

Colby

FALL 2020 CAMPUS GUIDE



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INTRODUCTION

In March, as the global health pandemic emerged in the United States, Colby made the difficult decision to close the campus, a decision that, in hindsight, was the right one. This decision was guided by three principles:

- Protecting the health and safety of the Colby and local community
- Maintaining an exceptional educational program
- Facilitating experiences that enrich our core educational mission and foster growth in our students



As Colby prepares to reopen the campus and welcome students back, these principles continue to guide the College. Colby adopted a science-based understanding of COVID-19 and the transmission of the virus, which has informed the College's decision-making as we move forward. Science provided a framework to develop guidelines and protocols to protect the Colby and Waterville communities. While these new guidelines and protocols will make the Colby experience different in some ways, it can be an outstanding year if everyone understands the risks and takes appropriate steps in our everyday interactions to mitigate them. This will truly be a time when we will all need to focus on ensuring that our personal behavior is entirely aligned with the common good.

A Plan Guided by the Latest Scientific Knowledge

Colby is fortunate to be partnering with exceptional teams and organizations to inform our planning for reopening, including an epidemiological team from the **Harvard T. H. Chan School of Public Health**, medical leadership from **Massachusetts General Hospital, Maine-Dartmouth Family Residency and MaineGeneral Health**, and the COVID-19 testing program at the **Broad Institute of MIT and Harvard**. The plan we have developed in concert with our partners and through broad consultation of campus groups is a multi-layered, integrated approach to safety that will continue to evolve according to the latest scientific knowledge and developments. One critical component is robust testing to drastically reduce the possibility of community transmission.

Campus Access

Access to campus will be limited to students, faculty, and staff participating in the College's testing program. Except for limited exceptions, visitors and guests are prohibited from using any Colby facility until further notice. This limitation is designed to protect the health and safety of our on-campus and local communities.

The College will not schedule any on-campus programs or events for external groups in the fall. Colby will continue to schedule virtual and in-person programs and events for internal groups in accordance with CDC guidelines. While closing the campus to the public is antithetical to our core values, this is the best strategy to mitigate the risk of transmitting COVID-19.

Essential visitors, including contractors, service providers, and vendors, must complete an online visitor request 48 hours prior to their visit. Each request is reviewed by the director of environment health and safety and the appropriate vice president or dean for necessity and any safety precautions that may be required.

Academics and Student Life

Colby is committed to maintaining an exceptional academic program and to creating a campus environment rich with creative programming and cocurricular offerings. The College's academic program is structured in ways that are largely familiar, with the length of the semester intact and courses with their typical rhythm. The semester will be starting two weeks earlier than originally scheduled, on Aug. 26, ending on-campus instruction Nov. 24, **with a reading period and finals completed remotely.**

While Colby is planning for most courses to be taught in person, the College recognizes that some faculty will need to teach remotely for health and other reasons, and some students, including international students and those with underlying health conditions, may need to take courses remotely. While not all courses will be available remotely, a core selection of courses will be offered to students who are learning remotely.

All students were provided the opportunity to choose in-person learning, remote learning, or to take a leave of absence.

In addition to the rich and outstanding academic experience, there are many elements of the cocurricular program at Colby that enhance the College's educational mission. Students learn and grow through their engagement in civic and community efforts, athletics, arts, clubs and campus leadership positions, and much more. These experiences have been reimaged in ways that will continue to make them meaningful and fulfilling while also making them possible in a safe manner.

The presidents of the NESCAC institutions decided unanimously, though with great reluctance, that NESCAC conference competition for fall sports must be canceled for fall 2020. Colby has developed athletic offerings to continue to engage athletes during these times. Additionally, a robust slate of recreational activities is being created for all members of the Colby community to take advantage of. These programs, and the overall health of the community, will be supported by the new Harold Alfond Athletics and Recreation Center opening in September.

The Mule Pledge

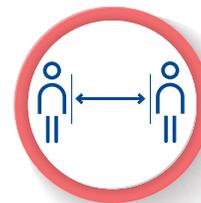
In conjunction with the Student Government Association, the Mule Pledge was created to articulate the ideals, values, and community expectations that all members of the community must abide by. The Mule Pledge is a call to action; the entire campus community must recognize our shared purpose and believe that at this trying moment, when it comes to securing the health and well-being of ourselves and others, individual choice and individualistic action will need to be subordinate to the common good.

HEALTH AND SAFETY

While the COVID-19 pandemic presents new challenges in the ways that we live and interact with each other, scientists and medical professionals have identified several reasonable and practical steps to prevent the spread of the virus. Colby is consulting with Massachusetts General Hospital and MaineGeneral to develop health and safety guidelines to protect the community. In addition, Colby has joined the Safe To School testing program offered through the Broad Institute and has partnered with CoVerified, a technology application that offers a streamlined approach to daily symptom monitoring, contact tracing, and testing data collection and notification. Finally, Colby is developing health education programs that will include information about COVID-19 that will mitigate the spread of the virus and help the College prepare for the safe return to campus. The programs are being developed by Health Services, Information Technology Services, and Communications and will be student-centered. The programs and the health and safety guidelines are predicated on seven key elements:



- Education
- Face Coverings
- Physical Distancing
- Personal Hygiene
- Symptom Monitoring and Testing
- Contact Tracing
- Isolation and Quarantine



Education

- Colby will offer health education and awareness programs for students, faculty, and staff.
- Programs will include a mix of online programs through participation with SafeSchools, Colby-developed materials, and regular messaging to the campus community.
- Subjects will include information on coronavirus, COVID-19, transmission risks and mitigation strategies, the roles of physical distancing, face coverings, and hygiene, as well as general health education topics.

Face Coverings

- Colby requires everyone on campus to wear a face covering at all times:
 - In buildings, except in one's private office, including common areas, hallways, stairwells, and elevators
 - Outside when physical distancing cannot be maintained or is likely to be difficult to maintain
 - In residence halls, except while in an individual room (and if maintaining physical distancing from others)
 - In dining halls—face coverings may only be removed while eating
- Colby will provide cloth face coverings, and employees may also bring their own
- This requirement is consistent with Maine's orders on face coverings and applies to the entire campus community and all approved visitors



Physical Distancing

All faculty, staff, and students will be required to observe physical distancing guidelines established by the College. Signs, floor decals, and stanchions will be placed in residence halls, dining halls, classrooms, and administrative spaces to help enforce physical distancing guidelines.

Personal Hygiene

Maintaining personal hygiene and instituting advanced cleaning protocols on campus will be key to mitigating the risk of spreading the coronavirus on campus and within the Waterville community. The following hygiene and cleaning protocols are recommended:

- Regularly and thoroughly wash hands for 20 seconds or use a hand sanitizer
- Cover your mouth and nose when sneezing or coughing
- Avoid touching your eyes, nose, or mouth (particularly in public)
- Wear a face covering at all times
- Maintain physical distancing
- Colby custodial staff will institute new and rigid cleaning procedures in all public spaces on campus, particularly spaces with high-touch contacts



Symptom Monitoring and Testing

Working in close partnership with the CoVerified (symptom monitoring) and Broad Institute (testing), Colby will have one of the most advanced symptom monitoring tools and robust testing programs at any college or university in the country.

Symptom Monitoring

The Broad Institute partnered with CoVerified to provide the end-user tools for managing COVID-19 response. CoVerified has created a mobile app (for both iOS and Android devices) that will help individuals monitor their symptoms. On a daily basis, all faculty, staff, and students who plan to be on campus must assess themselves for COVID-19 symptoms and determine whether they present a possible risk based on the attached self-assessment checklist. All employees who exhibit symptoms are prohibited from coming to campus and must notify their supervisor immediately. Students should notify the Health Center immediately if they exhibit any symptoms.

Testing

As indicated earlier, all students will be tested prior to their arrival on campus with test kits provided by Colby. At the beginning of the semester, all community members will be tested three times per week. Thereafter, faculty, staff, and students will be tested twice per week, a rate that scientific models have demonstrated will greatly limit the potential spread of the virus by detecting infections in individuals prior to them becoming contagious.

Colby will use an anterior nasal swab test, which is considered the least invasive COVID-19 test available. The test, which is free of charge to all faculty, staff, and students on campus, is quick and accurate. Test results will be provided electronically to individuals and to Colby within 24 hours of delivery to the lab.

Contact Tracing

To keep the community safe and healthy, Colby will need to effectively identify and quarantine (or isolate) individuals who may have come in close contact with a confirmed COVID-19 positive case. CoVerified, a Broad Institute partner, will provide technology solutions for contact tracing, daily symptom reporting, and integrated testing data collection using a phone app and web-based portal. In addition, a dedicated Colby contact tracing team has been established to swiftly and deftly conduct extensive case investigation and contact tracing work.

The College will engage in contact tracing based on the particular circumstances and will coordinate its efforts with the Maine CDC if the person tests positive for COVID-19. Individual privacy will be maintained in accordance with state regulations.

Currently, there are three scenarios that would initiate a case investigation and contact tracing for a Person Under Investigation (PUI).

- PUI fails daily symptom scan
- PUI tests positive for COVID-19
- PUI reports potential exposure to confirmed or diagnosed COVID-19 case

Approved visitors are required to provide notice to Director of Safety Wade Behnke (wade.behnke@colby.edu; 207-859-5504) if they develop symptoms following a visit to the College.

Isolation

To mitigate the spread of the virus, Colby College will isolate students who have tested positive or who are suspected of having the virus and awaiting a test result. Students who test positive for COVID-19 or are suspected of having the virus and are awaiting their test result will be isolated at the Inn at Waterville for 14 days (or until their test result has returned). The following guidelines are recommended for students placed in isolation:

- Students will be transported to the isolation location by Colby's transport team
- Faculty and staff members who have been exposed to COVID-19 will self-quarantine at home and should seek medical attention through their primary care provider
- Colby will provide students with the resources necessary to monitor for development of symptoms (including thermometer and pulse oximeter)
- Colby will conduct a daily medical consult with the student via telehealth
- The daily check-in will include symptom review, temperature check, and an evaluation of nutritional, physical, and mental health needs
- Dining Services will arrange for meals to be delivered to students in isolation
- Students will continue to participate in classes virtually
- Faculty, staff, and students will be permitted back on campus after they have self-isolated for 10 days, no longer exhibit symptoms, and have tested negative for COVID-19

Quarantine

Students who have been exposed to the coronavirus (identified through contact tracing efforts) will be asked to self-quarantine. Similar to guidelines for students in isolation, the following guidelines have been established for students, faculty, and staff who are self-quarantining:



- Students may be asked to quarantine in their rooms if they have private sleeping quarters; otherwise, they may be moved to an off-campus location
- Faculty and staff members who have been exposed to COVID-19 will self-quarantine at home and seek medical attention through their primary care provider
- Colby will provide students with the resources necessary to monitor for the development of symptoms
- Colby will conduct a daily medical consult with students via telehealth. The daily check-in with students will include symptom review, temperature check, and an evaluation of nutritional, physical, and mental health needs
- Dining Services will arrange for meals to be delivered to students
- Students will continue to participate in classes virtually
- Faculty, staff, and students will be permitted back on campus after 14 days if they are not exhibiting symptoms; or, seven days without exhibiting symptoms and two negative COVID-19 test results

Vaccinations

Flu vaccination will be administered to students, faculty, and staff who are able to receive the vaccine. The Health Center anticipates the flu vaccine will become available in late September, and Colby will begin administering it immediately. A COVID-19 vaccination will also be administered if/when it receives FDA approval and becomes available.

HEALTH CODE STATUS

Colby has established a four-tiered, color-coded system that will help inform campus decision-making and operations in the fall. The color system will be determined by several factors, including the number of new weekly cases of COVID-19 on campus, seasonal illness symptoms among the campus population, and compliance with mitigation strategies, along with close monitoring of local, regional, and national COVID trends. The code level will be based on a holistic review of these factors and not one individual factor. The Health Code designation will fluctuate over the course of the semester as circumstances warrant it. Each color designation will inform a range of guidelines that will direct campus operations (including academics, housing and dining). Students, faculty and staff should become familiar with the color-coded system and will need to adjust to a changing campus environment as required by the guidelines. Flexibility and adaptation will be key as we navigate the new challenges presented by COVID-19 during the fall semester.

Triggers to Move Between Alert Levels

ALERT LEVEL	CONFIRMED NEW WEEKLY POSITIVE CASES	SYMPTON SURVEILLANCE	COMPLIANCE WITH MITIGATION EFFORTS
Green	Few identified or contained cases	Seasonal norm	Very High
Yellow	Limited number of cases	10% above seasonal norm	High
Orange	Modest outbreak	20% above, stable	Moderate
Red	Significant outbreak	30% above, daily increases	Low

Alert levels may be applied to residence halls or other identified cohorts.

- Green is the regular operating level. Colby's programs and activities will be open, with modifications such as fewer seats in dining halls, classrooms, and other spaces; limits on group size; buildings requiring ColbyCard access, and use of directional signage in buildings. Everyone will be asked to practice distancing, wear face coverings, and follow guidance for proper hygiene.
- Operating at the yellow level will lead to several changes such as limited capacities in the dining halls, classes of 50 or more moving to remote instruction, as well as other changes.
- Operating at the orange level will lead to scheduled grab-and-go dining rather than seated dining in dining halls, pick-up and drop-off only in the library, more limited access to academic and other campus buildings, closure of common areas in residence halls, classes of 25 or more moving to remote instruction, as well as other changes.
- Operating at the red level will lead to the closure of dining halls with food being delivered to students in residence, the closure of campus buildings, the cancellation of all events and gatherings, classes moving to remote instruction, as well as other changes.

ACADEMICS

Several adjustments have been made to the academic calendar, course offerings, and classroom spaces. The dates of the academic year have shifted, with classes beginning Aug. 26. This shift will allow for students to complete the semester before Thanksgiving. Reading period and final examinations will take place after Thanksgiving break in a remote setting. Additionally, Colby will provide more course delivery options with a variety of in-person, hybrid, and fully-remote classes to accommodate faculty and students. Finally, the College has reconfigured classrooms and learning spaces to enforce physical distancing guidelines.



Recognizing the challenges that some students are facing at this time, Colby has provided students with various enrollment options for the academic year. All students have the option to enroll for courses on campus or to take classes remotely. Additionally, students have the option to defer their enrollment or to take a leave/gap year without penalty. Finally, Colby will make reasonable accommodations to support student learning.

Courses

- Colby will offer a variety of in-person, hybrid, and fully remote courses for the fall semester
- Students on campus have the option to register for virtual courses that are offered online
- Currently, 70 percent of courses will be taught in person/hybrid with 30 percent being taught remotely
- The Center for Teaching and Learning, with support from Academic ITS, has hosted training and education programs for faculty throughout the summer to help prepare faculty for the fall semester
- Colby has installed technology teaching upgrades to support the new course delivery models
- Faculty have participated in information sessions to learn to use the new technology
- Many, though not all, in-person classes will be accessible to students learning remotely
- In-person classes will also be available, sometimes in modified form, to on-campus students who are temporarily in quarantine or isolation
- Due to the large volume of courses originally scheduled to begin at 11 a.m., departments rescheduled some courses to other time slots to help reduce peak occupancy of academic buildings and increase classroom scheduling flexibility

Classrooms and Learning Spaces

In planning for the fall semester, we have reviewed classroom spaces, consulted health experts and industry literature, applied physical distancing measures, and adopted minimum distancing standards to support safe teaching and learning. From this analysis, the College established COVID Classroom Capacities (CCC) and applied these to each classroom. In applying these CCC figures to the fall 2020 schedule, we made a large number of changes in order to provide appropriately sized classrooms to accommodate the anticipated number of students. Because some classrooms have specifically designated uses (e.g., labs, studios, computer labs, etc.), we consulted with departments, programs and instructors to (re)define the CCC for those spaces and to identify appropriate operational protocols to ensure safety.

After defining the CCC for classrooms, these figures were applied to the preliminary classroom assignments for the fall 2020 schedule. A range of changes were implemented in response to the CCC guidelines. These included removing seats and reconfiguring furniture layouts. In other cases, courses were assigned to different classrooms, moved to a different time slot, or course maximums were adjusted to reflect the new standards. In addition, Colby installed three large tents that will be reserved for academic use and will be appropriately configured for designated courses.

All classrooms will be cleaned daily using hospital-grade cleaning materials. Ventilation systems in classrooms and buildings have been cleaned, filtered, and adapted to COVID-19 specifications.

Research

- Colby is creating safety guidelines for students on field trips or in labs
- There are no new institutional rules or restrictions for faculty research, which will be governed by general health restrictions as mandated by the Maine CDC
- Individual faculty and departments will develop departmental protocols for research
- PPE will be used as appropriate for the work being done in the labs

Academic Support and Advising

- For faculty who are teaching in person, faculty will have the discretion to schedule remote or in-person appointments with students
- For faculty working remotely, sessions will be conducted remotely
- Colby has created a new academic position (Student Support Coordinator) to support students studying remotely
- As always, class deans are available to support all students with their academic needs

Study Abroad

Colby canceled its Global Entry Semester programs. Global Entry Semester students, who normally spend their first semester in Dijon or Salamanca, were invited to enroll in classes on Mayflower Hill. Most juniors who were planning to study internationally for the fall semester opted to postpone their study abroad program and enrolled at Colby instead. A small number of students are participating in domestic study away programs at educational partners in the U.S.

International Students

When it became apparent that ICE regulations and visa issues were prohibiting many of our international students to return to the U.S., Off-Campus Study approved a program with The Education Abroad Network (TEAN), providing Chinese nationals across the four classes the opportunity to take courses in person at Fudan University in Shanghai and receive Colby credit. The College will assess the possibility of study abroad for Jan Plan and the spring semester through the fall as we monitor the situation with COVID-19.

RESIDENTIAL LIFE

Residential life is a critical component of the college experience, where students connect with peers and learn independent living skills. It's a place where lasting memories and friendships are made. While Colby remains committed to making sure students have a positive experience living on campus, Colby has introduced new protocols to ensure the health and safety of our students, their families, and as well as faculty and staff during the COVID-19 pandemic.



Housing

All Colby residential buildings will be open and operational in fall 2020. Room assignments and configurations have been made to de-densify residence halls and to allow for physically distanced access to communal spaces and lounges. In addition, Colby has instituted new safety protocols to protect students, faculty, and staff as well as the greater Waterville community. These new protocols include:

- Additional cleaning of bathrooms and common area surfaces
- Required facial coverings outside the bedroom
- Physical distancing

In addition to housing students on campus and in the Bill & Joan Alfond Main Street Commons downtown, Colby will house students in the Lockwood Hotel. Students assigned to live in the Lockwood Hotel will have access to Colby transportation and meals in Colby dining facilities.

Arrival Dates and Move-In Protocol

In an effort to streamline the move-in process, all students were assigned a designated date and time for their arrival to campus. In addition, students were only allowed to arrive on campus with two guests, and these guests were not allowed to enter any College buildings. For students living in the Bill & Joan Alfond Main Street Commons or Lockwood Hotel, check-in will take place in the respective buildings. Similarly, only students living in the Commons or the hotel were allowed to enter the lobby. Upon arriving on campus, students completed their first administered test and received additional resources for mitigating the spread of COVID-19.

Orientation

Despite the limitations imposed by physical distancing, Colby planned a robust schedule of programs to welcome students to campus. A series of virtual orientation programs were scheduled prior to students' arrival on campus. These sessions helped engage students, prepared them for classes and campus life, and built relationships and friendships across the campus community. Once students arrived on campus, Colby planned a full schedule of virtual programs and in-person activities for students to connect with each other during their initial quarantine period. The Colby Outdoor Orientation Trips (COOT) have been canceled this year however, alternatives were explored.

STUDENT LIFE

Student organizations are a critical part of campus life. They give students a sense of belonging and provide them with opportunities for personal growth and social interaction. Student clubs and organizations will remain active this fall and maintain a robust activity schedule. Students will be able to fully participate in all programs and events. However, these programs and events will be open to the campus community only this year and must be approved by the Student Government Association and/or the Student Programming Board.



To protect the health and safety of our campus community, clubs and organizations will need to adjust their programs and operations in a way that will be consistent with public health and Colby policies. Student Life will be flexible and adjust its programs and operations according to the designated color-coded alert system. Student organizations and group leaders should be familiar with the color-coded alert system and be prepared to adjust their programs and operations accordingly. Depending on the code alert, programs and events may need to operate under restrictions, including caps on attendance and room setup.

The following policies should be observed at all times throughout the semester:

- Face coverings are required at all programs and events
- All buildings require card access 24 hours per day, seven days per week and building access is limited to Colby faculty, staff, and students
- Physical distancing guidelines should be observed at all times
- Catered events for students will be grab-and-go with pre-packaged menu items
- Student organizations will have access to academic and dining tents for evening and weekend activities
- Travel by individuals and groups will be limited based on College policy

Students attending any program or event must observe health and safety guidelines, including physical distancing practices, and properly wear a face covering as required by the Maine CDC. The College will monitor adherence to campus guidelines and policies and may need to adjust size limits on gatherings, permitted activities, and facility access based on experience.

Updates will be provided through ColbyNow announcements.

DINING SERVICES

Dining Services is committed to providing nutritious meals and convenient dining options for students this fall. The dining program will be informed by guidance from the Maine CDC and our local health regulations. Physical distancing, wearing face coverings, reduced occupancy, service changes, and enhanced cleaning protocols all play important roles in developing a safe dining environment. Adjustments are likely to be needed through the fall as new norms are developed and public health conditions change.



Dining Facilities

Dining Services will continue to serve meals in Foss, Dana, and Roberts. We are hopeful that dine-in service will be possible for most of the semester, though there will likely be times that only take out will be available. The popular Take-4 lunch option will be expanded to include breakfast and dinner meal options and will move from the Caporale Lounge to the Joseph Family Spa.

Colby conducted an extensive analysis of seating capacities in all three dining halls to comply with Maine CDC guidance, including a minimum six-foot separation between tables and no more than eight diners at a table. This required removal of a significant number of tables and chairs in each hall with revised capacity at about 64 percent of previous capacity. To offset much of this loss, the College has installed tents outside each of the dining halls to provide additional seating capacity.

Students living at the Lockwood Hotel will be provided an onsite breakfast option, including both hot and cold pre-packaged food items. The menu options will be based on items offered on campus. Hot menu items will need to be pre-ordered, and order forms will need to be submitted the prior evening. Cold menu items will be available each morning without an order. The breakfast option will count as a meal swipe.

Dining Hours and Meal Swipes

Dining hall and Take-4 hours have been adjusted in response to capacity limitations and required program changes, and to support enhanced cleaning protocols. The Take-4 program will be open from 8 a.m. through 9 p.m. during the week and from noon to 9 p.m. on weekends. Students may now use their meal swipe 219 hours per week across the dining halls and Take-4 (up from 184 hours last year). Schedules are available on the Dining Services website, and updates will be provided on ColbyNow. A late-night retail menu option will be available in the Spa beginning at 9 p.m., after the Take-4 option has closed.

In order to manage dining hall occupancy and support meal-time access, the meal swipe program will change to a 21-meal program for the opening of school. This plan allows students one meal swipe per meal period across the four dining options. The College will review the dining program experience over the fall to determine the feasibility of removing the per-meal-period limitation.

Dine-In Service

The following practices will be employed in the dining halls:

- Students are required to wear face coverings at all times in the dining halls and may only remove them when eating
- Takeout will be available at Foss Dining Hall
- Additional seating will be available in tents and other spaces on campus, including in Cotter Union and Roberts
- Signage will direct customers through the dining halls and queuing areas
- Hand-sanitizing stations will be available at all dining service entrances
- Meals will be served or packaged by dining staff for dine-in or takeout. No self-service is allowed.
- Dining hall seating capacity has been reduced to increase physical distancing
- All high-touch areas will be thoroughly and frequently cleaned according to CDC recommendations
- Table cards will indicate that tables have been cleaned and sanitized
- Reusable mugs, water bottles, and containers may not be used in the dining areas, for now
- Guests will not be permitted to dine on campus
- Students may review the menus before visiting a dining hall or sign up for daily menu-mail

Takeout Only

There may be times when only takeout is available. During these times, takeout meals will be available in the dining halls as well as in the Spa.

- Access to dining halls to pick up takeout may be by reservation only to prevent crowding at pick-up time. Information about making reservations will be provided to the Colby community in the near future.
- All food and beverages will be packaged for takeout
- Students may not dine in, nor may they gather or congregate in the dining halls

Meal Plans

- **Student Meal Plans** The College offers a board plan of 21 meals per week, which allows students one meal swipe per meal period in any dining hall during posted hours. Most students living in the Alford Senior Apartments and the Bill & Joan Alford Main Street Commons participate in a plan offering 100 meals per semester.
- **Faculty/Staff Lunch Meal Plan** The College offers a block of 10 lunch meals for \$50. To purchase a meal plan, visit the Dining Services office in Roberts Hall, lower level, or send a check through campus mail.
- **ColbyCash** Money may be added to a campus ID card, and the cashier will swipe the card. Directions for adding to a Colby ID can be found at ColbyCash.
- Credit/debit cards will be accepted
- Cash will **not** be accepted until further notice

FACILITIES

The physical distancing and other measures needed to address the COVID-19 pandemic necessitate several changes to campus buildings and facilities and the cleaning and maintenance protocols used to support faculty, students, and staff.



Reduced Building Capacity

The capacity of many buildings, and many individual rooms and spaces within buildings, has been reduced to allow for physical distancing. To best manage building capacity for effective physical distancing, entry to Colby facilities will be access controlled in a new way in 2020–21. A Colby ID card may be required for entry to many buildings, even during normal business hours. Reservations may be required to access some particularly high-traffic facilities, including the Boulous Family Fitness Center and dining halls. Residence hall access, including common spaces, may be restricted to only residents of that particular building.

New Building Flow / Wayfinding

To provide for physical distancing, it may be necessary to design and implement a new “flow” of people through many buildings. Examples include making hallways, stairwells, and exterior doors one way, closing certain entrances or hallways, and preventing queueing in certain locations. Directions indicating this new flow will be installed in many buildings. Colby will use floor decals, colored tape, and signs to direct people and indicate where they should wait in line for various services, as well as which doors to enter when going into buildings. All faculty, staff, and students are required to follow posted signs, decals, and the directions of staff regarding building flow.

Safety Shields

In high-density locations (e.g., circulation desk at the Miller Library, Student Services Desk in Cotter Union, cashier stations in dining halls), plastic barriers are being installed to allow necessary interaction while reducing the risk of transmission.

Restrooms, Elevators, and Other Close Quarters

Use of restrooms, elevators, and other close quarters should be limited to allow maximum distance between individuals. Stairs should be used when possible to alleviate long waits to use the elevator. Individuals with disabilities have first priority for elevators.

Cleaning Services

Facilities will institute rigorous cleaning procedures and redistribute custodial staff schedules to maintain a safe and sanitary campus environment. While the frequency and type of cleaning for each space will be determined by its purpose and volume of use, Facilities Services has adopted new protocols and will adjust staff schedules to enhance cleaning procedures.



Facilities Services will redistribute the staff schedules and design more rigorous procedures to reflect the cleaning requirements determined by the four-tiered, color-coded system that will guide campus operations. The schedule redistribution will allow custodial staff members to provide additional cleaning services throughout the day to include afternoons and evenings. It will also increase coverage from five days per week to seven days per week.

Most high-traffic areas and common spaces in all administrative, academic, and residential buildings will be cleaned and sanitized on a daily basis. High-touch and high-traffic areas, such as high-volume elevator lobbies, high-volume restrooms, and other similar areas will be cleaned multiple times per day. Cleaning and disinfection protocols specified by public health authorities will be implemented, and the custodial staff will utilize hospital-grade cleaning materials in all areas. To ensure adherence to new procedures, Facilities Services has created a detailed checklist for custodial staff to use while cleaning campus spaces.

Heating, Ventilation, and Air Conditioning (HVAC) Systems

Our ventilation systems exceed the COVID-19 standards set by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE). The air in campus spaces is exchanged every 6-10 minutes and runs through multiple filters as part of the air handling process. The filters are changed regularly, and the air handlers have been freshly cleaned. HVAC supply lines are completely separate from the return lines. Air does not go from one office (or classroom) into another; the separated lines ensure that the filtered air goes into a space and then returns to the air handler (or to the outside).

Filters

- All systems filter the air before it is distributed throughout the building
- Air handling unit filters will be swapped prior to students returning to campus
- We are doubling the frequency at which we inspect the air handling unit filters to ensure proper operation
- Air handling unit filters (MERV 8 -14) remove dust and particulates from the outside air and return air, when applicable, prior to distributing throughout the building via a physical filtered medium as well as by providing a tortuous flow path for the air

Air Exchange

- At a minimum, air is exchanged every 10 minutes (a minimum of six times per hour) in spaces normally occupied by people
- Colby buildings have centralized air distribution systems. Not all Colby buildings have systems that condition the air (i.e. air conditioning); however, this does not mean that there is not air circulating throughout the buildings and their individual rooms.
- We are following existing code requirements that specify the minimum number of air exchanges and the percentage of outside air to ensure public health and safety. COVID-19 response protocols exceed (in some cases greatly exceed) those requirements, due to our ability to modulate the amount of outside air supplied to various campus buildings. These protocols increase the amount of fresh air distributed through campus buildings by incrementally removing, as appropriate, permitted energy-saving initiatives such as load roll and after-hour setbacks. Additionally, Colby COVID-19 response protocols include overriding systems to provide a higher percentage of outside air above that which is required by code and standards set by ASHRAE.

- Many of the buildings have mixed air—some return air is mixed with outside air to save energy
- Some of the buildings use heat recovery coils where the return air is used to pretreat the outside air, but the airstreams never physically mix. The energy is transferred via a coil.
- The percentage of outside air delivered to interior spaces will be adjusted based on the health code level (consistent with ASHRAE and CDC recommendations)

Bathrooms

Bathroom exhaust fans and motors provide 10 air exchanges per hour, as required by code.

Bathroom exhaust ducts are dedicated exhausts that vent directly to the outside and are not part of any mixed air system.

ATHLETICS, RECREATION, AND THE ATHLETICS AND RECREATION CENTER

New safety protocols will make the Colby athletic and recreation experience different than what we normally expect. With that in mind, we are developing a multitude of new programs in the Harold Alfond Athletics and Recreation Center. This facility represents Colby's unwavering commitment to providing the best possible opportunities for all students to engage in competition and live a healthy, active lifestyle.



Club Sports, Intramurals, and Recreation

Colby offers intramural programs as well as fitness and wellness programs. Club and intramural programs will follow the same safety protocols as varsity programs. Colby is exploring creative opportunities to offer fitness and wellness programs, including virtual programs and more outdoor activities.

Fitness Center and Athletic Complex

The use of Colby's athletic and recreation facilities will be limited to current students, faculty, and staff. ColbyCards will be required for building access. Colby will follow Maine CDC guidelines for the use of indoor and outdoor facilities, including capacity restrictions, requirements for physical distancing, and the use of face coverings. The Harold Alfond Athletics and Recreation Center will remain closed to the public until further notice.

Colby will limit the number of occupants in the fitness center and will institute a reservation system for cardio equipment. Some equipment in the fitness center has been moved, and the space has been reconfigured to provide a minimum 14-foot space between cardio machines. Face coverings are required in the building but may be removed while using equipment as long as users maintain the required 14-foot spatial distance from other users. Information about the reservation system will be posted on the Colby Athletics website, and announcements will be disseminated on ColbyNow.

Colby's outdoor facilities, including athletic and recreational fields and Perkins Arboretum, are open to students, faculty, and staff for personal and informal use or exercise, subject to physical distancing requirements and prohibitions on gatherings in consultation with Maine state regulations. Outdoor facilities will not be open to the general public. The Harold Alfond Athletics and Recreation Center is scheduled to be open daily, 6 a.m.–11 p.m.

Varsity Sports

Earlier this summer, the NESCAC Conference announced there would not be conference play or championships this fall. Colby remains committed to exploring ways to provide exciting and enriching opportunities for student athletes to practice and compete with their teams this year. The keys to a successful season are creativity and flexibility while operating within the safety and health guidelines outlined by the NCAA and NESCAC.

The NCAA and NESCAC announced changes and waivers that provide opportunities for us to explore athletic competition and practices:

- Fall and spring teams will be allowed to conduct limited activity in the non-traditional season in accordance with NCAA rules. This will allow institutions to conduct up to 16 practices over a five-week period during the non-traditional segment for fall and spring sports.
- The start date for winter sports practices have been changed from Nov. 1 to Oct. 15.
- Division III student athletes will not be charged with participation for the 2020-21 season if their team can complete only 50 percent or less of the sport's maximum contests/dates of competition due to the ongoing impact of the COVID-19 pandemic.

HEALTH SERVICES FOR STUDENTS

Health Services will continue to provide a broad range of health services to students. Services will include both virtual visits (telehealth) and onsite appointments for conditions that require an in-person exam. To adhere to physical distancing requirements, in-person treatments will be by appointment only. Students who require an in-person treatment will be screened for COVID-19 symptoms and will have a temperature check. All students must wear face coverings at all times and adhere to physical distancing guidelines.

Facilities Services has developed a stringent set of guidelines for cleaning and disinfection in the Health Center. The medical staff, who will participate in the campus testing program and will self-monitor for symptoms, will wear personal protective equipment (PPE) at all times.

COUNSELING SERVICES

Colby is committed to providing exceptional counseling services to all students in need of support, particularly during the COVID-19 pandemic. To mitigate the spread of the COVID-19 virus and protect the health and safety of students, Counseling Services will institute new procedures and protocols in the coming year. These changes will help protect the physical health of our community while allowing Counseling Services to continue to provide a full range of clinical services and programs, including individual and group counseling, crisis management, training, and community outreach programs. Mental health support and programming will be available to all students, including those who are studying remotely.

- With a few exceptions, all clinical services provided by Counseling Services will be conducted virtually via telehealth
- For those who need them, Colby will reserve spaces on campus for students to use during their sessions to maintain privacy and confidentiality
- Some group sessions, outreach programming, and trainings may be held in person outdoors as weather and space permit
- Colby has contracted with Talkspace, a platform that will provide all students, regardless of their location, access to text messaging-based counseling support 24 hours a day, seven days a week
- Counseling Services will expand the reach of Notice and Connect, a mental health gatekeeper training designed to help all members of the Colby community identify when a student may be struggling with mental health concerns and give them the tools to connect with that student in a supportive and effective manner

TRAVEL AND TRANSPORTATION

Travel

While Colby remains a global community with outreach around the world, our campus remains relatively isolated from the impacts of COVID-19. Because travel may increase the risk of exposure to the virus, Colby has instituted the following temporary travel restrictions and guidelines:



- College-sponsored travel outside Maine, New Hampshire, and Vermont remains prohibited. Consistent with Maine's recent guidance, employee travel between Connecticut, Maine, New Hampshire, New Jersey, New York, and Vermont is exempt from the 14-day quarantine requirement.
- Students, faculty, and staff may travel in Maine without restrictions. However, travel beyond Maine will only be allowed for extenuating circumstances and will require advance approval. More information will be forthcoming regarding the approval process.
- If personal travel outside of Connecticut, Maine, New Hampshire, New Jersey, New York, or Vermont is required, faculty and staff must provide a negative COVID-19 test or self-quarantine off campus for 14 days upon return.

These guidelines are subject to change if infection rates increase in these states or additional states are exempted by executive order.

Transportation in the Waterville Area

Public transportation in the Waterville area is generally limited to taxis, Uber, and Lyft. Students are required to follow state and any safety guidelines implemented by the provider. The State of Maine requires all riders of public transportation to wear a face covering. It is suggested riders also maintain physical distancing and avoid touching surfaces where possible.

Transportation Outside the Waterville Area

There are a number of limousine and coach services available for transportation needs outside of Waterville. The Dean of the College Division has a list of the services. Because of COVID-19, transportation services will be made available on a case-by-case basis. Riders should wear a face covering and practice physical distancing. Transportation services may also implement their own safety requirements.

Colby-Provided Transportation

Colby Security provides local medical and safety escorts. All riders are required to wear a face covering. They must sit in the rear passenger side seat. The driver will wear a face covering and the windows will be down when weather conditions permit.

The **Colby Shuttle** operates between campus and Alford Commons and the Lockwood Hotel. It generally is in service between 7 a.m. and 1 a.m. Times vary on the weekends. There is a detailed schedule on ColbyNow under the shuttle tab. All riders are required to wear face coverings. Physical distancing should be practiced when conditions allow, and riders should try to touch as few surfaces as possible. The driver will wear a face covering and will put the window down when weather conditions permit. There is a Plexiglass barrier between the driver and passengers.

The **Jitney** is staffed with student drivers and will provide service to locations within Waterville. The hours of operation are dependent upon the availability of student drivers. It is generally available between 2 p.m. and 1 a.m. For safety reasons during COVID-19, capacity is limited to a single person. Riders must wear a face covering and sit in the rear seat.

FACULTY AND STAFF SUPPORT

Recognizing the personal and professional challenges presented by the COVID-19 pandemic, Human Resources and the Office of the Provost worked to explore ways to support Colby faculty and staff as the campus reopened. As a result, Colby has offered additional accommodations and new benefit options to support faculty and staff.

Faculty Support

Colby faculty were provided with an option to teach in person/hybrid or remote classes this fall. Those in high-risk categories (as indicated by the CDC), or those who live with and care for family members at high risk were offered the option to teach fully remotely. Other faculty with special situations were invited to speak with the provost to make their decisions. Roughly 70 percent of courses will be taught in person or as hybrids, and about 30 percent will be taught fully remotely.

Faculty were also given the option to change course meeting times or adjust their course offerings to accommodate their situations. In addition, some faculty took family leave course releases, some changed sabbatical schedules, and others decided to participate in the College's new short-term voluntary retirement program. Many faculty will conduct office hours, department and committee meetings, and other types of events and meetings online in order to de-densify administrative and office spaces. Additionally, Colby has reconfigured classrooms and learning spaces and/or moved courses to new classrooms to de-densify these spaces.

The Center for Teaching and Learning offered an extensive set of faculty development programs this summer to help faculty revise their courses and adopt new ways of thinking about remote and hybrid pedagogy. Every classroom's occupancy capacity was evaluated and reconfigured to ensure appropriate physical distancing, and classes were reassigned to spaces most appropriate for their size and pedagogical format. Those faculty who requested the option to teach outdoors in tents have all been accommodated. Academic ITS has equipped many classrooms with new technological and media capacities and provided useful devices and other equipment to support instructors to assist with remote and hybrid learning.

Staff Support

Human Resources staff continued to be in regular contact with employees to assist with work accommodations and other needs. Based on individual circumstances, Colby worked to provide reasonable accommodations and appropriate adjustments for staff with pre-existing health conditions or other concerns due to COVID-19.



Summary

Colby offered the following enhanced accommodations and additional employment benefits to faculty and/or staff:

- Extended leave of absence
- Early retirement for faculty
- Work space adjustments, including adding protective barriers, alternate workspaces, or limiting traffic flow in offices
- Schedule or shift changes, spreading the time or frequency staff are in office
- Remote teaching or work from home
- Use of accrued time to minimize in office exposure, and availability of leaves of absence

Policies, Procedures, and Protocols

A broad range of student, faculty, and staff policies required review and revision to support the reopening of campus this fall. These included: (i) comprehensive review of Colby's legal requirements in returning employees to campus; (ii) development of the safety protocols essential to return, such as face coverings, symptom checking, visitation, and travel policies; (iii) structures and protocols to obtain consent for the testing program and ensuring the privacy and data security of health information relating to students and employees; and (iv) creation and consideration of tools to reduce Colby's liability resulting from return to campus.