Hello Faculty and Staff,

As Cardinal Country comes alive once more with the return of faculty, staff and students, we recognize that this will be a historic first week of classes. And, we’re ready because of your contributions. Your questions, concerns and worries have helped us develop solutions for problems that haven’t yet occurred and for that, we thank you. Together, we have great optimism for a healthy and successful semester. To support our efforts, here are several points of new information and a few reminders.

1. Social Distancing & Face Covering Policy:

The college’s Social Distancing & Face Covering Policy has been developed to ensure the safety and health of our community. If you have not already done so, please review.

**Carry a face covering with you at all times!** Face coverings are required to be in place:

- **Indoors:** Anyone entering a campus building must put on a mask or face covering prior to entering the building and continue to wear a mask or face covering in common areas such as elevators, lobby, bathrooms and when traveling around the building or working in shared spaces. Wear a face covering in EVERY campus building with the exception of a person’s own residence hall room, personal office or other private space, when seated in the dining hall and eating, and other situations when posted guidance or other directive permits no mask. Face coverings or masks can only be removed when alone in a cubicle, office, or other unit designated area following social distancing guidelines. (Note: For the intent of this procedure, a cubicle is defined as a space with three walls at least 5’ in height.) Face coverings are required in all classrooms.

- **Outdoors:** All employees, students, and visitors are required to have a mask or face covering readily available on their person (e.g., around neck) when on campus outdoors and to put on their mask or face covering when it is NOT feasible to maintain physical/social distancing measures (i.e., at least 6 feet of separation between others).

To avoid the spread of COVID-19, personal responsibility will be paramount and everyone can model healthy behavior and influence peers to adhere to the policy. In the event that employees are not complying, complaints may be sent to the respective supervisor or HRS by using the Whistleblower phone number at 866-633-6112. The Office of Student Conduct should be contacted at 518-564-3282 regarding students who do not comply, and University Police should be contacted immediately at 518-564-2022 in the event of egregious infractions. Reports may also be made to University Police on their hotline at 518-564-5555.

2. Cleaning Classrooms and Office Spaces:

The college’s plan for reopening this fall includes enhanced cleaning protocols across campus. These protocols follow best practice and meet SUNY and New York State guidelines. Classrooms and office spaces now have supplies including disinfectant spray, hand sanitizer, gloves, and paper towels along with cleaning instructions. Please know that Maintenance and Operations continues to work very hard to ensure the campus has the supplies needed to clean all spaces and equipment. As we have a large
campus to provide these products to, we ask for your patience. When supplies need to be restocked, please complete a service request by selecting Custodial.

3. Faculty/Staff Health Screening Form

NYS requires mandatory health screening of all higher education employees. In an effort to maintain a healthy campus community, the college requires full participation in daily health screening. Throughout the summer, faculty/staff reporting to campus for work have been completing the daily health screening form. In an effort to ensure that we meet this mandatory requirement, effective Monday, August 24, all faculty/staff will be required to complete the daily health screening form in order to access any campus computer system whether working remotely or physically on campus.

4. NYS Travel Restrictions:

Faculty and staff who are returning from international travel or a travel restricted location, must inform their supervisor and hrs@plattsburgh.edu. All travelers entering NY must fill out the NYS Travel Health Form upon arrival and are required to designate a quarantine location. For a list of states and territories that meet the criteria for required quarantine due to significant community transmission click here. Individuals who fail to comply with NYS Travel Restrictions may be subject to a $2,000 fine and ordered by NYS to complete mandatory quarantine.

5. Remote Work

- As local K-12 schools are developing their plans for the upcoming school year, we recognize the general anxiety and uncertainty around childcare for those children learning remotely. SUNY Plattsburgh is committed to supporting our employees affected by these challenges. Therefore, we have developed a Request for Reasonable Accommodation – COVID (School-Aged Children) form that we can offer to classified and professional employees this fall. This is in addition to the previously announced provision for those employees that are in a high-risk category, or live with someone who is. Those employees can complete the newly-designed Request for Reasonable Accommodation – COVID (Medical) form. Departments (in concert with their Vice President) are encouraged to work with each employee with an accommodation request (School-Aged Children or Medical) to establish a hybrid model of employees working both on-campus and remotely, where appropriate. This will be based on the operational needs of each department while supporting the needs of the College. All requests for accommodation should be emailed to Human Resource Services at hrs@plattsburgh.edu.

- Students will return to their homes for Thanksgiving and finish the fall semester remotely. Beginning Monday, November 30, faculty and staff will be encouraged to work remotely until the start of the spring semester. More information will be provided later this fall.

- The start of classes through Thanksgiving break will be the most important 90 days in the history of our college. Each and every one of us has a role to play in ensuring the health and safety of our campus and surrounding community. We are Cardinal Strong together -- as we remain six feet apart and wear our masks. Thank you for the important work you do to keep our campus safe. Please reach out with any questions.

Josee Larochelle
Vice President for Administration and Finance