

Guide To Remaining On Campus

Thanksgiving and Winter Break

The *Guide To Remaining On Campus* was created to provide students with general information about services and resources to support your health and safety available during the Thanksgiving and winter 2021-22 break periods.

This guide will also provide expectations for Covid 19 compliance and includes the residential agreement all students are expected to abide by, in addition to the rules, policies, and procedures outlined in the [Student Handbook](#).

As of December 21, the information in this guide is up to date and accurate. Please know that information could change at any point in time and those changes would be communicated directly to you via email. You are encouraged to check your Colby email daily leading up to and over this break period.

Thanksgiving and Winter Break Calendar - Important dates

November 24	No Classes
November 25 - 28	Thanksgiving recess. College is closed (essential support and emergency services available are referenced in this guide)
December 15 - December 20	Final Exam Period
December 21 - January 2	Winter break <ul style="list-style-type: none"> • The College is closed between December 23-December 31 (essential support and emergency services available are referenced in this guide)
January 3 - January 27	January Program (JanPlan) <ul style="list-style-type: none"> • College offices resume regular operations and business hours • Note: Students on campus for JanPlan MUST be registered for a credit bearing JanPlan experience through the Registrar. Students are NOT permitted to be on campus without being enrolled in a JanPlan experience.
January 28 - February 1	Recess between JanPlan and spring semester <ul style="list-style-type: none"> • All students that participated in JanPlan are allowed to remain in their residential spaces
February 2	Spring Semester Classes begin

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Residence Hall Staff and Programming

Over the course of the breaks, Community Advisors (CA) will be available to provide support and assistance to residents remaining on campus. During this time, the CA role will vary somewhat from the expectations during a traditional semester. The CAs on campus are available to facilitate social events and activities across campus, as well as communicate helpful information to students.

Student Hall Staff:

- The Community Advisors that will help support break residents include:
 - Anna Yang, zyang23@colby.edu, Schupf 250
 - Roshi Pani, apani24@colby.edu, Foss 236
 - Kevin Craig, khcrai24@colby.edu, Lockwood 207

Overview of Programs and Planned Activities:

Over the course of the break there will be opportunities for students to socialize and interact through a mixture of in-person and virtual program offerings.

- There will be approximately two programs held per week over the course of the break;
- No specific dates or programs have been decided, however dates and events will be communicated with each student via their Colby College email account through a break newsletter created and distributed by the break CAs; and
- You are welcome to attend any of these programs regardless of on-campus location.
- Programs that occurred during the past breaks have included:
 - Holiday decorations shuttle tour of Waterville area homes
 - Volleyball in the HAARC
 - Watercolor painting
 - Soccer in the HAARC
 - Regularly scheduled coffee hour for coffee, pastry, and conversation
 - Ornament and tree decorations
 - Lava bead bracelets
 - New Year's Eve gather and celebration

Security, Transportation & Facilities

The Department of Security will be open 24 hours a day, seven days a week. The main Security Department number is 207-859-5530 for non-emergency calls.

If an Emergency occurs, contact Security using the blue emergency phones located throughout campus, including at the main doors, or call 207-859-5911. In addition, Security staff will conduct regular safety rounds each day in the residence halls.

Building Access

Students will have the same typical access to residence halls that they have during the academic school year. Students will also have access to buildings with dining facilities as appropriate based on the dining/building hours of operation over the breaks.

Non-residential building access can be found on the [Campus Offices and Hours of Operations](#) page in the guide.

Shuttle Services

Shuttle services will be available during the break. The following chart provides details for when the shuttle will operate. *Hours are limited.*

Start Date	End Date	Notes
Tuesday November 23		6:00a-1:00a
Wednesday, November 24		7:00a-11:00p
		Noon – 7:00p Walmart
Thursday, November 25 - 26		7:00a-3:00p On-demand - Call for a ride
Saturday, November 27		7:00a-11:00p
		Noon – 7:00p Walmart
Sunday, November 28		Regular Schedule
Tuesday, December 21 - 23		7:00a-11:00p On-Demand – Call for a ride.
Friday, December 24-25		No Shuttle Services On-Demand – Call for a ride.
Sunday, December 26-30		7:00a-11:00p On-Demand – Call for a ride.
Friday, December 31		No Shuttle Loop Services On-Demand – Call for a ride.
Saturday, January 1		No Shuttle Services On-Demand – Call for a ride.
Sunday, January 2		Regular Schedule
		Noon – 7:00p Walmart

Facilities

The Facilities Department will be open, with limited service(s), throughout the breaks. Should any issues arise related to your physical residence hall space, the most direct way to contact Facilities is to submit an online work order from the [website](#). For emergencies, please contact Security at 208.859.5530.

Thursday November 25, 2021 - Sunday November 28, 2021

- Normal Custodial operations will cease after close of business on Wednesday November 24 until Monday morning November 29, 2021. Custodial services will only be provided for emergent situations via a call-in system.

Thursday December 23, 2021 - Sunday January 3, 2022

- During this time Facilities will provide limited custodial support during the week and emergency maintenance as necessary. Limited Custodial support will consist of a cursory cleaning of bathrooms and common areas every fourth day.

If you have a facilities related emergency please contact Security at the non-emergency number 207-859-5530.

COVID Safety, Health and Testing

The COVID Policies and Guidelines for Health and Safety remain in place during Thanksgiving recess and winter break.

Students approved to remain on campus will need to comply with all requirements of Colby's 2021-22 COVID-19 Policy, and other COVID-19 requirements as posted on myColby and the College's COVID-19 webpage, colby.edu/covid-19.

Testing, Quarantine and Isolation:

You are required to comply with the College's testing programs and to cooperate with requests from the College's COVID-19 response team. Students approved to remain on campus will need to comply with all directives from Colby in response to COVID-19, including directives to self-isolate or self-quarantine.

Testing Schedule:

Students remaining on campus during Thanksgiving recess and Winter break **are required** to participate in the College's twice-weekly testing program. **Failure to fully participate in Colby's testing program will result in removal from campus.** Following each break, students are required to resume their assigned testing schedule.

Testing will be held in the Robins Room in the Roberts Building during the dates and times specified below. On each day listed, students are required to schedule an appointment using CoVerified and complete testing.

Thanksgiving Recess Required Testing Schedule

Date	Testing Opens	Testing Closes
Tuesday, November 23, 2021	8:00 am	4:00 pm
Saturday, November 27, 2021	8:00 am	4:00 pm

Winter Break Required Testing Schedule

Date	Testing Opens	Testing Closes
Monday, December 20	8:00 am	4:00 pm
Thursday, December 23	8:00 am	4:00 pm
Monday, December 27	8:00 am	4:00 pm
Thursday, December 30	8:00 am	4:00 pm

For questions related to test scheduling, inconclusive tests, or missed tests please reach out to covidtesting@colby.edu.

Visitors Policy:

Colby's visitor policy remains in place during the break. Visitors are not allowed in residence halls. Visitors are permitted only in campus buildings with public access under Colby's campus policies, as amended. For the most accurate information please visit the Campus Access, Visitors, and Events section of the [Health, Safety, and Resources page](#) of the Colby COVID19 website. You can also find this information on your myColby portal under [Visitors and Campus Access](#).

Dining Services

During break, Dining Services will offer modified hours and dining options. If you have questions or need assistance please contact Rich Backstrom General Manager at (207) 859-5464 or rbackstr@colby.edu.

Meals at the Spa for both breaks

The Spa will be open both Thanksgiving and Winter breaks with expanded options- In addition to our sandwiches and salads we will be offering special entrees each meal period.

Breakfast

- Daily Breakfast specials
- Breakfast Sandwiches
- Oatmeal
- Fruit and Yogurt
- Beverages

Lunch and Dinner

- One soup daily
- One main entree with sides
- One vegan option
- Salads
- Dessert
- Beverages

Thanksgiving Dining Availability

Date	Meal	Dana	Roberts	Foss	Spa
Monday November 22, 2021	Breakfast	7-10am	7-10am	Closed	9-11 am
	Lunch	11am-2pm	11am-2pm	Closed	11am-5 pm
	Dinner	5-8pm	5-7pm	Closed	5-9 pm
Tuesday November 23, 2021	Breakfast	7-10am	7-10am	Closed	9-11 am
	Lunch	11am-2pm	Closed	Closed	11am-5 pm
	Dinner	5-8pm	Closed	Closed	5-9 pm
Wednesday November 24, 2020	Breakfast	Closed	Closed	Closed	8-11 am
	Lunch	Closed	Closed	Closed	11am-5 pm
	Dinner	Closed	Closed	Closed	5-7 pm
Thursday November 25, 2021 Thanksgiving Day	Breakfast	Closed	Closed	Closed	9-11 am
	Lunch	Closed	Closed	Closed	11am-2 pm
	Dinner	Closed	Closed	Closed	Closed*
Friday November 26, 2021	Breakfast	Closed	Closed	Closed	9-11 am
	Lunch	Closed	Closed	Closed	11am-5pm
	Dinner	Closed	Closed	Closed	5-7 pm
Saturday November 27, 2021	Breakfast	Closed	Closed	Closed	9-11 am
	Lunch	Closed	Closed	Closed	11am-5pm
	Dinner	Closed	Closed	Closed	5-8 pm
Sunday November 28, 2021	Breakfast	Closed	Closed	Closed	9-11 am
	Lunch	Closed	Closed	Closed	11am-5 pm
	Dinner	5:00-8 pm	5:00-8 pm	Closed	5-8 pm

* Thanksgiving, Thursday, November 25 Spa will be open 9 am to 2 pm. If you wish to have a later dinner please pick up extra food before 2 pm (utilize your Ecobox).

Winter Break Dining Availability-Tentative

Date	Meal	Dana	Roberts	Foss	Spa
Monday December 20, 2021	Breakfast	7-10am	7-10am	Closed	9-11 am
	Lunch	11am-2pm	11am-2pm	Closed	11am-5pm
	Dinner	5-8pm	5-8pm	Closed	5-8 pm
Tuesday December 21, 2021	Breakfast	Closed	7-10am	Closed	9-11 am
	Lunch	Closed	11am-2pm	Closed	11am-5pm
	Dinner	Closed	5-7pm	Closed	5-7 pm
Wednesday December 22, 2021	Breakfast	Closed	8-10am	Closed	9-11am
	Lunch	Closed	11am-2pm	Closed	11am-5pm
	Dinner	Closed	Closed	Closed	5-7 pm
Thursday December 23, 2021	Breakfast	Closed	Closed	Closed	8-11am
	Lunch	Closed	Closed	Closed	11am-5 pm
	Dinner	Closed	Closed	Closed	5-7 pm
Friday December 24, 2021	Breakfast	Closed	Closed	Closed	8-11 am
	Lunch	Closed	Closed	Closed	11am-3 pm*
	Dinner	Closed	Closed	Closed	Closed
Saturday December 25	Breakfast	Closed	Closed	Closed	Closed
	Lunch	Closed	Closed	Closed	Closed
	Dinner	Closed	Closed	Closed	Closed
Sunday December 26 to Saturday January 1, 2022	Breakfast	Closed	Closed	Closed	9-11am
	Lunch	Closed	Closed	Closed	11am-5pm
	Dinner	Closed	Closed	Closed	5-7 pm
Sunday January 2, 2022	Breakfast	8-10am	Closed	Closed	9-11am
	Lunch	11am-2pm	Closed	Closed	11am-5pm
	Dinner	5-8 pm	5-8 pm	Closed	5-8pm

* All Dining will be closed on Saturday, December 25. Students can pre register for a pack out meal picked up between 11 and 3 pm on Friday December 24th.

JanPlan Arrival and Testing Process

Jan Plan classes begin on Monday, January 3. Students remaining on campus during winter break are required to participate in the College's twice-weekly testing program during the break period (see [COVID Safety, Health and Testing](#) section).

All students who remained on campus during the break will be required to resume their assigned testing schedule the week of January 3.

On January 2, please report to Campus Life in Cotter between 10am and Noon to formally “check in” for JanPlan.

On Campus Emergency and Support Resources

Emergency Assistance:

Emergency assistance is available 24/7 for students remaining on campus.

Colby Security: 207-859-5911

- Security can address immediate safety concerns, facilitate contact with the Dean-on-Call and Counselor-on-Call, and facilitate after-hours communication with a Title IX Coordinator for after-hours campus reporting.

Counseling Resources:

Wednesday, November 24, 2021 - Sunday, November 28, 2021

Tuesday, December 21, 2021 - Sunday, January 2, 2022

- The Counseling Services office will be closed for regular business on the dates listed above.
- For non-urgent questions, or appointment requests for after break, please call 207-859-4490 and leave a message, or email Counseling Services at counseling@colby.edu.
- For **urgent or emergent** mental health concerns, Colby's Counselor on Call can be reached 24/7 by calling 207-859-4490 x0. Students may also call the National Suicide Prevention Lifeline at 1-800-273-8255, or go to the nearest emergency room.
- **Talkspace** - Free confidential online therapy support connecting Colby students to a dedicated, licensed, off-campus therapist via private messaging or live video. Students can message their therapist via text, voice or video anywhere, anytime. Students can register anytime by going to <https://www.talkspace.com/ColbyCollege>.

Health Services

Thursday, November 25, 2021 - Sunday, November 28, 2021

Thursday, December 23rd - Sunday, January 2, 2022

- Health Services will be closed for regular business on the dates listed above.
- Emergency assistance is available 24/7 for students remaining on campus through Colby Security. To contact Security for **health emergencies call 207-859-5911**.
- For non-emergency health concerns, students are encouraged to visit an area hospital or medical clinic and follow up with the Health Center as soon as they re-open.

Title IX Reporting:

Students can reach Meg Hatch at mshatch@colby.edu or they can call and leave a message at 207-859-4266 and she will return their call. They can also reach Meg through security 207-859-5530. Other resources include Maine's statewide sexual assault crisis and support line 1-800-871-7741 or their [text/chat line](#). RAINN's national helpline is 1-800-656-4673 and they can connect you with local confidential support services.

Confidential Title IX Advocate:

Emily Schusterbauer is available during standard business hours (8am-5pm, M-F) and on an on-call basis (24/7) outside of business hours. Emily is available on an on-call basis (24/7) over the entire break. Students can reach her via email (eeschust@colby.edu), her office phone (207-859-4093), or by calling security and asking to be put in contact. If students are in crisis and need immediate help, they should call security and ask to be put in contact with Emily.

Emily is also available to help students locate confidential resources (crisis hotlines, medical providers, etc.)

Dean of Studies Office:

- Phone: 207-859-4560; Email: DeanofStudies@colby.edu
- Location: First floor of Eustis, Suite 107, from the main entrance turn left at the top of the small stairs
- Staff will be in the office during regular business hours when the College is open.

Campus Life

- Phone: 207-859-4280; Email: Campus.life@colby.edu
- Location: Second floor of Cotter Union, Suites 241 & 242, down the hall from the Pub and above Page Commons
- Staff will be in the office during regular business hours when the College is open.
- Campus Life is also be open on Sunday, January 2, from 8am until 5pm for returning student check in

Pugh Center

- Phone: 207-859-5936 Email: pughcenter@colby.edu
- Location: First floor of Cotter Union, next to the shuttle drop off and exterior Pugh Center entrance
- The Pugh Center's hours of operation will remain the same. It will remain open and accessible 24 hours, 7 days a week.
- Pugh Center Staff:
 - Kimberly Walton-Trajkovski- Associate Dean & Director, kwaltont@colby.edu
 - Kyle Arthenayake-Program Coordinator, karthena@colby.edu
 - Emily Schusterbauer -Director, Prevention & Advocacy Programs, eeschust@colby.edu
 - Masi Ngidi-Brown -Director of DEI Co-Curricular Programs (FLI & International Student Programs), mngidibr@colby.edu

Campus Offices and Hours of Operation

Bookstore

Date Begin	Date End	Hours
Thursday November 25	Sunday November 28	Closed
Monday November 29	Wednesday December 22	Open Regular Hours
Thursday December 23	Saturday January 1	Closed
Sunday January 2		Open 8:00am - 5:00pm
Monday January 3		Open Regular Hours

Mail Service Center & Student Post Office

Mail will still be delivered to student boxes, just not received at the Post Office mail window. For assistance see the Mail Service Center in the lower level of the Bookstore.

Date Begin	Date End	Hours
Thursday November 25	Sunday November 28	Closed
Monday November 29	Wednesday December 22	Open Regular Hours
Thursday December 23	Sunday January 2	Closed
Monday January 3		Open Regular Hours

Miller Library

Online library resources are available 24 hours a day.

Date Begin	Date End	Hours
Wednesday November 24	Saturday November 27	Closed
Sunday November 28	Monday December 20	Open Regular Hours
Tuesday December 21	Sunday January 2	Closed
Monday January 3		Open Regular Hours

Cotter Union

Additional programming hours will be announced via email as necessary

Date Begin	Date End	Hours
Wednesday November 24	Sunday November 28	Open 8:00am - 10:00pm
Monday November 29	Monday December 20	Open Regular Hours
Tuesday December 21	Sunday January 2	Open 8:00am - 10:00pm
Monday January 3		Open Regular Hours

Athletics

Available spaces for use will be Level 2 & 3 of the Fitness Center, Crook Arena and Field House

Date Begin	Date End	Hours
Wednesday November 24	Monday November 28	Closed
Tuesday November 29	Sunday December 19	Open Regular Hours
Monday December 20	Wednesday December 22, 2021	Open 10:00am - 3:00pm
Thursday December 23	Sunday January 2	Closed
Monday January 3		Open Regular Hours

Expectations & Residence Agreement

This notice outlines the terms and conditions of your continued residency on Colby College's campus for the Thanksgiving break (November 11 - November 28) and/or the winter break (December 21 - January 2).

1. Please remember that remaining in a residence hall on Colby's campus is a privilege, not a right.
2. If you decide to move to housing off-campus during this period, you are required to inform the Dean of Students Office and promptly vacate campus.
3. All of Colby's policies and procedures governing student behavior and conduct will apply, including but not limited to the Student Handbook, Colby Affirmation, Code of Conduct, Title IX Sexual Harassment Policy, and Academic Integrity policy.
4. You must comply with all requirements of Colby's 2022-22 COVID-19 Policy, and other COVID-19 requirements as posted on myColby and the College's COVID-19 webpage, colby.edu/covid-19. Please carefully and thoroughly review the policy. Of particular importance are the following:
 - a. You are required to comply with the College's testing and to cooperate with requests from the College's COVID-19 response team. Failure to fully participate in Colby's testing program will result in your removal from campus.
 - b. You are required to comply with the College's directives on face coverings.
 - c. Call Health Services immediately if you or a classmate develops COVID-19 symptoms. Do not report to Health Services without first calling and speaking with Health Services staff.
 - d. Practice appropriate infection control measures, including proper hand hygiene. Comply with Colby instructions for proper room hygiene.
 - e. If conditions warrant, the College may notify you of travel restrictions during your residency. You will be required to comply with those restrictions to continue your residency.
 - f. Colby's visitor policy remains in place during the break. Visitors are not allowed in residence halls. Visits by students who are no longer in the testing regimen at Colby is prohibited. Visitors are permitted only in campus buildings with public access under Colby's campus policies, as amended.
 - g. You are prohibited from entering a Colby building that is closed for student use.
5. You will need to comply with all directives from Colby in response to COVID-19, including directives to self-isolate or self-quarantine. If you fail to follow proper isolation and/or quarantine practices, you may be required to leave campus and may also be subject to disciplinary sanctions.
6. The demands and challenges of responding to COVID-19 are unprecedented and unpredictable. Colby cannot guarantee housing for the duration of this period and you acknowledge that relying on Colby housing is at your own risk.

This agreement is subject to change at any time by notice from Colby. This agreement and your residency may be suspended or terminated if ordered by federal, state, or local governmental entities, or it is determined by Colby that the College can no longer safely provide housing for its students.

Please acknowledge the terms outlined in this notice by completing this [ELECTRONIC SUBMISSION LINK](#). If you decline to sign this notice, you will not be able to live on-campus during the Thanksgiving or winter break periods.