



BACK TO BERKLEE - FALL 2020

COVID-19 Guidelines and Policy Manual for Students

Guidelines for a hybrid experience

All Berklee community members are expected to follow these guidelines

Last update: August 31, 2020

Students

Be Committed, Act Responsibly

Be conscious: Follow the COVID-19 Daily Self Checklist

Be respectful: [Wear a mask](#) at all times and use it properly

Be clean: [Wash your hands](#) frequently

Be responsible: Maintain social distancing (two meters)

Be proactive: If you feel sick, stay home

Content:

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This manual provides guidelines and directions about Berklee's plan to return to activity for the fall 2020 semester. As new information is provided from institutions such as the Spanish Ministry of Health, Conselleria de Sanitat and Conselleria de Universitats (Valencian Regional Government), European Commission and the World Health Organization (WHO) and as scientific evidence evolves, this document is subject to change.

1. Same Campus, New Environment

Berklee Valencia has worked and planned to have our facilities ready to welcome our community and deliver an excellent experience to our students while ensuring that the recommendations of health authorities and our medical team are met. Here are the main updates:

- Reduced capacity: In order to maintain social distancing, staff and faculty will work remotely unless it is essential for them to be on campus (i.e. teaching classes). For this reason, in-person / on-campus services from Berklee's different offices will be considerably reduced and staff will be available to students remotely. We ask that students reach out directly to the different offices to set up an appointment:
 - Academic Affairs: academicaffairsvalencia@berklee.edu
 - Student Affairs: studentaffairsvalencia@berklee.edu
 - Student Accounts: studentaccountsvalencia@berklee.edu
 - International Career Center: internationalcareers@berklee.edu
 - IT Support: itsupportvalencia@berklee.edu
 - Admissions: admissionsvalencia@berklee.edu
 - Public Safety: valenciapublicsafety@berklee.edu
 - Communications: communicationsvalencia@berklee.edu
- Restricted access: Access by third parties to the facilities will be restricted. No visitors or guest artists/musicians will be allowed on campus during the fall semester. A policy for the spring will be determined by the end of the fall semester.
- Cantina and vending machines: The cantina has a significantly limited occupancy rate of 45 seats; and an additional seating area is available in the new annex. The vending machines remain in the same place but will work with a grab-and-go policy.
- Cleaning and sanitizing reinforcement: The campus now has 20 additional hand sanitizers, 20 cleaning kits so classrooms can be cleaned after use and four new air fans for enhanced ventilation in hallways and classrooms. We have doubled cleaning shifts and incorporated frequent cleaning of door handles. Multiple portable air filtration devices with high-efficiency particulate air (HEPA) filters will be installed in classes and studios, according to the academic schedule.

2. Essentials

Day-to-Day on Campus

Self-Monitoring

Until further notice, all Berklee community members must fill out the [Daily Self Checklist](#) each day before arriving on campus. If you feel sick, stay home. All data collected by Berklee will be kept confidential and will only be used if required by the medical team or health authorities. For more information on this process, please visit [Traveling to Campus](#).

Accessing and Leaving Campus

Only a valid Berklee ID and confirmation of the Daily Self Checklist will grant access to the facilities. It is also recommended that you reduce movements on and off campus on a workday. For more information visit [Access to the Facilities](#).

Personal transportation: Vehicles will not be allowed on campus. These include bikes and/or folding bikes, electric scooters, skateboards, rollerblades, and so on.

Personal Health and Safety Measures

Wear a cloth face covering (unless it is unsafe to do so due to a medical condition or disability). Wash your hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60 percent alcohol. Avoid touching your face, eyes, nose, and mouth. Cover coughs and sneezes, throw out used tissues and wash your hands afterwards. Avoid shaking hands, hugging, or touching when greeting another person on campus, and avoid sharing personal belongings with other people, including, but not limited to, instruments, food, drinks, makeup, and towels.

You Leave, You Clean

Everyone is responsible for correct and regular cleaning. After using or touching any area, tools, or classroom office device, it must be sanitized according to the protocols established by the Cleaning and Disinfection Reinforcement Measures and the Specific Areas and Activities.

Travel and Trips

All domestic and international Berklee-sponsored business or academic travel is restricted until at least January 1, 2021.

Campus Services and Working Activities

- Meetings: Gatherings on campus will not be allowed. All meetings, class related or personal, must be held remotely.
- Events and concerts: These will be considerably reduced. Institutional activities and artistic performances will have to meet health authorities guidelines at each given time and will be thoroughly reviewed before approval.
- Delivery Services: Incoming personal mail and packages will be restricted. Only institutional correspondence will be permitted.
- Lockers: Students will only be able to use one locker to store belongings they carry with them on a daily basis and will be asked to empty their locker and take their personal belongings with them when they leave campus, with the only exception of large-size instruments. Information on use of lockers can be obtained through the 2020-2021 Valencia Student Handbook.

Day-to-Day off Campus

Everyone shall comply with all binding policies as well as follow all voluntary recommendations set forth/announced by competent authorities at all times, not only when being on campus but also when off campus.

As the situation is constantly evolving, please frequently consult the [Public Safety Alerts](#) website and the following resources for updated information on COVID-19 in Valencia, and globally:

3. [Ayuntamiento de Valencia](#) (Valencia City Hall) - [Twitter](#)
4. [Ministerio de Sanidad](#) (Spanish Government)- [App](#) - [Twitter](#)
5. [Consellería de Sanitat](#) (Valencian Government)- [App](#) - [Twitter](#)
6. [European Commission](#) - [Twitter](#)
7. [World Health Organization](#) - [Twitter](#)
8. [CDC](#) (Centers for Disease Control and Prevention)

Personal Travel

Berklee strongly discourages all nonessential domestic and international travel, particularly when travel that uses public transport (i.e., airplane, train, bus) as travel increases the chance of getting and spreading COVID-19.

Students wishing to travel outside the city of Valencia during their enrollment at Berklee this academic year must report any such trips to Berklee, including both domestic and international travel. This notification must be done as early as possible, either before leaving or prior to returning, if prior reporting is not possible, by filling out this [Personal Travel Form](#).

The information provided in this Personal Travel Form will only be used to ensure compliance with Berklee policies for mitigating the risk of COVID-19, particularly to determine whether the self-quarantine, testing, or adoption of any other measure is required upon the student's return to Valencia.

Students travelling during their enrollment at Berklee this year should note that it will be solely their responsibility to be informed of all recommendations, guidelines, and mandates from local, national, and international authorities prior to, during, and after their travels.

3. Detailed Guidelines and Protocols

Berklee has developed the following institutional guidelines and protocols to direct the planning and implementation of the institution's safe return to campus. The objective is to ensure that the health of all community members: students, faculty and staff is not compromised and that the measures imposed to stop the spread of the disease are effective.

1. Traveling to Campus

Self-Monitoring

Before leaving home, students must fill out the COVID-19 Daily Self Checklist and have their temperature checked. If their temperature exceeds 37.5°C or they have any symptoms compatible with the illness (fever, cough or difficulty breathing), they must stay at home and contact Berklee's Medical Assistance Team on +34 618 001 661 (returning students will need to contact Mapfre directly) These teams will then inform the [public health service](#), at the numbers established for Valencia: 900 300 555 / 112. Students must also inform their program director and [Student Affairs](#). This also applies if symptoms appear the evening before. Any person with symptoms will not be granted access to our facilities and will be asked to return home.

Transportation

Travel to campus should be made by private transport or walking, avoiding crowds as much as possible.

- **Personal transportation vehicles:** These vehicles will not be allowed on campus. These include bikes and/or folding bikes, electric scooters, skateboards, rollerblades, and so on.
- **On foot:** Keep a social distance of at least two meters at all times and avoid all crowds. Avoid touching any surfaces and do not touch your face.
- **Public transport:** Avoid crowded areas and, if necessary, wait for the next vehicle. Always use the recommended face masks. Avoid touching any surfaces and do not touch your face.

- **Taxi or VTC:** There should be only one person per row of seats. Avoid touching surfaces. The use of face masks is mandatory.

2. Access to the Facilities

Students

- All students should carry their Berklee ID card to campus in order to facilitate and speed up campus access and exit procedures. Health authorities may request that Berklee shares campus access tracking data so students must use their ID card to enter the campus.
- All students will have their temperature checked with non-contact thermometers at the front desk.
- All safety rules listed on signs at the entrance of the campus must be followed
- Hydro alcoholic gel dispensers placed at the entrance must be used before entering the facilities.

Visitors

For external or third parties, the following should also be taken into account:

- Only authorized vendors and/or third parties can access the facilities for maintenance tasks and essential services. No visitors or guest artists/musicians will be allowed on campus during the fall semester. A policy for the spring will be determined by the end of the fall semester.

Delivery Services and Incoming Mail and Packages

All personal deliveries to students, including meal services, will not be permitted. Students should organise any personal deliveries to their home address.

3. Specific Areas and Activities

- All rooms and areas originally designed to accommodate various individuals will now have limited capacity. A sign specifying the maximum occupancy will be posted at the entrance.
- **Specific cleaning instructions will be provided for each space.**
- Rooms and common areas will be ventilated by opening, when available, windows, and external doors. Alternatively, HEPA devices will be used to filter the air in specific classrooms and studios.

- Students are also expected to follow the Academic Technology Facilities in Valencia - COVID-19 Protocols, (found in the Berklee Valencia Intranet). Students must familiarize themselves with these guidelines and follow them at all times. This document includes protocols for classrooms, practice rooms, studios, and labs.

Classrooms, Practice Rooms, Studios, and Labs

- A safe distance of two meters between participants must be guaranteed.
- Specific locations where the participants must sit will be indicated in each room.
- A hydroalcoholic gel dispenser for hand disinfection will be available.
- The access and exit from the room will be done in a staggered way.
- At the end of each session or class, the room will be organized and reset to facilitate its cleaning and disinfection. The faculty leading each session should notify the [front desk](#) that the room has been used so that they can inform the cleaning service and proceed with cleaning and disinfection. Please follow the Academic Technology Facilities in Valencia: COVID-19 Protocols.
- Avoid the sharing of work equipment or devices. If this cannot be avoided, they should be disinfected after each use, and students should be provided with the necessary tools to do so.

Cantina and Coffee Areas

- Wash your hands when entering and leaving the cantina.
- Access must be staggered to guarantee distances. If necessary, the shift system must be defined to guarantee the appropriate capacity.
- Ensure the correct ventilation of the dining rooms or vending machines areas with ventilation systems in place and by periodically opening available external doors.
- At the end of use, all spaces should be tidied up to facilitate cleaning and disinfection.
- Limit the common items that must be used, and ensure their correct disinfection.

Restrooms

- Wash your hands when entering and leaving the restroom.
- For restrooms that can have more than one occupant, keep an interpersonal distance.
- Ensure proper ventilation of the toilets by regularly keeping the door open when not in use.
- Only disposable paper should be used as air dryers could spread potentially contaminated droplets.
- To dispose of paper hand towels, use the containers in the restrooms. Plastic bags will be placed inside these containers.

Lockers

Students will only be able to use one locker to store belongings they carry with them on a daily basis and will be asked to empty their locker and take their personal belongings with them when they leave campus, with the only exception of large-size instruments.

5. Cleaning and Disinfection Reinforcement Measures

These are some of the changes that have been implemented in the Berklee Valencia campus to meet health authorities' recommendations. For more detailed information, contact [Valencia Public Safety](#).

- A 1:50 bleach solution and other viricidal elements approved by the Ministry of Health have been incorporated in all cleaning and disinfection tasks.
- We've increased the ventilation of our facilities, by opening available windows and external doors for air renewal in air conditioning systems and corridors.
- Additional axial fans and portable air filtration devices with HEPA filters will be used in classrooms and studios, according to the academic schedule.
- Additional electrostatic spray technology will be used to apply disinfectant to help facilities treat surfaces.
- Carts, cases, or trolleys used to carry material or equipment throughout our facilities, will be regularly disinfected.

6. Potential Positive Cases on Campus

- If you show symptoms of COVID-19 while on campus, please immediately communicate with Public Safety and Student Affairs , then leave the facilities and contact Berklee Medical Assistance Team (incoming graduate students) on +34 618 001 661 or berklee@upromedes.com or Mapfre (returning graduate students) to Dr Robles at Clinica Mapfre Salud: rgdomin@centromedicomapfre.com as soon as possible
- If you experience multiple symptoms and cannot leave campus, you will be accompanied to a room prepared for voluntary isolation. You will remain in this room wearing a face mask until medical assistance and recommendations are provided. The room will have proper ventilation and a pedal garbage bin with a bag to dispose of masks and gloves. According to health authorities' guidelines, Berklee Medical Assistance Team and Mapfre will initiate, if recommended, the official protocol and will transport you to a hospital for PCR testing. Berklee Medical Assistance Team and Mapfre will collaborate with health authorities by providing a list of people with whom you have recently been in contact on campus.

7. Highly Vulnerable Students

People who are particularly sensitive to the risks of suffering from the disease caused by COVID-19 are defined as those who, depending on their personal characteristics or known health status, may suffer the consequences of the disease with more severity than the rest of the population or may suffer certain complications.

In the Ministry of Health's procedures for dealing with cases of infection by the new coronavirus, the main groups vulnerable to COVID-19 are people with the following pre-existing conditions:

- Diabetes
- Cardiovascular disease, including hypertension
- Chronic lung disease
- Immunodeficiency
- Cancer in active treatment
- Pregnancy
- Over 60 years old

These students must be identified and their level of risk and need for additional measures assessed. If you fall into this group, you should contact [Student Affairs](#) for the appropriate procedures to be followed and to carry out this assessment.

8. Guidelines and Expectations for Materials Posted on ol.berklee.edu and the College's Website

Lectures and other classroom presentations presented through video conferencing and other materials posted on OL are for the sole purpose of educating the students enrolled in the course.

Class videos, recordings, and images may not be reproduced, transferred, distributed, or displayed in any manner unless the instructor approves it in writing, and written permission from the program director must also be granted. Students may not share authorized or unauthorized recordings from class in any way with anyone. This includes, but is not limited to:

- sharing recordings/images with other students;
- sharing recordings/images with parents or guardians;
- sharing recordings/images with friends;
- sharing recordings/images through social media;
- posting recordings/images online;
- emailing recordings/images to anyone; and
- retaining downloaded recordings/images.

Permission to allow class recordings is not a transfer of any copyrights in the recording or related course materials. Materials contained within the class recordings, including, but not limited to, videos and other web-based media, may also have their own copyright protection for which there may be separate prohibitions under the law against dissemination.

Class sessions on Zoom or other video conferencing platforms may be audio visually recorded for students in the class to refer back to the information and for enrolled students who are unable to attend live.

Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If students are unwilling to consent to have their profile or video image recorded, they must be sure to keep the camera off and not use a profile image.

Likewise, students who unmute during class and participate orally are agreeing to have their voices recorded. If students are not willing to consent to have their voice recorded during class, they will need to keep their mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

9. COVID-19 Related Disciplinary Procedures for Students

This manual remains effective starting September 1 until otherwise noted by Berklee's Valencia campus. Berklee reserves the right to update and make edits to this document to be in line with the guidance that comes from local, regional, and national authorities and/or reputed sources. All updates to this document will be clearly noted with the date and posted on Berklee's website.

Noncompliance with this manual will result in disciplinary action under the Student Code of Community Standards, including, but not limited to, being charged according to any of the following policies: Failure to Comply, Harmful Behaviour, Invasion of Privacy, Academic Dishonesty, Disorderly Conduct, Complicity, Misrepresentation/Filing of False Reports, Unauthorized Entry, Technology Resources, Institutional Policies, and/or Federal, State, or Local Laws. Each reported incident will be reviewed by a conduct officer on a case-by-case basis regarding the severity of action. Students are subject to being placed on interim suspension while the review is conducted. Being held responsible for a violation of these policies can result in consequences ranging from warnings or probation to suspension or expulsion.

10. Social Compact

All employees and students will be asked to sign an acknowledgment and social compact document agreeing to the above guidelines and procedures. Failure to follow these guidelines and procedures may lead to potential disciplinary sanctions.

Sources

This manual is based on directives and recommendations from [Protocolo de actuación del comienzo del curso universitario 2020-21](#), [NFHS/NAMEFall 2020 Guidance for Music Education](#), [Berklee Reopening Plan Summary Document](#) and [Recomendaciones del Ministerio de Universidades a la comunidad universitaria para adaptar el curso universitario 2020-21 a una presencialidad adaptada](#).