

Together for Community

The College of the Atlantic Safe Campus Plan for Fall Term 2020



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College of the Atlantic is committed to providing a safe, thoughtful, academically inspiring environment for our students, staff, and faculty. Together, with grace and empathy, we will co-create our community of human ecologists this fall. We will adapt to the protocols and guidelines that come with our efforts to stay safe, and we will find ways new and old to communicate, connect, and create.

College of the Atlantic is committed to serving our students by using science-informed plans to reduce the spread of COVID-19, accommodate vulnerable members of our community, respond to incidents of COVID-19 infection, and protect each other and our community. We seek to limit the transmission of the virus through baseline and surveillance testing, isolation, quarantine, and a strong community commitment to physical distancing, wearing of masks, and other public health measures.

COVID-19 is an extremely contagious respiratory disease that the World Health Organization has declared as a global pandemic. According to the U.S. Centers for Disease Control and Prevention (CDC), the coronavirus is spread mainly through person-to-person contact through respiratory droplets produced when an infected person coughs, sneezes, or talks. Studies have shown that the coronavirus can survive up to three days on various surfaces. COA is closely monitoring the developments relating to the coronavirus outbreak, and the health and safety of our students, faculty, staff, and community are our priority.

Despite the extensive efforts we are all making to return to campus safely for the 2020-21 academic year, COA may determine that an in-person education is no longer safe and choose to return to remote learning. We will continue working with local and statewide medical, scientific, and governmental partners to make the best determinations in this regard. At any time, any student or family member may request a transition to hybrid or remote learning, which COA will accommodate.

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As we move into Fall term, COA embraces the six [Guiding Principles for the Reopening of Maine Higher Education](#) outlined by the Maine Independent Colleges Association:

- In-person, on-campus experiences and other learning modes
- Flexibility, responsiveness, empathy, and science
- High-quality learning in the pandemic context
- Continuing our missions for Maine
- Partnering to address health
- Transparent and continuing communication

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Health and Safety Expectations for All Community Members

To facilitate a safe return to campus this fall, COA has established health and safety protocols and policies that all students, faculty, staff, and visitors are expected to follow. This means complying with national, state, and local health guidelines and requirements, and following those measures COA deems safe and appropriate for our campus.

Care and compassion for each other must be core to our community. Now, more than ever, the decisions we make have consequences not only for ourselves, but for those with whom we live and work, with whom we share space and resources, and those around us in the wider community. While COA can establish policies and protocols, they are only effective when each member of our community recognizes them as shared responsibilities. Working together, we can minimize the risk of COVID-19 infections at COA. Please review the following expectations carefully.

- Hand washing and health etiquette
 - All members of the COA community are expected to perform appropriate hand hygiene upon their arrival to campus and regularly throughout the day
 - wash with soap and water for 20 seconds and/or
 - use an alcohol-based hand sanitizer with 60-95% alcohol
 - Show respect for your colleagues: cover coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately
 - Please review [this short video from the World Health Organization](#) about how to protect yourself and others from the spread of COVID-19
- Face coverings
 - Face coverings are one of the most important protective measures that we can take to reduce risk
 - Consistent with executive orders from Maine Governor Janet Mills, face coverings are required whenever indoors (other than in private areas of your college housing or when alone in your own single-occupancy office) and in all areas—indoors or outdoors—where physical distancing is difficult to maintain
 - Face coverings are required in classrooms, social spaces, meeting rooms, and study areas
 - Face coverings can be removed while eating or drinking, but physical distancing should be maintained if eating with someone outside of your housing group

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- Face coverings should be worn in high-traffic areas outdoors including the red bricks area and major pathways across campus, in outdoor areas without good airflow, and in places where physical distancing cannot be maintained
- The College will provide one reusable cloth face mask to all students, staff and faculty. Students are encouraged to bring their own reusable masks
- Please review [this short video from the World Health Organization](#) about the proper use of cloth face masks
- Physical distancing
 - Classrooms will be set up so that students and faculty can maintain a minimum of six feet of physical distance between one another, as will other gathering spaces on campus
 - We ask that everyone maintain a six-foot distance from others except those in their household
 - Plexiglass barriers are being installed in areas where required for protection
- Circulation
 - All community members must follow posted pedestrian circulation patterns
- Self-screening: All members of the COA community are responsible for a daily self-check for COVID-19 symptoms before coming to campus and will be asked to report any symptoms using the CoVerified smartphone app/web platform. Individuals are not to come to campus or go to class/work if they have any symptoms until they have been given authorization to return to campus. COVID-19 symptoms are as follows:
 - Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
 - Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific
 - Emergency signs and symptoms that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
 - Other severe symptoms
 - Those who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence
 - [More information about COVID-19 symptoms](#) can be found on the CDC webpage
- Students with symptoms identified above are expected to:

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- Immediately self-isolate in their residence
- Report their condition using the CoVerified smartphone app/web platform
- Follow the next steps that will be outlined for them about potential testing and medical consultation
- Follow COA's COVID-19 monitoring, isolation and quarantine protocol, outlined below
- Employees with symptoms identified above are expected to:
 - Stay at home
 - Report their condition using the CoVerified smartphone app/web platform
 - Notify their supervisor
 - Not come to campus until authorized to do so.
 - Seek medical care and COVID-19 testing from their regular healthcare provider or public health authority
 - Follow COA's COVID-19 monitoring, isolation and quarantine protocol, outlined below
- If anyone has a disability or other reason for needing accommodations around any of these community health expectations, please contact [Barbara Conry](#) to discuss

COVID-19 Testing

- College of the Atlantic has partnered with [The Broad Institute of MIT and Harvard](#) to provide COVID-19 testing to the COA community. There will be no expense to students, staff, or faculty for these tests
 - All community members who plan to be on campus will be tested twice before the start of classes, and may be selected as part of a weekly surveillance test of 20% of the campus population
 - All community members will use the CoVerified smartphone app/web platform for:
 - Monitoring and messaging around testing
 - Health and safety updates and resources
 - Regular symptom checks
 - Clearance to come to campus/go to class or work
 - Recording close contacts to aid in contact tracing
 - Stay tuned for info about downloading the CoVerified smartphone app/web platform

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- The Broad RT-PCR Diagnostic Assay (reverse transcription polymerase chain reaction) is designed to detect the presence of the genomic material from the pathogen responsible for COVID-19
- The tests are shallow nasal swabs that will be self-administered at a designated site on campus, under supervision, and analyzed at the Broad labs in Cambridge, Massachusetts. Results will be available within 24 hours of tests being received at the lab
 - No research will be conducted using these samples. Some samples, after personally identified information is removed, and if there is any left after the test has been conducted, might be used for quality control, but no other information will be shared
- Baseline (late August/early September) and follow-up (through term) testing is mandatory for all community member who will be on campus this fall
 - RAs and staff from Student Life, Buildings and Grounds, and Food Services will be tested twice in August to facilitate their working together to get campus ready for the return of students
 - New international students will be tested as they arrive early for orientation
 - All campus residents and new students will be tested as part of the arrival process
 - All returning students, faculty and staff will be tested during the week before the start of classes
 - All campus residents will be tested a second time, during week 0 before classes begin
 - All returning students, faculty and staff will be tested for a second time on the first day of classes
- Testing everyone at least twice will provide a solid baseline of knowledge as to status prior to arrival and as a result of travel
- We will test at least 20% of the population on a weekly basis based on living or working group
- Campus Family Nurse Practitioner Barbara Logue will oversee COA testing
- Symptomatic testing will be done at the designated site at Mount Desert Island Hospital

Before You Arrive

- We strongly encourage those who can to get a COVID-19 test prior to returning to campus to assist in our safe reopening
- We strongly encourage all community members to self-quarantine for two weeks prior to returning to campus.

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- We encourage all community members to practice the safety protocols described in the section titled Health and Safety Expectations above.
- These requests will help reduce the likelihood that someone returns to campus with the virus
- All COA community members who will be present on campus at any point during the fall term will be asked to report positive test results, recent exposure to coronavirus, or current symptoms using the CoVerified app

On-Campus Move-In

- All students living on campus (and not arriving early for another program) must sign up to arrive during staggered time slots on Sunday, Sept. 6
 - This will help reduce the crowds and spread the flow of people in and out of the residence halls
 - Students will be asked in advance to share a preference for time of arrival
- During move-in day and until our first round of testing results are in, students will wear masks at all times except when in their personal room
 - Students will each be given a cloth mask; single-use masks will also be readily available
 - Students are encouraged to bring several of their own reusable masks with them
 - Each new student will be allowed to have one additional person help them move belongings into their rooms during their move-in window. After that time, guests will not be allowed in campus housing
- Greeters will line the south end driveway (closest to town of Bar Harbor) throughout the day to direct new students to campus houses. Staff will be available to say hello and answer questions at several outdoor locations near the campus housing center
- Initial COVID-19 testing for campus residents will be conducted in the late afternoon or early evening (or as soon as is logistically possible)
- Dinner will be held in housing that evening
- Registration
 - Students will register at campus houses to reduce congregation of new arrivals
 - Registration will be online and can be completed in advance. Students will be reminded at registration to complete their forms, if they have not already done so

Quarantine Until First Result During Orientation/Week Zero

- Students living in campus housing will be expected to practice physical distancing as much as possible and to utilize masks and other health and safety protocols even while in

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their housing group for the first 2-3 days of orientation and until initial test results are back

- Orientation activities will take place online, outside, and/or in housing groups to reduce close contact between students in different housing groups
- Some relaxation of requirements for physical distancing and masking within housing groups will occur once initial test results are back
- Faculty and staff will limit their presence on campus while awaiting initial test results. When on campus as part of preparing for the Fall term or participating in orientation, all employees will be expected to abide by all health and safety practices distributed by the college
- Returning students living off-campus will not be allowed on campus (except for testing or to aid in orientation) until after first test results are back and they are cleared to be on campus. When allowed on campus, returning students must abide by all health and safety protocols outlined in this document

Orientation, Sunday, Sept. 6-Sunday, Sept. 13

- Orientation activities will take place in a variety of formats, including online as a whole group and in smaller gatherings such as housing, affinity, and interest groups, and through one-on-one meetings
- We will accommodate in person and remote learners and have synchronous and asynchronous content
- Housing groups will begin off-campus adventures toward the end of orientation week
- Content will be delivered in different formats and using variety of conduits
- IT accessibility will be critical for all orientation participants. Please let us know in advance if you have any questions. Contact helpdesk@coa.edu for more information

Isolation and Quarantine Support for Students

- Any individual residing in COA-managed housing or living off campus locally who meets the following criteria will be moved to isolation housing near campus:
 - Receives a positive COVID-19 test
 - Displays any symptom(s) consistent with COVID-19 (including fever, chills, muscle aches, cough, shortness of breath, recent changes in sense of taste or smell, or gastrointestinal distress)
 - Has come into close contact with another individual who has tested positive for COVID-19

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- Isolation housing will be located in an off-campus location. There will be no additional expense to students for using this facility
 - Isolation housing is for those needing to isolate as a result of a positive test, either symptomatic or asymptomatic
 - The site will have individual rooms with their own bathroom facilities for each person
 - Meals will be dropped off at doors of rooms to prevent need for congregating or sharing meal space
 - Student Life staff will perform daily or twice-daily check-ins via phone, Zoom, or text to monitor health and wellness conditions and ensure students have what they need, and will drop off necessary supplies
 - We will be working with our local partners for regular monitoring by medical professionals in order to provide appropriate and necessary medical treatment and care
 - Wifi will be available to ensure continued connectivity, social connection, and to allow continuance of classes if feeling healthy enough to do so
 - We will utilize two monitored, 24/7 phone numbers, plus 911, for reporting emergency warning signs and for getting transportation to local hospital
 - COA Emergency Line: 207-288-9001
 - Student Life Emergency Line: 207-266-5890
 - We will use a dedicated vehicle to transport students to and from the isolation location and to any necessary medical appointments and follow-ups
- Students who are ill and/or test positive may travel home if feasible and desired
- Release from isolation will be done in consultation with medical professionals and will follow CDC guidelines
 - If symptomatic
 - No fever for more than 24 hours without aid of fever reducer
 - Respiratory symptoms have resolved
 - Has been more than 10 days from onset of symptoms
 - If non-symptomatic
 - Has been at least 10 days since positive test
- COA notification of test results to close contacts, housemates, classmates, faculty, workmates, supervisors, and, where appropriate, the community as a whole will occur via the COA health team and in tandem with the CoVerified app

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- The State of Maine will conduct contact tracing after positive test results
- Anyone visiting quarantine or isolation housing or driving a student to or from quarantine/isolation housing will be required to wear additional personal protective equipment

Housing and Residential Life

- We know that students want and need to congregate, study, and socialize in on-campus and off-campus housing and shared spaces and common areas on campus
- According to the CDC, people living in group housing settings may not always be able to follow physical distancing guidelines, and as a result, these settings present greater risk for the spread of COVID-19
- Students may be traveling to COA from areas of the state, country, or other countries with low rates of COVID-19 and mixing or interacting with students from areas of the state, country, or other countries with high rates of COVID-19
- Given the added difficulty of implementing and maintaining physical distancing in these settings, the entire COA community must work together to reduce transmission rates
- Housing groups will be like family groups with an understanding that after initial testing, some modified practices will be allowed in housing groups. Students will not be required to wear masks in their houses following the initial testing period
- Students will be either assigned to a house on campus or asked to share who is in their off-campus living group. Wherever practicable, students will be asked to limit close, in-person interactions with those in other living groups
- On campus:
 - Campus housing has been thinned. Most houses have 8-10 residents. One building (Seafox) has 22 residents, but students will be encouraged to limit some interactions to those in their building wing
 - Students will be assigned to singles and doubles. There will not be any triples or quads on campus
 - Students will be assigned to specific bathrooms within their houses to reduce risk of transmission outside of those smaller groups within houses. Personal toiletry items will be kept in students' rooms
 - Campus houses will be locked at all times
 - Building access by non-essential personnel (including non-residents, outside guests, and staff) will be restricted

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- Meals for campus residents will be delivered to housing. Lunch and dinner will be delivered prior to/at meal times. Supplies for breakfast will be delivered with dinner the previous night
- Hand soap, hand sanitizer, cleaning supplies, gloves, and masks will be provided to all students in campus housing. Delivery of additional supplies will be available when needed
- Foot pedal waste receptacles have been added to all campus house common spaces and bathrooms
- Clear and heightened expectations of regular cleaning of personal and shared spaces in housing will be provided at orientation.
 - There will be stronger consequences for not participating as expected in shared house responsibilities, including possible removal from campus housing/prevention from participating in on-campus, in-person activities including classes
- We will clearly communicate a schedule for routine cleaning and disinfection of areas and provide training and supplies to residents so that they can clean and disinfect areas that they have used or touched
- For shared kitchens and/or laundry rooms, signage will be posted stating the maximum number of people allowed at any one time in order to facilitate appropriate physical distancing
- We will be limiting the use of shared dishes, drinking glasses, cups, and eating utensils
- We are examining procedures for use of our laundry facilities so that students can launder clothes, cloth masks, and other linens to help prevent the spread of COVID-19
- Students living in campus housing will be able to arrange in advance for a visitor from outside the community to meet them on campus to socialize outside, but guests will not be allowed in buildings or be allowed to stay in campus housing
- Visitors from one house to another or visits from COA students living off campus will be permitted as long as face coverings are worn in common spaces while visitors are present. Face coverings are not required by residents or visitors when in private rooms (at the discretion of the occupants of the room)
- Ventilation systems will be modified to increase ventilation rates and/or the percentage of outdoor air circulating in the system, where possible

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Off-Campus Students

- Guidelines are being developed to support student housing groups living off campus and to facilitate communication with those groups around test results and other health and safety issues
- Students living off campus locally are expected to follow all of the behavioral and social guidelines set forth in this document

Academics

- The CDC has stated that COVID-19 is primarily spread by respiratory droplets released when people talk, cough, or sneeze. The more frequently students and staff members interact in classroom settings, and the longer the interaction, the higher the risk of spread
 - The CDC has identified three separate risk categories in classroom settings
 - Lowest Risk: Students and instructors engage virtually in classes, activities, and events
 - More Risk: Small, in-person classes, activities, and events. Students remain at least six feet apart and do not share objects
 - Highest Risk: Full-sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities
 - COA has eliminated the highest risk category
- COA will utilize a hybrid model for instruction and follow safety protocols that may limit the spread of COVID-19
 - Faculty have been provided with the flexibility to teach their classes in the way they feel is best this fall
 - Approximately half of our faculty elected to teach in an in-person capacity, while the other half plan to teach remotely
 - Many of those teaching in-person classes have found ways to accommodate remote learners, and those teaching remotely have found ways to accommodate students who wish to meet in person on campus. Most classes will have a synchronous component
 - All faculty are prepared to move classes to an online-only format in the event of mandated lockdowns or public health measures
- All in-person classes will only be held in classrooms which meet a strict standard for HVAC airflow circulation and exchange

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- Everyone involved in these classes will be required to wear PPE during indoor class sessions (and some outdoor as well), and six-foot physical distancing will be enforced at all times
- We have adjusted the way we provide transportation for field classes, eliminating smaller vans and contracting with a provider of larger buses that can accommodate short trips with six-foot distancing
- Building and classroom entry and exit patterns have been regulated
- Health and sanitation measure increases include:
 - Hand sanitizer or an area to wash hands will be provided and must be used immediately before and after class
 - High-touch surfaces (such as tabletops, door handles, drawers, light switches, handles) will be cleaned before students enter and after they leave the classroom
 - Wherever possible, equipment or other items will not be shared between students. Shared items will be cleaned thoroughly before and after each student use
 - Tools, surfaces, implements, and equipment that students touch or use will be cleaned and disinfected before and after students enter the workspace
- To accommodate classes larger than 12, we will utilize the Gates Center, the Dorr Museum, and the Thorndike reading room. These spaces are getting tech upgrades so students can be in class or online at the same time
- Many classes will have an educational technology assistant to support remote students and faculty and ensure quality two-way audiovisual capacity
- Students in need will have access to loaner laptops
- All residence halls will have their own printer
- The Thorndike Library will offer printing pick-up service
- Academic services such as the writing center, tutors, study skills help, and academic advising will be provided remotely
- No students will be allowed in faculty or staff offices
- Open study areas will be set up on campus
- After-hours room/lab use will not be allowed unless it is sanctioned by the class instructor and monitored
- Most assignments and academic forms will be handed in electronically

Travel

- All non-essential travel during the term is strongly discouraged. There will be no college-sponsored or sanctioned travel permitted outside of the state

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- Students or employees who travel outside of the state at any point during the term will be required to adhere to the public health testing or quarantine protocols in place at the time of their return
 - As of Aug. 1, Maine regulations state that residents, including COA students and employees, may travel freely to New Hampshire, Vermont, Connecticut, New Jersey, and New York with no need for testing or quarantine upon return
 - Students or employees traveling to any other location during the term will need to quarantine upon return for either 14 days or until negative test results are in hand

Visitors

The COA campus is closed to the general public. Only vendors, admissions tours, contractors, or pre-arranged personal visits from people outside the COA community are allowed on campus

General Medical and Mental Health Services

- Health Clinic hours will continue to be available on campus
 - Practices for cleaning and disinfecting the clinic have been updated to be consistent with CDC guidelines
 - Students will need to schedule an appointment to visit the clinic
 - Students will be expected to follow all health and safety protocols at the clinic and to follow signage for new, one-way foot traffic pathways
- We have deepened our relationships with local medical providers at the six community-based clinics, the weekend clinic, and the hospital. We are able to assist students to schedule appointments and to receive urgent or emergency care as necessary
- Mental health services will be offered through a combination of in-person and telepsych options for students
 - Appointments for emergent and solution-focused counseling are available through campus counseling services
 - Those knowing they will need ongoing weekly counseling are encouraged to develop a relationship with a provider in town. We can assist with referrals and making contact

Food Services

- Access to food preparation distribution areas will be limited to reduce the risk of transmission of COVID-19. Most notably there will be no in-person dining available in Take-a-Break (the Blair Dining Hall, what we call TAB) or the Sea Urchin Cafe

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- All meals will either be delivered to campus housing or will be available to go from TAB
- All community members will be provided a reusable bamboo cutlery set at the beginning of the year. Cutlery will not be provided with meals after that
- All meals will be pre-packaged in compostable single use containers
- Food service areas will be cleaned and sanitized daily
- Kitchen employees
 - Will be required to wear face coverings and practice good hand hygiene while working in kitchen and dining facilities
 - Will use [CDC-recommended protocols for food preparation and packaging](#)
 - Kitchen employees who have symptoms of COVID-19 will be required to stay at home or will be sent home immediately upon experiencing symptoms
- Hand washing or hand sanitizing will be required before and after eating meals or snacks
- Students on the full meal plan
 - Students on the full meal plan and living in campus housing will have meals delivered to their houses twice a day. Breakfast supplies will be delivered with dinner the night before
 - Those on the full meal plan will be provided a menu and will select their meal options a week in advance
 - All full meal plan students will not need to swipe cards to get meals if they live in campus housing. A plan for swipe cards for students living on campus, but on a 10- or 5-a-week meal plan is being devised
- Students not on the full meal plan and not living in campus housing
 - Lunch and dinner will be available for pick up in TAB at specified times
 - Those on any other meal plan or on a declining balance will have the option to pre-order meals three days in advance
 - Meal swipe cards or checks will be required for all meal pickups to facilitate no touch/low touch payment. No cash will be accepted
 - Faculty and staff can get ID cards to facilitate meal purchases. Money can be added to the card on a declining balance basis and at a discount if faculty and staff would like to get meals on campus
 - For those who have not pre-ordered, there will be a limited number of meals available on any given day on a first come, first served basis, for an additional fee
- All vendors will use CDC-recommended protocols for deliver to campus

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Community Engagement, Gatherings, and Events

- COA is committed to ensuring that relationships continue to be at the core of the COA experience. With public health in mind, we will work to provide and support a vibrant social and cultural life on campus through a combination of in-person and online events
- All gatherings will be limited in size because of public health concerns and state regulations. Current state regulations prohibit indoor gatherings of more than 50 people. Outdoor gatherings may include up to 200 people, as long as they are seated in separate areas with no more than 50 people each area, and physically distanced from each other
- Furniture in designated gathering spaces on campus will be reconfigured to ensure adequate physical distancing
- Signage will be posted to clearly communicate occupancy limits for gathering spaces and to remind users of hand hygiene. Hand-sanitizing stations will be available in or near gathering spaces
- High-touch items such as magazines, pens, etc will be removed from gathering spaces and common areas
- Student organizations will be contacted to discuss how they can continue operating either online or in person within health and safety guidelines
- Online events supporting social connection will be available such as virtual open mics, handwork, woodworking, yoga, meditation, gaming, creative structured time, book clubs, and other interest groups
- The student activities committee is working on a variety of in-person and online events for Fall term
- The Outing Club is working to establish a series of activities that will offer students the opportunity to safely experience the natural beauty of the island
- In-person events occurring outside will be prioritized over indoor events in order to reduce the risk of exposure and due to space constraints
- Where meetings or gatherings take place indoors, physical distancing and face coverings will be required, and airflow will be increased through open windows and doors to all extents practicable

COVID-19 Emergency Fund

- Enrolled students who find themselves in financial need due to the COVID-19 pandemic may apply for the COA COVID-19 emergency fund
 - Email hardship@coa.edu with “COVID-19 emergency fund” in the subject line to apply. We ask that you write a statement explaining:
 - What your needs are

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- How much money you are requesting to meet these needs
- When you would need funds
- Any relative or supporting documentation or information you can provide to help us understand your situation
- This fund is specifically for students struggling as a direct result of the COVID-19 pandemic and is entirely separate from financial aid or credit balances

Remote Learners

- College of the Atlantic recognizes that not all students will be able to return to campus for Fall term, for a variety of reasons including health, safety, economic, and travel concerns
- Every effort will be made to fully include distance students in the COA experience and to ensure that distance students receive the same level of academic support and education as on-campus students
- In order to accommodate students who will be remote, approximately 80% of COA's classes this fall will have an option for remote accessibility via online platforms. In some cases these courses will be fully online, in other cases a faculty member teaching an in-person class will work with remote students to ensure that they have an equivalent and rigorous educational experience
- A range of online community and social activities will be offered for all students
- Distance students who experience, or anticipate experiencing, difficulty with internet access should reach out to the COA IT department help desk for assistance and support
 - helpdesk@coa.edu; 207-801-5653

Campus Services

- The majority of campus services will be accessible online, via phone, or by outdoor meeting
- The COA IT department will provide IT support services via their virtual help desk and by appointment
 - IT appointments can be made by emailing helpdesk@coa.edu, calling the helpdesk at 207-801-5653 or self-scheduling using the COA IT Helpdesk Calendar
 - All IT services will be provided via the two helpdesk windows in the Arts & Sciences lower-level lobby
- COA will not have a public access computer lab for Fall term 2020.
- The Thorndike Library will have several computers for quick reference work

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- Several classroom computer labs will be available to students enrolled in classes that are using them, or by students doing independent work with faculty approval, and by strict adherence to State restrictions in effect at the time of use
- The Financial Aid office will not be offering in-person meetings. All meetings, communications, and virtual office hours will be held via email, phone, and Zoom
 - Contact Linda Black, Director of Financial Aid, at 207-801-5645
 - Contact Amy McIntire, Assistant Director of Financial Aid, at 207-801-5646
 - Email financialaid@coa.edu
- Merchandise sales will all be done both over the phone at 800-528-0025 and via email at inquiry@coa.edu. Visit our [COA gear page](#) for updated offerings
- Mail services will be different than usual this fall. Please read the COA Campus Services Fall 2020 Operating Plan at the end of this document for more information
- Community Energy Center services will be available via email, phone, or in-person by appointment. Meetings will be held in the Davis classroom
- The COA Business Office will be closed to foot traffic.
- The COA Thorndike Library is committed to providing a number of services this fall, including offering study space, copying and printing, and books and DVDs.
- The COA GIS Lab will be open to students who are taking the GIS class, have taken the GIS class, or those who have otherwise been trained in GIS.
- Students will not be able to access the development office in person. All requests and information will be exchanged via email
- The COA writing center will be all online
- All offices on the third floor of Turrets, including Allied Whale, will be closed to students
- All meetings with student life staff will be online or outdoors
- The third floor of Deering Common will be closed to drop-in visitors. Other options for immediate or as-needed consultation will be made available
- For more information on IT, merchandise sales, mail services, business office services, the Thorndike Library, and the GIS lab, please refer to the COA Campus Services Fall 2020 Operating Plan at the end of this document

Facility Improvements

- COA Director of Campus Planning, Buildings and Public Safety Millard Dority has led a comprehensive effort to create safe learning and living environments at COA this fall, including the following:

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- Rearrange and remove classroom furniture to accommodate physical distancing, as recommended by the CDC, in all spaces that will be used for teaching
- PPE purchase
 - 8000 surgical face masks
 - 50 gallons of hand sanitizer
 - 35 non-contact thermometers
 - Vinyl gloves
 - Nitrile gloves
 - N95 masks
 - 100 refillable sanitizer dispensers
 - 200 face shields
- Equipment
 - Provide new, non-touch trash cans with foot-activated lids in all bathrooms and other strategic locations
 - Provide hand sanitizer dispensers in strategic locations
- Change all multi-use bathrooms to single use by installing occupied/open signs
- Develop pedestrian circulation patterns for all academic buildings and for exterior spaces where there is a high volume of people expected
- Mechanical system changes
 - New heat and ventilation system for studios 5 and 6
 - New ventilation system for Thorndike Library stack area
 - New, hospital-grade air purifiers for classrooms that did not have adequate ventilation
 - Replace all filters in existing HVAC systems with new, high grade, filters to .3 microns or less
- Develop outside spaces for teaching in accordance with CDC guidelines
- Develop outside spaces for small student gatherings in accordance with CDC guidelines
- Reorganize TAB circulation and production space for take-out food only
- Reorganize system for on campus mail and package pick-up
- Organize an on-campus food delivery bus system to campus housing and Turrets
- Convert the Dorr Museum exhibit space and Thorndike Library reading room to classroom use

Resources

- [State of Maine COVID-19 response page](#)

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- [NPR's guide to coronavirus restrictions in Maine and other Northeastern states](#)
- [US Centers for Disease Control and Prevention COVID-19 page](#)
- [The Broad Institute of MIT and Harvard](#)

* The elements in this plan are subject to change *

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COA Together for Community Agreement

- I understand that I am an integral part of the COA Safe Campus Plan to offer in-person engagement and learning
- I will follow any and all health and safety directives that COA requires that may limit the spread of COVID-19 upon return to school, including but not limited to, proper use of face coverings, frequent and adequate handwashing and hand sanitizing, and six-foot physical distancing
- I will immediately make notification through the CoVerified smartphone app/web platform if I experience symptoms consistent with COVID-19 and will follow the suggested protocol
 - Symptoms of COVID-19 include, but are not limited to, fever, cough, shortness of breath, chills, muscle pain, sore throat, gastrointestinal distress, and/or new loss of taste or smell
- I will wear a face covering indoors in shared spaces, in settings where physical distancing is not possible, and in settings identified in this agreement, including most outdoor spaces
- I will follow all signs and postings indicating limitations on number of people, directional travel, or other restrictions as posted by COA
- I will not share personal items, books, tablets, phones, or other items with other students
- I will not travel to COA campus for Fall term if experiencing any symptoms consistent with the novel coronavirus or COVID-19
- For 14 days previous to arrival, I will not knowingly come into close contact with anyone diagnosed with COVID-19 nor anyone who has exhibited any of the symptoms described above
 - Close contact is contact with another individual at a distance of less than six feet for a period of at least 15 minutes, while not wearing a face covering
- I agree to self-quarantine upon arrival at COA until negative test results are in hand, in accordance with Governor Mills's order
- I agree to quarantine or isolate as outlined in the reopening plan when requested to do so for the purposes of limiting the spread of or reducing the risk of transmission of COVID-19
- I understand that failure or refusal to comply with COA's safety policies could result in discipline, up to and including dismissal from COA

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COA Together for Community Agreement

- I understand that COA is open for use by other members of the COA community, vendors, and contractors, and that contact with other individuals may increase my risk of contracting COVID-19. I understand that people infected with COVID-19 may be asymptomatic and yet capable of spreading the virus to others
- I fully understand and appreciate both the known and potential dangers of using the facilities, services, and programs of COA and understand that use by me, despite COA's reasonable efforts to mitigate such dangers, may result in personal exposure to COVID-19, which could result in quarantine requirements, or, possibly serious illness, long-term hospitalization, disability, and/or death
- Despite the extensive efforts by COA, students, faculty, staff, and communities to return to campus safely during the 2020-21 academic year, COA may determine, upon working with regional and statewide medical, scientific, and governmental partners, and in its sole discretion, that in-person education is no longer safe
 - COA may return to hybrid or remote learning to mitigate this risk to protect the health of students, faculty, or staff
 - At any time, any student or family member may request a transition to hybrid or remote learning, which COA will accommodate

By signing below I agree to follow the requirements and guidelines outlined above and to make every effort to keep myself and others safe. Further, I acknowledge the risks associated with returning to campus and choose to return knowing these risks.

Print Name: _____

Date: _____

Signature: _____

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Thorndike Library

- The library will function as two separate spaces this fall, due to the Thorndike Reading Room being used as a classroom
 - The Reading Room will be off-limits when classes are not in session
 - The regular library entrance will be used for those doing printing/copying
 - The stacks will be accessed via a door behind TAB
 - There will be a curbside pick-up window for books and copies/prints next to the entrance to Kaelber Hall
- There will be no course reserves for safety reasons and due to a 72-hour quarantine on books
- Books and DVDs may be requested for curbside pick-up via library@coa.edu
 - Browsing in the stacks will be allowed, one person at a time
- For AV equipment access, individual student requests can be made by emailing zsoares@coa.edu or library@coa.edu and the equipment will be made available for curbside pick-up
- For access to the COA Archives, contact COA Archivist Hannah Stevens at hstevens@coa.edu
- Interlibrary Loan is available this fall, but, due to Covid-19, loans may take longer to arrive and be more difficult to acquire. Please email ill@coa.edu with requests
- Copying & Printing
 - There will be a designated email (TBD) for requests for prints and copies, which will be made available for curbside pick-up at the window next to the entrance to Kaelber Hall
 - A copier/printer will be available on a drop-by and/or appointment basis (TBD)

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- Faculty are encouraged to do their printing in Turrets
- 12-14 study spaces will be available in the library stacks (on a drop-by and/or by appointment basis (TBD))

IT Department

- The COA IT Department will provide IT support services via their virtual help desk and by appointment for Fall term 2020
 - How to schedule an appointment:
 - Email helpdesk@coa.edu
 - Call the helpdesk at 207-801-5653
 - Self-schedule using the COA IT Helpdesk Calendar
 - The IT Virtual Helpdesk Zoom room will be open by chance and by appointment
- Access to the IT Department will be off-limits due to physical distancing restrictions.
 - All services will be provided via the two helpdesk windows in the Arts & Sciences lower level lobby
- The following services for students are offered by appointment only:
 - Remote/in-person telephone and e-mail support for educational technology needs
 - Basic (limited) support for personal computers (Mac or PC)
 - Help with the installation of software
 - Support for our campus Wi-Fi network
- IT computer lab operating plan
 - COA will not have a public access computer lab for Fall term 2020
 - The three classrooms used as computer labs (DDS, GIS and Studio 5) will be available to students enrolled in classes that are using them, or by students doing independent work with faculty approval, with strict adherence to State restrictions in effect at the time of use
 - DDS, GIS, and Studio 5 are only intended for: (1) instructional purposes; and (2) access to applications required to complete instructional assignments. In general, these computer labs will be scheduled as part of a class and:
 - Will be monitored for compliance with all applicable health and safety guidelines and procedures while occupied
 - Will have occupancy restricted to the number of computers in the room that maintain the six-feet physical distancing requirement
 - Will offer no seating other than at the computer workstation area and instructor podium

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- Will have separate entrances and exits clearly marked when possible
- Will have instructions for proper disinfection of the computer and workspace posted in visible locations in the computer lab
- Will have disinfectant wipes available and restocked as necessary
- Access to specialized hardware/software will be specified by the instructor and arrangements made for either remote or in person access
- COA 2020-2021 software
 - Microsoft Office 365
 - Available to all enrolled students through the [COA IT Portal](#)
 - Login into the COA IT Portal and click Microsoft 365 Access
 - Sign into your Office365 Portal with your username@coa-domain.com with your IT account password
 - Adobe Creative Cloud
 - Available mid-September for students
 - Available to all enrolled students through the [COA IT Portal](#)
 - Sign into the COA IT Portal and click Adobe
 - Choose the software you want and click download
 - Grammarly Pro
 - Available to all enrolled students
 - Login to grammarly.com with your coa.edu account
 - Choose any add-ons that you would like
- 2020-2021 equipment loaner program
 - The COA IT Department will have a limited number of i5 laptops available for term-long loans for students who:
 - Are enrolled in courses requiring a higher-end laptop that are unable to use campus computers **or**
 - Do not have a personal laptop that meets the minimum requirements specified by the course software
 - The COA IT Department will have a limited number of i3 or higher laptops available for weekly loans for students that:
 - are unable to use campus computers **or**
 - do not have a personal laptop

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- The COA IT Department will have a limited number of i3 or higher laptops available for weekly or term-long loan for faculty or staff that need a laptop to work remotely
- The COA IT Department will have webcams available for weekly or term-long loan for faculty, staff or students
- For any other equipment loan please email helpdesk@coa.edu

Merchandise Sales

- The Admission Office is closed to in-person sales
- Merchandise sales are available via phone at 800-528-0025 or by email at inquiry@coa.edu
 - Payment is by Visa, MasterCard, and personal check
 - There will be an additional charge for shipping, depending on the total weight of the purchase
- Visit coa.edu/our-community/coa-merchandise for up-to-date information on gear offerings

Mail Services

- Mailroom hours and access
 - Mailroom hours are tentatively 9 am -3 pm, and may vary based on staffing availability
 - All mailroom access is through the window
 - Stamps will be available for purchase during open hours
- On-campus student packages
 - Students residing on campus will receive an email from the mailroom alerting them if they receive a package, along with the hours in which they can retrieve their package
 - Students will no longer enter Kaelber to retrieve their packages
 - All packages will be passed through the window
 - There will be set hours for package retrieval and these will be strictly enforced
 - For large packages, the mailroom will coordinate with B&G on getting these to individual students at their on-campus residences as needed
- Off campus student packages
 - Students who reside off campus are asked to have their mail and packages sent directly to their respective residences

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- Any questions regarding mail and package services should be directed to mailroom@coa.edu or swhite@coa.edu
- Student mailboxes
 - Student mailboxes will now be located in TAB, in front of the cubbies located on the west side of dining room
 - All student mail will be distributed in this location
 - Access to mail:
 - Monday–Friday: 7–11:30 am, 1–9 pm
 - Saturday–Sunday, 12–8pm
 - No access during mail sorting and distribution
 - Masks will be required at all times in this space
 - Room occupancy will be limited (number TBD)
 - Mail will be delivered to students in isolation for a positive test, or in quarantine while waiting for the results of a test, except for the initial test upon arrival
- Faculty/Staff Mail
 - Faculty and staff will continue to receive their mail at the mailboxes in Turrets
- Faculty/Staff Packages
 - Faculty and staff will receive an email from the mailroom alerting them if they receive a package, along with the hours during which they can retrieve their package from the mailroom
 - Faculty and staff will no longer enter Kaelber to retrieve their packages and all packages will be passed through the window
 - There will be set hours for package retrieval and these will be strictly enforced
 - Large packages will be stored in the old discarded resources area of the Kaelber lobby and the mailroom will coordinate with B&G on getting these to individual faculty/staff as needed

Business Office

- The business office will not be open to foot traffic in an effort to limit the number of people going through the small hallway outside the office. Please call or email business office staff with all queries
- Accounts Payable Checks
 - Accounts payable checks (eg: credit balances, expense reimbursements) will be mailed to students living off campus
 - Students living on campus will receive checks in their on-campus mail

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- Make sure your local address is correct on your student portal. If incorrect, please update through your portal
- For payment vouchers or expense reimbursement forms, visit coa.edu/businessoffice
- Payroll
 - New students working on campus will need to complete payroll paperwork
 - Shana Willey will email this paperwork and provide a sample to follow to help complete the forms, as well as a checklist on what the business office requires
 - Once completed, paperwork can be scanned and sent to Shana at swilley@coa.edu (this can be done in the summer before arriving to campus!)
 - We will only accept these forms if they come from your COA email address
 - The completed forms will be printed, and when students are on campus they will need to come to the business office to sign their paperwork (we need to see you sign it) AND to provide original identification forms
 - You will need original forms of identification
 - New students who will be not coming to campus and will be working remotely should send all paperwork once completed to businessoffice@coa.edu
- Contacts
 - Shana Willey: swilley@coa.edu, 207-801-5613
 - Jenel Thurlow: jthurlow@coa.edu, 207-801-5612
 - Patricia Pinkham: ppinkham@coa.edu, 207-801-5611
 - Melissa Cook: mcook@coa.edu, 207-801-5610

GIS Lab

- The GIS Lab will be open to students who are taking the GIS class, have taken the GIS class, or those who have otherwise been trained in GIS
- Students wanting to use the GIS Lab must get approval from Gordon Longworth
 - Students should contact Gordon and he will provide the door code for entry
- There will be six workstations available in the GIS Lab. A sign up system will be used
- Students may also license their own personal Windows systems for ArcGIS Pro
 - See <http://bit.ly/GISResources> for more
- Anyone at COA can be licensed to use ArcGIS Online, which requires only a browser
 - See <http://bit.ly/GISResources> for more

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- The GIS Lab is now equipped with dual-monitor workstations, for ease of use with Zoom
- Gordon will be teaching the GIS class from within the GIS Lab office, located in the Lab
- Gordon will have office hours in the GIS Lab office and/or via Zoom
- GIS Lab protocols
 - The GIS Lab will be entered from the east door and exited through the west door
 - Doors are to remain closed
 - Masks are to be worn and appropriate spacing is to be maintained, as per college policy
 - GIS students are to always work at the same workstation
 - Students must sanitize their work areas prior to and following each work session
 - Sanitizing supplies will be available in the GIS Lab
 - There are to be no more than six students and one TA in the GIS Lab at any one time
 - There will be a Google Calendar sign-up sheet to coordinate the use of lab systems outside of the regular class time blocks (T/W/F 9:35–11 am)
 - No fans are to be used in the GIS Lab in order to maintain proper airflow
 - Drinks in personal cups are allowed but are not to be left in the lab
 - Dishes and eating are not allowed during the pandemic
 - CDC guidelines are to be followed during the pandemic