

REOPENING



CAMBRIDGE'S CAMPUSES

PLAYBOOK FOR RETURN
June 2020



INTRODUCTION

Right now, many Cambridge College/Cambridge Institute (Cambridge) administrators, faculty and staff are working tirelessly to prepare our campuses to resume in-residence beginning on June 25th. Central to our planning is the development of a robust, comprehensive and science-based strategy to safeguard the health and safety of our students, faculty, staff and within our various campus communities.

With this clear focus in mind, for the past several months, Cambridge's Internal Working Group has been working to develop a framework to ensure Cambridge is fully equipped and prepared to safely resume campus operations. These policies and actions, among others, will be taken by Cambridge to protect and maintain the health and well-being of our campus community.



ELEMENTS OF RE-OPENING

- Screening the entire student population as they enter the campus by ways of questionnaire and temperature check;
- Leveraging a comprehensive COVID-19 health promotion and communications effort that includes physical and social media posts and badges, and regular campus notifications—all designed to encourage healthy behaviors while on campus and support proactive prevention and transmission of the virus;
- Initially requiring face masks or face coverings for all students, faculty, staff and visitors while on campus, in the presence of others, and in public settings where social distancing measures are difficult to maintain;
- Providing a facilities revision process to facilitate the installation of plexiglass partitions where needed and other protective materials as appropriate to safeguard individual and public health;
- Limiting the size of in-person meetings and classes based on the guidance from local, state and federal orders;
- Continuing restrictions on travel, as practical, for faculty, students and staff; in addition, visitors and guests will generally be restricted from the campus facilities, unless as part of an official College or Institute tour or without prior approval from the relevant campus director;
- Encouraging and supporting individuals with increased risk of severe illness associated with COVID-19 disease, or over the age of 65, with flexible working arrangements;
- Email blast to all students prior to returning to campus;
- Demonstrating an unwavering commitment to enforcing policies aimed at preventing the transmission of COVID-19;
- Providing necessary academic, wellness, mental health and social supports to all members of the College or Institute's community in an inclusive and culturally competent manner; and
- Creating a COVID-19 public health advisory group, composed of representatives from the medical and public health professions, for the purpose of advising Cambridge leadership regarding any COVID-related contingencies impacting the June 25, 2020 re-entry date and beyond.



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS



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PLANNING FOR THE RETURN TO CAMPUS

PROCESSES INCLUDE

01

Advise employees to Stay home if they are sick;

02

Classroom capacity dependent upon the size of the classroom or lab with appropriate social distancing;

03

Scheduling classes at various intervals during the day to maintain compliance with the CDC guidelines;

04

Moving desks further apart, and putting indicators on the floor or tables to promote compliance with social distancing requirements;

05

Face coverings required for all staff, faculty and students;

06

Screening of all employees upon entry into the building, including non-touch thermometers and questions about current condition. Persons who are sick should stay home;

07

Signage showing one direction as well as arrows on the floor;



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PROCESSES INCLUDE

08

Student Lounges to close at each campus;

09

Modify employee schedule to only 50% on campus for social distancing;

10

Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands;

11

Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol;

12

Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs;



STAGE 1

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PROCESSES INCLUDE



13

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use;

14

Sanitizes high-touch shared tools such as remote controls. Provide each instructor with a dedicate set of white board markers and erasers;

15

Minimize risk to employees when planning meetings and gatherings. Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings. Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain appropriate social distancing and wear face coverings;

16

CDC Posters throughout building;

17

One-way traffic flow through-out the campus wherever possible - enter through front entrance lobby and exit through rear stairwell;

18

Elevator Protocol;

19

Guest and visit policy; and,

20

Employee travel policy.

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All CDC appropriate hygiene and sanitization standards and protocols are to be in place, with frequent handwashing encouraged, sanitization stations located at each entry and throughout the building, and the CDC “Stop the Spread of Germs” signs posted in numerous places where gathering takes place (bathrooms, water fountains, common areas, classrooms, etc.).



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ADDITIONAL WAYS CAMBRIDGE IS SAFEGUARDING YOUR HEALTH

- Changing the filters for HVAC or if landlord won't doing it ourselves;
- Installing protective devices with disposable sheath for exiting the closed door;
- Professional daily cleaning periodically throughout the day, conducting disinfecting in high traffic areas to include front reception area, desks, doors handles & bathrooms;
- And professional cleaning nightly.



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For additional general information, please visit us at:
www.cambridgehealth.edu

Our latest information related to the Coronavirus (Covid-19) Pandemic
can be found here: www.cambridgehealth.edu/health-alerts

