



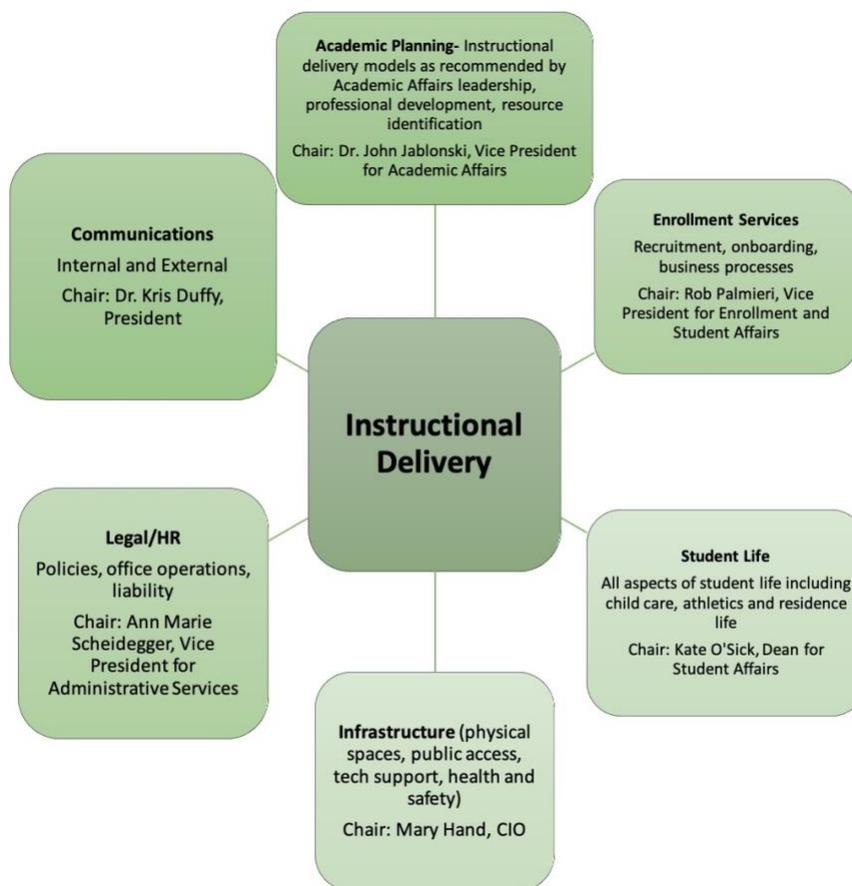
ADVANCE ADK- THE PLANNING FRAMEWORK FOR SUNY ADIRONDACK

Fall 2020 Restart

Submitted by Dr. Kris Duffy, President

On behalf of the SUNY Adirondack community as of
June 23, 2020

SUNY Adirondack's **Advance ADK** framework will guide our work to restart Fall 2020 classes. We have engaged many across campus to refine the details outlined for review and approval. The graphic below depicts the workgroup structure with additional subgroups as needed.



Campus Planning Task Force

The President established a COVID-19 Response Team in March and it has been meeting regularly.

Membership includes: President, Secretary to the President, Vice Presidents for Academic Affairs, Enrollment and Student Affairs, Administrative Affairs, Chief Information Officer, Executive Director of Auxiliary Services, Executive Director of the SUNY Adirondack Foundation, Associate Vice President for Academic Affairs, Associate Vice President for Facilities and Public Safety, Associate Vice President for Human Resources, Dean for Student Affairs, Director of Residence Life, Assistant Director of Public Safety, Assistant Dean for Extended Programs. They will continue their work in smaller workgroups, as well as remain the college's emergency response team.

The Associate VP for Facilities and Public Safety, Assistant Director of Public Safety, Dean for Student Affairs, and Associate VP for Human Resources have been the primary contacts with

our Public Health and Health Care Facilities when referrals of potential COVID-19 cases emerged. Guidance on testing and contact tracing protocols are received through these resources.

To date, the President has been the primary contact with the Warren and Washington county administrators who represent the college's service area on the Capital Region's Control Room.

Academic Program Planning

The college engaged executive, governance and bargaining unit leadership to discuss various scenarios for campus instruction. Four scenarios, ranging from fully face to face instruction to fully online instruction and models in-between, were investigated. These scenarios were then brought to academic affairs faculty leadership for further discussion and identification of the preferred model for optimizing instruction while maintaining campus safety. The preferred model takes into account ongoing health and safety information, a recognition of the diverse and transient population we serve, the lessons learned from Spring 2020 academic conversions, from both faculty and student perspectives, as well as the semester academic outcomes.

The college will start the fall semester on its planned date of September 9. Consideration is being given to following the lead of many other institutions of finishing the semester after Thanksgiving break in a more remote fashion, but no final decision has been made.

The academic model planned for Fall will consist of remote synchronous, asynchronous and alternative instruction. Faculty have been encouraged to consider alternative models where feasible, with the expectation that most of the college's instruction will be remote with limited in person classes. Some larger lecture-based courses may be split into smaller sections, have recorded lectures and include an alternating schedule to divide courses into smaller, in-person instruction. Remote, lecture-based instruction will use Zoom, Blackboard Collaborate or other similar video conferencing technologies. Any course currently on the master schedule as a fully online course will remain in that asynchronous format.

Fall courses which include hands-on laboratory or studio instruction, such as art, music, culinary, science and technology, where practicable, will provide face to face instruction in a modified format. The modified format will require reducing the density to 50% of each laboratory space capacity. The specific details for each laboratory or studio course will be determined and variations could include students alternating weeks of attendance or students participating in first half/second half laboratory sessions. Individual faculty have the creative opportunity, based on course learning outcomes, to propose additional variations. Faculty have been encouraged to organize instruction to ensure necessary hands-on student learning outcomes occur early in the semester in the event the campus must convert to remote instruction.

The Nursing program will follow host site health guidelines for all clinical assignments and any changes to the current program instruction will be subject to the New York State Department of Education Office of the Professions review and approval.

The current timeline for faculty to submit their individual course plans and the subsequent required approval is as follows:

- June 26: Web form will be published to gather input from individual faculty members.
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Every course, regardless of instructional modality, will be documented in an online, searchable academic continuity plan and requires the final approval of the Vice President for Academic Affairs and expected to be published by July 20, 2020. All faculty must submit a contingency plan in case fully remote is needed.

Classroom Population Density

The college approach to providing remote instruction wherever feasible, greatly reduces the impact on instructional spaces. However, some classes will utilize an alternative approach that will allow smaller groups of students in the same class to alternatively attend in person. Classrooms used for such purposes will be modified to specifications required for 50% occupancy, desk space appropriately spaced at a minimum of 6 ft apart, and ample teaching space for the faculty member. Faculty and students in a face to face classroom setting will be required to wear face coverings when entering and leaving the classroom and whenever they leave their seats. During class time, students (when seated) and faculty (when properly distanced) may remove face coverings, as long as the minimum 6 ft social distancing requirement can be achieved.

Instructional and Research Laboratory Protocols

The college 50% reduction in density for hands on laboratory instruction supports social distancing. Each faculty will be required to develop an academic continuity plan to achieve the necessary social distancing protocols. These plans may involve revision of course syllabi to include rules for social distancing within the specific instructional space, including assigned seating. Academic Division Chairperson, in concert with academic leadership, will also review back to back laboratory instruction to support cleaning protocols and classroom ingress and egress. Where appropriate, the college may utilize plexiglass to provide seating separations and minimize germ transmission.

We typically have limited laboratory research instruction, generally 1 or 2 students a semester, on an independent study basis. The college will require social distancing details prior to approving any fall 2020 research requests.

The college's continuing education and workforce development department has been offering virtual training sessions and will continue to develop remote and low-density workshops to respond to local workforce needs, personal enrichment experiences, and community events.

Vulnerable populations

As is the normal course of business, and as proactively as possible, the college's office of accessibility services will work closely with its registered students, the faculty, and the administration to set up individual plans to ensure accommodations are in place to support student success.

The College has a significant number of laptops, Chromebooks, and other technology needed to support students in a remote learning environment. Nearly \$125,000 is available for student emergency funds through the SUNY Adirondack Foundation, as well as \$500,000 allocated from the CARES ACT for students to request support to accommodate any needs. Details are available at <https://www.sunyacc.edu/CARES-Act>

Restarting On-Campus Operations***All campus locations and buildings***

The college offers instruction in three locations; the main campus in Queensbury, the Culinary Arts Center in downtown Glens Falls, and its extension site in Wilton/Saratoga. All buildings in Queensbury have been open and therefore require no special reopening protocols. The site in Wilton is periodically inhabited and ready to reopen, as well as the Culinary Arts Center.

The President charged a workgroup of faculty and staff to review all sites and their buildings to recommend alterations in preparation for a alternative model of instruction and service delivery. Each site/building/office area was reviewed with the following 5 key elements.

1. One-way entry and one- way exit solutions
2. Density reduction and social distance accommodations for people receiving or waiting for services
3. Required physical alterations to maintain social distancing
4. Required signage to help guide occupants and visitors throughout campus buildings
5. Resources needed to accomplish the tasks above

Alterations include, but are not limited to:

1. Plexiglass in high traffic areas;
2. Installing more touchless features in restrooms, reducing seating in classrooms; gathering areas, and conference rooms
3. Directional and instructional signage; and
4. Ample sanitizing stations and products.

Facilities staff are purchasing and installing many of the recommended alterations by August in preparation for the fall semester.

Residence Halls

The college is planning to open its Residence Halls at less than 50% (less than 200 students) capacity which will provide a private bedroom and bathroom for each student. Additional bedrooms will be available for further isolation for students exposed or who test positive for COVID -19. The Residence Life Staff, Housing Facilities and Maintenance Staff, and Public Safety will incorporate appropriate protocols as it relates to safety, cleaning, and social distancing expectations. Detailed plans that include testing and tracing protocols are being developed in coordination with the county public health officials. The college's fitness center, multipurpose room and residence hall activities will be open at reduced capacity and modified admittance. Although guidance may change from state and local officials, we would expect students to wear face coverings at events where social distancing of at least 6 feet could not consistently be accomplished for college sponsored activities and events and potentially 25 students at a time (the current guideline from New York about social gatherings). The fitness center will follow NY's Phase 4 guidance for gyms, which has yet to be released.

Student Life

The college's student engagement, athletics, and residence life offices are the primary leaders of student activities on campus. The Student Life Workgroup is developing a set of strategies to modify student life activities to reflect the college's alternative opening strategy. A mix of online and potentially, small, in person activities for on campus residents, will be implemented (as was done in the late spring 2020 semester) to allow all to participate in a remote, safe manner. The college fully recognizes some students will be uncomfortable with any in-person activities and will be provided other options as practicable. This will include student clubs.

Having not yet received New York's guidance on recreation, the college will assume limited in person recreation (small group activities, limited access to basketball courts, fitness facility, etc.).

As of this writing and based on the NJCAA's June 19 announcement permitting collegiate competition in 2020-2021, and unless otherwise directed, SUNY Adirondack anticipates fielding fall teams in men's and women's soccer, and women's volleyball, provide early "fall ball" opportunities for baseball, softball, and men's lacrosse, and an early start for men's and women's basketball. Protocols have just been released and the college will strictly enforce all NJCAA and state directed protocols.

Dining Services

The college will partner with its dining services provider, Chartwells, to provide dining options for college residents. Chartwells has developed a tiered approach for reopening. They are proposing their Tier 3 approach which opens their serving and seating areas

with COVID-19 precautions in place. These include having employees following rigorous infection and PPE guidelines, requiring all employees and customers to wear masks, eliminating most self-serve options, limiting access to service areas, limiting hours of operation to allow scheduled sanitation operations, emphasize contactless payment methods and reducing the seating capacity to 50 percent. In addition, most items will be available for take-out and food delivery will be arranged for residents in isolation.

Personal Protection Equipment

Face coverings will be required for employees, students, and visitors whenever social distancing cannot be achieved. Standard PPE is purchased, inventoried and has been and will continue to be distributed by the office of Facilities and Public Safety. As required by the Governor's reopening plan guidelines, all employees will be able to secure face coverings from the college. Additionally, all students will be provided with 2, reusable face coverings as part of a welcome packet. Offices that will be open to the public will be provided with disposable masks to distribute to visitors if they arrive on campus without a face covering.

Custodial Services

Currently all cleaning staff follow a departmental cleaning guidelines manual which guides them through the cleaning and product use of all spaces on campus. With the onset of Covid-19, staff have been trained to expand their disinfection of spaces on campus as recommended by the CDC and OSHA to include all high touch surfaces and other areas where disinfection may be necessary. In our current state of operations, the disinfection process is performed daily to areas such as restrooms and other high touch areas including entrances of buildings. Our second shift provides a more thorough cleaning of used areas during this shift. Once a final decision of instruction delivery and other space needs are identified for the fall semester, a subsequent plan will be developed that follow CDC, OSHA, and any other guidelines provided by our public health department.

A space use log is kept on a daily basis by our Office of Public Safety and shared with our cleaning staff to provide cleaning and disinfecting guidance and service to areas of use.

Child Care Center

The college contracts with Warren County Head Start to provide on campus childcare. We are awaiting their proposal for reopening in the fall and their operational procedures and guidelines will be determined by the county's Head Start administrators.

Student Health Services

The College does not have an on-campus Health Services Office however, it has an established partnership with Hudson Headwaters Health Network, a local health care network of providers and testing center. Staff are in active conversation to seek opportunities to scale up health services at a greater frequency during the Fall 2020 semester.

Campus and local communities

As the community's college, the President interacts directly with the college's two county service area sponsors (Warren and Washington counties) and public health departments. The college is awaiting guidance from the regional control room "Captain" and county representatives on what they wish to know about the college's restart plans.

The college also has an extension center in Saratoga county where hundreds of students attend classes. As soon as instructional delivery modes are approved, the President's communication team will provide the college's restart plans with each service area county board of supervisors.

It should also be noted that the President is a member of the Warren County Economic Recovery Taskforce and the college is included in the county's recovery plans.

Transportation

95% of students commute to campus either in their own vehicles or through public transportation. On campus residents use their own vehicles or public transportation. Facilities staff are currently assigned their own vehicle and are responsible for disinfection before and at the end of their shift.

The college has a fleet of 5 vehicles which are used by college staff for conferences, day trips etc. A disinfection policy will be in place should any of the vehicles be needed.

When athletic competition resumes, the college will follow NJCAA, CDC, NYS, and local health official's guidance on safely transporting students.

Mail and General Delivery Services

Mail and other deliveries are received at one location on campus. Starting at the end of March, the college established a mail pick up system for employees that created a single pick up and drop off location where proper social distancing and protective equipment protocols are following. If mail or deliveries need a signature, maintenance staff respond using all social distancing protocol including face coverings in accordance with CDC guidelines. Mail is delivered to a central location for departmental pickup. Packages too large for the mail area are delivered to departments by the maintenance staff.

Testing and tracing protocols

For Students:

Recognizing that many of our students will be learning remotely in the fall, there will be no regular testing of commuter students. The college is considering a temperature taking protocol, wherever practicable, for students attending in person labs or small lecture classes with a final decision made by August 1.

Prior to the start of classes, all registered students will be provided instruction on the health and safety protocols for social distancing, and how to report symptoms or

exposure. The Dean for Student Affairs is the contact person for any student who reports symptoms or exposure. The Dean contacts the student and the Warren County Health Department to determine testing protocols and next steps. Students disclosing symptoms or having tested positive for COVID -19 will be instructed to return home if they are on campus for classes or activities.

Students who will be residing in the college's one residence hall will be required to attest to being COVID free upon move in. Once on campus, residents will be expected to follow protocols for daily self-assessment. Testing will be available through the college's partnership with the Warren County Department of Health Services if a resident discloses symptoms or exposure as required. If a resident presents a potential case or exposure, the student will be directed to the quarantine/isolation area of the Residence Hall. These student cases will be immediately reported to the Dean for Student Affairs. The Dean for Student Affairs will reach out via email or phone to the student's contact information listed in the Student Information System, offering health resource referral, campus supportive services, confirmation of basic necessities and/or other noted needs. Student's home address will be verified in the Student Information System in order to ascertain the Public Health department to be notified. The Dean for Student Affairs will advise the student to consult with a physician or be tested, and then will notify Public Health of the reported case. The college presently has nine staff members that have completed contact tracing training and could assist in that function for students reporting cases. Students will be required to follow DOH guidelines for self-isolating and quarantining.

For Employees:

With New York's guidelines in hand, the college's leadership team has created updated office continuity plans with the goal of gradually bringing employees (who were not deemed necessary for on campus work) on campus starting July 6, 2020. Employees will be required to complete an online COVID-19 safety training for employees (and for supervisors when applicable) prior to coming back to work on campus. This will be done through an online platform called NEOGOV that can easily track compliance by supervisors.

A "re-boarding" packet will be distributed to employees outlining policies specific to COVID-19 and reviewing the required daily, online employee self-screening attestation that will need to be completed and submitted. If an employee has tested positive, has been exposed or has symptoms, they will go home (or stay home) and report to HR immediately. HR will advise the employee to consult with a physician or be tested, and then notify Public Health. The college's nine staff members that have completed the contact tracing training and could assist in that function for the college employees. Employees will be required to follow DOH guidelines for self-isolating and quarantining. All of these procedures and policies will be documented as part of the "re-boarding" packet.

For the general public:

When permissible, the general public may visit campus. Building entrances will be limited, screening at entry points will be in place, as much as practicable, and include a series of questions for visitors to disclose potential exposure or symptoms that could prohibit entry. Until further notice, masks will be expected to be worn on campus whenever social distancing cannot be achieved and this will also apply to the general public.

Plans for shutdown

Should the college be faced with a significant outbreak either on campus or in its external community and forced to ramp down or close, we will enact our contingency plans for remote instruction (required by every faculty member as part of their fall course plans), and return all employees not deemed essential to the daily operations (public safety, residence life, facilities and maintenance) to a remote work environment until further notice.

Students living in the residence hall will either shelter in place or be asked to leave for home. As we experienced in March, the governor declared no student should be “evicted” and we would assume that to be the same. Therefore, we would take each student’s situation case-by-case and attempt to reduce density as much as possible. Our communication plans enacted in March would guide us in this situation.

Communication and outreach plan

The President has established a communications workgroup and contracted with a local communication strategy group to assist in messages, timing, and strategy. A master communications document will provide up-to-date information for SUNY Adirondack administration leaders, faculty and staff to convey to all internal and external audiences regarding the college’s plans for the Fall 2020 semester. It is being created to help ensure clarity and consistency in our communications as SUNY Adirondack responds to the challenges of the COVID-19 pandemic.

A timeline with identified stakeholders and communication messages will align with SUNY’s approval of the college plan

To date, the President, Vice President for Academic Affairs, and Dean for Students have been regularly providing updates to employees and students through the college’s email system, where appropriate.

Resources we anticipate for restarting

1. Technology for remote learning, teaching and working: computers/laptops with cameras, monitors, keyboards, mouse; specific software including MS Office/MS Access, Adobe, accessibility software and specialized lab software; printer access; VPN remote access; WiFi; cell phones (The college’s IT team will respond to faculty and employee requests when received. The college had planned to use some of its CARES ACT institutional funds to support new purchases.)

2. Training related to use of technology required for successful remote learning, teaching and working (the college's academic planning team will be assessing and implementing)
3. Technology equipment to record and deliver asynchronous academic courses and/or livestream synchronous academic courses (the college's IT team will respond to faculty requests when received)
4. PPE, cleaning supplies, hand sanitizer stations (the college's facilities leadership is continuously ordering masks, cleaning supplies, hand sanitizers and wipes)
5. Reconfigurations of classrooms, workspaces and common/public areas including installation of plexiglass barriers (a Physical Spaces workgroup has begun this assessment)
6. Signage related to social distancing guidelines (the college has a plan to create needed signage across campus)
7. Training for students and employees related to health and safety protocols (the college has a training platform called NEOGOV to use for this purpose)
8. Access to testing and medical services for students (unless otherwise directed, the college will refer students and employees to the area's testing sites and report to the Public Health Department)
9. Financial assistance for students including financial aid and student emergency funds (the College is expecting to use a portion of its CARES ACT student funds to respond to requests, it also has an Emergency fund managed by the College's Foundation)

Time required to restart campus operations and instruction

In order to maintain the health and safety of our employees and students, the college will gradually phase in on-campus instruction and operations. 95% of our student population commutes to campus, which presents a heightened amount of risk of exposure for our students and staff. Additionally, our average age of faculty and staff is over 50, placing many in the more vulnerable range for COVID-19 transmission.

The matrix below (adopted from CICU: Creating Safe and Resilient Campuses document) provides an overview of our current planning. All of this is subject to change as guidance is received from SUNY, New York State, and our regional control center.

March 2020-May 2020	Soft restart May 2020-August 2020	Modified Operations August 2020-end of fall semester	Full on campus operations TBD
<ol style="list-style-type: none"> All classes remote Remote except for critical personnel, facilities, maintenance, limited dining services) and occasional faculty/staff to access office needs Residence Halls-13 remained 	<ol style="list-style-type: none"> All classes remote Faculty access as needed for office access and fall preparation. Residence hall-small number of students taking summer classes (2) Childcare-closed Dining-closed Gym, Fitness Center, Fields, theatre-closed Student gatherings-none Public access/events-none Construction/renovations-continued with protocols in place, limited based on finance Cleaning-ongoing, targeted based on limited campus use Employees returned in phases/rotations based on need for student facing operations as determined by area supervisors. Remain remote in as many areas as possible. 	<ol style="list-style-type: none"> Classes remote and smaller, in-person for labs and other hands-on courses Faculty access as needed for teaching and office access. Residence hall-50% capacity, single rooms, private baths Childcare-modified operations Dining-modified, lower density Gym, fitness center, fields, theatre-open with strict restrictions and low density Student gatherings-discouraged, closely monitored Public access/events-subject to health officials' guidance Construction/renovations- with protocols in place, limited based on finance Cleaning-ongoing, targeted based on campus use Employees returned in phases/rotations based on need for student facing operations as determined by area supervisors. Remain remote in as many areas as possible. 	<ol style="list-style-type: none"> Classes return to primarily in-person, some hybrid, some remote Faculty return Residence halls-100% capacity Childcare-open Dining-open Gym, fitness center, fields, theatre-open Student gatherings-open Public access/events-resumes Construction-resumes as needed and financed Cleaning-ongoing Employees returned. Consider remote as needed and appropriate.

Resources to date (not an exhaustive list)

ACHA (American College Health Association) guidelines for higher education

www.acha.org

CDC Reopening Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cnn.com/2020/05/14/health/coronavirus-decision-trees-cdc-wellness/index.html>

CICU: Creating Safe and Resilient Campuses: Suggestions for Reopening and Reimagining Colleges and Universities in New York

New York State's Reopening guidelines

<https://forward.ny.gov/>

New York Forward and Regional Monitoring Dashboard

<https://forward.ny.gov/metrics-guide-reopening-new-york>

<https://forward.ny.gov/regional-monitoring-dashboard>

SUNY COVID-19 Information

<https://www.suny.edu/health-alert/covid19/>

<https://www.rfsuny.org/about-us/covid-19/>

Appendix A-Repopulation of the Campus

All campus locations and buildings

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Campus Operations timeline

March 2020-May 2020	Soft restart May 2020-August 2020	Modified Operations August 2020-end of fall semester	Full on campus operations TBD
<ol style="list-style-type: none"> 1. All classes remote 2. Remote except for critical personnel, (public safety, facilities, maintenance, limited dining services) and occasional faculty/staff to access office needs 3. Residence Halls-13 remained 	<ol style="list-style-type: none"> 1. All classes remote 2. Faculty access as needed for office access and fall preparation. 3. Residence hall-small number of students taking summer classes (2) 4. Childcare-closed 5. Dining-closed 6. Gym, Fitness Center, Fields, theatre-closed 7. Student gatherings-none 8. Public access/events-none 9. Construction/renovations-continued with protocols in place, limited based on finance 10. Cleaning-ongoing, targeted based on limited campus use 11. Employees returned in phases/rotations based on need for student facing operations as determined by area supervisors. Remain remote in as many areas as possible. 	<ol style="list-style-type: none"> 1. Classes remote and smaller, in-person for labs and other hands-on courses 2. Faculty access as needed for teaching and office access. 3. Residence hall-50% capacity, single rooms, private baths 4. Childcare-modified operations 5. Dining-modified, lower density 6. Gym, fitness center, fields, theatre-open with strict restrictions and low density 7. Student gatherings-discouraged, closely monitored 8. Public access/events-subject to health officials' guidance 9. Construction/renovations- with protocols in place, limited based on finance 10. Cleaning-ongoing, targeted based on campus use 11. Employees returned in phases/rotations based on need for student facing operations as determined by area supervisors. Remain remote in as many areas as possible. 	<ol style="list-style-type: none"> 1. Classes return to primarily in-person, some hybrid, some remote 2. Faculty return 3. Residence halls-100% capacity 4. Childcare-open 5. Dining-open 6. Gym, fitness center, fields, theatre-open 7. Student gatherings-open 8. Public access/events-resumes 9. Construction-resumes as needed and financed 10. Cleaning-ongoing 11. Employees returned. Consider remote as needed and appropriate.

Appendix B-Monitoring

Testing and tracing protocols

For Students:

Recognizing that many of our students will be learning remotely in the fall, there will be no regular testing of commuter students. The college is considering a temperature taking protocol, wherever practicable, for students attending in person labs or small lecture classes with a final decision made by August 1.

Prior to the start of classes, all registered students will be provided instruction on the health and safety protocols for social distancing, and how to report symptoms or exposure. Students disclosing symptoms or having tested positive for COVID -19 will be instructed to return home if they are on campus for classes or activities.

Students who will be residing in the college's one residence hall will be required to attest to being COVID free upon move in. Once on campus, residents will be expected to follow protocols for daily self-assessment. Testing will be available through the college's partnership with the Warren County Department of Health Services if a resident discloses symptoms or exposure as required. If a resident presents a potential case or exposure, the student will be directed to the quarantine/isolation area of the Residence Hall. These student cases will be immediately reported to the Dean for Student Affairs. The Dean for Student Affairs will reach out via email or phone to the student's contact information listed in the Student Information System, offering health resource referral, campus supportive services, confirmation of basic necessities and/or other noted needs. Student's home address will be verified in the Student Information System in order to ascertain the Public Health department to be notified. The Dean for Student Affairs will advise the student to consult with a physician or be tested, and then will notify Public Health of the reported case. The college presently has nine staff members that have completed contact tracing training and could assist in that function for students reporting cases. Students will be required to follow DOH guidelines for self-isolating and quarantining.

For Employees:

With New York's guidelines in hand, the college's leadership team has created updated office continuity plans with the goal of gradually bringing employees (who were not deemed necessary for on campus work) on campus starting July 6, 2020. Employees will be required to complete an online COVID-19 safety training for employees (and for supervisors when applicable) prior to coming back to work on campus. This will be done through an online platform called NEOGOV that can easily track compliance by supervisors.

A "re-boarding" packet will be distributed to employees outlining policies specific to COVID-19 and reviewing the required daily, online employee self-screening attestation that will need to be completed and submitted. If an employee has tested positive, has been exposed or has symptoms, they will go home (or stay home) and report to HR

immediately. HR will advise the employee to consult with a physician or be tested, and then notify Public Health. The college's nine staff members that have completed the contact tracing training and could assist in that function for the college employees. Employees will be required to follow DOH guidelines for self-isolating and quarantining. All of these procedures and policies will be documented as part of the "re-boarding" packet.

For the general public:

When visitors are permitted to enter campus, building entrances will be limited, screening at entry points will be in place, as much as practicable, and include a series of questions for visitors to disclose potential exposure or symptoms that could prohibit entry. Until further notice, masks will be expected to be worn on campus whenever social distancing cannot be achieved and this will also apply to the general public.

Appendix C-Containment

Commuter students

All registered students will be provided the health and safety protocols for self-assessment, symptom or exposure reporting, and steps to notify instructors if directed for quarantine and/or illness. Commuter students will be expected to remain home until quarantine is completed and certified by the Dean for Student Affairs. All information will be posted to the college's COVID-19 section of its website and the student portal.

Residence Halls

The college is planning to open its Residence Halls at less than 50% (less than 200 students) capacity which will provide a private bedroom and bathroom for each student. Additional bedrooms will be available for further isolation for students exposed or who test positive for COVID -19.

Students who will be residing in the college's one residence hall will be required to attest to being COVID free upon move in. Once on campus, residents will be expected to follow protocols for daily self-assessment. Testing will be available through the college's partnership with the Warren County Department of Health Services if a resident discloses symptoms or exposure as required. If a resident presents a potential case or exposure, the student will be directed to the quarantine/isolation area of the Residence Hall. These student cases will be immediately reported to the Dean for Student Affairs. The Dean for Student Affairs will reach out via email or phone to the student's contact information listed in the Student Information System, offering health resource referral, campus supportive services, confirmation of basic necessities and/or other noted needs. Student's home address will be verified in the Student Information System in order to ascertain the Public Health department to be notified. The Dean for Student Affairs will advise the student to consult with a physician or be tested, and then will notify Public Health of the reported case. The college presently has nine staff members that have completed contact tracing training and could assist in that function for students reporting cases. Students will be required to follow DOH guidelines for self-isolating and quarantining. The college's dining services will prepare meals for delivery and residence life staff, along with the college's 24/7 public safety office staff, will assist the quarantined student to seek the needed medical attention.

The Residence Life Staff, Housing Facilities and Maintenance Staff, and Public Safety will incorporate appropriate protocols as it relates to safety, cleaning, and social distancing expectations. Detailed plans that include testing and tracing protocols are being developed in coordination with the county public health officials. The college's fitness center, multipurpose room and residence hall activities will be open at reduced capacity and modified admittance. Although guidance may change from state and local officials, we would expect students to wear face coverings at events where social distancing of at least 6 feet could not consistently be accomplished for college sponsored activities and events and potentially 25 students at a time (the current guideline from New York about social gatherings). The fitness center will follow NY's Phase 4 guidelines for gyms.

Appendix D-Return to remote operations/shutdown

Plans for shutdown

Should the college be faced with a significant outbreak either on campus or in its external community and forced to ramp down or close, we will enact our contingency plans for remote instruction (required by every faculty member as part of their fall course plans), and return all employees not deemed essential to the daily operations (public safety, residence life, facilities and maintenance) to a remote work environment until further notice.

Students living in the residence hall will either shelter in place or be asked to leave for home. As we experienced in March, the governor declared no student should be “evicted” and we would assume that to be the same. Therefore, we would take each student’s situation case-by-case and attempt to reduce density as much as possible. Our communication plans enacted in March would guide us in this situation.

The college would enact its COVID-19 response team and follow its communication plan enacted in March 2020.