



## COVID-19 Guidelines and Policy Manual For Students

All Berklee community members are expected to follow these guidelines:

Be conscious: Comply with the policy and follow the guidelines

Be respectful: [Wear a mask](#). Use it properly. Recommended

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

Be responsible: Maintain social distancing (1.5 meters)

Be proactive: If you feel sick, stay home

Content:

1. Campus Updates
2. Essentials
3. Detailed Guidelines and Protocols

Version	Location of change	Description	Effective date
1.0	-	Initial version.	Aug 24, 2020
1.1	Throughout the document to reflect alignment with current public health authorities' recommendations	Summer Programs	June 10, 2021
1.2		Fall 2021	August 1, 2021
1.3		Fall Break 2021	November 8, 2021
1.4	Potential positive cases on campus to reflect updated quarantine requirements. Also travel and trips section	Spring 2022	January 5, 2022
1.5	Updated Protocols on Positive and Close Contact cases	Spring 2022	January 31, 2022
1.6	Updated Protocols on Close Contact cases	Spring 2022	March 7, 2022
1.7	Updated Protocols On Positive Cases	Spring 2022	March 18, 2022
1.8	Updated Protocols On Positive Cases	Spring 2022	March 29, 2022
1.9	Updated Protocols On Use of Masks Indoors	Spring 2022	April 21, 2022

This manual provides guidelines and directions about Berklee's hybrid academic activity for 2021-2022.

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.

Please pay attention to new notifications and/or updates related to this policy that you may receive during the academic year.

## 1. Campus Updates

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, our partners from the occupational risk prevention services, and 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](mailto:academicaffairsvalencia@berklee.edu)
  - Student Affairs: [studentaffairsvalencia@berklee.edu](mailto:studentaffairsvalencia@berklee.edu)
  - Student Accounts: [studentaccountsvalencia@berklee.edu](mailto:studentaccountsvalencia@berklee.edu)
  - International Career Center: [internationalcareers@berklee.edu](mailto:internationalcareers@berklee.edu)
  - IT Support: [itsupportvalencia@berklee.edu](mailto:itsupportvalencia@berklee.edu)
  - Admissions: [admissionsvalencia@berklee.edu](mailto:admissionsvalencia@berklee.edu)
  - Public Safety: [valenciapublicsafety@berklee.edu](mailto:valenciapublicsafety@berklee.edu)
  - Communications: [communicationsvalencia@berklee.edu](mailto:communicationsvalencia@berklee.edu)
- Restricted access: Access by third parties to the facilities will be restricted. Visitors or guest artists/musicians will be allowed on campus for academic purposes only. Accesses should be requested by Program Directors.
- Cantina and vending machines: The cantina has a limited occupancy of seats; and an additional seating area is available in the annex area. The vending machines remain in the same place but they are only available on a grab-and-go policy.
- Cleaning and sanitizing reinforcement: The campus now has a number of additional hand sanitizers and 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 have been installed in classes and studios, to maximise air quality.

## 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
- recent loss of taste or smell
- a rash on 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 and ask for medical support.

All Berklee community members can also share with the [COVID19 Coordinator](#) any close contact with a person that tested positive on COVID-19, as soon as they know, in case they want to receive recommendations on this.

### Accessing and Leaving Campus

Only a valid Berklee ID 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. 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, in which case, we ask that you coordinate with [Student Affairs](#) in order to acquire official permission). 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.

## 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

All domestic and international Berklee-sponsored business or academic travel is restricted and must be approved by the Valencia Executive Team.

## 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 set for staff and faculty with limited capacity, as well as a study area for students.
- **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.
- **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 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)
9. [Vacunación Covid19 - Gobierno de España](#)

## 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 should report any such trips to Berklee, including both domestic and international travel. This notification should 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, according to current Spanish Government protocols

Students travelling during their enrollment at Berklee 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. For updated information on travel guidelines and protocols set out by the authorities, please visit: [Spain Travel Health](#).

## 3. Detailed Guidelines and Protocols

Berklee has developed the following institutional guidelines and protocols to ensure the health of all community members: students, faculty and staff is not compromised in light of the COVID-19 global pandemic, and that the measures imposed to stop the spread of the disease are effective.

## Traveling to Campus

### Self-Monitoring

Before leaving home, students should monitor any symptoms related to COVID-19 and have their temperature checked. If their temperature exceeds 37.5°C or they have any symptoms compatible with COVID-19, (fever, cough or difficulty breathing), it is recommended to stay at home and contact Berklee's Medical Assistance Team on +34 618 001 661. These teams will follow current [public health services](#) procedures. In those cases, students should also inform [Student Affairs](#). This also applies if symptoms appear the evening before.

### Transportation

When traveling to campus, avoid 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. 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 two people per row of seats. If there are three passengers that live together, they may travel in the same row of seats. Avoid touching surfaces. The use of face masks is mandatory.

## 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 and/or Emergency Services may request that Berklee shares campus access tracking data so students must use their ID card to enter the campus.
- A negative PCR test could be required to ensure a safe entry to campus at the beginning of every academic semester or 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 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 entrance as you arrive at 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.
- Only faculty and staff members will be allowed to bring visitors or guest artists/musicians on campus for academic events or activities. Requests have to be authorized by Programs Directors or Head of Departmentes.

## 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.

## Specific Areas and Activities

- All rooms and areas originally designed to accommodate various individuals have limited capacity. A sign specifying the maximum occupancy is posted at the entrance.
- Rooms and common areas have to be ventilated by opening, when available, windows, and external doors. Alternatively, HEPA devices must to 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

- It is recommended that a safe distance of 1.5 meters is maintained between participants at all times.
- Specific locations where the participants should sit will be indicated in each room.
- A hydroalcoholic gel dispenser for hand disinfection is always 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 will be organized and reset to facilitate its cleaning and disinfection. The faculty or student 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 should be staggered to guarantee distances. If necessary, the shift system should 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.
- 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.

## 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.

## 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 will be used to apply disinfectant to help facilities treat surfaces.
- It is recommended that all students clean the surfaces, armchairs, and chairs in their workplace as they arrive and by the time they finish their activities. 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.

## Potential Positive Cases on Campus

- If you show symptoms of COVID-19 while on campus, please immediately communicate with our [COVID-19 coordinator](#), [Public Safety](#) and [Student Affairs](#), and use a FFP2 or Surgical 3-ply masks face-covering. You should then leave the facilities and contact Berklee Medical Assistance Team on +34 618 001 661 or [berklee@upromedes.com](mailto:berklee@upromedes.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. Berklee Medical Assistance Team and Mapfre could be required to collaborate with health authorities by providing a list of people with whom you have recently been in contact on campus.

## Internal protocols for confirmed positive cases / close contacts on campus

### Positive 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 students 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 attending classes and/or academic activities remotely.

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

For all cases when severe symptoms show up, students should contact Berklee Medical Team (\*\*\*\*\*) 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 student that tested positive on COVID19 to contact the Berklee's Medical Assistance Team on +34 618 001 661 or the Covid19 Coordinator at [covid19valencia@berklee.edu](mailto:covid19valencia@berklee.edu); in order to prevent high risk personnel that may work in person from exposure. Please remember this will be kept confidential.

### Close contacts.

Preventive 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 on 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.

Also, for all instances in which students 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.

## 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.

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

## 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.

## COVID-19 Related Disciplinary Procedures for Students

This manual remains effective starting September 1, 2020 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.

## 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](#), [Recomendaciones del Ministerio de Universidades a la comunidad universitaria para adaptar el curso universitario 2020-21 a una presencialidad adaptada](#), [Procedimiento de Actuación para los Servicios de Prevención de Riesgos Laborales frente a la exposición al SARS-CoV-2](#) and [Medidas de Prevención, Higiene y Promoción de la Salud frente a COVID-19 para Centros Educativos en el Curso 2021-2022](#).