



MERRIMACK COLLEGE

SPRING 2022 RETURN TO CAMPUS HANDBOOK

Processes, Protocols and Guidelines

Volume 3 • January 2022



Dear Merrimack College Community,

After a successful return to campus this past fall, we are looking forward to welcoming everyone back to Merrimack for the Spring 2022 semester. Classes will continue to be in person (with the exception of our online graduate, bachelor completion programs and a number of classes being piloted for hybrid learning), as will residential life and student experience on campus.

Since the start of the pandemic, Merrimack has done much to mitigate the health risks of COVID-19 among the campus community while maintaining all efforts to keep the campus open, our students learning and our faculty and staff employed. The success of the Fall 2021 Semester has shown us that our efforts have paid off. With weekly surveillance testing available on campus to all in our community, we were able to identify breakthrough cases, isolate those cases and stop the spread of COVID-19. Additionally, the COVID-19 vaccine requirement for students, faculty, staff, visitors and guests has been invaluable in keeping everyone safe, and aiding in our successful return to a more normal campus experience.

While we all wish the pandemic was behind us, Merrimack will keep in place many of the same precautions and tactics this spring to continue to keep our community safe. As we see COVID-19 cases at the moment are very high. Fortunately for those who are vaccinated these cases are not causing severe illness. The reality is that this pandemic is unpredictable and ever-evolving, and the health and safety of our campus must remain our top priority. In this updated Spring 2022 Campus Handbook, you will find similar protocols and guidelines to those we implemented this past fall. Weekly surveillance testing will continue to be recommended and available in the testing center in the Rogers Center, the vaccine requirement will remain including receiving a booster and face coverings will be required during the month of January.

The Spring 2022 Campus Handbook also details important updates to our policies. You will find information on COVID-19 booster shots, policies around campus visitors, and course modalities for undergraduate and graduate students. It is important that you — as a Merrimack student, parent, faculty or staff — review this guide to understand Merrimack’s approach and expectations for the upcoming semester as information has changed.

While we are proud of our efforts, we also want to set expectations and acknowledge that as we return to campus, the next semester will require patience, and we cannot allow ourselves to get frustrated. We will likely face short-term disruptions when students, faculty and staff (as well as children and families of our community) test positive and need to isolate per CDC (Centers for Disease Control) guidelines. As these cases occur, we will all need to be patient, kind and accommodating to one another.

By adding additional mitigation strategies (as outlined in this handbook) of booster shots, face coverings and surveillance testing, Merrimack is doing its part to continue to keep our community safe while working toward our goal for a better normal.

We recognize that this has been a difficult time for everyone as we try to balance the routines of everyday life, a rapid and ever changing society, our ambitions and the necessity of getting by, our health and the health of our loved ones - all while living through the uncertainty of a global pandemic. It is a lot for all of us.

As we continue to live with COVID-19, the mental health of our faculty, staff and students is also a priority for the institution. During this challenging time, we want to remind everyone that no one is alone and someone is always available to help you.

The College has free mental health resources available for students, faculty and staff if you need help or just want to talk to someone. If these past 22 months have taught us anything, it is that we must all be willing to embrace change for the health and safety of ourselves, our families and our community. Please know that we will continue to monitor the threat of COVID-19 to our community and we will make adjustments, if necessary, to always prioritize the safety of our students, faculty and staff.

Best,



Christopher E. Hopey, Ph.D.
President



Jeffrey A. Doggett, Ed.D.
Executive Vice President
Chief Financial and Operating Officer



John "Sean" Condon, Ph.D.
Vice President of Academic Affairs
and Provost

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KEY SPRING INFORMATION

Merrimack will continue to follow the science and guidance of the various health and government agencies involved in mitigating the COVID-19 pandemic, an approach that allowed the College to be open during the entire 2020-2021 academic year and this past fall. We are proud and grateful that over the last 22 months, our community came together to support and look out for one another.

This spring, we look forward to seeing all members of our community (students, faculty and staff) enjoy our residential and on campus experience — filled with in-person classes, socializing with friends, cheering on our Warriors at athletic events, celebrating milestones and all the traditions that are part of the Merrimack culture, while being mindful of the ongoing threat of COVID-19. This updated handbook outlines what we will do as a community to provide the greatest opportunity to experience the fulfilling year that we are all looking forward to. It is important that all members of our community read this handbook in its entirety. However, we would like to highlight several key areas:

WARRIOR ONE STOP

The Office of Financial Aid, the Bursar, Registrar and Task Force are all now centrally located within the newly created Warrior One Stop. Members of our community can visit the Warrior One Stop on the first floor of Austin Hall, or reach out to the Warrior One Stop at warriononestop@merrimack.edu or (978) 837-5599. See [page 10](#) for more details.

For questions about the College's COVID-19 policies and other general questions contact the Task Force at taskforce@merrimack.edu.

COVID-19 BOOSTER REQUIREMENT

For the spring semester, Merrimack will require a COVID-19 booster for all students, faculty and staff. As members of our community will be eligible for a COVID-19 booster at different times, this policy will have a rolling deadline for compliance:

- If students, faculty or staff are eligible on or before Saturday, January 15, 2022, they must receive their booster by Tuesday, February 15, 2022.
- If students, faculty or staff become eligible after Saturday, January 15, 2022, they will have 30 days from their eligibility date to receive their booster.

Eligibility is defined as those who have completed a 2-dose vaccine series 5 or more months ago for those who received Pfizer or 6 or more months ago for those who received Moderna, or received a Johnson & Johnson/Janssen single-dose vaccine two or more months ago. Once eligible, the College requires proof of compliance with our COVID-19 vaccination and booster policy. Information can be found on [pages 18](#) and [19](#) on booster eligibility and how to submit proof of vaccination.

COVID-19 SURVEILLANCE TESTING

Surveillance testing for COVID-19 will continue to be available to all members of the campus community beginning on Monday, January 10. COVID-19 surveillance testing will take place in the Rogers Center for the Arts and will be through a self-administered swab test approved by the Broad Institute. Students, faculty and staff who test positive will be contacted by the College with instructions on what to do next. Negative test results will be assumed and not communicated. More information can be found on [page 24](#).

DAILY SYMPTOM CHECKS

Students, faculty and staff should check their own health and if they do not feel well – do not go to class, do not come to work, wear a face covering and get a COVID-19 test. If students experience symptoms, they should reach out to Hamel Health at (978) 837-5441 for assistance. If a commuter student, faculty or staff member experiences symptoms, they should remain home and contact their primary care physician for assistance. Any residential student who experiences symptoms should stay in their rooms and contact Hamel Health. Please note: all members of the Merrimack College Community have access to rapid COVID-19 testing at Hamel Health.

NEW HAMEL HEALTH LOCATION

The College has acquired the property at 477 Andover Street (Elm Street) across the street from campus.

FACE COVERINGS

The College will be instituting a campus wide face covering mandate in all public spaces effective Saturday, January 8, 2022 for the month of January. This includes all academic, administrative and athletic facilities, as well as open spaces including lobbies and common spaces in residence halls. The mandate does not include residential units and private offices, however in both settings hosts can make their own determination about wearing face coverings. The College will reassess this policy toward the end of January.

CAMPUS ACCESS AND IDENTIFICATION

All members of the campus community who are compliant with the COVID-19 vaccination requirement (either vaccinated or received an approved exemption) will need a 2021-2022 Merrimack identification card to access campus. These cards look the same for all compliant campus members based on category (faculty and staff, undergraduate student, graduate student, vendor, guest) and serve as the only institutional identification for access onto campus. All guests, fans and visitors must have proof of vaccination and must show proof of vaccination or a Merrimack approved exemption to enter campus. Access to campus will be denied to any individual who is not compliant with this process. Merrimack identification cards will remain the same from the fall semester. New cards will not be distributed when individuals receive a COVID-19 booster.

ATTENDING CLASSES

Most classes will be on campus and in person (with the exception of some hybrid classes, and online graduate and bachelor completion programs). Classrooms will be at full capacity. Plexiglass is available in all classrooms for faculty to use at their discretion. The College is mandating face coverings in all learning environments (classrooms, labs, etc.) for all students until further notice. The College will be providing surgical face coverings in classrooms as they are proving to be more effective in minimizing transmission of the Omicron variant. The College recommends that students utilize these face coverings.

ACTIVITIES ON CAMPUS

From student organization meetings to club sports, music and theater, exercising in the fitness center, attending a Division I athletic event and more, the student experience will be less restrictive and the campus will be more accessible and open.

RESIDENTIAL LIVING

Residential students will be able to visit friends in other residential buildings, capacity limits are the same as the fall, and registered events will be allowed.

CAMPUS ACCESS AND VISITORS

The College will continue to monitor the entrances to campus. Everyone entering campus must be fully vaccinated, this includes all students, faculty, staff, vendors, visitors and guests. Those who are not fully vaccinated, and do not have an approved exemption, will not be permitted on campus.

MENTAL HEALTH

The mental health of our faculty, staff and students is a priority for the institution. During this challenging time, no one is alone and someone is always available to help. If students need help, or are experiencing unexpected anxiety or just want to talk, the Office of Counseling and Wellness has free 24/7 services to support and to talk through concerns and worries. They can be reached at (978) 837-5444.

Faculty and staff should utilize the free resources of the Employee Assistance Program. See [page 27](#).

SPRING OPENING AND COMMENCEMENT

The Spring 2022 semester will begin on Thursday, January 20; the last day of classes will be Wednesday, May 4; the last day of finals will be Friday, May 13. The College will celebrate regular spring holidays and breaks including Martin Luther King Day, Presidents' Day, Spring Break and Easter.

New students move-in and orientation begins on Monday, January 17. Students will move back onto campus on Wednesday, January 19.

There are currently no Massachusetts or federal travel restrictions for students living in the United States but outside of Massachusetts, and therefore there are no requirements for domestic students to quarantine upon arrival to campus. International students will need to follow the most recent guidelines from the CDC, which state that all air passengers, regardless of vaccination status, must show a negative COVID-19 test taken **no more than 1 day** before travel to the United States. International students must also follow any guidelines from the country from where they are traveling from.

The College recommends students get tested for COVID-19 prior to returning to campus, but does not require students to produce a negative COVID-19 test.

Throughout the course of the semester, the College will continue to work closely with public health agencies such as the Massachusetts Department of Public Health (MADPH) and the Centers for Disease Control (CDC) to meet the public health needs of our community as the conditions of the pandemic continue to evolve.

The College will remain vigilant and responsive, which proved to be important last year as external circumstances and COVID-19 guidelines impacted internal policies and procedures. While the Commonwealth of Massachusetts has no guidelines for higher education institutions at this time, Merrimack reserves the right to alter or amend its COVID-19 safety policies and will communicate any adjustments to policies if it becomes necessary and in accordance with institutional, public health and government guidelines, and authorities.

The number one priority of the College remains the health and safety of our community, and our commitment to providing an exceptional experience has never been stronger.

COMMENCEMENT

Commencement exercises are scheduled to take place over the weekend of May 20-22, 2022. Merrimack students should monitor their email for further details that will be shared in the coming months.

PRIOR TO COMING TO CAMPUS

COVID-19 VACCINE REQUIREMENT FOR ALL STUDENTS, FACULTY, STAFF, VENDORS AND VISITORS

As required for the Fall 2021 semester, the COVID-19 vaccination mandate includes anyone entering the Merrimack College campus. In addition, Merrimack now requires that all students, faculty and staff receive a COVID-19 booster when eligible. One of the clearest actions everyone can take in order to safely return to full campus operations and fully take advantage of and enjoy our campus and residential experience is to ensure that our community is vaccinated. As such, any Merrimack student who comes to campus or plans to engage in any type of College activity, internship, fellowship or student teaching position, as well as faculty, staff, vendors, guests and visitors must be in compliance with the College's mandatory COVID-19 vaccination policy prior to participating in College sponsored or required classes, work or activities (on or off campus) for the Spring 2022 semester.

99.5% of our community is fully vaccinated, and have reported their vaccination records to the College. Having all students, faculty, staff, vendors, visitors and guests fully vaccinated is a key step for the College to return to as close to a normal residential experience as possible and to reduce the risk of COVID-19 on campus. "Fully vaccinated" is defined as completing the full course of a vaccine – one dose of Johnson & Johnson or two doses of Moderna, Pfizer or WHO-approved international vaccines – and once eligible getting a booster.

As a result of the COVID-19 vaccination requirement, the College has reduced the risk of transmission and of serious illness from COVID-19.

Student and employee COVID-19 vaccination medical exemption requests will be considered. All medical exemptions must be verified with a letter from the individual's physician, in addition to completing the COVID-19 medical exemption request form. The physician's letter must specify that the COVID-19 vaccination cannot be given and certify that the provider has personally examined the individual and is of the opinion that the individual's health would be endangered by the COVID-19 vaccination.

Student religious and philosophical exemption requests to the COVID-19 vaccination requirement will not be considered. Employees can submit exemption requests by contacting the Office of Human Resources.

Students, faculty and staff will continue to access campus by showing their 2021-2022 Merrimack identification card. To receive a 2021-2022 Merrimack identification card faculty, staff and students must be in compliance with the vaccination policy prior to their arrival to campus.

All new students must submit their vaccination documentation before coming to campus. Students who were not at Merrimack for the Fall of 2021 can upload proof of their vaccination to the [patient portal](#), or email a copy of their proof of vaccination to hamelhealthcenter@merrimack.edu. Dates for submitting this documentation will vary based upon each individual students' planned arrival date to campus.

- Students who are out of compliance with the vaccination policy (either because they have not submitted proof of vaccination or have not received approval of their medical exemption request) will not have access to campus until they are compliant.
- Faculty and staff who are out of compliance with the vaccination policy (either because they have not submitted proof of vaccination or have not received approval for their exemption request) will not be able to access campus until they are compliant. Employees who are out of compliance with the vaccination policy and who need to access campus to perform their job duties will not be able to do so and may be subjecting themselves to disciplinary action, which may include removal from their position.

Students, faculty or staff who have already submitted proof of their COVID-19 vaccination, but need to submit proof of their booster, please see [page 18](#) for details.

SPRING SCHEDULE

The College's academic calendar for the Spring 2022 semester includes holidays, major events and other days when administrative offices are closed.

JANUARY

| | | |
|----|-------------|---|
| 1 | (Saturday) | New Year's Day (College Closed) |
| 3 | (Monday) | Winter Intersession begins |
| 4 | (Tuesday) | Last day to add a Winter Intersession course |
| 5 | (Wednesday) | Last day to drop a Winter Intersession course without a "W" (withdrawal) grade |
| 13 | (Thursday) | Last day to drop a Winter Intersession course with a "W" (withdrawal) grade |
| 17 | (Monday) | Martin Luther King Jr. Day (Administrative Offices closed; no classes) |
| 17 | (Monday) | 8-week Spring Session 1 begins |
| 18 | (Tuesday) | Last day of Winter Intersession |
| 19 | (Wednesday) | Winter Intersession grades due |
| 20 | (Thursday) | SPRING CLASSES BEGIN |
| 21 | (Friday) | 8-week Spring Session 1 - Last day for adding and dropping classes |
| 27 | (Thursday) | Last day for adding and dropping classes Last day for converting to or from Audit Last day for conversion of "N" grades for Fall 2021 |

FEBRUARY

| | | |
|----|-------------|---|
| 21 | (Monday) | PRESIDENTS' DAY (Administrative Offices closed; no classes) |
| 23 | (Wednesday) | All classes meet on a Monday schedule |
| 25 | (Friday) | 8-week Spring Session 1 - Last day to withdraw with a "W" |

MARCH

| | | |
|-------|-------------|--|
| 11 | (Friday) | 8-week Spring Session 1 - Last day of classes |
| 14 | (Monday) | 8-week Spring Session 2 begins |
| 14-18 | (Mon.-Fri.) | SPRING RECESS (no classes) |
| 15 | (Tuesday) | 8-week Spring Session 1 - Final grades due |
| 18 | (Friday) | 8-week Spring Session 2 - Last day for adding and dropping classes |
| 21 | (Monday) | Classes resume |
| 22 | (Tuesday) | Midterm grades are due by midnight |
| 28-30 | (Mon.-Wed.) | Junior and non-graduating senior advisement for Fall 2022 |
| 31 | (Thursday) | Junior and non-graduating senior registration opens for Fall 2022 |

APRIL

| | | |
|-------|---------------|--|
| 4-6 | (Mon.-Wed.) | Sophomore advisement for Fall 2022 |
| 7 | (Thursday) | Sophomore registration opens for Fall 2022 |
| 8 | (Friday) | Last day to withdraw with a "W" Last day to convert to Pass/Fail |
| 11-13 | (Mon.-Wed.) | Freshmen advisement for Fall 2022 |
| 14-18 | (Thurs.-Mon.) | EASTER RECESS (Administrative Offices closed; no classes) |
| 19 | (Tuesday) | College reopens; classes resume Freshmen registration opens for Fall 2022 |
| 22 | (Friday) | 8-week Spring Session 2 - Last day to withdraw with a "W" |

MAY

| | | |
|-------|---------------|---|
| 4 | (Wednesday) | Spring - Last day of classes |
| 5-6 | (Thurs.-Fri.) | Reading Days |
| 6 | (Friday) | 8-week Spring Session 2 - Last day of classes |
| 9-13 | (Mon.-Fri.) | Final examinations |
| 10 | (Tuesday) | 8-week Spring Session 2 - Final grades due |
| 16 | (Monday) | All senior grades are due by noon |
| 19 | (Thursday) | All other grades are due by noon |
| 20-22 | (Fri.-Sun.) | Commencement weekend |



WELCOME, WARRIOR!

Help students achieve their educational goals by providing registration, student account, and financial aid support and connection to resources throughout our campus.

WARRIOR ONE STOP

The College has created a new initiative, the Warrior One Stop. Tied to academic success are the daily logistics of what students need – from paying bills, to registering for classes, to getting answers to any of your questions. For many, this currently can involve visiting multiple offices and piecing together next steps.

To streamline this experience, the new Warrior One Stop will act as a singular place for students and their families to get the help they need. Located on the first floor of Austin Hall, the “one-stop” brings together the Offices of Financial Aid, Bursar, the Registrar and the highly utilized Task Force.

Available in-person, over the phone at (978) 837-5599 or email warrionestop@merrimack.edu, the Warrior One Stop team is ready to provide the help and resources that students, families, faculty and staff need.

Have a General Question? Contact the **Task Force** or (978) 837-5599.

HOURS OF OPERATION

| Office | Hours |
|--|---|
| Campus Access | 24 hours a day, 7 days a week Campus access will be monitored at gates which will primarily be the Elm Street Entrance (North) and 125 Entrance (South). The Route 114 exit will only be accessible for outbound traffic. Times may vary for the 125 Entrance. |
| COVID-19 Surveillance Testing Center Rogers Center for the Arts Lobby | Monday–Friday: 10 a.m. to 6 p.m. |
| Merrimack College Police Department | 24 hours a day, 7 days a week |
| Administrative Offices | Monday–Friday: 8:30 a.m. to 4:30 p.m. |
| Task Force | Monday–Friday: 8 a.m. to 8 p.m. Saturday: 10 a.m. to 5 p.m. Sunday: 10 a.m. to 5 p.m. |
| Warrior One Stop, first floor of Austin | In Person: Monday, Wednesday and Friday: 8:30 a.m. to 4:30 p.m. Tuesday, Thursday: 8:30 a.m. to 6 p.m. Remotely (phone and email): Monday–Friday: 8:30 a.m. to 6 p.m. |
| Graduate Student Center | Staffed: Monday–Friday: 9 a.m. to 5 p.m. |
| Fitness Center | Monday–Thursday: 7 a.m. to Midnight Friday: 7 a.m. to 10 p.m. Saturday: 10 a.m. to 10 p.m. Sunday: 10 a.m. to Midnight |
| McQuade Library | Monday–Thursday: 24 Hours Friday: Closes at 1 a.m. Saturday: 10 a.m. to 1 a.m. Sunday: Opens at 10 a.m. and returns to 24 hours |
| Post Office | Monday–Friday: 8:30 a.m. to 4 p.m. |
| Sakowich Campus Center | 24 hours a day, 7 days a week |
| Hamel Health 477 Andover Street - across the street from campus | Monday–Friday: 8:30 a.m. to 4:30 p.m. Saturday: 9 a.m. to 1 p.m. Sunday: 9 a.m. to 1 p.m. |

Merrimack College follows guidelines from the Commonwealth of Massachusetts. Campus hours are subject to change if state or federal guidelines are modified.

Have a question? Last year, the College created a Task Force Hotline that received and responded to over 60,000 questions. **The Task Force can be reached at taskforce@merrimack.edu or (978) 837-5599.** If you have a question, reach out and let us help.



UNDERGRADUATE AND GRADUATE COURSE DELIVERY MODALITIES

Students are able to register for spring semester courses through the end of the add/drop period on Thursday, January 27. As in any semester, undergraduate students are required to meet with their academic advisor prior to registration, and graduate students should consult with their program director regarding planning for registration.

Unless specifically enrolled in an online graduate or bachelor completion program or a hybrid academic program (including some labs), the vast majority of classes will be taught in person and in the classroom or lab on campus. All classrooms and laboratories will be at full capacity. For the spring semester, a number of courses will be taught in a hybrid fashion, with a portion of the time meeting in the classroom. Course modality is noted in **MyMack**. Graduate and continuing education programs that are traditionally online only will continue to meet online. Graduate students who have questions regarding course modality should contact their program director for more information.

Courses where instruction will be delivered through face-to-face meetings will be held at regular meeting times in a dedicated physical space. The learner and the instructor will be physically located in the same place at the same time. Students are expected to attend class in person. There will be no fully remote options where classes are taught only through Zoom or other online teaching modules. The College currently mandates face coverings in all learning environments (classrooms, labs, etc.) for all students.

Students who must isolate or quarantine as a result of contracting COVID-19, or being identified as a close contact of a positive case, will work with their faculty to ensure they remain current with their coursework.

ADVISING AND REGISTRATION

STILL WANT TO REGISTER FOR SPRING 2022?

Students can still register for spring semester courses through the add/drop period, which ends on Thursday, January 27. There are plenty of open seats in multiple courses. Students should meet with and be cleared to register by their advisor. Assistant Deans and the staff of the Academic Success Center can also assist students with the registration process.

IN THIS SECTION

- + GENERAL SAFETY POLICIES FOR ALL MEMBERS OF THE COMMUNITY**
- + RETURN TO CAMPUS GUIDELINES AND PROTOCOLS**
- + BOOSTER REQUIREMENT**
- + VACCINATION INFORMATION**
- + COVID-19 CAMPUS GUIDELINES AND SAFETY PROTOCOLS**
- + MENTAL HEALTH**
- + CAMPUS COVID-19 POLICIES: CAMPUS SHUTDOWN POLICIES AND PLAN**

GENERAL SAFETY POLICIES FOR ALL MEMBERS OF THE COMMUNITY

After an extremely successful fall semester, we are excited to welcome our Warrior community back together this spring. This will be another exciting semester of socializing, making memories and continuing to enjoy the campus programs, athletic events, theater performances, club and organization meetings, as well as our large signature events that are part of the Merrimack culture. As always, our campus experience will offer something for everyone.

As a result of the COVID-19 vaccination policy and community compliance, students will be able to walk freely into any building on the campus and participate in activities as they would have prior to the pandemic.

ENTERING CAMPUS: FACULTY, STAFF AND STUDENTS

This spring, campus access will continue to be limited to students, faculty, and staff who show their active 2021-2022 Merrimack College identification card.

Students, faculty and staff will need to swipe their 2021-2022 Merrimack College identification before gaining access to campus. The only way to get a Merrimack identification card is through proof of vaccination. Past credentials will not be accepted and campus access will be denied without an active 2021-2022 Merrimack College identification card.

Students, faculty and staff who forget their Merrimack identification card will be directed to Lot A and will need to contact the **Task Force**.

CAMPUS VISITORS

Generally, approved visitors and guests will be allowed onto campus. For the Spring 2022 semester there are various types of guests and visitors.

Access to campus is restricted to only those who are fully vaccinated and show proof of vaccination. Any parent, spouse, family member, partner, vendor, fan, neighbor or any other visitor to campus must be fully vaccinated, have proof of vaccination and show proof of vaccination at the gate to gain access to campus.

The College has made available a special 2021-2022 Merrimack identification card for those visitors who wish to have one. The card serves as proof of vaccination at the gate and affords the person to visit campus without being registered prior to arrival (this does not include residential overnight guests who must be registered through the Office of Residence Life). Parents, family members and employee's spouses are recommended to take advantage of this opportunity.

All other guests need to register through their sponsored hosts who will coordinate entry through the **Task Force** no less than 48 hours before arrival. Those visitors must be fully vaccinated, have proof of vaccination (a CDC vaccination card) and make it available to be shown at the gate. Access will be denied to anyone who is not registered or unvaccinated.

The College has designated Lot A at the Elm Street entrance as a pick up/drop off location where an unvaccinated individual can park and remain in their car for a pick up/drop off. Those directed to Lot A may not exit their car. Noncompliance will result in being removed from campus.

- **Guests without an active 2021-2022 Merrimack identification card to the academic or administrative (but not residential) areas of campus during the day:** An approved guest is someone who has a campus host. The host must request approval through the **Task Force** for the guest to gain entrance onto campus. The request should be made at least 48 hours in advance. All guests in this category who enter the campus will need to show proof of vaccination. Guests will need to be accompanied by their host or host department and will only have access to areas of the campus appropriate to the visit.

- **Approved assigned groups of visitors and vendors without an active 2021-2022 Merrimack identification card:** Vendors, contractors, visitors to the Admission Welcome Center, visitors to the Campus Bookstore, campus partners (such as Abbott Lawrence Academy and Islander Hockey participants) and visiting athletic teams will be approved guests on campus through the **Task Force**. These guests will be restricted to designated areas of the campus unique to their time on campus. Faculty and staff requesting access for vendors or guests to campus must contact the **Task Force** a minimum of 48 hours in advance of their arrival to confirm their eligibility to access campus. All vendors and guests must be compliant with the College's COVID-19 vaccination policy. Fully vaccinated is defined as completing the full course of a vaccine – one dose of Johnson & Johnson, two doses of Moderna or Pfizer or WHO-approved international vaccines – and completing the necessary post-vaccination waiting period. No guest or vendor will be allowed access to campus without confirmation in advance of their arrival from the **Task Force**.
- **Ticketed and event visitors without an active 2021-2022 Merrimack identification card:** Guests who are fans attending a sporting event or are guests of an event on campus will need to have their COVID-19 vaccination verified in order to gain access to campus. Ticket sales are dependent on attestation of being vaccinated and entry to campus for the event is only allowed to those who have proof of vaccination (an active 2021-2022 Merrimack identification card or a CDC vaccination card). Those who purchase tickets but do not have proof of vaccination or comply with the College's vaccine policy will not be allowed on campus and their ticket will not be refunded. For all indoor athletic games and events in the Gallant Arena, Lawler Arena and Hammel Court, and the Rogers Centers for the Arts, face coverings are required.
- **Residential guests** fall into two categories:

DAY GUESTS

Vaccinated family or friends of residential students are allowed to visit on campus. Those family and friends who have an active 2021-2022 Merrimack identification card are able to do so freely during the day. Those who do not have a card will need to be registered 48 hours in advance and will need to be vaccinated, have proof of vaccination and provide proof of registration at the gate.

Residential students who would like to register their family member or friend who does not have an active 2021-2022 Merrimack identification card to come onto campus during the day must fill out the day guest registration form 48 hours in advance of the visit. Please note that the student must fill out the form logged into their Merrimack account. If this form is not completed, family members and friends will only be allowed to pick up or drop off at Lot A near the Elm Street entrance. The surrounding neighborhood on Rock Ridge Road should not be utilized for pick up or drop off for students, faculty or staff. Drop off and pick up on Rock Ridge or the surrounding community will result in disciplinary action. The day guest registration form will be available once the spring semester begins on the **Office of Residence Life webpage**.

Commuter students may visit the residence halls during the day when invited.

OVERNIGHT GUESTS

Residential students may also register guests to visit in the residential area for an overnight stay (including a commuter student). Students who would like to register an overnight guest must have consent from their roommate(s) and fill out the overnight guest registration form (located on the **Office of Residence Life webpage**) 72 hours in advance of the visit. All overnight guests including those who have a 2021-2022 Merrimack identification card must be registered. Failure to have overnight guests both registered and vaccinated will result in denial of entry to campus. Residential guests will not be permitted without proof of vaccination and will be sent off campus without it.

SHARED RIDES, DELIVERIES AND PACKAGES

Students, faculty and staff who wish to use rideshare transportation or utilize any food delivery should direct all pickups and deliveries to Lot A at the Elm Street entrance. These services will not be allowed on campus regardless of the driver's vaccination status. **Please do not use off-campus addresses for any pickups or deliveries. Doing so is unsafe and disruptive to our neighbors, and is in violation of our campus Community Standards and may result in disciplinary action.** All mail and package deliveries will be directed to the loading dock behind the Sakowich Campus Center and collected by the Post Office. Students may pick their packages up at the Post Office on the second floor of the Sakowich Campus Center.

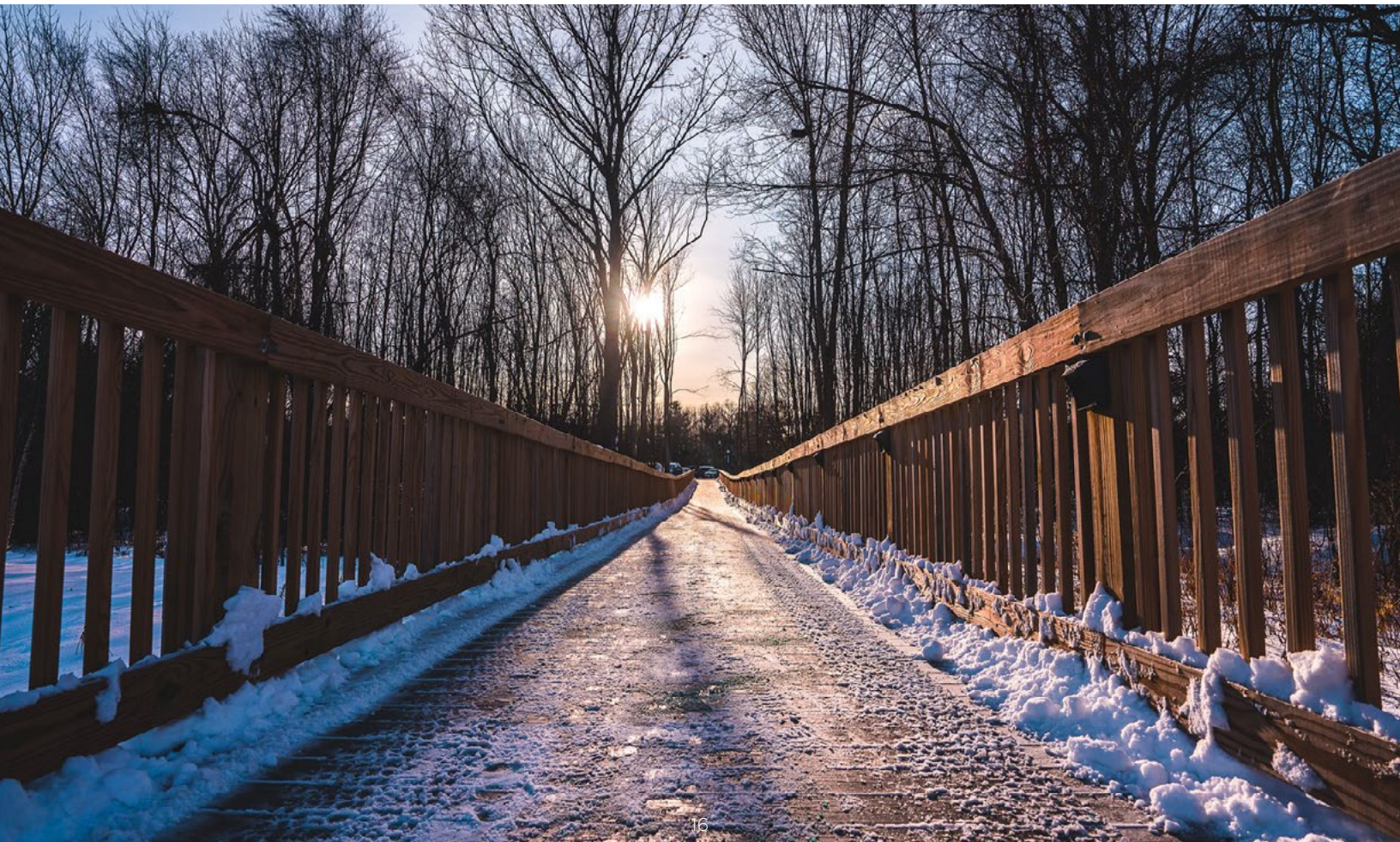
RETURN-TO-CAMPUS GUIDELINES AND PROTOCOLS

Merrimack College's first priority will remain, as always, the health and safety of our students, faculty and staff throughout the ongoing COVID-19 pandemic. Merrimack College will continue to use evidence-informed methods and policies to protect the health and safety of all students, faculty and staff while on campus.

One of the clearest actions everyone can take to safely return to full campus operations, and to fully take advantage of and enjoy our campus and residential experience, is to ensure that our community is vaccinated and has received a booster. As such, any Merrimack student who comes to campus or plans to engage in any type of College activity, internship, fellowship or student teaching position must be in compliance with the College's mandatory COVID-19 vaccination policy prior to participating in College-sponsored or required classes, work or activities (on or off campus) for the Spring 2022 semester. Having all students, faculty, staff, vendors, visitors and guests fully vaccinated is a key step for the College to return to as close to a normal residential experience as possible, and to reduce the risk of COVID-19 on campus. "Fully vaccinated" is defined as completing the full course of a vaccine — one dose of Johnson & Johnson or two doses of Moderna, Pfizer or WHO-approved international vaccines — and once eligible getting a booster.

Effective for the spring semester, Merrimack is requiring COVID-19 booster shots for all students, faculty and staff. As members of our community will be eligible for a COVID-19 booster at different times, this policy will have a rolling deadline for compliance. See [page 18](#).

What makes Merrimack College unique as a community is that we all look out for one another. In the coming months, you will need to be cognizant that your actions impact others — especially if you do not feel well. It is essential that we protect each other and mitigate the spread of the virus. The following sections outline policies, health measures and changes to the campus' social experience in order to assist in this effort and to mitigate the spread of COVID-19.



HEALTH AND SAFETY

The policies outlined in this handbook are dependent on each individual taking personal responsibility for doing the right thing to keep the campus community safe. All members of the Merrimack community:

- Must be vaccinated for COVID-19, including getting a booster once eligible or have an exemption.
- Are responsible for compliance with the College's COVID-19 vaccine mandate, and to provide proof of their COVID-19 booster shot.
- Have the opportunity to get tested at least once a week.
- Should monitor their own health, identifying COVID-like symptoms, staying away from others and getting tested if they do not feel well.
- Who test positive are responsible for monitoring their own symptoms on day 5 so as to determine if they can come out of isolation.
- Must take responsibility and wear a face covering for 10 days after coming out of isolation as a result of testing positive for COVID-19.
- Must identify those who they were in close contact with 48 hours prior to testing positive for COVID-19.
- Identified as close contacts are responsible for monitoring their own health and taking responsibility for wearing a face covering the entire day for each of the 10 days and testing on day 5 following their exposure.
- Are responsible for recognizing that of those wearing face coverings on campus, some may be wearing them to protect themselves, and others are wearing them to protect our community as a result of being a close contact. Anyone choosing to wear a face covering deserves to be treated with respect.
- Are responsible for reading, understanding and following the Spring 2022 Return to Campus Handbook.
- Understand that faculty teaching on-ground courses who test positive for COVID-19 and are therefore required to isolate may teach their courses remotely for the duration of the isolation period. Faculty members should inform their department chairs if they are teaching remotely, or if they need to cancel class in the event of illness.
- Understand that faculty members are asked to determine the best way to accommodate students who are in isolation or who are symptomatic.

ONGOING MONITORING

The College will continue to monitor the ongoing developments related to COVID-19 prevention, communications, outreach and response planning, and will advise the community on policies and decisions aimed at ensuring the safety of Merrimack students, faculty and staff.



BOOSTER REQUIREMENT

For the spring semester, Merrimack College will require a COVID-19 booster for all eligible students, faculty and staff. Any Merrimack student, faculty or staff member who comes to campus or plans to engage in any type of College activity, internship, fellowship or student teaching position must be in compliance with the College's vaccination policy prior to participating in College sponsored or required classes, work or activities (on or off campus) for the Spring 2022 semester.

Eligibility is defined as those who have completed a 2-dose vaccine series 5 or more months ago for those who received Pfizer or 6 or more months ago for those who received Moderna, or received a Johnson & Johnson/Janssen single-dose vaccine two or more months ago.

As members of our community will be eligible for a COVID-19 booster at different times, this policy will have a rolling deadline for compliance:

- If a student, faculty or staff member is eligible on or before Saturday, January 15, 2022, they must receive their booster by Tuesday, February 15, 2022.
- If a student, faculty or staff member becomes eligible after Saturday, January 15, 2022, they will have 30 days from their eligibility date to receive their booster.

GETTING A BOOSTER

The College held several booster clinics during the fall semester, and will offer additional clinics over the next few months in the Multipurpose Room (MPR) of the Sakowich Campus Center. January clinics are currently scheduled for:

- Tuesday, January 11, 2022 from 9 a.m.-3 p.m. | [Click here to register](#)
- Thursday, January 20, 2022 from 9 a.m.-3 p.m. | [Click here to register](#)

Additional booster clinics will be announced throughout the semester.

Boosters are also available at local pharmacies and public vaccination locations and you can search for appointments at [vaccines.gov](#) and [vaxfinder.mass.gov](#) (if you are in Massachusetts).

PROOF OF COVID-19 VACCINATIONS/BOOSTERS

Proof of compliance with our COVID-19 vaccination and booster policy is required. Those who have already provided proof of their COVID-19 vaccination and already have their 2021-2022 Merrimack College Identification Card must also get a booster shot once eligible.

Once an individual has received their COVID-19 booster, to provide proof:

- Students can upload a copy of their vaccine card through the [Merrimack student health portal](#).
- Faculty and staff can email a copy of their vaccination card to humanresources@merrimack.edu with the subject line: "Proof of COVID-19 Booster Vaccination".



Students, faculty and staff may be asked to provide proof of booster status if identified as testing positive for COVID-19 or being identified as a close contact.

As members of the campus community will become eligible for their booster shot at different times over the next few months, we want to make clear that students, faculty and staff are responsible for knowing when to get their booster and for providing proof to the College. Merrimack will check on booster status, and will take action against any student, faculty and staff who have not complied, including but not limited to restricting access to campus.

VACCINATION INFORMATION

For students, faculty and staff who are new to the campus this spring, as the College announced on May 20, 2021, **any Merrimack student who comes to campus or plans to engage in any type of College activity, internship, fellowship or student teaching position must be in compliance with the College's vaccination policy prior to participating in College sponsored or required classes, work or activities (on or off campus) for the Spring 2022 semester.** Students, faculty and staff can only receive their 2021-2022 Merrimack identification card once they have provide proof of being fully vaccinated. The College has recently required a booster and eligibility for a booster may not be achieved at this time.

All guests, visitors and vendors will need to provide proof of vaccination in order to access campus. "Fully vaccinated" is defined as completing the full course of a vaccine — one dose of Johnson & Johnson or two doses of Moderna, Pfizer or WHO-approved international vaccines — and completing the necessary post-vaccination waiting period.

For the COVID-19 vaccination requirement, the College will consider exemption requests for students, faculty and staff consistent with state and federal law.

Per Merrimack College's policy on vaccination compliance, the College will not reveal who is and who is not vaccinated — much like the College does not reveal who tests positive for COVID-19. If individuals wish to share their personal vaccination information with others, they may. The College does not and will not allow anyone to force any community member to reveal COVID-19 vaccination information to anyone not authorized to have such information.

NEW UNDERGRADUATE STUDENT VACCINATION AND VACCINATION SUBMISSION

All undergraduate students who come to the campus or engage in a Merrimack College activity, internship, fellowship, student teaching opportunity, etc. must be in compliance with the College's COVID-19 vaccination policy prior to participating in any Merrimack College sponsored or required on- or off-campus classes, work or activities for the Spring 2022 semester.

All undergraduate students must submit their vaccination documentation through their immunizations records on the **Merrimack Patient Portal** or by emailing proof of vaccination to hamelhealthcenter@merrimack.edu before returning to campus. New students coming to campus must submit their vaccine documentation by Monday, January 10, 2022.

NEW GRADUATE STUDENT VACCINATION AND VACCINATION SUBMISSION

All graduate students who come to the campus or engage in a Merrimack College activity, internship, fellowship, student teaching opportunity, etc. must be in compliance with the College's COVID-19 vaccination policy prior to participating in any Merrimack College sponsored or required on- or off-campus classes, work or activities for the Spring 2022 semester.

All graduate students must submit their vaccination documentation through their immunizations records on the **Merrimack Patient Portal**, or by emailing proof of vaccination to hamelhealthcenter@merrimack.edu before returning to campus. New graduate students must submit their vaccine documentation prior to arriving on campus.

NEW PROFESSIONAL AND NONTRADITIONAL STUDENTS VACCINATION AND VACCINATION SUBMISSION

All professional and nontraditional students who come to the campus or engage in a Merrimack College activity, internship, fellowship, student teaching opportunity, etc. must be in compliance with the College's COVID-19 vaccination policy prior to participating in any Merrimack College sponsored or required on- or off-campus classes, work or activities for the Spring 2022 semester.

Students must submit their vaccination documentation through their immunizations records on the **Merrimack Patient Portal** or by emailing proof of vaccination to hamelhealthcenter@merrimack.edu before arriving on campus. New professional and nontraditional students must submit their vaccine documentation prior to arriving on campus.

NEW INTERNATIONAL STUDENTS VACCINATION AND VACCINATION SUBMISSION

All international students who come to the campus or engage in a Merrimack College activity, internship, fellowship, student teaching opportunity, etc. must be in compliance with the College's COVID-19 vaccination policy and follow all CDC travel guidelines prior to participating in any Merrimack College sponsored or required on- or off-campus classes, work or activities for the Spring 2022 semester.

All students must submit their vaccination documentation through their immunizations records on the **Merrimack Patient Portal** or by emailing proof of vaccination to hamelhealthcenter@merrimack.edu before traveling to campus. International students must submit their vaccine documentation by Monday, January 10, 2022.

Students traveling to the United States with limited access to vaccines must contact the **Task Force** before arriving on campus and will be assisted by the College shortly after their arrival to receive a vaccine. If you need assistance with your return to campus, please coordinate with the International Student Support Office by emailing iss@merrimack.edu.

NEW FACULTY AND STAFF VACCINATION AND VACCINATION SUBMISSION

All faculty and staff are required to provide proof of vaccination. Exemption request forms may be requested through the Office of Human Resources.

"Fully vaccinated" is defined as completing the full course of a vaccine — one dose of Johnson & Johnson or two doses of Moderna, Pfizer or WHO-approved international vaccines — and completing the necessary post-vaccination waiting period. **For all new employees, Human Resources will require a COVID-19 proof of vaccination as part of the onboarding process.**

PARENT, VENDOR, VISITOR AND GUEST VACCINATION SUBMISSION

Any parent, spouse, family member, partner, vendor, fan, neighbor or any other visitor to campus must be vaccinated, have proof of vaccination and show proof of vaccination at the gate to gain access to campus.

The College has a special 2021-2022 Merrimack identification card for those visitors who wish to have one. The card serves as proof of vaccination at the gate and affords the person to visit campus without being registered prior to arrival (with the exception of residential overnight guests). Guests who wish to obtain a 2021-2022 Merrimack Identification card can do so on campus by notifying the **Task Force** up to 48 hours before arriving to campus to schedule time to receive a card. Only those with proof of vaccination will be able to enter the campus and receive a Merrimack identification card.

Parents, siblings and employee's spouses are recommended to take advantage of this opportunity. All other guests will need to register through their sponsored hosts who will coordinate entry through the **Task Force** no less than 48 hours before arrival. Those visitors must be fully vaccinated, have proof of vaccination (a CDC vaccination card) and make it available to be shown at the gate. Questions regarding this policy should be directed to the **Task Force**.



VACCINATION EXEMPTION REQUEST

All students, faculty and staff who choose to return to Merrimack must be vaccinated. 99.5% of our students, full time faculty and staff are vaccinated and have submitted their vaccination records to the College. Students, faculty and staff who seek an exemption must acknowledge the risks associated with entering the College's campus while not being vaccinated against COVID-19.

Students, faculty and staff must also acknowledge that in the event of an outbreak of COVID-19, they may be required to leave campus for a period of time or be subject to isolation or quarantine in accordance with the Massachusetts Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements and Merrimack College policies and protocols. Additionally, unvaccinated community members must acknowledge their responsibility as a member of the community to look out for others and take additional actions for their safety and the safety of others.

All medical exemptions must be verified with a letter from the individual's physician, in addition to completing the COVID-19 medical exemption request form. The physician's letter must specify that the COVID-19 vaccination cannot be given and certify that the provider has personally examined the individual and is of the opinion that the individual's health would be endangered by the COVID-19 vaccination. Student religious and philosophical exemption requests to the COVID-19 vaccination requirement will not be considered. Employees can submit exemption requests by contacting the **Office of Human Resources**.

- Students who are out of compliance with the vaccination policy (either because they have not forwarded proof of vaccination or have not received approval for their exemption request) will not have access to the campus until they are compliant.
- Faculty and staff who are out of compliance with the vaccination policy (either because they have not forwarded proof of vaccination or have not received approval for their exemption request) will not be allowed to access campus until they are compliant. Employees who need to access campus to perform their job duties will not be able to do so and may be subjecting themselves to disciplinary action, which may include removal from their position.

Those few students, faculty and staff who wish to petition for an exemption may do so by completing the following steps:

Students

1. Request a medical exemption form by contacting Hamel Health at (978) 837-5441.
 - Forms must be individually requested.
 - Forms for COVID-19 vaccination are different from any other vaccinations.
 - Previous forms and requests need to be resubmitted using the new process.
2. Complete the appropriate documentation and submit it as indicated on the form.
3. Once your request is reviewed, you will be notified directly through your Merrimack College email address of your exemption request status.

Faculty and Staff

1. Request an exemption form from **Human Resources**.
2. Complete the appropriate documentation and submit it as indicated on the form.
3. Once your request is reviewed, you will be notified directly through your Merrimack College email of your exemption request status.

CAMPUS HEALTH AND SAFETY MEASURES

By this point, most people own and have used various personal protective equipment, and the College recommends students bring personal protective equipment with them to campus. The College will continue to provide cleaning and hygiene installations around the campus, including hand sanitizer dispensers (wall mounted and stands) and sanitizing wipe dispensers. The College will also maintain some plexiglass barriers, utilize electrostatic sanitizing sprayers, EPA-registered COVID-19-killing green cleaning solutions, in high use areas on campus.

COMPLIANCE AND ENFORCEMENT OF COVID-19 POLICIES

The members of the College community depend upon each other to ensure a safe and vibrant community. Contact the **Task Force** with any concerns about the implementation of the College's policies and/or practices. Merrimack will not tolerate noncompliance with our policies and practices as they relate to keeping the campus safe.

As it relates to students, the College Community Standards reflect changes to our Code of Conduct that have held students accountable for things like refusing to wear a face covering in the classroom or other indoor spaces. Last year there were over 900 individual cases addressed involving infractions of the COVID-19 policies, and sanctions have ranged from warnings to separation from the College. Students, faculty and staff with immediate issues or concerns should contact the **Task Force** or the Merrimack College Police Department on their non-emergency line: (978) 837-5555.

EXPERIENCING SYMPTOMS WHILE ON CAMPUS

Any student who becomes symptomatic while on campus must immediately isolate and notify Hamel Health at (978) 837-5441. Commuter students will be directed to return home and arrange for COVID-19 testing and evaluation from their primary care provider.

Students who have symptoms of COVID-19 should contact Hamel Health to get tested for COVID-19. Faculty or staff who have symptoms of COVID-19 should contact Hamel Health or their primary care provider.

SYMPTOM MONITORING

There is no daily symptom check requirement, but students, faculty and staff should use common sense and if they do not feel well – do not go to class, do not come to work, wear a face covering and get a COVID-19 test. Students who have COVID-19 symptoms should contact Hamel Health to get tested for COVID-19. Faculty or staff who have COVID-19 symptoms should contact Hamel Health or their primary care provider.

If you have any COVID-19 symptoms while away from the College, do not return to campus. Call your primary care provider and notify the College to report symptoms. Students must call (978) 837-5441 to inform the College of their symptoms. Employees must contact Human Resources or call (978) 837-5157 to inform the College of their symptoms.

If you live on campus and have any symptoms, please do not leave your room, and call (978) 837-5441.

Signs and symptoms of COVID-19 include the following:

- Fever of 100.4°F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- New gastrointestinal symptoms
- Pain, swelling or rash on toes or fingers

Many of these symptoms are similar to the flu or seasonal allergies. Individuals — especially those not vaccinated — should take appropriate steps for their own health and those of the campus community. This may include wearing a face covering or isolating.



COVID-19 CAMPUS GUIDELINES AND SAFETY PROTOCOLS

FACE COVERINGS POLICY

The College is instituting a campus wide face covering mandate in all public spaces effective Saturday, January 8, 2022 for the month of January. This includes all academic, administrative and athletic facilities, as well as open spaces including lobbies and common spaces in residence halls. The mandate does not include residential units and private offices, however in both settings hosts can make their own determination about wearing face coverings. The College will reassess this policy toward the end of January 2022.

The College expects members of our community will use common sense and best practices to protect themselves if they feel the need to do so.

Faculty, advisors and staff may require face coverings for anyone meeting with them in their office, and residential students may require their guests to wear them in their rooms.

The College fully supports members of our community who wear face coverings in any situation and anyone shaming, bullying or intimidating those wearing face coverings will be dealt with through our disciplinary processes. Conversely, face coverings are not a universal requirement and shaming, bullying or intimidation for not wearing a face covering when it is not required will also not be tolerated. As always, but particularly in these times, respect, support and non-judgment is expected on the campus as is common sense and a realization that everyone deals with the risk and the anxiety of COVID-19 differently.

The College will review this policy throughout the semester.

SOCIAL DISTANCING

There are no social distancing requirements at this time in any venues or spaces, but the College reserves the right to add them at a later date. All classes, offices and residence halls are at normal capacity. All members of our community should do what is appropriate and respect others who desire social distancing in certain situations.



CAMPUSWIDE REGULAR SURVEILLANCE COVID-19 TESTING

It is important to note that as a fully vaccinated campus the College is not required to test per the Commonwealth of Massachusetts. However, Merrimack has surveillance testing available for all students, faculty and staff for a period of time. This will help our community to feel safe, relaxed and return back to as normal as we can.

As the College better understands the impact of the Omicron variant, the College will offer and recommends surveillance COVID-19 testing for all faculty, staff and students on campus beginning the week of Monday, January 10. Many who are positive for COVID-19 have no symptoms, which makes weekly testing an important part of keeping our community safe. Please do your part by getting tested weekly. Students, faculty and staff who test positive will be contacted by the College, negative test results will be assumed and not communicated.

Testing will occur in the Rogers Center Lobby, Monday through Friday from 10 a.m to 6:00 p.m

Residential students who test positive will be contacted by the College and then must enact their departure isolation plan. Commuters, faculty and staff who test positive must isolate at home based on current CDC guidelines. **Students, faculty and staff who have tested positive for COVID-19 in the last 90 days should not test for COVID-19 until their 90 days have passed.**

COVID-19 SYMPTOMATIC TESTING

For those who are symptomatic, the College will offer symptomatic testing at the Hamel Health Center as part of a COVID-19 examination during their normal hours of operation for students, faculty and staff. The Hamel Health Center is open weekdays during the academic year when school is in session from 9 a.m. to 5 p.m., Saturday, 9 a.m. to 1 p.m. and Sunday, 9 a.m. to 1 p.m.

If students experience symptoms, they should reach out to Hamel Health at (978) 837-5441 for assistance. If a commuter student, faculty or staff member experiences symptoms, they should remain home and contact their primary care physician for assistance. Any residential student who experiences symptoms should stay in their rooms and contact Hamel Health. Please note: all members of the Merrimack College Community have access to rapid COVID-19 testing at Hamel Health.

The College will comply with all state guidelines and policies as it relates to informing the Department of Public Health about testing data.

CAMPUS COMMUNITY MEMBERS WHO TEST POSITIVE FOR COVID-19

All members of the campus community (regardless of vaccination status) who test positive for COVID-19 must follow the latest CDC guidelines. Current CDC guidelines state that a person who tests positive for COVID-19 regardless of their vaccination status can leave isolation after 5 days if they have no symptoms, or their symptoms are resolving (and they have no fever for 24 hours). Individuals who test positive for COVID-19 should continue to wear a face covering around others for 5 additional days after isolating. If a person continues to have a fever, they should stay in isolation until the fever resolves.

Students who test positive for COVID-19 and who live within a 200-mile radius of campus should enact their departure plan and isolate off campus for at least 5 days. For students who are unable to get home due to being outside of a 200-mile radius, there will be a limited amount of space on or off campus to isolate, and all instances must be reported to and approved by the Dean of Students Office.

An employee who tests positive must email Human Resources at humanresources@merrimack.edu and follow CDC guidelines for isolation and quarantine.

The College's hope is that by following the reduced isolation period of the new CDC guidelines for those with no symptoms, members of our community who are COVID-19 positive will experience less stress related to missing classes, work or campus activities.

POSITIVE TEST RESULTS AND CONTACT TRACING

Those students, faculty and staff who test positive for COVID-19 have a responsibility to keep others in the community safe and assist in the contact tracing process. The College expects that any member of the campus community who tests positive will be truthful in identifying anyone who is a close contact.

CAMPUS COMMUNITY MEMBERS IDENTIFIED AS CLOSE CONTACTS FOR COVID-19

The College is following the most recent CDC guidelines for those who are identified as a close contact to someone who has tested positive for COVID-19. For individuals identified as a close contact and who:

Have received a COVID-19 vaccine booster:

- Do NOT need to quarantine (as long as they have no symptoms). They should wear a face covering for 10 days and be tested on day 5 following their exposure.

Are not yet eligible to receive a booster, but have completed the 2-dose vaccination series within the last 5 months for those who received Pfizer or within the last 6 months for those who received Moderna, or received the single-dose Johnson & Johnson/Janssen vaccine within the last two months:

- Do NOT need to quarantine (as long as they have no symptoms). They should wear a face covering for 10 days and be tested on day 5 following their exposure.

Have a medical exemption from receiving the COVID-19 vaccine OR have NOT received a COVID-19 vaccine booster 5 months after completing the 2-dose series of Pfizer, 6 months after completing the 2-dose series of Moderna or two months after receiving the Johnson & Johnson/Janssen single dose vaccine:

- Must quarantine for 5 days, followed by wearing a face covering for an additional 5 days, and be tested on day 5 following their exposure. This is an important change and should be a strong reason for all members of the Merrimack community to be fully vaccinated including getting their COVID-19 booster shot when eligible.

All individuals who are deemed close contacts should test on day 5 following their exposure.

EXPERIENCING SYMPTOMS WHILE OFF CAMPUS

Students, faculty and staff experiencing symptoms while off campus or at home should remain off campus and contact their primary care physician for advice on next steps.

DEPARTURE PLANS

All students living in campus-designated housing will need to submit a departure plan on **MyMack**. Any student within a 200-mile radius of campus who needs to isolate or quarantine will be responsible for leaving campus to complete their isolation or quarantine period. Those students who are unable to get home due to being outside of a 200 mile radius can submit an appeal to the Dean of Students Office by calling (978) 837-5175 or emailing deanofstudents@merrimack.edu. There will be a very limited amount of space on or off campus for students to isolate or quarantine.





CAMPUS HEALTH SERVICES

The College has partnered with On-Site Medical Services (OSMS) to offer expanded on-campus medical health services to students. OSMS assisted the College last year in operating our highly successful COVID-19 testing center at the MPR. Medical services that are available at the Hamel Health Center include:

- 24/7 on-call provider
- Telehealth services
- Assessment and treatment of symptomatic and ill students
- COVID-19 rapid testing
- Influenza, strep, mono, urine analysis and other rapid testing
- Phlebotomy services
- Physical exams
- Sports physicals
- Minor surgical procedures
- Sport injuries, splinting and head injury assessments
- Skin infections
- Allergy, asthma exacerbations, spirometry and pulmonary function testing
- Vaccinations

The Hamel Health Center will provide high quality medical care to the Merrimack College community which includes students, faculty and staff. This comprehensive approach will expand healthcare services, enhance efficiency and patient outcomes. Students, faculty and staff who utilize the Hamel Health Center will be charged directly through their insurance as they would at other medical facilities or their own doctor's office.

NEW HAMEL HEALTH LOCATION

The College has acquired the property at 477 Andover Street (Elm Street) across the street from campus. It is a former doctor's office and has become the new site of Hamel Health.

MENTAL HEALTH

Over the course of the pandemic everyone has felt additional worries and stress. This has been a difficult time as everyone tries to balance the routines of everyday life, a rapid and ever changing society, ambitions and the necessity of getting by, health and the health of loved ones – all while living through the uncertainty of a global pandemic. It is a lot for everyone.

The mental health of our faculty, staff and students is a priority for the institution. The College has many free resources available to assist all students, faculty and staff.

RESOURCES FOR STUDENTS

The Office of Counseling and Wellness is located on the third floor of the Sakowich Campus Center (Room 370) and is open Monday–Friday 8:30 a.m. to 5 p.m. Free appointments can be scheduled by calling (978) 837-5444.

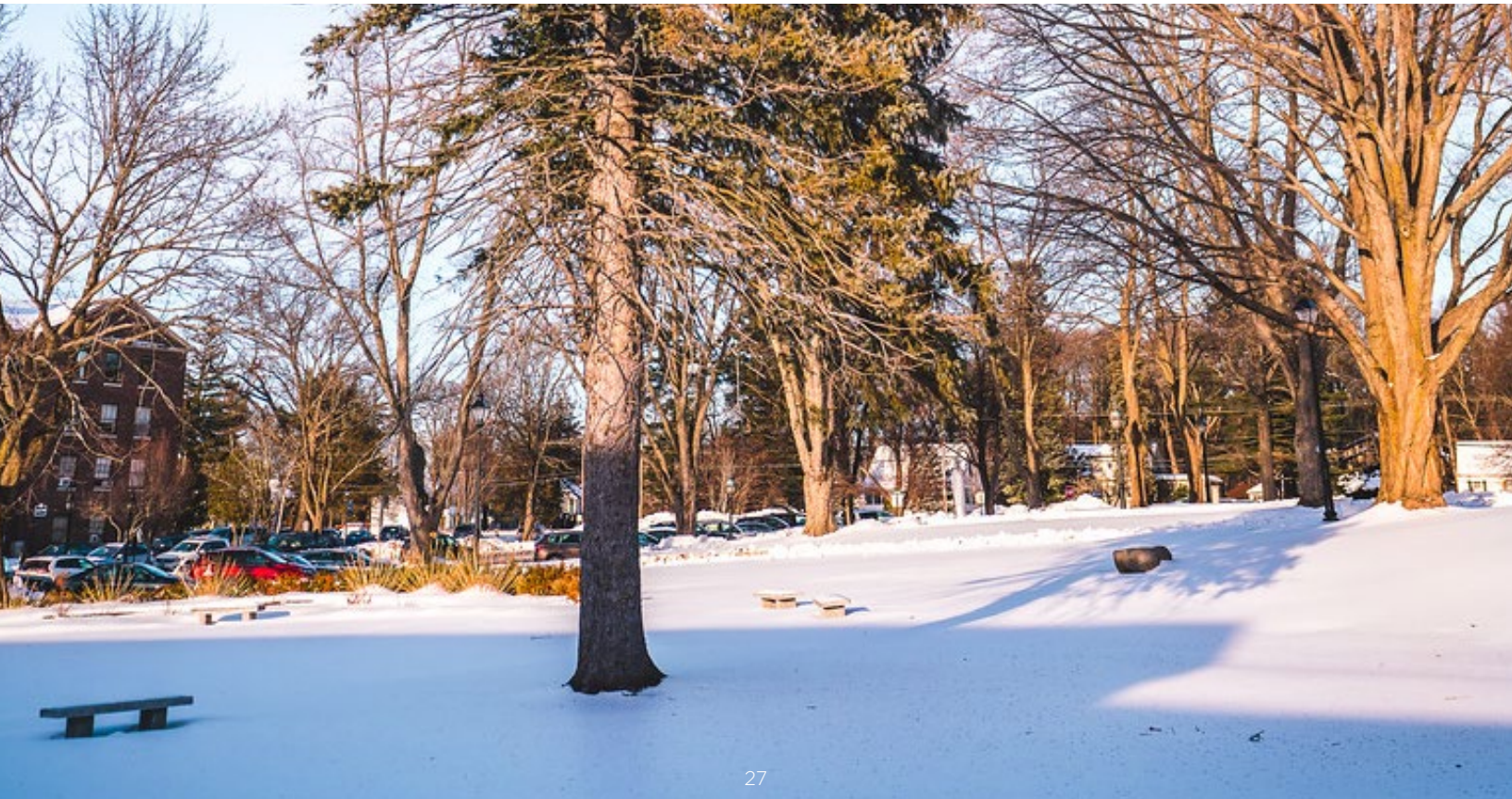
Merrimack will continue to offer private spaces on campus for students who feel they do not otherwise have a confidential and private space to access telehealth services with their home therapists. To reserve one of these rooms, call the Office of Counseling and Wellness at (978) 837-5444.

Students will be offered mental health services on campus through in-person appointments and some options for Zoom therapy at the discretion of the mental health counselor. Additionally, Merrimack College offers students free 24/7 access to a mental health clinician, online resources, and information regarding mental health and wellness. To access the 24/7 line, students may call (978) 837-5444. To access online resources visit the [Office of Counseling and Wellness website](#).

RESOURCES FOR FACULTY AND STAFF

Employees who need mental health support can access Merrimack’s Employee Assistance Program through the Human Resources page on [MyMack](#) or by contacting Human Resources.

These free confidential services are available to help promote well-being and enhance the quality of life for employees and their families.



CAMPUS COVID-19 POLICIES: CAMPUS SHUTDOWN POLICIES AND PLAN

CAMPUS OUTBREAK OF COVID-19

Although much has been done by Merrimack College and our community of students, faculty and staff to minimize the potential for COVID-19 transmission or an outbreak, all members of the campus community must recognize the unpredictable nature of this pandemic. Merrimack College is prepared for COVID-19 outbreaks in our local community and for individual exposure to occur in campus buildings, and will adjust any policies, procedures or protocols to keep the campus safe.

As part of that planning, the College will maintain a shutdown protocol in the unlikely event it is necessary. In the event of a major outbreak on campus, or by order of the government, the College reserves the right to evacuate the campus and send students home for a short or long period of remote learning to contain the outbreak. Following the containment, the College would then bring students back to campus. The College will do its best to give students and families 24 hours' notice in the event a shutdown must take place. Although not required by the Commonwealth of Massachusetts, the College also has plans for a partial shutdown of the campus if such a shutdown is warranted. The College will strive to provide as much notice as possible if a partial shutdown is warranted. Further, the College reserves the right to shut down or quarantine parts of campus, specific buildings or small groups of students or individuals in response to an outbreak.

The College also reserves the right to require and extend asymptomatic surveillance testing if necessary, and to amend student billing to include a testing fee should COVID-19 surveillance testing be necessary.

The College reserves the right to alter safety policy, or require any additional efforts or actions so as to assist the safety of the campus community.

The College may experience an increase or cluster of COVID-19 infections due to the congregational nature of a residential college campus. In order to identify a potential campus outbreak of COVID-19, Merrimack will be working in close collaboration with local public health authorities to ensure any prevalence of COVID-19 on campus is identified through symptomatic reports. In consultation with local and state public health authorities, the College will respond with a temporary or full campus shutdown, should such an outbreak occur. All students, faculty and staff will be notified and evacuation procedures will be implemented.

If Merrimack must shut down campus, it will either move to remote work and learning or suspend classes for a temporary period of time and then resume face-to-face classes when appropriate.

The College will not reduce tuition or fee costs or reimburse room and board fees for such a shutdown and reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution, including but not limited to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation.

The College reserves the right to change fees, modify its services or make modifications to its program and the manner in which education or other services are delivered for any reason, including but not limited to economic conditions, health conditions, government orders or a national emergency.

Nothing set forth in this handbook or on its website constituting general descriptions of Merrimack College's campus, facilities, services, classes and programs is intended or should be understood to be a specific promise by the College or to otherwise be a term or condition of contract between the student and Merrimack College.



IN THIS SECTION

- + TEACHING AND LEARNING FOR SPRING 2022 SEMESTER**
- + ATTENDING CLASS ON CAMPUS**
- + ADVISING, SUCCESS COACHING, TUTORING AND LIBRARY USE**
- + EXPERIENTIAL LEARNING AND STUDENT EMPLOYMENT**

TEACHING AND LEARNING FOR SPRING 2022 SEMESTER

ACADEMIC CALENDAR

Semester-length classes for both undergraduate and graduate students will begin on Thursday, January 20. The last day of classes for undergraduate and graduate students is Wednesday, May 4, and is followed by two reading days. The final exam period for undergraduate and graduate students starts Monday, May 9 and ends Friday, May 13.

The College will observe Presidents' Day on Monday, February 21 (administrative offices closed and no classes); Spring Break from Monday, March 14 to Friday March 18 (no classes); and Easter Recess Thursday, April 14 to Monday, April 18 (administrative offices closed, no classes). Please note that on Wednesday, February 23, the College will follow a Monday schedule of classes.

Some programs operate on eight-week terms. For these programs, there are two eight-week terms in the spring. The first eight-week term session begins on Monday, January 17 and will end on Friday, March 11. The second eight week-term session begins on Monday, March 14, and ends on Friday, May 6.

UNDERGRADUATE AND GRADUATE COURSE DELIVERY

For most classes, the College will be offering on-campus instruction delivered through face-to-face meetings held at regular meeting times in a dedicated physical space; the learner and the instructor will be located in the same place at the same time. Students are expected to attend class in person.

Unless specifically enrolled in an online graduate or bachelor completion program or a hybrid academic program (including some labs), the vast majority of classes will be taught in person and in the classroom or lab on campus. All classrooms and laboratories will be at full capacity. For the spring semester, a number of courses will be taught in a hybrid fashion, with a portion of the time meeting in the classroom. These are noted in **MyMack**. Graduate and continuing education programs that are traditionally online only will continue to meet online. Graduate students who have questions regarding course modality should contact their program director for more information.

TEACHING AND LEARNING ACCOMMODATIONS

Faculty teaching on-ground courses who test positive for COVID-19 and are therefore required to isolate may teach their courses remotely for the duration of the isolation period. Faculty members should inform their department chairs if they are teaching remotely, or if they need to cancel class in the event of illness.

Faculty members will work to accommodate students who are in isolation, quarantine or who are symptomatic.

ADVISING AND REGISTRATION FOR SPRING

Students are able to register for spring classes through the end of the add/drop period (Thursday, January 27). For eight-week terms, the last day to add classes is Friday, January 21. As in any semester, undergraduate students are required to meet with their academic advisor prior to registration, and graduate students are encouraged to consult with their program director regarding planning for registration.

Students will have the option to adjust their schedules through the add/drop period following the start of the spring semester (Monday, January 17) and also have the ability to join waitlists for some closed classes. Students on waitlists will have priority if a seat opens up, and in situations where a waitlist becomes long, the College will make efforts to add additional sections if possible.

ATTENDING CLASS ON CAMPUS

Students, faculty and staff are encouraged to remain vigilant and look out for one another as they go throughout the campus.

FACE COVERINGS

Face coverings are required in all public spaces including classrooms and laboratories until such time as the College deems appropriate. Faculty may choose to utilize plexiglass barriers. Faculty and other students are encouraged to report students to the **Task Force** who do not follow this classroom policy. Failure to comply with this policy will result in disciplinary action, and no refunds will be issued for violation of this policy. The College will be providing surgical face coverings in classrooms as they are proving to be more effective in minimizing transmission of the Omicron variant, and recommends students utilize these face coverings.

CLASSROOM DENSITY

The number of seats in each classroom will remain at full capacity.

CLASSROOM PROTOCOLS

Most undergraduate and graduate courses are in-person and will remain in person. Some classes are taught in a hybrid fashion. Some programs are explicitly delivered online.

The College does support limited and appropriate departmental, office and student meetings, instructional events such as a guest speakers, or group projects and advising by Zoom and other technologies, but does not require it and will not dictate it at this time. The College has confidence that students, faculty and staff can navigate such conversations and accommodate those who want to either meet over Zoom, meet in person or a combination of both.

The College will leave it up to faculty, staff and student groups on implementing their own personal preference and practices. If someone is uncomfortable engaging in such a conversation they can contact the **Task Force** and the College will facilitate such a conversation as an advocate.

AFTER-HOURS USE OF CLASSROOMS AND ACADEMIC SPACES

Many campus spaces will be open in the evenings for student use. If a space is full, students will be asked to use an alternative space.



ADVISING, SUCCESS COACHING, TUTORING AND LIBRARY USE

ACADEMIC SUCCESS

The College has multiple ways to support students concerns, to be heard and to seamlessly navigate various offices.

| School | Contact Name | Contact Information |
|---|---|--|
| UNDERGRADUATE STUDENTS | | |
| Girard School of Business | Kim Valente Assistant Dean | luceycenter@merrimack.edu (978) 837-5514 |
| School of Health Sciences | Christina Danehy Senior Advisor | healthsciencesadvising@merrimack.edu (978) 837-5339 |
| School of Liberal Arts | Gail Picillo Assistant Dean | picillog@merrimack.edu (978) 837-5056 |
| School of Science and Engineering | Amy Shirley Assistant Dean | shirleya@merrimack.edu (978) 837-5150 |
| Winston School of Education and Social Policy | Meredith Fitzsimmons Assistant Dean | fitzsimmons@merrimack.edu (978) 837-5338 |
| GRADUATE STUDENTS | | |
| Graduate Student Center | Catherine Chandler Director, Graduate Student Academic Success | chandlerc@merrimack.edu (978) 837-5805 |

ACADEMIC ADVISING

Academic advisors are an important point of contact regarding the academic side of returning to campus. All academic advising relationships will continue as usual. Most, if not all, of these conversations will take place in person, but Zoom or some other virtual platform is available.

SUCCESS COACHING

Success coaches will continue to be available to students for one-on-one conversations. Most of these conversations will take place in person, but Zoom or some other virtual platform is available. Success coaches are available all semester. Students can contact success coaches at (978) 837-5278 or asc@merrimack.edu. More information about coaching can be found on the [Academic Success Center's webpage](#).

TUTORING AND STUDY PARTNER PROGRAMS

Tutors and study partners will be available. Most, if not all, of these sessions will take place in person, but Zoom or some other virtual platform is available. Students can contact tutors or study partners by emailing tutoring@merrimack.edu.

ACADEMIC ACCOMMODATIONS

The Accessibility Services Office is available to help students with specific questions or concerns. Most one-on-one meetings will take place in person, but Zoom or some other virtual platform is available. Students can contact the Accessibility Services Office at (978) 837-5722 or accessibilityservices@merrimack.edu.

MCQUADE LIBRARY

The services of the library will be fully operational. The library will be open as a place for students to study. More information can be found on the library [webpage](#). Librarians can be reached at mcquade@merrimack.edu, at (978) 837-5177 or through text message at (978) 228-2275.

EXPERIENTIAL LEARNING AND STUDENT EMPLOYMENT

An important component to the Merrimack College experience is preparing students to get a job upon graduating. Students have opportunities to do internships and co-ops, both on and off campus, as well as utilize the O'Brien Center for Career Development to assist with areas such as resume development, interview skills, developing skills employers are looking for, and exploring career opportunities.

For those graduate fellows and undergraduate student workers on campus, Merrimack's policies and procedures shared in this handbook apply. For community fellows or undergraduate students who work or volunteer off campus, those students should work with their program directors, the Stevens Service Learning Center, the O'Brien Center for Career Development or their place of work to ensure they understand policies, procedures and expectations. Students should follow all Merrimack policies and procedures, unless their off campus site has policies that are more strict. If that is the case, students should follow the policies of their work site. Please note any Merrimack student who comes to campus or plans to engage in any type of College activity, internship, fellowship or student teaching position must be in compliance with the College's mandatory COVID-19 vaccination policy prior to participating in College sponsored or required classes, work or activities (on or off campus) for the Spring 2022 semester.

STUDY ABROAD

Study abroad programs, both semester-long and short-term, are suspended for the 2021-2022 academic year. Students are encouraged to consult with the Office of Global Education regarding future possibilities.

ON-CAMPUS JOBS AND INTERNSHIPS

On-campus jobs and internships can be found on the [Handshake webpage](#). Additional jobs will be added throughout the academic year as opportunities become available. For more information about working on campus, contact Student Employment at studentemployment@merrimack.edu.

O'BRIEN CENTER FOR CAREER DEVELOPMENT

O'Brien Center staff will be offering robust programming this spring. Students should take advantage and not miss out on opportunities to keep focused on their career goals. Contact the O'Brien Center to understand how to navigate this market.



IN THIS SECTION

+ LIVING ON CAMPUS

+ COMMUTER STUDENTS

+ GRADUATE STUDENTS

+ CAMPUS PARKING

+ TRAVEL AND TRANSPORTATION

**+ ATHLETICS, RECREATION AND
FITNESS CENTER**

**+ FACULTY AND STAFF MEETINGS
AND EVENTS**

**+ STUDENT ORGANIZATIONS
MEETINGS AND EVENTS**

+ DINING

+ POST OFFICE PACKAGES AND MAILING



LIVING ON CAMPUS

SPRING 2022

The Office of Residence Life is excited to welcome undergraduate and graduate students to campus for the Spring 2022 semester. As students return to campus, the next semester will require patience and kindness. The College will likely face short-term disruptions when students experience higher infection rates, and faculty and staff (as well as children and families of our community) test positive and need to isolate per CDC guidelines.

In order to live on campus as a residential student, all residential students must abide by the COVID-19 vaccination policy previously outlined in this handbook. Outside guests are allowed in residence halls, as long as the guests are approved and fully vaccinated. Students are able to travel between buildings, and occupancy limits in each room have returned to normal. Students will be able to come together both inside and outside to experience the signature community that makes Merrimack their home away from home.

SPRING 2022 HOUSING ASSIGNMENTS

All new residential students are required to be in compliance with the College's immunization and COVID-19 vaccination policy, complete the Back to Mack process on [MyMack](#), sign their 2021-2022 Residency Agreement and have on file a Departure Plan that will identify a student's predetermined off campus location to isolate or quarantine in the event that becomes necessary. Prior to arrival on campus, all students and their families should have candid conversations about the student's departure plans and discuss the steps involved should a departure plan need to be enacted.

MOVE-IN DETAILS

Prior to the start of classes, and in order to receive their 2021-2022 Merrimack identification card, new residential students will be required to log into [MyMack](#) and complete the following MackTasks: signing a 2021-2022 Residency Agreement, providing a local address, submitted emergency contact information, and providing proof all required health and immunization records, including COVID-19 vaccine documentation. Students will check in by submitting an online Back to Mack form in [MyMack](#).

Students will check in by submitting an online Back to Mack form in [MyMack](#). Students will receive details on this process in their Merrimack email throughout the month of January.

New students will be able to pick up their room keys and their 2021-2022 Merrimack identification card during move-in.

- **New Student move-in is scheduled for Monday, January 17, 2022.**
- **Returning student move-in is scheduled for Wednesday, January 19, 2022.**

RESIDENTIAL HALL REGISTERED EVENTS

Students living in campus housing in O'Brien Hall, North Residential Village, South Residential Village or St. Thomas/St. Ann Apartments may host registered events on approved Friday and Saturday nights starting at 10 p.m. Events are limited to one apartment per tower, one suite per floor/wing and one suite per vestibule per weekend night and must be pre-registered with the Office of Residence Life.

GUESTS AND VISITORS TO RESIDENTIAL STUDENTS

DAY GUESTS

Vaccinated family or friends of residential students will be allowed to visit on campus in the residential areas. Those family and friends who have a 2021-2022 Merrimack identification card will be able to do so freely during the day. Those who do not have a card will need to be registered 24 hours in advance and will need to be vaccinated, have proof of vaccination and provide proof of registration at the gate. Residential students who would like to register their family member who does not have a 2021- 2022 Merrimack identification card to come onto campus during the day must can fill out the day guest registration form 24 hours in advance of the visit. Please note that the student can log into their Merrimack account and fill out the form. If this form is not completed, family members and friends will only be allowed to pick up or drop off at Lot A near the Elm Street entrance.

The surrounding neighborhood on Rock Ridge Road should not be utilized for pick up or drop off for students, faculty or staff. Drop off and pick up on Rock Ridge or the surrounding community will result in disciplinary action. The day guest registration form will be available once the spring semester begins on the [Office of Residence Life webpage](#). Commuter students may visit the residence halls during the day when invited.

OVERNIGHT GUESTS

Residential students may also register guests to visit in the residential area for an overnight stay (including a commuter student). Students who would like to register an overnight guest must have consent from their roommate(s) and fill out the overnight guest registration form (located on the [Office of Residence Life webpage](#)) 72 hours in advance of the visit. All overnight guests, including those who have a 2021-2022 Merrimack identification card, must be registered. Failure to have overnight guests both registered and vaccinated will result in denial to entry to campus. Residential guests will not be permitted without proof of vaccination and will be sent off campus without it.

COMMUTER STUDENTS

UNDERGRADUATE COMMUTER STUDENT EXPERIENCE SPRING 2022

Commuter students are a vital piece of the Merrimack community and have the opportunity to take part in all student involvement and campus life activities. In addition to attending classes on campus, commuter students are always invited to participate in social events, club and organization meetings; and co-curricular activities. All new undergraduate commuter students are matched with a Commuter Advisor who communicates with and welcomes new students beginning in January. The Commuter Advisor program is located in the Commuter Lounge on the second floor of the Sakowich Campus Center.

ARRIVING TO CAMPUS

Prior to the start of classes, and in order to receive their 2021-2022 Merrimack identification card, new commuter students will be required to log into [MyMack](#) and complete the following MackTasks: signing a 2021-2022 Commuter Agreement, providing a local address, submitting emergency contact information, and providing proof of all required health and immunization records, including COVID-19 vaccine documentation. Students will check in by submitting an online Back to Mack form in [MyMack](#).

Commuter students will receive details on this process in their Merrimack email throughout the month of January.

THE COMMUTER LOUNGE

The Commuter Lounge is a great location for our commuter students to relax, study in between classes, attend a commuter sponsored program and connect with other members of our community. The Commuter Lounge is located on the second floor of the Sakowich Campus Center.

VISITING RESIDENCE HALLS

Commuter students may visit friends in the residence halls during the day when invited, provided they are in compliance with the College's COVID-19 vaccination policy. Commuter students who are invited to stay overnight will be allowed to do so, but only when in compliance with the College's vaccination policy and after they have registered with and received approval from the Office of Residence Life. For more information on the commuter student experience, please visit our [website](#) or email commuters@merrimack.edu.

GRADUATE STUDENTS

ARRIVING TO CAMPUS

New graduate students will be asked to confirm with Student Life staff that they have completed the Back to Mack on **MyMack**, completed their 2021-2022 Commuter Agreement or Residency Agreement, submitted all required health and immunization records, including COVID-19 vaccine submission, and then will be able to pick up their 2021-2022 Merrimack identification prior to the start of their classes. Graduate students will receive details on this process in their Merrimack email throughout the month of January.

Graduate student move-in is scheduled to take place on Wednesday, January 19. Students who have received approval to move-in early will also need to abide by the same policies and protocols outlined in this handbook. More information about specific move-in dates and times will be sent to students.

GRADUATE STUDENT LOUNGE

Located on the second floor of McQuade Library in Room 208, the Graduate Student Lounge is open and available for graduate students to enjoy. The lounge is considered a common space on campus and will be cleaned in accordance with the College's protocols.

GRADUATE STUDENT SENATE

The Graduate Student Senate (GSS) serves as a voice for the graduate student body at Merrimack College. The GSS hosts events and programs specifically for graduate students. This group can also approve the creation of new organizations specifically for graduate students, such as the Graduate Students of Color Association and the Graduate Fellowship Association of Merrimack.

VISITING RESIDENCE HALLS

Graduate commuter students may visit friends in the residence halls during the day when invited, provided they are in compliance with the College's COVID-19 vaccination policy. Graduate students who are invited to stay overnight will be allowed to do so, but only when in compliance with the College's vaccination policy and after they have registered with and received approval from the Office of Residence Life. For more information on the Graduate Student experience, please visit our [website](#) or email graduate@merrimack.edu.



CAMPUS PARKING

A Merrimack College parking pass is required for anyone parking on campus. Faculty, staff and commuters can register their vehicles for a parking pass through **MyMack**.

FACULTY AND STAFF PARKING 2021-2022

Parking hangtags issued by the Office of Parking, Transportation and Campus Access are required to park on campus. All faculty and staff must complete the vehicle registration form in **MyMack** in order to receive their parking pass for the 2021-2022 academic year.

COMMUTER STUDENTS

All commuter students parking on campus are required to have a 2021-2022 Commuter Student Parking Pass. Commuter students can request a 2021-2022 Commuter Parking Pass on **MyMack**.

RESIDENT STUDENTS

Resident students, including students living at Royal Crest through the Merrimack College Office of Residence Life, can apply for an on-campus or off-campus parking pass through **MyMack**. Parking is limited and not guaranteed for resident students. Please note there are blackout dates, be sure to refer to your 2021-2022 parking agreement for more detail.

OFF-CAMPUS PARKING

Merrimack College offers resident students, based on availability, the option of applying for an off-campus parking pass. Off-campus parking is at Andover Landing, Brickstone Square (Rt. 133) in Andover, Massachusetts. Off-campus parking can be accessed from York Street in Andover and through the campus shuttle service.

PARKING PASS DISTRIBUTION

Faculty, staff and students who have been authorized for a parking pass will need a new 2021-2022 Merrimack identification card to pick up their parking pass. Parking passes can be picked up at the Parking, Transportation and Campus Access Office in Austin Hall.

GUESTS, VISITORS, VENDORS AND CONTRACTORS

Guests, visitors to campus, vendors and contractors will also need a parking pass issued at the guard booth upon entering campus. Day passes are valid between 7 a.m. and 11 p.m. on the date issued. Overnight guests who have been preregistered and approved will receive an overnight parking pass from the guard booth upon entering campus.

More information regarding the application and registration process is available on the **Parking and Transportation website**.

SHUTTLE SERVICES

The College offers a shuttle to and from the resident off-campus parking lot at Andover Landing. This shuttle runs on a regular schedule Sunday-Wednesday, 7 a.m. to 11 p.m. with extended hours Thursday-Saturday until 1 a.m. The shuttle also makes loops to the Andover Commuter Rail station and Hamel Health. The shuttle location is accessible through the Merrimack app and the schedule is available on the **Office of Parking, Transportation and Campus Access website**. Please note, face coverings are required while riding in the campus shuttle.

If you have questions, please reach out to parking@merrimack.edu.



TRAVEL AND TRANSPORTATION

The College has lifted the travel ban for the northeast region for the spring semester and will be limiting travel to other parts of the country. The College is prohibiting international travel at this time. Travel related to research, recruiting, student activities and clubs, and athletics in the northeast region may be approved. Approval for travel will be made at the discretion of the President, Provost or Executive Vice President. The College does not regulate the personal travel of staff and faculty. Faculty and staff who are traveling outside the northeast region should inform their supervisor of such travel.

The College's travel policy will be updated based on COVID-19 conditions regionally, nationally and internationally. If cases may rise in particular parts of the country, the College may further restrict travel, if cases continue to decline, the College may authorize travel to additional areas.

TRAVELING TO MASSACHUSETTS FROM OUT OF STATE

The Commonwealth of Massachusetts has lifted all travel restrictions and advisories. There are no requirements to quarantine prior to arriving in Massachusetts, produce a negative test upon arrival or prove you have been vaccinated. Those traveling from outside the United States should follow the most recent guidelines by the CDC and the country they are traveling from.

COLLEGE VEHICLE USE

Employees and students are permitted to ride in College vehicles when necessary. All College vehicle use must be pre-approved. All individuals riding in a College van must wear a face covering.



ATHLETICS, RECREATION AND FITNESS CENTER

CAMPUS RECREATION

FITNESS CENTER

The Fitness Center is fully operational for walk-in use. Advance registration for group classes is recommended. Group exercise classes will still require reservation, which can be made on [DSE](#) or by dropping in (though drop-ins will not be guaranteed a spot in the class). Please see below for hours of operation:

Monday–Thursday: 7 a.m. to Midnight

Friday: 7 a.m. to 10 p.m.

Saturday: 10 a.m. to 10 p.m.

Sunday: 10 a.m. to Midnight

The Fitness Center is a public space and face coverings are required. Personal training is available for students, faculty and staff. For more information, please stop by the Fitness Center and speak with a front desk staff member.



INTRAMURAL SPORTS

Intramurals will take place on a quarterly basis, with two seasons each semester. All undergraduate and graduate students are eligible to participate. Students can sign up as a team with friends or individually as a free agent. Each team is required to place one \$20 deposit for each league that they are competing in. This deposit will be returned in full at the conclusion of the season if the team attends every competition without a forfeit. Students can sign-up on [IM Leagues](#) or at the Fitness Center. Deposits must be paid at the Fitness Center prior to the first competition.

CLUB SPORTS

Club sports competition will continue for the winter and spring. Currently 22 club sports opportunities are offered, with roster spots available on all teams. The number of competitions, fundraising and dues vary from team to team. Additionally, the College remains interested in growing club sports and adding new teams. If a sport is not currently offered, please reach out directly to campusrecreation@merrimack.edu. To receive more information and be in contact with a representative from a club team, please complete [this form](#). For more information about joining a club sports team, please email campusrecreation@merrimack.edu.

DIVISION I ATHLETICS

TICKETS TO ATHLETIC GAMES

Students and vaccinated family and community members remain able to attend all athletic events. For tickets, students should visit the athletic box office (located in the Merrimack Athletic Complex) during the week leading up to the game and present a valid Merrimack identification card. Periodically, tickets will also be available for pick-up on Main Street in the Sakowich Campus Center. All other athletic competitions are open free of charge to students with their Merrimack identification card.

All athletic venues will operate at full spectator capacity in accordance with guidance from the Commonwealth of Massachusetts.

Guests who are fans attending a sporting event on campus will need to have their COVID-19 vaccination verified in order to gain access to campus. Ticket sales are dependent on attestation of being vaccinated and entry to campus for the athletic event is only allowed to those who have proof of vaccination (a 2021-2022 Merrimack identification card or a CDC vaccination card). Questions regarding this policy should be directed to the [Task Force](#). Those who purchase tickets but do not comply with this policy will not be allowed on campus and their ticket will not be refunded. Visitors may purchase tickets on the Merrimack College Athletics [webpage](#).

FACULTY AND STAFF MEETINGS AND EVENTS

Faculty and staff who seek room requests for meetings must be approved. All requests will be vetted by the appropriate Dean or Vice President and secured by the Registrars' Office. Catering for meetings and events will be highly restricted.

Faculty and staff are required to RSVP when requested in order to attend all events on campus.

STUDENT ORGANIZATIONS MEETINGS AND EVENTS

In-person meetings and events will continue for the Spring 2022 semester. Undergraduate and graduate student organizations will work with the Office of Student Involvement to coordinate space reservations, advertising and attendance tracking.

- In-person meetings can be hosted in any available space on campus. Students must adhere to room capacity limits for meetings and book space through the Office of Student Involvement in advance of their meeting.
- All in-person student organization events will need to be approved by the Office of Student Involvement at least two weeks prior to the event.
- All events must be listed in the Warrior Network App CORQ in order for students to access and sign up for events.
- Attendees will be encouraged to check in with the Office of Student Involvement staff or event coordinator upon arrival using the Warrior Network App CORQ.

WARRIOR NETWORK APP CORQ

All students are encouraged to download the CORQ app to explore upcoming meetings and events sponsored by Merrimack College and student organizations and to easily check in at each meeting and event.



DINING

MEAL PLANS

The College will offer meal plans to both residential and commuter students. Residential students have three options (19 meals, 13 meals and 7 meals). Commuter students have four options (19 meals, 13 meals, 7 meals and 5 meals). These meal plans offer options for students to swipe for meals and use Dining Dollars for on campus food options. Mack Bucks and Dining Dollars can be used to order groceries through GrocersPod and at participating businesses. Meal plan options can be found on [MyMack](#).

The College offers three meal plan options for residents and four meal plan options for commuters:

- 19 meals/\$50 Mack Bucks/Dining Dollars
- 13 meals/\$450 Mack Bucks/Dining Dollars
- 7 meals/\$1,000 Mack Bucks/Dining Dollars (for residential students in units with kitchens only)
- 5 meal plan (commuters only - can be purchased directly through Sodexo)

Please note Merrimack Mack Bucks use is restricted to only approved businesses. GrocersPod is considered on campus.

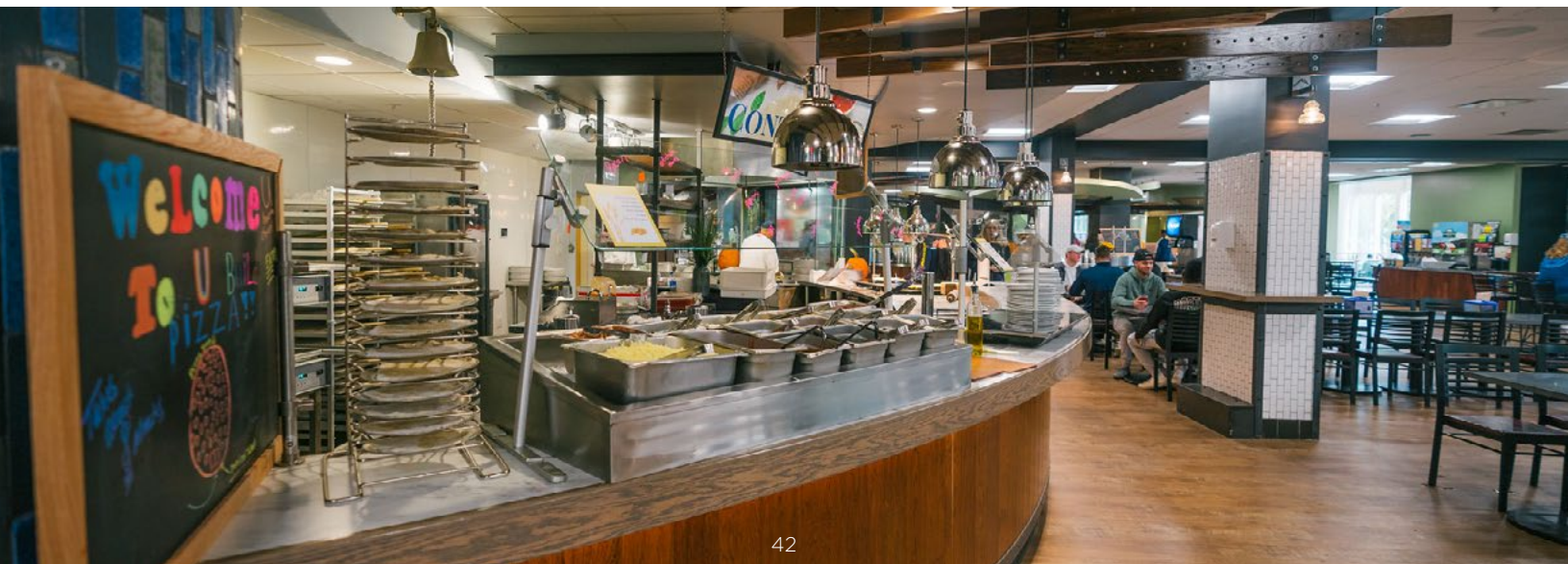
DINING LOCATIONS: SPARKY'S

Sparky's Place chef-driven menus and limited-time offers will engage Merrimack students with new and familiar flavors and cooking styles that are driven by student insight and the latest dining trends. Every Sparky's destination highlights fresh, high-quality ingredients and offers an authentic experience that students appreciate, especially when served by our passionate culinarians and staff.

A journey through Sparky's is filled with culinary destinations that include a Mongolian Grill with rice and noodle stir fry, Simple Servings offering full meals free from 7 of the 8 major allergens complemented by our MyZone gluten-free pantry, plant-forward vegan meals at Rustic Roots, authentic international cuisine at International, and fire-roasted pizzas and Italian pasta favorites made to order at ROMAN. Additional student favorites include Craft It and Farmer's Field featuring freshly made sandwiches, wraps, paninis, and salads, traditional homestyle meals at Comfort, fast casual classics at the Grill and of course fresh made-in house breads, pastries, and desserts.

Themed pop-up events with our chef and registered dietitian will feature new and familiar flavors elevating the dining experience with a unique and engaging experiences. Finally, special events celebrating holidays and special events will bring the Merrimack Community together for meal experiences that will become the highlight of the semester and their time at Merrimack College.

For the latest on news and information follow Merrimack Dining on social media or visit their [website](#).





OTHER DINING LOCATIONS

McQUADE CAFÉ AND PIZZERIA

The McQuade Café and Pizzeria offers a variety of pizza options (gluten-free, too!) as well as salads and grab-and-go offerings to keep students fueled while studying.

MERRIMACK COLLEGE FOOD TRUCK

There is nothing better than a food truck taco or fully-loaded chili cheese nachos! Each day, the Food Truck provides choices that are quick, easy and sure to please.

WOOD FIRED OVEN (WEATHER PERMITTING)

From Cuban sandwiches to the meltiest meatball sub (and always a vegetarian option!) — the Wood Fired Oven outside of the Sak has some of the best freshly toasted sandwiches students can find.

THE WARRIOR'S DEN

This favorite student hang-out is home to To the Max, subconnection, SaladToss and Smoothies at Warrior's Den. We also offer freshly brewed Starbucks coffee, homemade desserts and pastries, and a wide variety of snacks and beverages.

DUNKIN' DONUTS AND SANCTUARY CAFE

Merrimack runs on Dunkin'... or maybe just caffeine! We get it — that 8 a.m. class would be tough to get through without that iced coffee or tea. Stop by for a quick breakfast at Dunkin', or at lunch enjoy grab-and-go sandwiches, salads or snacks at the Sanctuary.

MAJORS AND MINORS EATERY

One of our newest locations on campus — come and grab a burger and fries or other popular grill items rotating daily. Enjoy eating outside with friends on the Rogers Center patio or take your food to go!

AUGIE'S PLACE RESTAURANT*

Augie's Place Restaurant will be open on a first-come, first-served basis. Students can enjoy a small plate menu as well as beer, wine, and cocktails.

*For Merrimack College students 21 years of age or older. Merrimack College and government-issued identification required for entry.

GROCERY DELIVERY

Merrimack has renewed its partnership with GrocersPod, a Merrimack-specific experience where students can order groceries (and other essentials) from a nearby supermarket and have them delivered to the campus. Students are able to pay for groceries using Mack Bucks and Dining Dollars. The cost of delivery is free and deliveries are made to campus several times during the day. For information about GrocersPod or to order groceries online, visit the [GrocersPod website](#) or download the GrocersPod app.

OFF-CAMPUS FOOD DELIVERY POLICY

Delivery of food for students, faculty and staff from off-campus vendors will be limited. Students, faculty and staff who wish to order take out or utilize any food delivery service should direct all deliveries to Lot A at the Elm Street entrance. These services will not be allowed on campus regardless of the driver's vaccination status. Please do not use off-campus addresses for any food delivery, as doing so is unsafe, disruptive to our neighbors and in violation of our campus Community Standards.

POST OFFICE PACKAGES AND MAILING

All mail and package deliveries will be directed to the loading dock behind the Sakowich Campus Center and collected by the Post Office. The College has an automated, unattended self-service package locker system where students can pick up packages 24/7. The lockers are located on the second floor of the Sakowich Campus Center near the Post Office. The College anticipates adding more around campus in the future.



IN THIS SECTION

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**+ FULL-TIME TUITION AND
COMPREHENSIVE FEE**

+ REFUND POLICY

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+ QUESTIONS AND CONCERNS

TUITION AND FEES

Merrimack College tuition and fees for the academic year can be found on our [website](#). Spring semester bills are due on Tuesday, January 11, 2022. Please note that there are no refunds for tuition or any fees (including comprehensive fee or nursing fees) nor a refund on room and board in the event that Merrimack College determines, at its sole discretion, that it must shut down and transition to remote learning.

TUITION, FEES, ROOM AND BOARD BILLING STATEMENT

The College has released the Spring 2022 tuition, fees, room and board billing statement, which includes the spring portion of students' financial aid through **MyMack** to help plan for Spring 2022 enrollment. To view the billing statement:

- Login to MyMack at: <https://mymack.merrimack.edu/>.
- Select **Student Info** on main menu.
- Select **Student Billing**.
- Under **Student Account Center**, select **Go to Cashnet**.

ADDING NEW INDIVIDUALS AS PAYERS IN YOUR STUDENT ACCOUNT CENTER

All students can access their Student Account Center through **MyMack**. If a student wishes to provide access to the Student Account Center for a parent or family member, please use the following process:

- Access the **Student Account Center (SAC)** through **MyMack** (see above for steps to access online).
- Select **My Account** (located in the left column).
- Under **Payers**, select **Send a payer invitation**.

PAYMENT PLANS

Merrimack College offers interest-free payment plans through Cashnet. The payment plan enables students to pay outstanding tuition and fee balances on a monthly basis. Students have the option of up to six payments per semester, depending on when they enroll. Payment plans can be set up through the Student Account Center in **MyMack** (see above for steps to access online or visit our website).

If undergraduate students take courses at another college during this time, they will be charged \$100 per semester credit to transfer credits to Merrimack. Please note that not all credits are transferable.



FINANCIAL AID

Merrimack College contributes approximately \$92 million in institutional aid to help students and their families invest in their education.

Institutional aid is any type of aid provided by Merrimack College funding to help students finance their education. The allocation of financial assistance in the form of various student awards is determined as part of the overall review of the individual student's total cost of attendance (tuition, fees, room and board) as well as the student and family's estimated financial contribution.

If a student decides to make a change in their residency status (i.e., living on campus, living off campus or living at home with family), this change may impact financial aid, which includes merit-based scholarships, institutional grants or federal/state funding. Students are encouraged to reach out to the [Warrior One Stop](#) to understand how residency changes may impact their financial aid awards.

Merrimack College reserves the right to make any changes to financial aid awards should student eligibility or cost of attendance change at any point during the 2021-2022 academic year.

FINANCIAL CONCERNS

If students' financial situations have changed as a result of COVID-19 or any other reason, they are encouraged to contact the [Warrior One Stop](#) (formerly the Office of Financial Aid) in writing with an explanation of their situation.

ALTERNATIVE LOANS

Alternative education loans, also known as private education loans, help bridge the gap between the actual cost of education and the limited amount the government allows a student to borrow in its student loan programs. To learn more about alternative loan options, please visit our [website](#).



FULL-TIME TUITION AND COMPREHENSIVE FEE

Comprehensive fees provide students with access to a variety of important services to enhance their academic and student life experiences. Please note that the full-time tuition and comprehensive fee will not be reduced should the College shut down at any point or for any period of time during the academic year. At this time, there is no separate COVID-19 Mitigation Fee. One may be assessed should COVID-19 testing become necessary.

ROOM AND BOARD

Room fees are the cost of a resident student's housing on campus. Board fees provide resident students and commuter students with meal plans, the opportunity to enjoy all of the on-campus dining options. Merrimack College room and board fees for the academic year can be found on the [Warrior One Stop website](#).

STUDENT HEALTH INSURANCE

Per the Commonwealth of Massachusetts, all students must have health insurance. The College provides the opportunity for students to purchase health insurance if they so desire or if they have no other alternative. Health insurance waivers and enrollment are managed through [Gallagher Student Health & Special Risk](#). The waiver deadline for new students is Friday, February 4, 2022.

REFUND POLICY

Merrimack College's refund schedule for the 2021-2022 academic year is as follows:

Spring semester refunds of tuition, room or board are made according to the following schedule:

- **Within the first 15 days of the term — full refund**
 - Spring semester: Thursday, February 3, 2022
- **After the 15th day of the term — no refund**

Please note that there are no refunds for tuition or any fees (including comprehensive fee or nursing fees) nor a refund on room and board in the event that Merrimack College determines, at its sole discretion, that it must shut down and transition to remote learning. For more information on refunds please visit the [Warrior One Stop website](#).

AGREEMENT

By registering for classes, the student agrees that the College reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution, including but not limited to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This includes changes to the Merrimack College Student Handbook which further outlines college policy and procedures regarding the expectations within the Merrimack College community.

The College reserves the right to change fees, modify its services or make modifications to its program and the manner in which education or other services are delivered for any reason, including but not limited to economic conditions, health conditions, government orders or a national emergency.

Nothing set forth in this handbook or on its website constituting general descriptions of Merrimack College's campus, facilities, services, classes and programs is intended or should be understood to be a specific promise by the College or to otherwise be a term or condition of contract between the student and Merrimack College.

ACKNOWLEDGMENT OF RISK

Merrimack College has done much to mitigate the risk of the spread of COVID-19 among its community members. Further, as this document states, efforts by all members of our community — especially students — to follow the guidance provided in this document and that of the CDC and Massachusetts DPH are critical to any mitigation effort at Merrimack. Despite our collective best efforts, it is not possible to fully eliminate the risk of a COVID-19 infection while on the campus and among our community population. Therefore, there is a risk that some members of the community may become infected with COVID-19, and additionally may further spread the disease due to their interaction with other members of the Merrimack community and beyond.

QUESTIONS AND CONCERNS

At Merrimack, we depend on one another as a community grounded in the care and concern we show for others — within our community and beyond. If you have questions or concerns related to the beginning of the spring semester, please use the contact list provided below.

CONTACT LIST

Academic Success Center

(978) 837-5278 | asc@merrimack.edu

Accessibility Services Office

(978) 837-5722 | accessibilityservices@merrimack.edu

Campus Ministry

(978) 837-5450 | campusmin@merrimack.edu

Dean of Students

(978) 837-5175 | deanofstudents@merrimack.edu

Graduate Student Center

(978) 837-5805 | graduateeducation@merrimack.edu

Hamel Health Center: On-site Medical Services (OSMS)

(978) 837-5441 | hamelhealthcenter@merrimack.edu

Human Resources

(978) 837-5157 | humanresources@merrimack.edu

Information Technology Services

(978) 837-3500 | askit@merrimack.edu

International Student Support

(978) 837-5225 | iss@merrimack.edu

Merrimack College Police Department

(978) 837-5555

McQuade Library

(978) 837-5215 | mcquade@merrimack.edu

O'Brien Center for Career Development

(978) 837-5480 | obriencenter@merrimack.edu

Office of Counseling and Wellness

(978) 837-5444 | counseling@merrimack.edu

Parking, Transportation, and Campus Access

(978) 837-3532 | parking@merrimack.edu

Residence Life

(978) 837-5507 | reslife@merrimack.edu

Task Force

(978) 837-5599 | taskforce@merrimack.edu

Warrior One Stop

(978) 837-5599 | warrionestop@merrimack.edu

If you have any questions at all about the College's return to campus plans, please reach out to the Task Force or call (978) 837-5599.