



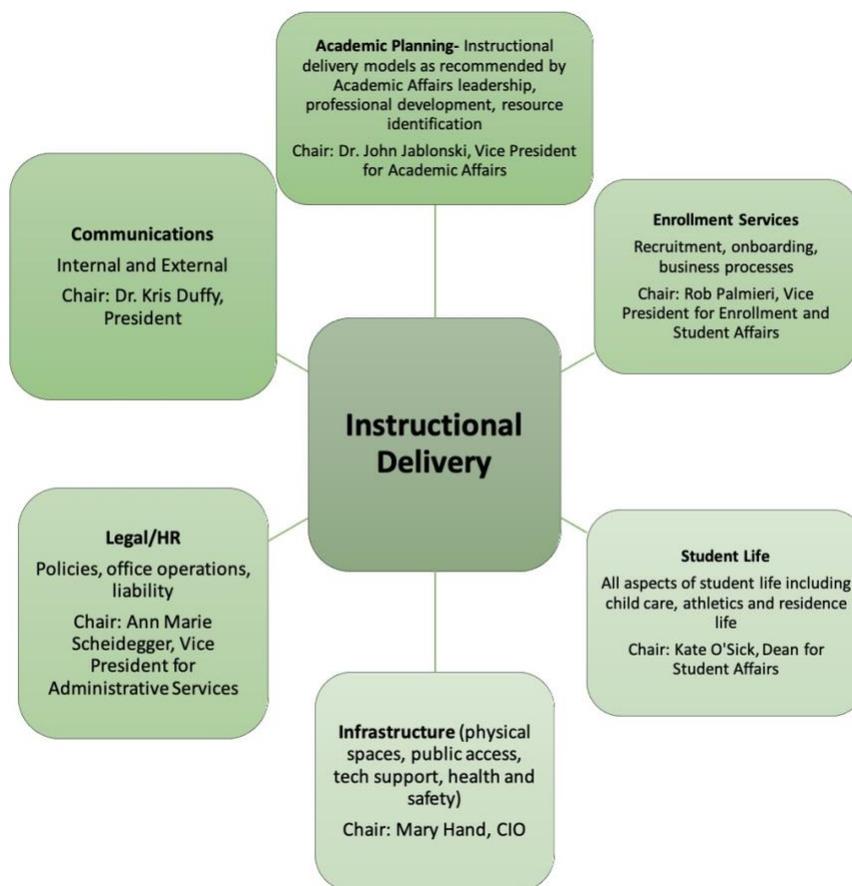
# ADVANCE ADK- THE PLANNING FRAMEWORK FOR SUNY ADIRONDACK

Fall 2020 Restart

**Submitted by Dr. Kris Duffy, President**

On behalf of the SUNY Adirondack community as of  
June 23, 2020 and updated August 12, 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.
- July 10: Deadline for individual proposals to be vetted by division chairs and uploaded to the web form.
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[https://banner.sunyacc.edu/pls/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://banner.sunyacc.edu/pls/prod/bwckschd.p_disp_dyn_sched).

All faculty have submitted 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 an in person classroom setting will be required to wear face coverings throughout the class (see Appendix F).

### ***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. A quarantine/isolation plan has been developed for incoming residents from out of state or international (Appendix E).

The college's multipurpose room and residence hall activities will be conducted at reduced capacity and modified admittance and all students must abide by the college's face covering policy (Appendix F) and social distancing of at least 6 feet. Events will be held in small groups of 25 or less and/or at 50% of the room capacity. Virtual events are also planned for residents and commuters.

### ***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.).

The college has suspended all fall athletic competition. Some team practice and conditioning will be allowed and follow NY and NJCAA guidelines on sports and recreation.

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

**Resources to date (not an exhaustive list)**

ACHA (American College Health Association) guidelines for higher education

[www.acha.org](http://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***

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.

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### **Testing upon arrival**

All residents will be required to test, upon the day of arrival, utilizing a pooled testing protocol through the college's partnership with Upstate Medical University. Students in the "pool" will be required to self-quarantine in their rooms until the test results become available. If a "pooled" test is positive, the college will refer all students to its off-campus health care provider, Hudson Headwaters Health Network, for a diagnostic test and students remain in quarantine until results are received. A positive case will result in the student returning home or if not possible, moving to one of the designated isolation rooms as directed by the county health department.

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

## **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.

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.

All residents will be required to test, upon the day of arrival, utilizing a pooled testing protocol through the college's partnership with Upstate Medical University. Students in the "pool" will be required to self-quarantine in their rooms until the test results become available. If a "pooled" test is positive, the college will refer all students to its off-campus health care provider, Hudson Headwaters Health Network, for a diagnostic test and students remain in quarantine until results are received. A positive case will result in the student returning home or if not possible, moving to one of the designated isolation rooms as directed by the county health department.

Once on campus, residents will be expected to follow protocols for daily self-assessment. Testing of symptomatic students will be available through the college's partnership with Hudson Headwaters Health Network and 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. The Dean for Student Affairs will advise the student to consult with a physician to determine next steps 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.

All residents will be required to test, upon the day of arrival, utilizing a pooled testing protocol through the college's partnership with Upstate Medical University. Students in the "pool" will be required to self-quarantine in their rooms until the test results become available. If a "pooled" test is positive, the college will refer all students to its off-campus health care provider, Hudson Headwaters Health Network, for a diagnostic test and students remain in quarantine until results are received. A positive case will result in the student returning home or if not possible, moving to one of the designated isolation rooms as directed by the county health department.

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.

## Appendix E-Isolation/Quarantine of students from travel advisory locations or international

### Fall 2020 Quarantine/Isolation Requirements for Students (as of August 12, 2020)

The following 3 groups of students should plan to quarantine/isolate prior to the start of the Fall 2020 semester at SUNY Adirondack per New York State Public Health, SUNY and CDC guidelines:

1. **Students who have traveled from one of the designated states experiencing widespread prevalence of COVID19 and International students must quarantine for two weeks upon arrival to New York State.** Any SUNY Adirondack student who has an in-person course for the Fall 2020 semester or who anticipates accessing any campus facilities is expected to quarantine at home starting on 08/26/2020 in order to complete a 2 week self-isolation period prior to arriving to in-person activities for the start of the Fall semester on 09/09/2020. Notification of this quarantine will be communicated to students via email, the website and to parent/guardian emails no later than 08/11/2020.
2. **Residential students arriving to campus not having traveled from outside the United States or from one of the designated states experiencing surges in COVID-19 cases, will be directed to quarantine at home starting on 08/25/2020.** Notification of this quarantine will be communicated to students via email, the website and to parent/guardian emails no later than 08/11/2020. This required quarantine in place begins in order to allow the 14 day quarantine period prior to students moving into the Residence Hall on 09/08/2020.
3. **Residential students who will travel to campus from one of the designated states experiencing widespread prevalence of COVID19 and International Students must quarantine for two weeks upon arrival to New York State in the designated Quarantine section of the Residence Hall.** These students will be directed to move into the Residence Hall on 08/26/2020. Given current enrollment, SUNY Adirondack anticipates 1 International Student and 5 Out of State students who will be directed to complete quarantine on campus.

New York State has issued a travel advisory for anyone entering the state from states or territories that are experiencing recent, significant, community-wide spread of COVID-19. Any out of state student, or any student who has traveled to an impacted state must complete the **online health form** as required by New York State which can be found at: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>. SUNY Adirondack will keep a copy of the completed form. The traveler should take a screenshot of the last page and submit a copy to the Dean for Student Affairs at [osickk@sunyacc.edu](mailto:osickk@sunyacc.edu) who will maintain a confidential file of these forms. *For a list of states and territories that*

*meet the criteria for required quarantine due to significant community transmission, visit <https://ny.gov/states>.*

SUNY Adirondack will identify impacted students in these three groups by reviewing home address of record in the Banner Student Information System.

### **Considerations for students required to self-isolate upon arrival in New York**

***For any person arriving from another state in the United States for which travel restrictions apply, please consult the following guidance from the NYS Department of Health, [Interim Guidance for Quarantine Restrictions, NYSDOH, 6/24](#)***

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.
- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.
- The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
- Food must be delivered to the person's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- Garbage must be bagged and left outside for routine pick up. Special handling is not required.
- A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined persons in their separate quarters.
- Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
- The quarters must be secure against unauthorized access.

From a public health perspective, international students who have stayed in the US since spring semester are subject to the same travel restrictions as other US citizens and residents, regarding other U.S. states. International students who arrive from overseas locations are subject to the rules that govern all arrivals from abroad, as stipulated by the Centers for Disease Control (see link below).

### **Isolation/ Quarantine in the SUNY Adirondack Residence Hall:**

The first floor South will be left empty and designated for quarantine and isolation spaces. The East half of the floor will be available to students who are symptomatic and awaiting test results and the West half will be for quarantine/exposed individuals. Isolation/Quarantine will be reserved for students due to confirmed or suspected COVID-19, direct exposure to COVID-19, international or other travel where New York State or the CDC recommends quarantine, or any other purpose as indicated by applicable CDC, State Department of Health, or Warren County guidelines.

Chartwells, the campus food service provider, will deliver food to students in isolation/quarantine at the South Entrance exterior door, Residence Life staff will then deliver meals to room doors of quarantined or isolated students.

Maintenance staff are assigned to the isolation/quarantine section of the residence hall. Students' laundry will be done twice a week in the laundry room, and garbage pickup outside the rooms is provided.

Quarantine/Isolation spaces will be stocked with: Hand Sanitizer, tissues, soap, toiletries, sanitizing wipes, microwave, refrigerator and a thermometer.

Students in isolation/quarantine will receive a daily check in email from the Residence Life office inquiring about health status and/or need for supportive services. Any requests will be forwarded to the Dean for Student Affairs office for coordination with the Community Hub or other community resources. SUNY Adirondack has a partnership with Hudson Headwaters Health Network which has created a telehealth app for community use. This app can support students in isolation/quarantine. SUNY Adirondack also has a partnership with Warren County Public Health and all quarantine/isolation orders will be supervised by them. Regular meetings between SUNY Adirondack leadership and Warren County Public Health have been ongoing since March 2020 and this partnership will sustain through the Fall 2020 semester.

The isolation/quarantine floor has 19 bedrooms with private bathrooms within ten suites. Suites will be designated either quarantine or isolation. Once students move out of quarantine the occupied space will be cleaned following COVID 19 sanitization protocol. Length of quarantine and conditions for return to campus activities will follow official CDC and New York state guidelines.

Additional events and gatherings will be held for those students completing the 14 day quarantine period on campus.

The following services will be provided to all students in quarantine/isolation:

- Wifi access
- Links to Social media
- Recreation and Wellness virtual activities
- Referrals to on campus Counseling Services
- Participation in New Student Orientation Virtual events
- Welcome Gifts: Masks, Pen, Student ID card, Hand sanitizer, Gift card, Student Handbook, Folder with Welcome letter from President Duffy, copy of schedule, student checklist and Orientation info
- Welcome Basket with cleaning supplies, snacks and refreshments.

### **Move-in to the Residence Hall and Occupancy**

Aug 26: Residential International and out of state students move into the Quarantine floor/section to begin a period of self-isolation.

- Residence Life staff will confirm students are using private transportation to arrive on campus. If students do not have access to private transportation, appointments will be made with a private car service.
- Upon arrival to campus the students will be tested for COVID-19 and provided instruction on quarantine requirements.
- International students will be tested again at the end of the 14 day quarantine period and will move into permanent on-campus housing on the same day as other new or returning Residential Students.
- September 7: New Student Move-In Day
- September 8: Returning Student Move-In Day
- September 9: First day of classes

Events and gatherings will be offered remotely for the first two weeks of the semester. Once the first two weeks have passed, if there are no active COVID 19 cases, activities will commence in groups of 25 by residence hall floor. Once students move into the residence halls, travel is discouraged and anyone traveling internationally once the semester begins will be required to quarantine for two weeks off campus.

### **Student Communication**

SUNY Adirondack will outline guidelines and requirements for the students in a welcome letter and on our COVID 19 response web site.

**Appendix F: Face Coverings Policy**

**Policy Title:** Face Covering  
**Document #:** 3009  
**Effective Date:** 8/03/20  
**Category:** Legal and Compliance  
**Responsible Office:** Administrative Services

**This policy applies to:** Students, Employees, Affiliated Entities and Visitors

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**Summary:**

SUNY Adirondack is committed to protecting the health and safety of the college community while remaining focused on its mission. Policies and protocols are based on concern for the safety of all – students, employees, guests, vendors, partners and the public. During the COVID-19 public health emergency, face coverings are a critical preventive measure and are most essential in times when social distancing of at least six feet between individuals is difficult. The Centers for Disease Control [CDC] recommends wearing face coverings in public settings and when around people who do not live in your household. This policy was informed by the CDC and New York State guidelines for the reopening of offices and higher education and may be modified as the public health crisis evolves.

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**Policy:**

Face coverings will be worn at all times when indoors except when an individual is alone in a private room, office or vehicle or if seated at a table in a dining area and there is no one within six feet. When outdoors, face covering is required whenever social distancing of at least six feet cannot be achieved.

Face coverings must fit snugly and cover the nose and mouth.

Acceptable face coverings include cloth face coverings and disposable masks. It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for disposable masks or cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. As such, SUNY Adirondack allows the use of face shields in addition to cloth face coverings and disposable masks, but not instead of.

Cloth face coverings must only be worn for one day at a time, must be cleaned or replaced after use or when damaged or soiled, may not be shared and must be properly stored or discarded. Disposable masks should only be worn once, and must be discarded once used or soiled. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

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.

Students will be provided with two reusable cloth face coverings in their welcome packet.

Employees can use their own face coverings or they can request cloth face coverings from the Facilities office.

In the event the wearing of a face covering, as defined in this policy, is not possible due to a physical or mental health condition, the potential to lead to a medical emergency or the introduction of significant safety concerns, adaptation and alternatives will be considered. Employees who are unable to wear face coverings will contact the Office of Human Resources. Students who are unable to wear a face covering will contact the Accessibility Services Office.

The President has the authority to approve rare exceptions to this policy. Such approval will be provided in writing and only if an acceptable risk mitigation strategy is proposed and implemented.

Discipline will be imposed for any employee or student failing to follow the terms of the policy.

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## Definitions:

**Affiliated Entities.** Per the Board of Trustees Policy Manual Section 9.1 - 9.3, the purpose, relationship, responsibility and agreements between the SUNY Adirondack Foundation, Faculty-Student Association and the Adirondack Housing Association, are outlined.

**College.** Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

**Employee.** Any person who works for the College for wages, salaries or stipends including part-time and full-time faculty, staff and administrators. Excludes consultants such as instructors for the Office of Continuing Education. Students who are also employees will, in most instances, be categorized for purposes of the policy as a student. The Associate Vice President for Human Resources will make the determination based on the situation presented.

**Student.** All SUNY Adirondack students, full-time, part-time, credit and non-credit.

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## Other Related Information:

Center for Disease Control Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Executive Order 202.17

Any individual who is over the age of two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a surgical mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance of at least six feet. <https://www.governor.ny.gov/news/no-20217-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Executive Order 202.34

SUNY Adirondack has the discretion to ensure compliance with Executive Order 202.17 (face coverings) including the discretion to deny admittance to individuals who fail to comply with the face covering directive or to require or compel their removal if they fail to adhere to such directive.

New York State Department of Health - Masks and Face Coverings Guidance

<https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>

Face Shields

Per the CDC, it is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for surgical masks or cloth face coverings. Some people may choose to use a face shield in addition to a surgical mask or cloth face covering when sustained close contact with other people is expected. Disposable face shields should only be worn for a single use. Reusable face shields

should be cleaned and disinfected after each use. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

COVID-19 Safe Return to Campus Policy # 3008 [in development]

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### **Processes and Procedures:**

#### Proper Wearing of a Face Covering:

Hands should be washed before putting on the cloth face covering. The covering is put on over the nose and mouth and secured under the chin. It should fit snugly against the sides of the face. The covering should not be placed around the neck or on the forehead. The covering should not inhibit breathing easily. The covering or face should not be touched. If the covering is touched, hands should be washed.

#### Proper Removal of a Face Covering:

Untie the strings behind the head or stretch the ear loops. Handle only by the ear loops or ties. Fold outside corners together, place reusable covering in the washing machine or wash by hand. If the eyes, nose, or mouth are touched when removing, wash hands immediately. Discard disposable masks appropriately.

#### Proper Cleaning of a Reusable Cloth Face Covering:

Cloth face coverings should be washed after each use, when soiled or become wet. The cloth face covering can be washed with regular laundry using detergent and the warmest appropriate water setting for the cloth used to make the covering. The cloth face covering can also be washed by hand using a bleach solution intended for disinfection. Soak the cloth face covering in the bleach solution for five minutes and rinse thoroughly with cool or room temperature water. Completely dry the cloth face covering after washing using the highest heat setting or air dry by lying flat. If possible, place the cloth face covering in direct sunlight to dry.

#### Reporting:

Concerns regarding potential violations of this policy can be made via email to [covid19reporting@sunyacc.edu](mailto:covid19reporting@sunyacc.edu). A detailed description [who, what, when, where] of the concern should be provided.

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### **Forms:**

There are no related forms relevant to this policy.

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### **Authority:**

Authority to Approve: Vice President for Administrative Services and Treasurer  
Responsible for Oversight: Director of Compliance and Risk Management

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### **History:**

This is the first Face Covering policy. This policy was approved by the President on 7/31/20.

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**Review:**

Bi-annually in December and July or in the case of changing guidelines from public health experts.

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**Appendices:**

None.

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