RESTART PLAN
FALL 2020
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Guiding Principles</td>
<td>2</td>
</tr>
<tr>
<td>B.</td>
<td>Remote Learning as a Contingency</td>
<td>2</td>
</tr>
<tr>
<td>C.</td>
<td>Planning Process</td>
<td>2</td>
</tr>
<tr>
<td>D.</td>
<td>Restarting On-Campus Operations</td>
<td>5</td>
</tr>
<tr>
<td>E.</td>
<td>Health and Safety Operations and Protocols</td>
<td>8</td>
</tr>
<tr>
<td>F.</td>
<td>Tracing and Monitoring After Re-Opening</td>
<td>12</td>
</tr>
<tr>
<td>G.</td>
<td>Communications and Partnering with Our Community</td>
<td>13</td>
</tr>
<tr>
<td>H.</td>
<td>NYS Checklist for Higher Education Institution Reopening</td>
<td>16</td>
</tr>
<tr>
<td>I.</td>
<td>Academic Continuity</td>
<td>34</td>
</tr>
<tr>
<td>J.</td>
<td>Student Health and Counseling Center Plan</td>
<td>39</td>
</tr>
<tr>
<td>K.</td>
<td>Return to On Campus Work Plan</td>
<td>52</td>
</tr>
</tbody>
</table>
A. GUIDING PRINCIPLES TO RESTART ON-CAMPUS OPERATIONS

SUNY Plattsburgh is preparing for the Fall 2020 semester using a deliberate, timely and thoughtful approach to organize key information, examine alternatives, and inform decision-making. This approach includes input from faculty, students and staff to ensure excellence and accessibility.

The safe restart of on-campus operations at SUNY Plattsburgh is underway, with a phased-in return of employees. The comprehensive phase-in plan provides for modifications of physical spaces to ensure social distancing, increased cleaning and hygiene, daily staff health screening, and clear signage to support our social distancing and face covering policy.

We are driven by guiding principles of safety, student access to higher education, efficiency, agility and a focus on our student-centered mission. We are following CDC, New York Forward, Department of Health and other applicable reopening guidelines in our planning process.

B. REMOTE LEARNING AS A CONTINGENCY

We plan to return to campus for the Fall 2020, providing the residential, on-campus experience that sets SUNY Plattsburgh apart as a regional comprehensive college of excellence. Restarting accordingly in a safe, careful manner has been a focus of these planning efforts.

At the same time, we are preparing for a fully remote learning approach should that be necessary as it was for the second half of the spring semester. New information on COVID cases, clusters and pathways for infections has routinely guided the response of this campus and the state. These contingency plans will be relied upon if needed.

While this report and its appendices are directed toward restarting campus operations with students, faculty and staff on campus to the extent possible, the plans are subject to change based on new information, guidance and/or direction from the state and public health officials.

C. PLANNING PROCESS
   TASK FORCE, ACADEMIC CONTINUITY AND STUDENT SUPPORT

Campus Planning Task Force
The Policy Management Group (PMG) serves as the SUNY Plattsburgh campus control room. The 15-person group meets multiple times each week. It includes the president, five vice presidents, five deans, and heads of areas related to police, health, emergency management and communications.

Work with NYS Regional Control Room group, the county health department and the local hospital is aligned. The president serves on the Clinton County Path Forward group chaired by the county legislative chair. This is directly connected to the North Country regional control room. Our Health Center director is vice chair of the county Board of Health, and our emergency management director is a part of the county network of such leaders.
Additionally, five targeted campus Working Groups were established on April 24, 2020 and include more than 50 individuals from all campus areas. Each Working Group gathered relevant data to envision what resuming operations would entail and require under a range of scenarios. The groups are focused on operational continuity, health and safety; academics and instructional continuity; housing and campus life; student support and equity; and admissions and student recruitment marketing.

A contingency plan for continuing academic programming, campus operations of essential employees and migrating to fully remote instruction if the county/campus experiences a second wave of infections is a component of our planning preparations.

**Academic Program and Continuity Planning**

The college is working toward a blended academic delivery model, focused on on-campus instruction, research and scholarship activities as far as possible while keeping faculty, students and staff safe. It is anticipated that a significant component of remote learning will be included even as students return to Plattsburgh.

In regard to the fall semester academic schedule, PMG has made the decision to eliminate the fall break (October 12-13), so students remain on campus until Thanksgiving break. In person classes will end November 20 and students will finish the final two weeks of the semester remotely.

Adjustments will be made as required to course requirements/logistics to minimize social interaction, including adopting remote learning components via the use of the Moodle LMS in all classes.

We are pre-planning for the possible shift to a more remote learning mode if required. In any event, condensed courses and schedules, and other adjustments and sequencing to account for more limited space, are under review. We are also identifying courses as synchronous, asynchronous, hybrid and hyflex. Larger class sections are likely to be mostly or exclusively remote learning, with possible seminar or small-group breakout portions incorporated.

Academic Affairs will develop coverage plans in the event of faculty member illness and approaches to accommodate students who become sick or are quarantined.

Hands-on, lab courses that cannot be taught easily online will be adjusted based on the college social distancing and face covering policy (detailed below). We will share to and through teaching faculty what can and cannot be required of students related to COVID-19. There will also be more limited access to common areas across campus.

Academic Affairs is examining resources for faculty, including class activities, small group ideas, problem-based learning protocols, template and syllabi banks, as well as consistent office hours and methods for regular student feedback sessions. Disciplinary and Interdisciplinary colloquia and other collaborations, team, community building are contemplated.
An integral planning component is ongoing professional development for teaching faculty. This includes online workshops and sessions to explore teaching in Moodle, assessing student learning and related topics, sharing of updated best practices in online learning and debriefing on Zoom sessions associated with COVID-19 lessons.

Academic Affairs is ensuring all Zoom licenses and teaching needs are in place, including equipment and the greater use of eBooks and other resources. A survey on faculty, staff technology capability, remote access and support needs is contemplated.

A deep review is being undertaken this summer of extra service, added section requests, and the use of adjunct faculty. As decisions are made, communication with affected people will be advanced.

Student instructors may assist with tutoring and Moodle page maintenance, resources permitting. An increased use of social media and other tools to maintain connections may be advanced for faculty, as well as use of a calendar of events for academics and other uses. Additional webcams and technology may also be needed to support the academic mission.

**Classroom Population Density and Inventory of Available Campus Instructional Space**

Classroom capacities based on social distancing requirements have been calculated by Facilities. Face-to-face courses will be assigned to classrooms by Academic Affairs using these capacities. Academic Affairs is identifying non-classroom spaces that could serve as instructional space. Instructional spaces for which there are no right-sized classes will not be used.

In addition to density-driven modifications to classrooms, shifting class times to mornings, evenings, and weekends may be made. The creative use of outdoor and non-traditional classroom space is also being examined.

**Instructional and Research Laboratory Protocols**

Capacities for lab spaces using social distancing parameters have been identified. Faculty are working to determine how the requisite number of lab sections can be accommodated in the spaces available. Accommodation will likely involve splitting the lab requirements into face-to-face and remote components. Working Groups may also assist in this effort.

Teaching lab space is significantly impacted by social distancing capacity constraints as it is reduced by nearly one-half. The campus is evaluating how to address enrollment in our lab sections to meet students academic needs.

Academic Affairs is also identifying deviations for labs that cannot be done in person or remotely and promoting the use of virtual micro-internships. We will continue working with schools and medical placements for student teaching and nursing clinicals, and continue working with specific external partners on case-by-case basis for program specific needs.
**Student Support Services, Assistance and Accessibility**

We are mindful of the imperative to support all students, who each bring different needs, concerns and questions. As a residential campus, our delivery of focused academic life skills development, tailored toward current environment and robust platforms for their delivery, is critical and a priority in our planning.

A classroom and online learning environment that fosters a feeling of safety is a priority. Instructional faculty will be encouraged to work with the Center for Teaching Excellence (CTE) and Technology Enhanced Learning (TEL) areas to better understand the special needs of students. In cases where faculty meet guidelines for vulnerability and who do not wish to teach face-to-face, their classes will be delivered remotely.

We are examining faculty and staff training of trauma-informed care, done virtually or in protected spaces, to work through campus issues and changes.

Emergency and incident reporting will be maintained, as will access to our campus food shelf and additional resources as needed. The Plattsburgh College Foundation is providing emergency grants to students impacted by the pandemic in order to assist them in persisting toward a degree. We will also work to ensure student technology needs are addressed.

For students, we look to maintain peer / social connections with Zoom / hangout programming, and social events with appropriate training. Celebration events in person as able, online as needed.

Counseling appointments about majors, career exploration, graduate school, and more will remain available from the Career Development Center.

Educational Opportunity Program and other support advisement, assistance, support and such will be available in-person as able. Accessibility will be advanced with intake, communication suitable to conditions, testing accommodations, note taking support and more tailored to learning platforms.

The further development of peer-to-peer networks to promote study habits and classroom success is also under review, and helpdesk hours will be matched to support demand.

**D. RESTARTING ON-CAMPUS OPERATIONS**

The safe restart of on-campus operations was initiated on June 1, with the phased-in return of employees as the North Country region proceeds along the New York State reopening path. The comprehensive phase-in plan provides for modifications of physical spaces to ensure social distancing, increased cleaning and hygiene, daily staff health screening, and clear signage to support our social distancing and face covering policy. The complete Return to On Campus Work summary is here. More is also online here: https://www.plattsburgh.edu/about/offices-divisions/administration-finance/about-us/covid-19-info.html.
A Social Distancing and Face Covering Policy is in place. The policy highlights protections that are required and implemented to ensure the health and safety of our campus community, including students, faculty, staff, visitors, and contractors.

Under the policy, the president, in consultation with emergency management and the campus health center director, determines the appropriate level of social distancing measures or other corrective measures to employ. This includes wearing face coverings when not maintaining the required social distancing of no less than six feet.

To accommodate our policy, we have implemented a social distancing assessment and modification request form for campus departments to determine where locations/rooms may need modification. In addition, we have created return to on-campus work guidelines, including manager and employee checklists. To support re-opening requirements for higher education administrative operations, an employee daily report to work health screening questionnaire has been implemented. We are further developing protocols for limiting class sizes, gatherings and densities in residence hall common spaces to reduce the risk of spreading COVID19.

The availability of mental health assistance and general employee assistance resources are regularly and increasingly shared with the campus community. Most travel restrictions will remain in place for the Fall semester.

Student Life | Residence Halls
We anticipate a return to full campus residential living while preserving vacant rooms for students exposed or who test positive for COVID-19. Room assignments are being made now. Campus Housing will work with special housing requests and accommodate these requests based on available space. We will provide students permission to live off campus if we cannot make appropriate accommodations.

Our typical on-campus full occupancy is about 2,200 students, approximately 44 percent of our anticipated fall enrollment. A single-occupancy room density would be 1,250 students. The number would fall to about 350 on-campus if single bathrooms were required for each student. We also project having up to 207 beds available for isolation and quarantine purposes at full occupancy.

To support the full 2,200 student population, several planning aspects are being developed to ensure success on the return.

Students living on-campus will only have access to their assigned residence hall and no off-campus student will have access to our residence halls. Our fall plan also includes training and awareness for social distancing, guidelines for common areas (e.g. lounges, bathrooms, kitchens, laundry rooms, elevators), and residence hall programming that will continue with a strong virtual/remote component. It also includes wearing face coverings when not maintaining the required social distance of no less than six feet and when in any public space outside students’ assigned room.
Among the highest priorities are rules and community standards enforcement that ensure student and staff safety and minimize the spread of COVID-19. All on-campus students will need to sign an addendum to our housing license that clearly outlines our behavior and responsibility expectations. Programmatic changes will be made to the traditional Fall opening process and will reflect some of the approaches we used during summer orientation using virtual platforms.

We are following safe and proper cleaning practices. Bathrooms and common areas are cleaned daily. Routine cleaning for infrequently touched areas and areas unoccupied for seven or more days will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across the campus.

The social distancing and face masking policy applies to all students. It will be enforced by staff, University Police and especially peer-to-peer. The approach is one of encouragement and positive messaging first with sanctions developed for repeat offenses. Food delivery for sick on-campus students, and external support for care, will also be available.

**Student Life | Off-Campus Housing**

More than half our students – even at full occupancy – live off-campus. The college provides landlord/tenant resources for our students who live off-campus, however SUNY policy prevents us from being a party to matters between a landlord and tenant.

We have long partnered with the city building inspector’s office, and University Police has partnered with city police, to address as many safety and behavioral issues as possible. There are also times the college extends its student conduct system to address off-campus behavior, but there are limitations.

A more robust nexus to off-campus students and aligned behavioral standards is also critical. These are an active part of discussions with city and community leaders, whose concern is spread of the virus among college-age carriers who stand outside the college’s direct supervision.

We actively educate students who move off campus about how to be good neighbors in the community they live in. All students moving from on-campus housing to off-campus are required to complete an online module that addresses the off-campus experience. We expect to engage with expanded education and outreach through wider communication with students and landlords.

Student conduct policies are a vital component to ensuring the safety and health of our campus community. Our conduct processes can be leveraged to ensure compliance with the campus social distancing and face covering policy. City leaders are examining increased use of sanctions that could apply to landlords.

Our student health center assists the region with its testing capacity for students. This is important as local authorities have a great concern over “protecting the mother hospital” and local providers. Our ability to advance care in this regard serves as a wide community resource.
Dining Services
College Auxiliary Services will continue to operate our dining services, though adjustments in hours, staffing and general operations as required based on density and public health guidance.

Appropriate signage and communication will be developed as needed.

Student Life | Social Activities
Activities and events that cannot meet social distancing requirements will be cancelled or postponed. Further modifications and limitations to traditional events will occur.

Even so, club training, support meetings, education and other steps to support as much of the student life experience, both in-person as able and virtually, is important and will be advanced. Our theater department and other performance groups are exploring numerous models for the fall semester. All models will adhere to the social distancing policy if any performance is in-person. Streaming performances are also being considered if there is a way to keep performers safe.

Recruitment for clubs and organizations will continue to be a priority, within the confines of the social distancing and face coverings policy. We will continue special interest housing for our incoming first-year students as part of housing assignments and student cohort / affinity groups. Training and education will be provided to all recognized student group leaders on how to use available technology to facilitate group meetings, activities, and events to meet social distancing guidelines and/or to move things virtually.

Athletics is working with both SUNYAC and the NCAA in developing plans to have fall, winter and spring sport seasons. SUNYAC approved changes to fall schedules to reduce the amount of travel and overnight stays. This will also benefit their budgets. Athletics has developed detailed protocols to transition practices using social distancing wherever possible with smaller groups of athletes, using Zoom for team meetings, reducing or eliminating the use of locker rooms, restricting access to athletic training rooms, and daily screening of athletes in season by training staff. We will open competitions to fans if CDC and New York State guidance permits.

We anticipate continued limited use of the gym and CPR labs in the near term. Intramurals, sports clubs, and other activities will be adjusted per guidelines, including adhering to travel restrictions. Overall, these operations are as others return with enhanced cleaning, distancing.

Project HELP, which engages students with local volunteer opportunities within the community, will also be more limited following public health guidelines and the more limited availability of options.
E. HEALTH AND SAFETY OPERATIONS AND PROTOCOLS

Screening, Testing and Tracing
Daily Health screens have been implemented for employees through paper and online forms that comply with the New York State Department of Health’s “Reopening New York Higher Education Guidelines, as linked to and noted above.

There will be multiple modalities of communication with students focusing on preventive strategies as well as symptoms of COVID-19 and how to access Student Health and Counseling Center services. This campaign will leverage social media and other proven modes of communications within the higher education environment. The effort will focus on periodically screening students utilizing the health screening questions as indicated in the New York Reopening Guidelines of; (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days.

In particular the campus is striving towards implementation of a process whereby students will self screen daily and each of the 14 days prior to returning to on-campus. At a minimum, students of the College will be required to complete and submit an electronic form weekly. If the answer to any of the above questions is “yes,” a message will appear stating that the individual must not report to class or any other activity outside of their residence and must notify the Student Health and Counseling Center immediately.

Accordingly, preparing an appropriate protocol/regimen for students returning to campus, as well as faculty and staff, is a critical component for both public safety and public support.

Self-isolation for some arriving students may be necessary, depending on pandemic conditions. Wide enforcement of social distancing and public health laws is also tied to success.

Students who have spent more than 24 hours in any designated state listed on the state's Travel Advisory List, or have traveled from outside the country, within 14 days of arrival on campus will be required to quarantine for 14 days prior to attending face to face classes and complete daily health screenings during that time. Students arriving from designated states will also be required to complete a New York State Traveler Health Form upon arrival whereby you will be required to designate your quarantine location. A screenshot of the health form should be taken by students and provided to the campus. It may be emailed to quarantinehelp@plattsburgh.edu. This quarantine can occur either on or off-campus. Students requiring quarantine who are residing on campus for the fall semester may quarantine in a residence hall and should contact quarantinehelp@plattsburgh.edu to make arrangements and receive further guidance. We project our inventory of on-campus isolation and quarantine space to be sufficient for demand. (Paragraph added 07.30.20)

Students requiring quarantine will need to begin quarantine no later than August 10 to complete the 14-day quarantine by the first day of class, August 24. Students starting quarantine later than August 10 and thereby not able to begin face-to-face classes on August 24 should contact their professors to make arrangements for instruction remotely. (Paragraph added 07.30.20)
Monitoring Campus Populations and Contact Tracing After Reopening

The efficacy of regular, on-going testing of the entire population is questionable. The college is in regular conversations with infectious disease experts locally, our hospital, and health department officials who are in agreement with this.

Accordingly, active case finding, meaning a more focused effort to find the disease before it gets rampant, is our priority. The process of active case finding may include regular temperature monitoring and the use of screening questions.

The target will be on testing symptomatic student and at-risk cases, adopting a tracing system to facilitate rapid contact mapping of infected individuals and then aggressively testing all contacts and hotspots.

An increased capacity for testing, tracing, in this targeted way, is our priority. At the start of the fall semester, the Student Health and Counseling Center will have the capacity to test 1,000 students, or roughly 20 percent of the student population. A dedicated phone nurse will be screening students that meet the criteria for testing. The center has been redesigned to accommodate the separation of students exhibiting respiratory symptoms from all other patients.

Student contact tracing will occur in collaboration with the Clinton County Health Department. The Director of the Student Health and Counseling Center serves as the vice president of the Clinton County Board of Health (CCHD) and maintains close communication with the CCHD. The electronic medical records system vendor is currently creating an interface to assist with COVID-19 tracing and identifying hotspots on campus and in the community. The use of apps and other screening devices are being explored.

In the event that a student tests positive for COVID-19, the student will immediately be isolated either on campus, in a designated space, or safely off campus per NYSDOH isolation guidelines. The local CCHD contact tracing center staff is immediately notified by phone, (24/7 emergency hotline) with the patient's demographic information followed by a mandatory reporting form which is faxed to the contact tracing center. The local health department contact tracing center will then confer with our staff if any further assistance is required to assist with contact tracing. The local CCHD will notify the Director of Student Health Services, or her designee, if the number of cases fulfills the definition of an outbreak.

When a possible case is brought to the attention of the supervisor and Human Resource Services (HRS), HRS reaches out to the employee for completion of the Protocol for Employees Who Report Symptoms. HRS then notifies the following individuals that additional disinfection is needed: Chief Janitor, Supervising Janitor (days), Supervising Janitor (nights), with copies to the Facilities Director and Vice President for Administration and Finance. When the form is completed and returned, any additional spaces are identified (and forwarded to janitorial) as well as any additional people who they may have come into contact with.
If the employee is tested and receives a positive test result, notification is sent to the occupants of the building of the employee. All information, regardless of test result, is communicated to SUNY. In addition, the collaboration described above with our local Health Department enables the assessment of isolated incidents versus a possible outbreak.

**Personal Protection Equipment (PPE)**

In conjunction with the campus’ social distancing and face covering policy, face coverings will be made available to faculty, staff and students upon request. Employees who are unable to wear face coverings due to a medical or other health condition should consult with Human Resource Services to discuss reasonable accommodations. Students who are unable to wear face coverings due to a medical or other health condition should wear some form of covering to protect those around them. This covering can be a loosely worn scarf or bandana.

Faculty, staff and students will be provided with one cloth mask that can be washed and reused daily. Individuals may wear their own face mask, a scarf or a bandana if they so choose. The campus will have a supply of disposable masks on hand for faculty, staff and students in case their mask becomes unusable (i.e. - soiled or damaged) during the day. Requests for masks should be made by emailing emergency management at emergencymanagement@plattsburgh.edu.

PPE for the Student Health Center includes gowns, gloves, goggles, N95 and procedural masks required to evaluate students in need of health and counseling services.

a. **N95:** Each staff member will be provided a set of (10) N95 masks that will be rotated each week. However, when exposed to a possible COVID patient requiring testing, the masks will need to be discarded.

b. **Gloves:** Each staff member will have access to gloves that will need to be changed for each student visit. Gloves will be provided by size throughout the Center- as they are now.

c. **Goggles:** Each staff member will disinfect their goggles with Cavicide wipes and will be offered replacements when needed.

d. **Gowns:** Each staff member will be provided fluid resistant gowns to provide services. KleenGuard, full body gowns, will be reserved for COVID suspect patients (we have a limited but adequate supply).

e. **Masks-procedural:** These masks will be available to students entering the building at the front desk if they do not have a mask on at the time of entry. These are also available to staff for non-covid suspected patients for patient care.

**Custodial Services - Campus Cleaning and Hygiene**

We are following safe and proper cleaning practices across campus. Bathrooms and common areas are cleaned daily. Routine cleaning for infrequently touched areas and areas unoccupied for seven or more days will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across campus.
Cleaning and disinfecting of campus areas are one or two methods: Hand cleaning with a commercial disinfectant and/or electrostatic disinfection. Both products are highly effective and safe.

Blue painters tape is placed across the doorknob for most rooms indicating the space has been cleaned. Bathrooms are cleaned one or more times a day based on usage.

With the return of students and employees, established cleaning and disinfecting efforts will continue with increased frequency. Necessary PPE will also be provided. Distribution of self-service cleaning supplies will include locations throughout residence halls.

Where employees or students are identified with potential COVID-19 health issues, maintenance personnel will clean and disinfect the suspected work areas and nearby common areas.

**Student Health Services**

Our Student Health and Counseling Center coordinates directly with local hospitals and clinics as it provides services to the campus community.

Center staff is aware of local hospital resources, capacity and space. The center has the capacity to test and has done so in alignment with county health officials throughout the COVID-19 outbreak.

Center has a plan for managing surge capacity. This may include adjusting or discontinuing some preventive and general patient visits.

Psychiatry services will continue via Zoom or face-to-face as able. We will also examine the use of peer counselors and space for counseling staff as the situation warrants.

We work closely with regional control groups, the county health department and the local hospital. Our efforts are aligned. The president serves on the Clinton County Path Forward group chaired by the county legislative chair. This is directly connected to the North Country regional control room. Our Health Center director is vice president of the county Board of Health, and our emergency management director is a part of the county network of such leaders.

**Campus and Local Communities**

SUNY Plattsburgh is a residential campus adjacent to residential neighborhoods in the City of Plattsburgh. Our residence halls and its 2,200 students are located along a main public thoroughfare. Most of the balance of students live in homes between and around the next-door downtown corridors.

Accordingly, there is high visibility of our college-age populations and elevated concerns over gatherings, particularly with a majority of our students’ homes being in higher incidence areas. This puts our students, adults with a less developed appreciation for risk who are also among the most likely to be asymptomatic carriers, at the center of public perception and our ultimate success in restarting operations.
Transportation, Mail and General Delivery Services
Mail and general delivery services have continued through the COVID-19 outbreak, with centralized pickup and security. We are planning for modified mail delivery and services as students return, with appropriate cleaning as needed.

We also anticipate some return of transportation services, such as the Student Association shuttle as social distancing permits. Students are not dependent on daily public transportation, which is limited in the region. Bus companies and Amtrak do provide service to New York City and other destinations and will provide service to students as permitted.

Students who would need public transportation to leave campus would be offered free transportation to the bus or train station from the campus using college vans until the date the residence halls close or until public transportation stopped running, whichever occurred first.

F. TRACING AND MONITORING AFTER RE-OPENING
The efficacy of regular, on-going testing of the entire population is questionable, as was noted above. So, active case finding, meaning a more focused effort to find the disease before it gets rampant, is our priority.

The process of active case finding may include regular temperature monitoring and the use of screening questions. The target will be on testing symptomatic student and at-risk cases, adopting a tracing system to facilitate rapid contact mapping of infected individuals and then aggressively testing all contacts and hotspots.

An increased capacity for testing, tracing, in this targeted way, is our priority. The acquisition and use of apps and other screening devices are being explored. See response above.

Related to testing as noted earlier, the Student Health and Counseling Center has acquired kits and can perform testing on campus. The center will have 1,000 kits available and the capacity to test symptomatic students at the start of the semester. Contact tracing of positive student cases will occur in collaboration with the Clinton County Health Department. The center’s electronic medical records system’s vendor is currently creating an interface to assist with COVID-19 tracing and identifying hotspots on campus and in the community. Should widespread testing of asymptotic students, faculty, and or staff be required for re-opening, testing kits and lab services would need to be centrally supported by SUNY as there are no options available for our campus to directly acquire these services.
G. COMMUNICATIONS AND PARTNERING WITH OUR COMMUNITY

SUNY Plattsburgh is a residential campus adjacent to residential neighborhoods in the City of
Plattsburgh. Our residence halls and its 2,200 students are located along a main public thoroughfare.
Most of the balance of students live in homes between and around the next-door downtown corridors.

Accordingly, there is high visibility of our college-age populations and elevated concerns over gatherings,
particularly with a majority of our students’ homes being in higher incidence areas. This puts our
students, adults with a less developed appreciation for risk who are also among the most likely to be
asymptomatic carriers, at the center of public perception and our ultimate success in restarting
operations.

Vision for “Town and Gown” Interactions
We maintain close connections with local officials and community organizations. There is a reservoir of
goodwill toward the college, with a wide understanding of our economic impact and the pipeline of our
graduates to local careers. We will continue to share this message and broaden approaches to doing so.

At the same time, keeping this support depends on our actions and activities.

Our vision for town and gown interactions, then, recognizes the heightened expectation among city
residents and leaders for educating and guiding our student population. There is a heightened
expectation of personal responsibility and accountability. It also recognizes bad-actor college-age
residents are often ascribed to the campus even when they have nothing to do with us.

To maintain needed support we also plan to enlist leaders as advocates for the college publicly. More is
described below. The president and the president’s office already speak or email officials regularly to
keep them up to date on campus conditions and will continue to do so. Other areas also maintain close
ties, including alumni relations and student life. We also understand there will be positive cases, so we
intend to advance both a confident process for managing and a tolerance for sustaining through it.

Aligned communication and outreach is critical as the college works to resume college operations
smoothly, maintaining enrollment and finances; change student behavior toward personal responsibility
and ownership; help the campus community and others have confidence in the safety and security of
the college as operations resume; and gain community support for students returning to the area.

The stakeholders reached through strategic communication and outreach include alumni; business,
political and community leaders / influencers; professional staff; teaching faculty; residents of the
region; the SUNY and state systems; and current and prospective students and parents.

A range of divisions and offices deliver messages in a variety of formats, including Academics,
Administration & Finance, Admissions, Alumni and Institutional Advancement, Intercollegiate Athletics,
Campus Housing and Community Living, Diversity, Equity and Inclusion, Feinberg Library, President and
President's Office, Student Life, Student Recruitment Marketing, University Police, and even business,
political and community leaders and influencers, who can extend advocacy more deeply.
Vehicles for coordinated messaging include emails, letters, the college website, virtual events, college publications and e-zines, posters and other collateral, public service announcements and video messages, social media channels, free media, op-eds, and more.

Main messages include how this different semester requires different behavior, how being a Cardinal with a conscience can make a difference now and later, how success depends on us by socially distancing, wearing masks and following rules. These have a common tone, theme of support, success and resources.

The regular flow of information will include fresh updates on college actions and requirements; positive campus stories; posted and shared information about helpful resources and support for faculty, staff and students. A robust communications and outreach plan is also essential to retaining current students, recruiting new students and resuming operations overall with needed parental and public support.

For domestic student retention, focus is on targeted communication and marketing, faculty outreach and engagement, including increased targeting of North Country residents closer to campus and demonstrations of flexibility and extra assistance for out-of-area students. This can include use of the Emergency Response Fund to lend a hand.

Similar extensive communication and marketing with international students is needed, mindful of regulatory, visa, and special transportation, housing considerations unique to them. Special emphasis is also focused on opportunities for growth with graduate education, particularly with the shift of more classes to online formats from hybrid.

At the same time, fall 2020 kicks forward the recruitment time for fall 2021, a critical component for continuing operations and services ahead. This effort includes targeted communication and marketing, faculty outreach and engagement, and promotion of a first-year general education seminar. Admissions will phase in a return to in-person tours and regional events as able, with virtual options supplementing.

In the event of a shift to full remote learning, the president will communicate this decision to all audiences after informing SUNY system administration, local governmental leaders and health department. Other appropriate campus leadership will then communicate with their respective audiences and provide detailed instructions on the steps to be taken to complete the shift to remote instruction and work.

We will ensure SUNY-approved messaging is utilized. The focus will be to protect and preserve the safety of students, faculty and staff while ensuring students have the opportunity to continue their education and complete the semester. In order to ease anxiety and support students, specifics related to details of academics, the refund of room, board and fees, etc., will be provided as soon as possible. Information related to transportation options and options for continued on-campus housing will be provided simultaneously with the announcement regarding shift to remote learning, as noted above.
H. APPENDIX: NYS CHECKLIST FOR HIGHER EDUCATION INSTITUTION REOPENING

1. Repopulation of the Campus planning should include:

- Capacity to maintain social distancing. Phasing and quantity of student, faculty and staff repopulation factors such as ability to maintain social distancing in public spaces and residence halls,
- Personal Protective Equipment (PPE) availability and availability of safe transportation.

The safe restart of on-campus operations was initiated on June 1, with the phased-in return of employees as the North Country region proceeds along the New York State reopening path. The comprehensive phase-in plan provides for modifications of physical spaces to ensure social distancing, increased cleaning and hygiene, daily staff health screening, and clear signage to support our social distancing and face covering policy.

A Social Distancing and Face Covering Policy is in place. The policy highlights protections that are required and implemented to ensure the health and safety of our campus community, including students, faculty, staff, visitors, and contractors.

Under the policy, the president, in consultation with emergency management and the campus health center director, determines the appropriate level of social distancing measures or other corrective measures to employ. This includes wearing face coverings when not maintaining the required social distancing of no less than six feet.

To accommodate our policy, we have implemented a social distancing assessment and modification request form for campus departments to determine where locations/rooms may need modification. In addition, we have created return to on-campus work guidelines, including manager and employee checklists. To support re-opening requirements for higher education administrative operations, an employee daily report to work health screening questionnaire has been implemented. We are further developing protocols for limiting class sizes, gatherings and densities in residence hall common spaces to reduce the risk of spreading COVID19.

The daily health screens apply for any employee who comes to campus. The daily health screening is available both in paper form and an online form. The complete Return to On Campus Work summary is here. More is also online here: https://www.plattsburgh.edu/about/offices-divisions/administration-finance/about-us/covid-19-info.html.

Among the highest priorities are rules and community standards enforcement that ensure student and staff safety and minimize the spread of COVID-19. We will use best approaches to move-in, including spacing our arrivals and departures over several days and other precautions. Cleaning and janitorial protocols (detailed below) are also integral to the safe return of our students.

The social distancing and face covering policy will be enforced by staff, University Police and especially peer-to-peer. The approach is one of encouragement and positive messaging first with sanctions.
developed for repeat offenses through application of student conduct policies. Food delivery for sick students, and external support for care, will also be available.

Classroom capacities based on social distancing requirements have been calculated by Facilities. Face-to-face courses will be assigned to classrooms by Academic Affairs using these capacities. Academic Affairs is identifying non-classroom spaces that could serve as instructional space. Instructional spaces for which there are no right-sized classes will not be used.

In addition to density-driven modifications to classrooms, shifting class times to mornings, evenings, and weekends may be made. The creative use of outdoor and non-traditional classroom space is also being examined.

 Capacities for lab spaces using social distancing parameters have been identified. Faculty are working to determine how the requisite number of lab sections can be accommodated in the spaces available. Accommodation will likely involve splitting the lab requirements into face-to-face and remote components. Working Groups may also assist in this effort.

Teaching lab space is significantly impacted by social distancing capacity constraints as it is reduced by nearly one-third. The campus is evaluating how to address enrollment in our lab sections to meet students academic needs.

We are centralizing PPE oversight within the emergency management unit. This unit will assess all PPE needed to support safe operations of the campus and is charged with inventory control. Additionally, face coverings will be provided upon request for employees and students.

We are maintaining a process for ordering, receiving and distributing PPE for faculty, students and staff. Cloth and disposable face coverings have been distributed to essential staff and to those returning to on-campus. A sufficient supply of cloth and disposable face coverings is available upon request. Additionally, an assessment of estimated campus PPE needs for the Fall 2020 semester has been completed and we are in the process of acquiring the required supply.

√ PPE. Plans should obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide reusable facial coverings to students and will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls).

In conjunction with the campus’ social distancing and face covering policy, face coverings will be made available to faculty, staff and students upon request. Employees who are unable to wear face coverings due to a medical or other health condition should consult with Human Resource Services to discuss reasonable accommodations. Students who are unable to wear face coverings due to a medical or other health condition should wear some form of covering to protect those around them. This covering can be a loosely worn scarf or bandana.
Faculty, staff and students will be provided with one cloth mask that can be washed and reused daily. Individuals may wear their own face mask, a scarf or a bandana if they so choose. The campus will have a supply of disposable masks on hand for faculty, staff and students in case their mask becomes unusable (i.e. - soiled or damaged) during the day. Requests for masks should be made by emailing emergency management at emergencymanagement@plattsburgh.edu

PPE for the Student Health Center includes gowns, gloves, goggles, N95 and procedural masks required to evaluate students in need of health and counseling services.

a. **N95**: Each staff member will be provided a set of (10) N95 masks that will be rotated each week. However, when exposed to a possible COVID patient requiring testing, the masks will need to be discarded.

b. **Gloves**: Each staff member will have access to gloves that will need to be changed for each student visit. Gloves will be provided by size throughout the Center- as they are now.

c. **Goggles**: Each staff member will disinfect their goggles with Cavicide wipes and will be offered replacements when needed.

d. **Gowns**: Each staff member will be provided fluid resistant gowns to provide services. KleenGuard, full body gowns, will be reserved for COVID suspect patients (we have a limited but adequate supply).

e. **Masks-procedural**: These masks will be available to students entering the building at the front desk if they do not have a mask on at the time of entry. These are also available to staff for non-covid suspected patients for patient care.

The social distancing and face covering policy highlights protections that are required and implemented to ensure the health and safety of our campus community, including students, faculty, staff, visitors, and contractors. Under the policy, the president, in consultation with emergency management and the campus health center director, determines the appropriate level of social distancing measures or other corrective measures to employ. This includes wearing face coverings when not maintaining the required social distancing of no less than six feet.

The social distancing and face masking policy applies to students. It will be enforced by staff, University Police and especially peer-to-peer. The approach is one of encouragement and positive messaging first with sanctions developed for repeat offenses.

v **Screening and testing. Plan should discuss how campus will screen and or test students and employees and what actions will be taken if students and employees test positive.**

Daily Health screens have been implemented for employees through a paper and on-line form that complies with the New York State Department of Health’s “Reopening New York Higher Education Guidelines. We are putting in place a protocol for returning students, faculty and staff that considers the needs and assessments required for screening, testing and tracing as needed. We will also follow CDC and New York State guidelines at the time of opening/welcoming students back.

Accordingly, preparing an appropriate protocol/regimen for students returning to campus, as well as faculty and staff, is a critical component for both public safety and public support.
Self-isolation for some arriving students may be necessary, depending on pandemic conditions. Wide enforcement of social distancing and public health laws is also tied to success.

The efficacy of regular, on-going testing of the entire population is questionable. The college is in regular hospital conversations with infectious disease experts locally, our hospital, and health department officials who are in agreement with this.

Accordingly, active case finding, meaning a more focused effort to find the disease before it gets rampant, is our priority. The process of active case finding may include regular temperature monitoring and the use of screening questions.

The target will be on testing symptomatic student and at-risk cases, adopting a tracing system to facilitate rapid contact mapping of infected individuals and then aggressively testing all contacts and hotspots.

An increased capacity for testing, tracing, in this targeted way, is our priority. At the start of the fall semester, the Student Health and Counseling Center will have the capacity to test 1,000 students, or roughly 20 percent of the student population. A dedicated phone nurse will be screening students that meet the criteria for testing. The center has been redesigned to accommodate the separation of students exhibiting respiratory symptoms from all other patients. Student contact tracing will occur in collaboration with the Clinton County Health Department. The Director of the Student Health and Counseling Center serves as the vice president of the Clinton County Board of Health (CCHD) and maintains close communication with the CCHD. The electronic medical records system vendor is currently creating an interface to assist with COVID-19 tracing and identifying hotspots on campus and in the community. The use of apps and other screening devices are being explored.

We are procuring PPE for students, faculty and staff and locating hand sanitizers in high traffic areas. We will also recommend flu-shots for the campus community to remove symptomatic confusion.

To support re-opening requirements for higher education administrative operations, an employee daily report to work health screening questionnaire has been implemented. The daily health screens apply for any employee who comes to campus. The daily health screening is available both in paper form and an online form. The complete Return to On Campus Work summary is here. More is also online here: https://www.plattsburgh.edu/about/offices-divisions/administration-finance/about-us/covid-19-info.html.

There will be multiple modalities of communication with students focusing on preventive strategies as well as symptoms of COVID-19 and how to access Student Health and Counseling Center services. This campaign will leverage social media and other proven modes of communications within the higher education environment. The effort will focus on periodically screening students utilizing the health screening questions as indicated in the New York Reopening Guidelines of; (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days.
In particular the campus is striving towards implementation of a process whereby students will self screen daily and each of the 14 days prior to returning to on-campus. At a minimum, students of the College will be required to complete and submit an electronic form weekly. If the answer to any of the above questions is “yes,” a message will appear stating that the individual must not report to class or any other activity outside of their residence and must notify the Student Health and Counseling Center immediately.

Intercollegiate Athletics is following direction from the SUNYAC and NCAA. The college has about 100 fall athletes and up to 400 with winter sports included. Athletes generally return to campus earlier, so pre-participation screening and evaluation will be done by the athletic training staff daily. PPE, distancing, isolation, health guidelines and other needs are being further developed for the department and each sport.

Residential living: Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place.

We anticipate a return to full campus residential living while preserving rooms for students exposed or who test positive for COVID-19. Room assignments are being made now. Campus Housing will work with special housing requests and accommodate these requests based on available space. We will provide students permission to live off campus if we cannot make appropriate accommodations.

Our traditional on-campus occupancy is about 2,200 students, approximately 44 percent of our anticipated fall enrollment. A single-occupancy room density would be about 1,250 students. The number would fall to about 350 on-campus if single bathrooms were required. We also project having up to 207 beds available for isolation and quarantine at full occupancy.

To support the full 2,200 student population, several planning aspects are being developed to ensure success on the return.

Students living on campus will only have access to their assigned residence hall and no off-campus student will have access to our residence halls. Our plan also includes training and awareness for social distancing, guidelines for common areas (e.g. - lounges, bathrooms, kitchens, laundry rooms, elevators), and residence hall programming that will continue with a strong virtual/remote component. It also includes wearing face coverings when not maintaining the required social distance of no less than six feet and when in any public space outside students’ assigned room.

Among the highest priorities are rules and community standards enforcement that ensure student and staff safety and minimize the spread of COVID-19. All on-campus students will need to sign an addendum to our housing license that clearly outlines our behavior expectations. Programmatic changes will be made to the traditional opening process and will reflect some of the approaches we used during summer orientation using virtual platforms.
As noted, more than half our students – even at full occupancy – live off-campus. The college provides landlord/tenant resources for our students who live off-campus, however SUNY policy prevents us from being a party to matters between a landlord and tenant.

We have long partnered with the city building inspector’s office, and University Police has partnered with city police, to address as many safety and behavioral issues as possible. There are also times the college extends its student conduct system to address off-campus behavior, but there are limitations.

A more robust nexus to off-campus students and aligned behavioral standards is also critical. These are an active part of discussions with city and community leaders, whose concern is spread of the virus among college-age carriers who stand outside the college’s direct supervision.

We actively educate students who move off campus about how to be good neighbors in the community they live in. All students moving from on-campus housing to off-campus are required to complete an online module that addresses the off-campus experience. We expect to engage with expanded education and outreach through wider communication with students and landlords.

Student conduct policies are a vital component to ensuring the safety and health of our campus community. Our conduct processes can be leveraged to ensure compliance with the campus social distancing and face covering policy. City leaders are examining increased use of sanctions that could apply to landlords.

We are following safe and proper cleaning practices. Bathrooms and common areas are cleaned daily. Routine cleaning for infrequently touched areas and areas unoccupied for seven or more days will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across campus.

Cleaning and disinfecting of campus areas are one or two methods: Hand cleaning with a commercial disinfectant and/or electrostatic disinfection. Both products are highly effective and safe.

Blue painters tape is placed across the doorknob for most rooms indicating the space has been cleaned. Bathrooms are cleaned one or more times a day based on usage.

With the return of students and employees, established cleaning and disinfecting efforts will continue with increased frequency. Necessary PPE will also be provided. Distribution of self-service cleaning supplies will include locations throughout residence halls.

Where employees or students are identified with potential COVID-19 health issues, maintenance personnel will clean and disinfect the suspected work areas and nearby common areas.

Operational activity: Identify how classes, shared spaces, and activities may be adapted or not in various phases of repopulation and operations (e.g. identify which classes will offer alternate approaches such as A/B schedules or remote instruction; use of shared spaces in residence halls).
Adjustments will be made as required to course requirements/logistics to minimize social interaction, including adopting remote learning components via the use of the Moodle LMS in all classes. We will follow CDC and New York State guidance at the time of opening regarding maximum group sizes for non-academic events. This guidance may change throughout the semester as conditions change.

We will shift to a more remote learning mode if required. In any event, condensed courses and schedules, and other adjustments and sequencing to account for more limited space, are being put in place. We are also identifying courses as synchronous, asynchronous, hybrid and hyflex. Larger class sections are likely to be mostly or exclusively remote learning, with possible seminar or small-group breakout portions incorporated.

Academic Affairs will develop coverage plans in the event of faculty member illness and approaches to accommodate students who become sick or are quarantined.

Hands-on, lab courses that cannot be taught easily online will be adjusted based on the college social distancing and face covering policy (detailed below). We will share to and through teaching faculty what can and cannot be required of students related to COVID-19. There will also be more limited access to common areas across campus.

Academics is also examining resources for faculty, including class activities, small group ideas, problem-based learning protocols, template and syllabi banks, as well as consistent office hours and methods for regular student feedback sessions. Disciplinary and Interdisciplinary colloquia and other collaborations, team, community building are contemplated.

The fall academic calendar will have no October break and will shift to remote instruction after Thanksgiving break. We are shifting the fall break on Monday and Tuesday, Oct. 12-13 to Monday and Tuesday, Nov. 23-24. We will cease all on-campus classes on Friday, Nov. 20, the week before Thanksgiving. The final two weeks of the semester will continue remotely. The semester start date will remain August 24.

Modifications and limitations to traditional events will occur. Even so, club training, support meetings, education and other steps to support as much of the student life experience, both in-person and virtually, is important and will be advanced.

The heart of a residential college extends from the classroom to the residence halls and in between. Maintaining vital components of student life are integral to keeping students enrolled and matriculating and the associated revenues intact.

Recruitment for clubs and organizations will continue to be a priority, within the directions of the social distancing and face coverings policy. We will continue special interest housing for our incoming first-year students as part of housing assignments and student cohort / affinity groups. Training and education will be provided to all recognized student group leaders on how to use available technology to facility group meetings, activities, and events to meet social distancing guidelines and/or to move things virtually.
We anticipate continued limited use of the gym and CPR labs in the near term. Intramurals, sports clubs, and other activities will be adjusted per guidelines, including adhering to travel restrictions. Overall, these operations are as others return with enhanced cleaning, distancing.

Project HELP, which engages students with local volunteer opportunities within the community, will also be more limited following public health guidelines and the more limited availability of options.

** Restart operations: Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed).**

The safe restart of on-campus operations is already underway, with the phased-in return of employees as noted. The campus will be limiting access to campus spaces to primarily support our faculty, staff, and students. Access to our facilities will be limited to invited guests only, including but not limited to library, theatre, and other gathering spaces. Limiting visitors to "invited guests" only will provide the greatest level of safety for our community and such guests are expected to abide by all campus and building specific protocols including the social distancing and face covering policy.

We are following safe cleaning practices. Classrooms, offices and common areas are cleaned nightly. Routine cleaning for infrequently touched areas and areas unoccupied for seven days or more will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across campus and hand sanitizer is available throughout the campus. Details are noted above.

With the return of students and employees, established cleaning and disinfecting efforts will continue with increased frequency. Distribution of self-service cleaning supplies will include classrooms and residence halls.

Where employees or students are identified with potential COVID-19 health issues, maintenance personnel will clean and disinfect the suspected work areas and nearby common areas.

Maintenance and Operations has consistently adhered to required preventative maintenance measures and routine inspections of buildings and mechanics for air quality. We have reviewed building maintenance guidance from experts to ensure we are making our buildings as safe as possible.

As standard practice, all campus units are checked daily to ensure they are functioning properly. These checks are performed visually on location by our Central Heating Plant (CHP) operators. Along with these checks, the CHP watch engineer monitors our building management system 24/7. This system provides us with the ability to see and make changes to room set points, modulate damper positions, increase or decrease air flows, manipulate space temperatures, activate/deactivate air handlers and equipment, etc.. The system also alerts us of issues providing warning alarms. Other enhanced measures include:

1. Replace central outdoor air and extract air filters monthly. Air pre-filters are routinely replaced quarterly, but proactively we have moved up the frequency to a monthly change.
2. Increase building ventilation using outdoor air by adjusting our mechanical system.

3. Switch air handling units with recirculation to full outdoor air when possible and reduce indoor air circulation as much as possible.

4. Increase ventilation speed at least two hours before the building usage time and switch to lower speed two hours after the building usage time.

5. At night and on weekends, maintain constant ventilation.

6. Employees can open windows when available when they are in their offices and will be advised to close windows when they leave the office.

7. Keep restroom exhausts in operation 24/7.

8. Operate fans continuously.

9. Maintain heating, cooling and humidification to support occupants as well as assets in the buildings.

In terms of water systems, our water is supplied by the Plattsburgh Municipal Water Department which uses chlorine. The free chlorine residual disinfection concentration in the water entering the distribution system must be at least 0.2 milligrams per liter and may not be less than the required minimum concentration for compliance for more than four hours. Continuous monitoring is mandatory.

In response to COVID protocols, certain toilets, urinals and sinks have been blocked off on campus to ensure social distancing. During this period, to guard against Legionella, the following protocols have been put into place: The janitorial staff have been instructed to run all blocked off sinks, flush blocked off toilets and urinals once every other day. They have also been instructed to run all open sinks and showers and flush all open toilets once weekly. In addition, maintenance staff check the toilets, urinals and laundry room slop sinks weekly to ensure that they have water in them and are functioning properly. During the routine cleaning process, hot and cold water is run daily in all dormitories and academic buildings. Active water-cooled cooling towers are tested monthly for Legionella and daily for biocidal residual.

Regarding the flushing of the plumbing, we will follow the guidance provided by CDC at the following link: https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html

We will be disabling the mouthpiece on all campus drinking fountains. We are currently assessing the existing units for possible bottle fill and touchless upgrades.

**Extracurricular activities including intramurals and student performances:** Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration.
Activities and events that cannot meet social distancing requirements will be cancelled or postponed. Further modifications and limitations to traditional events will occur.

Even so, club training, support meetings, education and other steps to support as much of the student life experience, both in-person as able and virtually, is important and will be advanced. Our theater department and other performance groups are exploring numerous models for the fall semester. All models will adhere to the social distancing policy if any performance is in-person. Streaming performances are also being considered if there is a way to keep performers safe.

Recruitment for clubs and organizations will continue to be a priority, within the confines of the social distancing and face coverings policy. We will continue special interest housing for our incoming first-year students as part of housing assignments and student cohort / affinity groups. Training and education will be provided to all recognized student group leaders on how to use available technology to facility group meetings, activities, and events to meet social distancing guidelines and/or to move things virtually.

Athletics is working with both SUNYAC and the NCAA in developing plans to have fall, winter and spring sport seasons. SUNYAC approved changes to fall schedules to reduce the amount of travel and overnight stays. This will also benefit their budgets. Athletics has developed detailed protocols to transition practices using social distancing wherever possible with smaller groups of athletes, using Zoom for team meetings, reducing or eliminating the use of locker rooms, restricting access to athletic training rooms, and daily screening of athletes in season by training staff. We will open competitions to fans if CDC and New York State guidance permits.

We anticipate continued limited use of the gym and CPR labs in the near term. Intramurals, sports clubs, and other activities will be adjusted per guidelines, including adhering to travel restrictions. Overall, these operations are as others return with enhanced cleaning, distancing.

V Vulnerable Populations: Include considerations for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities.

We are mindful of the imperative to support all students, who each bring different needs, concerns and questions. As a residential campus, our delivery of focused academic life skills development, tailored toward current environment and robust platforms for their delivery, is critical and a priority in our planning.

A classroom and online learning environment that fosters a feeling of safety is a priority. Instructional faculty will be encouraged to work with the Center for Teaching Excellence (CTE) and Technology Enhanced Learning (TEL) areas to better understand the additional needs of students. A questionnaire is being administered to determine which faculty are in vulnerable populations and will not be available to teach face-to-face. In cases where faculty meet guidelines for vulnerability and who do not wish to teach face-to-face, their classes will be delivered remotely.
We are examining faculty and staff training of trauma-informed care, done virtually or in protected spaces, to work through campus issues and changes.

Emergency and incident reporting will be maintained, as will access to our campus food shelf and additional resources as needed. The Plattsburgh College Foundation is providing emergency grants to students impacted by the pandemic in order to assist them in persisting toward a degree. We will also work to ensure student technology needs are addressed.

For students, we look to maintain peer / social connections with Zoom / hangout programming, and social events with appropriate training. Celebration events in person as able, online as needed.

Counseling appointments about majors, career exploration, graduate school, and more will remain available from the Career Development Center.

Educational Opportunity Program and other support advisement, assistance, support and such will be available in-person as able. Accessibility will be advanced with intake, communication suitable to conditions, testing accommodations, note taking support and more tailored to learning platforms.

The further development of peer-to-peer networks to promote study habits and classroom success is also under review, and helpdesk hours will be matched to support demand.

Hygiene, cleaning and disinfection: Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.

We are following safe and proper cleaning practices as has been detailed above. Classrooms, offices and common areas are cleaned nightly. Routine cleaning for infrequently touched areas and areas unoccupied for seven days or more will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across campus.

Cleaning and disinfecting of campus areas are one or two methods: Hand cleaning with a commercial disinfectant and/or electrostatic disinfection. Both products are highly effective and safe. Blue painters tape is placed across the doorknob for most rooms indicating the space has been cleaned. Bathrooms are cleaned one or more times a day based on usage.

With the return of students and employees, established cleaning and disinfecting efforts will continue with increased frequency. residence hall cleaning and disinfecting protocols will include increased frequency along with self-service disinfecting supplies. Distribution of self-service cleaning supplies will include classrooms.
2. Monitoring includes policies to track health conditions on campus, including:

- **Testing responsibility.** Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks.

The efficacy of regular, on-going testing of the entire population is questionable, as was noted above. So, active case finding, meaning a more focused effort to find the disease before it gets rampant, is our priority.

The process of active case finding may include regular temperature monitoring and the use of screening questions. The target will be on testing symptomatic student and at-risk cases, adopting a tracing system to facilitate rapid contact mapping of infected individuals and then aggressively testing all contacts and hotspots.

An increased capacity for testing, tracing, in this targeted way, is our priority. The acquisition and use of apps and other screening devices are being explored. See response above.

Related to testing as noted earlier, the Student Health and Counseling Center has acquired kits and can perform testing on campus. The center will have 1,000 kits available and the capacity to test symptomatic students at the start of the semester. Contact tracing of positive student cases will occur in collaboration with the Clinton County Health Department. The center’s electronic medical records system’s vendor is currently creating an interface to assist with COVID-19 tracing and identifying hotspots on campus and in the community. Should widespread testing of asymptotic students, faculty, and or staff be required for re-opening, testing kits and lab services would need to be centrally supported by SUNY as there are no options available for our campus to directly acquire these services.

- **Testing frequency and protocols:** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to proactively monitor for symptoms of COVID19 and influenza like illness, as well as protocols around group testing, if applicable.

The Student Health Center serves as a CDC surveillance site for influenza. Influenza vaccination of our faculty, staff, and students will be a priority as well. We have partnered with local pharmacies to provide influenza vaccinations to faculty, staff, and students on campus and will continue this best practice.

As described elsewhere, active case finding, meaning a more focused effort to find the disease before it gets rampant, is our priority. The process of active case finding may include regular temperature monitoring and the use of screening questions.

The target will be on testing symptomatic student and at-risk cases (targeted testing), adopting a tracing system to facilitate rapid contact mapping of infected individuals and then aggressively testing all
contacts and hotspots. An increased capacity for testing in this targeted way is our priority. The acquisition and use of apps and other screening devices are being explored.

**Early warning signs:** Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials.

We work closely with regional control groups, the county health department and the local hospital. Our efforts are aligned. The president serves on the Clinton County Path Forward group chaired by the county legislative chair. This is directly connected to the North Country regional control room. Our Health Center director is vice president of the county Board of Health, and our emergency management director is a part of the county network of such leaders.

In the event that a student tests positive for COVID-19, the student will immediately be isolated either on campus, in a designated space, or safely off campus per NYSDOH isolation guidelines. The local CCHD contact tracing center staff is immediately notified by phone, (24/7 emergency hotline) with the patient's demographic information followed by a mandatory reporting form which is faxed to the contact tracing center. The local health department contact tracing center will then confer with our staff if any further assistance is required to assist with contact tracing. The local CCHD will notify the Director of Student Health Services, or her designee, if the number of cases fulfills the definition of an outbreak.

**Tracing:** Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments.

The Student Health and Counseling Center works in collaboration with the Clinton County Health Department for contact tracing. This process has been in place since the beginning of the pandemic and will continue.

Daily monitoring of positive COVID-19 patients and quarantined students will continue to occur in collaboration with CCHD. The Student Health and Counseling Center’s electronic medical records system vendor is currently creating an interface to assist with COVID-19 tracing and identifying hotspots on campus and in the community.

**Screening:** Develop plans for regular health screening of employees, students and visitors.

We are applying a protocol for returning students, faculty and staff that considers the needs and assessments required for screening, testing and tracing as needed. This includes an employee daily report to work health screening questionnaire.

If an employee reports “yes” to any of the screening questions (e.g. - tested positive in the last 14 days, been exposed to someone who has tested positive in the last 14 days, or have new COVID-19 symptoms), they are directed to stay home/go home and notify their supervisor and Human Resource Services. Human Resource Services will follow-up with the employee and request additional information or provide guidance, as necessary.
Employee surveys were also sent to identify those that may be (or living with someone who is) in one of the high-risk categories identified by the CDC. Supervisors are encouraged to allow these employees to work from an alternate location, such as their home, if possible based on the operational needs of the department.

There will be multiple modalities of communication with students focusing on preventive strategies as well as symptoms of COVID-19 and how to access Student Health and Counseling Center services. This campaign will leverage social media and other proven modes of communications within the higher education environment. The effort will focus on periodically screening students utilizing the health screening questions as indicated in the New York Reopening Guidelines of; (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days.

In particular the campus is striving towards implementation of a process whereby students will self screen daily and each of the 14 days prior to returning to on-campus. At a minimum, students of the College will be required to complete and submit an electronic form weekly. If the answer to any of the above questions is “yes,” a message will appear stating that the individual must not report to class or any other activity outside of their residence and must notify the Student Health and Counseling Center immediately.

Athletes generally return to campus earlier, so pre-participation screening and evaluation will take place on a daily basis by the athletic training staff.

3. Containment plans should address response to positive or suspected cases as well as preventative policies and practices, including:

- **Isolation**: Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g. residence halls, hotels, home).

Self-isolation for some arriving students may be necessary, depending on pandemic conditions. Because some hotspot areas have high rates of antibody positives, targeted testing of students from those areas may be useful up front and limits the need to test in other scenarios. Wide enforcement of social distancing, public health laws is also tied to success.

Isolation of positive, symptomatic or students awaiting test results will be coordinated in collaboration with the local health department.

On-campus students requiring to be isolated will be provided housing in separate residence hall rooms identified for that purpose. A designated campus team will provide coordination of services to the students including logistical support, communication, access to entertainment, daily health evaluation, food, laundry, garbage service and personal hygiene with cleaning and disinfecting supplies. There are 207 beds available for isolation and quarantine at full occupancy.
Students who have spent more than 24 hours in any designated state listed on the state’s Travel Advisory List, or have traveled from outside the country, within 14 days of arrival on campus will be required to quarantine for 14 days prior to attending face to face classes and complete daily health screenings during that time. Students arriving from designated states will also be required to complete a New York State Traveler Health Form upon arrival whereby you will be required to designate your quarantine location. A screenshot of the health form should be taken by students and provided to the campus. It may be emailed to quarantinehelp@plattsburgh.edu. This quarantine can occur either on or off-campus. Students requiring quarantine who are residing on campus for the fall semester may quarantine in a residence hall and should contact quarantinehelp@plattsburgh.edu to make arrangements and receive further guidance. We project our inventory of on-campus isolation and quarantine space to be sufficient for demand. (Paragraph added 07.30.20)

Students requiring quarantine will need to begin quarantine no later than August 10 to complete the 14-day quarantine by the first day of class, August 24. Students starting quarantine later than August 10 and thereby not able to begin face-to-face classes on August 24 should contact their professors to make arrangements for instruction remotely. (Paragraph added 07.30.20)

Off-campus students will be isolated to their off-campus residences or other locations, including home, if determined appropriate by the local health department. Services for isolated students off campus will be provided by the local health department. The health department will conduct daily check-ins with students in isolation in addition to services provided by the college. More details are included here.

Quarantine: Identify how exposed persons (residential and nonresidential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports.

Quarantine of students will be coordinated in collaboration with the local health department. The Student Health and Counseling Center in collaboration with the local health department will conduct daily check-ins with quarantined students in addition to services provided by the college.

On-campus students required to be quarantined away from others will be provided housing in separate residence hall rooms identified for that purpose. A designated campus team as noted above will provide coordination of services to the students as described. There are 207 beds available for isolation and quarantine at full occupancy.

Off-campus students will be quarantined to their off-campus residences or other locations, including home, if determined appropriate by the local health department. Services for students quarantined off campus will be provided by the local health department. More details are included here.

Students confirmed or suspected to have COVID-19: Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home.
Details of services for students are largely noted in prior answers. Food delivery for sick students, and external support for care, will be available.

**Hygiene, cleaning and disinfection: Develop strategies for cleaning and disinfection of exposed areas.**

We are following safe and proper cleaning practices as have been described. Classrooms, offices and common areas are cleaned nightly. Routine cleaning for infrequently touched areas and areas unoccupied for seven days or more will continue. Our cleaning and disinfection methods are well managed. Procedures have been implemented to avoid duplicative cleaning of spaces across campus. Self-cleaning supplies are available across campus. Cleaning and disinfecting of campus areas are one or two methods: Hand cleaning with a commercial disinfectant and/or electrostatic disinfection. Both products are highly effective and safe.

Where employees or students are identified with potential COVID-19 health issues, maintenance personnel will clean and disinfect the suspected work areas and nearby common areas.

**Communication: Develop plans to share protocols and safety measures taken by the institution.**

Aligned communication and outreach is critical as the college works to resume college operations smoothly, maintaining enrollment and finances; change student behavior toward personal responsibility and ownership; help the campus community and others have confidence in the safety and security of the college as operations resume; and gain community support for students returning to the area.

The stakeholders reached through strategic communication and outreach include alumni; business, political and community leaders / influencers; professional staff; teaching faculty; residents of the region; the SUNY and state systems; and current and prospective students and parents.

A range of campus divisions and offices deliver messages in a variety of formats, including Academics, Administration & Finance, Admissions, Alumni and Institutional Advancement, Intercollegiate Athletics, Campus Housing and Community Living, Diversity, Equity and Inclusion, Feinberg Library, President and President’s Office, Student Life, Student Recruitment Marketing, University Police, and even business, political and community leaders and influencers, who can extend advocacy more deeply.

Vehicles for coordinated messaging include emails, letters, the college website, virtual events, college publications and e-zines, posters and other collateral, public service announcements and video messages, social media channels, free media, op-eds, and more.

Main messages include how this different semester requires different behavior, how being a Cardinal with a conscience can make a difference now and later, how success depends on us by socially distancing, wearing masks and following rules. These have a common tone, theme of support, success and resources.
The regular flow of campus information will include fresh updates on college actions and requirements; positive campus stories; posted and shared information about helpful resources and support for faculty, staff and students.

A robust communications and outreach plan is also essential to retaining current students, recruiting new students and resuming operations overall with needed parental and public support.

In general terms, the president will communicate broad aspects with all audiences as needed regarding the Fall 2020 reopening plan and entry into the next phase(s) of the plan. Appropriate campus leadership will communicate more specific details to key audiences to explain steps for implementing the plan, such as academics, student housing and administration and finance areas.

4. Return to remote operations (“Shutdown”) includes contingency plans for ramping down and/or closing the campus, including:

- Operative Activity: Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel.

A contingency plan for continuing academic programming, campus operations of essential employees and migrating to fully remote instruction if the county/campus experiences a second wave of infections is included in planning preparations.

- Move-out: For residential colleges and universities, plans should address how students safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students and students that have no other safe housing option).

In the event it becomes necessary to discontinue face-to-face instruction and close residence halls, students will be provided guidance requiring them to collect their belongings and move out by a determined date. Students with a hardship or inability to leave the campus will be afforded an opportunity to request an accommodation to remain on campus. This process developed and tested in Spring 2020 when we needed to move students off-campus. Students permitted to remain on campus will be provided food and other essential services while they remain.

In the event SUNY Plattsburgh shifts to remote operations, the following plan would be utilized for the safe and orderly departure for on-campus students.

1. All on-campus students and families of those students would receive the message of the move-out process and the final deadline to complete that move-out, through the following means:
   a. Student’s email
   b. Family email as stored by the college
   c. Website
d. Posters in elevators, bathrooms, floors

e. CAs going door to door

2. All students would be expected to move out by the specific deadline. An appeal process would be in place allowing a student to justify why they could not leave campus by the specified deadline. The onus on making the case to remain would be on the student and would not be the responsibility of the college. The reasons a student would not be able to vacate a residence hall would vary depending on the specifics related to the return to remote operations but would most likely include:

   a. Homeless students
   b. International Students who have no safe alternative in the U.S. (e.g. - no state-side relatives, sponsors, etc.)
   c. Students who have no possible means of returning home (e.g. - families without vehicles and public transportation not running, etc.)
   d. Students whose home situation does not allow them a safe way to function (e.g. - food, shelter, etc.)

3. Students in need of financial assistance to facilitate this process would be referred to the emergency grant process.

4. If the campus were not planning to re-open, students would be instructed to take all belongings with them. Campus storage options would be made available, when possible, for the storage of three items in a student’s building storage area and one refrigerator in the campus refrigerator storage area. If the campus were planning to re-open (for the spring semester, as an example) students who were not planning to return would be asked to take their belongings. Those returning could keep their items in place.

5. Students who would need public transportation to leave campus would be offered free transportation to the bus or train station from the campus using college vans until the date the residence halls close or until public transportation stopped running, whichever occurred first.

6. Students would complete an online quick and simple check-out process.

7. On the specific date, at the decided upon time, ID card access for those who have not been given permission to remain on campus would be deactivated.

8. Students who remained on campus would most likely be required to sign a housing license addendum and could possibly relocate.

V Communication: Develop plans to communicate internally and externally throughout the process.

Beyond specific messaging to students as outlined above, the president will communicate this decision to all audiences after informing SUNY system administration, local governmental leaders and health department. Other appropriate campus leadership will then communicate with their respective audiences and provide detailed instructions on the steps to be taken to complete the shift to remote instruction and work.
We will ensure SUNY-approved messaging is utilized with campus and media outlets. The focus of messaging will be to protect and preserve the safety of students, faculty and staff while ensuring students have the opportunity to continue their education and complete the semester. In order to ease anxiety and support students, specifics related to details of academics, the refund of room, board and fees, etc., will be provided as soon as possible. Information related to transportation options and options for continued on-campus housing will be provided simultaneously with the announcement regarding shift to remote learning, as noted above.

I. APPENDIX: ACADEMIC CONTINUITY

Our academic continuity plan keys on five areas essential for consideration: 1) safety in the classroom, 2) logistics of course delivery, 3) revisions to the academic calendar, 4) promotion of career-readiness experiences, and 5) support for faculty proficiency in online pedagogy. We strive for expediency while being collaborative and consultative with faculty.

This plan provides a framework for faculty-administration conversation around student success and campus safety. SUNY Plattsburgh at Queensbury will address all five essential areas in partnership with its host college, SUNY Adirondack.

A central mission of Academic Affairs is to foster student success through the curriculum and the classroom and through excellent teaching. Our plan aims to maintain curriculum integrity and the highest standards of pedagogy. Course offerings must meet major and general education requirements and avoid delay in time to degree. To the best extent possible, the approach for fall should allow students to keep the course schedule they have already registered for. As an overarching framework the plan was created with the following guiding principles in mind:

- Course delivery must be flexible and protect the health and safety of students, faculty, and staff.
- Education quality must be high and engage students, regardless of modality.
- Academic freedom and shared governance must be respected.

Additionally, the plan takes into account the constraints that confront us. Financial constraints dictate that no new course sections may be added and no additional faculty may be employed. Health constraints dictate that those faculty and students with risk factors for COVID-19 will be best served by remote delivery. Space constraints, as shown in the Calculated Space Limitation analysis completed by the Office of Institutional Effectiveness in collaboration with the Registrar’s Office, indicates that on-campus instructional spaces are not adequate to accommodate all courses if social distancing is to be practiced in face-to-face settings.
1. Safety

For safety, we recommend to apply the SUNY Plattsburgh Social Distancing and Face Covering Policy to all operations, with the following:

- Require students and faculty to wear face masks in classrooms while being socially distanced.
- Provide faculty teaching face-to-face classes with other accommodative equipment as needed.
- Require participants of all course-related field experiences involving travel to and from sites to wear face masks when in vehicle, and adjust vehicle occupant capacity for social distancing as provided by Maintenance and Operations (M&O)

2. Course Delivery

Deans will collaborate with department chairs and faculty to determine course modalities based on student needs, faculty safety factors, type of instruction required, and room availability. Conversations will be had regarding any prioritization needs, for example freshmen. Health and space constraints will necessitate that a higher percentage of classes than normal must be delivered remotely. A distribution of online (asynchronous), remote (synchronous), face-to-face, and various hybrid combinations is recommended to provide flexibility and to give students a balanced instructional experience. All courses will need to incorporate some remote delivery since students will not be on campus the final two weeks of the semester.

In preparation for these decisions about modality, department chairs will canvas faculty needs and preferences without collection of protected information. Chairs will also consider their programs holistically, with an eye to such considerations as: Which courses are ideally suited for face-to-face delivery and which lend themselves to online or remote delivery? How can majors at every level progress toward graduation, whether with a mix of different modalities, or a fully online schedule? Many international students, for example, will not be able to travel to the US. If we are to retain them, we need to provide courses they can take from their home countries.

The decision process to determine course modality is as follows:

1. In consultation with their faculty, department chairs will identify which courses should be converted to remote delivery by July 8. Requests to change course modality will be submitted by department chairs to deans for approval with follow-on to the Registrar’s Office for implementation. These courses will be coded as “Web (WB)” and the classroom assignment will be removed. Sporadic use of spaces for small group meetings will be available through a separate request process. Meeting times may be retained for synchronous video streaming or conferencing. This conversion will free up classroom space for the remaining courses.
2. Chairs and faculty will determine classroom space and utilization strategies for the remaining courses and submit a plan to their respective deans by July 15. These courses, delivered with a face-to-face component for the first 13 weeks and remotely for the final two weeks will either retain their current classrooms or be given new classrooms based on the following considerations:

1. Course sections with enrollment below the social distance capacity (SDC) of the assigned classroom will remain in the assigned space or be moved to a smaller space as appropriate.

2. Course sections with enrollment above the SDC of the assigned classroom may employ techniques including alternating attendance, modular delivery, or other hybrid methodology to stay within the SDC and remain in the assigned space.

3. Course sections with enrollment above the SDC of the assigned classroom and for which a benefit is identified to keep all students together for face-to-face meetings may submit a request for room reassignment by July 15. The Registrar’s Office will make every effort to accommodate these requests, using non-instructional spaces when possible. Priority for on-campus offering will be given to insure all students who desire it will have the opportunity for some face-to-face instruction.

3. Deans will review the plans and approve or ask for alterations. When approved, the plans will be sent to the Registrar’s Office for implementation.

In addition to the above planning, faculty will be encouraged to

- Develop engagement strategies for all students, regardless of course modality, to provide students with opportunities for personal connection and interaction, including office hours.
- Develop contingency plans for fully remote delivery should a shutdown become necessary
- Establish course coverage plan in case of faculty illness.
- Alert students to academic support services, including Feinberg Library operations, tutoring, and advising, both remote and face to face.

3. Academic Calendar

We recommend the following:

- Implement the calendar modification made by the COVID-19 Policy Group to begin classes as scheduled on August 24, 2020 and continue on-campus instruction until November 20, 2020, eliminating the Fall Break for Indigenous Peoples’ Day and extending the Thanksgiving break to an entire week. Classes continue remotely for one week and final exam week is conducted remotely from December 5-11, 2020.
- Encourage faculty to hold “near-final” exams prior to Thanksgiving break to limit the need for remote proctoring services, and to finish the semester by reviewing content
students struggled with based on exam performance, and/or participating in authentic assessments such as projects or performances.

- Work with departments that have programs with hour or day requirements for internships, practicums, or other applied learning that will be impacted by the revised schedule. Explore exceptions to allow students in field placements, internships, clinicals, student teaching, or related experiences to remain in the assigned placement with continued on-campus or off-campus residency. Explore if these applied learning experiences could start within the two weeks prior to the beginning of the semester.

4. Career preparation

Many of our instructional programs provide or require career-development experiences central to students’ preparation and growth. There will be opportunities for students to complete these experiences both in person and/or remotely.

For career-development experiences that occur in person, we will do the following, in accordance with Follow Up Guidance from SUNY re Internships:

- Work with faculty to consider how these experiential learning experiences must be modified to comply with social distancing guidelines.
- Develop mechanisms for student safety, including focused communication with placement sites regarding actions to promote student safety.
- Ensure students are aware of risks associated with the experience and provide alternative experiences. Utilize formal mechanism developed in collaboration with Administration and Finance to obtain student consent for assumption of risk.
- Gather information about specific student placements in mid July through the Applied Learning Locations: COVID-19 Survey developed in collaboration with Administration and Finance.

For career-development experiences that occur remotely, either from the start or that pivot to remote we will:

- Develop mechanisms to ensure the quality of the experiences.
- Adhere to guidelines put forth by licensure, certifying and accrediting bodies.
- Work with partners to determine feasibility of students who are enrolled in professional programs to remain in field placements, clinicals, student teaching, practicum, and internships.

A resource guide will be made available to faculty on a shared Google drive so that they can peruse ideas of available alterations to consider for their specific career development experience needs. It will also contain an inventory of varied career preparation experiences. Some examples of alterations that could be employed include:
- Coordinating with relevant offices on campus
- Utilizing various technologies to hold events remotely
- Creating and maintaining safety waivers
- Reserving larger rooms
- Providing cleaning supplies and protocols for labs (e.g., Bloomberg Terminals)
- Appointing tech-associates to ensure safety protocols are being followed
- Expanding applied learning grants to cover remote experiences
- Rescheduling events for spring 2021, where possible
- Detailing examples of remote or hybrid options to achieve learning outcomes or experiences

5. Remote preparation

With current plans calling for students to be on campus this fall, faculty should be prepared to deliver a remote curriculum effectively if 1) faculty select remote instruction for COVID-19 safety reasons, or 2) a second wave forces campus closure and return to fully remote instruction.

All faculty planning to teach hybrid or face-to-face will be advised to create a plan to adjust their course modalities to fully remote as needed for the changing status of campus instruction allowed by SUNY and NYS. Faculty own their pedagogy and curriculum, know their content, and understand their student learning needs better than anyone. All possible resources from the TEL Unit and the CTE (workshops, online resources, one-on-one support, faculty learning groups, and forums) will be available to faculty throughout summer and into the fall as they develop their final plans. In addition faculty will be encouraged to use free SUNY Online resources such as online workshops, drop-in instructional support services, SUNY workplace groups, and other supports at https://online.suny.edu/covid19/

SUNY Plattsburgh’s high standards for course instruction quality will continue for all modalities. Course quality assessment occurs at the departmental level and must be equivalent across instructional modes. In order to assist faculty as they adjust to changes in their planned instruction, the following resources will be made available: 1) Best Practices in Online Learning- COVID-19 edition, 2) sample in-class assessments and feedback tools 3) online OSQR rubric for best practices in online learning 4) Ally software for assessment of course ADA accessibility 5) continued professional development throughout fall semester.

Additional actions may include: 1) peer or faculty mentoring program (interdepartmental), 2) co-facilitated workshops on best practices for assessing student learning online, and 3) virtual class visitations by highly regarded faculty to strengthen pedagogy.

Faculty and departments will use regular assessments and feedback mechanisms for course evaluations. The Teaching, Learning, and Technology Group (TLTAG) will again provide a voluntary mid-semester online feedback survey for faculty to incorporate into Moodle if desired. If significant unplanned disruptions to the planned semester instruction (unexpected surge in COVID-19 requiring students to
leave campus again for example), use of course evaluations and assessments for peer review and performance will be adjusted as permitted.

**K. STUDENT HEALTH AND COUNSELING CENTER PLAN**

**Fully Face-to-Face (SAA)**

**Assumption:**

Entire workforce/staff will be present; Students will be on campus requiring Health & Counseling Services

**Implication:**

The Center will continue to safely deliver services throughout the pandemic season.

**The Plan**

**Details needed to provide the aforementioned services during a pandemic:**

**Services available:**

1. Acute/urgent/chronic care appointments
2. Mental health crisis and regular services :Short-term, goal oriented therapy
3. Mental Health Medication Management
4. Preventative Services: Family planning services, Sexual Transmitted Infections, immunizations
5. Lab services: Covid testing, walk-in screenings and currently provided health services testing/screening/reference send-outs. Rapid in-house Covid-19 testing is being investigated for cost effectiveness.
6. Self-care station/patient education
7. Nurse visits, front desk consultations
8. Psychiatric services

**Waiting room- physical plan** - a design has been formulated to accommodate social distancing while students access their services.

1. Move furniture to conference room
2. White chairs separated by 6ft in the waiting room
3. Table in front of front desk nurse with intake slips and masks on table for incoming students
4. Students need to bring mask to appointment
5. Stanchions from field house needed to provide a walkway for incoming students
6. 6ft standing spots for walk-ins/check ins
7. Laboratory waiting room limited to 2 patients for social distancing
**Scheduling and planning appointments**- to accommodate student services and maintaining social distancing, these steps will be essential

1. **Phone nurse**
   1. Starts note(s) at the time of the call to cut down on “rooming” time
   2. Will screen for appointments - urgent, chronic and respiratory
   3. Appointments will be every 30 minutes allowing decontamination
   4. Outside laboratory services for students will need screening
   5. May act as a “float” nurse to assist with patient care

2. **Administrative Assistant(s) and Front Desk Nurse** will assist in scheduling based on the Phone Nurse guidelines.

3. **Welcome letter** will be sent to all students outlining our new policy/procedures for access to student services at the Health & Counseling Center.

4. **Mental Health Services**
   1. Building safety was assessed and necessary changes were completed by M&O. Staff will be relocated if overflow capacity is needed for health related services.
   2. Telecounseling services via ZOOM or phone sessions
   3. All requests for counseling will be triaged per protocol.
   4. Psychiatry Services may continue via ZOOM, phone or face to face, if Dr. Astill prefers.
   5. Patient’s vital signs can be scheduled at alternate time slot if needed

6. Necessary labs can be scheduled

7. If the student requires a transport to the hospital, an ambulance will be called. If an involuntary transport is needed, a pick up order will be secured from the Director of Community Services.

8. The on call counselor will conduct crisis assessments via phone. If the student presents to the Center, actions will need to be taken based on protocols that need to be developed based on the location of counselors.

9. Zoom groups will be created for different services

5. **Personal Protective Equipment (PPE)** - Gowns, gloves, goggles, N95’s and procedural masks required to evaluate students in need of health and counseling services.
   1. **N95’s**: Each staff member will be provided a set of (10) N95 masks that will be rotated each week. However, when exposed to a possible COVID patient requiring testing, the masks will need to be discarded.
   2. **Gloves**: Each staff member will have access to gloves that will need to be changed for each student visit. Gloves will be provided by size throughout the Center - as they are now.
3. **Goggles**: Each staff member will disinfect their goggles with Cavicide wipes and will be offered replacements when needed.

4. **Gowns**: Each staff member will be provided fluid resistant gowns to provide services. KleenGuard, full body gowns, will be reserved for COVID suspect patients (we have a limited but adequate supply).

5. **Masks-procedural**: These masks will be available to students entering the building at the front desk if they do not have a mask on at the time of entry. These are also available to staff for non-covid suspected patients for patient care.

6. **Facility planning** - changes and accommodations for the Health & Counseling Center building

   1. Request to consider venting three exam rooms to the outside- negative airflow.
   2. Install touchless water fountains that have been approved by Facilities (Bill Circelli) and the Green Grant Committee. The committee is donating the money for the fountains, installation and labor.
   3. Relocating furniture to the conference room to provide a clean space for patients to sit 6’ away in the waiting room.
   4. A plan was proposed and reviewed by M&O to erect a more stable structure outside the Center to provide testing and evaluation of COVID related patients.
   5. Install a Plexiglas divider for the front reception desk.

7. **Vaccinations** - If a vaccine becomes available, we will work with Clinton County Health Department to establish a pod on campus for distribution- next to the Health Center building.

8. **Purchasing needs, in addition to PPE** -

   1. **Headset** for the Phone/Float nurse to be able to assist with patients and hear the phone calls come in.
   2. **ERS** - One Electronic Records System (ERS) to facilitate coordination of care and communication among staff as we practice social distancing (Cost for adding remaining staff to the ERS, will be provided at no cost by the vendor for 1 year) has been implemented.
   3. **Respiratory medications** will increase if surge capacity increases.
   4. **Structure for screening and testing** - a structure that is more sustainable for weather, privacy and ventilation. Current tent is inadequate for long-term usage (more than a month).
   5. **Plexiglas** for the front reception desk

**Unintended consequences:**
1. Surge capacity and accommodations when the Center is inundated with COVID suspect patients
   1. Suspending preventative services (STI, Family planning, etc)
   2. Relocating Student Self-Care station to the back of the building or to University Police
      (where it is currently located)
   3. Have 2 nurses working the front desk and the waiting room
   4. Move to Zoom for non-urgent patients or medication check patients.
   5. Accommodating staffing needs with Per Diem providers and nurses due to staff illness
      or staff shortage.

Data:

In accordance with the Center’s mission, “To provide quality individualized care and to promote the
physical and psychological health of our diverse college community through direct services and
resources that encourage healthy decision making”, our greatest achievement is the one-on-one
individualized care that our staff provides to our students. The number of student visits are increasing
even though the student population is decreasing. A four-year comparison is provided below. In
addition, approximately 50% of the student body that pays the Student Health Fee utilizes the services
at the Center. This is reflected in the following statistical report below.

Statistics for 2018-2019

<table>
<thead>
<tr>
<th>Year</th>
<th>Medical</th>
<th>Self-Care</th>
<th>Counseling</th>
<th>Psychiatrist</th>
<th>Front Desk</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>7,854</td>
<td>7,648</td>
<td>3,086</td>
<td>508</td>
<td>6,265**</td>
<td>25,361</td>
</tr>
<tr>
<td>2017-2018</td>
<td>7,635</td>
<td>7,489</td>
<td>3,194</td>
<td>560</td>
<td>9,005</td>
<td>27,883</td>
</tr>
</tbody>
</table>

**MOA was on a medical leave for approximately 3 weeks. Statistics were not maintained as accurately by substitute staff not as familiar with this task.

Unduplicated Headcount
<table>
<thead>
<tr>
<th>Semester</th>
<th>Medical</th>
<th>Counseling Services</th>
<th>Psychiatrist</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>3,267*</td>
<td>845</td>
<td>95</td>
</tr>
<tr>
<td>2017-2018</td>
<td>2,469*</td>
<td>833</td>
<td>88</td>
</tr>
</tbody>
</table>

*This does not include MOA Front Desk

**Laboratory Tests**

<table>
<thead>
<tr>
<th>Year</th>
<th>In House</th>
<th>Send Outs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>3,903</td>
<td>1,122</td>
<td>5,025</td>
</tr>
<tr>
<td>2017-2018</td>
<td>4,047</td>
<td>1,213</td>
<td>5,260</td>
</tr>
</tbody>
</table>

**Psychological Emergencies**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>158 (88 Fall, 70 Spring)</td>
</tr>
<tr>
<td>2017-2018</td>
<td>140</td>
</tr>
<tr>
<td>Year</td>
<td>First</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
</tr>
<tr>
<td>2018-19</td>
<td>Mental Health</td>
</tr>
<tr>
<td>2017-18</td>
<td>Mental Health</td>
</tr>
</tbody>
</table>

**Benchmarks**

Include how we will measure the effectiveness of your areas plan.

**Necessary Resources**

Identify the resources both human, physical, and financial needed to successfully carry out the plan.

**Hybrid Delivery of Education**

**Assumption:**

Entire workforce/staff will be present, Students will be on campus requiring Health & Counseling Services

**Implication:**

The Center will continue to safely deliver services throughout the pandemic season

**The Plan**

**Details needed to provide the aforementioned services during a pandemic:**

**Services available**

1. Acute/urgent/chronic care appointments
2. Mental health crisis and regular services: Short-term, goal oriented therapy
3. Mental Health Medication Management
4. Preventative Services: Family planning services, Sexual Transmitted Infections, immunizations
5. Lab services: Covid testing, walk-in screenings and currently provided health services testing/screening/reference send outs. Rapid in-house Covid-19 testing is being investigated for cost effectiveness.
6. Self-care station/patient education
7. Nurse visits, front desk consultations
8. Psychiatric services

Waiting room- physical plan - a design has been formulated to accommodate social distancing while students access their services.

1. move furniture to conference room
2. White chairs separated by 6ft in the waiting room
3. Table in front of front desk nurse with intake slips and masks on table for incoming students
4. Students need to bring mask to appointment
5. Stanchions from field house needed to provide a walkway for incoming students
6. 6ft standing spots for walk-ins/check ins
7. Laboratory waiting room limited to 2 patients for social distancing

Scheduling and planning appointments- to accommodate student services and maintaining social distancing, these steps will be essential

1. **Phone nurse**
   6. Starts note(s) at the time of the call to cut down on “rooming” time
   7. Will screen for appointments- urgent, chronic and respiratory
   8. Appointments will be every 30 minutes allowing decontamination
   9. Outside laboratory services for students will need screening
   10. May act as a “float” nurse to assist with patient care

2. **Administrative Assistant(s) and Front Desk Nurse** will assist in scheduling based on the Phone Nurse guidelines.

3. **Welcome letter** will be sent to all students outlining our new policy/procedures for access to student services at the Health & Counseling Center.

4. **Mental Health and Psychiatric services**- to accommodate student services and maintaining social distancing, these steps will be essential
   1. Building safety was assessed and necessary changes were completed by M&O. Staff will be relocated if overflow capacity is needed for health related services.
   2. Telecounseling services via ZOOM or phone sessions
   3. All requests for counseling will be triaged per protocol.
   4. Psychiatry Services may continue via ZOOM, phone or face to face if Dr. Astill prefers.
1. Patient’s vital signs can be scheduled at alternate time slot if needed
2. Necessary labs can be scheduled

5. If the student requires a transport to the hospital, an ambulance will be called. If an involuntary transport is needed, a pick up order will be secured from the Director of Community Services.
6. The on call counselor will conduct crisis assessments via phone. If the student presents to the Center, actions will need to be taken based on protocols that need to be developed based on the location of counselors.
7. Zoom groups will be created for different services

5. **Personal Protective Equipment (PPE)**- Gowns, gloves, goggles, N95’s and procedural masks required to evaluate students in need of health and counseling services.
   1. **N95’s**: Each staff member will be provided a set of (10) N95 masks that will be rotated each week. However, when exposed to a possible COVID patient requiring testing, the masks will need to be discarded.
   2. **Gloves**: Each staff member will have access to gloves that will need to be changed for each student visit. Gloves will be provided by size throughout the Center- as they are now.
   3. **Goggles**: Each staff member will disinfect their goggles with Cavicide wipes and will be offered replacements when needed.
   4. **Gowns**: Each staff member will be provided fluid resistant gowns to provide services. KleenGuard, full body gowns, will be reserved for COVID suspect patients (we have a limited but adequate supply).
   5. **Masks-procedural**: These masks will be available to students entering the building at the front desk if they do not have a mask on at the time of entry. These are also available to staff for non-covid suspected patients for patient care.

6. **Facility planning**- changes and accommodations for the Health & Counseling Center building
   1. A request to consider venting three exam rooms to the outside- negative airflow.
   2. Install touchless water fountains that have been approved by Facilities (Bill Circelli) and the Green Grant Committee. The committee is donating the money for the fountains, installation and labor.
   3. Relocating furniture to the conference room to provide a clean space for patients to sit 6’ away in the waiting room.
   4. Provide one bathroom for Counseling Staff use only (single use bathroom in hallway
   5. A plan was proposed and reviewed by M&O to erect a more stable structure outside the Center to provide testing and evaluation of COVID related patients.
7. **Vaccinations** - If a vaccine becomes available, we will work with Clinton County Health Department to establish a pod on campus for distribution - next to the Health Center building.

8. **Purchasing needs, in addition to PPE** -
   1. **Headset** for the Phone/Float nurse to be able to assist with patients and hear the phone calls come in.
   2. **ERS** - One Electronic Records System (ERS) to facilitate coordination of care and communication among staff as we practice social distancing (Cost for adding remaining staff to the ERS, will be provided at no cost by the vendor for 1 year) **was implemented**.
   3. **Respiratory medications** will increase if surge capacity increases.

   4. **Structure for screening and testing** - a structure that is more sustainable for weather, privacy and ventilation. Current tent is inadequate for long term usage (more than a month)
   5. **Plexiglas** divider for front reception desk

**Unintended consequences:**

2. **Surge capacity and accommodations** when the Center is inundated with COVID suspect patients
   1. Suspending preventative services (STI, Family planning, etc)
   2. Relocating Student Self-Care station to the back of the building or to University Police (where it is currently located)
   3. Have 2 nurses working the front desk and the waiting room
   4. Move to Zoom for non-urgent patients or medication check patients.
   5. Accommodating staffing needs with Per Diem providers and nurses due to staff illness or staff shortage.

**Data:**

In accordance with the Center’s mission, “To provide quality individualized care and to promote the physical and psychological health of our diverse college community through direct services and resources that encourage healthy decision making”, our greatest achievement is the one-on-one individualized care that our staff provides to our students. The number of student visits are increasing even though the student population is decreasing. A four-year comparison is provided below. In addition, approximately 50% of the student body that pays the Student Health Fee utilizes the services at the Center. This is reflected in the following statistical report below.

**Statistics for 2018-2019**

**Student Visits**
<table>
<thead>
<tr>
<th>Year</th>
<th>Medical</th>
<th>Self-Care</th>
<th>Counseling</th>
<th>Psychiatrist</th>
<th>Front Desk</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>7,854</td>
<td>7,648</td>
<td>3,086</td>
<td>508</td>
<td>6,265**</td>
<td>25,361</td>
</tr>
<tr>
<td>2017-2018</td>
<td>7,635</td>
<td>7,489</td>
<td>3,194</td>
<td>560</td>
<td>9,005</td>
<td>27,883</td>
</tr>
</tbody>
</table>

**MOA was on a medical leave for approximately 3 weeks. Statistics were not maintained as accurately by substitute staff not as familiar with this task.**

**Unduplicated Headcount**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Medical</th>
<th>Counseling Services</th>
<th>Psychiatrist</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>3,267*</td>
<td>845</td>
<td>95</td>
</tr>
<tr>
<td>2017-2018</td>
<td>2,469*</td>
<td>833</td>
<td>88</td>
</tr>
</tbody>
</table>

*This does not include MOA Front Desk*

**Laboratory Tests**

<table>
<thead>
<tr>
<th>Year</th>
<th>In House</th>
<th>Send Outs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>3,903</td>
<td>1,122</td>
<td>5,025</td>
</tr>
<tr>
<td>2017-2018</td>
<td>4,047</td>
<td>1,213</td>
<td>5,260</td>
</tr>
</tbody>
</table>
Psychological Emergencies

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>158 (88 Fall, 70 Spring)</td>
</tr>
<tr>
<td>2017-2018</td>
<td>140</td>
</tr>
</tbody>
</table>

Top Three Reasons for Medical Visits for Primary Care Providers

<table>
<thead>
<tr>
<th>Year</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>Mental Health</td>
<td>Upper Respiratory</td>
<td>STI</td>
</tr>
<tr>
<td>2017-18</td>
<td>Mental Health</td>
<td>Upper Respiratory</td>
<td>STI</td>
</tr>
</tbody>
</table>

Benchmarks

Include how we will measure the effectiveness of your areas plan.

Necessary Resources

Identify the resources both human, physical, and financial needed to successfully carry out the plan.

Fully Distance Education

The Plan

Details needed to provide the aforementioned services during a pandemic:

1. Services available-
1. Acute/urgent/chronic care appointments
2. Mental health regular services/ Short-term, goal oriented therapy via telecounseling
3. Mental Health Medication Management via telehealth
4. Lab services: Covid testing and urgent testing only. In-house rapid testing is being investigated for cost effectiveness.
5. Self-care station/patient education
6. Nurse consultations
7. Psychiatric services via tele psychiatry

2. **Waiting room (physical plan)** - a design has been formulated to accommodate social distancing while students access their services, if on campus.
   1. Move furniture to conference room
   2. White chairs separated by 6ft in the waiting room
   3. Table in front of front desk nurse with intake slips and masks on table for incoming students
   4. Students need to bring mask to appointments
   5. Stanchions from field house needed to provide a walkway for incoming students
   6. 6ft standing spots for walk-ins/check ins
   7. Laboratory waiting room limited to 2 patients for social distancing

3. **Scheduling and planning appointments** - to accommodate student services and maintaining social distancing, these steps will be essential
   1. **Phone nurse(s)**
      1. Will screen for appointments- urgent, chronic and respiratory
      2. Appointments will be every 30 minutes allowing decontamination and will be conducted via ZOOM, unless deemed absolutely necessary and with limited access to the building.
   2. **Administrative Assistant(s) and Front Desk Nurse** will assist in scheduling based on the Phone Nurse guidelines.
   3. **Welcome letter** will be sent to all students outlining our new policy/procedures for access to student services at the Health & Counseling Center.

4. **Mental Health and Psychiatric services** - to accommodate student services and maintaining social distancing, these steps will be essential
   1. Telecounseling services via ZOOM or phone sessions
   2. Building safety was assessed and necessary changes were completed by M&O. Staff will be relocated if overflow capacity is needed for health related services.
   3. All requests for counseling will be triaged per protocol.
   4. Dr. Astill, providing tele psychiatry via ZOOM or phone sessions.
   5. If the student requires a transport to the hospital, an ambulance will be called. If an involuntary transport is needed, a pick up order will be secured from the Director of Community Services.
6. The on call counselor will conduct crisis assessments via phone. If the student presents to the Center, actions will need to be taken based on protocols that need to be developed based on the location of counselors.

7. Zoom groups will be created for different services

5. **Personal Protective Equipment (PPE)**- Gowns, gloves, goggles, N95’s and procedural masks required to evaluate students in need of health and counseling services.
   
   1. **N95’s**: Each staff member will be provided a set of (10) N95 masks that will be rotated each week. However, when exposed to a possible COVID patient requiring testing, the masks will need to be discarded.
   
   2. **Gloves**: Each staff member will have access to gloves that will need to be changed for each student visit. Gloves will be provided by size throughout the Center- as they are now.
   
   3. **Goggles**: Each staff member will disinfect their goggles with Cavicide wipes and will be offered replacements when needed.
   
   4. **Gowns**: Each staff member will be provided fluid resistant gowns to provide services. KleenGuard, full body gowns, will be reserved for COVID suspect patients (we have a limited but adequate supply).
   
   5. **Masks-procedural**: These masks will be available to students entering the building at the front desk if they do not have a mask on at the time of entry. These are also available to staff for non-Covid suspected patients for patient care.

6. **Facility planning**- changes and accommodations for the Health & Counseling Center building

   1. A request to consider venting three exam rooms to the outside- negative airflow.
   
   2. Install touchless water fountains that have been approved by Facilities (Bill Circelli) and the Green Grant Committee. The committee is donating the money for the fountains, installation and labor.
   
   3. Relocating furniture to the conference room to provide a clean space for patients to sit 6’ away in the waiting room.

7. **Vaccinations**- If a vaccine becomes available, we will work with Clinton County Health Department to establish a pod on campus for distribution- next to the Health Center building.

8. **Purchasing needs, in addition to PPE**-

   1. **Headset** for the Phone/Float nurse to be able to assist with patients and hear the phone calls come in.
   
   2. **ERS**: One Electronic Records System (ERS) to facilitate coordination of care and communication among staff as we practice social distancing (Cost for adding remaining staff to the ERS, will be provided at no cost by the vendor for 1 year) was implemented.
   
   3. **Respiratory medications** will increase if surge capacity increases.
J. RETURN TO ON CAMPUS WORK PLAN
Workplace Expectations & Guidelines

Over the next several weeks and months, as our region stabilizes from the COVID-19 pandemic and stay-at-home restrictions are lifted, SUNY Plattsburgh will begin to bring our faculty and staff back onto our main physical campuses. SUNY Plattsburgh Branch Campus is actively engaging with SUNY Adirondack to make modifications to physical spaces to support social distancing requirements.

The migration of a largely remote work-and-study community back to our campuses will look very different from what we are used to. The mix of returning faculty and staff will vary, and in some cases, a segment of the community may continue to work and learn remotely. One thing is clear, however—the management of the process is without precedent.

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of SUNY Plattsburgh's Workplace Expectations and Guidelines. Failure to do so may result in corrective action in accordance with applicable collective bargaining agreements. All must comply with SUNY Plattsburgh Social Distancing and Face Covering Policy. We will continually reevaluate these guidelines as the campus population increases to ensure we are keeping our community as safe as possible, so directives may change accordingly. The virus is not gone - we are learning to safely coexist with it by breaking the chain of infection. Additional measures may be taken if the rate of infection appears to be increasing.

The Plan

Workforce protections and safety are critical to reopening the College to its faculty and staff. These measures include implementing a social distancing policy that will outline how the campus will promote employees maintaining at least a six-foot distance from each other, expectations for carrying with you and donning a face covering, and limiting occupancy in our physical spaces.

Supervisors will be responsible for ensuring employees in their areas are fulfilling their assigned duties, following the Social Distancing and Face Coverings Policy and wearing PPE, if appropriate. Supervisors will evaluate work space per the guidance in the Social Distance and Face Covering Policy and utilize the evaluation form (see Appendix A). Supervisors are to contact Human Resource Services should there be any issues or concerns regarding employees.

When returning to work, employees may experience barriers which may include: no available or limited child care, are immunocompromised or are living with someone who is, and/or are over the age of 65. These concerns may result in an increase in requests for Reasonable Accommodations and/or increased applications for a Temporary Alternative Work Location.

Smaller class sizes will increase the need for teaching faculty. Under our current strict hiring guidelines, this will not be possible and we may have to consolidate courses to respond to expected vacancies due to retirements, resignations, or expiration of temporary appointments.

Employees may experience anxiety about returning to campus. In recognition of these concerns, we will continue to communicate our efforts to our campus community through email and our web pages addressing campus news, operations, and employee information. Additionally, appropriate and coordinated efforts will be developed to engage employees and share available support systems, such as the Employee Assistance Program and the NYS Office of Mental Health.
Phase In Plan to Return to On-Campus Work

In order to support a slow progression of employees returning to work, the College will phase in non-essential employees back to campus to provide for monitoring of the health of our workforce. The phase in of employees will be conducted through June and July with the anticipation of full return to on-campus work August 3. Below is a sample phase in of our non-essential workforce (364);

- June 1 (North Country Phase 2) – 35 employees or 10%
- June 22 – 90 employees or 25%
- June 29 – 180 or 50%
- July 13 – 275 or 75%
- July 27 – 364 or 100% (except for those employees with medical accommodations)

It is important to note that some of our workforce does not report during the summer months (these are 10-month or 11-month employees). In addition, some faculty teaching summer may elect to return to the office. Faculty are not included in the non-essential employee counts.

Remote Work: Once departmental workspaces have been assessed and any physical modification been completed, all staff are expected to report to campus (except for those with accommodations).

Phased Staffing

SUNY Plattsburgh will phase in a return of staff over time (targeting the summer months) in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19.

SUNY Plattsburgh will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective manager/supervisor.

The need to modify workplace operations to conform to social distancing requirements will continue for some time.

A survey will be sent to each employee regarding their ability to return to on-campus work (see Appendix B Return to On-Campus Work Employee Questionnaire Template/Email). The compilation of this information will be used by the department manager, along with the assessment of each workspace, to determine a proposed return to campus date. These plans should be shared with the appropriate Vice President.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support on-site operations without approval from your manager/supervisor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it.
Staffing Options

The goal of the campus is to bring back our workforce to campus. Physical presence of our staff is key to our success in meeting student needs. While conducting a physical assessment of work space per the Social Distancing and Face Covering policy, there are several options departments could consider to maintain required social distancing measures and reduce population density within buildings and work spaces, if needed.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Symptom Monitoring Requirement

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. Each employee will have to submit a copy of the Daily COVID-19 Health Screening (see Appendix C) to their supervisor before reporting to work. This is available as a hard copy document and also online here.

Any employee who is sick should STAY HOME and charge the appropriate leave accruals.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19 and should report that information immediately to their supervisor and Human Resource Services (HRS) at hrs@plattsburgh.edu.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

HRS is required to obtain additional information from the person experiencing symptoms that may be COVID-related, and submit that information to SUNY.

Human Resource Services will notify janitorial staff so they can clean and disinfect the suspect work area.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
Staff members who have been instructed to return to on-campus work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek Reasonable Accommodations related to Returning to the Workplace should contact hrs@plattsburgh.edu.

**Personal Safety Practices for Community Protections**

**Face Coverings**
Surgical (disposable) face masks or face coverings (CPE - Community Protective Equipment) must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of disposable masks or face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The disposable mask or cloth face covering is not a substitute for social distancing.

Reusable: Wearing a reusable cloth face covering will help SUNY Plattsburgh reduce the need to purchase additional disposable masks, which are in short supply. Disposable masks should be worn for no more than one day, and should be disposed of if it gets wet from wearing it. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. If possible, it should also be changed if it gets wet. Having a week’s supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

<table>
<thead>
<tr>
<th>Type and Intended Use of Face Coverings/Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Cloth Face Covering</td>
</tr>
<tr>
<td>Disposable Mask</td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
</tr>
<tr>
<td>N95 Respirator</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
</tr>
<tr>
<td><strong>Intended use</strong></td>
</tr>
<tr>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
</tbody>
</table>
Use and Care of Face Coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing

Social distancing (The 6-Foot Campus)
By modifying shared spaces with staggered seating and buffer zones, teams can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues and fellow members.

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms’ length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

Carry a mask with you at all times and be prepared to don and wear it when the six-foot distance cannot be kept.

Stairwells and Hallways: If it is determined that social distancing cannot be kept due to the physical dimensions of an area, some stairwells or hallways may have signage indicating they are “one-way”. Every building is different, so watch for directional signage.
Outdoor Areas: It is easier to keep a physical distance outside, and safer in general, but always have your face covering with you and don it if you stop to talk with others and when reentering buildings.

Cleanliness and Disinfecting

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol or other FDA approved hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Disinfection Procedures: Environmental Health and Safety in consultation with Janitorial Services have identified safe and proper cleaning practices that have now been implemented. Classrooms, offices and common areas are cleaned nightly. Routine cleaning for infrequently touched areas and areas unoccupied for seven days or more will continue. Additionally, cleaning and disinfection of workstations and shared spaces of employees testing positive for COVID-19 will occur as referred by HRS. Cleaning and disinfecting of campus areas will be one or a combination of two methods.

*Hand Cleaning with a Commercial Disinfectant*

Hand cleaning is occurring with the commercial disinfectant, ChemiCenter II #5 bathroom cleaner and disinfectant. This product is applied via spray bottle and is applied directly and wiped with a rag. Applied to all hard surfaces including but not limited to teaching stations, tables, desks, hard chairs and door knobs.

Electronics such as keyboards, mouse are wiped with a rag containing the product.

*Electrostatic Disinfection*

Electrostatic disinfection is performed with a battery powered hand held sprayer. This technology utilizes a dilution of BRUTAB 6S disinfectant tablets. Applied to all touch surfaces including but not limited to doorknobs, teaching stations, keyboards & mouse, desks, seating, tables and all hard surfaces.

Both products used are highly effective, safe and commonly used to disinfect hospitals and commercial buildings.

Self-Service Cleaning Supplies: Cleaning supplies (bucket with disinfectant, gloves, and paper towels) will be available in the lobby area on each floor of our buildings. You can use these supplies to clean your work area as needed. We ask that you wipe the handle of the bucket and return the cleaning supplies to the lobby for the next person to use after you are done. As supplies are used, Janitorial staff will refill/replace items. Regular cleanings by Janitorial Staff will also continue as usual.

Identifying a Cleaned Room: Blue painter’s tape is placed across the doorknob for most rooms indicating the space has been cleaned. Bathrooms are cleaned one or more times a day based on usage. Due to the frequency of cleaning and use, blue painter’s tape is not used on bathroom doorknobs.

Cleaned rooms will be identified using a “tape method”. Although simple, this important measure will help keep our campus clean and safe, promote transparency, and ensure our janitorial staff focuses their efforts on areas of greatest use. A room with tape on the doorknob has been cleaned. A room without tape on the doorknob will need to be cleaned. When entering a room with a strip of tape on the door, discard the strip of tape. Janitorial Staff will then be able to quickly identify rooms that have been in use and need to be cleaned.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
**Using Elevators:** Use of elevators will be limited to two people, where possible and persons should wear a face covering at all times, unless building signage indicates otherwise. It is recommended that stairs be used whenever possible. If you are using the elevator with another person, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol or other FDA approved hand sanitizer upon departing the elevator.
RETURN TO ON-CAMPUS WORK AFTER ALTERNATE WORK LOCATION
CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

☐ Complete the Social Distancing Assessment Checklist and Modification Request for your area’s workspace to verify appropriate social distancing and identify any areas of concern. This form needs departmental and vice presidential approval and is submitted to OCHS@plattsburgh.edu.

☐ Identify the need for signage to encourage healthy habits and maintain social distancing per the Social Distancing and Face Covering Policy. Please use the templates approved by the campus.

☐ Survey employees with the Return to On-Campus Work Ability Survey to determine their ability to return to on-campus work according to the established timeline.

☐ Do NOT attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.

☐ If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with Human Resource Services regarding possible employee accommodations, options for telework, or leave support for the employee.

☐ Develop a plan and schedule for who returns and when based on the College’s COVID-19 Return to Work Plan, the return to on-campus dates established by your department, and employees’ ability to return.

☐ Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.

☐ Remind employees to pack all equipment used to telework, including cables and accessories, to bring back to campus.

☐ Require employees to complete the New York State COVID-19 Response: Return to Work Training and notify supervisor when completed.

☐ Require employees submit the Daily COVID-19 Health Screening form available as a hard copy or in electronic format to their supervisor before reporting to work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your healthcare provider for the most current information. Employees should STAY HOME until they have contacted their healthcare provider for further guidance and may be required to return with a fitness for duty release.

  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
WHILE AT WORK

- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

- Ensure the workspace adheres to social distancing guidelines and employees maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, a face covering (over the nose and mouth) should be worn per the Social Distancing and Face Covering Policy.

- Keep meetings to 10 people or less and spread out as much as possible or utilize Zoom for meetings when needed to maintain social distancing.

- If an employee shows any symptoms as listed above, they should leave work immediately. Notify Human Resource Services (HRS) at hrs@plattsburgh.edu and supervisor. Limit the employee’s contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.

- Report any known or potential employee absence due to COVID-19 immediately to HRS for determining next steps and appropriate follow up.

- Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.

- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
  - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
    - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
    - They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
    - At least 7 days have passed since their symptoms first appeared
  - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or
  - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the criteria above, the individual must obtain a fitness for duty certification from their health care provider.

- Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers). They may perform telework dependent upon nature of work and manager guidance.

- Discourage employees from sharing other employees’ desks or equipment and encourage them to wipe down desks and equipment between uses

- Encourage employees to maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces.

- Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact HRS or the Employee Assistance Program (EAP) for any additional assistance needed addressing concerns or answering questions.

Updated 6/2/20
RETURN TO ON-CAMPUS WORK AFTER ALTERNATE WORK LOCATION
CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN

☐ Complete the Return to On-Campus Work Ability survey and return it to your supervisor.

☐ Receive notification from your supervisor of the date you are expected to return to campus. If you have concerns about doing so due to a medical condition that places you in a higher risk group and wish to explore a reasonable accommodation, contact Human Resource Services at hrs@plattsburgh.edu.

☐ Pack all equipment used to telework, including cables and accessories, to bring back to campus. Items borrowed from the Helpdesk should be returned to them. Items borrowed through the Temporary Loan of Equipment form, should be reported as returned the Property Control Coordinator at pcc@plattsburgh.edu.

☐ Complete the New York State COVID-19 Response: Return to Work Training and notify supervisor when completed.

☐ Complete the Daily COVID-19 Health Screening form (available as a hard copy or in electronic format) and submit to your supervisor before reporting to work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your healthcare provider for the most current information.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

☐ If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence and Human Resource Services at hrs@plattsburgh.edu.

WHILE AT WORK

☐ Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

☐ Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, a face covering should be worn for your protection as well as theirs. See the Social Distancing and Face Covering Policy.

☐ Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor, HRS, and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.

☐ Keep meetings to 10 people or less and spread out as much as possible or utilize Zoom for meetings when needed to maintain social distancing.

☐ Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.

☐ Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces.
Social Distancing Assessment Checklist and Modification Request

Instructions: Complete this checklist to perform a social distancing assessment of public and department spaces in accordance with the Social Distancing and Face Covering Policy. Forward to your Vice President for submission to ochs@plattsburgh.edu

- Accommodate six feet distance between people
- Furniture limited to single occupancy within the 6 feet requirement including guest chairs. This would include lobby areas, break areas, and meeting space. (chairs are to be removed, stacked for non-use, or labeled do not use)
- Customer Facing Counters must provide protection for employees including but not limited to adherence to 6 feet social distancing and face masks.
- Adheres to social distancing occupancy adjustment report (only classrooms have been completed as of May 20, 2020; meeting spaces such as conference rooms will be completed)

In the event physical distancing is not possible, evaluation for corrective action should be requested on the reverse side of this form.

Assessment Checklist
Completed By: ___________________________ Date: ________________

Department: ____________________________

Space Reviewed (Building and Room numbers are to be listed:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Review the areas under your purview to ensure they meet the following guidelines referenced above. A yes indicates social distancing of 6 feet or greater can be accommodated. For all spaces marked “No”, complete the Modification Request on reverse.

Department Space Implementation
Offices (single occupancy) □ Yes □ No □ N/A
Offices (double occupancy or more) □ Yes □ No □ N/A
Common Area (such as lobby) □ Yes □ No □ N/A
Meeting spaces (department conference room or meeting area) □ Yes □ No □ N/A
Break rooms □ Yes □ No □ N/A
Customer Facing Counters □ Yes □ No □ N/A

If yes or N/A to all questions above, complete Approval Section on Reverse.
Modification Request

In instances where physical distancing is not possible, complete this section of the form. Any modifications or physical barrier needs will be provided by Facilities - no department is to purchase any products.

Instructions: Forward to your Vice President for submission to OCHS@plattsburgh.edu.

Space Details

Contact Name: _____________________________ Department: __________________________

Building: ________________________________ Room No.: ___________

Description of Space: _______________________________________________________________
Ex. Entryway, lobby, etc..

Space Designation: □ Public      □ Department

Description of Concern:
Ex. Space requires reconfiguration for social distancing, etc.

Is this request time sensitive: □ No      □ Yes      If Yes, why: _____________________

Intended Solution or Outcome:

Approval

Supervisor Approval: ___________________________ Date: _______________________

Dean/Vice President Approval: ___________________________ Date: _________

For Office Use Only

Emergency Management and Facilities Determination Date: ___________________________

Recommendation:
Return to On-Campus Work Employee Questionnaire Template/Email

Managers, please utilize the following template to request information from your employees in order to inform your department return to campus plans. If an employee voluntarily discloses a preexisting medical condition, this information must be kept confidential. Please contact Human Resource Services (HRS) for any requests for accommodation. Additionally, continue to comply with non-discrimination laws and policies on age discrimination. Contact HRS with any questions.

Return to On-Campus Work Employee Questionnaire Template/Email

[Employee Name],

In order to inform our departmental plans regarding returning to on-campus work for those employees that are currently working in a temporary alternate location, please provide responses to the following questions:

Considering the current CDC guidance on people who are higher risk for severe illness associated with COVID-19, and other COVID-19 factors please answer “yes” or “no”, without specifying the factor that applies to you, if you would be UNABLE to come to work beginning in mid-June because of any one of the following reasons:

- You need to care for a child because schools or day-care centers are closed;
- You need to care for other dependents if other services you normally rely upon for such support are unavailable; or
- You or a member of your immediate household fall into one of the categories identified by the CDC guidance as being at high risk for serious complications from the pandemic or you have been advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: ☐ Yes ☐ No

If yes, when do you anticipate being able to return to on-campus work?

Answer: ______________________

If yes to the first question above, are you able to continue teleworking at this time?

Answer: ______________________

If no to the first question above, are there any questions or concerns you have regarding returning to on-campus work in mid-June?

Answer: ___________________________________________________________________

Please note that your supervisor will contact you regarding the actual date you should return to work on-campus.
Daily COVID-19 Health Screening

Instructions: To be completed daily as part of NYS Office-Based Work Guidelines for Employers and Employees. Return to your supervisor when completed.

Employee Information

Date: _______________________
Division: ______________________________ Department: _____________________
Name: ___________________________ Supervisor: ____________________________

➢ Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?: □ Yes* □ No

➢ Have you been tested positive for COVID-19 in the past 14 days?: □ Yes* □ No
➢ Have you experienced any symptoms of COVID-19 (see below) in the past 14 days?: □ Yes* □ No

➢ Cough
➢ Shortness of breath or difficulty breathing
➢ Fever
➢ Chills
➢ Muscle pain
➢ Sore throat
➢ New loss of taste or smell

*If you answered “YES” to any of the questions above, DO NOT report to work. Contact your supervisor and HRS at hrs@plattsburgh.edu.

Signing below attests that you are answering “NO” to all of the questions above.

Signature: ___________________________ Date: ___________________________

Follow Up

To be completed by supervisor if follow up is necessary.
Comments:

Signature: ___________________________ Date: ___________________________
Weekly COVID-19 Health Screening

Instructions: To be completed daily as part of NYS Office-Based Work Guidelines for Employers and Employees. Return to your supervisor when completed.

Employee Information

Week of (mm/dd/yyyy): _______________________

Division: _______________________________ Department: _____________________

Name: _________________________________ Supervisor: _________________________________

➢ Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

➢ Have you been tested positive for COVID-19 in the past 14 days?

➢ Have you experienced any symptoms of COVID-19 (see below) in the past 14 days?
  ➢ Cough
  ➢ Shortness of breath or difficulty breathing
  ➢ Fever
  ➢ Chills
  ➢ Muscle pain
  ➢ Sore throat
  ➢ New loss of taste or smell

If you answered “YES” to any of the questions above, DO NOT report to work. Contact your supervisor and HRS at hrs@plattsburgh.edu.

Initiating below attests that you are answering “NO” to all of the questions above.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Initials and Date Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Follow Up

To be completed by supervisor if follow up is necessary.

Comments:

SIGNATURE: _______________________________    Date: ____________________