

Expectations of Behavior: Fall 2020

The Office of Housing and Residence Life would like to welcome you to campus and housing for the upcoming Fall 2020 semester! We recognize in these ever changing times that there may be feelings of uncertainty and apprehension mixed in with your feelings of excitement of starting/returning to college this semester. Our office wanted to take this time to outline some changes to some of our traditional policies and procedures that have been made to help maintain community living standards and provide a safe and healthy living and learning environment for you. We will also include a list of campus resources that are available to help and support you not only this semester, but your entire time here at Northampton Community College (NCC).

In the following pages you will find updates/addendums to some of our traditional policies and procedures in housing. You will also find some policies and procedures that have been put in place in response to the recent COVID-19 pandemic. *Please read them carefully, as you will be responsible for abiding by all policies and procedures put in place by NCC and the Office of Housing and Residence Life.* If at any point any of these policies or procedures change, you will be notified of the update via an announcement sent to your NCC email- so please make sure that you are checking it daily. If you have any questions about any of the policies and procedures please contact a member of the Housing Staff so that we can assist you. The Resident Directors (RD) are live in staff members and participate in an on call rotation so they are available after traditional office hours, the Resident Assistants (RA) are also available resources to you- there is one RA per wing in the Residence Hall Commons and one RA in the apartments.

While NCC and Housing and Residence Life strive to provide a safe and healthy living and learning environment for our students, we can't do so without the cooperation and understanding of our students living in community. Students that violate the expectations of behavior specifically in regards to the procedures and protocols put in place due to COVID-19 will be documented and the violation may result in immediate removal from campus housing.

Entering and Leaving the Residence Hall Commons

- At this time, the only entrance/exit to the building that can be utilized (except in the case of an emergency) is the main door located in the lobby.
- All students will be expected to scan their ID at the main door and again at the front desk.
- The patio doors (across from the dining hall) should only be accessed as an emergency egress.
- Apartment residents will need to enter and exit through the main door located in the lobby when coming in to use the laundry room and to use the dining hall.

Laundry Room

- While using the laundry rooms please adhere to the signs regarding occupancy in each space.
- Please follow the social distancing guidelines that will be marked on the floor in each space.
- All laundry room machines must be wiped down after each use with sanitation wipes that will be provided in the spaces.
- All laundry must be promptly removed from the machines when the laundry is complete. The college is not responsible for items that are removed, lost, or touched by anyone other than the owner.
- Please do NOT leave your laundry basket/bag and laundry detergent/fabric softener unattended in the laundry rooms. The college is not responsible for lost or stolen items.

- For the laundry room located in the 1300's wing please notice that only one (1) resident is allowed in the space at a time due to the size of the room. If someone is currently in the space, please wait outside of the room to leave before you enter the space.

Dining Hall

For the Fall 2020 semester the hours of operation for the Dining Hall located in the Residence Hall Commons will be as follows:

- Monday-Friday Breakfast: 7:00am-10:00am (Served out of the Den Snack Bar)
- Monday-Friday Lunch: 11:00am- 2:00pm
- Monday-Friday Dinner: 4:00pm-7:00pm
- Saturday-Sunday Brunch: 10:30am-2:00pm
- Saturday-Sunday Dinner: 4:00pm-7:00pm
- *The hours of operation may vary to allow for cleaning and sanitation between service periods.*

In addition to the breakfast hours, the Den Snack bar will also be open Monday-Thursday from 8:00pm to 10:00pm.

Changes made to dining services due to the pandemic...

- Social distancing will be in effect starting with the entrance and lining up in the corridor.
- The dining room will have limited seating (50% of normal occupancy), also respecting social distancing.
- Inside the serving area, self-service items will not be offered. A prepared salad with limited customization is offered from the deli line.
- All entrees are served to go, for now all food is provided in disposable containers and plastic ware will be distributed with your food order.
- Sodexo will alternate pizza and grill days. The salad bar will contain some grab and go items for quick service.

The Sodexo staff will be practicing proper sanitation, including frequent handwashing, wearing masks, and frequent sanitation of surfaces throughout the facility.

Lounges/Common Spaces

- When using a lounge or common space in the Residence Hall Commons/Apartments please maintain social distancing guidelines as outlined.
- Please do not add or move furniture that may be present in the lounge/common space as it has been arranged to maintain social distancing protocols.

Social Distancing

Students should remain at least six (6) feet or more away from other individuals in spaces that allow for social distancing. For students living in on campus housing, the following guidelines should be followed:

- Students must abide by and follow all posted outlines and signs in relation to social distancing. These areas include but are not limited to the RD Offices, Front Desk and Dining Hall.
- Students should not stop in the hallways or stairwells to talk so other students may pass by and stay at a safe distance. Students should move to another area with more space to have a conversation, such as a lounge.
- Students should social distance when using public areas, such as lounges and the cafeteria, by not sitting or standing directly next to another student.
- The elevator is limited to two people per use, each person standing on each side of the elevator.

Wearing Protective Face Coverings/Masks

- A mask/face covering must be worn anytime a resident is not in their room (see Roommate Request Agreement if applicable). This includes but is not limited to; going to another resident's room, the dining hall, the laundry room, the bathroom or any staff offices.
- If you choose to wear a Face shield it must be worn with a mask/face covering. They are NOT a substitution for a mask/face covering.

What to do if you've been exposed or feeling ill

- Residents who are ill, who have been exposed to COVID-19, or who have been tested for COVID-19 should quarantine in their room and call the NCC Health Center at 610.861.5365 as soon as possible to speak with a health care provider.
- When the Health Center is closed, students who are ill should either call their primary care physician, or log into St. Luke's Care Anywhere <https://www.slhn.org/care-now/video-visits> to be evaluated by a health care provider and should follow up with the NCC Health Center in the morning on the next business day. Other fees may apply for the use of St. Luke's Care Anywhere service. If the student feels ill on the weekend or in the evening it is important that they quarantine until they speak with someone in the NCC Health Center.

Scheduling Appointments with Staff

- All appointments with the Housing and Residence Life professional staff should be scheduled ahead of time (except in the event of an emergency).
- To schedule an appointment please contact the staff member via email or phone to schedule a meeting. Please allow for 24-48 hours for the meeting to be scheduled, as same day meetings may not be possible.
- You will find contact information for the Professional Staff at the end of this document.

Bathrooms

- Students are required to wear a face covering anytime they are in the bathroom unless they are brushing their teeth or are in the shower.
- Students are expected to wipe down common spaces with sanitation wipes that will be provided by the college after each use.
- Students are expected to wash their hands frequently.
- Students are expected to practice social distancing when using shared spaces in the bathrooms (by the sinks) when possible.

Visitation

- Currently all day and overnight visitation to the Residence Hall Commons/Apartments has been suspended. This includes any person that does not reside in the Residence Hall Commons/Apartments.
- If friends or family need to drop off items to a resident, the resident will need to meet them in the parking lot and wear a protective face covering. Outside friends and family cannot enter the building.

Room Occupancy

- In a single occupancy room there can be no more than two (2) people in the room at a time. Masks must be worn by both parties at all times unless sleeping.
- In a double occupancy room there can be no more than three (3) people in the room at a time and the roommate must agree to have someone else in the room. Masks must be worn at all times unless sleeping.

Leaving Campus

- Students are expected to follow all recommended and required social distancing and face covering protocols when they leave campus, avoiding large crowds and social gatherings.
- Students should try to reduce the number of times they need to leave campus at this time. For students that need to run errands (buy groceries) there are services/stores in the area that will deliver to campus at little or no cost to the student.
- Students are encouraged to be aware of their surroundings when they leave campus and whether their destination is considered to be a 'hot spot'.
- If students are traveling to 'hot spots' they may be asked to quarantine off campus for 14 days or until a COVID-19 test has come back with a negative result (See Pandemic Travel Protocol).

Emergency College Closing

- If the college must close their campus(es) this will include the residence halls and apartments. Students would receive as much advanced notice as possible- however, the time frame would be small.
- Students should take an emergency closing into consideration when packing to move into the residence hall and apartments. Students are encouraged to bring seasonal clothing, electronic items needed for classes, and select items for entertainment and decorations purposes in their room.
- If the college were to close early, we may not be able to permit students onto campus to gather belongings that are in their room for a period of time- as the college must abide by timelines and restrictions issued by the local and federal governments.

Contact Information for Residence Life Professional Staff

Resident Director Dawan Worsley- dworsley@northampton.edu or 610.332.6275

Resident Director Elena Uribe- euribe@northampton.edu or 610.332.6548

Assistant Director Amy Porter- aporter@northampton.edu or 610.861.5324

Assistant Director Ken Lastowka- klastowka@northampton.edu or 610.861.5324

Housing & Residence Life- residencelife@northampton.edu or 610.861.5324

Contact Information for Frequently Contacted Offices on Campus:

Public Safety: 610.861.5588

Health & Wellness Office: 610.861.5365

Bursars Office: 610.861.5407 or bursar@northampton.edu

Financial Aid: 610.861.5510 or financialaid@northampton.edu

Academic Advising: 610.861.5346 or advinfo@northampton.edu

Counseling Services: 484.619.2286 or 610.861.5342