

COVID Protocols Updated February 13, 2023

These protocols apply to all faculty, staff, and students coming to the BGSP campus.

- A. BGSP requires proof of vaccination against COVID, **including the new bivalent booster**, to be on the premises. To supply proof of vaccination, send in a copy of your vaccination card, or go to <https://myvaxrecords.mass.gov/> (for MA residents) to download proof of vaccination. Students and faculty send proof of vaccination to Dr. King at kingb@bgsp.edu. Staff send proof of vaccination to Ms. Dolan at dolang@bgsp.edu. If you cannot yet receive the booster, please notify Dr. King at kingb@bgsp.edu to learn about procedures to make alternative arrangements.
- B. **Masks are still required at BGSP in all public spaces and are required at all times by close contacts or those returning from COVID through Day 10.** In individual and group meetings, masks may be removed by mutual and full consensus of all participants, **except** by those who are close contacts or returning from COVID through Day 10. Acceptable masks include KN95 and N95 masks as well as surgical masks which completely cover the nose and mouth. Cloth masks by themselves are not adequate protective masks.
- C. **If you have any symptoms of potential COVID, you should stay home – even if you think you have allergies or a cold – until you are symptom free or have a negative COVID virus test (rapid or PCR).** Many BGSP classes are set up to attend remotely if you are ill; contact your instructor to see if this is possible. See Section G for symptoms of COVID.
- D. **If you learn you have had close contact with a person who has COVID-19:**
 1. “Close contact” is defined as being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.
 2. If your close contact was outside of BGSP, contact the BGSP COVID Hotline at COVIDhotline@bgsp.edu to let the COVID Response Team know that you were a close contact. All information is kept confidential within the BGSP COVID Response Team.
 3. Get tested (rapid or PCR test) **3 days after the date of your exposure and each day you come to campus through Day 10 after your exposure.** If you test negative and have no symptoms, you can come to campus with a mask through Day 10 after your exposure.
 4. In order to prevent possible transmission, close contacts must **remain fully masked at all times through Day 10**, even if others are not required to wear masks.
 5. Stay away from people who are at higher-risk for getting very sick from COVID-19. If you develop symptoms, get tested right away.

E. If you are sick with or have tested positive for COVID-19:

1. Contact the BGSP COVID Hotline at COVID hotline@bgsp.edu. The COVID Hotline with the following information:

Name

When were you last at the BGSP campus?

Please list your classes.

Please list your other meetings.

Aside from people in those meetings, whom were you near for more than 15 minutes that day? Where else did you spend more than 15 minutes at a time?

Have you been tested for COVID-19? When and was the test negative or positive?

All information is kept confidential within the BGSP COVID Response Team. The COVID Response Team will follow up confidentially in order to keep track of your isolation status and clear you for in-person attendance, so be sure to respond to any emails from the School.

2. **If you test positive for COVID-19, you need to ISOLATE.**

- a. If you have symptoms, stay home until after:

- At least 7 days since symptoms first appeared (if any) **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved
- **Even after symptoms have improved, continue to wear a mask when around others through Day 10, even if you test negative.**

- b. If you do not have symptoms, stay home until after:

- At least 7 days since your positive test.
- **Continue to wear a mask when around others through Day 10, even if you test negative.**

F. To reiterate, people returning to campus after a close contact or isolation must remain fully masked at all times through Day 10, even if others are not required to wear masks.

G. Symptoms of COVID:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If you are having any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

H. If BGSP learns that a member of the BGSP community is sick with presumed COVID-19 or has tested positive for COVID-19:

1. BGSP will contact all of that person's "close contacts" (class members, meeting members, and other people identified by the person in their hotline response) and let them know that they are a close contact. They will not disclose the name of the close contact without permission. If applicable, staff will notify this person's placement site that the student has tested positive. *This will require disclosure of the person's name and health status.* **The student should also notify their placement site.**

2. BGSP will then require all close contacts to follow the protocols outlined above.

I. Members of the COVID Response Team:

Dr. Jane Snyder, President

Dr. Sherry Ceridan, Faculty COVID Coordinator

Mr. Mike Fraley, Operations Manager

Dr. Briana King, Registrar

Dr. Carol Panetta, Vice President

Dr. Lynn Perlman, Dean of Graduate Studies