



Guidance for Permitting Off-campus Spaces for Temporary Institutional Uses

July 9, 2020

The following interdepartmental guidance (the “Guidance”) is meant to assist institutions requesting authorization to use off-campus spaces such as hotels or private housing for institutional use on a temporary, non-precedent setting basis. The Guidance may be amended from time to time at the City of Boston’s discretion. Please note, the submission of the Application in no way constitutes approval of the temporary use. For any questions or concerns, please contact Nupoor Monani, Senior Institutional Planner at nupoor.monani@boston.gov.

Background

In order to assist Boston’s institutions of higher education to meet or exceed existing and anticipated public health guidance to prevent the further spread of COVID-19, and following a [June 24, 2020 directive issued by the Boston Public Health Commission](#) the City of Boston has developed a process to grant temporary approvals for hotels and other non-institutional spaces to be used for the purposes of residential de-densification.

Overview

The review process for temporary approvals of off-campus spaces for institutional uses consists of the steps outlined below.

- **Application:** The institution submits a document (“Application”) outlining its de-densification and isolation and quarantine plans. Application requirements are provided below.
- **BPDA recommendation:** BPDA will review this Application for the impacts of the institutional uses on the surrounding neighborhood. The BPDA may request additional details from the institution if required. If the Application is adequate, the BPDA will recommend to ISD that this change is made for the purposes of observing social distancing on campuses and is temporary.
- **ISD review and approval:** The institution would then submit the Application at ISD, along with a permit application requesting the change of use on a temporary basis of the proposed facility. The institution would also submit BPDA’s recommendation for ISD review. ISD may request additional details from the institution if required. ISD will then perform an inspection of the off-campus facility that is being proposed for institutional use. After completing its inspection ISD will issue a Temporary Certificate of Inspection valid for up to 6 months, which may be renewed by the institution if they wish to extend into 2021.

- **Community engagement:** Any institution proposing a de-densification off campus will be asked to work with the local task force along with neighborhood or civic associations in or around the institution and the respective off-campus location.
- **Licensing Board review and approval:** The Licensing Board for the City of Boston (the “Board”) issues and regulates the annual license exercised by dormitories, innholders (hotels), and lodging houses regardless of whether or not there is an alcoholic beverages component. Except in extenuating circumstances, the Board will not require a hearing by any innholder or lodging house seeking to convert a portion of the licensed premise to allow for a temporary dormitory use and will approve the same administratively. However, the Board must be notified of any temporary change in writing and shall require any licensee seeking to submit a security and operations plan that is satisfactory to the Board. Any licensee holding an alcoholic beverages license in conjunction with its innholder license must submit a plan addressing how it will ensure adherence to the Rules and Regulations of the Board and the laws of the Commonwealth pertaining to the sale, service, and possession of alcohol by individuals under the age of twenty one (21) including such individuals bringing in outside alcohol onto the licensed premise.

Application Requirements

Institutions wishing to use off-campus spaces for de-densification purposes should submit a 2-3 page document with the following sections and addressing the topics listed in each section below. Applications must be submitted to Nupoor Monani (nupoor.monani@boston.gov) and will be accepted starting Monday, July 13th, 2020.

Overall de-densification and isolation and quarantine strategy

- A narrative stating how off-campus occupancy helps the institution meet social distancing standards set forth by City/State/Federal public health guidance, and plans to isolate and quarantine members of the school community as necessary.

Off-campus building/property information

- Address of building.
- Current use/s.
- Current occupancy.
- Current license issued by the Board.
- Written consent from the owners and operators of the off-campus location (hotel, motel, lodging house, another institutional campus, etc.) supporting this temporary change of use.
- Brief description of abutting buildings/properties (residential, commercial, etc.)
- Description of any auxiliary spaces within or outside the building intended to be used by the institution for non-residential functions (i.e. hotel conference rooms used as student lounges or classroom space, parking for campus police, restaurant or cafeteria space to be accessed by students, etc.)

Proposed occupancy

- No. of beds/rooms being leased.
- Plans for use of space, including whether rooms will be used for well individuals or for isolation and quarantine.
- Location of these beds/rooms within the structure.
- Occupancy dates.

- Move-in dates.
- Configuration of space to be occupied, e.g.
 - Apartments or rooms.
 - Proposed occupancy of each room/unit (e.g. single occupancy, triple occupancy)
 - Configuration and proposed use of bathrooms.
 - Location of proposed occupancy within buildings (e.g. entire building, certain floors)
 - Brief description of any interior changes to be made to the occupied spaces (i.e. furniture changes.)
 - Description of any other institutional needs for occupancy of the building.

Management and operations

- Proposed presence of resident advisors or other university personnel.
- Proposed rules regarding large gatherings or parties and a description of enforcement mechanisms.
- Prescribed path(s) of travel to campus, including any additional institution-provided services (i.e. shuttles) for these means.
- Rules for when students will be required to wear face coverings in residence halls common spaces.
- Protocols for daily cleaning and sanitizing of bathrooms and public spaces.
- Security and operations plan addressing the presence of individuals under the age of twenty one (21) at the licensed premise and how to address potential consumption of alcoholic beverages provided under the licensee’s respective alcoholic beverages license, how to prevent individuals under the age of twenty one (21) from bringing in outside alcoholic beverages onto the licensed premise, and how these individuals will be separated from the general patronage of the licensee.

Move-in/move-out process (please reference existing move-in/move-out procedures)

- Planned testing protocols prior to, during, and after move-in.
- Management of vehicles and loading/unloading.
- Provision of carts for students to move belongings while minimizing trips.
- Protocols for entering the building and limiting crowding in common spaces.
- Protocols for practicing social distancing including the requirement to wear face coverings, strategies to reduce foot traffic, and limit the number of family members that may enter these spaces.