

## Special Policies and Procedures During the Coronavirus Pandemic

August 28 to December 31, 2020

In order to keep everyone in the Bard College Berlin community as safe and healthy as possible, the following policies and procedures will be in force during the ongoing coronavirus (SARS-CoV2) pandemic. Bard College Berlin will continue to follow or exceed all health mandates from the Berlin state and German federal governments. The college will adapt its policies and procedures in accordance with changes in government regulations and local circumstances. Students may suggest changes to these Special Policies and Procedures through the procedures of the Student Parliament (StuPa). All updates will be posted here: <https://berlin.bard.edu/covid-19/>

### (1) Campus Access

- Access to the premises and buildings of Bard College Berlin is restricted to members of the college: students, faculty and staff. In general, visitors are not permitted.
- For some purposes (academic class visits and special events where social distancing can be maintained), faculty and staff may ask the college leadership to authorize specific visitors.
- If any member of the college experiences symptoms associated with Covid-19 or learns that they may have been exposed to coronavirus, they must immediately isolate themselves from all college members and notify the college.
  - Students, please email the Head of Student Life ([b.gallagher@berlin.bard.edu](mailto:b.gallagher@berlin.bard.edu)) and your professors. You may also use the college's 24-hour emergency phone line (+49-1575 7926095).
  - Faculty, please email the Registrar and copy the Dean and Managing Director.
  - Staff, please email the Managing Director.
  - In addition, students should call the Berlin government Coronavirus Hotline and follow its professional guidance on quarantine and testing (+49-30-18 272 2720, Monday to Friday, 8.00-18.00h). Student Life staff can assist with arranging care and finding testing, as available when requested.
- In order not to endanger our community, students must exercise caution when off campus: Please avoid indoor spaces when possible. Never enter crowded spaces (bars, shops, restaurants etc.). Maintain social distancing outdoors and wear a mask whenever advisable. Immediately leave any situation in which you see others behave with a lack of caution.
- Students should refrain from any unnecessary travel, especially international travel, during the semester and the fall break. Students should not travel to areas categorized as "risk areas" ("Risikogebiete") by the Robert-Koch-Institut (RKI) or by the US Centers for Disease Control and Prevention (CDC). Students should not travel to countries for which a Travel Advisory ("Reisewarnung") from the German Foreign Ministry ("Auswärtiges Amt") is in effect. The college cannot make allowances for any delays in returning from such travel, or provide

quarantine arrangements. Students are responsible for the consequences non-attendance would have on their studies.

**(2) On Campus: Social Distancing, Personal Protective Equipment and Hygiene Requirements**

- Social distancing has to be maintained whenever possible. This means that every individual must seek to maintain a distance of at least 1.5 meters from all other individuals. Please maintain this distance also when gathering outside, for example in the cafeteria garden.
- All members of the community must wash their hands regularly.
- All teaching and meeting rooms must be vented regularly, with all windows and doors fully open at least once every 45 minutes for at least 5 minutes. (Please dress accordingly.)
- All members of the community will be provided with one reusable cloth mask on arrival or at the beginning of the fall term. Some additional disposable masks will be available in each building. Community members are requested to provide their own additional masks as needed and to wash reusable masks regularly (ideally daily).
- Hand sanitizer and cleaning supplies for surfaces will be available in all teaching rooms.
- Bard College Berlin expects all community members to download and utilize the [Corona-Warn App](#) to track any potential exposure to individuals who have tested positive, provided that their cellphones have the necessary capacity.
- Masks (“Mund-Nase-Bedeckungen”) should be worn whenever possible.

Masks MUST be worn	Masks are not required
<ul style="list-style-type: none"> <li>• Whenever social distancing cannot be maintained,</li> <li>• Inside academic and administrative buildings,</li> <li>• While waiting in line inside in the cafeteria,</li> <li>• While speaking with faculty or staff in their offices, unless otherwise directed by faculty or staff,</li> <li>• During seminars. (Faculty may permit temporary removal by individuals.)</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoors (except where social distancing cannot be maintained),</li> <li>• In your on-campus residence or “household” (your on-campus apartment or W16),</li> <li>• While eating in the cafeteria or in another indoor space (where social distancing can be maintained),</li> <li>• While studying, practicing, or meeting in a small group in the library, reading room, computer lab, or other campus space, but only if social distancing can be maintained).</li> </ul>

### (3) Residence Halls

- For on-campus students, the students with whom you share your apartment are considered your “household” group. All residents of W16 are considered one “household” group.
- No visitors from outside your residence hall are permitted anywhere inside your residence hall. (Notwithstanding this rule, scheduled course meetings can be conducted in the W16 seminar room.)
- Masks are not required within your household group (unless the members of your household request otherwise).
- All student rooms and common areas in the residences must be vented regularly, with all windows fully open for five to ten minutes.
- Household students are responsible for maintaining hygiene in kitchens and common areas. Dishes must be washed immediately after use. Trash and recycling items must be disposed of in outside containers whenever receptacles are full. Staff and RAs are entitled to perform hygiene checks at any time.
- During quarantine periods, further restrictions may be put in place. These will be announced by the Student Life Office, Registrar’s Office or the Managing Director.

### (4) Cafeteria Use

- Access to the cafeteria is from the rear of the building only. Please line up for entry outside, around the north side of the building (opposite Henry Koerner Hall). Use the north stairs up to the terrace. Please exit the cafeteria through the front door only.
- Maintain a distance of 1.5 meters while in line outside. Maintain distance as possible and wear a mask when in line and while inside the building.
- Due to space limitations, on-campus students must not sit inside the cafeteria to eat lunch. On-campus students are required to take their lunch to their residence hall or sit outside. On-campus students are permitted to eat breakfast and dinner inside the cafeteria, provided social distancing can be maintained.
- Off-campus students may sit inside the cafeteria to eat lunch, provided social distancing can be maintained. However, they are encouraged to eat lunch outside or in other suitable campus spaces.
- Faculty and staff should eat lunch in their offices or outside, or to use kitchens, terraces or other suitable spaces in the academic or administrative buildings.
- All community members may sit and eat outside the cafeteria at any time, provided social distancing can be maintained.
- Students who are allowed to eat inside should use china plates and metal silverware. All other students must use the take-away containers provided in the cafeteria.

## (5) Library

- Users should return their items in the drop-box if they are visiting the library only for this purpose. (Reserve shelf items should be returned at the front desk.)
- Users must wash or disinfect their hands before browsing library items.
- The garden and the deck should be used for studying whenever weather permits.
- Rooms 1-6 may be used for studying by one person at a time. A second person may enter the room to browse items for no longer than ten minutes at a time.
- The lounge (video library) may be used for studying by up to three people at a time. A fourth person may enter the room to browse items for up to ten minutes at a time.
- During longer stays, all users must open the window for at least ten minutes every hour.
- The Reading Room is used as a Seminar Room. The staircase in this area is off limits. Quiet must be observed at all times in the spaces upstairs above the Reading Room so as not to disturb classes that are in session. Please close doors quietly.
- Room 7 is available to library staff only. Library users may browse through items there only when classes are not in session.
- All returned items will be disinfected by library staff before they are reshelfed.

## (6) Classrooms and Teaching Formats

- In-person seminars must allow for social distancing. Larger seminar groups are scheduled in larger spaces, such as the Lecture Hall or Library Reading Room, or conducted in the blended-learning format, in which some students attend in person and others participate remotely.
- All teaching rooms must be vented regularly, with all windows and doors fully open for at least 5 minutes at least once every 45 minutes. (Please dress accordingly.)
- Maximum room capacities (as posted) must not be exceeded.
- In good weather, some classes may be held outdoors.
- Lectures given to larger groups, such as students in the core courses, will be conducted online or in the blended-learning format.
- Faculty office hours may be held online or in person (provided social distancing is maintained).
- Apart from course attendance, any inside gatherings with members of more than one household must be avoided. Inside gatherings where social distancing cannot be maintained are not permitted.

## (7) Attendance

- Regular attendance is essential to the collaborative work of learning in the seminar format and forms part of the participation grade. The participation rules apply to students who have to attend seminar sessions remotely.

- Some students are beginning the semester remotely due to travel restrictions.
- All students and instructors must refrain from in-person attendance if they exhibit any symptoms linked to COVID-19 or learn that they may have been exposed to coronavirus. In such cases, they must follow the protocol set out in section (1) of this document. Instructors will offer alternatives to in-person attendance where needed, including remote participation or asynchronous options.

## **Changes to the Study and Examination Regulations**

The following sections have been added to the Study and Examination Regulations of the HAST and EPST Bachelor of Arts programs.

### *§5 Course and Semester Structure*

(7) “Blended” learning classes—seminars in which some of the participants are joining remotely—are planned each semester for a select number of courses provided to students across the international Bard network of colleges and universities.

(8) Bard College Berlin reserves the right to transfer its courses and examinations online in the case of general emergency situations where a discontinuation of on-campus, in-person learning is recommended or mandated by law.

(9) Seminars in a blended learning format may be introduced in general emergency situations that prevent some participating students from travelling to campus, or which necessitate the observance of legally mandated “social distancing” regulations.

(10) In a case of disruption to continuity of study caused by an emergency situation, students may request to have a course graded pass / fail, or instructors may offer this option to participants in a course.

### *§7 Assessment and Examinations*

(3) In the case of a shift to online learning recommended or mandated by law in an emergency situation, examinations and presentations will take place in online formats.

In all other respects, the Study and Examination Regulations remain unchanged and are hereby affirmed.