

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.
 - Suffolk University can house 1,560 Students on campus when fully occupied in 768 bedrooms. With full social distancing measures in place, and in order to reduce the risk of COVID-19, we have committed to a single person occupancy for all bedrooms on campus, which limits us to 768 residents. The single bedroom not only supports social distancing efforts but will also support a quarantine or isolation requirement as needed, as set forth by health guidelines. We are also setting aside approximately 6% of University housing beds for isolation needs, which further reduces the number of bedrooms available for University housing.
 - We have over 750 incoming Fall 2020 class and transfer students committed to living in University housing. In order to house our upper-class students while committing to meet social distancing standards set forth by the City/State/Federal public health guidelines, we need to provide single occupancy assignments in additional housing. In order to secure additional housing, we need a temporary use that will cover the Fall 2020 and Spring 2021 semesters with additional off-campus locations.

Off-campus building/property information

- Address of building.

| | | | |
|---------------------------------------|----------------------------------|-------------------------------------|---|
| 821 Washington St Boston, MA 02111 | 5 Blossom St Boston, MA 02114 | 107 Merrimac St Boston, MA 02114 | 54-68 Devonshire St Boston, MA 02109 |
|---------------------------------------|----------------------------------|-------------------------------------|---|

- Current use/s.

| | | | |
|-------------------|---------------|-----------------|---------------------|
| DoubleTree Hilton | Wyndham Hotel | The Boxer Hotel | Hyatt Centric Hotel |
|-------------------|---------------|-----------------|---------------------|

- Current occupancy.

DoubleTree Hilton Hotel: 267 Rooms total
 Wyndham Hotel: 304 Rooms total
 The Boxer Hotel: 80 Rooms total
 Hyatt Centric Faneuil Hall: 163 Rooms total

- Current license issued by the Board.

Innholder

- 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.

Attached as Appendix

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

DoubleTree Hilton: In Chinatown/Theater District
 Some surrounding residential including some Chinatown apartment complexes such as the Quincy Tower as well as the Oak Terrace Apartments. Additional commercial/medical locations including the Wang YMCA, Tufts Medical Center, Starbucks, and a parking lot surround the hotel.

Wyndham Hotel: Beacon Hill
 Mostly commercial/medical locations including Mass General Hospital, Whole Foods, CVS, AT&T store, Au Bon Pain, and a parking lot surround the hotel.

The Boxer Hotel: West End
 Few surrounding residential housing units on Portland Street. Mostly commercial/government locations including Edward W. Brooke Courthouse and Charles F. Hurley Building.

Hyatt Centric Faneuil Hall: Downtown Crossing
 Residential and Commercial locations, including Devonshire Apartments, Old State House, Mercado restaurant, a parking garage. To the back of the hotel location is a vacant building, in process of development.

- 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.)

DoubleTree Hilton: In Chinatown/Theater District

On the first-floor level, there is a Starbucks attached to the hotel, as well as a restaurant on the second-floor lobby-level that could be utilized by students. Also, DoubleTree hotel guests have access to using the Wang YMCA. Within the hotel, one conference room would be dedicated to student study/presentation/ rehearsal space. Hotel parking is adjacent to the property and can be used by Suffolk University Police Department for parking.

Wyndham Hotel: Beacon Hill

On the first-floor level, there is a restaurant that could be utilized by students. Parking is available in the back of the hotel through the MGH parking lot, during an emergency, or routine checks should Suffolk University Police Department need to park.

The Boxer Hotel: West End

On the first-floor lobby level, there is a restaurant on the first-floor lobby-level that could be utilized by students.

Hyatt Centric Faneuil Hall: Downtown Crossing

On the first-floor lobby level, there is a restaurant on the first-floor lobby-level that could be utilized by students. Within the hotel, one conference room would be dedicated to student study/presentation/rehearsal space.

Proposed occupancy

- No. of beds/rooms being leased.

DoubleTree Hilton Hotel: 162 Rooms

Wyndham Hotel: 156 Rooms

The Boxer Hotel: 80 Rooms

Hyatt Centric Faneuil Hall: 75 Rooms

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

Plan is for well individuals, as well as out of state students (not including NY, NJ, CT, RI, NH, VT, ME) to complete their 14-day quarantine before attending classes. If a student should come in contact to COVID-19 during the semester, we would contact the Boston Public Health Commission, which would advise the University on appropriate next steps that may include isolation, quarantine and other steps.

- Location of these beds/rooms within the structure.

DoubleTree Hilton Hotel: Entire Floors, 2-4

Wyndham Hotel: Entire Floors, 3-8

The Boxer Hotel: The Entire Building

Hyatt Centric Faneuil Hall: Entire Floors 3-7

- Occupancy dates.

August 29, 2020 – May 12, 2021*

*Small set of students would move in on August 20, 2020 to complete a 14-day quarantine before the first day of courses on September 3, 2020.

- Move-in dates.

August, 29, 30, 31, September 1, 2 (and August 20 for some individuals)

- Configuration of space to be occupied, e.g. Apartments or rooms.

All guestrooms (non-apartments).

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

All students will be in single occupancy rooms.

- Configuration and proposed use of bathrooms.

All bathrooms, in-unit

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

DoubleTree Hilton Hotel: Entire Floors, 2-4

Wyndham Hotel: Floors Entire Floors, 3-8

The Boxer Hotel: The Entire Building

Hyatt Centric Faneuil Hall: Entire Floors 3-7

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

No changes will be made in the hotel spaces.

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

N/A

Management and operations

- Proposed presence of resident advisors or other university personnel.

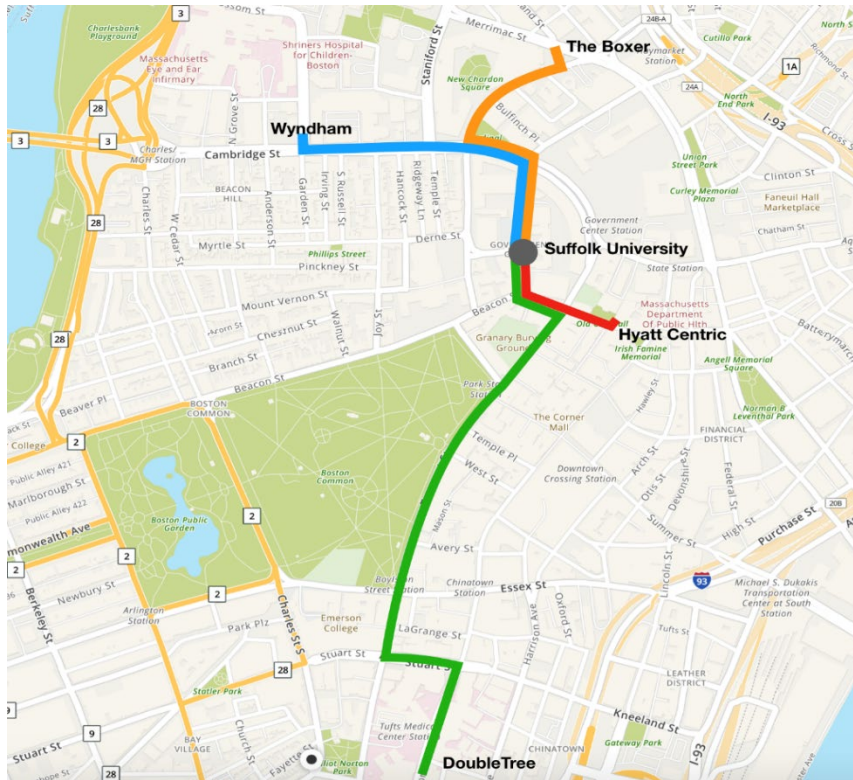
Each hotel will have multiple Resident Advisors (RAs) who are upper-class undergraduate students, at a rate of no less than 40 students per RA, and in some cases, lower (less than 40 per RA) due to building structure or administrative purposes.

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

Suffolk University does not intend to have any large gatherings throughout the year in any of the hotel spaces. Gatherings have been limited to 25 individuals or less consistent with government recommendations. RAs will be conducting nightly rounds throughout the Suffolk University occupied floors/areas to confront or monitor any higher-level noise or suspected violations. When enforcement efforts are made, RAs are instructed to practice social distance measures, as well as call Suffolk University Police Department for elevated incidents. Monthly health safety inspections will be conducted by RAs to uphold the wellbeing of the community as well.

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

All students will be able to walk to campus. As a part of student orientation, the University will encourage students to avoid residential Beacon Hill streets when walking to the Samia Center, Sawyer Building, and Stahl Center from the Wyndham Hotel. The prescribed route will be Cambridge Street to Somerset Street. No shuttle service will be provided.



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

Suffolk University requires all students to wear a face covering anywhere outside of their bedroom. This will be extended to all hotel public spaces and the walking commute to Suffolk University. The University is providing masks to all students, staff and faculty to support this effort.

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

Suffolk University will collaborate with the hotel staffs to support the cleaning of the public locations. Within the room, students will be expected to clean their own restrooms, but they will not share the in-room facilities.

- 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.

Suffolk University does not allow any alcohol in any University housing location. Hotel locations occupied by the University will be an extension of Suffolk University housing and have the same policies.

(<https://www.suffolk.edu/student-life/student-services/student-handbook/university-policies-for-students-cas/sbs/alcohol-and-drugs>) If a student is found in violation of this policy, there will be a conduct meeting to address and correct the behavior. RAs will also be doing nightly rounds to address any potential violations or noise issues.

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

- Planned testing protocols prior to, during, and after move-in.

Screening, Testing, Contact Tracing, Isolation and Quarantining

In an effort to keep one another as safe as possible, Suffolk University has partnered with MIT’s Broad Institute [Link: <https://www.broadinstitute.org>] to assist with our program of testing. We will also be using an app to support screening and daily self-attestation of wellness and symptoms.

All members of the Suffolk community will have the tools necessary to report any suspected symptoms of COVID-19 and/or any known exposure as promptly as possible. We are committed to providing guidance, support, and resources to each person - whether well or ill - in this era of COVID-19. This is the primary principle that has informed our screening, testing, and contact tracing policies.

- Screening

Suffolk University will require students, faculty and staff to monitor and report their daily health screenings – including temperature checks – through a secure phone app and complete a self-attestation that will facilitate access to our campus buildings. Using this platform, individuals will attest to whether or not they have experienced any COVID-19 symptoms and/or whether or not they have been in close contact with any known or suspected cases of COVID-19. In addition, this app will incorporate test results if/when testing is necessary for a community member.

This tool will help students determine next steps if they are experiencing symptoms, have had an exposure, or have received a positive COVID-19 test result. If they have this experience, the app will prompt them to call Suffolk University Counseling Health and Wellness (CHW) to speak with a nurse practitioner who will provide guidance and medical advice.

- Testing on Arrival and Ongoing Surveillance Testing

Based on public health guidance, populations of students, staff, and faculty who are considered to be at increased risk for infection (those living in certain congregant settings for example) and those who are considered to be at increased risk for developing severe COVID-19 illness/complications (those with certain underlying medical conditions) will undergo surveillance testing. Residence students will be tested twice a week throughout the fall term at no cost. This includes all students who will be living in campus residence halls and at hotels and those taking F2F classes and Hyflex classes on campus. Students who will not be on campus are not required to participate in the testing program.

Off-site testing at an area medical clinic or hospital, will be recommended for symptomatic individuals and those who have had a known or suspected exposure to COVID-19. A separate plan for testing is also being developed that can detect COVID-19 in an individual who does not have symptoms. This is referred to as surveillance testing.

- Contact Tracing

Suffolk is committed to providing assistance to the Boston Public Health Commission and the MA Department of Public Health to implement contact tracing for any member of our community that has tested positive and has been physically present on campus. Contact tracing involves identifying and contacting anyone who has come in contact with an infected person. This piece of our COVID-19 plan is important in order to identify individuals who have unknowingly become infected and to help control the spread of the virus in our community. The individuals involved in contact tracing will be trained, certified, and extremely mindful of protecting each individual's privacy to greatest degree possible.

During move-in, students and one friend/parent will be able to assist in the process. All helpers will be required to complete a self-attestation they are not ill with COVID-19 in order to help comply with health guidelines.

- Management of vehicles and loading/unloading.

We will collaborate with the hotel staff to use the loading zones of the hotel to conduct move-in. Students will have a one hour assigned window to arrive and move-in. Students are expected to unload the car into a cart first, and then expected to move their car out of the loading zone to finish moving. Only 3 students and their one guest will be allowed to move in during any one-hour time block.

- Provision of carts for students to move belongings while minimizing trips.

Suffolk University owns multiple carts, as well as rents additional carts during move-in day through Spry moving company. We will dispatch carts to all hotel locations to support the move-in efforts.

- Protocols for entering the building and limiting crowding in common spaces.

During the month of August, students will be able to sign up for a one-hour arrival window to move-in. Only a maximum of three students will be assigned to each of these hours for 12 consecutive hours over a five-day span. Students will pick up their key in the lobby area with a Suffolk University RA, and student will be encouraged to continue the move-in process and not stop beyond the reasonable time for the check-in process.

- 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.

Suffolk University is limiting only one family member or guest to support the move-in process per student. We will also require face coverings for all students, guests, and staff involved in the move-in process as well as check-in tables will promote social distancing of six feet separations. Since we will be assigning student move-in times, we will know which students and their guests will be arriving to ensure that any pre-arranged paperwork is in order and that keys are prepared in chronological order to expedite the check-in process.

C O R C O R A N
J E N N I S O N
Hospitality, LLC

July 14, 2020

CJ Washington Street SPE LLC
c/o Corcoran Jennison Hospitality
150 Mount Vernon Street
Boston, MA 02111
(617) 822-7350

Re: DoubleTree by Hilton – Boston Downtown located at 821 Washington Street,
Boston, Massachusetts 02111 (the “Hotel”)

To whom it may concern:

As the owner of the above-referenced Hotel, CJ Washington Street SPE LLC acknowledges that we are willing to provide accommodations at the Hotel on an extended stay basis to students of Suffolk University, subject to negotiation of a mutually acceptable room block agreement between Suffolk University and Owner.

Sincerely,



Robert J. Newman
CEO

Corcoran Jennison Hospitality
on behalf of CJ Washington Street SPE LLC



July 10, 2020

Mr. Kurt Hentschel
Director of Campus Services
Suffolk University
73 Tremont St.
Boston MA, 02108

Dear Kurt,

As the General Manager of The Wyndham Boston Beacon Hill, and the Management representative for the Wyndham Hotel Group, I am pleased that we have agreed to house Suffolk University students for the 2020 / 2021 school year. I anticipate that housing for the university students will be separate from transient guests and that student housing will be on floors three through eight of the hotel.

I look forward to a successful school year for you and if you need any further information, please let me know.

Sincerely,

Thomas Chmura
General Manager



July 14, 2020

VIA EMAIL

City of Boston, MA

Re: Proposed Agreement ("**Agreement**") by and between HHP Bullfinch Lessee, LLC d//b/a The Boxer Hotel ("**Owner**") located at 107 Merrimac Street, Boston, MA 02114 ("**Hotel**") and Suffolk University ("**Suffolk**").

Dear City of Boston:

Please be advised that Owner and Suffolk are in negotiations to temporarily change the use of Hotel from that of hospitality and lodging to a student housing facility to be operated by Suffolk. Subject to execution of a binding contract, Owner has consented in principle to this change of use. Pursuant to the terms of the Proposed Agreement, Hotel will be temporarily bought out by Suffolk, specifically including Hotel's eight (8) floors and eighty (80) rooms, but excluding that restaurant space known as Bullfinch Social.

As authorized signatory on behalf of the Owner, I attest to the information provided above. Thank you for your assistance in this matter. If you have any questions, please contact Matthew Tivnan at 508-340-0248.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael Murray'.

Michael Murray (Jul 14, 2020 09:59 MDT)

Michael Murray
Authorized Signatory



July 13, 2020

Kurt Hentschel, Director of Campus Services
Suffolk University
73 Tremont Street
Boston, MA 02108

Dear Mr. Hentschel:

This letter will serve to confirm that ownership, MHF Devonshire Operating V, LLC, of the Hyatt Centric Faneuil Hall Boston is in full support of the temporary change of use of the hotel for 75 rooms as Suffolk University student housing from August 28, 2020 through May 12, 2021. It is our intention to utilize the third (3rd) through seventh (7th) floors at fifteen (15) rooms per floor of the hotel.

Should you have any questions please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jason Reader".

Jason Reader, Chief Operating Officer

MHF Devonshire Operating V, LLC

401-562-2204