

Sterling College

WORKING HANDS. WORKING MINDS.

COVID-19 STUDENT HANDBOOK 2020-2021

TABLE OF CONTENTS

INTRODUCTION	3
COVID-19 CONDUCT POLICY AND DISCIPLINARY PROCESS	5
Disciplinary Process	7
Reporting	7
Other Sanctions	7
Staff and Faculty	8
Removal from Campus	8
Disciplinary Action	8
DEPARTMENTAL COVID POLICIES	9
Academic Office	9
Adding or Dropping courses	9
Withdrawing from courses	10
COVID-19 Class Absence Policy	10
Global Field Studies	10
Contingency Plan: Campus closure	10
Work Program	11
Changes to Timesheets and Work Crews	11
Work Study	11
Contingency Plan: Campus closure	11
Student Life Policies	11
Sterling College Emergency Financial Aid Fund	11
Contingency Plan: Petition to remain on Campus	11
INSTITUTIONAL RESOURCES & OPERATIONS DURING THE COVID-19 PANDEMIC	12
Academic Office	12
Admission Office	12
Advancement Office	12
Athletics	12
Brown Library	13
Business Office	14
Climbing Wall	14
Computing & Information Technology	14

Craftsbury Outdoor Center	14
DunBarn	14
Dunbar Dining Hall	15
Equipment Rentals	15
The Farm (The Rian Fried Center for Sustainable Agriculture & Food Systems)	15
Financial Aid Office	17
Facilities Department	17
Fitness Room	17
Forest, Trails, and Wetlands of Craftsbury Campus	17
Green Bikes at Sterling	18
Houston House Kitchen	18
Laboratory - Teaching and Research	18
Laundry	18
Logging Shop	18
Mail	18
Natural History Collection	18
PRIDE	19
Reuse Room	19
Roots	19
Student Center	19
Student Life Office	20
Student Storage	20
Vans & Sterling Vehicles	20
Wellness Center	20
Wood Shop	21

INTRODUCTION

In accordance with Vermont's Mandatory Guidance for College and University Campus Learning, Sterling College has adopted this temporary COVID-19 Handbook to address temporary changes and additions to College policies that address our response to the 2020 Coronavirus Pandemic. This document includes policies and procedures that are in addition to the existing Student Handbook and Employee Handbook. In the event that the COVID-19 Handbook contradicts the others, the COVID-19 Handbook supersedes the Student Handbook and Employee Handbook. The following policies and procedures aim to minimize the likelihood of a COVID-19 outbreak and the severity of an outbreak.

This document has been separated into 3 sections. The first, **COVID-19 Conduct Policy & Disciplinary Process**, includes administrative policy to immediately address any behaviors that violate community standards for protecting everyone's health. Vermont's guidance states in relevant part: "Because of public health, existing judicial processes must err on the side of public health and remove a student from potentially further endangering the community by immediately removing the student from the campus. Faculty and staff who choose not to wear a face covering or follow existing public health safety standards shall face immediate disciplinary action." This section reviews the necessary measures students, faculty, and staff must take to keep themselves and the community safe, as well as, the disciplinary process for violations to these policies and procedures.

The policies and procedures set forth in the COVID-19 Handbook, the Commitment to Shared Responsibility (both the [Student](#) and [Employee](#) pledge), and Sterling College's Safe and Healthy Return to Campus Guidelines (applicable to students and employees), and/or any other COVID-19-related policy, aim to minimize the likelihood of a COVID-19 outbreak and the severity of an outbreak. Violations may result in immediate disciplinary action, including removal of the student or employee from Sterling College's campus (which could adversely impact in-person learning and employment). This is in addition to Sterling College's standard disciplinary actions that may be issued in accordance with Sterling College's Student Handbook and Employee Handbook, up to and including suspension or expulsion (students) or termination (employees).

The second section, **COVID-19 Departmental Policy Addendums**, provides either temporary changes to current policies in the Student Handbook or addendum to policies. In particular, this section covers contingency procedures if Sterling College is required to convert in-person classes to fully remote or if Sterling College is required to depopulate campus. As stated above, in the event that the COVID-19 Handbook contradicts the Student Handbook, the COVID-19 Handbook supersedes the Student Handbook until the end 2020 Coronavirus Pandemic.

The third section, **Institutional Resources & Operations during the COVID-19 Pandemic**, includes changes to our campus operations and information on how students and employees can access institutional resources. Please keep in mind, some procedures on how to access institutions may change or have yet to be created by the time this document has been published.

The provisions of these policies may change depending on health conditions and state of Vermont

mandates. Updates and announcements will be made to students, staff and faculty. Additionally, the [COVID-19 update page](#) will provide the most up-to-date information. Students, staff and faculty should consult this website for updates.

COVID-19 CONDUCT POLICY AND DISCIPLINARY PROCESS

Students, staff and faculty are required to comply with all applicable COVID-19 - related policies set forth in this COVID Handbook, the Safe and Healthy Return to Campus Guide, and the Commitment to Shared Responsibility (for both Students and Employees). In addition to the above, all students, staff and faculty are required to take the necessary measures to keep themselves and the community safe including, but not limited to:

- Complete all required safety trainings.
- Comply with all testing, quarantine, isolation and contact tracing protocols as directed by the College, as well as those required by local, state or federal officials.
- Students coming to campus will travel as directly to Sterling College's campuses as possible. They will follow all health and safety precautions during travel, including limiting stops to only those that are necessary, physical distancing from others whenever possible, always wearing a face covering, and using frequent and proper hand hygiene (i.e., hand washing with soap and warm water or use of hand sanitizer when soap and water are not available).
- Students and employees shall not come to campus if they have any COVID-19 symptoms as defined by the [CDC](#), if they have been in close contact with someone who is positive for COVID-19, or if they have tested positive for COVID-19 within the last 14 days. The CDC defines "[close contact](#)" as "anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated." Students in these circumstances who are already on campus must contact the Director of Wellness Services for further evaluation, and follow their instructions and the instructions of appropriate health officials, including quarantine, isolation and contact tracing requirements. Employees should contact their supervisors or department managers. If they are at work when symptoms begin, they should leave immediately and contact their healthcare providers.
- Wear face coverings that fit securely and snugly against the sides of the face, and cover the nose and mouth as required by Sterling policies.
- Comply with all maximum occupancy requirements, signage, and floor markings posted in all campus spaces.
- Maintain physical distance (6 feet), to the greatest extent possible, from others not within your household unit or residential pod
- All students and employees are strongly encouraged to maintain a contact journal that lists the names of other people with whom the individual has been in close contact each day (any person closer than 6 feet for at least 15 minutes). A journal is not required for situations where there is already a record of individuals being in a certain location (e.g., classes or other scheduled events where the list of participants is ordinarily recorded). To assist the confidential contact tracing process, students are encouraged to keep an electronic calendar for small group meetings or gatherings, including extra-curricular activities. Employees are likewise encouraged to keep an electronic calendar of meetings, and other work-related activities.

- Students and Employees must use the Sterling College Daily Health Screening Form to complete daily health checks (also known as health screenings), including temperature and [COVID-19 symptom checks](#), prior to entering campus or coming to work (as applicable).
- The individual must monitor themselves for COVID-19 symptoms and must not access any campus locations if they are symptomatic. If students experience symptoms, they must stay in their dorm room or off-campus residence, and contact the Director of Wellness Services for further instructions. Faculty and staff who are symptomatic may not be on campus and should notify their supervisor and contact their medical provider for further instructions.
- Students and employees are encouraged to receive the 2020 flu vaccine, when it becomes available. Those with questions or concerns should consult their healthcare provider.
- Students will keep their residential spaces clean and will clean shared spaces and surfaces when they begin to use them (e.g., bathrooms, classroom tables and desks, and study spaces). They will use cleaning supplies provided by the College to clean shared spaces. Employees will follow their department's protocols to clean high-touch areas and shared items.
- Frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or use of hand sanitizer (when soap and water are not available) throughout the day, and before and after entering classrooms, work areas or other common areas.
- Avoid sharing utensils, glasses, pens or pencils, laptops, keyboards, microphones, toothbrushes, or other similar personal products, and frequently sanitize or disinfect high-touch surfaces, such as phone screens, keyboards, tables, desks, etc.
- Responsibly dispose of any sanitizing or disinfecting wipes and related materials.
- Abide by all policies related to visitors/guests on campus.
- Comply with all College and state of Vermont requirements regarding off-campus travel, social gatherings (including mandated gathering sizes and registration requirements) and events.
- Comply with all evacuation and lockdown procedures as directed by Sterling College or other local, state or federal officials.
- Be respectful and attentive to anyone who needs help or a reminder about community expectations.
- Avoid bias-based discrimination. The current COVID-19 outbreak has provoked bias and discriminatory behaviors against people of certain racial and ethnic backgrounds. We know that the virus does not differentiate with respect to race, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, students, staff and faculty are expected to treat others with the respect every human being deserves and not promote, participate in, or allow their own bias to impede the access and opportunity of others in their community. (See also the CDC's statement on [Reducing Stigma](#)).
- The employee supervising the work of contractors performing work on campus must ensure that the contractor complies with all applicable COVID-19-related health and safety policies set forth in the Return to Campus Guidelines.

Disciplinary Process

Reporting

Violations of the COVID-19 Conduct Policy will be addressed as described below and will include accountability measures for students, staff and faculty.

Students or employees who have concerns related to an individual's failure to comply with the COVID-19 Conduct Policy, the policies in the Safe and Healthy Return to Campus Guideline, the Student Commitment to Shared Responsibility, the Employee Commitment to Shared Responsibility, or any other COVID-19 related policy should report the matter by using the Incident Report Form. Reported incidents will be reviewed by Student Life staff and the Risk Management Committee Chair. You may also report the matter directly to Student Life staff, the individual supervisor(s) (if the report involves an employee member), as applicable. For reports that involve dean(s), the report should be made to the Risk Management Committee Chair, President Matthew Derr.

The decision to remove a student from campus will be made by the Dean of Student Life. The student will be notified in writing of the decision and may submit an appeal, in writing, to the Dean of Student Life within 48 hours of receipt of the decision. The dean or their designee will notify the student of the appeal outcome within 24 hours of receipt of the appeal. Students living on campus will be required to remain in quarantine in their on-campus dorm room pending the appeal decision and may not have in-person access to campus services or classes. They may attend classes via remote access only if such access is available. Meals will be delivered to students living on-campus.

Students living off-campus will be barred from campus and must remain in quarantine in their off-campus residence pending the appeal outcome. They may attend classes via remote access only, if such access is available, and they must arrange for their own meals.

Students removed from campus will receive a No Trespass Notice ("NTN"). A NTN prohibits the presence of an individual on Sterling College property. Violating a No Trespass Notice is considered to be a violation of Sterling College policy. As No Trespass Notices are legally enforceable, a violation may lead to arrest and prosecution.

Students removed from campus housing will not receive a refund for unused room and board fees, absent exceptional circumstances of economic hardship. Students seeking a refund under these circumstances may submit a written petition to the Business Office and the Dean of Student Life. Refund decisions will be made by the Dean of Finance & Operation and the Dean of Student Life.

Other Sanctions

Additional sanctions for violations of Sterling College's policies may be assigned in accordance with Sterling College's Student Handbook.

For more information, please see the table below, which is a guide for sanctions applicable to students, across the range of behaviors from less serious to most serious. The table is intended to be used as a guide only. Sanction-related decisions will be made on a case-by-case basis and will depend on the circumstances of each case. The examples in the table are intended to be general rather than exhaustive, and more or less severe sanctions could be imposed depending on the specific facts.

Staff and Faculty

For the duration of the pandemic (until statewide requirements are lifted), employee disciplinary procedures will be modified to ensure adherence to the state of Vermont’s obligations to maximize health and safety.

Removal from Campus

The decision to remove a staff or faculty member from campus (and/or or take other action as described below) will be made by the appropriate supervisory authority (e.g., supervisor(s)), in consultation with the Dean of Finances and Operations.

A faculty member shall not be removed from campus without prior review and approval by the dean of faculty.

The employee will be notified of the decision in writing and may file a written appeal to the College President within 48 hours of receipt of the decision. The employee will be notified of the outcome of the appeal within two business days of receipt of the appeal. The employee will be required to remain off-campus pending the appeal decision. If feasible, the employee will be expected to work remotely during the appeal period. If this is not feasible, the employee may be placed on paid administrative leave during the appeal period, and pending the outcome of any additional discipline.

Disciplinary Action

Disciplinary decisions are at the discretion of the appropriate supervisory authority, and disciplinary measures will depend on the particular circumstance of each case.

If an employee is required to leave campus, they will ordinarily be asked to work remotely for the remainder of the semester. (For staff positions requiring work on-site, the Dean of Finances and Operations will discuss options with the appropriate supervisory authority, including unpaid leave).

Additional discipline, such as termination (or other action as deemed appropriate under the circumstances) may be imposed in accordance with the procedures set forth in the Employee Handbook.

Example	First violation	Second violation	Third violation
<i>Minimal</i>			
Ex.: Non-compliance with daily health monitoring and face covering guidelines (assuming violation is not intentional)	Educational Warning, Student Life staff follow up, Community Review status with parental notification (if applicable)	Removal from campus (held in abeyance) Educational sanction Probationary status or Letter of Official College discipline Parental notification Approved plan for future compliance	Removal from campus for remainder of academic year Letter of Official College Discipline Suspension No Trespass Notice*

<i>Moderate</i>			
Ex.: Having campus visitors when prohibited	Removal from campus (held in abeyance) Educational sanction Probationary Status Parental notification Approved plan for future compliance	Removal from campus for remainder of semester Probationary status or Letter of Official College Discipline No Trespass Notice*	Removal from campus for the remainder of the academic year Suspension for the semester or expulsion No Trespass Notice*
<i>High</i>			
Ex.: Violating quarantine and isolation restrictions, travel restrictions, student-initiated events and parties policies, failure to cooperate with testing or tracing protocols	Removal from campus for remainder of semester Probationary status or Letter of Official College Discipline No Trespass Notice*	Removal from campus for remainder of academic year Suspension for the semester No Trespass Notice*	Suspension for one academic year No Trespass Notice*

DEPARTMENTAL COVID POLICIES

This section provides additional changes to the Academic, Business, and Student Life Offices that are not covered in the Safe and Healthy Return to Campus Guidelines.

Academic Office

Adding or Dropping courses

Students can drop one or more of the courses in their pod, on an online course, if they submit a completed and signed [add/drop form](#) to Laura Lea Berry, the Registrar, by the end of:

- Tuesday, August 25th for ASOP in Fall Intensive
- Tuesday, September 15th for Fall Block 1
- Monday, October 26th for Fall Block 2
- Wednesday, December 2nd for Expedition II

Before the dates listed above, students may also be able to add an online course, or transfer into a different pod, if there is space available in both the class and the associated dorm. Please note that in some pods classes are co-requisites so students may not be able to drop, or add, one course only. For more information talk to the course instructors, your advisor, Laura Lea Berry, registrar, or Dr. Laura Spence, Dean of Academics. If dropping courses in a Block leads to students being enrolled for no credits in that Block, they may be asked to leave campus.

Full time billing typically covers 12-18 credits; however, for Fall 2020 only the extra per credit fee for enrolling in 19 credits has been waived for those students taking Expedition II.

Withdrawing from courses

Students can withdraw from one or more courses in their pod, or an online course, if they submit a completed and signed withdrawal form to Laura Lea Berry, the Registrar, by the end of:

- Monday, August 31st for ASOP in Fall Intensive
- Wednesday, September 30th for Fall Block 1
- Friday, November 6th for Fall Block 2
- Friday, December 4th for Expedition II

If withdrawing from courses in a Block leads to students being enrolled for no credits in that Block, they may be asked to leave campus.

COVID-19 Class Absence Policy

Students are expected to follow the COVID-19 campus safety protocols described in this handbook, and in the Commitment to Shared Responsibility, including daily health screenings. If you experience symptoms of COVID-19, or are feeling unwell, you must stay home and check in with the nurse, who will determine whether you need a COVID-19 test (or whether it is appropriate for you to attend class). Faculty reserve the right to ask students to leave class if they exhibit symptoms or have not completed their daily health screening.

If you must isolate at home, and your health permits, you are expected to participate in class remotely, if possible. Your instructor will help you determine the best ways to do this. In extenuating circumstances, you may be eligible for a medical incomplete for the course.

If you must miss class for any reason, it is your responsibility to stay up-to-date on content and announcements, and to turn in assignments as scheduled. Course materials and information will be available on the course Thinkific page. Extensions on assignments will only be granted under extenuating circumstances when deemed appropriate by the instructor; it is important that you request an extension in advance, when possible.

Global Field Studies

Immersive field experiences are an important part of Sterling's experiential education. However, due to continuing international and domestic travel restrictions relating to COVID-19, field studies will look different this academic year to usual. There are no off-campus classes planned for Fall 2020 semester, although the Block-scheduling of classes will allow more frequent, and longer, field trips to be incorporated into the regular on-campus classes. For the Spring, COVID-19 situation permitting, we hope to offer the SW Field Semester as usual, and potentially one or more other field-based off campus pod offerings.

Contingency Plan: Campus closure

In the case of closure of campus due to COVID-19 contingencies, all classes will default to remote-learning.

Work Program

Changes to Timesheets and Work Crews

Students will submit a single timesheet each week for the work they complete in their pod crew. There will be no separate timesheets for All College Work Day or chores. Commuter and residential students will engage in on and off-campus community service and site work that may be in person or remote, while residential students will engage in additional dorm, van, and classroom cleaning chores.

Work Study

Students eligible for work study will be able to work additional hours as part of their pod crew. Other work study opportunities may become available over the course of the semester.

Contingency Plan: Campus closure

In the case of closure of campus due to COVID-19 contingencies, students that have completed and submitted at least one job voucher will be waived from the requirement to complete their work contracts and will receive the full tuition credit. If students had a range of possible hours on their job voucher, they will receive a credit equivalent to the minimum number of hours.

Student Life Policies

Sterling College Emergency Financial Aid Fund

During the 2020 Coronavirus Pandemic, Sterling College is able to provide emergency financial aid assistance to currently enrolled students. The Sterling College Emergency Financial Aid Fund is funded by community donations, the federal grant, “Emergency Stabilization Fund as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act”, as well as, additional grants. This funding is to provide emergency support to currently enrolled students for expenses related to the disruption of the campus operations due to COVID-19. Per guidance from the Department of Education, the purpose of the emergency financial aid grant is to provide support towards food, housing, course materials, technology, health care, and child-care expenses.

To petition to receive funding from Sterling College’s Covid-19 Emergency Fund, email the Associate Dean of Student Life, Megan Banner Sutherland, at msutherland@sterlingcollege.edu with a budget outline of how much you need and what you’ll be using it for. Within one week, the Associate Dean of Student Life will review petitions with the Dean of Finances and Operations on a weekly basis and will follow up with confirmation or clarifying questions via email.

Contingency Plan: Petition to remain on Campus

If the circumstances require Sterling College to convert all in-person classes to depopulate campus, Student Life staff will work with students who feel they need to remain on campus longer to make travel

arrangements or who may have no option but to remain on campus. Student Life can also help provide resources and information students may need to create the most informed plan. Residential students may petition to remain on campus either until travel plans are created or for the remainder of the semester. Residential students may petition to remain on campus if they need more time to make travel remain on campus or have no option but to remain on campus. Students from countries with travel restrictions and students with other extenuating circumstances will be able to petition to remain on campus for an extended period.

INSTITUTIONAL RESOURCES & OPERATIONS DURING THE COVID-19 PANDEMIC

During the Covid-19 pandemic, when possible, Sterling College will rely on remote meetings and correspondence to reduce interactions in office spaces on campus. The following information is how each department plans to operate for the 2020-21 academic year. [The College Directory](#) is a list of all faculty and staff names and campus contact information. Please refer to the College Directory for contact information.

Academic Office

The Academic Office comprises the Dean of Academics, Dr. Laura Spence, Associate Dean of Academics & Advising, Dr. Carol Dickson, and Assistant Dean of Academics & Registrar, Laura Lea Berry. Students seeking information about Sterling's academic programs should first consult the Student Handbook. If questions still remain, they are encouraged to contact their advisor, or a member of the Academic Office listed above. Members of the Academic Office are available to all students, on appointment, via email, phone or video chat. For those students living on campus, members of the Academic Office may also be able to meet in-person, out-of-doors or within the student's pod classroom, however, their offices will not be used as meeting spaces. Wendell Berry Farming Program (WBFP) students may also consult about academic matters with the Dean of the WBFP dean, who may refer students to the appropriate Academic Office.

Admission Office

Students are encouraged to contact members of the Admissions Office on appointment, via email, phone or video chat.

Advancement Office

Students are encouraged to contact members of the Advancement Office on appointment, via email, phone or video chat.

Athletics

Craftsbury Campus

For the 2020-21 academic school year, Sterling College's athletics program will be adapted to comply with state and federal safety guidance, in addition to sports-specific guidance for college level sports. Due to the need to restrict social contact, interactions with our normal partners such as the Craftsbury Outdoor Center have been put on hold this year. All indoor facilities at COC are off limits to Sterling students and staff. Likewise, out-of-state travel for running or ski races can not happen. On-campus Sterling

facilities such as the fitness room will be open with restrictions (see below).

Brown Library

The Sterling College Brown Library supports the educational goals of the college by providing information resources and services to the college community. Its goal is to develop and maintain an up-to-date collection of print, non-print, and electronic resources that supports and enriches the curricula, programs, and activities of the college.

The physical library space will be unavailable throughout the Fall 2020 semester (except to classes taking place in the library).

Please read below for instructions on “curbside” service as well as access to other resources.

A. Audio-Visual Resources

A video streaming service (Kanopy) is available on the library’s website. DVDs and CDs are located in the librarian’s office and can be requested for pickup.

B. Borrowing Privileges

The loan period for books is 30 days for students, with the option to renew. DVDs and other audio-visuals can be borrowed for 7 days. Automated overdue notices are sent to Sterling email accounts. There are no late fees; however, there will be a replacement charge for lost or long-overdue library items.

C. Checkout of Books

Books can be requested for “curbside” pickup. Use the library’s catalog to find the books you would like and email your request to Petra Vogel. If you sign into your library account, you can also use the Add to Cart feature to email a list of selected books. You will be notified when your books are ready for pickup. You will find them out back under the porch, in an envelope or bag with your name on it. The book return box will also be outside under the porch.

D. Copyright Guidelines

Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act of 1978; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws. See Strategies for Fair Use for further details.

E. Course Reserves

Books and other materials placed on course reserves will be set up for sharing in your classroom. Please leave them in the class when finished. In addition, some key texts from your class (as determined by your professor) may also be made available in your dorm’s common area.

F. Donations

No book donations will be accepted at this time.

G. Interlibrary Loan (ILL)

The library is able to request books, journal articles, and sometimes DVDs from other libraries. Please fill out the interlibrary loan form found on the library’s web page. ILLs should be requested at least two weeks in advance of the date needed. Please return books on or before the due date indicated on the front cover.

H. Journal Databases

The library has subscriptions to several databases which provide journal articles for research. Note that when you are trying to access one of our subscription databases from off-campus locations (including the lower dorms), a login box will appear. The login consists of your Sterling gmail address, followed by your first initial last name. Example: jsmith@sterlingcollege.edu, jsmith

I. Requests for Purchase of Library Materials

You are welcome to suggest purchases of books to add to the library collection, either using this form or emailing the librarian directly.

J. Research Assistance

All orientations, class instruction, and one-on-one research assistance will be held remotely.

Business Office

Students are encouraged to contact members of the Business Office on appointment, via email, phone or video chat.

Climbing Wall

Craftsbury Campus

The Climbing Wall is located next to the Lower Dorms and Cedar Swamp, along with the Challenge Course. The wall has capacity for 6 ropes and a height of about 45 feet. The wall is used for a variety of classes. During the 2020-21 academic school year, the Climbing Wall will only be opened with approval from Josh Bossin or Anne Morse.

Computing & Information Technology

This academic year, students will be expected to use their personal computers for any personal, or school-related activities. If a student cannot provide themselves with a personal computer due to reasons of financial hardship, they should contact the Director of IT services, Alvin Acerbo, to arrange access to a computer.

Craftsbury Outdoor Center

Craftsbury Campus

For the 2020-21 academic school year, all indoor facilities at Craftsbury Outdoor Center are closed for use and are not accessible to Sterling students and staff. For the most up-to-date information, please visit their website at craftsbury.com.

DunBarn

Craftsbury Campus

The DunBarn will be closed to student use during the COVID-19 Pandemic. DunBarn will be used as storage and staging space for Maintenance and Facilities.

Dunbar Dining Hall

Craftsbury Campus

During Sterling College's 2020-21 academic year, Vermont campus residential students will have their meals delivered three times a day (twice on weekends) to their Living & Learning Pods (LLPs) from the Sterling kitchen. The responsibility of receiving food deliveries will be directed to the CA or advisory unit of each LLP. Any issues should be directly addressed to the Director of Dining Services. In addition to the established food delivery plan, residential students will receive weekly delivery of "snacks and basics" which will occur every Monday at breakfast service (7:00 am - 8:00am). Each pod will be set up with cutlery, plates, glassware, and space provided for serving and table and chairs for dining. Clear guidelines for students and staff will be established for cleaning, disposal, recycling, and composting. Each pod will need to communicate directly and clearly with the kitchen should any issue arise, or if any item is needed. Kentucky residential students will continue to provide their own dining services and will follow strict cleaning protocols for kitchen facilities.

Commuter students and Sterling faculty and staff will have the option for grab and go lunches from the Dunbar Student Center on the second floor.

Equipment Rentals

Craftsbury Campus

All Canoe and Outdoor Recreation Equipment rentals will follow the normal policy and procedure except that gear pick up and drop off will be done outside the gear room with no direct contact from Adventure Coordinator to Renter. Please contact an Adventure Coordinator if you would like to rent any outdoor equipment item.

The Farm (The Rian Fried Center for Sustainable Agriculture & Food Systems)

Craftsbury Campus

The Sterling College Farm is a working educational farm that includes infrastructure (eg. barns, hoophouse(s), greenhouse(s), fences, etc.), livestock (eg. draft horses, draft oxen, sheep, pigs, cattle, etc.), pastures (eg. some with agroforestry plantings) and gardens (eg. Abenaki Heritage Garden, edible forest garden, lower gardens, etc). As a student there are many different ways that you can engage with the farm such as classes, independent studies, senior projects or the work program.

The Sterling Farm is CLOSED to public access during the COVID-19 Pandemic. This includes occupied pastures, garden beds, and all farm buildings. Only class and work groups specifically assigned to work on the farm may enter any farm buildings, including the wash house, greenhouses, barns, and sheds.

Farm tools are NOT available for lending to any group or individuals who are not assigned to work on the farm by the farm management, unless you are an employee with special permission and sanitation protocols are strictly followed. All farm tools and high touch areas will be sanitized to the best of our ability at the end of each work session. *Many tools are wood handled and difficult to sanitize, so hands should be washed before and after use of tools.*

Please refrain from touching your face during work on the farm.

Masks are to be worn inside all farm buildings (including greenhouses), during all harvest activities, and in all outdoor situations that might require close contact. *Farm work does not afford the opportunity to apply a mask between every activity, and contact can be unpredictable (e.g.: when carrying heavy things or handling livestock). When in doubt, wear a mask!*

All students and employees working on the farm must wash hands at the beginning and end of each shift, after using the restrooms, and before and after breaks or meals.

Obey occupancy limits on all farm buildings.

Do not come to work, class, or to the farm for any reason, if you are not feeling well.

The farm is a shared campus resource and thus there are rules that govern the preservation of that resource, as well as safety for all visitors. The following is a non-exhaustive list of rules for interacting with the farm for student groups working or learning on the farm:

Do not (unless you are part of the crew doing scheduled work):

- Feed animals;
- Enter any pasture, stall, or pen containing draft animals or livestock;
- Bring any dogs, leashed or unleashed, into the Alford barn or any pasture, stall, or pen containing draft animals or livestock, or bring unleashed dogs around the garden beds (this does not apply to RFC-approved working dogs);
- Smoke, light fires, or bring flammable materials within 100 feet of any barn, farm equipment, or garden structure. Also, refrain from these activities in any garden beds, crop fields, or fenced pastures.
- Use or borrow any equipment in or around any barn or garden structure without permission from either the Draft, Livestock, or Garden Managers.
- Use or borrow any equipment outside around the farm without permission from the Farm Managers.
- Pick vegetables, grains, flowers, or fruits for your own personal use unless otherwise given permission.
- Sleep or engage in any unauthorized activity in the barns, wash house, greenhouses or other farm buildings

Do:

- Follow rules for student owned livestock.
- Exercise caution - assume all sections of electric fence are live.
- Pet draft animals or livestock over the electric fence with caution. Be aware that horns, teeth, and feet can cause injury, and that animals move quickly when startled.
- Shut all gates after opening them, even if you do not see animals. All gates are to be left in the same position in which you found them!
- Shut all doors in buildings--including greenhouses and growing structures--after opening them. The doors to the warm rooms in all barns are closed at all times. DO NOT close doors that are found

open in the greenhouses or wash house.

- Ensure the main swinging metal gates at the top of the farm road hill are closed at all times.
- Notify the Draft Animal Manager, Livestock Manager, or Garden Manager immediately if you notice any of the following: an animal has escaped from an enclosure, an animal appears sick or injured, a fence or door appears broken, there is any water leaking in or around a barn, greenhouse, wash house, or pasture..
- Bring any concerns about animal health, welfare, or any other questions directly to the Draft Animal or Livestock Manager. We are more than happy to discuss any concerns you may have.
- Enjoy the Farm and contact the Draft Animal, Livestock Managers or Garden Managers for more opportunities to interact with the farm if specific classes don't fit into your schedule--we are here to facilitate these opportunities for you!

Financial Aid Office

The Director of Financial Aid is located on the first floor of Kane Hall, and is available for application information, questions about aid awards, information about refunds, should you withdraw from the program, and specific questions about Sterling College's Financial Aid and Title IV Federal Financial Aid. Students should email bstuart@sterlingcollege.edu to set up an appointment.

Facilities Department

Craftsbury Campus

The Dean of Finance and Operations is responsible for the oversight of the Facilities Department. The Facilities Department is located in the garage attached to North House. The Facilities Department's responsibilities include general maintenance and repair of all campus facilities and grounds, and providing support for special events as required. To notify maintenance of any needs or problems, please email workorders@sterlingcollege.edu

Fitness Room

Craftsbury Campus

For the 2020-21 academic school year, the Fitness Room can be reserved for use by signing up for specific time slots. During the selected time, it can only be used by members of the same residential pod or individually by commuter students. You must clean all surfaces you intend to touch before starting, and again when you've finished. Follow signs about ventilating the room.

Forest, Trails, and Wetlands of Craftsbury Campus

Craftsbury Campus

All general principles of the usage of Craftsbury's campus forest, trails, and wetland will remain except for the usage of the Lean-tos. For the 2020-21 academic school year, Lean-to use must be scheduled ahead of time and only used by members of a single pod on a given evening. To schedule use of the Lean-tos, please contact Adrian Owens at aowens@sterlingcollege.edu.

Green Bikes at Sterling

Craftsbury Campus

For the 2020-21 academic school year, the Green Bikes program will not be running.

Houston House Kitchen

Craftsbury Campus

Houston Kitchen will be closed to all usage for the 2020-21 academic year except for designated Living & Learning Pods for instructional use.

Laboratory - Teaching and Research

Craftsbury Campus

The Sterling College laboratory and its equipment will be used to support several classes this Fall 2020 semester. No students should enter the lab through the semester unless given permission by either Dr. Laura Spence, Dr. Charlotte Rosendahl, Farley Brown or Emily Brodsky.

Laundry

Craftsbury Campus

Free washers and dryers are located within each Living and Learning Pod. Follow daily cleaning procedures of common spaces, sanitizing equipment before and after use. Tampering with machines will result in disciplinary actions.

Wendell Berry Farming Program

Residential students will have access to a washer and dryer at the Brown Farm house. .

Logging Shop

Craftsbury Campus

For the 2020-21 academic school year, the Logging Shop will only be available for official class and work program activities. It is being used a primary classroom space for the Forestry Pod. Check in with Adrian Owens (aowens@sterlingcollege.edu) about using any shop tools for Work Program projects.

Mail

Craftsbury Campus Mail

Students are assigned a box in the Dunbar Foyer for campus mail. These boxes should be checked daily for returned assignments, and notices. Any mail received here after student leaves will be returned to sender. Sterling College's USPS physical address is categorized as a *business address*. Due to USPS policies, mail is unable to forward from a business address.

Natural History Collection

Craftsbury Campus

The Natural History Collection includes an herbarium and zoological collection, which is managed by the Ecology faculty. This Fall semester, specimens from the collection will only be available for use in

classes and should not be accessed outside of class at all. No Natural history specimens, including those on display in classrooms and common areas, should be touched without permission from the Ecology faculty. If you have any questions, please contact the Natural History Collection coordinator, Emily Brodsky.

PRIDE

Craftsbury Campus

The PRIDE group at Sterling College is a student-run group for all people in the LGBTQ+ community that strives to provide a space for members to express themselves and receive support from fellow community members. The PRIDE group has a room dedicated for their use, above Dunbarn. Policies and procedures to access the PRIDE room will be developed by Fall 2020. For more information, please contact PRIDE advisor, Moxie Mehegan at mmehegan@sterlingcollege.edu

Reuse Room

Craftsbury Campus

The Reuse Room is currently closed to ensure the safety of our community during the Covid-19 pandemic. However, we will offer periodic “yard sales” (but free!), coordinated by students in the Work Program. There will be designated drop-off times for donations, which will be announced prior to each event. The location and specific instructions for dropping off donations will be provided when those times are announced. Outside of the designated drop-off times, no donations will be accepted. Please do not leave donations outside the Reuse Room. Stay tuned for event details. If you have questions, please contact the Reuse Room Coordinator, Emily Brodsky.

Roots

Craftsbury Campus

Roots is a student organization for students of color on the Sterling College Craftsbury Campus. Roots students have a dedicated space behind Common House in which to meet. During the 2020 Coronavirus Pandemic, the Roots Space will have a maximum capacity sign posted on the door. The space is available to Roots students, who can sign up to use the space using a calendar managed by the Roots Advisor. Anyone in the space must wear a mask if they are sharing the space with people from outside their residential pod. Additionally, they must keep the windows open, and must wipe surfaces before leaving the space.

Student Center

Craftsbury Campus

The Dunbar Student Center at Sterling’s Vermont campus will be closed to residential students for the 2020-21 academic year. Student mailboxes have been moved to Dunbar Foyer.

Dunbar Dining Services will be utilizing this space for commuter students and Sterling employees to pick up grab and go lunches, as well as coffee and tea.

Wendell Berry Farming Program

Wendell Berry Farming Program students in Kentucky may use the Port Royal Bank Building as study space after hours. Disinfect your work space after use. Social distancing protocols apply.

Student Life Office

Craftsbury Campus

During the Covid-19 pandemic, the Interim Dean of Student Life, Favor Ellis (fellis@sterlingcollege.edu), will supervise access to support services on and off campus and the Residential Life program, students are able to email with questions, concerns, and ideas.

Associate Dean of Student Life, Megan Banner Sutherland (msutherland@sterlingcollege.edu), will supervise COVID-19 policies, the Student Activities Committee, the Sterling College Emergency Financial Aid Fund, and will continue to be a Title IX delegate. Students are encouraged to contact members of the Student Life Office on appointment, via email, phone or video chat.

Student Storage

Craftsbury Campus

For the 2020-21 academic school year, Student Storage can be accessed on an individual basis, please be sure to wash or sanitize your hands after use.

Vans & Sterling Vehicles

The [Sterling College Driver's Handbook](#) has a complete list of policies and driver selection procedures.

The State of Vermont expects that private charter buses and large multi-passenger vans should only be used if density is reduced to allow for social distancing. This includes reducing capacity to 50 percent, leaving every other seat empty, and every other row open. Cloth face coverings must be worn.

Sterling will, therefore, take the following precautions that support its approach to Living & Learning Pods (LLP) to avoid prolonged exposure:

- Preferably, only student members of the same **residential** LLP will travel in a Sterling vehicle at the same time. No face masks required.
- When the driver is **not** a member of the **residential** LLP being transported, the passenger seat and first row of the van will be left vacant or used for storage. Face mask required for everyone.
- When any passenger is **not** a member of the **residential** LLP being transported, occupancy will be reduced by 50% and everyone will wear masks.
- When both practical and safe, windows should be open to increase ventilation.
- After use, all surfaces in the vehicle must be wiped down with antibacterial wipes found in the Sterling vehicle.
- In emergency circumstances, where the above policies create additional risk to driver or passengers, safety measures take precedence.

Wellness Center

Craftsbury Campus

The Wellness Center will be closed except for by appointment. Each Residential Pod will have a robust first aid kit and will be managed and stocked by the pod Community Advisor.

Transportation: Sterling College recognizes that it can be difficult for students to get to appointments given our rural location. The Wellness Center provides a Telehealth Office to students who need a private space to do telehealth visits with their health care providers, including mental health counseling. This office is located on the 2nd floor of Mager Hall and is equipped with a laptop and necessary medical equipment to complete a telehealth visit. To utilize this office, students are advised to be in contact with the Director of Wellness Services and/or Dean of Student Life. If a student needs access to transportation for an appointment, they are encouraged to be in touch with the Director of Wellness Services and /or Dean of Student Life.

Wood Shop

Craftsbury Campus

The Sterling College Wood-shop will be closed to all students during the Fall 2020 semester. No independent studies will be able to be supported using this space. Students in the Leadership & Lakes pod for Fall Block 1, may use this space under the direct guidance of Adrian Owens.