



Board of Trustees

Special Meeting

August 21, 2020

8:30 AM

Virtual Meeting via Zoom

In accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

Agenda

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| 1. Call to Order | Chair Kevin Queenin |
| 2. Approval of Minutes
a) June 25, 2020 | Chair Kevin Queenin |
| 3. Introduction and Remarks | Dr. Roy H. Saigo, Interim President |
| 4. Item for Information
a) Student Code of Conduct COVID-19 Addendum | Dr. Gloria Lopez |
| 5. Items for Action
a) Motion – Safe Return to the Campus Policy
b) Motion – Working During the COVID-19 Pandemic Policy
c) Motion – Ratification of Executive Committee Action to Approve Engagement of Search Firm
d) Motion – Presidential Search Committee Members
e) Motion – Presidential Search Committee Charge
f) Motion – Presidential Search Committee Budget | Mr. Stephen Taksar/Ms. Evelyn Soucie
Mr. Stephen Taksar/Ms. Evelyn Soucie
Chair Kevin Queenin
Trustee Dr. Robert Martin
Trustee Dr. Robert Martin
Trustee Dr. Robert Martin |
| 6. Item for Discussion
a) WittKieffer Intake/Listening Session with Trustees | Trustee Dr. Robert Martin/WittKieffer |

Attachments:

- a) Draft Minutes of June 25, 2020
- b) Student Code of Conduct COVID-19 Addendum
- c) Motion – Safe Return to the Campus Policy

- d) Policy – Safe Return to the Campus (New)
- e) Policy – Safe Return to the Campus (Memo)
- f) Return to the Workplace Guide (Original)
- g) Return to the Workplace Guide (Addendum)
- h) Motion – Working During the COVID-19 Pandemic Policy
- i) Policy – Working During the COVID-19 Pandemic (New)
- j) Policy – Working During the COVID-19 Pandemic (Protect the Nest Pledge)
- k) Motion – Ratification of Executive Committee Action to Approve Engagement of Search Firm
- l) Motion – Presidential Search Committee Members
- m) Motion – Presidential Search Committee Charge
- n) Search Committee Charge
- o) Motion – Presidential Search Committee Budget
- p) WittKieffer Questions for Discussion



BOARD OF TRUSTEES

June 25, 2020

Minutes

Meeting held virtually via Zoom

In accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the meeting for public viewing also took place on YouTube.

MEMBERS PARTICIPATING REMOTELY: Chair Kevin Queenin, Vice Chair Edward Sullivan, Secretary Lydia Martinez-Alvarez and Trustees Melissa Alvarado, Paul Boudreau, James Hagan, Madeline Landrau, Robert Magovern, Dr. Robert Martin, Thalita Neves and Dr. Gloria Williams

Dr. Ramon S. Torrecilha, President of Westfield State University, was also participating remotely.

The meeting was called to order at 1:50 PM by Chair Queenin, who thanked the committee chairs, presenters, and board for participation in the day's meetings, which were very informative with outstanding content.

MOTION made by Trustee Alvarado, seconded by Trustee Magovern, to approve the minutes of the April 14, 2020 and April 15, 2020 Special Board of Trustees meetings and the April 30, 2020 meeting.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Chair Queenin stated the announcements would be made at the end of the meeting.

Student Trustee's Report: Trustee Neves stated that Westfield State is not immune to the types of racial offenses taking place across the country. The Student Government Association (SGA) is supporting, by open letter and video, the Black Lives Matter (BLM) movement to combat racism and acts of hate into the summer and school year. The SGA will be returning to meetings in the fall, which typically average 40 to 50 people in attendance. It was disappointing to find out she would need to choose alternative for the fall semester at an earlier meeting in the day, suggesting kicking students out of housing is part of the reason we are losing students, which affects retention.

President's Report: President Torrecilha gave updates on the following:

- Westfield State, like society as a whole, is working to manage two pandemics; one involving COVID-

19 and the other systemic racism. Dignity, justice, and respect must be afforded to all, and it is imperative to reinforce and reenergize inclusion every day at Westfield. Steps being taken include:

- Series of listening sessions;
- Reorganization of Human Resources to the Office of Human Resources, Inclusion, Diversity and Equity (OHRIDE) and searches for a diversity officer and a generalist in that office;
- Establishment of The Owls Nest to engage first-year students with faculty and peers;
- Continuation of the Bias Incident Response Team (BIRT), faculty integrating inclusion across the curriculum, and programming through *Higher Ed Higher Ground* to inspire dialogue about race and diversity; and
- Over 500 security cameras have been installed to date to investigate future bias incidents on campus.

Despite the progress made, there is still much to be done for inclusion, diversity and equity, and he has faith that this work will continue.

- Westfield State will move forward with a hybrid/blended fall semester with a mix of online and on-ground classes, welcoming back commuter and residential students. This decision was made in consultation with cabinet, the Council of Presidents (COP), the recommendation of scenarios shared by the Safe Opening Task Force (SOTF) and by focusing on the following criteria:
 - Ability to provide enrollment with safe precautions;
 - Favorable downward trend of COVID-19 data in Massachusetts;
 - Commitment to provide a high-quality engaging experience;
 - Flexibility given uncertainties in the pandemic;
 - Commitment to ensure continuity; and
 - Working together to plan operational details. President Torrecilha thanked the Emergency Response Team (ERT), working groups, Mr. Richard Lenfest, and the entire SOTF for working on a tight schedule.
- He will transition to retirement in a few weeks. The people are what he will miss the most. Interactions with people at Westfield State have left him with a treasure of memories that are enjoyable and inspiring, encompassing his productive and dynamic time at this outstanding institution. Just like the students, he never imagined his final weeks would play out in the midst of a pandemic.
 - He has missed the interactions with students and thanked them for enriching his presidency and serving as a constant inspiration. It has been a pleasure to support and see their success.
 - He thanked the faculty who continue to illustrate why students choose Westfield State and the stellar staff, no matter their role. Each play an important role in the development of our students.
 - He thanked the mission-focused cabinet who had a high level of professionalism and never lost sight of the students being the heart of every decision made. He leaned heavily on this group and each brought something valuable and unique to the table. He thanked Provost Diane Prusank, who will also be moving on from an active leadership role, noting her work ethic, moral compass and commitment to student success have been outstanding in her roles as Chief of Staff and Provost.
 - He thanked Chair Queenin and the full board for their support and counsel during his tenure, appreciating their tenacity in making every decision. He thanked all for affording him the opportunity to serve as Westfield State University's 20th president.

Safe Opening Task Force Report: Mr. Richard Lenfest, Director of Athletics, stated he was given the charge the first week of May to lead the Safe Opening Task Force (SOTF) to assume and plan for three scenarios in

the fall: normal classes, hybrid/blended classes, or fully remote classes.

- Their scenarios were presented to cabinet and a decision was made, in consultation with the COP, to select the hybrid/blended model and a structure was created. In all the meetings, they kept at the forefront how to keep the community as safe as possible.
- Developed higher-level action plans that will be pushed down to divisional working groups comprised of faculty and staff throughout the University put together by each divisional vice president. Finer details and logistics in operational planning will be brought back to the committee in three weeks to know how to move forward and be prepared for the semester beginning.
- Planning a multi-layered strategy to minimize the risk of infection through education, face coverings, social distancing, self-quarantine, active health screenings, improved cleaning and ventilation, surveillance testing, quarantine and isolation practices.
- The academic side of planning includes safety, experiential education on and off campus, library support, and enrollment management during the blended model.
- The working groups will make recommendations to keep a robust student experience, including athletics, dining, residence halls, and off-campus students, and they will be brought back to the campus.
- The plan needs to prepare for the unpredictable and have the ability to go in a different direction, like fully remote, at a moment's notice.
- Trustee Martin stated that it is imperative that a communication strategy be in place as classrooms, modalities of teaching and residence locations will change. Mr. Lenfest agreed that communication and transparency is very important to the task force.
- Queenin: when to expect to complete analysis and have final draft?
- When questioned when the analysis and final draft would be completed, Mr. Lenfest said that the overall plan would be finished between July 10 and 17 and the final plans would be ready by mid-August.
- Trustee Martinez-Alvarez requested that the dual enrollment high school students not be forgotten. She is representing that group in her district and will assist if needed.

Advancement and Enrollment Management Committee: Trustee Martinez-Alvarez stated that at the committee meeting, there was discussion about the Advancement office staffing and the Public Higher Ed Funding Incentive. The Advancement Dashboard was presented and it was discussed that donations are not the same because of COVID-19 (lack of travel, face-to-face engagements, fundraising), but there are some great plans to move forward to advance giving to the University. Deposit numbers and fall projections were shared with an effort to close the gap with undecided students and plans for fall visitation and online virtual tours were discussed.

Academic and Student Affairs Committee: Trustee Martin stated that at the committee meeting, there was a presentation and discussion of the commuter experience, how well we are reaching them, and how to engage these students further in campus life. There was also discussion about third-year students in the Westfield State Experience. The committee also approved a new music program as follows.

MOTION made by Trustee Martin, seconded by Trustee Magovern, to approve the attached Letter of Intent for the Bachelor of Music in Music Therapy.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Finance and Capital Assets Committee: Trustee Sullivan stated there was robust conversation at the committee meeting about the uncertain times and the challenge of having a sound budget. A provisional budget and other action items were approved, as follows.

MOTION made by Trustee Sullivan, seconded by Trustee Williams, to approve the FY21 provisional operating budget as presented and to authorize the President to make budget adjustments to these funds.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to approve the FY21 proposed capital budget and capital projects greater than \$500,000, as presented in the FY21 Major Capital Projects for Facilities Plan.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to approve FY21 expenditures for the vehicle lease/purchase program, as presented.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to authorize the University to spend up to \$30,000 in FY21 on sponsorship and/or attendance at community events, consistent with University guidelines for the expenditure of such funds. The University will report all expenditures made under this umbrella approval no later than the June 2021 meeting of the Board of Trustees.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

MOTION made by Trustee Sullivan, seconded by Trustee Magovern, to approve and adopt the updated Westfield State University policy on Fixed Assets, Capitalization, and Inventory Control (0601), as presented, increasing the capital threshold to \$40,000, effective July 1, 2020.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Trustee Sullivan stated that the finance team will work through the summer to bring back different proposals by the October meeting. He complimented Provost Prusank for her leadership, guidance and the ability to work with so many people and thanked President Torrecilha for his leadership and being a person of action and not just words.

Audit Committee: Trustee Boudreau stated that at the committee meeting there was a FY20 audit plan presentation from O'Connor and Drew, who stated that most of the audit work will be done remotely. The audit report will be finalized to present at the October board meeting. The state auditor is conducting a performance audit which will take approximately one year to complete, and any findings will be reported to Mr. Stephen Taksar, Vice President for Administration and Finance, who will share them with the auditors and the committee. The Associate Director of Risk Management Position has not been filled. The possibility of partnering with a sister institution to find a more affordable way to create an internal audit of critical areas was discussed. Mr. Taksar will look at these possibilities and report back to the committee. Trustee Boudreau told President Torrecilha that his short term will be have an impact and be appreciated for many years and that the policies he has put into place will benefit the institution.

MOTION made by Trustee Queenin, seconded by Trustee Landrau, to confirm the appointment of Trustee Paul Boudreau as the Chair of the Audit Committee for 2020-2021.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Governance and Nomination Committee: Trustee Landrau stated that at the committee meeting they discussed that the Public Education Nominating Council (PENC) Statement of Commitment and Responsibilities will be circulated among all Trustees to provide edits to be presented at the October meeting. A slate of officers was also considered to present to the full board. She thanked President Torrecilha for his leadership and wished him well.

MOTION made by Trustee Landrau, seconded by Trustee Martin, to elect the following slate of officers for the 2020-2021 academic year:

Kevin R. Queenin, Chair
Edward C. Sullivan, Vice Chair
Lydia Martinez-Alvarez, Secretary

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes

Trustee Landrau Yes Trustee Neves Yes
Motion passed unanimously.

Executive Committee: Chair Queenin brought forth the following motion for ratification which was approved by the Executive Committee on May 27, 2020:

MOTION made by Trustee Queenin, seconded by Trustee Sullivan to ratify the following:
Given the high degree of uncertainty related to University Operations for the Fall 2020 and Spring 2021 semesters, a new meal plan has been developed that will streamline and simplify the delivery of a Dining Program to students. University leadership has recommended the adoption of a new residential dining plan called the Owl Plan and suspending the Unlimited and DC Basic meal plans for FY21.

Additionally, final Student Health Insurance rates have been determined and indicated on the revised FY21 Schedule of Annual Tuition and Fees which represent a 4% decrease over FY20.

I hereby move to approve the updated FY21 Schedule of Annual Tuition and Fees for the new Owl Dining Plan and final Student Health Insurance rates, as presented.

Discussion: Mr. Taksar stated that given the COVID-19 pandemic, the University cannot offer a premium meal plan so a variety of methods and plans were reviewed. A new simplified OWL meal plan for residential students was generated which features takeout and delivery plus an app to place orders and schedule pickup times. The final student health insurance premiums have been received from the state and have dropped for next year, so the overall cost for students has declined. Most of the meals will be by takeout and for special delivery accommodations, in-house staff will be used. It has not been determined if there will be a dining commons option yet. This plan is for the entire school year. After that, if there is a continued need to operate with takeout, an assessment would be made whether to continue this type of plan. If not, the regular meal plans would be reinstituted. The Board approves all dining plan fees.

ROLL CALL VOTE taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Trustee Martin referenced the communications received surrounding the recent social media post and questioned whether President Torrecilha could reassure the Board and give a timeline, knowing that the details could not be revealed. President Torrecilha stated that the institution has to abide by the Constitution even though the post goes against our values. Due process must be given and he assured the Board that there are serious investigations taking place and we must wait for a conclusion before the institution takes a position. Trustee Martin stated it is important to state publically that it is still being focused on.

Other Business: Chair Queenin shared the following updates and information.

- Interim President Discussion. Dr. Saigo is on schedule to arrive on campus the week of July 20 and he is anxious to get here and get started.

- Presidential Search Committee. Trustee Martin has agreed to chair the Presidential Search Committee. The process will be started to create and vet committee members, followed by a vote to approve them at a full Board meeting. In the last search, significant time and money was spent looking for a search firm and a relatively cost-effective way to go forward is using a firm that has been pre-qualified by UMass and the state. On July 7, there will be a Zoom meeting where each of the three search firms selected to give a proposal will make a presentation to Board members, which will be streamed live with an invitation for feedback. At this point, a Motion is required to give the Executive Committee the authority to make the selection of a search firm.

MOTION made by Trustee Queenin, seconded by Trustee Magovern, to authorize the Executive Committee to interview and engage an executive search firm for assisting in the presidential search for Westfield State University's 21st President.

Discussion: Chair Queenin stated that a pool of 17 to 19 pre-qualified firms were narrowed down to three firms that were requested to provide a proposal. The three finalists were screened and vetted for competency, price, proposals, and experience on campus, a process that was assisted by Gary Duggan, Director of Procurement and Administrative Services. The Board will now vet the firms further.

ROLL CALL VOTE taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Trustee Boudreau suggested the Board consider granting the Executive Committee the authority to appoint the Search Committee in order to save time. Chair Queenin said most of the committee members are predetermined, such as the union, foundation and alumni representatives. Trustee Boudreau stated that if there were approximately 13 people on the committee, after those predetermined by the guidelines, there may be four or five additional people to appoint. In regards to timing, Chair Queenin said the committee would be working over the summer and there are some deadlines related to advertising. Trustee Martin, as chair of the Search Committee, stated he preferred that the whole Board vote in this important undertaking of ratifying the Presidential Search Committee.

MOTION made by Trustee Boudreau, seconded by Trustee Magovern, to authorize the Executive Committee to select the Presidential Search Committee.

Discussion: Trustees Sullivan and Martinez-Alvarez, as members of the Executive Committee, stated they defer to Trustee Martin, as chair of the Search Committee.

ROLL CALL VOTE taken:

Trustee Martin	No	Trustee Landrau	No	Trustee Queenin	No
Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Sullivan	No
Trustee Boudreau	Yes	Trustee Martinez-Alvarez	No	Trustee Williams	No
Trustee Hagan	Yes	Trustee Neves	No		

Motion does not pass with 7 no votes and 4 yes votes.

Trustee Williams told Trustee Neves she felt her pain and heard her voice in her communication about the loss of housing. Advocacy for the University should be considered. To President

Torrecilha, Trustee Williams said she admired and respected the way in which he handled each situation and commended him for addressing the issue of racism.

Chair Queenin read a proclamation for President Torrecilha and stated that at a recent Board of Higher Education meeting, Secretary Peyser acknowledged President Torrecilha and stated our campus is being left in better shape than when he arrived and that he “created a model for success and sustainability for the institution that moves into the future, which is no small task for these trying times.” Chair Queenin continued that President Torrecilha recognized that the education model was changing and developed extraordinary financial leadership with fiscal management and campus growth. Chair Queenin thanked him for his leadership, commitment, and for challenging the Board. President Torrecilha’s vision of the Westfield State Experience has become a success with a path forward to provide students with successful outcomes today and into the future.

Trustee Martinez-Alvarez thanked President Torrecilha for his vision and for leading the institution through some hard times. She also thanked Provost Prusank for helping him do that. Collaboration and people you can trust are essential to leadership.

Trustee Martin thanked President Torrecilha for being fully committed to this institution and for considerably enhancing Westfield State’s position in the local and state community. The President has put together a good team and it is hoped that his initiatives are sustained in the years to come.

There being no further business, **MOTION** made by Trustee Magovern, seconded by Trustee Martinez-Alvarez, to adjourn.

There being no discussion, **ROLL CALL VOTE** taken:

Trustee Alvarado	Yes	Trustee Magovern	Yes	Trustee Queenin	Yes
Trustee Boudreau	Yes	Trustee Martin	Yes	Trustee Sullivan	Yes
Trustee Hagan	Yes	Trustee Martinez-Alvarez	Yes	Trustee Williams	Yes
Trustee Landrau	Yes	Trustee Neves	Yes		

Motion passed unanimously.

Meeting adjourned at 3:23 PM.

Attachments presented at this meeting:

- a. Minutes of April 14, 2020 Special Meeting
- b. Minutes of April 15, 2020 Special Meeting
- c. Minutes of April 30, 2020

Academic and Student Affairs Committee:

- d. Motion – New Program LOI: Music Therapy
- e. Music Therapy Program Letter of Intent and Information

Finance and Capital Assets Committee:

- f. Motion – FY21 Provisional Operating Budget
- g. FY21 Provisional Operating Budget (Narrative)
- h. FY21 Provisional Operating Budget (Campus)
- i. FY21 Provisional Operating Budget (Trust Fund)
- j. FY21 Provisional Operating Budget (Scenario Planning)
- k. FY21 Provisional Operating Budget (Scenario Assumptions)
- l. FY21 Provisional Operating Budget (Tuition and Fees)
- m. Motion – Capital Projects Greater 500K
- n. Capital Projects (Funding Plan)
- o. Capital Projects (Facilities Plan)

- p. Motion – Vehicle Lease Program
- q. Vehicle Lease Program
- r. Motion – FY 21 Sponsorships
- s. Motion – Fixed Assets Capitalization and Inventory Control Policy
- t. Fixed Assets Capitalization and Inventory Control Policy (Narrative)
- u. Fixed Assets Capitalization and Inventory Control Policy (Revised)

Governance and Nomination Committee:

- v. Motion – Election of Board of Trustees Officers for 2020-2021
- w. Proposed Slate of Officers

Executive Committee:

- x. Motion – Ratification of Motion to Approve FY21 Revised Schedule of Tuition and Fees
- y. FY21 Revised Schedule of Annual Tuition and Fees - Undergraduate

Other Business:

- z. Motion – Confirm Appointment of Audit Committee Chair for 2020-2021
- aa. Motion - Authorization to Executive Committee to Engage Search Firm for Presidential Search

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees meeting held on June 25, 2020.

Lydia Martinez-Alvarez, Secretary

Date

Westfield State University Student Code of Conduct COVID-19 Addendum

Westfield State University remains committed to mitigating the risks of COVID-19 and maintaining a positive campus community and online environment for living, learning, and working. The Student Code of Conduct supports this goal by identifying shared expectations that keep our community healthy.

The COVID-19 pandemic is ever changing. Students should stay informed and pay close attention to the Westfield State University communications that provide updates and specific instructions. As with all of its codes, policies, and standards, Westfield State University reserves the right to modify this code based on the current pandemic situation.

All students are expected to abide by all federal, state, local, and Westfield State University guidelines and regulations implemented to help mitigate the spread of COVID-19 including but not limited to wearing face coverings, washing or sanitizing hands, physical distancing, monitoring of symptoms, and self-reporting of symptoms or a positive COVID-19 diagnosis. Failure to comply with these rules and precautions will be considered a violation of the Student Code of Conduct and failure to comply could subject a student to sanctions up to and including expulsion from the University.

The following addendums, in addition to the current code of conduct outlined in the 2020-2021 Student Handbook, are expectations of the University and its students with regard to behaviors and COVID-19 mitigation strategies. Violations will be referred to and reviewed by the Student Conduct Office.

COVID-19 Mitigation Strategies Addendum

Restrictions on Social Gatherings

In order to decrease the number of individuals who could become infected with COVID-19, the University will have limits on the number of individuals who may congregate in one place based on the recommendations of the Centers for Disease Control and Prevention (CDC).

Face Coverings

The CDC has advised that wearing a cloth face covering can slow the spread of COVID-19. All students are expected to follow guidelines related to face coverings. Students are required always to wear a cloth face covering while indoors (with the exception of their own residence hall room, while eating, and other specifically designated areas/circumstances). Students are also expected to wear their cloth face covering when outdoors, if they cannot engage in appropriate physical distancing. Students are expected to follow the direction of University officials regarding the use of face coverings on campus.

Physical Distancing Guidelines

The CDC recommends that you limit close contact to other individuals. Specifically, you should maintain a 6-foot distance from others, in both indoor and outdoor spaces. It is important that you are respectful of other people's space and maintain the appropriate amount of distance. Students are expected to follow the identified travel patterns in all University buildings/locations.

Off-Campus Housing – Commuter Students

Students living in off-campus housing should adhere to federal, state, and local guidelines limiting the number of people who may gather together. Additionally, students should consider limiting the number of external guests visiting their off-campus residence. As a reminder, the University's off-campus jurisdiction is as follows:

Off-Campus Jurisdiction - When a criminal violation is committed off campus and a court conviction ensues, the violator may be subject to the Board's disciplinary jurisdiction if the University President/designee determines that the criminal violation interferes with the integrity of the University's rightful responsibilities and activities. Further, an off-campus criminal violation, regardless of any court status, may subject the alleged violator to the Board's disciplinary jurisdiction if the University President/designee at his/her discretion determines that the alleged violator constitutes a danger to persons or property on or off campus or has engaged in off-campus conduct that affects the welfare of the campus community. Such behaviors that may be subject to University disciplinary action include, but are not limited to, physical assault and battery, sexual assault, harassing or intimidating behavior, damage to other's property, unlawful alcohol gatherings, disruptive behavior, selling or distributing drugs, and any drug possession where the evidence indicates intent to sell or distribute controlled substances. Also, any student who exhibits chronic behavioral issues off campus may be subject to University disciplinary action under these guidelines.

Residential Life Policies

Students living in Westfield State University residence halls must abide by the rules put in place to keep their residential community safe. Specific policies and expectations related to guests, group gatherings, and other responses to COVID-19 must be followed. Until further notice, students are not permitted to have any guests, both student and non-student, in their designated residence hall. Students are also prohibited from visiting other residence halls outside of their assigned building.

Health Monitoring/Reporting

Students are expected to monitor their health for any symptoms associated with COVID-19 (which includes temperature checking) on a daily basis. When asked, students must accurately and honestly report symptoms or risk factors for COVID-19. Students who feel ill or have a fever may not attend classes or events and must contact Health Services for further instruction. The University will give additional instructions about health monitoring/reporting in the future as appropriate, and students will be required to follow any such instructions. Such monitoring may require the use of technology (such as telephone apps, digital displays, etc.) or may entail other means of

monitoring. Even if not required, when available, students are strongly encouraged to utilize technology (such as telephone apps, digital displays, etc.) that is made available through state and local government to assist in contact tracing and resource sharing.

Conduct in On-Line and Virtual Settings

As always, students are expected to act civilly and respectfully, in all environments, including on-line, social media, and virtual settings. Students should be mindful of their communication (phone, videoconferencing, email, etc.) with faculty, staff, and other students. Recordings of any nature in these settings without the party's consent is against Massachusetts State General Laws and University policy.

Student Release and Acknowledgement

Massachusetts is fighting the novel coronavirus, COVID-19, a highly infectious, life-threatening disease declared to be a global pandemic. There currently is no known treatment, cure or vaccine for COVID-19. The disease may be contracted through contact with infected persons who may be asymptomatic, or from contact with the virus left on surfaces. In accordance with the recommendations and guidance of the CDC and the Massachusetts Department of Health, as well as the guidance provided in Massachusetts's Safe on Campus Guide, the University has taken steps to limit the spread of COVID-19, but the health and safety of the community depend upon all its members accepting the shared risk associated with the disease.

Aware of the contagiousness of COVID-19 and the inherent risks of being exposed to a person who may be infected with the disease, I am voluntarily choosing to live in a residence hall and/or attend both curricular and non-curricular activities assuming the risk that I may be exposed to COVID-19 upon my return including the possibility that exposure or infection may result in illness, permanent disability and/or even death. I acknowledge that in choosing to live in a residence hall and/or attend both curricular and non-curricular activities, I have relied on my own judgment and not on any representations regarding the safety of, or risks of returning to campus in any capacity made by the University or any of its trustees, officers, employees, agents, volunteers, or students.

I acknowledge that it may not be possible for the University to limit all potential sources of COVID-19 infection, and that the risk of exposure to or infection with COVID-19 in the residence halls and on campus may result from the actions, omissions, or negligence of myself and others, including, but not limited to, University trustees, employees, agents, contractors, volunteers, and students. I understand that the University is an open campus, which necessarily limits the University's ability to control students and visitors to campus. I understand that if living in the residence halls, I am not permitted to have any guests, both student and non-student, in my residence hall. I understand this includes me being prohibited from visiting other residence halls.

I acknowledge that if I am living in the residence halls, should a semester on campus be interrupted by COVID-19 so as to preclude continued residence on campus, I shall be

entitled to a pro rata refund of room and board payments based on the length of time I lived in the residence halls.

I understand that the safety of the campus community in respect to COVID-19 is a shared risk and that all community members must do their part to contribute to the health and safety of the community. To that end, I understand that the University has implemented certain policies and regulations intended to mitigate the potential spread of COVID-19 in the residence halls, and the University may update or revise these policies and regulations at any time in response to new information, recommendations or guidance from the CDC or Massachusetts Department of Health. I agree that I will comply with all rules and precautions mandated by the University, including, but not limited to, wearing face coverings, sanitizing hands, physical distancing, monitoring of symptoms and self-reporting of symptoms or a positive COVID diagnosis.

I understand that should I fail to comply with the University's policies and regulations regarding COVID-19, I will be in violation of the University's Students Code of Conduct and/or the Housing Contract, and that as a result I could be subject to sanctions up to and including an immediate removal from the residence hall and expulsion from the University. I acknowledge that should I be required to vacate a residence hall as a result of my failure to comply with the University's policies and regulations regarding the COVID-19 pandemic, I shall not be entitled to any refund of my room and board payment.

I understand that I must have a personal "Isolation and Quarantine Plan" should I test positive for COVID-19 or be exposed to a person testing positive for COVID-19. I understand that I am expected to follow the University's procedures as outlined in the "Positive Reporting Procedure."

Finally, I release the University, its trustees, officers, employees, agents, and contractors from any and all legal responsibility associated with exposure to COVID-19, including, but not limited to, any personal injury, disability, illness, damage, or death, whether such exposure occurs before, during or after I move into a residence hall. I also agree, on behalf of myself, my personal representatives, and heirs not to make any kind of legal or equitable claim against the University, or any of its trustees, officers, employees, agents, or contractors with respect to any exposure to COVID-19, regardless of how such exposure occurs.

I have read and understand this agreement, and I am aware that by signing this agreement I may be waiving certain legal rights, including the right to sue. This agreement shall be binding upon me and my heirs, legal representatives and assigns, and shall inure to the benefit of the University and its successors and assigns.

My electronic signature below indicates that I have carefully read and understand the above statements and intend to be bound legally by its terms.



Board of Trustees

August 21, 2020

MOTION

To approve and adopt Westfield State University's Safe Return to the Campus Policy, as presented.

Kevin R. Queenin, Chair

Date

SAFE RETURN TO THE CAMPUS POLICY (DURING THE COVID-19 PANDEMIC)

PURPOSE

The purpose of the *Safe Return to the Campus* policy is to protect the health of the campus and the broader community, while enabling students to progress toward their educational goals. Internal guidelines are fluid and may be subject to change as conditions evolve, in alignment with further guidance from federal and/or state health officials. Adherence to this policy is essential to maintain a safe return to the campus workplace for employees and students during the COVID-19 pandemic.

POLICY

Employees are expected to abide by all federal and state regulations, as well as University-issued requirements implemented to mitigate the spread of the COVID-19 pandemic. So that we may create a culture of safety and accountability throughout the Westfield State University community, every member of our community is expected to adhere to the following:

1. Return to the Workplace Guide (on MyWestfield/Employee page); which will continue to be in effect.
2. Addendum(s) to the Returning to the Workplace Guide.
3. Protect the Nest Pledge.
4. Centers for Disease Control and Prevention (CDC) Guidelines.
5. Massachusetts Department of Public Health (DPH) Guidelines.

Employees who fail to comply with the requirements of this policy may be subject to disciplinary action.

This policy will remain in effect until further notice.

REVIEW

This policy will be reviewed by the Associate Vice President of Human Resources and updated as required, but not less than annually.

Westfield State University

Policy concerning:

APPROVED: August 21, 2020

Section: TBD

Number: TBD

Page: 2 of 2

REVIEWED:

References:

- *Returning to the Workplace* (June 26, 2020)
- *Returning to the Workplace - Addendum* (August 21, 2020)
- *Protect the Nest Pledge*
- *Summary of Mask Requirement, Student Health Services* (August 5, 2020)

HEALTH SERVICES

To: Steve Taksar
Vice President for Administration and Finance

From: Lisa Brosnan
Interim Director, Health Services

Re: In Support of a Mandatory Mask Policy at Westfield State University

Date: August 5, 2020

The need for a mandatory mask policy at WSU is both clear and compelling, and will allow WSU to have a greater level of control over the spread of COVID-19 cases on campus, resulting in improved outcomes for students and employees of the institution.

1. Mandatory mask usage is a critical component to reduce the spread of COVID-19.

Mandatory mask usage can reduce the rate of spread by 60%+ and is the single most effective measure (aside from a robust testing and tracing strategy) that a workplace can take to combat the spread and reoccurrence of this virus (MA High Technology Council, 2020).

2. Masks are a crucial way to reduce exposure to viral load.

Universal mask usage could have a significant impact on reducing egress of the virus from infected individuals, including those who are asymptomatic, to others. The coronavirus reproduces in our respiratory tracts and is transmitted to others via droplets that are emitted when we breathe, speak, sing, cough, or sneeze. Masks are the most effective way to contain these droplets. (MA High Technology Council, 2020).

3. The Governor's mask order requires face coverings at all times in public places where social distancing is not possible (Office of the Governor, 2020).

In the guidance accompanying Governor Baker's mask order, there are specific examples provided of instances in which social distancing cannot be reliably maintained and a mask is required. A few examples include:

- Inside or waiting in line outside of grocery stores, pharmacies, and other retail stores;
- In an enclosed or semi-enclosed transit stop or waiting area; and
- In common areas/lobbies of an apartment building (MA Department of Public Health, 2020).

Most areas on the WSU campus fall into the above categories, making masks critical. Lobbies and shared office and residential areas, and lines of students or employees while waiting for surveillance testing or to pick up food or books, will create areas in which social distancing is difficult and masks are essential.

4. There are no acceptable alternatives or work-arounds to the wearing of a mask.

Guidance from the CDC states that “it is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks” (CDC, 2020). The Westfield Health Department (Debra Mulvenna, Supervising Public Health Nurse) agrees with the CDC, and adds that a face shield is not meant to be worn alone, but worn in addition to a mask.

The World Health Organization (WHO) states that COVID-19 is airborne and can be carried by tiny aerosol particles (WHO, July 9, 2020). Only a mask has been proven to significantly reduce the emission of particles from infected individuals (MA High Technology Council, 2020).

5. A mandatory mask policy would likely be permitted under the ADA because individuals without masks pose a direct threat to our campus community.

Per the Equal Employment Opportunity Commission (EEOC), “the ADA expressly permits employers to establish qualification standards that will exclude individuals who pose a direct threat -- i.e., a significant risk of substantial harm -- to the health or safety of the individual or of others, if that risk cannot be lowered to an acceptable level by reasonable accommodation. ... By requiring employers to make individualized judgments based on reliable medical or other objective evidence rather than on generalizations, ignorance, fear, patronizing attitudes, or stereotypes, the ADA recognizes the need to balance the interests of people with disabilities against the legitimate interests of employers in maintaining a safe workplace” (EEOC, 2002).

6. A mandatory mask policy sends a powerful signal.

Mandatory, universal mask use on campus gives a sense of communal effort to combat the virus and inspires everyone to wear a mask (MA High Technology Council, 2020).

Allowing individual exceptions or exemptions is a slippery slope and will lead to non-compliance and/or apathy.

7. State universities have already adopted mandatory mask policies.

Worcester State (<https://www.worcester.edu/Safe-Return/#safe-campus-environment>)

Individuals will also be required to wear face coverings. Failure to comply will violate the mutual contract of social responsibility. Refusal to comply may result in immediate removal from campus, exclusion from campus, and/or other disciplinary action.

Bridgewater State

(https://www.bridgew.edu/sites/bridgew/files/media/pdf_document/2020%20Safe%20Return%20Report.pdf) (page 12)

Wear a face covering when indoors in common spaces and classrooms on the BSU campus as well as outdoors when physical distancing is not possible

Salem State

(https://www.salemstate.edu/sites/default/files/pdfs/SSU%20REPOPULATION%20OPERATIONS%20PLAN_7-17-20.pdf) (page 10)

Facial coverings or masks ... must be worn by everyone at all times when in public or common area spaces on campus. This includes but is not limited to: classrooms, conference space, shared, offices, reception areas, hallways, and indoor spaces where physical distancing is not possible.

References

Centers for Disease Control and Prevention. (July 2020). Considerations For Wearing Masks. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Equal Employment Opportunity Commission. (2002). The ADA: Questions and Answers. Retrieved from <https://www.eeoc.gov/laws/guidance/ada-questions-and-answers>

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Massachusetts High Technology Council. (2020). The War on Covid-19: Reducing Rt Deep Dives. Retrieved from <http://www.mhtc.org/wp-content/uploads/2020/05/2020.5.22-MHTC-Main-Deck-vFinal.pdf>

Office of the Governor. (May 2020). Order Requiring Face Covering In Public Places Where Social Distancing Is Not Possible: Covid-19 Order No. 31. Retrieved from <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

World Health Organization. (July 2020). Transmission of SARS-CoV-2: Implications for Infection Prevention Precautions. Retrieved from <https://www.who.int/news-room/commentaries/detail/transmission-of-sars-cov-2-implications-for-infection-prevention-precautions>

Returning to the Workplace

Issued June 26, 2020

Westfield
STATE UNIVERSITY



Westfield State University's response to the COVID-19 pandemic will continue to be aligned and consistent with the CDC Guidelines and Commonwealth of Massachusetts mandates.

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A MESSAGE FROM THE PRESIDENT

Dear Campus Community,

The advent of the Coronavirus (COVID-19) pandemic has required colleges and universities across the country and around the world to adjust their methods of instruction; student life; and workforce to maintain the health, safety, and security risks for their communities.

The talented and devoted employees of Westfield State University, in accordance with the guidelines offered by the Centers for Disease Control and Prevention (CDC) and the Commonwealth of Massachusetts, have collaborated to assemble this thoughtful guide for our workforce to allow a gradual return to on-campus operations.

This has been a difficult and taxing time, and I thank faculty, staff, and students for their continued flexibility and cooperative spirit as we work together, soliciting and relying upon input from the community, to progress through the University's recovery from the pandemic.

By working collaboratively, Westfield State University will meet this challenge and continue to fulfill its mission to provide a high-quality, accessible education focused on student engagement and success.

Thank you for your support as the University advances toward this "new normal."

Sincerely,

Ramon S. Torrecilha, Ph.D.
President



A MESSAGE FROM OHRIDE

Dear Campus Community,

I am pleased to share with you Westfield State University's Return to Work Guide. This guide's goals are to protect the health of employees, ensure the well-being of the campus community, and carefully and deliberately prepare for the return of on-ground working and learning environments.

As we begin our gradual, phased return to work plan, we proceed with an abundance of caution. It is important to note that the **success of our efforts to safely return to work on our campus depends on the commitment of each employee to exercise good judgment and to comply with the guidance and directives contained in this document. We all are responsible for protecting the community's health.**

The Office of Human Resources, Inclusion, Diversity, & Equity (OHRIDE) based this plan on current guidance from the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health, Massachusetts Gov. Charlie Baker, and other best practices to support our safe and healthy return to campus. As knowledge and understanding of the Coronavirus (COVID-19) continue to evolve, institutional plans and guidance will be updated as appropriate.

Please take the time to carefully review the guide. If you have any questions, your supervisor, area vice president, or the Office of Human Resources, Inclusion, Diversity and Equity will be happy to help you.

We appreciate your flexibility and cooperation as we begin our phased-in return to work this summer.

Note that due to the fluid nature of the COVID-19 pandemic and the related federal and state guidelines, this guide may need to be regularly revised.

Sincerely,

Dr. Jalisa D. Williams
*Associate Vice President for Human Resources
Office of Human Resources, Inclusion, Diversity, & Equity
Westfield State University*

Training for Social Distancing and Hygiene Protocol

Westfield State will offer training to its faculty and staff about social distancing and hygiene protocols. The training for faculty and staff will be administered through the OHRIDE and the Division of Student Affairs will administer the appropriate training for students. Supervisors are expected to continually remind employees of safety precautions, social distancing and hygiene protocols and other measures aimed at reducing disease transmission.

Campus training will include:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening at home, including temperature checks and symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Supervisors who conduct training should know that the training does not need to include in-person training. Training can be done through virtual means, or providing this document for discussion with teams. Departments may request a representative from OHRIDE to join their department meeting to discuss/clarify specific health and safety or workplace/personnel matters.

Mental and Emotional Wellbeing

In a time of crisis such as COVID-19, it's not unusual or outside the norm to experience many emotional and psychological disturbances. You might find that you feel more anxious, depressed, angry, as well as have times when you have difficulty sleeping, eating, or enjoying life. These are reactions to all the stress the virus brings to your life. Even if you've never had these types of difficulties before, this event in your life and all it causes can produce the symptoms. At times like these, it might be very helpful to see someone for help in managing the feelings you're having. You won't be alone in the need for extra help during these times. Many people are turning to mental health providers to assist in taking care of their mental health. There are community resources such as BHN The Carson Center (413-568-1421) in Westfield as well as resources made available through the Office of Human Resources, Inclusion, Diversity, and Equity.

AllOne Health, Westfield State's Employee Assistance Program, offers services and support to employees and their family members in need of guidance. Free confidential telephonic or video counseling is available, as well as online courses and a broad range of self-assessment tools to guide you to healthy learning and decision making. If you need to speak with a counselor or have questions about the program, call the EAP at 800-451-1834 or visit their website at allonehealth.com.

Mass4You, the State Employee Assistance Program provided by the Group Insurance Commission (GIC) is a friendly, confidential service that provides a wide range of resources for any life situation. Need a rental car? Meals delivered to your home? Mass4You will search and verify services to help you and your family, and will provide support when are tough. For information and assistance, call 1-844-263-1982 or visit liveandworkwell.com and use the access code mass4you.

RETURNING TO THE WORKPLACE

Workplace Expectations & Guidelines

The health and safety of our students, faculty, and staff are the primary focus as we begin returning to campus. This return to the workplace document provides information, expectations and guidelines that all Westfield State employees are expected to follow. The safe and gradual return of the workforce is a responsibility that we all share and complying with these protocols and guidelines will help make the gradual return as safe as possible for all Westfield State constituents.

Westfield State University will continue to operate with restricted access on campus throughout the summer. Restricted access means that access to academic and administrative campus buildings is restricted to faculty and staff through use of their University-issued identification. Building access by permissible contractor and vendors must be organized through department directors or otherwise referred to Public Safety (413-572-5262). In addition, we will continue to discourage students from visiting campus in June, July, and August.

Symptom Monitoring

Before coming to work, employees who have been instructed to return to the workplace must be free of any symptoms potentially related to COVID-19. Employees are encouraged to take their temperature every day before reporting to work.

For a list of symptom updates, employees should go directly to the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, contact your primary care physician for guidance. If you believe that you have contracted COVID-19 or have come in contact with someone who has tested positive with the virus, for the purpose and well being of the entire campus community, please also notify Tina Bonés, Benefits Manager at 413-572-5274, or Alexa Fiorita, Administrative Assistant at 413-572-8730, or email hr@westfield.ma.edu, in the Office of Human Resources, Inclusion, Diversity and Equity (OHRIDE). Any information provided to OHRIDE is kept confidential. Consistent with existing university policy, employees are also required to notify their supervisor of all expected and unexpected absences from the workplace (including COVID-19).

People of all ages with underlying medical conditions are at a higher risk, particularly older adults (age 65 and older) and individuals with medical conditions, such as:

- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Hemoglobin disorders
- Immunocompromised

To review a complete list of CDC's high risk populations, go to <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higherrisk.html>



Personnel Expectations

Safeguarding the health and safety of the campus community is paramount, we therefore expect employees to notify the OHRIDE, by calling 413-572-8730 or emailing hr@westfield.ma.edu, if they have been in contact with or exposed to COVID-19. Contact with or exposure to COVID-19 should be interpreted as contact with someone who has tested positive (presumptive or confirmed) for COVID-19. Based on CDC's current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Employees who have been exposed should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure. These actions are expected of employees who are instructed to report to work in part or in whole.

Employees asked to report to the workplace are expected to inform OHRIDE if they:

1. have had contact with someone who has tested positive (presumptive or confirmed),
2. are exhibiting symptoms of COVID-19; or
3. they have tested positive (presumptive or confirmed) for COVID-19.

Employees should also fill out the **Notification of Travel/Exposure form** (which will be maintained in OHRIDE).

CDC explains that many people may not show visible signs or symptoms right away, they may be asymptomatic. Symptoms may appear 2–14 days after exposure to the virus. Employees with these symptoms may have COVID-19 (please refer to the CDC website for the most current and complete list of symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>):

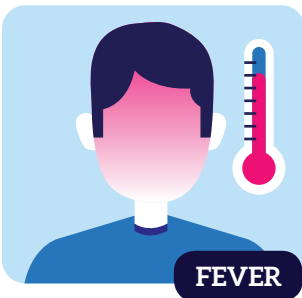
- | | | |
|---|--------------------------------------|------------------------------|
| • Cough | • Repeated shaking with chills | • Headache |
| • Shortness of breath or difficulty breathing | • Runny nose or new sinus congestion | • Sore throat |
| • Fever | • Muscle pain | • Fatigue |
| • Chills | | • New GI symptoms |
| | | • New loss of taste or smell |

Employees should call their medical provider for any symptoms that are severe or concerning to the employee.

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- | | |
|--|-----------------------------------|
| • Trouble breathing | • New confusion |
| • Persistent pain or pressure in the chest | • Inability to wake or stay awake |
| | • Bluish lips or face |

The following protocols shall be followed until time period determined as no longer needed.





Returning to the Workplace

When employees call in sick

Consistent with existing University policy, employees are responsible for contacting their supervisor if they are unable to report to work for any reason.

When an employee calls in sick, the employee should provide and/or may be asked if they are exhibiting symptoms associated with COVID-19. **CDC** provides that symptoms include cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, runny nose or new sinus congestion, muscle pain, headache, sore throat, fatigue, new GI symptoms, and new loss of taste or smell.

The University regards any responses from employees as confidential medical information and asks that employees contact OHRIDE if they are experiencing symptoms consistent with COVID-19, as identified above and as provided by the CDC. If a supervisor, manager, or department chair receives a call from an employee, who discloses information about symptoms, the supervisor/manager/department chair must notify OHRIDE immediately in a confidential manner. Supervisors, managers, and department chairs are expected to direct employees to contact OHRIDE directly rather than discuss confidential medical information with an employee. OHRIDE strongly encourages employees to contact its office directly at **hr@westfield.ma.edu** or call Tina Bonés, Benefits Manager at 413-572-5274 or Alexa Fiorita, Administrative Assistant at 413-572-8730.

What to do if you are experiencing COVID-19 symptoms

- If an employee is experiencing the symptoms listed on page 2 and 3 (see section: **When employees call in sick**), the employee should remain out of the workplace and use their leave accruals to cover their sick leave absence from the workplace.
- If an employee has been diagnosed with COVID-19 and has worked on campus within the last 14 days of experiencing symptoms and/or diagnosis, the employee should contact OHRIDE and remain out of the workplace for 14 days at minimum. Providing this information to OHRIDE will help the university with the notifications for contract tracing. During which time, the employee should use accrued leave or, if appropriate, leave under the Families First Coronavirus Response Act ("FFCRA"), to be compensated. **Employees diagnosed with COVID-19 will not be able to return to the workplace before receiving approval from OHRIDE. The University reserves the right to require medical documentation before an employee is permitted to return to work.**
- If employees have exhausted all accrued leave, eligible APA and MSCA employees shall be allowed to use the sick leave bank without being required to go off the payroll for five (5) days before access. AFSCME employees without accrued leave are encouraged to apply for an extension of sick leave.

If an employee calls to report they have been exposed to COVID-19 but is not displaying symptoms

Before reporting to work, all employees are expected to contact OHRIDE if they have been exposed to COVID-19 but are not displaying symptoms. OHRIDE will discuss with the employee the cautionary measures being taken by the University, including the need to remain out of the workplace, and whether alternative work options are available.

When an employee in the workplace presents with symptoms

When an employee in the workplace presents with symptoms, the employee will be asked to leave the workplace by OHRIDE and use sick leave or other available accrued leave, should the employee not have available sick leave to cover their absence. OHRIDE will discuss with the employee available leave options or possible alternative work arrangements. Additionally, OHRIDE will ask the employee to inform OHRIDE if they have been diagnosed with COVID-19, or have been exposed to COVID-19. Employees must contact their supervisor if they are unable to report to work.

- If the employee was diagnosed with COVID-19 or was exposed to COVID-19, the University will follow the guidance above (see section: **When employees call in sick**). In the event the employee indicates that they were not diagnosed or were not exposed to COVID-19 and their symptoms no longer persist, the employee will be permitted to return to the workplace. Employees should continue to self-monitor to ensure their health and the health and safety of others.

Inquiring about travel

In our efforts to lessen the risk and protect the well-being of our campus community while following state guidance, we ask that all employees who have traveled domestically and/or internationally within the last three (3) weeks, or who have upcoming travel plans to any country identified as Level II or higher by the CDC, report this travel to OHRIDE. Employees should complete the electronic **Notification of Travel/Exposure form** (which will be maintained in OHRIDE) or may contact Alexa Fiorita, administrative assistant at 413-572-8730 or hr@westfield.ma.edu. This information will assist OHRIDE on how to work best with employees who may need to self-isolate for 14 days.

Provided in the Governor's Reopening Massachusetts plan listed in the current Stay-at-Home order and in the Phase 1 and 2 columns that "all travelers to Massachusetts urged to self-quarantine for 14 days," we understand that Westfield State has a small population of employees who do not live in Massachusetts and commute from neighboring states. We ask that this population of employees work with their supervisors for possible alternative work capabilities to reduce their travels to Massachusetts to the extent possible and as approved.

Phased-in Staffing

The University is using a phased-in approach for the return of employees to the workplace starting on or around July 1, 2020 as the start of phase one. The return to on-ground working will be conducted gradually and we will continue to assess staffs' ability to work remotely, as approved. As we initiate phase one, to include the full return of our Facilities and Operations staff and other service critical positions, we will also move to gradually return other employees as identified by department heads and area vice presidents. For now, phase one includes no more than the return of 25 percent occupancy within buildings. Occupancy levels may exceed 25 percent depending upon the critical operational need and the ability to carry out safety precautions. Most offices will be unable to accommodate more than 25 percent of their staff in offices/buildings at any given period starting July 1, 2020.

The gradual return to work approach will be unique for each office/department, as department heads along with their area vice presidents will need to consider slowly phasing-in 25 percent occupancy within their offices/buildings in phase one, and while ensuring a process/schedule that allows appropriate social distancing. There has been no determination as to when phase two would start and the parameters of a phase two. We will continue to assess the health and safety and conditions of our workforce as well as following the guidance provided by the Governor's Office.



Returning to the Workplace

Positions that are necessary for campus safety, facilities operations, dining operations, student housing and operations, some classroom learning and/or designated on-ground activities, as well as jobs that cannot be effectively performed from home and are critical to ongoing operations will be prioritized in the University's phased-in return to work approach.

The need to maintain a reduced number of people on campus to meet social distancing requirements will likely continue for some time as we work to create a workable model for campus learning and operations. Many employees who have been effectively working remotely may be permitted to continue to do so, with the department head's approval. However, employees may be required to shorten their remote schedule and work a day(s) on-campus as the University implements its phased-in approach to repopulating the campus. During the phased-in approach, employees may have a hybrid work schedule that incorporates both social distancing within offices and departments on campus and remote work from home. Approval to work remotely will be periodically assessed during the University's phased-in approach and approval to work remotely may be revoked at any time and for any reason at the University's discretion.

The campus will continue with restricted access throughout the summer. Employees may access their office area based on the approved on-ground summer work schedule. Changes to an employee's on-ground work schedule and/or requesting access to buildings or offices outside the approved schedule must be submitted for supervisor approval. The revised schedule and/or building/office access request must be submitted to the Office of Human Resources, Inclusion, Diversity and Equity (OHRIDE) by the department head before the schedule or access can be acted upon. Access to buildings/offices and changes to on-ground schedules generally require 72-hour notice to OHRIDE and Facilities and Operations. Faculty may access their offices during the summer months by providing advance notice to their college dean who will inform OHRIDE and Facilities and Operations. During this phased-in approach, employees should visibly wear their employee ID while on campus.

Staffing Options:

When employees have been instructed to return to work on-site, there are several options that departments will consider to maintain required social distancing measures and reduce the population density within buildings and work spaces. Employees should know that not all positions will be able to continue with the implemented telecommuting ability as the campus moves forward with its on-site operations. Department heads will examine the functions and duties of the position to make determinations on the position's ability to be performed in the methods listed below. Telecommuting and other unconventional working arrangements are temporary in nature for most positions as the University implements its phased-in approach. The University's goal is to safely and methodically repopulate the campus community.

To minimize the interference of the delivery of critical services, some positions will return to on-site either in whole or in part.

Full Return: Some offices and/or departments may require the full return of its staff to preserve public health or public safety considerations or where reduced staffing may interfere with the continued delivery of critical services. Additionally, some positions based on the primary duties performed, will require the employee's full return to campus.



Remote Work: With supervisor's approval, employees who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements must be approved by the department head and can be done on either a full or partial day/week schedule as appropriate. Area vice presidents and/or department heads periodically may review the feasibility of remote work.

Alternating Days: To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. The office coverage schedule, should not exceed 25 percent occupancy in the office/building at any particular time. Some departments may exceed this maximum occupancy level based on a demonstrated need for relief or inability to perform duties from home based on either public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services.

Staggered Reporting/Departing: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Departments will endeavor to stagger start times and departure times by at least 15 to 30 minutes to reduce traffic in common areas and assist in meeting social distancing requirements.

HEALTH AND SAFETY GUIDANCE

Personal Safety Practices

The University requires all employees to wear face coverings in all campus public spaces and in common spaces such as restrooms and copy areas. Employees who work alone in their offices are not required to wear a mask in their office. Employees that work at a distance beyond six feet but still share common space with coworkers are required to wear masks in their shared common space. Employees with a medical condition(s) who would be negatively affected by the requirement should contact Tina Bonés (413-572-5274 or hr@westfield.ma.edu) in the OHRIDE.

Handwashing: Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Face Masks/Coverings: In accordance with the executive order, face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, hallways, meeting rooms, restrooms, classrooms, etc.). Appropriate use of face masks is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The wearing of a face mask is not a substitute for social distancing. The face mask should cover both your nose and mouth and extend to your chin.

Employees are expected to supply their own face coverings; however, a limited supply of face masks will be available for staff members who do not have, or who have forgotten a face covering. Employees who forget to bring their face coverings to campus should inform their department head who will work with their area vice president to secure a mask. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care in the chart on page 8.

Type and Intended Use of Face Coverings/Masks



Description			
Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provides effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use			
Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office		These masks are reserved for healthcare workers.	

Personal protection equipment (PPE) that exceeds beyond having a mask requirement, will be provided to select employees based on the nature of their job function and inherent risk. Job-specific PPE requirements will be communicated to employees by their direct supervisors.

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck, or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Employees must dispose of their mask and/or gloves in the proper trash receptacles located throughout the campus.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff that work on-site must follow these social distancing practices:

- Stay at least six feet (about two arms' length) from other people at all times.
- Avoid gathering in groups where social distancing is difficult or not possible such as break rooms, eating areas, copy rooms, etc. If you are utilizing group spaces be sure to allow six feet of physical distancing.
- Avoid engaging in activities that could lead to crowded places and mass gatherings.

No more than 25 percent maximum occupancy levels within offices/buildings can be occupied on campus effective July 1, 2020 (some exceptions may apply). Departments such as Facilities and Operations, whose work is primarily on grounds, will have to ensure that its staff can social distance. The maximum of 25 percent occupancy is within offices/buildings and social distance should be adhered to on campus grounds.

Departments may exceed the 25 percent maximum occupancy level based on a demonstrated need for relief due to public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services. For Westfield State, this would include such departments as Facilities and Operations, Public Safety, Health Services, and Dining Services or others.

Additional Operational Practices at Westfield State

- Dining Services will reopen following all applicable guidelines from federal, state, and local agencies.
- Physical partitions must separate workstations that cannot be spaced out. In areas where partitions are not available or capable, employees must wear their mask.
- Directional hallways and passageways for foot traffic where possible will be established, to minimize contact. Westfield State will post signage regarding these policies.
- We will limit permissible visitors where feasible, and avoid congregation in common areas (e.g., lobbies). OHRIDE recommends that departments and offices set up only necessary meetings by appointment only. Departments/offices will be required to keep a log of all visitors so the University can identify potential exposure, if necessary.
- Managers/Supervisors/Department Heads will designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers, including conducting meetings remotely when possible.
- Employees are asked to limit in-person meeting sizes to ensure six feet of social distancing and schedule all in-person meetings with students and colleagues to ensure size limitation where remote meetings are not possible/feasible.
- Supervisors should encourage remote participation for all meetings when possible.
- Supervisors should ensure staggered lunch and break times, regulating maximum number of people in one place and ensuring at least six feet of physical distancing.
- Employees must minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings.
- Employees should avoid the sharing of office equipment, including the sharing of pens, electronic devices, etc.
- Employees should not shake hands with colleagues, students, and visitors.



Returning to the Workplace

Gloves: According to the CDC, gloves are not necessary for general use. Washing your hands often is considered the best practice for everyday tasks.

Cleaning/Disinfection: Facilities and Operations will continue to clean office and work spaces based on CDC guidelines for disinfection protocols. Employees should also wipe down commonly used spaces, to include any shared space, location, or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.), before and after all use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. Surface cleaning materials will be provided to departments for this purpose. Departments may order cleaning supplied through approved Westfield State vendors. Facilities and Operations will also maintain hand-sanitizer stations at major building entrances.

Employees are discouraged from bringing in their own cleaning materials. Department heads should notify the Facilities and Operations if cleaning materials are needed and Facilities and Operations will provide the appropriate materials.

Employees are encouraged to keep their personal items (e.g., cell phones, other electronics) and personal work spaces clean and to use disinfectant wipes to regularly wipe down their workspace.

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your face covering, remember to either cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Guidance for Specific Workplace Considerations

Public Transportation: Wear a mask before entering any shared transportation vehicle (bus, ride-sharing service, carpool, etc.) and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, remember to maintain at least six feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. Absent of this, employees are required to wear a face mask or face covering at all times while in a shared work space/room. Facilities and Operations will work with departments to assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line if and where possible.
- Placing one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space if and where possible.
- Considering designating specific stairways for up or down traffic if building space allows. If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).
- Masks/face coverings must be worn by any employee in a reception/receiving area, or when inside any campus building, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Employees must enter bathrooms wearing their face covering. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: No more than one person should enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held, in whole or part, using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 25 percent of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements.

All attendees must wear a mask or face covering while sharing space in a common room.

While on-campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

Meals: Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, wear your mask or face covering until you are ready to eat and then replace it afterward.

Resources and References

For more information on cloth face coverings, reference the following resources from the CDC information:

- **Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission;**
- **Frequently Asked Questions about Cloth Face Coverings;** and
- **CDC Guidance on How to Make and Properly Wear a Homemade Cloth Face Covering.**

Employees may visit the **Centers for Disease Control and Prevention, Commonwealth of Massachusetts** and/or **Westfield State University's** websites for more information and updates COVID-19.

The following resources are available to employees to check symptoms:

Buoy Health

https://www.buoyhealth.com/symptom-checker/?configuration=ma_covid&concern=coronavirus

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Tips for at Home Quarantine or Self-Monitoring

<https://www.mass.gov/doc/10-tips-for-at-home-quarantine-or-self-monitoring/download>

This document was prepared using resources from the Centers for Disease Control and Prevention, the Commonwealth of Massachusetts state government executive orders and guidance and memorandums from the Office of the Governor.



APPENDIX

Resources for Further Reading

**American College Health Association (ACHA)
Considerations for Reopening Institutions of
Higher Education in the COVID-19 Era:**

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

Buoy COVID-19 Symptom Checker:

<https://www.mass.gov/how-to/check-your-symptoms-for-covid-19-online>

**Centers for Disease Control and Prevention (CDC)
Considerations for Institutes of Higher Education:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Westfield State University's Notice of Non-Discrimination Westfield State University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

Human Resources has been designated to handle inquiries regarding non-discrimination policies. They may be contacted at: 577 Western Avenue, Westfield, MA 01086-1630, or by phone at (413) 572-8471.

ADDENDUM #1

Returning to the Workplace Guide

Issued: August 21, 2020

This Addendum is to supplement the policy guideline document, *Returning to the Workplace Guide*, and to provide additional requirements and procedures to be implemented on campus as follows:

1. *All employees must wear face coverings or masks on campus when in open areas, or common spaces including, but not limited to cubicles, classrooms, labs, restrooms, kitchens and eateries, hallways, and in-office gatherings where six feet of physical distancing may not be possible to maintain. Westfield State does not have common corridors with 6 ft. clearance; therefore, masks should be worn at all times unless in a private office). Employees are expected to provide their own masks, except for Dining Services and Facilities and Operations where masks will be provided as a required part of their role. There are no acceptable alternatives or work-arounds to the wearing of a mask.

Guidance from the CDC states that, "it is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks" (CDC, 2020).

A face covering is anything that completely covers your nose and mouth, including dust masks, scarves and bandanas. Per CDC recommendations, face coverings should:

- Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Be able to be laundered and machine dried without damage or change to shape.
2. * Employees are required to have a University-issued ID, visibly displayed at all times when on campus. University IDs are required for an employee to access their academic or administrative workplace building. Holes should not be punched in the ID card, or it will disable the card and prevent the employee from using it.
 - a. Restricted access to buildings will remain in place until further notice. Employees will be allowed access only to the building(s) they work in, and as required, other campus buildings as needed.
 - b. Visitors conducting University business may be permitted on campus by appointment. Appointments and entrance to campus buildings for visitors will be coordinated by the respective department or division and must be logged-in by the respective campus department (per the visitor guidelines issued on 8/12/20).

* Employees who fail to comply with requirements 1-3 may be subject to disciplinary action.

3. *All employees are required to abide by the Westfield State University COVID-19 ***Protect the Nest Pledge - Protect Myself, Protect Others, and Protect our Community*** to stop the spread of COVID-19.
4. COVID-19 testing will be available for all employees on a voluntary basis, at no cost to the employee.
5. Hand sanitizer will be supplied in every classroom.
6. Movable screens will be provided for classrooms.
7. Extra cleaning will take place in classrooms and across the campus.
8. The University will supply each department with start-up packets of emergency masks, sanitizing wipes, and hand sanitizer for centralized areas as identified by the respective department. Ordering and distribution procedures are being developed and will be available shortly.
9. Cleaning instructions for personal work equipment, (e.g., laptop, desktop, keyboard, mouse, phone) will be provided to each department.

COVID-19 Travel Update

Employees returning from a visit to another state must follow the updated travel guidelines set by Governor Baker effective August 1, 2020, which includes:

- Completing a [Massachusetts Travel Form](#) prior to arrival back in Massachusetts.
- Quarantining for 14 days upon return to Massachusetts.

These travel requirements are waived for those who meet one of the following exemptions:

- Returning from a COVID-19 lower-risk state, as designated by the [Department of Public Health](#).
- Can produce proof of a negative test result for COVID-19 from a sample taken no earlier than 72 hours prior to arrival back in Massachusetts. If test result has not been received prior to arrival back in Massachusetts, employee must quarantine until they receive a negative test result.
- Out-of State employees who regularly commute to work at the University from their residence.
- Employees seeking or receiving medical treatment in another state (or employees accompanying and providing support to the patient).
- Military personnel required to travel at the order or directive of a Federal or State military authority.

Per the Commonwealth, failure to follow the travel guidelines set by Governor Baker may result in a financial penalty issued directly by the Commonwealth.

* Employees who fail to comply with requirements 1-3 may be subject to disciplinary action.



Board of Trustees

August 21, 2020

MOTION

To approve and adopt Westfield State University's Working During the COVID-19 Pandemic Policy, as presented.

Kevin R. Queenin, Chair

Date

WORKING DURING THE COVID-19 PANDEMIC POLICY

PURPOSE

Westfield State University is committed to providing all faculty, librarians, and staff a safe return to the workplace, with increased communication, heightened information regarding precautions taken, and expectations of a shared responsibility to mitigate the risk of COVID-19 infection across campus. This policy serves to provide clarification regarding expectations of employees as they return to campus, to supplement the Returning to the Workplace Guide.

POLICY

All employees are expected to abide by all federal and state regulations implemented to mitigate the spread of the COVID-19 pandemic, including the following:

- Face coverings or masks are required for all employees on campus when in open areas or common spaces including, but not limited to cubicles, classrooms, labs, restrooms, kitchens and eateries, hallways, restrooms, and in-office gatherings where six feet of physical distancing may not be possible to maintain. (Westfield State does not have common corridors with 6 ft. clearance, therefore masks should be worn at all times unless in a private office). Employees are expected to provide their own masks, except for Dining Services and Facilities and Operations where masks will be provided as a required part of their role. There are no acceptable alternatives or workarounds to the wearing of a mask.
- COVID-19 testing will be provided for employees on a voluntary basis, at no cost to the employee.
- The University will continue with restricted access to buildings until further notice. Employees may access their workplace building using their University ID. Only visitors with University business should be permitted on campus. Appointments and entrance to campus buildings for visitors will be coordinated by the respective department or division and will be logged in by the respective campus department (refer to the Visitor Guideline Procedure issued on August 12, 2020). These restrictions and procedures are necessary to facilitate contact tracing, if required.
- University IDs are required to be visibly displayed at all times when on campus.

Westfield State University

Policy concerning:

APPROVED: August 21, 2020

Section: TBD

Number: TBD

Page: 2 of 2

REVIEWED:

Employees who do not comply with the aforementioned requirements may be subject to disciplinary action.

REVIEW

This policy will be reviewed by the Associate Vice President of Human Resources and updated as required, but no less than annually.



Our Pledge to Stop the Spread of COVID-19

As Owls, we keep learning and we keep going. Always flying to the next level, together.

Today, as the effects of this pandemic impact our friends, our families, and our world, we must work to protect the health and safety of every member of our campus community.

We will protect ourselves.
We will protect others.
We will protect our Owl community.

WESTFIELD STATE UNIVERSITY COVID-19 **PROTECT** *the Nest Pledge*

Being a part of the Owl community means that each of us must take extraordinary steps to stay well and persistently protect each other. Therefore, I will take responsibility for my own health and help keep the Westfield State University community safe by stopping the spread of COVID-19 and other infections as identified and instructed by the University.

PROTECT MYSELF

Monitor for the symptoms of COVID-19 and report to a medical professional if I experience: a fever of 100.4° F (37.8°C) or above; chills or repeated shaking with chills; cough; trouble breathing, shortness of breath, or severe wheezing; fatigue; muscle or body aches; sore throat; loss of smell or taste; congestion or runny nose; nausea, vomiting, or diarrhea; or headache.

Wash my hands often with soap and water or use hand sanitizer.

Consider receiving appropriate vaccinations each fall.

PROTECT OTHERS

Maintain appropriate social distancing, especially in classrooms, offices, and social settings, and in the presence of older community members.

Stay home if I feel ill or have been exposed to someone who is ill or has tested positive for COVID-19.

Wear an appropriate face mask and other protective gear as directed by the University.

If anyone seems either troubled or struggling, engage with them in a positive, sensitive, and caring way.

PROTECT OUR COMMUNITY

Keep my clothing, belongings, personal spaces, and shared common spaces clean.

Participate in appropriate testing and contact tracing strategies, and isolate or quarantine as needed to preserve the wellness of the Owl Community.

Carefully observe instructional signs and follow directions.

Remind others who act in unhealthy or unsafe ways that we ALL have a responsibility to protect our community.



Board of Trustees

August 21, 2020

MOTION

To ratify the July 14, 2020 actions of the Executive Committee in the approval of the engagement of WittKieffer as the firm to assist Westfield State University in its search for a president.

Kevin R. Queenin, Chair

Date



Board of Trustees

August 21, 2020

MOTION

To approve the appointment of the following individuals to the Presidential Search Committee:

Melissa Alvarado, Alumni Trustee (Class of 1999), Assistant Vice President in Enterprise Risk Management at MassMutual Financial Group (Alumni Association representative), Vice Chair of the Committee

Claudia Ciano-Boyce, Ed.D., Professor of Psychology and President, Westfield Chapter of MSCA (Faculty/Westfield MSCA representative)

Junior Delgado, Director of Career Center and Employer Relations (Administrator/Westfield APA representative)

George Flevotomos, Principal at Demayo Properties and 2nd Vice Chair of WSU Foundation (WSU Foundation representative)

Ron'na J'Q Lytle, Administrative Assistant to Registrar's Office and Departments of Ethnic and Gender Studies, Language and Culture Studies, and Sociology, and AFSCME Unit 1 Steward (Westfield AFSCME representative)

Robert Martin, Ph.D., Trustee, Retired former Vice President for Academic Affairs and Interim President at Framingham State University, Chair of the Committee

Lydia Martinez-Alvarez, Trustee, Assistant Superintendent, Springfield Public Schools

Juline Mills, Ph.D., Dean of the College of Education, Health, and Human Services (Academic Administration representative)

Thalita Neves, Student Trustee (Class of 2021) (Student Government Association representative)

Ali Salehi, President of Columbia Manufacturing (Greater Westfield Community representative)

Thomas Simard, Deputy Commissioner for Administration and Finance at the Massachusetts Department of Higher Education (Mass BHE/DHE representative)

Stephen Taksar, Vice President for Administration and Finance (Cabinet representative)

Kimberly Tobin, Ph.D., Professor of Criminal Justice (Faculty/Westfield MSCA representative)

Gloria Williams, Ed.D., Trustee, Educational Consultant, Adjunct Professor, and former principal, Springfield Public Schools

Jalisa Williams, LP.D., Associate Vice President, Office of Human Resources, Inclusion, Diversity, & Equity, ex officio, non-voting resource to the committee

Jean Beal, secretary to the committee

Kevin R. Queenin, Chair

Date



Board of Trustees

August 21, 2020

MOTION

To approve the Presidential Search Committee Charge as presented.

Kevin R. Queenin, Chair

Date



Search Committee Charge

Friday, August 21, 2020

With the help of the Westfield State University community and search firm, prepare a statement of institutional opportunities and challenges for the next president.

With the help of the Westfield State University community and search firm, prepare a statement of desired presidential characteristics necessary to realize those opportunities and challenges.

Conduct an active, national and even international search to attract a diverse pool of highly qualified candidates.

Serve as ambassadors for Westfield State University in energetically promoting the institution's strengths and values.

Work in partnership with the search firm to organize and implement the search process, including communications with candidates and references, maintenance of records, and arrangements for interviews.

Maintain absolute confidentiality concerning the names of candidates and discussions within the Committee throughout the search and beyond.

Make regular reports to the Board and to members of the Westfield State University community about the progress of the search process while maintaining confidentiality about candidates.

Organize a process for introducing final candidates to the Westfield State University community and Board of Trustees and collect feedback from candidates' visits to inform the committee's decision.

Recommend to the Board three final candidates, unranked, with substantiation of the Committee's conclusions that the candidate(s) meet the criteria originally set forth.



Board of Trustees

August 21, 2020

MOTION

To provide the Presidential Search Committee a budget of \$110,000 for any purpose consistent with the presidential search as determined by the committee.

Kevin R. Queenin, Chair

Date



Board of Trustees

Discussions with WittKieffer will focus around these questions and issues:

1. What are Westfield State University's greatest strengths/assets/competitive advantages?
2. What are the short and long term challenges facing new leadership?
3. How will you the Board measure the president's success?
4. How would you characterize the ideal relationship between Westfield's Board and the next president? Is that what you experience now or would you like it to change?
5. What key competencies, characteristics, or experience do you seek in the next president?