

The image shows the exterior of a brick building with arched windows and a glass entrance door. A person wearing a blue cap and a grey jacket is standing at the door, which has the number '150' above it. The building features a decorative stone crest above the archway and two spherical outdoor lights. A large yellow diagonal graphic is overlaid on the left side of the image.

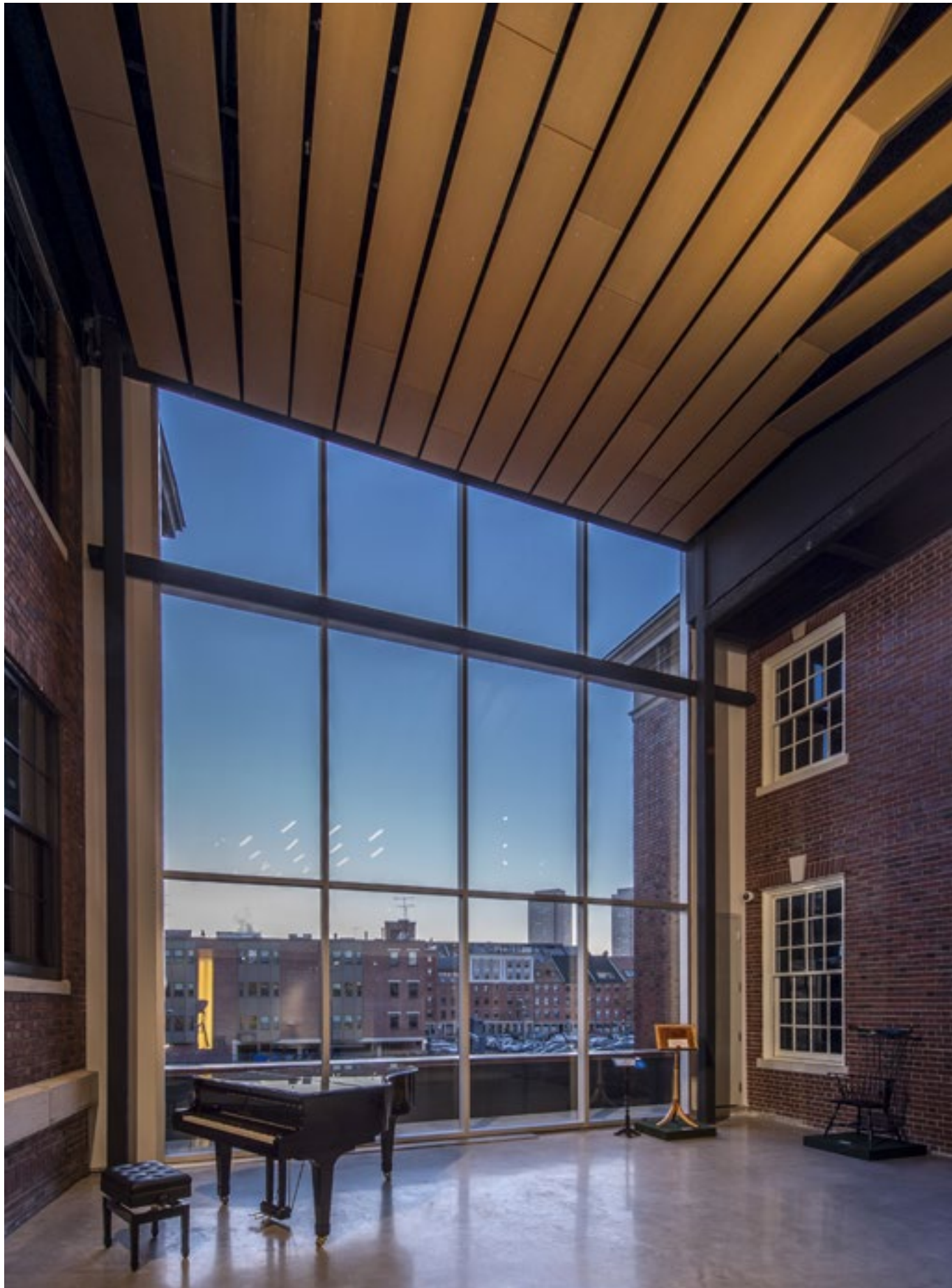
NORTH BENNET ST. SCHOOL

NBSS REOPENING

Plans and protocols for reopening NBSS in light of COVID-19, including rules of the road, health and safety precautions, and what to do if you're sick.

LAST UPDATED: JULY 28, 2020

Note: our policies and approach may adapt as new information and guidance become available.



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[MORE INFO: NBSS.EDU/COVID19](https://nbss.edu/covid19)



rules of the road

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With guidance from public health experts, industry professionals, and our own COVID-19 Response Team, we have drafted an reopening plan that includes precautions to mitigate the spread of disease, interventions should someone in our community become sick, and multiple contingencies for working and learning remotely.

The preliminary safety protocols include:

- Required wearing of masks at all times.
- Daily screening and self-reporting of symptoms or illness.
- Frequent hand washing.
- New habits, such as limiting shared tools and spaces, increased use of in-class technology, and working/learning remotely from home, when necessary.
- Reconfiguring or limiting spaces to allow for physical distancing; designated entries, exits, bathrooms; directional signage throughout the building, etc.
- More frequent professional cleaning, among other disinfection measures.
- Travelers to MA are instructed to self-quarantine for 14 days, or produce a negative test result from within 72-hours prior to your arrival in Massachusetts. This includes residents returning home to MA. Those from ME, NH, VT, RI, CT, NY, NJ, and HI are exempt from these rules.

General information on these actions that address health and safety can be found on the pages that follow. Additional details can be found at nbss.edu/covid19, and note that we will adapt our policies and approach as new information and guidance become available.

We will work to provide a safe, healthy, and productive environment for everyone at NBSS. However, it will take the commitment and dedication of our entire community to see us through this challenging time. We are fortunate that the character this difficult situation demands – adaptability, problem-solving, creativity, and focus – are all natural to our work in craft and skilled trades.

We look forward to a healthy, safe, and productive year for everyone at NBSS.

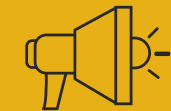


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FOLLOW INSTRUCTIONS.

The health, safety, and work of our entire community rests on all of us doing our part.



KEEP US UPDATED.

We have multiple health/academic plans in place should you miss class, become sick, or become exposed.



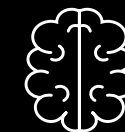
STAY INFORMED.

Read through this document and refer to public health guidance shared by the CDC and others.



BE A HELPFUL HUMAN.

Be friendly, kind, and forgiving in your interactions with others, especially when it comes to following the rules.



KEEP ALERT.

Follow signage around the building for directions on how to move about, stay healthy, and complete your work.



TAKE CARE OF YOURSELF.

This is a stressful time for everyone. It's important to take breaks, ask for help, and connect with others.

physical distancing

- Practicing physical distancing is among the best ways to stay healthy during the pandemic, along with wearing masks and monitoring your health.
- Be sure to maintain six feet between yourself and others while at School.
- Students will have access to either the North or South building only, to limit the possibility of disease cross-over. Entries/exits, stairwells, bathrooms, and common areas will be designated to particular groups and/or programs.
- We'll have signage placed throughout the building spaces as reminders.



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ENTRIES/EXITS

You will have a specific entry/exit based on your program. Program-specific details will be shared soon.

ELEVATOR

Elevator use is limited to one person at a time except in case of medical emergency. While elevators may be used by passengers alone, it is recommended that they are reserved for moving things and materials, not people.

COMMON AREAS

With the exception of stairs, restrooms, and hallways, all common space (mailroom, front gallery, central "Windgate" spaces, conference rooms, student lounge, etc.) will be unavailable.

NORTH-SOUTH BUILDINGS

Students will be limited to either the North or South building, depending on their program. Due to the nature of their work, Advanced Piano Technology students can additionally access the Basic program space.

RESTROOMS

Each restroom will be designated for specific students, faculty and staff. Program-specific details will be shared soon.

ADMINISTRATIVE OFFICES

Access to the Administrative offices will be by appointment only.

STORE

Students will have designated shopping/pick-up hours by program. Program-specific details like these will be shared soon.

LOCKERS

Lockers are for individual usage, not to be shared by students. Please practice physical distancing when using the lockers.

PANTRY

We will provide at least one pantry setup in each building for students.

PROGRAM SPACES

- Furniture and equipment will be rearranged to address distancing
- Safety partitions (plexi or plastic) will be installed where appropriate. Necessary cameras and/or screens for demonstrations may be installed.
- Equipment and auxiliary rooms may be limited to a specific number of persons at any given time.
- Students are responsible for maintaining their bench space and hand tools in a clean and sanitized condition.
- Students may be asked to participate in program-specific cleaning of shared tools and equipment.
- Your program will have different solutions for creating safe environments for teaching and learning. Program-specific details will be shared soon.

FOOD/DRINK PREP

- Lunch and breaks must be taken at your work bench or outside of the building.
- Refrigerators are located throughout the building and in various program areas. All food/drinks should be labeled.
- The use of microwaves, toaster ovens, and coffee makers is prohibited.
- Water fountains should be used only for filling bottles or cups, not drinking

EMERGENCY EXITS

In the event of an emergency or a fire alarm activation all occupants will follow standard evacuation procedures, routes, and muster points. At muster locations wear masks and observe physical distancing guidelines. When reentering the building, please stagger to adhere to physical distancing and sanitize your hands when you get back to your work space.

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health & hygiene

- Make sure to check yourself for COVID-19-related symptoms every morning before coming to School. If you're sick, stay home.
- Wear a protective face mask at all times while at NBSS. You will not be allowed to enter the building without one.
- Wash your hands frequently throughout the day.
- We will clean the building regularly, with a focus on daily disinfecting of high-traffic areas. You are responsible for keeping your own workspace clean.



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FACE MASKS & SHIELDS

- You are required to wear a protective face mask at all times when on campus. You will not be allowed to enter the building without one.
- Masks may only be removed when eating/drinking at designated times, and only at your assigned bench.
- We will provide cloth masks to get you started, which you will need to maintain and clean on your own.
- Acceptable face coverings include surgical masks, homemade masks, scarves, bandannas, and buff/neck gaiter.
- Masks do not replace the requirement for physical distancing or handwashing.
- Face shields will be provided to faculty and available to students as needed.

HANDWASHING

You will be required to wash your hands frequently, ideally using soap and water if possible. Hand sanitizer will be located throughout the building as well.

Required handwashing should occur at the following times:

- When arriving at School.
- After returning to the building or your program space (after breaks, lunch, appointments, etc)
- After using the restroom.
- Before/after using shared equipment (from copy/fax machines to power equipment in your programs).
- After you've cleaned something.
- Before/after eating a meal.

PERSONAL CARE

- Avoid touching your face, especially your mouth, nose, and eyes.
- If not wearing a mask (only allowed during your break, lunch, or off campus), sneeze or cough into a tissue, or the inside of your elbow. Immediately throw the tissue away.

CLEANING & VENTILATION

- You are responsible for sanitizing your workspace, tools, and/or equipment.
- We will increase cleaning of the building, including disinfecting common and high-traffic areas such as hallways, staircases, elevators, bathrooms, and door handles, which will be sanitized at least once a day. Common spaces will be stocked with necessary cleaning/sanitation items.
- Our HVAC system has been upgraded with new filters (MERV 13 level) based on recommendations by ASHRA and the CDC. When possible, additional fresh air should be allowed to enter the building using operable windows.

DAILY SCREENING

You are required to complete a daily screening two hours before arriving on campus, confirming you do not have the following symptoms.

- Cough
- Shortness of breath / difficulty breathing
- Fever (100F or more) or chills
- Muscle or body aches
- Sore throat
- Headache
- Nausea or vomiting
- Diarrhea
- Runny nose or stuffy nose
- Fatigue
- Recent loss of taste or smell

Note: these symptoms may occur 2-14 days after infection, or possibly not occur at all even if you are sick.

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exposure & illness

- Stay home if you don't feel well, have COVID-19 symptoms, or were in contact with someone who has been ill. Consult a medical professional and consider getting tested.
- Let us know if you're not well. This will help us determine the best, appropriate course of action when it comes to cleaning, the health of our community, and education/work.
- Most travelers arriving to Massachusetts – including MA residents returning home – are instructed to self-quarantine for 14 days, or produce a negative COVID-19 test result that has been administered within 72-hours prior to your arrival in Massachusetts.
- As always, follow the advice of your medical professional, and keep us informed of any changes to your status.

9 ILLNESS

- Do not come to School or work if you do not feel well. Please let your instructor (or supervisor) know you're staying home, and contact your medical provider.
- If you feel unwell while at School, let your instructor (or supervisor) know. You may be asked to stay in a separate area until suitable transportation can be arranged.
- We will work with students and staff to find ways to make up for any missed work. Each program will have particular guidelines and/or personalized assignments for students who need to remain at home because of COVID-19.

TRAVEL

All MA-bound travelers are instructed to self-quarantine for 14 days, or produce a negative test result from within 72-hours prior to your arrival in Massachusetts. This includes residents returning home to MA. Those from ME, NH, VT, RI, CT, NY, NJ, and HI are exempt from these rules.

TESTING

You must register with Mass General Hospital so that you can use any of the City's testing sites near where you live. In our neighborhood, North End Waterfront Health will provide tests for NBSS. [Please visit this map](#) to find a testing site near you.

POSITIVE DIAGNOSIS

Upon confirmation of testing positive for COVID-19, you should do the following:

1. Immediately notify your instructor and/or supervisor for purposes of cleaning and contact tracing.
2. Quarantine for 14 days following the positive diagnosis. During this time remote learning/work will be arranged.
3. Keep NBSS updated of any changes to your status.

If you have a positive or presumptive diagnosis, you must meet the following criteria before returning to NBSS:

1. Have had no fever (100.4F) for three full days (72 hours), without the use of medicine that reduces fevers.
2. Have seen other symptoms improve. For example, your cough or shortness of breath must have subsided.
3. Have had at least ten (10) days pass since your symptoms first appeared.
4. Provide a doctor's note confirming that you are in good health.

TRACING

If you test positive for COVID-19, contact tracing will be initiated by the testing site. This will help identify those with whom you have had close contact. Stay home, self-isolate, and continue to monitor your symptoms. It is also highly recommended that you:

- Call your close contacts to let them know your positive status.
- Suggest that they isolate until they can get tested, even if they are asymptomatic.
- Encourage them to get tested.

OUR RESPONSE TO ILLNESS

1. **SECURE:** We will assess the situation and request the ill person quarantine at home, and get tested. If at NBSS, they will be moved to a secure space until transportation can be arranged.
2. **COMMUNICATE:** We will quickly share a general update with those potentially exposed, and recommended next steps. The person will remain anonymous through all communications.
3. **CLEAN:** We will sanitize areas in the building in which the person worked or was present. This may result in some spaces being off-limits for a short period.
4. **CONNECT:** We will work to connect the person(s) affected with a medical professional, if necessary. We may have contact with public health authorities to share relevant updates.
5. **PLAN:** A personalized plan will be developed for remote work and/or staffing. This will help those affected remain productive—provided they are comfortable with and able to work.
6. **MONITOR:** We will continuously monitor our community and the local-national situation related to COVID-19, adapting our policies and approach as new info and guidance become available.

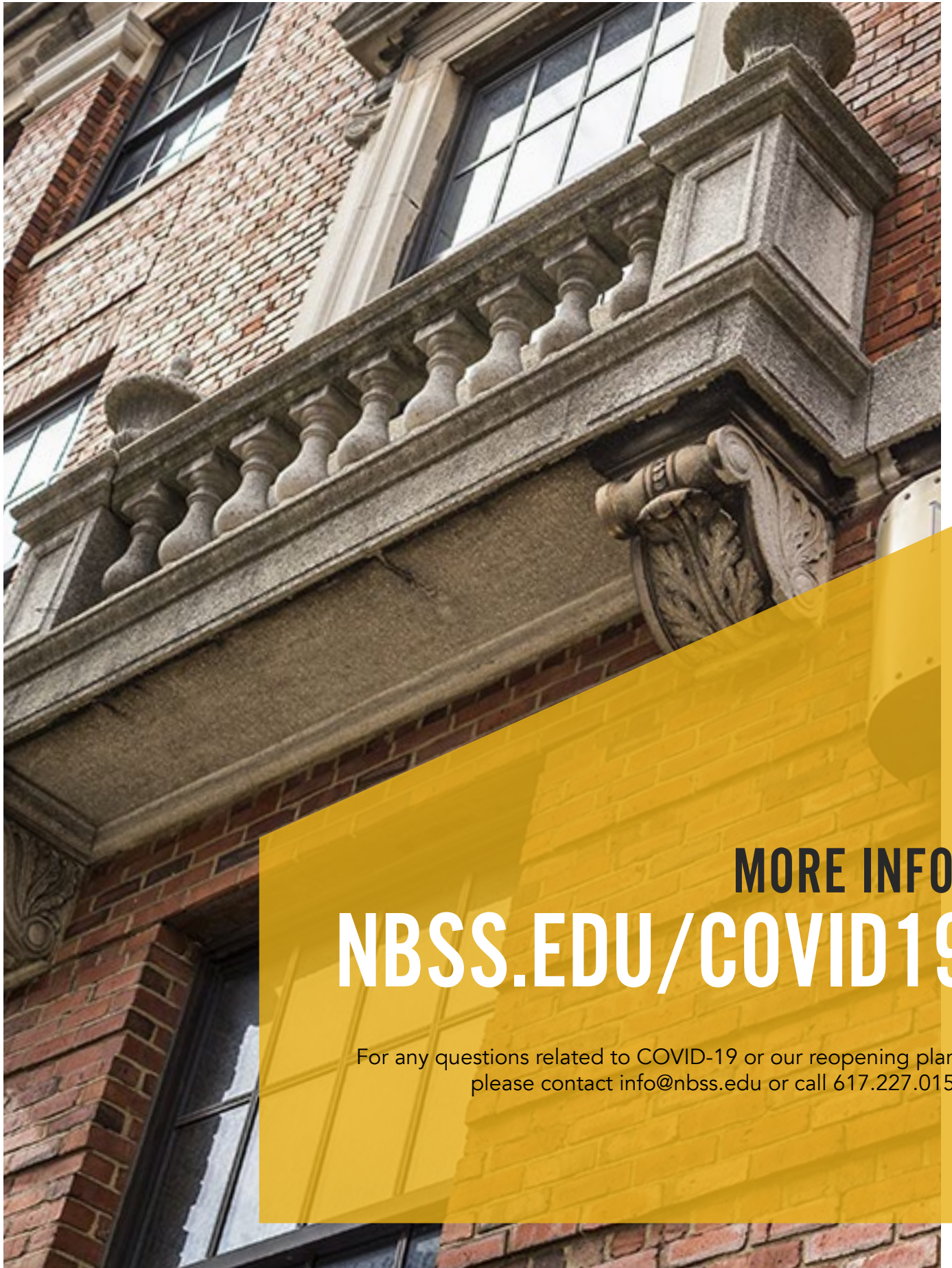
EXPOSURE

If you have had prolonged contact with someone who tested positive for COVID-19, or are under care for suspected exposure, you may be asked to quarantine for up to 14 days.

If you have had close contact with an individual at NBSS who has tested positive for COVID-19, you will be notified immediately. You will be asked to leave the building and await further guidance from the School. Those dismissed will be required to stay off campus for 2-5 days until more information is gathered. Individuals can reference CDC guidelines for procedures.

CLEANING

The areas of the building in which the individual who tested positive spent time will be disinfected in accordance with CDC standards. This is in addition to the regular professional cleaning of the building that will occur.



MORE INFO:
NBSS.EDU/COVID19

For any questions related to COVID-19 or our reopening plans,
please contact info@nbss.edu or call 617.227.0155.