

Application: New England Law Boston: Updated 9-18

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.

New England Law | Boston has developed a Return to Campus Plan (see attached) designed to bring our community back to campus safely, in accordance with best practices and evolving government guidelines, while also preserving the educational quality of the law school experience. Essential to this Plan is the de-densifying of our main campus building at 154 Stuart Street, which we are operating at less than 25 % capacity. To accomplish this goal, the Law School sought out and rented, on a short-term basis, auxiliary classroom space in the Revere Hotel's 6,400 square foot main ballroom. This space is adjacent to the Law School, has a dedicated point of access, and a regular capacity of 950 (per Boston Inspectional Services Occupancy Certificate), which will be used at less than 6% capacity. This space is dedicated exclusively as a classroom for the 258 students (split into five groups) in the incoming class who elected in-person learning. In-person attendance is voluntary; at any point, students can choose to participate in classes online.

The Law School will meet social distancing requirements as follows:

- Students will enter through a dedicated entrance, with a wide partitioned staircase leading directly to the hallway and adjacent classroom space.
- Ingress and egress to the classroom space will be done in shifts such that traffic is one-directional.
- Students are assigned arrival times and seating in the classroom to ensure the orderly flow of traffic and to facilitate contact tracing.
- Once in the classroom, students will be seated at tables organized in four rows, separated by aisles. All seats are socially distanced in excess of the minimum six-foot of distance required by state law.
- The faculty member teaching will be positioned behind a plexiglass barrier.
- Students will be dismissed by rows to minimize any crowding upon exiting the facility.

Isolation and quarantine strategy:

As part of its broader Return to Campus Plan, the Law School has implemented a testing and screening protocol required for all students, staff and faculty coming to campus. Once identified as having tested positive or symptomatic, individuals are instructed to isolate and quarantine per federal, state and local requirements. Such individuals are not cleared for return to any campus space until having met these requirements. Clearance to come to campus will be monitored by the Law School in partnership with the Massachusetts Contact Tracing Collaborative (CTC). All entrants will be screened using an “app” and dedicated security staff to ensure all individuals coming to campus have met isolation and quarantine requirements.

Off-campus building/property information

New England Law has leased the 6,400 square foot “Grand Master Ballroom” and has exclusive usage of the ballroom wing of the hotel. This dedicated space will only be used for classes and no hotel guests will have access to the space. Additionally, hotel staff will only enter the space for cleaning and sanitation purposes. Moreover, there will be no dormitory or dining facilities of any sort; this is a dedicated classroom for instructional purposes only.

- *Current use/s.*

Hotel with event and conference space. Conference space is currently closed.

- *Current occupancy.*

The hotel is operating at 20 percent occupancy.

- *Current license issued by the Board.*

See attached. Please note the Hotel permit lists the space as Grand Master Ballroom.

- *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.*

See attached.

- *Brief description of abutting buildings/properties (residential, commercial, etc.)*

The Revere Hotel is situated in an area that includes residential and commercial properties. The hotel is located on the corner of Charles Street South and Stuart Street.

New England Law is located directly across Charles Street South from the Hotel. On the Stuart Street side, the Hotel is bordered by 212 Stuart Street, which is currently undergoing the construction of a 126-unit apartment building that will be completed in 2022.

- *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.)*

No additional auxiliary spaces will be used by the New England Law.

Proposed occupancy

- *No. of beds/rooms being leased.*

Again, there are no beds or rooms being leased; this is dedicated space for a single classroom.

- *Plans for use of space, including whether rooms will be used for well individuals or for isolation and quarantine.*

As above, the space will be used exclusively for classroom usage.

- *Location of these beds/rooms within the structure. NA*

- *Occupancy dates. 9/21/2020 -11/22/2020*

- *Move-in dates.*

There is no move-in date. In-person classes will begin on 9/21/2020.

- *Configuration of space to be occupied.*

The Grand Master Ballroom will be set up as a classroom with four rows of long tables with aisles in between to create three sections. All seats and tables are separated in excess of the six feet of distance required by law.

- *Apartments or rooms.*

There will be no apartments or rooms; this is a single classroom.

- *Proposed occupancy of each room/unit (e.g. single occupancy, triple occupancy)*

Rooms will not be occupied. The Grand Master Ballroom will be used exclusively for classroom purposes.

- *Configuration and proposed use of bathrooms.*

There are no full bathrooms; there are two restrooms located in the Ballroom wing of the hotel near the classroom. Capacity of the restrooms has been reduced to five people at one time. Signage denotes capacity and social distancing requirements.

- *Location of proposed occupancy within buildings (e.g. entire building, certain floors)*

The New England Law classroom is located in the Grand Master Ballroom on the mezzanine level of the hotel with access via a dedicated entrance off the driveway on the ground level of the hotel. This space is to be used as one classroom in one large room.

- *Brief description of any interior changes to be made to the occupied spaces (i.e. furniture changes.)*

There are no interior changes required as the Grand Master Ballroom can safely accommodate the number of students and the instructor utilizing the classroom space.

- *Description of any other institutional needs for occupancy of the building.*

The Law School is not occupying the building. There are no dormitories or dining facilities. The building will solely be used for classroom space. Students will come for classroom instruction only.

Management and operations

- *Proposed presence of resident advisors or other university personnel.*

Students will be monitored by security personnel upon entry and by faculty members when utilizing the space.

- *Proposed rules regarding large gatherings or parties and a description of enforcement mechanisms.*

The space is solely used as a classroom for the purposes of instruction, per the guidelines in the Massachusetts Higher Education Control Plan. No other gatherings of any sort will be permitted in the space.

- *Prescribed path(s) of travel to campus, including any additional institution-provided services (i.e. shuttles) for these means.*

The classroom space is located directly across South Charles Street, and is across the street from the main campus building.

- *Rules for when students will be required to wear face coverings in residence halls common spaces.*

There will be no use of space for residences or common spaces. Face coverings will be required at all times as soon as students enter the building. Face coverings will be worn at all times in the classroom and the hallways leading to the classroom.

- *Protocols for daily cleaning and sanitizing of bathrooms and public spaces.*

The hotel is conducting regular and deep cleaning of the classroom space, restrooms, and adjacent hallway and entry space, with particular attention to high-touch areas. Again, there are no bathrooms; it is solely restroom space. After each group of students leave, the classroom space is cleaned before new groups of students enter. Electrostatic sprayers will be used between class blocks. Antimicrobial film has been placed on high touch areas like door handles. In addition, multiple measures have been undertaken to ensure air quality, including filters, 100% outdoor air exchange and vent configuration for healthy air flow.

- *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.*

N.A. This is a law school classroom; no other usage such as dormitories, social gatherings, alcohol consumption or the like will be permitted. The Law School solely offers a graduate program of instruction.

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

- *Planned testing protocols prior to, during, and after move-in. NA (see above.)*
- *Management of vehicles and loading/unloading. NA (see above.)*
- *Provision of carts for students to move belongings while minimizing trips. NA (see above.)*
- *Protocols for entering the building and limiting crowding in common spaces. NA (see above.)*

- *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.*

See above. There will be signage to enforce social distancing and traffic flow into the space, as well as consistent messaging. Face coverings will be required. No family members will be allowed in these spaces.

All students are required to sign a community pledge, noting that they will comply with these COVID-19 mitigation measures.



Martin J. Walsh
Mayor

**Boston Fire Department
Fire Prevention Division
1010 Massachusetts Ave - 4th Floor
Boston, MA 02118**

Permit #: **PLA83365**
Expires: **06/30/2020**

Place of Assembly Permit

Contractor: REVERE HOTEL-NKOTB LESSEE LLC

Address: 200 Stuart Street
Boston, Ma 02116

Phone: (617)482-1800

Cell:

Fax:

In accordance with the provisions of Chapter 28 of the Ordinances of 1979 known as the Boston Fire Prevention Code, MGL Ch148 and 527
.1.00 of the Board of Fire Prevention Regulations and amendments thereto, this permit is granted to be exercised at

200 - Stuart ST
Boston, MA 02116
Grand Master Ballroom

Subject to compliance with the applicable provisions of said Code and with safeguards and other conditions herein prescribed, to conduct
as follows:

Assembly Permit For 750 Persons

ASSEMBLY PERMIT FOR 750 PERSONS

Person accepting this permit shall conform to the Statutes of the Commonwealth, Commonwealth of Massachusetts Fire Prevention
Regulations, the Boston Fire Prevention Code, the Ordinances of the City of Boston and the conditions of this permit. This permit may be
revoked at any time by the Head of the Fire Department; a violation of any of its conditions shall work an immediate revocation of the permit.
Person to whom this permit is issued shall indemnify and save harmless the City of Boston from any damage it may sustain, or be
liable to pay by reason of the exercise of this permit, or by reason of any act or neglect of himself/herself any of his/her employees or
agents relating to the exercise of this permit or by reason of any violation of any condition of this permit.

Authorized by: Joseph E. Finn

John Dempsey

This is an original permit and **MUST AT ALL TIMES BE KEPT POSTED ON THE PREMISES**. All furnishings
and decorations added after issuance of this permit must be approved by the Boston Fire Department prior to use.

*Expiration of this permit and/or any change in venue name, activity, operation, location, ownership or use shall
void this permit and a new permit must be obtained from the BOSTON FIRE DEPARTMENT.*

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Martin J. Walsh
Mayor

Boston Inspectional Services Department Building and Structures Division

1010 Massachusetts Avenue Boston, MA 02118 Telephone: (617) 635-5300

CERTIFICATE OF INSPECTION

Sean Lydon
Inspector of Buildings

Issued in accordance with the provisions of Mass. Gen. Laws ch. 143 s. 1 et. seq., as amended.

Revere Hotel
NKOTB Lessee LLC
200 Stuart Street
BOSTON, MA 02116
(617)482-1800

Revere Hotel
196 - 210 STUART ST
BOSTON, MA 02116
Ward 05

No: 138580

Issued: 11/19/2019

Expires: 12/1/2020

Occupancy	Max Capacity
Function Room B Loft 1-Bohea	300 Persons
Function Room A Loft 2-Singlo	300 Persons
Grand Master Ballroom	950 Persons



This certificate shall be void if the number of occupants is increased, or material changes or alterations are made, or if egresses are obstructed or changed.

I certify that these premises have been inspected and approved by the Inspectional Services Department and the requirements of Massachusetts General Law, C 143.S.1 et seq.

Shirley E. Bissell

A copy of this certificate must be posted in a conspicuous public place.

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From: Julie Brandon <jbrandon@reverehotel.com>
Date: September 3, 2020 at 3:41:30 PM EDT
To: Anne Marie Martorana <aMartorana@nesl.edu>
Subject: **New England Law and Revere Hotel**

To whom it may concern:

Please accept this letter as a written understanding of New England Law's intent to hold overflow classes in the Grand Master Ballroom at the Revere Hotel Boston Common.

Please address any further questions to me directly.

Thank you.

Julie Brandon
Regional Vice President, Sales & Marketing
Revere Hotel Boston Common
(617) 457-2616