduate Academic Services at 781-239-4474 or [gradacademicervices@babson.edu](mailto:gradacademicervices@babson.edu) with any questions or may visit: <https://studentportal.babson.edu/content/graduate-academic-services>.  
To schedule an appointment with an advisor visit [advising.babson.edu](https://advising.babson.edu)

## 5. International Students

The Glavin Office's International Student & Scholar Services (ISSS) team is closely monitoring U.S. Department of Homeland Security guidance and communicating modifications to immigration regulations as applicable to ensure our international students remain in good immigration standing. The ability for international students to either obtain a U.S. visa and/or travel to the U.S. continues to be challenging due to availability of visa appointments and continued travel restrictions for students coming from Brazil or China. The ISSS team is continuing to issue immigration documents as quickly as possible to provide students with as much time as possible to prepare for their entry to the U.S. for the spring semester. As necessary, information will be communicated to students and will also be on the Babson Together site's page specific to continuing and incoming international students.





## Community Resources

As we focus on the health and safety of our community, we recognize that unfortunately COVID-19 will continue to impact our community until there is an acquired immunity, vaccine, and/or treatments, and our priority is to mitigate the spread of the infection. We recommend that you familiarize yourself with more detailed information provided by the [CDC](#) about COVID-19. We also know that some community members may be identified as “high risk” or have certain circumstances that may require reasonable accommodations. We ask those students to contact Health Services, and employees to reach out to Human Resources.

**All Babson community members are strongly encouraged to download the Babson Together Guide (PDF) here to familiarize themselves with fall reopening protocols.**

The current environment has caused many of us to feel overwhelmed or anxious, and Babson is committed to maintaining the mental health and well-being of all of our community. Please know that we have resources and support available to our community that may be able to assist through this challenging time as well as moving forward. Students who may be affected emotionally by this situation can seek support through Counseling and Psychological Services (CAPS). Faculty and staff similarly are encouraged to contact Human Resources for guidance in accessing Babson’s Employee Assistance Program.

**Students:** Babson Counseling and Psychological Services (CAPS) is currently conducting tele-therapy sessions for all full-time, enrolled, returning students. We are able to provide this service to most students residing in the United States. If you are interested in meeting virtually with a CAPS clinician, please email us at [counselingservices@babson.edu](mailto:counselingservices@babson.edu).

**Employees:** 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. You have access to the EAP, 24 hours a day, seven days a week. You may call KGA at 1-800-648-9557 or visit KGA’s website.

Each of us has an important role to play in keeping the Babson community safe and healthy. Adherence to these guidelines is vitally important. We appreciate your understanding and cooperation as we begin the phased transition back to our campuses.

The College strongly encourages all students, faculty, and staff to review the [CDC anti-stigma guidelines](#) issued recently regarding coronavirus. The CDC advises that we collectively focus on the disease that is causing the problem and avoid casting blame on individuals, cultures, or nationalities.

## Methodology

As College leadership prepares for a Spring re-entry plan, we are fortunate to be operating from a position of strength. Babson has a longstanding and robust emergency preparedness program anchored by an Executive Policy Planning Group and dedicated Crisis Response Team (CRT). These teams are involved in year-round planning and table-top simulations to ensure Babson is practiced and prepared should a crisis emerge.

The CRT for the COVID-19 global health emergency includes representatives from across the College working in tandem to address issues in a coordinated and streamlined way.

Four CRT subgroups have been established and regularly meet multiple times each week to dive deeply into key issues and formulate recommendations to move the College's planning forward:

1. Operations, Health and Safety
2. Academic/Business Continuity
3. Communications
4. Financial Planning

These groups assess and process rapidly changing conditions and new information from internal and external sources regularly, including EHE, in order to debate and formulate specific recommendations and do so in a highly inclusive, integrated manner.

Twice weekly, CRT leadership meets with President Spinelli and members of the President's Council to present recommendations—accompanied by both decision drivers and implications analysis—or same-day decisions. The structure of these sessions allows teams across the College to quickly execute and communicate changes.

Four CRT Action Teams have been created to evaluate and determine the following critical areas identified to support the Spring re-entry plan:

- » Academic Calendar/Scheduling
- » Special Onboarding for All Learners
- » Testing/Surveillance/Contact Tracing
- » First-Year Pathways

***Babson Together: Safely Returning to Campus and Our Next Normal*** represents thousands of hours of intensive work on the part of CRT, subgroup, and Action Team members. The CRT will continue to refine and update this plan as new data and guidance become available.





[babson.edu](http://babson.edu)