

## Special Policies and Procedures During the Coronavirus Pandemic

July 25 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 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. Updates to the Special Policies and Procedures can be found at: <https://berlin.bard.edu/covid-19/>

### Campus Access

- Access to the premises and buildings of Bard College Berlin will be restricted to members of the college: students, faculty and staff. In general, visitors are not permitted.
- For specific 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 feels ill or learns that they may have been exposed to coronavirus, they must isolate themselves from all college members and notify the college immediately. (Students, please email the Head of Student Life and your professors; faculty, please email the Registrar; staff, please email the Managing Director.)

### 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.
- 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 must provide their own additional masks as needed.
- Hand sanitizer and cleaning supplies for surfaces will be available in all teaching rooms.
- All teaching rooms must be vented regularly (with all windows and doors fully open at least once every 45 minutes for at least 5 minutes).
- All members of the Bard College Berlin community must wash their hands regularly.
- 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.
- 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 (where social distancing can be maintained).</li> </ul>

### 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.
- Masks are not required within your household group (unless the members of your household request otherwise).
- No visitors from outside Bard College Berlin are permitted anywhere in the residence halls.
- 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.)
- 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.

### Cafeteria Use

- Due to space limitations, on-campus students are asked not to sit inside the cafeteria to eat lunch. On-campus students are requested to take their lunch to their residence hall or sit outside. On-campus students are permitted to eat breakfast and dinner inside the cafeteria.

- 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 in other suitable campus spaces.
- Faculty and staff are asked to 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.

### **Classrooms and Teaching Formats**

- In-person seminars must allow for social distancing. Larger seminar groups will be 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.
- 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).
- In good weather, some classes may be held outdoors.
- 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.)
- 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.

### **Attendance**

- Regular attendance is essential to the collaborative work of learning in seminar format and forms part of the participation grade.
- Some students may need to begin the semester remotely due to travel restrictions.
- All students and instructors must refrain from in-person attendance if they are feeling ill or exhibit any symptoms linked to COVID-19. 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.

*§18 Specific Regulations Concerning Students Whose Studies are Interrupted or Slowed for any Important Documented Medical Cause*

(4) In the case of a move to online learning recommended or mandated by law in an emergency situation, students without access to the internet or to a computer shall have the right to an alternative format for an examination.

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