

# COVID-19 Student Handbook Addendum

Updated 10.1.2020

This Addendum outlines and explains norms of behavior that all Bard students are expected to uphold in the 2020-2021 academic year in order to abide by new government requirements and to support community health. It is based on Bard's return to campus plan, which the Bard COVID-19 Response Team developed in consultation with local authorities, public health officials, and medical experts, and meets the requirements defined by New York State government for reopening institutions of higher education. It has been informed by Bard's motto, *A Place to Think*, and its mission to be "A private institution acting in the public interest." Our personal choices must always take into account the potential consequences for our classmates, faculty, friends, neighbors, advisors, and staff. Prioritizing the safety of the Bard community and our neighbors in Red Hook, Tivoli and other Hudson Valley communities is paramount to a safe and successful fall semester.

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## Introduction

These guiding principles informed the development of the college's return to campus plan:

- Reopening the campus is a community effort and matter of public trust. It is essential that all members of the Bard community uphold standards of behavior that support community health and wellness and align with local and government requirements.
- Inclusion, equity, and access must be prioritized, especially since COVID-19 has disproportionately impacted many vulnerable communities, and for a variety of reasons not all students, faculty, and staff will be able to return to campus right away.
- Bard will continue to take a student-centric, community-oriented approach that encourages creativity and innovative practice in providing high-quality education to students, and prioritizes individual student needs.
- The College relies on scientific evidence and public health best practices in its decision-making. Our planning is informed by guidance that includes, but is not limited to:
  - [New York Forward Guidelines for Higher Education](#)
  - [Guidelines from the Centers for Disease Control and Prevention](#)
  - [Guidelines by The American College Health Association \(ACHA\)](#)
  - The Commission on Independent Colleges & Universities (CICU) report, "[Creating Safe and Resilient Campuses: Suggestions for Reopening and Reimagining Colleges and Universities in New York](#)" (May 2020)
  - The U.S. Equal Employment Opportunity Commission (EEOC)
  - Occupational Safety and Health Administration (OSHA)
- Because the College is the region's largest employer and key educational and cultural resource, the College will creatively strive to develop and deliver imaginative alternatives to campus events.

Bard's return to campus plan addresses five goals:

- 1. Communicate and maintain stringent health protocols and sanitization standards and set expectations that allow for the safe reopening and operation of the campus.**
- 2. Establish restricted facilities and protocols to monitor and contain the spread of the virus.**
- 3. Deliver an outstanding and rigorous academic program that is accessible to students regardless of location and health status.**
- 4. Coordinate closely with the local community, including public health officials.**
- 5. Maintain reasonable co-curricular engagement and access to campus support resources.**

It is possible that circumstances will change during the semester and that government authorities could require the College to impose further restrictions or curtail our ability to continue in-person classes. If that happens, we will transition quickly and safely while supporting the needs of students who are unable to return home or for whom the Bard campus may be the safest environment available.

These requirements and policies are subject to change depending on the public health situation.

# Holding Ourselves Accountable: A Place to Think about Others

The community norms are new but the sentiment we are reinforcing through them, care of others beyond ourselves, is central to the ethos of the Bard experience. Student-led initiatives reflecting this have borne innumerable projects, programs, and practices. From the Bard Prison Initiative to the Bard Farm, students take seriously their commitment to social justice. There are going to be instances when the community norms may seem hard to follow. Mask fatigue will be real. People will forget. Some will be frustrated with the need to socially distance. All members of the community serve as the frontline in encouraging personal accountability and helping others understand and abide by the required behaviors outlined in this addendum. We are asking everyone to approach each other with a framework that includes communication and kindness, with an emphasis on 1) conversation 2) curiosity and 3) reminders.

Masks will be made available around campus for anyone who needs one. You should feel empowered to approach someone without a mask and ask them if they need help finding a spare. If a student or employee hasn't completed their health check for the day, isn't wearing a mask or is otherwise not following the outlined protocols, a conversation can be started by first learning why. Most of the time people will have simply forgotten, were running late, or were overwhelmed in some way and can be gently reminded to follow campus guidelines. Most people want to do the right thing. The right thing right now looks different than what we've known for most of our lives, so it is going to take some getting used to. Active listening is key. Is someone feeling upset or rebellious or angry about the circumstances? That is normal. It doesn't mean they are a bad person. It means they are struggling with managing the experiences they are encountering. Reminders about the need to be diligent and engage in safe practices for everyone is essential.



We have created the Bard Cares Team, composed of faculty, staff, and students who will help the community remain accountable to each other and will reinforce the outlined expectations. The Cares Team will help all community members support our values of inclusion, social justice, and protecting the most vulnerable.

The Cares Team will reinforce the online training and health pledge that all Bard students and employees are required to sign, and will follow up with community members who are not following the guidelines and expectations outlined through email communication from the Response Team and in this handbook. However, all pledges are underscored by the seriousness of the current situation. Repeated or egregious violations will require the Cares Team, the Dean of Student Affairs Office, and/or the Graduate Program Directors to address the situation swiftly. Violations put the entire community at risk and interrupt education and teaching for all of us. Cases that are deemed by the Cares Team to be beyond their purview will be referred to the Dean of Student Affairs Office (or their appointed designee) or Graduate Program Directors for review and disciplinary follow-up as outlined in the College's Student Handbook if the student's behavior continues to interfere with the safety of the living and learning environment of others. Community members may be separated from campus if the situation is egregious, cannot be resolved, or multiple violations occur.

## **Off-Campus Life & Engaging with the Local Community**

Our response to the pandemic is an opportunity to engage with our ideals of not only thinking about others, but acting for others. This extends to the Tivoli, Red Hook, Kingston and greater Dutchess and Ulster County communities. We expect that all students will take great care when interacting with our neighbors. New York State requires face coverings inside *all* public buildings and businesses and on sidewalks in town. Students will be held accountable for following local and NYS regulations and law.

## **Living Off Campus**

In order to uphold the health and safety of our broader community, you are expected to uphold the same social distancing protocols, sanitization practices, and mask wearing requirements in your off-campus residence as is outlined for on-campus students. According to New York State regulations, you will be considered a "household" with any roommates you have, and do not need to wear masks inside your residence in their presence. On the advice of our medical consultants, we strongly discourage any visitors, including other students, to your off-campus residence. Students are expected to uphold all local laws and ordinances, particularly as it relates to COVID-19 and the College reserves the right to discipline off campus residents should we learn that infractions have occurred. Students are expected to limit their social gatherings and abide by all local ordinances.

You are welcome on campus, with limited access to facilities: classrooms, dining hall, academic buildings and campus center, for study space, but must abide by the protocols outlined in this handbook. Off-campus residents are not allowed to enter residence halls on campus.

## **Remote Learning**

During this challenging time, a number of students have chosen to be Remote Learners; engaging in all of their work virtually. Remote Learners are not participating in campus COVID testing protocols and therefore are not permitted to be on campus or use the campus shuttle. They are also not paying a campus facilities fee, for just this reason.

## Travel Outside of the Hudson Valley

Students should not travel during the academic year. Only in the case of emergencies will this essential travel outside the Hudson Valley be approved (Hudson Valley is defined as: Dutchess, Columbia, Green and Ulster Counties). Examples of essential travel include medical treatment and family emergencies. The College has invested extraordinary effort and resources in designing and implementing plans to bring students, faculty, and staff back to campus, and all community members must do their part to uphold these efforts by refraining from nonessential travel. In addition, all New York State-mandated regulations continue to apply to any out-of-state travel, including the requirement to quarantine at your own expense for 14 days if you travel to a restricted location, even for essential travel. If you travel to a restricted location during the semester for any reason, your ability to return to campus may be endangered, and will be determined by the State regulations in force at that time. Failure to report travel to a restricted location can lead to barring return to or removal from campus. Any students who need to engage in essential travel to restricted areas, needs to contact their Dean in the Center for Student Life and advising ([csla@bard.edu](mailto:csla@bard.edu) / 845-758-7454) and if they live on campus should also contact Residence Life ([reslife@bard.edu](mailto:reslife@bard.edu) / 845-758-7455).

## Expectations and Guidelines for Campus Life

### Campus Access

- Access to the buildings of Bard College is restricted to only in-person enrolled students, faculty, and staff. Visitors are not permitted in campus facilities, unless an Application for Essential Visitors has been submitted to and approved by the Response Team, and the visitor has completed a health screening. Applications for non-Bard friends or acquaintances to visit campus will not be approved. Any non-approved visitors will be removed from campus.
- Only students who are enrolled to take courses in-person are allowed on campus. Any students on a leave or approved for remote learning are not allowed on campus for any reason.
- To prevent potential spread of coronavirus, access to dorm buildings is restricted to residents of that building. According to New York State regulations, roommates are considered a “household.” To preserve the health of each student household, students are expected not to enter any dorm room that is not their own. Students who live off campus may not enter dorm facilities.
- **If any student, residing on or off campus, feels ill or learns that they may have been exposed to Coronavirus**, quarantine/isolate yourself immediately. If you are off campus, please quarantine in place in your room and notify the Dutchess County Coronavirus Hotline at 845-486-3555. If you are on campus, please notify the Security Emergency Line at 845-758-7777

### Social Distancing, Face Coverings, and Hygiene Requirements

- Social distancing has to be maintained whenever possible. This means that all individuals must maintain a distance of at least six feet from all other individuals.
- All students will be provided two reusable cloth masks on arrival or at the beginning of the fall term. Some additional disposable masks will be available at mask dispensing locations around campus as needed for those who forget or misplace their masks. Community members must make sure they have access to clean masks at all times.

- All members of the Bard College community must wash their hands frequently with soap and water for 20 seconds or more. If soap and water are not readily available then hand sanitizer with a greater than 60% alcohol should be used. Wall-mounted and free standing hand sanitizer dispensers have been placed throughout campus. Please contact [environmentalservices@bard.edu](mailto:environmentalservices@bard.edu) or 845-758-7471 if a soap or sanitizer dispenser is empty.
- Bard College expects all students to download and utilize the Bard College Involvio App to submit daily required health screenings and track any potential exposure to individuals who have tested positive.
- Face coverings must be worn in all buildings, common spaces, classrooms, and outside when you are likely to come into contact with others, such as on pathways. You do not need to wear a mask in your dorm room, but you must wear a mask in your dorm hallway and bathroom, unless you are brushing your teeth or taking a shower.
- **Face coverings must be worn in all locations on the Bard College campus, both indoors and out, with the following exceptions ONLY:**
  - In a private office when working alone.
  - In your own dorm room (alone or with your roommate) and when brushing your teeth or taking a shower (masks must be worn in the hallway between your dorm room and the bathroom).
  - When eating while practicing physical distancing (all Bard community members must wear face masks inside the dining hall at all times, except when seated in any designated dining area).
  - In a designated mask respite area (which may only be used by one person at a time).
  - For B&G grounds workers only: when working on campus grounds away from buildings and all other people.

## Daily Screening

All students, employees, and approved visitors must complete and submit a daily health screening before leaving the residence halls or coming to campus. The health screening is an essential part of the College's safety and containment plan, and asks each member of the community on a daily basis to be mindful about their own health and how it impacts the community. Students should complete their health screening on the College's official app (Involvio - downloadable wherever you get your apps). Every day students will receive a red, yellow or green pass on the app, depending on the answers they submit to the questions it contains. Green passes will allow access to classrooms and dining areas on campus. Red and Yellow passes require further action and students should follow the directives on the app and from Health Services. The daily screening can be done on a smartphone via the Involvio app, online via computer, or by submitting a paper form. If you are not feeling well, please inform Health Services and do not go to class or to the dining hall in person.

## Daily Contact Journaling

We encourage everyone to journal about their daily contacts and interactions at the end of every day. This will give you feedback on how you are handling social distancing and where you may want to shift behavior. It will also help if information is needed for contact tracing. You may want to bring a small journal or notebook with you in order to keep your contact journal in a single place or set up a note on your phone.

## **Dining Halls**

All Bard community members must wear face coverings inside the dining hall at all times, except when seated and actively eating in any designated dining area. Community members must follow proper social distancing and traffic flow signage, and must not handle food serving utensils. All food will be served by Bard Dining Team members. Seating will be limited to up to 4 people at a table, and patrons should limit the time they stay at tables to allow for other people to eat.

## **Shuttle**

In accordance with New York State guidelines, all Bard shuttle passengers are required to wear a face mask or have a face covering for the entirety of the ride. Drivers will refuse entry or ask riders to get off the shuttle if face coverings are not worn the entire ride. As of August 1, 2020, transportation schedules have been altered to support changes to Fall 2020 class times and limit non-essential travel, as outlined below. The Bard shuttle schedule is subject to change. Please check the [Bard Transportation website](#) for the most up-to-date schedule.

### **Bard Campus Shuttle (Fall Semester):**

8:00 am - 9:00 pm Daily (Tivoli, Bard, Red Hook, Hannaford)

### **Campus Connect Shuttle:**

9:30 am - 5:30 pm Monday - Friday. (ON-CAMPUS LOOP ONLY)

### **Arrival/Departure Shuttles to Train Stations:**

Rhinecliff/Amtrak & Poughkeepsie/Metro North

Shuttle Drop off ONLY November 20 & 21

Shuttle Drop off ONLY December 18 & 19

### **Rhinecliff & Metro North Weekend Shuttles:**

Weekend train shuttles have been canceled until further notice.

Dutchess Loop Bus runs from Bard to Poughkeepsie 6 days a week and both AMTRAK and METRO North trains access Poughkeepsie Station

### **Target/Walmart Shuttle:**

Shuttle to Target & Walmart - Wednesday & Saturdays 4:00 pm - 8:00 pm

### **Airport Shuttles (Albany, Laganardia, JFK):**

Shuttle Drop off ONLY November 20 & 21

Shuttle Drop off ONLY December 18 & 19

### **Safe Rides/ Tiv Deliv:**

Safe Ride/TivDeliv has been canceled until further notice

## **CATS Community Appointment Transportation System:**

Monday - Friday 9:00 am - 6:00 pm

## **Night Rides:**

ON-CAMPUS TRANSPORT ONLY

Daily 9:00 pm - 1:00 am

## **Stevenson Library**

Public spaces in the library will be used for classroom space this semester, so library staff will continue to offer “curbside” delivery of books from the library’s circulating collection and through interlibrary loan and ConnectNY (there is, at this writing, no set date for those services to return). The library will not be available for study space and we will not assign senior carrels this semester.

- Students or faculty entering the library must wear masks, maintain physical distancing, and clean any space they have used upon departure.
- Faculty, staff, and students may not bring food into the library.

Librarians will be available to find sources and answer your questions (check the [library website](#) for contact info) and will offer workshops to help support student classwork.

## **Student Events**

- All events, performances, gatherings and activities (virtual/in-person) **MUST** be registered through [SPARC](#). Students are encouraged to organize virtual events when possible. No outside invited speakers or other visitors from off campus will be allowed for in-person events. SPARC will have a checklist for students when registering events to ensure that all required guidelines are followed. Event organizers must explicitly state how they will uphold social distancing requirements, and how they will address any violations. Organizers of events where social distancing is not followed or where attendees fail to wear face coverings when required will be prohibited from organizing or hosting future events and may face sanctions, including removal from campus housing/access to campus. Students can find the form [HERE](#).
- In-person events are allowed under the following conditions:
  - Limited to 20 people at any one time
  - Masks must be worn at all times
  - Attendees must be socially distant at all times
  - No singing, cheering, yelling or horn playing allowed
  - Any food must be individually wrapped and purchased or made by Bard Dining. Any open-source food must be provided and served by Bard Dining.
  - No sharing of beverages, cutlery, or utensils
  - Room capacities must be adhered to at all times
  - Must be supervised by a staff or faculty member, or student event staff



- All virtual events, with the exception of Club Meetings, must be staffed by Event Staff. Event Staff will have virtual hate/Zoom bombing training built into their Fall training.
- All groups planning events should consider how to include students who are learning remotely this semester.
- All events subject to government guidelines regarding social distancing and gatherings.

### **Stevenson Athletic Center**

New York State currently prohibits the operation of any gym. Therefore, the athletic center is currently closed. If New York State and the Bard College administration determine an opening date, detailed protocols for using the athletic facilities will be announced. Athletic staff are supporting intramural sports and other physical activities that can be practiced outdoors.

# **On-Campus Residence Life**

## **Kitchens and common areas**

All students are required to wear masks and socially distance while using community kitchens and other common areas. Students are required to clean as they go, which means cleaning during kitchen use and immediately after kitchen use. Students should bring their own antibacterial dish detergent and sponges if they intend to use the common kitchen. This includes cleaning your dishes and taking them with you back to your room. Any dishes found left in the common kitchens will be discarded. Students may cook together only if they stay at least 6 feet apart. Dorm kitchens may only be used by the residents of that dorm. Students who violate these standards will be referred to the Bard Care Team.

At any given time, students should abide by all posted capacity regulations in addition to maintaining social distance. If a common area is at capacity or there is not enough space for an additional person to enter and also maintain a 6-foot distance, it is expected that you should wait before entering or ask politely if someone is ready to exit the space.

## **Bathrooms**

Bard's Environmental Services team will clean dorm bathrooms 6 days a week, several times per day. Individual responsibility is also required. Each student is responsible for sanitizing their space after use. This means wiping down the sink, mirror, stall handles, and toilet surface before and after use. Cleaning and disinfectant spray will be provided in residence hall bathrooms. Please be courteous of other residents and do NOT remove the supplies from designated areas. All students are required to wear face covering when entering and exiting the bathroom.

Hand Dryers are not recommended for use by the CDC and have been disabled accordingly. Paper towels or drying hands naturally are recommended.

## **Hallways**

Hallways are a community space and a face covering is required at all times. When walking in the hallways, please walk on the right side so as to allow social distancing and the safe passing of other students. Standing in the hallway should be kept to a minimum, and groups must not congregate in hallways.

## **Guests**

Guests are not allowed in residence halls. This includes Bard students who live off campus and students who live in other dorms on campus. Only the residents of the residence hall are allowed. Face coverings are not required among roommates in their rooms.

## **Recommended Cleaning Supplies and Practices**

Students should bring antibacterial cleaning supplies so they can keep their living areas clean throughout the semester. This can include antibacterial wipes or antibacterial spray that specifically states that it “kills 99.9% of viruses and bacteria,” and paper towels/washable rags. Students should plan to wash their reusable masks, bedding, and clothes often.

## **Isolation Housing**

Dedicated housing for on-campus students who have tested positive for COVID-19 is called isolation housing. They are single rooms equipped with a private bathroom and personal combination refrigerator/microwave. The rooms are located on one floor in a separate wing of a residence hall with a separate entrance that can be dedicated for their use. While in isolation, students may only leave their room for solo walks outside, after consulting with Health Services. Deliveries of food and packages will be arranged through the Response Team. Students in Isolation Housing will be contacted daily by Bard Health Services. Those who test positive for COVID will also be contacted by the Dutchess County Health Department for daily check-ins. Health Services staff can visit for a check-up if needed. Students in isolation housing are not allowed visitors.

Students in isolation housing should bring with them all personal items they will need for two weeks. This includes toiletries, prescriptions or OTC medications (allergy, vitamins, etc.), phone and computer chargers, coursework and course materials, computer, phone, etc. A package from Health Services will also be delivered that will have a thermometer, hand sanitizer and wipes.

## **Quarantine Housing**

Quarantine housing is dedicated housing for on-campus students who have been determined by the state or the Dutchess County Health Department as needing to quarantine for up to 14 days due to potential exposure to COVID-19 or State Travel Advisories. While in quarantine, students may leave their room for outdoor solo walks and exercise. Students can not go into any public buildings, use the shuttle, or be with others. Deliveries of food and packages will be arranged through the Response Team. Students in quarantine will be connected to a Bard employee for daily check-ins. Students in quarantine housing are not allowed visitors. Students in quarantine housing should bring with them any personal items they will need for two weeks including toiletries, prescriptions or OTC medications (allergy, vitamins, etc.), phone and computer chargers, coursework and course materials, computer, phone, etc.

## Support Resources:

The College recognizes the disproportionately negative impact that COVID-19 has had on communities of color, people with disabilities and neuroatypical learners, and other historically marginalized and/or vulnerable populations. In an ongoing effort to bridge the gap and continue the work of supporting our entire community, the College is creating systems and structures to support our more vulnerable students. Every member of the staff and faculty can be a source of support, advice, and help, but the following offices and people are specifically prepared to work with any student who needs additional support or help.

Denise Ackerman

Director of Financial Aid

[ackerma@bard.edu](mailto:ackerma@bard.edu)

845-758-7526

Physical Plant, 110

Bard College Counseling Services

[counselingservice@bard.edu](mailto:counselingservice@bard.edu)

Tamara Telberg, Director

[telberg@bard.edu](mailto:telberg@bard.edu)

Erika van der Velden

Director of Accessibility and Disability

Resources

[evandervelden@bard.edu](mailto:evandervelden@bard.edu)

845-758-7532

Hoffman 96

Larry Cercedes, Assistant Director

[lcereced@bard.edu](mailto:lcereced@bard.edu)

845-758-7433

Robbins Annex

Kahan Sablo

Dean of Inclusive Excellence

[ksablo@bard.edu](mailto:ksablo@bard.edu)

845-758-7367

Kappa House

BRAVE

Rebecca Nidorf, Director

[rnidorf@bard.edu](mailto:rnidorf@bard.edu)

845-758-7557

Robbins Annex

BRAVE Confidential Counseling:

Contact Security: 845-758-7777

Dean of Student Affairs Office

[DOSA@bard.edu](mailto:DOSA@bard.edu)

845-758-7454

Sottery Hall

Dean of the College

[DOC@bard.edu](mailto:DOC@bard.edu)

845-758-7420

Ludlow, Second Floor

# Student Health Pledge

**I care about protecting the Bard College community from COVID-19. I commit to:**

1. Stay in my residence hall room/living space and notify Bard Health Service at 845-758-7433 if I have symptoms of COVID-19: Coughing, chills, fever, muscle/body aches, shortness of breath, difficulty breathing, headache, loss of taste/smell, sore throat, nausea, vomiting or diarrhea.
2. As per CDC guidelines, follow all guidelines outlined by Health Services for quarantining if I have received a contact tracing call and am required to quarantine. If I live on campus, I understand that this may require that I move to a temporary location that is not my permanent residence hall room.
3. Participate in any required pre-screening tests before work, class, any Bard sanctioned events, or entry into any on-campus buildings (e.g., temperature checks, health surveys, sanitation checkpoints).
4. Comply with any testing protocols mandated by state, federal, or Bard authorities.
5. Wash my hands with soap and warm water (or use hand sanitizer) frequently throughout the day, including before and after entering bathrooms, dining halls, residence halls, off-campus buildings, classrooms, and any other public/high contact areas.
6. Complete required COVID-related trainings, including any work, class, and event specific trainings;
7. Wear a face mask/covering around other people and in all common spaces.
8. Adhere to all social distancing, mask wearing, and other protocols specific to classroom, laboratory, and studio and rehearsal spaces.
9. Follow College policy to clean high-touch areas and shared items.
10. Maintain social distancing on and off campus in accordance with College policy and New York State law.
11. Respectfully remind peers of safety expectations and be respectful, in return, if someone reminds me to comply with safety expectations.
12. Adhere to all recommended health and safety protocols, including social distancing and mask wearing, when off campus in surrounding communities.
13. In the event that it becomes necessary, comply with all evacuation and lock down procedures mandated by state, federal, or Bard authorities.
14. Report any violations of the above community standards to ensure the safety of our community.