What Students Should Know: Returning to Campus
SUNY Plattsburgh Spring 2021

As we shared last week, all spring semester classes begin on Monday, Feb. 1. The first two weeks of all classes will be offered remotely. Classes that will meet face to face will shift to on-campus meeting times beginning Monday, Feb. 15.

This email contains what you need to know and do as SUNY and SUNY Plattsburgh welcome students back to campus in 2021. These details are also online at the college's COVID-19 webpage and in the campus housing area of the site.

Please keep this email for reference. A copy to print out is also here.

As we return to campus, our first priority is the health and safety of our campus community, including our students, faculty, and staff. The best way to maintain the safest environment possible throughout 2021 and beyond is for each of us to take steps to minimize the risks, not only for ourselves, but for all members of the SUNY community. This includes:

- Wearing face coverings (masks)
- Hand washing
- Social distancing
- Participating in testing and tracing
- Completing daily screenings
- Being mindful of our surroundings and the impact we have

Any of us alone can spread this disease and cause harm to others. But all of us together can build a community that is safe and healthy, where educational success is possible.

Move-In Dates for Residential Students
The campus will follow a phased process to best ensure the safe return of students to accommodate the testing and other health and safety requirements.

On-campus residential students will be scheduled to return from Sunday, Feb. 7 - Tuesday Feb. 9. Campus Housing and Community Living will coordinate the move-in process with on-campus students.

On-campus students will receive an email on Wednesday, Jan. 20 directing them to their Housing Portal where they will find their assigned move-in date and time frame.

Testing Requirements for All Students
Any student who will live on campus, take at least one class on campus, use services on campus (including the library, gym, and dining), or work on campus, will be required to complete specific screening, quarantining and testing requirements prior to coming to campus.

There are three critical steps to take:

- Beginning two weeks before you return to campus, you must complete the campus’ daily Health Screening form each day. The form is online at https://www.plattsburgh.edu/about/offices-divisions/administration-finance/human-resources/health-screening-covid-19.html.
Beginning seven days before you return to campus, you are asked to limit your exposure to others. SUNY is directing students to submit an electronic attestation form that they have done so. The form is being finalized and will also be placed online at https://www.plattsburgh.edu/about/offices-divisions/administration-finance/human-resources/health-screening-covid-19.html.

As you return to campus, you must do or have done one of the following:

Present evidence of a negative PCR COVID-19 test taken within three days prior to return, or
Participate in on-campus COVID-19 testing as soon as possible but no later than five days of returning to campus and have a negative test result prior to attending face to face classes, or
Present documentation of a positive diagnostic result for COVID-19 from the prior three-month period.

Documentation for students residing on campus should be sent to the Housing Office housing@plattsburgh.edu. Students residing off campus should email their documentation to the Student Health and Counseling Center at healthcenter@plattsburgh.edu.

On-campus pooled surveillance testing for COVID-19 will be conducted Monday, Feb. 8 - Thursday, Feb. 11 for those needing to fulfill that requirement.

**Additional Requirements for International /Non-Contiguous States/ U.S. Territories Travel**

If you are an international student or coming from states that do not border New York, the following applies:

- Complete the NYS Traveler Form upon entering New York State.
- Quarantine for 10 days upon entering New York; OR
- Test-out of the mandatory 10-day quarantine:
  - For travelers who were out-of-state for more than 24 hours, obtain a test within three days of departure, prior to arrival in New York. The traveler must begin a 10 day quarantine and on day four of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
  - For travelers who were out-of-state for less than 24 hours, the traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State. However, the traveler must fill out a NYS Traveler Health Form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

**On-Campus Students Requiring Travel Quarantine**

On-campus students requiring quarantine due to travel will be housed in Adirondack Hall. These students should contact quarantinehelp@plattsburgh.edu to reserve their quarantine room and provide their check-in date.

**Complete Health Screening Daily**

Everyone coming to campus this entire semester, including students, must complete the daily health screening. The campus’ daily Health Screening form can be accessed online at https://www.plattsburgh.edu/about/offices-divisions/administration-finance/human-resources/health-screening-covid-19.html.
Get Tested Regularly
All students who live, attend classes or have any other activity on campus are required to participate in campus pooled surveillance testing.

Pooled testing will occur weekly throughout the semester. This will begin on Monday, Feb. 15. Details will be shared regularly and are also posted on the college COVID-19 page. Invitations to participate in pooled testing will be sent out via email.

Check the COVID-19 Dashboard
SUNY maintains a comprehensive dashboard of COVID-19 testing and infection rate status across the system and at each campus. It is online here: https://www.suny.edu/covid19-tracker/.

Be Responsible – It’s Easy to Do Your Part
Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 is highly contagious, these simple measures apply both on and off-campus:

- Wear face coverings (masks) at all times on campus, including in classrooms, conference rooms and other public spaces, even when you are able to maintain six feet of social distancing. ..... Exceptions to this requirement include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and socially distanced, or (3) by themselves in a lightly trafficked location where no other persons are present. Faculty and staff are likewise exempt when alone in their office or other private spaces. ..... The campus’ Social Distancing and Face Covering Policy can be found online at https://www.plattsburgh.edu/about/offices-divisions/administration-finance/management-services/campus-handbook/section-viii-health-safety/social-distancing-face-covering.html.
- Regularly wash your hands with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.
- Stay home when you are sick or have potentially been exposed to COVID-19.
- Practice social distancing at all times to reduce transmission.

If Exposed, Complete Mandatory Quarantine and Isolation
Students who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, or medical or campus official that they are “at risk” for having COVID-19 may be required to quarantine or isolate.

This may include taking classes remotely, and not going to dining halls and other campus facilities. Specific information about restrictions are included on the college’s COVID-19 page (plattsburgh.edu/covid-19).

Students identified for quarantine and isolation (whether residential or non-residential) will have access to certain assistance, such as the delivery of food and medicine. They may also receive psychosocial, academic and/or other supports, as needed.

Follow the Rules or Face Disciplinary Action
When the campus learns of a violation of the rules associated with COVID-19 safety, students may lose access to campus facilities and/or campus housing. Other disciplinary actions may be taken by the Student Conduct and/or Human Resources Offices. Student conduct is governed by the campus Code of

Minimum sanctions are outlined in the Uniform Sanctioning in Response to COVID-19 Student Violations. Consistent with SUNY policy, students who are partially or completely removed from the institution due to a violation are not eligible for refunds.

**Take Care of Yourself – Physically and Mentally**

We understand that this is an exceptionally challenging time.

The college has an on-campus counseling center staffed with four full-time counselors. Counseling services, including individual, couples, group, and outreach are offered via phone and Zoom.

The Student Health and Counseling Center is located behind the bookstore in the same building as University Police. Students can call 518-564-2187 or email healthcenter@plattsburgh.edu.

SUNY has resources to help you get the support you need.

- ReachOut SUNY: https://online.suny.edu/covid19/students/local-state-and-national-resources/.
- Thriving Campus: https://www.thrivingcampus.com/.
- Middle Earth from the University at Albany: https://www.albany.edu/counselingcenter/middle-earth.php.
- New York State Office of Mental Health Crisis Text Line: Text GOT5 to 741741.

**Understand What’s Being Offered On-Campus and Online**

SUNY Plattsburgh will continue to offer courses in a variety of modalities. The modality with which the course will be taught is indicated in the Course Schedule, available through the Banner registration system and accessed on the MyPlattsburgh portal. Detailed instructions about how to determine how a certain course will be taught is available on the Academic Affairs COVID-19 Information webpage.

Barring unforeseen circumstances, beginning Monday, Feb. 15, SUNY Plattsburgh plans to offer 36 percent of courses in a face-to-face format following the first two weeks of the semester during which all courses are offered in a remote format. An additional 14 percent will be hybrid and 50 percent will be fully remote in either a synchronous or asynchronous format.

Updated information about the breakdown of course modality is provided on the Institutional Effectiveness webpage.

**Get Instructional and Technology Help**

For changes and updates to library and technology resources, please refer to the campus COVID19 resource page.

**Feinberg Library hours are online here.**

**Helpdesk** | The Computer Helpdesk in Feinberg Library is limiting face-to-face interactions as much as possible. We ask those needing service and support to contact us in advance (when possible) to troubleshoot issues or to arrange a scheduled time to stop in. Scheduling allows us to provide the safest
and quickest service possible.

Phone numbers are 518-564-4433 and 800-787-8773. Email is helpdesk@plattsburgh.edu. Hours for phone support are Monday - Friday, 8 a.m. to 4:30 p.m.

Remote Computer Lab | A large capacity computer lab is available 24/7. It can be securely accessed using campus login credentials. This web-based lab provides remote access to software that is currently available in our physical computer labs. Software titles include Adobe, Microsoft Office, SOSS, ArcGIS, Maple, Mathematica, AVID Pro, Vega Movie Studio, VmWare Workstation, Visio and more. There is no client software to download. Login at https://remotelab.plattsburgh.edu and click on the lab with the software you would like to use.

Special Collections | Special Collections will be open by appointment only. Students and faculty who need assistance or access to collections are asked to contact Debra Kimok at kimokdm@plattsburgh.edu or 518-564-5206.

Phones and Telecommunications | Details on using voice mail.

Contacts | Emails and phone numbers for key offices include:

- Helpdesk, helpdesk@plattsburgh.edu, 518-564-4433 or 800-787-8773
- Main Library Circulation Desk, lib-serv@plattsburgh.edu, 518-564-5199
- Main Computer Lab Service Desk, classrooms@plattsburgh.edu, 518-564-2222
- Technology Enhanced Learning, technologyenhancedlearning@plattsburgh.edu, 518-564-4537 or 800-787-8773
- Telecommunications, telecommunications@plattsburgh.edu, 518-564-7975
- Reference, reference@plattsburgh.edu

Other Resources | LITS is making new technology tools and services available. Some links are here:
Remote Working / Teaching and Learning Tools
Zoom Video Conferencing
Resources for Teaching and Learning
Finding Books and Resources
Asking for Help

College Bookstore | Details are available online here.

Request Accommodations for Disabilities
Students who wish to disclose covered disabilities and receive reasonable accommodations for their disabilities should contact the Student Accessibility Services office. The office’s webpage is located at https://www.plattsburgh.edu/plattslife/student-support/accessibility-services.html. Students may also email directly to sas@plattsburgh.edu.

Follow Housing and Dining Updates
New international students will arrive on campus Thursday, Jan. 21 - Friday, Jan. 22. Returning international students will arrive Saturday, Jan. 23 - Sunday, Jan. 24.
The remainder of on-campus students will return in a phased move-in process from Sunday Feb. 7 - Tuesday Feb 9. Students with extreme situations and those that have an educational reason to return early should contact Campus Housing to seek permission for an early return.

Specific details, including the process to seek permission, will be emailed to on-campus students and posted online at https://www.plattsburgh.edu/covid-19/housing-campus-life.html.

Detailed information regarding Campus Dining Services, including venue hours and COVID-19 precautions can be found here: https://www.plattsburgh.edu/covid-19/housing-campus-life.html.

**If We Have to Pause, Follow These Rules**

If the campus must switch to a two-week (or longer) pause, students staying within residence halls will be required to remain in their campus residence hall assignment until given permission to leave.

Detailed information will be provided to students if this situation occurs, via email, through community living team members, and on the campus website. This would occur in consultation with local health authorities.

Students who are not allowed to return based on campus and local health orders would be eligible for a refund following the published refund policy of the college found here. https://www.plattsburgh.edu/cost-aid/tuition/housing-meal-fees.html. Students who are eligible to return to the campus and choose not to return to the campus after a pause will not receive a refund.

**If We Have to Pivot to Remote Instruction, Follow This Plan**

In such an event, students will be required to vacate their residence hall assignments. A process will be instituted for students to seek special permission to remain on campus for extreme situations.

At the time of an announcement of a pivot, students will be provided with details regarding the move-out process, storage options (if available), and how to seek permission to remain on campus. At the time of the campus announcing a pivot, the campus will determine any relevant refund of the housing fee. Students granted permission to remain on campus during the pivot would not be eligible for a refund.

**Stay Informed**

Details on the start of the spring semester are included in this message and are also posted on the college COVID-19 page (plattsburgh.edu/covid-19). Please also watch for emails throughout the semester for updates and changes.

**Changes and Updates**

The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in our response. Updates to scientific knowledge, public health guidance, or laws and regulations may mean SUNY and SUNY Plattsburgh have to make changes to our standards and rules, including those indicated above. SUNY and SUNY Plattsburgh will try to minimize these changes and their impact. We will keep you informed of new developments.

Thank you in advance for everything you are doing and will do to make 2021 safe for you, your fellow students, and the campus community and beyond.