



Berklee Valencia

BACK TO BERKLEE

Manual for Berklee Valencia Employees

Starting on April 21, 2022

Guidelines for a Hybrid Experience

All Berklee employees are expected to follow these guidelines.

Staff and Faculty

Be Committed, Act Responsibly

Be conscious: Comply with the policy and follow the guidelines

Be respectful: [Wear a mask](#), Recommended to use it properly.

Be clean: [Wash your hands](#) frequently. Recommended Cleaning in workplaces.

Be responsible: Maintain social distancing. Recommended 1,5 meters.

Be proactive: If you feel sick, stay home.

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This manual provides guidelines and directions about Berklee's hybrid academic activity during COVID-19 times. 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, Same Environment

Berklee Valencia has worked and planned to have our facilities ready to welcome the 2021-2022 academic year and deliver an excellent experience to our students while ensuring that the recommendations of health authorities, our health and safety technical service and the 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). All areas and departments will share details with [Human Resources](#) on their team's workflow throughout the academic year, in order to adapt as necessary.
- **Workspace:** People will use only one office desk. There will be either a 1.5-meter distance or a shift schedule to ensure social distancing. Your desk may be in a new office location. All staff and faculty must limit themselves to performing their assigned tasks and reduce any group gatherings.
- **Restricted access:** Access by third parties to the facilities will be restricted. If any provider needs to enter our facilities, faculty/staff members should contact [Valencia Public Safety](#) 72 hours prior to their arrival.
- **Cantina and vending machines:** The cantina has a significantly limited occupancy rate of 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 has hand sanitizers and cleaning kits so workplaces and classrooms can be cleaned after use, and air fans for enhanced ventilation in hallways and classrooms. We have scheduled cleaning shifts according to occupancy and incorporated frequent cleaning of door handles. Multiple portable air filtration devices with high-efficiency particulate air (HEPA) filters are installed in offices, classes and studios, according to the academic schedule and work shifts.

2. Essentials

Day-to-Day on Campus

Self-Monitoring

All Berklee community members should perform a self-check each day before arriving on campus. The purpose of this self-check is to help you make decisions about seeking appropriate medical care in case you need it. Pay attention to any symptoms related to COVID-19 such as:

Most common symptoms:

- fever or feeling feverish (such as chills, sweating)
- dry cough
- fatigue

Less common symptoms:

- headache
- muscles aches and pains
- sore throat

- vomiting or diarrhea
- conjunctivitis
- loss of taste or smell
- a rash on the skin, or discoloration of fingers or toes
- runny or stuffy nose

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

If you feel sick, it is recommended to stay home. For more information on this process, please visit [Traveling to Campus](#).

Accessing and Leaving Campus

Only a valid Berklee ID at the entrance 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 the facilities. These include bikes and/or folding bikes, electric scooters, skateboards, rollerblades, and so on. Remember there are specific areas for bikes, bicycles and electric scooters at the Umbracle parking lot.

Personal Health and Safety Measures

It is recommended to wear a FFP2 or Surgical 3-ply masks 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 afterward. 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.

Recommended: You Leave, You Clean

It is highly recommended to maintain a regular cleaning, before and after using or touching any area, tools, or office device. You can sanitize workplaces or equipment according to the protocols established by the [Cleaning and Disinfection Reinforcement Measures](#) and the [Specific Areas and Activities](#).

Travel and Trips

Only essential business travel will be allowed. However, we continue to urge you to be thoughtful about your expenses and ensure that they are a necessary and effective use of your budget.

To verify that all travel and expenses are strategic and align with our institutional priorities, any essential travel request must be approved by your Valencia Executive Team Member, who should contact the Finance Department.

Campus Services and Working Activities

- **Meetings:** Gatherings on campus will be restricted. Work and/or coordination meetings should be conducted online and, when possible, remotely. Gatherings on campus should be avoided, in particular in the transit areas. A few meeting spaces have been created for staff and faculty with limited capacity.
- **Events and concerts:** Institutional activities and artistic performances will have to meet health authorities' guidelines at each given time and will be thoroughly reviewed before approval. No masks will be required for outdoor activities and for indoor activities whenever social distancing can be maintained. This measure is subject to change and continuously monitored.
- **Delivery services:** Incoming personal mail and packages will be restricted. Only institutional correspondence will be permitted.

Day-to-Day off Campus

As the situation is constantly evolving, everyone should follow the guidelines from the health authorities and the medical team of our campus health and safety service. Please consult the [Public Safety Alerts](#) website and the following resources for updated information on COVID-19 in Valencia and globally:

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

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 activity on campus. The objective is to ensure that the health of employees 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, employees should self-check symptoms and have their temperature checked. If their temperature exceeds 37.5°C or they have any symptoms compatible with the COVID-19, (fever, cough, or difficulty breathing), it is recommended to stay at home and contact the [public health service](#) at the numbers established for Valencia: 900 300 555 / 112. They must also inform their supervisor and [Human Resources](#). This also applies if symptoms appear the evening before coming to campus.

Transportation

In your travels to campus, avoid crowds as much as possible.

- **Private vehicles:** For those cases when people travel together, it is recommended to sit in different rows of seats and diagonally across from each other, if possible. In a shared vehicle, the use of a surgical or FFP2/N95 mask is highly recommended for non-cohabitants. The vehicle should be disinfected every time it is used, especially in areas that are most touched, such as the steering wheel, gears, and other driving elements, as well as the door handles and window controls. Any product with virucidal capacity can be used for this disinfection (i.e., Sanitation). Make sure you have these cleaning elements in the vehicle. Periodically clean personal transportation vehicles (i.e., bikes, scooters) using spraying or wiping them down, or another method.
- **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. You cannot access the facilities with them.
- **On foot:** Keep a social distance of at least 1.5 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

Employees

- A negative PCR test could be required to ensure a safe entry to campus at the beginning of every academic semester or at the end of a break. This could apply depending on the status of the pandemic in the Valencian Community and/or new preventative measures.
- All employees should carry their Berklee ID cards to campus in order to facilitate and speed up campus access and exit procedures. Health Authorities and/or Emergency Services may request that Berklee shares campus access tracking data, so employees must use their ID cards to enter the campus.
- All safety rules listed on signs at the entrance of the campus must be followed.
- We recommend the use of Hydroalcoholic gel dispensers placed at the main entrance as you arrive at the facilities.

Visitors

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

- Any faculty or staff member of Berklee Valencia will be allowed to bring visitors on campus, starting on November, 8th.
- A visitor is defined as follows:

1) Guest musician / Visiting Artist - will participate actively in a rehearsal, recording, audition, or any other academic project.

2) Guest Speaker - will participate in a master class, training session, workshop, or any other similar activity.

3) Visitor - will participate in a business or institutional meeting hosted in the facilities.

- Any Berklee Employees must fill out this form, "[Visitor Authorization Request 2021 - 2022](#)" and request approval from their Heads of Department prior to the arrival of the visitors to the facilitator. You will find instructions in the header of the form on how to proceed with the requests.
- Only authorized vendors and/or third parties can access the facilities for maintenance tasks and essential services. Faculty/staff members should contact [Valencia Public Safety](#) 48 hours prior to their arrival in order to collect the documentation established by the Spanish labor framework and coordinate access with the security team. All approved visitors will be asked to follow the measures established for the facilities, as part of the approval process. Valencia Public Safety will designate a responsible person to make sure health and safety measures are followed at all times.
- We will request no PCR test or Vaccination Certificate for any visitor coming to the facilities, but all Berklee Employees bringing visitors will be accountable for their visits and the compliance of the COVID-19 applicable protocols.
- Visitors who are not previously announced and approved will not be allowed access to campus, except in cases of force majeure.

Delivery Services and Incoming Mail and Packages

Until further notice, all personal deliveries are restricted. For any incoming mail, package, or any delivery service, follow these guidelines (for further information, see the [Delivery Services Policy](#)):

- Notify the [front desk](#) about purchase orders and/or delivery dates for incoming packages in order to have them accepted as they arrive.
- Limit the entry and exit of goods to those strictly necessary for essential services. Evaluate the current stock and, if necessary, update it to make less frequent deliveries.
- External personnel must deliver materials without passing through the turnstile (except when strictly necessary), limiting the areas to which they may have access as much as possible.
- The front desk team will control the reception area and the collection of packages and mail with the recipient.
- Remember that front desk personnel cannot handle cash. Whenever payments have to be made for any certified mail or package, taxes, fees, charges, etc you must be on Campus when it arrives and coordinate the payment with the Finance Department.
- The rules required of external personnel will be the same as those required for any Berklee employee.

3. At the Work Space

- It is recommended a safe distance of 1,5 meters between office desks or seats. If these distances cannot be guaranteed, one of the following solutions could be chosen:
 - Use a system of shifts and/or turnovers so that there are fewer employees in the workplace and work is staggered.
 - Place protective partitions or physical separations between individuals.
 - Wear FFP2 or Surgical 3-ply masks face-covering at all times.
- Sharing work equipment or devices should be avoided. If this cannot be accomplished, equipment and devices should be disinfected after each use, and employees must be provided with the necessary tools for disinfection.
- Employees will be provided with the following: a hydroalcoholic gel bottle, a spray disinfectant bottle, and disposable paper.
- Shared items should be disinfected before and after each use, with particular emphasis on the elements that are touched most (i.e., gear levers, door handles,).
- The workspace should maintain proper conditions of order and cleanliness, and all items that are not used should be kept in cupboards or drawers to avoid possible contamination. When leaving the workplace, leave it as clear as possible to facilitate cleaning.

4. Specific Areas and Activities

- All rooms and areas originally designed to accommodate various individuals now have limited capacity. A sign specifying the maximum occupancy will be posted at the entrance.
- Specific cleaning instructions were provided for each space.
- Rooms and common areas are ventilated by opening, when available, windows and external doors. Alternatively, HEPA devices will be used to filter the air in specific classrooms and studios.
- To properly disinfect technology equipment and gear, please follow the [Academic Technology Facilities in Valencia: COVID-19 Protocols](#).

Offices, Classrooms, Practice Rooms, Studios, and Labs...

- It is recommended a safe distance of 1,5 meters between participants.
- Specific locations where the participants should sit are indicated in each room.
- Hydroalcoholic gel dispensers for hand disinfection are available.
- The access and exit from the room should be done in a staggered way.
- At the end of each session or class, the room should 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 employees should be provided with the necessary tools to do so.

Meeting Rooms

- Meeting rooms will be only available with a limited capacity in designated spaces. These rooms are bookable for staff and faculty only. Cleaning and ventilation protocols for the rooms will be the same that apply to offices and classes.
- You must previously book the room in the [Google Calendar](#) so that tracking of attendees and use of the space can be performed, if needed. Some rooms will not be bookable. Rooms will need to be booked through where you will find the number of people set for the spaces.
- New signaling with the updated capacity will be displayed at the entrance of each room.
- Try to remain seated in the same place during the meeting.
- Hydroalcoholic gel dispensers are available for hand sanitizing.
- The room must be properly ventilated by opening available windows, leaving the door open at the end of the meeting, (if possible), and/or the HEPA filter must be turned on at all times and set up to maximum speed as you finish.

- Access to and exit from the room should be staggered.
- At the beginning and at the end of the meeting, it is recommended to clean the room and normalize it so the cleaning service can proceed with disinfection.

Cantina and Coffee Areas

- It is recommended to wash your hands when entering and leaving the cantina.
- Access should 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 emergency 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.
- It is recommended the use of disposable paper, 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.

5. Cleaning and Disinfection Reinforcement Measures

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

- Only cleaning solutions and other virucidal elements approved by the Ministry of Health have been incorporated into all cleaning and disinfection tasks.
- We've increased the ventilation of our facilities by opening available windows and external emergency doors for air renewal in air-conditioning systems and corridors.
- Axial fans and portable air filtration devices with HEPA filters are to be used in classrooms and studios, according to the academic schedule.

- Additional electrostatic spray technology is used to apply disinfectant to help facilities treat surfaces.
- It is recommended that all employees clean the surfaces, armchairs, and chairs in their workplace as they arrive and by the time they finish their shifts. Cleaning stations with disinfectant products and paper towel rolls will be available in every work area with instructions.
- Carts, cases, or trolleys used to carry material or equipment throughout our facilities will be regularly disinfected.

6. Potential Positive Cases on Campus and Protocols for Confirmed Positive Cases / Close Contacts

- If you show symptoms of COVID-19 while on campus, please immediately communicate with Public Safety and Human Resources and use a FFP2 or Surgical 3-ply masks face-covering. You should then leave the facilities and contact a medical center.
- 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. Berklee's workplace safety service (Servicio de Prevención de Riesgos Laborales) will assist with all official protocols set by Conselleria de Sanitat. The workplace safety service could be required to collaborate with health authorities by providing lists of people with whom you have recently been in contact on campus.

Internal protocols for confirmed positive cases / close contacts on campus

Positives Cases.

As it was set in the Spanish Government Protocols' update on Monday, March 28th: Positive Cases will NO longer be required to have a quarantine period but it is mandatory for them to wear a face mask at all times.

There will be NO access restrictions for Positive Cases but, for all instances in which employees prefer to stay off-campus as a consequence of the aforementioned positive, all necessary services, accommodations and resources will be made available by Berklee so that they may continue working on remote or attending classes and/or academic activities remotely, if they are not On Medical Leave.

All Positive cases are required to reach out to their close contacts and communicate their situation.

For all cases when severe symptoms show up, employees should contact their Health Center (Servicio de Atención Primaria) and follow their instructions.

Positive Cases that would like to have a PCR performed on the 7th day of exposure to confirm potential diagnoses, will be able to request one from Berklee. The cost of this test will be sponsored by the college.

Preventative measures to reduce the risk of transmission are considered fundamental after a positive diagnosis and therefore a confirmed case should take all precautions necessary including reducing social interactions as much as possible (especially with those found in vulnerable health groups), using masks, and maintaining proper hand hygiene.

We highly recommend any employee that tested positive on COVID19 to contact the HR department at hvalencia@berklee.edu or Valencia Public Safety at valenciapublicsafety@berkle.edu; in order to prevent high risk personnel that may work in person from exposure. Please remember this will be always kept confidential.

Close contacts.

Preventative measures to reduce the risk of transmission are considered fundamental after exposure and therefore close contacts of confirmed cases should take all precautions necessary including reducing social interactions as much as possible (especially with those found in vulnerable health groups), using masks, and maintaining proper hand hygiene.

At this point, identified close contacts will be allowed to access campus, despite having been identified as so, and required to follow all current campus protocols. It is mandatory for identified close contacts to wear a face mask at all times.

Confirmed close contacts that would like to have a PCR performed on the 4th day of exposure to confirm potential diagnoses, will be able to request one from Berklee. The cost of this test will be sponsored by the college.

There will be no access restrictions for close contacts but, for all instances in which employees prefer to stay off-campus as a consequence of the aforementioned exposure, all necessary services, accommodations and resources will be made available by Berklee so that they may continue attending classes and/or academic activities remotely.

7. Highly Vulnerable Employees

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

The use of face masks is mandatory for any employee considered high-risk personnel, whenever they share a space with other people, where adequate ventilation and a safety distance of 1.5 meters are not guaranteed.

8. Acknowledgement and Social Compact

All employees and students were asked to sign an [acknowledgement 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](#), the [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](#).