Addendum to the Manhattanville College
Student Handbook/Code of Conduct
2020-2021
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COVID-19 Policies and Protocols & Student Conduct Policies

We hope you and your families are doing well and are looking forward to returning to campus for the 2020 – 2021 academic year. The information provided in this document is to inform you of additional policies and protocols you will be expected to follow during the 2020 – 2021 academic year. It is critical that you read this information carefully and take time to think about what it means when you return to campus in a few weeks. You will be expected to take these precautions seriously and adhere to the policies and procedures outlined below and by different offices/departments on campus.

Manhattanville College aims to minimize the potential spread of disease and protect the health and safety of our community. The Coronavirus will require significant changes in order to account for public health-informed practices. The below policies and procedures are an addendum to the Student Handbook/Code of Conduct and are applicable to all Manhattanville College students. These policies and procedures describe the protocol for wearing face coverings, campus guests/visitors, social distancing in and outside of the classroom, and COVID-19 safety training requirements related to the coronavirus and/or public related health issues.

All members of the Manhattanville College community—students, staff, faculty and third-party contracted services are required to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. At any time, if the College deems that a student is causing a health or safety hazard, or is not complying with the health and safety guidance adopted by Manhattanville College as it relates to public health crises, the identified student will go through the Student Code of Conduct process and will be asked to leave the campus if their behavior poses a continuing health or safety risk for our campus community.

Wearing Face Coverings and other Personal Protective Equipment (PPE)

In compliance with New York State regulatory guidance and regulations, Manhattanville College (College) has established a Policy on Masks and Face Coverings, related to the requirement to wear masks and face coverings indoors and when social distancing is not possible.

Policy:

1. All College community members (employees and students) as well as visitors must wear while indoors a face covering, mask or shield. These include cloth face masks or coverings, disposable medical masks, N95 masks, except as noted below.
2. Community members who choose to wear face shields must also wear an appropriate face mask.
3. Face masks which have exhaust vents or ports for exhalation are not permitted.
4. All College community members and visitors must wear a face covering outdoors when social distancing (6 feet of distance between other people) is not possible.
5. All College community members and visitors must keep a face covering on hand to wear outdoors so it can be donned as needed when social distancing is not possible.

6. Community members and visitors do not have to wear a mask indoors under the following circumstances:
   a. When an employee is alone inside an individual office
   b. When a student is inside their residence hall room
   c. When seated and eating at the dining hall

7. Masks cannot be shared between people on campus.

8. Any other exceptions to this policy must be approved by the President’s cabinet

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

Physical Distancing/Gatherings/Extracurricular Programming

Many events/programs will be unavailable or highly regulated. Parties will be strictly prohibited. Any person found organizing a party or attending a party organized by others is liable to immediate removal from the residence hall and/or college. With that said, The Center for Student Involvement & Leadership (CSIL), The Office of Residence Life and Conference Services, Athletics & Recreation, and other departments are working hard to continue to create events/programs to connect with the campus community virtually or in a protective environment.

Community members and visitors must stand, sit, or walk at least 6 feet from another person (social/physical distancing) at all times, including in classrooms, Cafeteria/The Market, in common areas/spaces, and around campus.

Students may congregate outside of the residence halls as long as they remain at least six feet from another person.

Entrances, exits, and stairways in buildings on campus are organized to maximize spacing and minimize face-to-face exposure. Elevator occupancy is limited to 1 person at a time.

Social/Physical distancing is required in the residence halls at all times, including bedrooms, suites, bathrooms, and lounges. Bedrooms, suites, and community spaces have reduced occupancy. Occupancy limits are outlined below. Community kitchens are closed until further notice.

During organized events/programs by the College, the number of community members permitted will be determined by the capacity of the room/space where the event/program is going to be held. Social/Physical distancing will be required and all community members are required to wear face masks and/or face protectors at all times. The College follows the State guidelines to reduce the number of people in a space at all times, as detailed above in #1.
All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

Building Access
Building access to each residence hall is limited to the residents assigned to that specific building. Access to all other individuals is prohibited, including residents of other buildings, commuter students, and family members.

Campus Visitation Policy
In accordance with New York State guidance, the College must limit guests in the residence halls and restrict visitation. To ensure the safety of all community members, students are expected to comply with the following policy:

Definitions:
- **Guest**: A guest is defined as any residential student who visits another residential student of the same building. Guests do not need to be registered as a visitor.
- **Visitor**: A visitor is defined as a residential student from another building, commuter student of Manhattanville College, or a non-Manhattanville person who is visiting a residential student on campus.
- **Host**: A host is defined as a residential student who takes responsibility for the actions of their guest(s) and/or visitor(s).

Guest & Visitation Policy
The Office of Residence Life reduced the number of students in the residence halls (i.e. reduce the number of students sharing a room, common areas, and hallways). Reducing the number of people in the residence halls and limiting access to community spaces are protective measures taken to limit possible exposure to illness.

Residential students are permitted to host guests in their bedroom or common area within their suite, as long as they comply with the occupancy limits described below, students maintain a 6-foot distance from each other, and all parties wear a face mask/face covering during the visit.

Residential students are permitted to host visitors outside, as long as any non-Manhattanville visitors complete the Visitation Registration Process (see the Visitation Registration Process section of the Code of Conduct). Residential students are not permitted to host visitors within the residence halls, at any time.

There can be no congregating in the hallways of any building. Congregating in the hallways will bottleneck and increase risk to the talkers as well other people transiting the hallways.
Conversations should be taken outside where 6 feet of distance between the individuals can occur.

**Occupancy Limits in the Residence Halls**

Bedrooms, suites, and lounges have set occupancy limits and residents are expected to be aware of and adhere to said limits at all times. The occupancy limits of community spaces (lounges, kitchens, and study spaces) will be posted on the wall in each space, if and when these spaces are open for student uses. Occupancy limits for bedrooms and suites are as follows:

<table>
<thead>
<tr>
<th>Living Unit</th>
<th>Occupancy Limit</th>
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<tbody>
<tr>
<td>Single (one person resides in the room)</td>
<td>Maximum of 2 people, this includes the resident of the room</td>
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<tr>
<td>Double (two people resides in the room)</td>
<td>Maximum of 3 people, this includes any residents of the room and/or guest who are present</td>
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<tr>
<td>4 person Suite in Dammann or Tenney Hall</td>
<td>Bedrooms: limits as described above Common room: maximum of 4 people, this includes residents of the suite and/or guests who are present</td>
</tr>
<tr>
<td>6 person Suite in Dammann or Tenney Hall</td>
<td>Bedrooms: limits as described above Common room: Maximum 4 people, this includes residents of the suite and/or guests who are present. Unless there are no guests, then all 6 of the suite residents may be present in the common room at the same time.</td>
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Occupancy limits include the resident and their guest(s). Students are not permitted to organize or attend gatherings within the residence halls when the number of people in attendance exceeds the occupancy limits stated above. It is the host’s responsibility to ensure that the number of guests in the bedroom/suite does not exceed the total number of occupants permitted in any given space at any given time.
Campus Visitors

Visitors must remain outside of the residence halls at all times. Non-Manhattanville visitors must complete the Visitation Registration Process (see the Code of Conduct for more information). Parents/guardians, family members, and friends are not permitted within the halls.

Commuter students (visitors) are not permitted in the residence halls and will not have card access for residential buildings.

Commuter students will be allowed on campus in designated areas such as Brownson Hall, Music Building, Library, Berman Center and Benziger Hall when these buildings are open to the campus community.

Faculty and staff offices in the residence halls are generally too small to promote physical distancing; thus faculty and staff will meet with the students virtually or plan to meet students in a different location on campus that allows for sufficient social distancing.

Violations of the campus visitation policy will result in judicial action for Manhattanville students. Students will be charged with failure to comply, along with any other relevant charges. Commuter students and non-Manhattanville parties may be asked to leave campus immediately.

Dining Services

In dining and retail, menus have been reengineered for speed of service and maximum throughout. Both residential and retail locations have been modified to adhere to COVID-19 safety guidelines.

- All locations will have plexiglass at registers, every service point, and pickup areas. Contactless payment options and contactless swipes have been installed giving guests the ability to swipe their own card. Cash will be accepted at all locations.
- In all dining locations, floor decals will be present separated at 6ft apart and one-way aisle signage will direct students throughout the cafeteria and retail locations in order to assist in keeping social distancing guidelines.
- Masks are required for entry in any dining or retail location.
- There is no buffet-style service in the cafeteria. However, beverages and coffee stations will be self-serve and will be disinfected every 30 minutes.
- Reduced customizations and very limited made to order stations will be available in the cafeteria. In retail, the menu will be modified with more Grab and Go meal kits giving students the ability to have a full balanced meal.
- All food associates will serve with a contactless handoff. There will be a limited number of students who are allowed to dine in at both the cafeteria and The Market. Capacity numbers will be posted.
• Single-use, biodegradable cutlery and plating will be used to eliminate the chances of cross contamination between plates.
• Sanitizing stations will be at every entrance throughout our dining and retail locations.
• Students will be able to make reservations to be able to eat in the cafeteria. This will assist in monitoring the amount of people in the cafeteria and also guarantee seating.

Dining Services is introducing the new mobile ordering app, **Boost Mobile**! Students can order ahead and skip the line through the Boost Mobile app. This will save you time and will allow for less contact while ordering. The app will be available on certain days with specific ordering times, the schedule will be sent out in the weeks to come.

**Cafeteria and Retail Dining Hours of Operation Fall 2020**

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday – Friday</th>
<th>Saturday - Sunday</th>
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<tbody>
<tr>
<td>Benziger</td>
<td>8:00am - 8:00pm</td>
<td>9:30am- 8:00pm</td>
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<tr>
<td>The Market</td>
<td>4:30pm-Midnight</td>
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<tr>
<td>Brownson Cafe</td>
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<td>Starbucks Cafe</td>
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<td>Berman Kiosk</td>
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<td>Library Cafe</td>
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**Transportation**

Manhattanville College will continue providing students free bus transportation into White Plains.

• The New York City Shuttle will not be in service during the Fall 2020 semester.
• The Valiant Express will run into White Plains with limited hours. Please see schedule below.
• Students are required to wear a face covering at all times while on the bus.
• The bus will run at 50% capacity.
• Cleaning will be done daily by the White Plains Bus Company.
• Please visit the [Campus Safety webpage](#) to learn how to download the app to track the Valiant Express and to learn more about alternative transportation.
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<tr>
<th>Time</th>
<th>Mville Stop &amp; Shop</th>
<th>White Plains Westchester</th>
<th>Galleria Mville</th>
<th>Mamaroneck Ave</th>
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In the interest of the health and safety of our community, we highly encourage all students to remain in the local area, unless for essential travel, until departing campus at Thanksgiving. If a student needs to leave campus, they must continue to wear a mask and practice social distancing. The College will continue to reassess this guidance and will update restrictions as appropriate.

**Outside Vendors Food Delivery**

All food deliveries (e.g. Grubhub, UberEats, Peapod, etc.) will need to be delivered to and picked up in front of Spellman Hall. Delivery drivers are not permitted to deliver food to any other location on campus. Community members who place delivery orders are expected to provide the delivery driver with a phone number they can call once they arrive to campus.

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**COVID-19 Testing**

The Manhattanville College Student Health & Counseling Center (SHAC) will test all residential students when they come to campus to move-in. Students will need to bring a copy of both sides of their insurance card (or the card itself so we can make a copy) as this must be submitted with the student’s test sample to the lab. All residential students will be required to be tested; the only exception is if a student has tested positive for COVID-19 in the past 90 days and completed isolation (provide proof of positive covid-19 test to health services on date of testing).

Students will receive a PCR test on the day of move-in. They will be provided with information about the test and will be able to access their test results electronically; results are expected within 24-72 hours after the lab receives the tests. Staff will provide students with instructions on how to access their results. While students are awaiting their testing results, students should follow the guidelines below:

- Students must maintain physical separation as much as possible and avoid large gatherings to the fullest extent possible until the results of your test are available.
- When leaving their residence hall to eat, students must wear a face covering (as mandated) and stay physically distant as much as possible until results are received.
- Can eat within the dining hall, but must wear a mask/face covering and physically distance while traveling to the dining hall, and when not seated and eating.
- Can attend virtual activities to stay engaged, meet other community members, etc.
Quarantine / Isolation Protocol

Definitions:
- **Isolation**: is used to separate people infected with the virus (those who are sick with COVID-19 and those without symptoms (asymptomatic) but who have tested positive) from people who are not infected.
- **Quarantine**: is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus but are not experiencing symptoms.

The following procedures are required when a health care professional believes it necessary for a student to be quarantined or isolated, from the general population, in an effort to reduce the spread of a contagious illness. A student who is required to quarantine/isolate has the option to quarantine/isolate on or off campus. These options are described below:

**Option 1: Quarantine/Isolate Off-campus**

Students are encouraged to quarantine off campus when this option is available and it is considered safe to do so, as this will be more comfortable. Conditions of quarantine/isolation housing on campus will be basic and will not include access to a kitchen, laundry, or the ability to go outdoors. With this option, students will:

- Notify the College of their off-campus quarantine/isolation location and the best way to reach them during the quarantine/isolation period.
- Remain in chosen quarantine/isolation space until cleared by Health Services. Duration of quarantine/isolation will be determined by CDC and health department guidelines. Note that students may not quarantine/isolate in a state that is governed by a travel advisory. Students are encouraged to consult New York’s COVID-19 Travel Advisory website [https://coronavirus.health.ny.gov/covid-19-travel-advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) for the most accurate list of affected states.
- Continue to participate in courses and complete coursework virtually if they are in quarantine and/or asymptomatic. Extensions will be made at the professors’ discretion for students who are symptomatic, or too ill to participate or complete course work.
- Schedule and participate in frequent appointments with Health Services, who will monitor the student’s health during the quarantine/isolation period.
- Not return to campus until cleared by Health Services.
- Comply with any recommendations given by the healthcare provider, once cleared by Health Services to return to campus.
- Consent or decline permission for the College to share their quarantine status with a student leader (Peer Mentor or Commuter Assistant) who will offer support during this time.
**Option 2: Quarantine/Isolate On-campus**

The College has a limited number of quarantine/isolation beds available for students who need to quarantine/isolate on campus. Thus, this option is based on space availability. With this option, students will:

- Collect everything they need, including linens and toiletries, to bring with them into their quarantine/isolation room. The length of quarantine/isolation is undetermined, so bring what is needed to be comfortable for at least 14 days.
- Not leave their assigned room during the quarantine/isolation period. This includes taking a walk outside, visiting others, hosting a guest, or receiving deliveries. Fire alarms or emergency evacuations are the only exception. In such an event, quarantine/isolation students should wear a face covering, practice physical distancing, and exit the building as quickly as possible.
- Remain in assigned quarantine/isolation space until cleared by Health Services. Duration of quarantine/isolation will be determined by CDC and health department guidelines.
- Not have access to laundry facilities during the quarantine/isolation period.
- Continue to participate in courses and complete coursework virtually if they are in quarantine and/or asymptomatic. Extensions will be made at the professors’ discretion for students who are symptomatic, or too ill to participate or complete course work.
- Schedule and participate in frequent appointments with Health Services, who will monitor the student’s health during the quarantine/isolation period.
- Clean and maintain their quarantine/isolation room. Furthermore, students are responsible for the condition of the room and the room key. Any fees associated with damage to the unit and/or lost key will be charged to the student’s account.
- Consent or decline permission for the College to share their quarantine/isolation status with their Resident Advisor, who will offer support during this time.
- Comply with any recommendations given by the healthcare provider, once cleared by Health Services to return to their current housing assignment.
- Remove all personal items and trash from the quarantine/isolation room, once released by Health Services.
- Return the quarantine/isolation key to the Founder’s Hall RA Office between 9:00am and 5:00pm Monday-Friday, or between 8:00pm and 11:30pm any evening.

The College will provide the following to students who reside in on-campus quarantine/isolation housing:

- An air conditioner and micro-fridge will be provided by the College in most quarantine/isolation rooms.
- Trash service will be provided. Students should tie trash in the bags provided and set them outside their door for removal.
- Dining Services will provide 3 meals a day, which will be delivered, as described below.
• Health Services will raise a Starfish flag to notify a student’s professors about the need to quarantine/isolate and the impact that this may have on a student’s ability to participate in classes.

Meal Delivery Service for Student in Isolation Rooms
Dining Services will provide three meals, water, and snacks/dessert for students placed in on-campus quarantine/isolation housing. Food will be served in disposable containers with prepackaged disposable cutlery kits with appropriate condiments. Meals will be delivered to the Residence Life Office in Founder’s Hall twice a day, seven days a week, at the following times:

• Breakfast 9:00am
• Lunch/Dinner 12:00pm

Meal Delivery Service Process:

1. Dining Services provides a menu that outlines available options for the student. Breakfast will be determined by Dining Services. There will be two options for lunch and dinner each day.
2. The student will indicate meal choices, as well as any allergy/dietary restrictions on the form.
3. Residence Life will return the form to Dining Services as quickly as possible.
4. Meals will automatically be delivered to quarantine/isolation rooms and Dining Services will deduct the meals from the student’s meal plan. Students should notify Residence Life if they wish to cancel meal delivery service.

Students may contact Chartwell’s staff at Chartwells.foodservice@mville.edu or at 914-323-5397 for questions or additional information. They should leave a detailed message with their name and contact information in case Dining Services needs to return contact the student.

Travel Guidelines:

Arrivals, Travel Restrictions, Move-in and Leaving Campus
The College continues to monitor domestic and international travel conditions as they impact travel plans for our students. The Center for Disease Control (CDC) mandates that travelers entering the United States from other countries must self-quarantine for a 14-day period upon arrival. Additionally, Governor Cuomo’s Executive Order 205, issued on June 25, 2020, travel restrictions for travelers coming to NY from restricted states are required to be quarantined for 14-days once they arrive to NYS. The updated list of states can be found on the New York State Government website.
Any residential student coming to campus from abroad or from states on the quarantine list identified in the link above may choose to quarantine on or off campus. Students should review these options carefully and notify the Office of Residence Life of their quarantine plan.

Pre-opening Quarantine Off-Campus:

The college wants students to be aware of the fact that living in quarantine housing on campus will be limiting and does not include access to a kitchen, laundry, or the outdoors. Students will likely be more comfortable quarantining off-campus with friends, family, or a hotel in any state that does not have travel restrictions, including within a NY state hotel. With this option, students will be required to arrive in New York at least 14 days prior to moving into the residence halls.

Pre-opening Quarantine On-Campus Housing:

1. Self-quarantine period starts on August 23rd.
2. Students will move out of Pre-opening Quarantine Housing and into their Fall assignments on September 6th. Students will attend classes virtually while they are in the required quarantine.
3. Students will not be able to leave their room during the self-quarantine period and should bring everything (i.e. bedding, clothing, toiletries, computer, snacks, etc.) they need with them in Pre-opening quarantine Housing. Restrictions include the quarantines individuals will not be able to walk outside, will not be able to visit others, and will not be able to host a guest.
4. Meals will be delivered to students during the self-quarantine period, as described below.
5. Students will have access to packages that are received by the Campus Post Office by August 20th. Packages received after August 20th will not be available until after quarantine is complete.
6. Laundry facilities will not be open to students living in Pre-opening Quarantine Housing.
7. Property stored with storage companies, such as E-Z College Storage, will be delivered to a student’s Fall assignment. Thus, students will not have access to stored items until they move to their Fall assignment on September 6th.

Residents must complete the three items detailed below prior to their arrival on campus. Note that students who have not completed these steps will not be permitted to check into Pre-opening Quarantine Housing.

1. New students must submit the Undergraduate Student Health Packet to Student Health & Counseling. Click here for more information (only applies to first-year students).
2. Have a cleared balance with Student Accounts, or have a current payment plan on file. Click here to access their website (applies to all students).
3. Complete the State Department’s Health Traveler Form, which is required by the state of New York. Click here to access this form (applies to all students).
   a. Go to the Apple App Store (iPhones) or Google Play Store (Android phones) and search for CampusClear. Download the app and install following the prompts displayed.
   b. Access via the web at https://web.ivy.ai/app/campusclear

Meal Delivery Service for Students in Pre-quarantine Housing

Prior to returning, students registered for pre-opening quarantine housing received a menu for the week. Breakfast will be determined by Dining Services. The menu will provide two options for lunch and two options for dinner each day. Students will indicate their meal choices for lunches and dinners and then return the menu, along with allergy or dietary restrictions, to the Office of Residence Life.

Breakfast will be delivered each day between 9:00am and 10:00am. Lunch and dinner will be delivered together between 12:00pm and 1:00pm each day. Water will be provided with each meal, as well as a snack and/or dessert.

Questions and/or concerns about pre-opening quarantine meal service should be directed to Chartwell’s staff by sending an email to Chartwells.foodservice@mville.edu or calling the manager’s office at 914-323-5397. Please leave a detailed message with your name and contact information.

Any student who fails to comply with the terms of quarantine/isolation will be charged with failure to comply, along with any other relevant violations of the Code of Conduct and may be immediately removed from campus until it is deemed safe for them to return.

Move-In Dates and Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14 (Fri)</td>
<td>International Students</td>
</tr>
<tr>
<td>August 15 (Sat)</td>
<td>Early Arrival: Resident Advisors</td>
</tr>
<tr>
<td>August 16 (Sun)</td>
<td>Early Drop-n-Go: Spellman &amp; Founders by appointment</td>
</tr>
<tr>
<td>August 22 (Sat)</td>
<td>Early Drop-n-Go: Dammann &amp; Tenney by appointment</td>
</tr>
<tr>
<td>August 23 (Sun)</td>
<td>Early Arrival: Quarantine Residents</td>
</tr>
<tr>
<td>August 25-26 (Tues/Wed)</td>
<td>First Year Move-in by appointment</td>
</tr>
<tr>
<td>August 27 -29 (Thurs - Sat)</td>
<td>Returning Student Move-in by appointment</td>
</tr>
<tr>
<td>August 28 (Fri)</td>
<td>Family Program (Virtual)</td>
</tr>
<tr>
<td>August 27- 29 (Thurs – Fri)</td>
<td>Welcome Weekend (Virtual)</td>
</tr>
<tr>
<td>August 31 (Mon)</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td></td>
<td>Commuter Students Check-In</td>
</tr>
</tbody>
</table>
Please refer to the Office of Residence Life and Conference Services website for additional information on the move-in process.

**COVID-19 Safety Course**

All members of the Manhattanville College community (students and employees) will be required to complete an online training related to Manhattanville College’s health and safety policies and protocols before arriving to campus.

Manhattanville College partnered with EVERFI’s newest course, *Staying Healthy in a Changing Environment*. This required course will help students, faculty, and staff navigate the fall semester through the lens of COVID-19 before returning to campus. Whether you will return to campus or continue remotely, this course is to prepare our employees and student body for what comes next through this online training and education.

This course will teach our campus community ways to protect your physical health and maintain your mental well-being with practical guidance about the COVID-19 virus, returning to campus and the workplace, and working remotely.

**Students are required to complete the course by August 24th**

**Employees are required to complete the course by August 31st**

**Student Behavioral Compact**

All undergraduate and graduate students must review and sign Manhattanville’s [Student Behavioral Compact](#) affirming they understand the College’s health and safety policies and protocols and Code of Conduct policies outlined and will accept the responsibility to abide by them as a community member.

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**Healthy Habits**

- 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.
- Make sure you have cleaning supplies and clean your room or suite on an ongoing basis, especially high-touch surfaces such as doorknobs, light switches, and bathrooms.

**Self-Screening Form – CampusClear App**

- Manhattanville has adopted a free mobile app, CampusClear
Manhattanville will require daily screenings for all residential students, commuter students, as well as employees. Students are required to download the CampusClear mobile app and complete the daily screening prior to coming on campus.

- Go to the [Apple App Store](https://apps.apple.com) (iPhones) or [Google Play Store](https://play.google.com) (Android phones) and search for #CampusClear. Download the app and install following the prompts displayed.

- When you open the #CampusClear app for the first time, you will be shown information about how data is collected and used. You will also be prompted to agree to the terms and conditions. Please carefully review the information and follow the prompts.

- After agreeing to the terms and conditions, you will be asked to enter your email address. Please be sure to use your main Manhattanville email address (username@mville.edu or username@student.mville.edu). CampusClear will not work with a personal email address.

- Next, an email will be sent to your Mville inbox. You will need to open that email and confirm your identity. Close the #CampusClear app and check your Manhattanville email.

- You will see a message in your inbox asking to confirm your email address. Please click on the confirm email button/link.

- Now you are ready to use #CampusClear! Open the #CampusClear app on your phone and follow the prompts to conduct your self-screening. If desired, you can set your phone’s settings to allow the app to send you notifications and reminders to complete a self-screen.

**Reporting**

Any community member who violates the above protocols and/or policies should be reported. Students are able to report a violation by filling out an [Incident Report](#), using the [Rave Guardian](#) app, contacting Campus Safety at 914-323-7233 or contacting the Office of Residence Life.

**Residence Life Office Hours:**

- Main office- Monday – Friday, between 9am – 5pm at 914-323-5217,
- RA On-duty- seven days a week between 7pm – 9am
  - Founder’s Hall 914-469-0471
  - Spellman Hall 914-469-0457
  - Dammann & Tenney Hall 914-469-0455

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**Scheduling of Hearing Meetings for Fall 2020**

During the Fall 2020 semester, hearing meetings will be conducted online. Please review the steps below:
1. A Hearing Notice will be sent to the student through Maxient to their Manhattanville College email to schedule a hearing meeting with a conduct officer. The Hearing Meeting should be scheduled at a time convenient for the conduct officer and the student.

2. Hearing meetings will be heard using GoToMeeting or Microsoft Teams. The assigned conduct officer will send the student a link to their Manhattanville College email to join the meeting before the scheduled start of the meeting.

As you aware these are unusual times and we want to ensure the health and safety of everyone in our campus community to the highest degrees possible. If a student is found responsible for a violation of any of the above directives, the student will be subject to disciplinary action as per the Student Handbook/Code of Conduct. Please understand that these measures have been put in place with the health and safety of all community members as our first priority.

All conduct policies and regulations during the 2020 – 2021 academic year remain in effect and will be enforced, with the exception of policies that contradict these new directives. The conduct process remains unchanged during these exigent circumstances. The Student Code of Conduct still applies to misconduct online, off-campus and on-campus, and will be addressed by the College. No refunds will be issued if a student is required to leave due to being found responsible of any violations of the Student Handbook/Code of Conduct and Addendum.

COVID-19 Communication

Manhattanville is committed to keeping our campus community informed about our health and safety plans for the fall. All community members are expected to use their Manhattanville email account for college communication.

All faculty have been encouraged to hold office hours virtually. If faculty offices are located in the residence halls, students will not be able to visit their office. In an effort to limit potential exposure, non-residential students, community members, or visitors will not be allowed in the residence halls.

Some Staff offices will remain virtual for the Fall 2020 semester. Please check the office website/office door learn the offices operational hours.

All community members should continue to regularly review the COVID-19 webpage for additional information.