

# Fall 2020 Resident Handbook Addendum

## INTRODUCTION

As a student who will be living in the residence halls for the Fall 2020 semester, there are a number of responsibilities you have in order to minimize the risk of COVID-19 transmission and to ensure your health and safety, that of your peers, and the broader FIT community. You can be a carrier of the illness, not show any symptoms, and unknowingly transmit the disease to others. Therefore, you must take proactive steps, given that we have many shared spaces in our campus housing community.

In addition to all generally applicable FIT and Residential Life policies, which remain in effect and apply in all residence halls, residents are expected to familiarize themselves with the information outlined below, and adhere to the policies and expectations as stated. Where there is a conflict in the policies, the information set forth in this document shall take precedence.

These have been designed to be in compliance with current state and local guidelines and are subject to change as conditions may change and guidance may evolve. They are designed to provide the safest living environment possible and are reliant on each member of the residence hall community to uphold them not only for their safety but the safety of others. Campus officials have the right to enforce this Addendum at any point to reduce the potential spread of COVID-19 on campus.

Due to the ongoing variability of circumstances, students are expected to check their FIT email account daily for communication from Residential Life and the College as it pertains to campus operations. Students will be expected to respond to communications from Residential Life within 72 hours if information or action is required. Students are encouraged to visit <http://fitnyc.edu/coronavirus> frequently to find updates related to campus announcements and important notices.

Failure to comply will result in disciplinary action as well as progressive sanctions as high as suspension or expulsion and/or removal from on-campus housing (and permanent denial of campus residency). Please be advised that Residential Life reserves the right to modify this document at any time. Updates will be communicated to all on-campus students by email.

## COMMUNITY EXPECTATIONS

In addition to the [Residence Contract](#), the policies and expectations outlined in the [Resident Handbook](#), and the [FIT Code of Conduct](#), the following additional standards shall be in place:

**You must limit your interactions with others, wear a face covering when outside of your own room or suite, and always follow social distancing requirements, remaining 6 feet away from others.**

Your personal hygiene is crucial in curbing the spread of this virus. It is expected while living on campus you will abide by these guidelines:

- Wear a face covering at all times when you are not in your own room and/or when you are with other people
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Clean AND disinfect [frequently touched surfaces](#) daily such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks
- Cover your mouth and nose when you cough or sneeze with your elbow
- Avoid contact with others when you are sick and seek appropriate care for illness

## ADDITIONAL POLICIES

### **Bathrooms**

Use of communal bathrooms will be reconfigured to reduce density. Students must abide by posted restrictions.

### **Building Evacuations**

When the building alarm sounds, evacuate in a safe and orderly fashion keeping in mind these social distancing guidelines:

- Students must wear masks as they are evacuating during the building alarm.
- Students should remain 6 ft apart during the duration of the building alarm.
- Students who are quarantining must also evacuate during a building alarm.
- Students who are quarantining should wait to re-enter the building until all students have gone back in.

### **Emergency Relocation Plan**

- It is understood that the residence halls may close on short notice either at the direction of state and local officials or by decision of the College.
- All students are required to have an emergency relocation plan including method of travel, location, and removal of all belongings should the residence halls close at any point.
- If the campus is instructed to move to remote learning due to a COVID-19 outbreak or otherwise, you will be required to move off campus as soon as possible and within no more than 48 hours, including the removal of all of your belongings. For this reason, you are encouraged to bring as few items with you as possible.

### **Face Coverings and Personal Hygiene**

- Face coverings will be required at all times throughout the residence hall and on campus when not in a student's own room. Wear a face covering or mask when you leave your room, suite, or apartment. This includes walking to the restroom.

- Face coverings must cover the mouth and nose.
- Students must abide by frequent hand washing and maintenance of hygiene in personal spaces.
  - Wash hands regularly for a minimum of 20 seconds.
  - Students will be responsible for the regular cleaning and sanitizing of their residential suite/apartment. Disinfect surfaces that are regularly touched (desks, electronic devices, countertops, doorknobs) that you may have touched after you have left.
  - Avoid public spaces except when necessary.
  - Utilize hand sanitizing stations (or carry your own hand sanitizer) frequently when away from your room and travelling about the campus.

### **Fitness Centers**

In accordance with NYC phased reopening plan, all FIT Fitness Centers are closed until further notice.

### **Health Monitoring and Testing**

- Students will be required to observe all **daily** self-assessment and reporting of symptoms and diagnostic testing requirements, as required by FIT in coordination with the NYC Department of Health.
- If a student tests positively to COVID-19, regardless of whether or not they are symptomatic, they must **immediately** notify FIT Health Services and Residential Life.
- Students must participate in testing and contact tracing as designated by FIT.
- Students must adhere to related quarantine procedures.

### **Laundry Rooms**

- Students must abide by posted occupancy social distancing requirements.
- Laundry rooms should not be used for sorting and folding laundry, students must use their rooms for doing so.

### **Limits to Travel Off Campus**

- Students are encouraged to stay on campus in class or in room whenever possible observing necessary-only trips to the grocery store, pharmacy, and the like.
- Students are discouraged from planning or taking trips to other locations for the duration of the semester, including but not limited to trips home for the weekend. This also includes gathering with more than 10 others while maintaining face covering and social distancing.
- In order to protect our campus community, you are strongly discouraged from traveling to any area experiencing a COVID outbreak.

### **Lockouts, Lost Keys, & Key Replacements**

During office hours (9:00 am – 5:00 pm, Monday – Friday), residents who are locked out of their rooms or require a new key or ID must request do so by filling out this form:

<https://tinyurl.com/lockoutkeyid>

After you fill out the form, a residential life team member will prepare your new/loan key or slip for a new ID and leave it on a designated space in our office. Please report, with valid

photo identification, to the Alumni Hall Office for 27th Street concerns and Kaufman Hall Office for 31st Street concerns.

There is no lockout service available between 5pm and 6pm. Residents are charged according to the schedule below.

Weeknights and weekends, while the residence halls are occupied, the RA assists with all lockouts. The resident who is locked out visits the Public Safety desk in their building to request a lockout. The RA will verify your identity and unlock your room. You will be asked to sign off on the lockout, and will be charged to your student account for the lockout according to the following schedule:

- First Lockout: No Charge
  - Second Lockout: \$10.00
  - All Additional Lockouts/Cylinder change/ or new Key/ID: \$25.00\*
- \*Multiple lost keys may result in disciplinary action

Make payment online with a credit card through the Secure Area in the Online Information System (or in person in the Bursar's Office) – Business & Liberal Arts Center (B127)

It is important that residents lock their doors when leaving their rooms for any period of time and carry their key with them at all times. This helps to safeguard your belongings.

No replacement keys will be made between midnight & 9AM. If a resident needs access to their room, they can contact Public Safety and have them contact the RA on duty for a lockout. The duplication of keys by anyone other than University-authorized personnel is prohibited.

### **Lounge Spaces and Work Rooms**

- All communal kitchens in lounges are off limits to students.
- Work Rooms are limited to studying and use of sewing machines and light tables.
- Students must abide by posted occupancy and social distancing requirements.

### **Quarantine/Shelter in Place**

- Students arriving to campus may be required to move in early and quarantine for a period of up to 14 days, depending on their place of origin and current regulations
- All students must agree, and be prepared for at all times, full campus shelter-in-place restrictions when and if it is determined that the prevalence of confirmed cases reach a certain level or it should otherwise be required by State or campus authorities.
- If a student becomes ill/tests positive for COVID 19, they must comply with a transfer to a quarantine space on campus if necessary or may be required to relinquish campus housing and return to their primary off-campus residence until such time as it is determined they are no longer infectious.
- All students who are identified by contact tracing must comply with 14-day self-isolation in place where required.

- Residential Life will provide you assistance with meals and trash removal. Please check your FIT email for detailed information and regular communication about these services.

### **Recess Housing**

- Residential Life will adhere to the [Academic Calendar](#) established by the college.
- The Residence Halls will close on November 25
- In keeping with the goals of completing in-person instruction before Thanksgiving, housing may not be available for the period between Thanksgiving and the Spring semester start date.
- There will be only limited, conditional break housing for students in need as determined in FIT's sole discretion.

### **Room Occupancy**

Students must comply with room/building de-densification as follows:

- All rooms will have new designations for reduced occupancy. Students may not store or spread out their belongings and occupy or use any vacant spaces or furniture in their assigned domicile area.
- Additional de-densification efforts will be implemented as needed, including, but not limited to, relocation/reassignment to alternative housing should conditions change. Please keep your belongings prepared for relocation should that become necessary. The College reserves the right, in an emergency or other exigent circumstances, to remove/relocate your belongings as necessary and assumes no liability for loss or damages to personal property.
- Room changes will not be possible except for emergency situations.

### **Social Distancing**

Social distancing is a practice established to help mitigate the spread of COVID19 (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>).

- In accordance with CDC Guidelines, Maintaining 6 feet of distance from others must be maintained both within the residence hall and any location on campus whenever possible.
- The following strategies must be followed for the duration of your stay:
  - Isolate yourself from other people and remain in your room as much as possible.
  - Utilize remote communication methods when interacting with others. Remote communications may include the utilization of your phone, webcam, or other forms of electronic communication.
- If there is a College directive to remain in your room for an extended period of time, you must comply.
- On elevators, students must abide by reduced occupancy, as posted.
- Lobbies are not to be used as gathering spaces and social distancing must be maintained when scanning in or waiting for an elevator.
- In stairwells, students must abide by marked up or down use signage, except in case of emergency when all stairwells become emergency exit paths. Stairwells should be used when able, especially on lower floors.

### **Visitation, Guests, and Gatherings**

- All guest privileges are suspended until further notice. Students will only have access to their assigned residence hall.
- Any guests found in the residence halls will be asked to leave and may be banned from the FIT campus; in addition the student sponsoring the guest may be subject to discipline.
- Students are permitted to have only up to 2 resident students visit their room at a time. Students must still practice social distancing and wear a face covering in such instances.
- In-person gatherings and events are subject to both state and campus restrictions, which may change as conditions of the pandemic change.
- Social distancing and mask guidelines remain in effect until further notice.
- Outside of official class sessions and authorized gatherings among residents of the same residence hall floors, additional campus restrictions for gatherings or events apply. For current guidelines, contact Residence Life.
- Remote gatherings, events and one-on-one interactions are greatly encouraged.

## STAYING CONNECTED

Resident Assistants will be providing opportunities to connect with other residents in small groups and virtually. They are also a resource for you as you navigate this challenging situation. Please take the opportunity to talk with them and get to know others who are staying on campus through these virtual events.

The Residential Life Office is working in person and remotely from Monday-Friday, 9am-5pm, and can be reached at [residentiallife@fitnyc.edu](mailto:residentiallife@fitnyc.edu) anytime and via online chat during normal business hours.

## DINING SERVICES

All students living on campus are required to have a meal plan. Students wishing to increase their meal plan must make changes during the first two weeks of classes.

- New/Entering students must have a minimum of the 150 block plan, and will be automatically enrolled in the 150 block plan, which also includes \$850 in declining balance.
- Current/Returning students must have a minimum of the 75 block plan, and will be automatically enrolled in the 75 block plan, which also includes \$500 in declining balance.

The FIT Dubinsky Dining Hall is open 9 a.m. to 6 p.m. Monday through Thursday and 10 a.m. to 4 p.m. Friday through Sunday.

Boxed meals will be available for pick-up at the dining hall Friday through Sunday, from 10 a.m. - 4 p.m. Students can pre-order boxed meals directly from Dining Services.

## CARING FOR YOURSELF IF YOU ARE SICK

We care about your health and want to support you while residing on campus. If you are experiencing any symptoms, such as fever, cough, or shortness of breath, please seek medical attention right away.

1. Contact FIT Health Services via the [online chat](#) or by calling (917) 580-6655. They will advise you of next steps.
2. If you have difficulty breathing or need medical attention after hours contact FIT Public Safety at 212-217-7777.
3. We expect that you will self-isolate or quarantine until you have been released by the Health Services.
  - a. You must stay in your apartment until you are cleared by Health Services. Failure to comply with this directive will result in disciplinary action, which may include immediate denial of campus residency.