

## Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020 (September 29, 2020)

### Introduction

Onondaga Community College's COVID-19 Phase 4 Reopening Safety Plan is intended to meet the reopening requirements for Phase 4 higher education institutions outlined by [Governor Cuomo's NY Forward plan](#). Regions that meet the [required health metrics](#) can begin to reopen based on a [four-phase approach](#). Central New York currently meets the criteria and is anticipated to move forward with Phase 4 of the reopening plan. Phase 4 of the state's reopening plan allows educational institutions to resume instruction, as long as specific safety measures are in place. The College previously restarted certain operations on campus, and certain administrative employees returned to campus on June 2 after Central New York entered Phase 2.

Onondaga's COVID-19 Phase 4 Fall Reopening Safety Plan describes the College's approach to providing a safe environment for employees, students, and visitors during fall 2020. The plan addresses phased reopening and density reduction, social distancing, classroom reduced capacity and flex model instruction, extra-curricular activities, residential living, dining services, designated entryways and exits, signage and communication, face coverings, hand hygiene, cleaning and disinfection, symptom screening, actions related to symptomatic individuals, reporting and contact tracing, and campus shutdown planning. Onondaga's plan draws on guidance from the Governor's NY Forward Plan, the State University of New York (SUNY), the local COVID-19 oversight committee, the New York State Department of Health (NYS DOH), and the Centers for Disease Control and Prevention (CDC) related to COVID-19 best practices and requirements. The plan was developed by the Onondaga Community College Executive Council with input from faculty, staff, and administrators from the College's academic and administrative divisions.

This plan will be posted on the College website and printed copies will be made available to employees who request a copy. The plan will be reviewed and updated when necessary due to operational insights gained through implementation of the plan and/or when new guidance is issued by the state and county. Updates to the plan will be recorded with addenda at the end of the document. The designated site safety monitor responsible for monitoring and implementation of the plan is Sean Vormwald, PhD, Director of Sustainability and Environmental Health and Safety, who can be reached at 315-498-2847 or [vormwals@sunyocc.edu](mailto:vormwals@sunyocc.edu).

### Statement from President Casey Crabill, Ed.D.

*"Onondaga Community College is a strong institution with a powerful mission to provide life-changing educational opportunities and a path to opportunity in this region for thousands of students and families. There is nothing more central to the success of that mission than the health and safety of students, faculty, staff, and administrators whose work moves that mission forward. Toward that end, the College has developed this safety plan to enable us to come together, maintain a healthy work environment, and provide our students with the education they need to build the futures they imagine. We have followed state and local guidance to ensure that our plan meets all the requirements outlined for institutions like Onondaga Community College. This plan provides specific instructions for each of us in the role we must now play to sustain the health and safety of all of us – and in turn sustain the strength of our college."*

### Density Reduction and Phased Reopening

- Onondaga Community College has the capacity to reopen for the fall semester while maintaining appropriate social distancing, providing adequate testing in collaboration with healthcare partners, providing appropriate face coverings and other PPE, and allocating sufficient isolation and quarantine capacity for residential students. Specific density reduction strategies are outlined in the sections below. This plan and the Onondaga Community College Checklist for Restarting On-Campus Activities and Operations (Appendix A), provide an overview of how the College will meet NYS guidelines related to reopening, monitoring the spread of COVID-19 on campus, containing positive cases from spreading further, and shutting down campus in the event of a significant outbreak.
- The College has phased the reopening of campus in order to reduce the density of people onsite. During the Phase 2 reopening, only certain employees returned to campus including essential personnel, administrators, and staff. Phase 4 will allow faculty members to return to campus and will allow in-person instruction to resume. Classes will have reduced densities based on reduced classroom capacity and remote instruction strategies.

- The College will continue to offer remote services for students including tutoring, financial aid and enrollment support, and class registration to accommodate students seeking remote services.
- The College will allow essential visitors on campus including prospective students, vendors providing services to the College, and other individuals with business at the College.
- The College has established a telecommuting policy ([Policy I18: Telecommuting](#)) that provides a process for employees to request working from home or an alternative location. Requests to telecommute will be considered on an individual basis and will depend on the needs of the College, the nature of the work, and the individual situation of the employee.
- The College recognizes that members of vulnerable populations may request special accommodations for their courses or employment. Students seeking medical accommodations should contact the Office of Accessibility Resources and employees seeking medical accommodations should contact Human Resources.
- The reopening activities have been phased in over time to allow for operational issues to be resolved. For example, symptom screening at a single campus entry point and limiting building access to a single entryway and exit began before Phase 2 employees were invited back to campus and have been operational for several weeks. The symptom screening locations will be expanded to two campus entry points prior to students returning in the fall.

### **Social Distancing Measures**

- All employees, students, and visitors must maintain six-foot social distancing whenever possible.
- Employee workstations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between workstations consistent with [OSHA guidance](#). Additionally, employees may be relocated or employee schedules may be shifted to minimize individuals working in close proximity to each other. For example, at Student Central, every other counter will be closed to maintain social distancing between students and employees. If it is not possible to adapt certain work environments, employees will be required to wear face coverings when working within six feet of another employee.
- Floor markings or signage indicating six-foot distancing will be utilized at reception desks and workstations that are located within a walking path to remind people to maintain appropriate distancing. Requests for additional floor tape markings can be made by submitting a Facilities work order through individual departments.
- Areas with a Certificate of Occupancy will be limited to 50% of the maximum occupancy of the space as set by the Certificate of Occupancy. Areas without a Certificate of Occupancy will be limited to 50% of the installed workstations in order to reduce workplace density.
- Department heads must review the work areas in their department in order to determine whether additional workspaces need to be adapted. Employees who have concerns about their work area should notify their supervisor via email within two weeks of returning to work. These concerns will be reviewed by the appropriate Vice President in collaboration with the site safety monitor, and a response will be provided to the employee within three business days.
- High traffic student service counters, such as Student Central, will have barriers (such as clear plastic sneeze guards) installed to minimize contact between students and employees. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in Student Central and other high traffic areas or narrow aisles when necessary.
- All employees, students, and visitors must wear a face covering in elevators, college vehicles, and other small spaces if the area is occupied by more than one individual. Additionally, the number of people in confined areas such as elevators and vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators indicating the maximum capacity of the elevator.
- Large gatherings will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. For example, chairs will be removed from the cafeteria, and certain computers will be taken offline in computer labs to limit occupancy in those spaces. Additionally, employee break times will be staggered or alternative break locations will be identified to reduce employees congregating in one area. Employees are encouraged to bring their lunch from home and sharing food is prohibited. Gathering around coffee machines, vending machines, water coolers, and other communal

areas is prohibited. Common seating areas will be closed, chairs will be rearranged, or signs will be posted to ensure six-foot distancing in seating areas.

- Meetings must be limited as much as possible by using video or teleconferencing in place of in-person meetings. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.
- All events held at the College will be reviewed to ensure they will meet the requirements outlined in this plan including but not limited to maintaining six-foot social distancing, wearing appropriate face coverings, limiting the sharing of objects, proper cleaning and disinfecting, and limiting gathering sizes.

### **Classroom Reduced Capacity and Flex Model Instruction**

- The capacity of every classroom was reviewed to determine maximum allowable density and adjusted to reflect the number of students the room can accommodate while maintaining six-foot social distancing between all classroom occupants (i.e. students and the instructor). The placement of chairs and tables in classrooms will be reconfigured to ensure six-foot social distancing between classroom occupants. Stickers on the floor or on tables will indicate the proper location of where the chairs must be placed to maintain social distancing. Faculty and students must not rearrange classrooms unless six-foot social distancing is maintained. Faculty and students must wear appropriate face coverings during class, as described in the face coverings section below.
- The College is planning for a fall schedule that utilizes various remote and blended instructional strategies to maximize institutional agility in responding to then-current public health conditions. For example, the College is planning to utilize a flex model for course instruction that allows certain classes to be held with a limited number of in-person students while the remaining students participate remotely. The students may rotate by participating in-person some days and remotely other days. This will allow a greater number of students to participate in the course, while limiting the number of people gathering in the classroom.
- Any required on-campus work will be completed prior to Thanksgiving break. Anything required after Thanksgiving break will be remote.
- The Designated Limit indicating the normal enrollment maximum of each academic course will be reviewed and adjusted based on the reduced classroom capacity and the feasibility of offering the course using the flex model.
- Individual departments will develop and implement classroom management strategies to ensure social distancing in laboratories, studios, performance spaces, and other unique learning environments.
- Appendix I describes the academic course reopening plan in greater detail.

### **Extra-Curricular Activities**

- Intercollegiate athletics and intramural sports will be canceled for the fall semester. The College will continue to monitor guidance related to athletics and re-evaluate athletics for the winter and spring semester.
- Other student extra-curricular activities will be primarily based online or take place outdoors. In-person activities must follow the safety requirements outlined in this plan including but not limited to maintaining six-foot social distancing, wearing appropriate face coverings, limiting the sharing of objects, proper cleaning and disinfecting, and limiting gathering sizes.

### **Residential Living**

- The College will limit the number of on-campus students living in the residence halls to 439, reduced from the previous capacity of 823. All rooms will have single occupancy only; there will be no double or triple occupancy rooms.
- Move-in will be staggered over four days, and students will be limited to one guest to assist with move-in to allow for reduced density. Students will move-in 15 days before classes begin to allow for a 14-day quarantine period before the beginning of the semester.
- Students must maintain six-foot social distancing and wear masks outside of their rooms such as when walking through the hallways, using elevators, or when in other common areas. Lounges and other common areas in the residence halls will be locked, and gatherings of more than six people are prohibited. No guests will be allowed in the residence halls; only residential students and staff will be permitted to enter the residence hall buildings.

- The common areas in residence halls will be cleaned and disinfected following the Enhanced Cleaning and Disinfection Procedures for COVID-19 (Appendix C), which includes procedures for cleaning and disinfecting areas with COVID-positive individuals.
- Shapero Hall will be designated as the isolation and quarantine residence hall. Any student who tests positive or has had close contact with someone who tested positive will undergo isolation or quarantine in Shapero Hall. Residence Life staff will assist the students in isolation and quarantine with food and other daily needs, and any necessary healthcare services will be provided through an agreement with Syracuse Community Health Center.
- The college will have a full move-out of the residence halls prior to the Thanksgiving break to facilitate a full cleaning and disinfecting.

### **Dining Services**

- Dining Services will be open in the fall semester to accommodate students and employees. All dining operations, which are coordinated by American Food and Vending, must follow NYS guidance for [food services](#). The College will not have any seating in the cafeteria; all meals will be taken to-go. The serving area will be reconfigured to provide “grab-and-go” service during the day. Fountain beverages, self-service stations, and bulk-dispensed condiments will be eliminated, and replaced with single-serve packets and pre-made, packaged grab-and-go items.
- Full meal solutions and combos will be available for take-out with appropriate distancing. Dining services will have floor signs in the serving area to mark appropriate social distancing.
- Mobile ordering apps, such as the GET app, will be explored to enable students and employees to place their orders and pay remotely for easy and safe pick up.
- Residential students will pick up dinner each evening in a location designated for each hall.
- Vending units will be cleaned thoroughly at every service. The number of vending machines offering mobile payment through credit card readers will be expanded. Where appropriate, fresh food merchandise will be added to supplement available grab-and-go option.
- Appendix O describes American Food and Vending’s dining services reopening plan in detail.

### **Designated Entryways and Exits**

- All College buildings will have a single point of entry and exit in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building. Employees can request accommodations by contacting Human Resources, and students can request accommodations by contacting the Office of Accessibility Resources. Please see Appendix B for a map showing the interim designated entryways and exits.

### **Signage and Communication**

- Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, and how to report symptoms or exposure to COVID-19. Signage and floor decals will be placed in high-traffic areas and/or narrow aisles in order to remind people of social distancing requirements. Appendix D contains the detailed interim signage plan.
- Employees must complete training related to safe campus practices including proper use of face coverings. Information on the required training will be on the employee website and sent via email.
- The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using [the College’s COVID-19 website](#), social media, campus signage, email communications, and traditional media outlets. Appendix N describes the College’s COVID communication plan in detail.

## Face Coverings

- All employees, students, and visitors must have a face covering with them on campus. The face covering must be worn during the symptom screening process when entering campus, when you cannot maintain six-foot social distancing, and anytime you are away from your workstation such as when using a stairway, elevator, restroom, or other common area. Additionally, students and faculty must wear face coverings in classes.
- The College will provide all employees and students with two reusable cloth face coverings, and disposable face coverings will be made available for campus visitors upon entering campus if they do not have one, as well as specific service locations around campus. Employees can direct their questions about College-issued face coverings to Human Resources. Students can direct their questions about College-issued face coverings to Student Engagement.
- Employees and students are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). Employees, students, and visitors should follow [CDC](#) and [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Employees must watch the video as part of required training prior to returning to campus. Face coverings cannot be shared. Employees, students, and visitors are responsible for cleaning and maintaining their face coverings. All disposal masks and other disposable PPE must be discarded in a proper trash receptacle.

## Hand Hygiene

- All employees, students, and visitors must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
- If soap and water are not readily available, then an alcohol-based hand sanitizer should be used. Additional hand sanitizer stations have been installed throughout campus with appropriate hand hygiene information.

## Enhanced Cleaning and Disinfecting Protocol

- The College will follow [NYS DOH](#) and [CDC](#) protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19. Please see Appendix C for the Onondaga Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 that outlines the cleaning and disinfecting process.
- Cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the custodial staff at 315-498-2142.
- Sharing workstations, tools, equipment, laptops, touchscreens, notebooks, and writing utensils should be minimized as much as possible. Shared objects must be cleaned and disinfected with appropriate supplies between people using them, and individuals must perform proper hand hygiene before and after using shared objects. Equipment in communal spaces such as shared refrigerators, microwaves, and coffee machines must be cleaned and disinfected by the equipment user before and after each use.

## Daily Symptom Screening for All Employees, Students, and Visitors

- All employees, students, and visitors will be screened daily for COVID-19 symptoms and exposure prior to entering campus. This will be accomplished with two points of entry onto campus at the W. Seneca Turnpike and Onondaga Road entrances. Residential students will be screened daily in their respective residence halls.
- Campus Safety personnel will screen individuals entering campus by taking their temperature with a “no touch” thermometer to ensure they do not have a fever. Also, the screeners will ask questions related to COVID-19 symptoms and possible exposure including:
  - (a) 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;
  - (b) have you tested positive for COVID-19 in the past 14 days; or

- (c) have you experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)?
- Individuals who pass the daily screening will be allowed to proceed onto campus and given a wrist band indicating they were screened. Individuals will be escorted off campus if they do not have a wrist band indicating they have passed the daily screening. Individuals who do not pass the screening will be turned away from campus and given a flyer that includes instructions to contact their healthcare provider for assessment and testing, and information on healthcare and testing resources.
- Campus Safety will maintain an electronic log of all individuals entering campus each day that includes their name and if they did not pass the screening. Visitors will also need to provide their contact information and the buildings they are visiting on campus for entry into the log. The log will be reviewed daily by the designated site monitor and a record of this review will be documented. This log will serve as the required information for sharing with the local health department for contact tracing purposes. Logs will contain minimal personally private information and will be kept for a period of 30 days. After that they will be destroyed.
- Appendix E contains the detailed interim COVID-19 symptom screening process.

#### **Actions Related to Symptomatic and COVID Positive Individuals**

- The designated point of contact for employee reporting is Elaine Buza in Human Resources (315-498-2548, e.m.buza@sunyocc.edu) and the designated point of contact for student reporting is Scott Schuhert, DBH in Student Engagement (315-498-2119, s.m.schuhert@sunyocc.edu).
- If an individual has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the individual must notify the designated point of contact and may only return to campus after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms.
- If an individual does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the individual must notify the designated point of contact and may only return to campus after completing a 14-day self-quarantine, beginning on the date the positive test was conducted.
- If an individual has had close contact with a person with COVID-19 AND is symptomatic, the individual must notify the designated point of contact and may only return to campus after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms. Close contact is defined by the NYS DOH as being within six feet for at least 10 minutes.
- If an individual has had close contact with a person with COVID-19 AND is NOT symptomatic, the individual must notify the designated point of contact and may only return to campus after completing a 14-day self-quarantine, beginning on the date of the last contact with the COVID-positive individual. Employees must consult with their supervisor for remote work assignments. Students should consult with their faculty members for remote access to classwork as appropriate.
- Residential students who test positive for COVID-19, have symptoms consistent with COVID-19, or have close contact with a COVID-positive individual, must complete a 14-day self-quarantine in Shapero Hall.
- Employees and students who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to notify the designated point of contact at the time of alert and shall not be permitted to remain or return to campus.
- Employees who are subject to mandatory quarantine or isolation by the local health department must notify the designated Human Resources point of contact at the time of alert and shall not be permitted to remain or return to the work site until released from mandatory quarantine or isolation. Employees must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department. Even when an employee is released from mandatory quarantine or isolation by the local health department, they must still meet the 14-day self-quarantine criteria stated above.
- Before returning to work from quarantine or isolation, all employees must receive approval from Human Resources before returning to campus.
- Employees must immediately disclose to the designated Human Resources point of contact if and when their responses to any of the screening questions change, such as if they begin to experience symptoms, both during work hours or outside of work hours.

- If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee will be separated and sent home immediately, and may only return to work after completing a 14-day self-quarantine.

### **COVID-19 Testing Requirements**

- Residential students will be required to undergo COVID-19 testing prior to arriving on campus. This will be conducted through at-home saliva tests administered by Upstate Medical University in conjunction with the College and SUNY. Students will be mailed a test kit, they will collect a saliva sample following the instructions, and mail the specimen back for testing. The costs of the COVID-19 saliva tests will be covered by SUNY.
- In collaboration with Upstate Medical University, residential students will be randomly selected to undergo additional COVID-19 testing throughout the semester using saliva samples, in order to monitor the spread of COVID-19 on campus. The frequency of testing and random sampling methods will be determined in collaboration with Upstate Medical University. This testing method, along with daily screening, will provide an early warning sign that positive cases may be increasing. If COVID-19 is detected, residential students will undergo a nasopharyngeal swab diagnostic test administered by the College's contracted health provider. The costs of COVID-19 nasopharyngeal swab tests, if necessary, will be covered by students' health insurance, which they are required to carry as residential students.
- Residential students who have symptoms or have been in close contact with someone who has tested positive for COVID-19 must be tested for COVID-19 and undergo isolation or quarantine.
- Employees, non-residential students, and visitors who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps for testing. People without a primary healthcare provider can use the [Upstate Online Coronavirus Assessment Tool](#), or contact the Upstate Triage line at 315-464-3979. Also, the NYS DOH has an [online COVID-19 screening tool](#) and a tool to [search for a testing site near you](#). The College has also established an agreement with the Syracuse Community Health Center to provide COVID-19 testing. Additional information on this partnership is forthcoming.
- If you are experiencing life-threatening symptoms, please call 911.

### **College Reporting and Contact Tracing**

- The College will work cooperatively with the local health department to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of an employee, student, or visitor testing positive, the local health department will be notified of all employees, students, and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

### **Shutdown Plan in the Event of a Significant Outbreak**

- The College will work closely with the Onondaga County Health Department, the NYS DOH, and SUNY to determine if and when campus operations should be reduced based on a significant COVID-19 outbreak, as well as which specific operations should be reduced.
- In this event, the College will ramp down campus activities in a phased manner in the following order: shifting to remote-only classes, having faculty members work remotely, closing specific offices and reducing in-person student services, reducing administrator and staff employee presence on campus, reducing essential personnel on campus, and closing the College.
- Residence Hall students would be encouraged to move off campus in a safe manner. Students who are unable to leave immediately would be allowed to stay on campus until other housing arrangements can be made.
- Any partial or complete campus shutdown would be communicated internally and externally using the College's COVID-19 website, social media, email communications, traditional media outlets, and other appropriate communication vehicles. Appendix N describes the College's COVID communication plan in detail.

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## Appendix A

### Onondaga Community College CHECKLIST for Restarting On-Campus Activities and Operations.

#### 1. Repopulation:

√ 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;

##### Building access

All College buildings will have a single point of entry and exit in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance and identified barrier between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building. Please see Appendix A for a map showing the interim designated entryways and exits.

##### Classrooms - social distancing

The capacity of every classroom was reviewed to determine maximum allowable density and adjusted to reflect the number of students the room can accommodate while maintaining six-foot social distancing between all classroom occupants (i.e. students and the instructor). The placement of chairs and tables in classrooms will be reconfigured to ensure six-foot social distancing between classroom occupants. Stickers on the floor or on tables will indicate the proper location of where the chairs must be placed to maintain social distancing. Faculty and students must not rearrange classrooms unless six-foot social distancing is maintained. Faculty and students must wear appropriate face coverings during class.

**Laboratories, studios, and performance spaces** are being measured to determine maximum allowable density (generally one-third to one-half of the standard room configuration).

This strategy will help to rotate students efficiently through physical spaces at limited density without increasing required course sections. Methods of rotating students through laboratory activities may include:

- Dividing students into groups and delivering laboratories in multi-week modules
- Splitting time blocks for each 2.5-hour laboratory so that all students can rotate through the hands-on elements on the same day.

- Group activities will be restructured as individual activities to maintain social distancing. When that is not possible students and faculty will wear additional PPE including gowns.
- Faculty in science laboratories will circulate through laboratories spaces at a safe social distance to monitor student work and assist with questions. Students will be asked to step away from the lab table when the faculty member needs to help problem-solve so that appropriate social distance is maintained.
- Studios will be de-densified to allow students to rotate use of needed equipment. Performance spaces will be marked at appropriate social distances, and larger rooms will be used, where necessary, to accommodate all ensemble members while maintaining social distancing.

The **Learning Center** (G202) and adjoining room (G200) is where in-person tutoring will take place. G200, G202J are classrooms that accommodate small, appropriately spaced groups, while G202G, G202H, and G307 are large rooms which will accommodate 1-1 tutoring. Other in-person tutoring can take place in classrooms on campus if available and demand is evident, following these same protocols.

**Coulter Library** will be open seven days a week as well. The book stacks will remain closed, but students will have access to the Circulation Desk, computers, and study carrels (1 seat each) on the first floor. On the second floor, only the doors by the Reference Desk will be in use and specific areas will be taped off. White boards will be utilized to guide patrons towards available areas. On this floor, students will have access to computers, scanners, Course Reserves and media checkout at the Reserves Desk, additional seating at tables (1 seat each), and study rooms can be signed out by an appropriate number of students

**Academic Computing Lab** (C214) and the Help Desk will be available to students seven days a week. In addition to ensuring computers in use are at least 6-feet apart, additional safety protocols will be in place. All “Student Use” items such as keyboards, mice, tape dispensers, and hole punchers will be kept behind the desk in C214 and sanitized each time they are used. The keyboards and mice for the computer stations will be disconnected and stored behind the desk as well. Students will sign out this equipment and they will be sanitized upon return. Students will be able to print but will not be permitted to retrieve print jobs; staff will bring printouts to the students. All other computer rooms available to students will follow the same protocols.

OCC will perform a brief review of each **internship** site. The College will contact the site supervisor, discuss the environment and precautions being taken, and confirm that the site is following state and local Department of Health protocols related to population density and personal protective equipment.

### **Workspaces and public facing services – social distancing**

Measures related to social distancing on campus were instituted on May 26, 2020 and include the following:

- All employees, students, and visitors must maintain six-foot social distancing whenever possible.
- Employee work stations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between work stations consistent with [OSHA guidance](#). For example, at Student Central, every other counter will be closed to maintain social distancing between students and employees. If it is not possible to adapt certain work environments, employees will be required to wear face coverings when working within six feet of another employee. Department heads must review the work areas in their department in order to determine whether additional work spaces need to be adapted.
- High traffic student service counters, such as Student Central, will have barriers (such as clear plastic sneeze guards) installed to minimize contact between students and employees. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in Student Central and other high traffic areas or narrow aisles when necessary.
- All employees, students, and visitors must wear a face covering in elevators or other small spaces if the area is occupied by more than one individual. Additionally, the number of people in confined areas such as elevators and vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators indicating the maximum capacity of the elevator.
- Large gatherings will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. For example, the cafeteria will be closed until students return to campus or chairs will be removed from the cafeteria, and computers will be taken offline in computer labs to limit occupancy in those spaces. Additionally, employee break times will be staggered or alternative break locations will be identified to reduce employees congregating in one area. Employees are encouraged to bring their lunch from home and sharing food is prohibited.
- Meetings must be limited as much as possible by using video or teleconferencing in place of in-person meetings. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.

**√ 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);**

- All employees, students, and visitors must have a face covering with them on campus. The face covering must be worn during the symptom screening process when entering campus, when you cannot maintain six-foot social distancing, and anytime you are away from your workstation such as when using a stairway, elevator, restroom, or other common area. Additionally, students and faculty must wear face coverings in classes.
- The College will provide all employees and students with two reusable cloth face coverings, and disposable face coverings will be made available for campus visitors upon entering campus if they do not have one, as well as specific service locations around campus. Employees can direct their questions about College issued face coverings to Human Resources. Students can direct their questions about face coverings to Student Engagement.
- Employees and students are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). Employees, students, and visitors should follow [CDC](#) and [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared. Employees, students, and visitors are responsible for cleaning and maintaining their face coverings. All disposal masks and other disposable PPE must be discarded in a proper trash receptacle.
- The College will provide all employees with two reusable cloth face coverings, and disposable face coverings will be made available for campus visitors upon entering campus if they do not have one. These items have already been procured.
- Employees, students, and visitors are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). Employees, students, and visitors should follow [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared. Employees, students, and visitors are responsible for cleaning and maintaining their face coverings.
- Disposable face masks are available at campus screening checkpoints for anyone who arrives on campus without appropriate protection.

**√ 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;**

The college implemented screening for all those entering campus effective May 26, 2020.

- All employees, students, and visitors will be screened for COVID-19 symptoms and exposure prior to entering campus. This will be accomplished with a single point of entry onto campus at the W. Seneca Turnpike entrance. On August 11, the college will open a

second entrance from route 173. Each campus access point will be staffed to provide screening prior to accessing campus..

- Campus Safety personnel will screen individuals entering campus by taking their temperature with a “no touch” thermometer to ensure they do not have a fever. Also, the screeners will ask questions related to COVID-19 symptoms and possible exposure including:
  - (a) 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;
  - (b) have you tested positive for COVID-19 in the past 14 days; or
  - (c) have you experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)?
- Individuals who pass the daily screening will be allowed to proceed onto campus and given a wristband indicating they were screened. Individuals will be escorted off campus if they do not have a wristband indicating they have passed the daily screening. Individuals who do not pass the screening will be turned away from campus and given a flyer that includes instructions to contact their healthcare provider for assessment and testing, and information on healthcare and testing resources.
- Campus Safety will maintain an electronic log of all individuals entering campus each day that includes their name and whether they passed the screening. Visitors will also need to provide their contact information and the buildings they are visiting on campus for entry into the log. The log will be reviewed daily by the designated site monitor and a record of this review will be documented. This log will serve as the required information for sharing with the local health department for contact tracing purposes.

#### Testing

- If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee must notify the designated Human Resources point of contact (Elaine Buza, 315-498-2548, e.m.buza@sunyocc.edu) and may only return to work after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms.
- If an employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the employee must notify the designated Human Resources point of contact and may only return to work after completing a 14-day self-quarantine, beginning on the date the positive test was conducted.
- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee must notify the designated Human Resources point of contact and may only return to work after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms.

- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee must notify the designated Human Resources point of contact and may only return to work after completing a 14-day self-quarantine, beginning on the date of the last contact with the COVID positive individual. Employees must consult with their supervisor for remote work assignments.
- Employees who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to notify the designated Human Resources point of contact at the time of alert and shall not be permitted to remain or return to the work site.
- Employees who are subject to mandatory quarantine or isolation by the local health department must notify the designated Human Resources point of contact at the time of alert and shall not be permitted to remain or return to the work site until released from mandatory quarantine or isolation. Employees must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department. Even when an employee is released from mandatory quarantine or isolation by the local health department, they must still meet the 14-day self-quarantine criteria stated above.
- Employees must immediately disclose to the designated Human Resources point of contact if and when their responses to any of the screening questions change, such as if they begin to experience symptoms, both during work hours or outside of work hours.
- If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee will be separated and sent home immediately, and may only return to work after completing a 14-day self-quarantine.

### Testing Recommendations

- **Employees** who fail the screening, for whatever reason, will be required to quarantine for at least 14 days. Screening personnel will notify Human Resources of these situations. Said employees may shorten their quarantine period by providing documentation of a negative result for COVID. If positive, the health department will conduct contact screening.
- **Commuter students** will follow the protocol above for employees.
- **Residential students** will be required to undergo COVID-19 testing prior to returning to campus. This will be conducted through at-home saliva tests administered by Upstate Medical University in conjunction with the College and SUNY. Students will be mailed a test kit, they will collect a saliva sample following the instructions, and mail the specimen back for testing. The costs of the COVID-19 saliva tests will be covered by SUNY.
  - In collaboration with Upstate Medical University, residential students will be randomly selected to undergo additional COVID-19 testing throughout the semester using saliva samples, in order to monitor the spread of COVID-19 on

campus. The frequency of testing and random sampling methods will be determined in collaboration with Upstate Medical University. This testing method, along with daily screening, will provide an early warning sign that positive cases may be increasing. If COVID-19 is detected, residential students will undergo a nasopharyngeal swab diagnostic test administered by the college's contracted health provider. The costs of COVID-19 nasopharyngeal swab tests, if necessary, will be covered by students' health insurance, which they are required to carry as residential students.

- Residential students who have symptoms or have been in close contact with someone who has tested positive for COVID-19 must be tested for COVID-19 and undergo isolation or quarantine.

**√ 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;**

Onondaga Community College (OCC) has an on-campus residential program consisting of four residence halls (A, B, C, & Shapero) that can house 823 students. In reliance on guidance provided by the Center for Disease Control and Prevention's (CDC) Interim Guidance for Administrators of US Institutions of Higher Education (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>) and information provided by the NYS Health Department (<https://coronavirus.health.ny.gov>), we have determined the following plan for the Fall 2020 semester.

OCC will offer limited, de-densified on-campus housing to up to 439 student residents. Residents will occupy Residence Halls A, B, & C. Shapero Hall will be reserved for students under quarantine. De-densification will be accomplished by occupancy of each student bedroom by only one student, regardless of size or configuration, or 70% occupancy of Halls A, B, & C. Quarantine capacity in Shapero Hall will be 212 open beds that will be utilized subject to quarantine and overall occupancy guidelines recommended by the CDC and required by NYS Health Department.

To ensure the well-being of all residents, we will implement the following changes to housing policies and procedures that will support social distancing while still creating an engaging student experience. Students who refuse the required screening/testing regimen will not be housed.

Prior to move in:

- All residential students will be made aware of the new protocols they are expected to follow. They will be required to accept these living conditions in writing. Those who are uncomfortable living on campus with these new guidelines will be given a reasonable period to terminate their agreement without penalty.
- For those who apply, priority placement will be given to:
  - Students who live at a distance
  - Students who live in places without strong access to WiFi
  - Students taking classes/programs with face to face instruction requirements.

#### Move-in process:

For those students moving on-campus there will be a staggered move-in over a four-day period (August 12<sup>th</sup>-16<sup>th</sup>), resulting in all residential students being checked in for at least 15 days before the first day of class (August 31<sup>st</sup>).

- The four-day move in event will stagger student entry in such a way that students living within the same suite will be entering on different days.
- The move-in process will be limited to the student and one guest, both of whom must be wearing PPE during the process. At a minimum, this will include a mask and gloves provided by the College, unless the student and/or guest prefer to wear their own mask.
- Both individuals participating in the move-in process will be required to complete successfully a standardized health check before they may begin unloading their belongings.
- Those students who arrive late, within 14 days of the start of classes, will be housed in Shapero Hall (quarantine location) until they complete their 14-day quarantine period.
- All students will be required to remain in housing for those 14 days to satisfy our quarantine requirement.
- Permission to leave the residence hall during this period will be granted on a case-by-case basis to support those students who have off-campus obligations, such as required medical appointments.

#### Changes in day-to-day operations - Student Facing Services

- Until guidance from NYS changes, all students who leave their assigned room will be required to wear a mask.
- Dining services will provide meals distributed at a designated location. Students will line up at six-foot increments to obtain their meals, entering one at a time as the student ahead of them leaves the lounge, maintaining six feet of social distance.
- Students will be assigned days/times where they will be permitted to launder their clothing. They will be restricted from using the laundry facilities outside of their designated weekly day and time.

- Guests will NOT be permitted in any residence hall. Only residential students and staff will be permitted to enter the buildings.
- No more than six (6) students will be permitted to gather at any time.
- Lounges and other common spaces (apart from laundry facilities) will be locked and inaccessible by the resident students.
- One lounge will be designated for dining services meal distribution as described above.
- Hall staff, professional and student, will participate in extensive training related to public health concerns, social distancing requirements, and how to use and access personal protective equipment

### Dining Services

#### Social Distancing:

- Onondaga Community College will not have any seating in the cafeteria with all meals taken to go.
- Dining services will have floor signs in the serving area to mark appropriate social distancing
- Serving area (café) will be reconfigured to provide “grab and go” service during the day:
  - Eliminating Fountain Beverages and self-service coffee
  - Eliminate bulk-dispensed condiments with single-serve packets
  - Eliminate all self-service stations and replace with pre-made, packaged grab and go items.
  - Adjusted service for Grill, Deli & Entrée – limited options when staffing levels allow with increased spacing and focus on grab & go menus.
  - Full meal solutions and combos available for take-out with appropriate distancing.
- Mobile Ordering:
  - Considering implementing the *GET* app to enable students and staff to place their orders and pay for easy and safe pick up.
- Residence Halls
  - Residents will pick up a dinner each evening in a location designated for each hall.
- Vending:
  - Vending units will be cleaned thoroughly at every service
  - The number of vending machines offering mobile payment through credit card readers will be expanded.
  - Where appropriate, fresh food merchandise will be added to supplement available grab and go option.

**√ 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);**

Onondaga Community College is planning for a “mostly remote” fall schedule that utilizes asynchronous online, real-time (synchronous) remote, and hybrid, hyflex, and blended instructional strategies to maximize institutional agility in responding to then-current public health conditions. Specific departmental notes are contained in Appendix A.

Limited face to face instruction is anticipated to occur in:

- Health professions laboratories and clinicals in Nursing, Surgical Technology, and Physical Therapy Assistant;
- Natural sciences and engineering laboratories in Biology, Chemistry, Engineering Science, Environmental Technology, Geology, Geospatial Science Technology, and Physics;
- Applied technology laboratories in Automotive Technology, Electrical Technology, Mechanical Technology, and Nuclear Technology;
- Arts and Media programs: Broadcast Media Communications production studios, Music ensembles, Architecture and Interior Design studios, Art courses in graphic design and 3D design.

There are a small number of courses at the College that faculty have concluded cannot be taught except in a full face to face format, including: Ceramics and Drawing for Non-Majors. These courses will not be offered in fall 2020 if in-person instruction is not feasible.

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

The college never closed facilities. The following changes were made to custodial operations in March.

Onondaga Community College will follow the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020). These procedures will be reviewed and updated as further guidance is issued by the NYS DOH.

#### Routine Cleaning

Routine cleaning of College facilities, and Residence Halls, will be rigorous and ongoing, and surfaces that are touched most frequently will be prioritized. Routine cleaning will include:

- Clean and disinfect high contact surfaces such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mop or auto-scrub floors.

- Vacuum entryways and high traffic areas.
- Remove trash.
- Clean restrooms.
- Wipe heat and air conditioner vents.
- Spot clean walls.
- Spot clean carpets.
- Dust horizontal surfaces and light fixtures.
- Clean spills.
- Clean and launder microfiber cloths.

### Priority Areas

These areas will be given priority due to their high traffic.

- Restrooms
  - Clean and disinfect all restroom surfaces, fixtures, doorknobs, push plates, and switches (throughout the day).
- Dining Areas
  - Clean and disinfect counters, tables, and chairs regularly (at least once daily).
- Student Service Areas, Computer Labs, Classrooms, and Other Frequently Touched Surfaces
  - Clean and disinfect frequently touched surfaces (at least once daily).

### Cleaning and Disinfection

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. Individuals will use personal protective equipment (e.g. gloves) as recommended on product labels. Custodians must carefully read and follow all label instructions for safe and effective use. Custodians will be trained in proper cleaning and disinfecting procedures.

- Step 1: Cleaning
  - Surfaces will be cleaned with water and soap or detergent prior to use of disinfectants in order to remove dirt and other materials on surfaces that could reduce the effectiveness of disinfectants.
- Step 2: Disinfection
  - Surfaces will be disinfected after cleaning following the product instructions including the amount of time a disinfectant will remain on surfaces to be effective and following proper dilution concentrations. The College will utilize disinfectants that are listed on the EPA/NYS DEC list of products identified as effective against COVID-19. If these products are not available, EPA registered disinfectants labeled to be effective against rhinovirus and/or human coronavirus will be used. If those products are not available, a 2% chlorine bleach solution will be used.
- Step 3: Custodial Hand Hygiene
  - All used gloves and other disposable items will be disposed of in a bag. Custodians will wash hands with soap and water for at least 20 seconds immediately after

removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water will be used if hands are visibly soiled.

#### Additional Procedures for Cleaning and Disinfecting in the Event of a Confirmed Case of COVID-19 on Campus

Onondaga Community College will follow the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#) (as of April 1, 2020), as well as the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020) to clean and disinfect areas when a confirmed case of COVID-19 occurs on campus.

- When a student or employee who has been present on campus tests positive for COVID-19, the senior administration will coordinate efforts with the Onondaga County Health Department and follow their guidance on appropriate response including cleaning and disinfecting procedures.
- Areas used by the ill persons will be closed off from access whenever possible.
- Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, Facilities staff will wait 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces, following guidelines described on the first page of these procedures. Cleaning staff will use appropriate PPE (e.g. gloves and protective clothing) and follow cleaning and disinfectant product instructions.
- Cleaning staff will be trained in:
  - COVID-19 symptoms,
  - What to do if symptoms are developed (at minimum notify their supervisor and the local health department if they develop symptoms of COVID-19),
  - when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE,
  - Proper hand hygiene techniques,
  - What areas need to be cleaned and disinfected when there is a confirmed case on campus, and
  - How to properly clean and disinfect surfaces.

**√ 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;**

It is anticipated that extracurricular activities will be largely virtual and/or outdoor until such time as other kinds of gatherings can be safely held. Student performances that are curricular or co-curricular will be scheduled in such spaces as our arena or gymnasium that would permit the appropriate 6-foot social distancing. We have cancelled fall sports and will look again at the opportunity to have sports in the winter and spring.

**√ 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; and**

Students will seek medical accommodations through the Office of Accessibility Resources and employees will work through Human Resources.

**√ 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.**

Onondaga Community College will follow the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020). These procedures will be reviewed and updated as further guidance is issued by the NYS DOH. See above section for details.

**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;**

Employees: Employees are screened daily. Anyone who fails the screening must quarantine for 14 days or provide evidence of a negative test for COVID-19. Tests are covered by health insurance.

Commuter Students: Commuter students are screened every day that they come to campus. Anyone who fails the screening must quarantine for 14 days or provide evidence of a negative test for COVID-19.

Residential Students: Residential students will be quarantined for 14 days prior to the start of the semester. Anyone developing symptoms will be isolated and tested by the campus health practitioners. Costs are covered by health insurance which residential students must carry.

**√ 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 influenzalike illness, as well as protocols around group testing, if applicable;**

We will collaborate with Upstate Medical University to design and implement necessary ongoing screening.

**√ 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;**

The college will work closely with the county health department.

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

- The College will work cooperatively with the Onondaga County Health Department and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

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

Daily screening was put in place on May 26, 2020 and covers anyone entering campus. When the academic year begins, screening will move from the campus entrance to the designated entrance for each building. Details are above in section 1.

### **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);**

Residential students will isolate in Shapero hall. Dining services is prepared to deliver necessary food to Shapero as needed. Commuter students Commuter students and employees will isolate at home.

**√ 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;**

Residential students will quarantine in Shapero Hall. Dining services is prepared to deliver necessary food to Shapero as needed. Commuter students and employees who need to quarantine will do so at home. Students will have access to online counseling and academic supports.

**√ 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;**

Students will be supported in their decision to remain or to return home.

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

Onondaga Community College will follow the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#) (as of April 1, 2020), as well as the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020) to clean and disinfect areas when a confirmed case of COVID-19 occurs on campus.

- When a student or employee who has been present on campus tests positive for COVID-19, the senior administration will coordinate efforts with the Onondaga County Health Department and follow their guidance on appropriate response including cleaning and disinfecting procedures.
- Areas used by the ill persons will be closed off from access whenever possible.
- Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, Facilities staff will

wait 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces, following guidelines described on the first page of these procedures. Cleaning staff will use appropriate PPE (e.g. gloves and protective clothing) and follow cleaning and disinfectant product instructions.

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

A full communication plan has been developed and implemented. It is attached to the full plan as appendix N.

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

**√ Operational 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;**

- The College will work closely with the Onondaga County Health Department, the NYS DOH, and SUNY to determine if and when campus operations should be reduced based on a significant COVID-19 outbreak, as well as which specific operations should be reduced.
- In this event, the College will ramp down campus activities in a phased manner in the following order: shifting to remote-only classes, having faculty members work remotely, closing specific offices and reducing in-person student services, reducing administrator and staff employee presence on campus, reducing essential personnel on campus, and closing the College.
- Residence Hall students would be encouraged to move off campus in a safe manner. Students without a home to go to would be allowed to stay on campus until other housing arrangements can be made.
- Any partial or complete campus shutdown would be communicated internally and externally using the College’s COVID-19 website, social media, email communications, traditional media outlets, and other appropriate communication vehicles. Appendix N describes the College’s COVID communication plan in detail.

**√ Move-out: For residential colleges and universities, plans should address need 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); and**

The college will have a full move-out of the residence halls prior to the Thanksgiving break to facilitate a full cleaning and disinfecting. The socially distanced protocol from August would be repeated in January prior to the spring semester. Should the college have to effectuate an emergency move-out, we would use the staggered, appointment-based process developed

during spring 2020. Additionally, we would continue to house any students without other options, as we have done during spring 2020, while implementing additional distancing/monitoring practices.

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

A full communication plan has been developed and implemented. It is attached to the full plan as appendix N.

Appendix B

Proposed Designated Entryways and Exits



→ Entryway  
→ Exit



## Appendix C

### Onondaga Community College Enhanced Cleaning and Disinfection Procedures for COVID-19

(as of May 18, 2020)

Onondaga Community College will follow the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020). These procedures will be reviewed and updated as further guidance is issued by the NYS DOH.

#### Routine Cleaning

Routine cleaning of College facilities will be rigorous and ongoing, and surfaces that are touched most frequently will be prioritized. Routine cleaning will include:

- Clean and disinfect high contact surfaces such as light switches, handrails, doorknobs/handles, and drinking fountains.
- Dust- and wet-mop or auto-scrub floors.
- Vacuum entryways and high traffic areas.
- Remove trash.
- Clean restrooms.
- Wipe heat and air conditioner vents.
- Spot clean walls.
- Spot clean carpets.
- Dust horizontal surfaces and light fixtures.
- Clean spills.
- Clean and launder microfiber cloths.

#### Priority Areas

These areas will be given priority due to their high traffic.

- Restrooms
  - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (throughout the day).
- Dining Areas
  - Clean and disinfect counters, tables, and chairs regularly (at least once daily).
- Student Service Areas, Computer Labs, Classrooms, and Other Frequently Touched Surfaces
  - Clean and disinfect frequently touched surfaces (at least once daily).

#### Cleaning and Disinfection

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. Individuals will use personal protective equipment (e.g. gloves) as recommended on product labels. Custodians must carefully read and follow all label instructions for safe and effective use. Custodians will be trained in proper cleaning and disinfecting procedures. Cleaning logs that include the date, time, and scope of cleaning will be maintained.

- Step 1: Cleaning
  - Surfaces will be cleaned with water and soap or detergent prior to use of disinfectants in order to remove dirt and other materials on surfaces that could reduce the effectiveness of disinfectants.
- Step 2: Disinfection
  - Surfaces will be disinfected after cleaning following the product instructions including the amount of time a disinfectant will remain on surfaces to be effective and following proper dilution concentrations. The College will utilize disinfectants that are listed on the EPA/NYS DEC list of products identified as effective against COVID-19. If these products are not available, EPA registered disinfectants labeled to be effective against rhinovirus and/or human coronavirus will be used. If those products are not available, a 2% chlorine bleach solution will be used.
- Step 3: Custodial Hand Hygiene
  - All used gloves and other disposable items will be disposed of in a bag. Custodians will wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water will be used if hands are visibly soiled.

## **Additional Procedures for Cleaning and Disinfecting in the Event of a Confirmed Case of COVID-19 on Campus**

Onondaga Community College will follow the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#) (as of April 1, 2020), as well as the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020) to clean and disinfect areas when a confirmed case of COVID-19 occurs on campus.

- When a student or employee who has been present on campus tests positive for COVID-19, the senior administration will coordinate efforts with the Onondaga County Health Department and follow their guidance on appropriate response including cleaning and disinfecting procedures.
- Areas used by the ill persons will be closed off from access whenever possible.
- Outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If possible, Facilities staff will wait 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces, following guidelines described on the first page of these procedures. Cleaning staff will use appropriate PPE (e.g. gloves and protective clothing) and follow cleaning and disinfectant product instructions.
- Cleaning staff will be trained in:
  - COVID-19 symptoms,
  - What to do if symptoms are developed (at minimum notify their supervisor and the local health department if they develop symptoms of COVID-19),
  - when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE,
  - Proper hand hygiene techniques,
  - What areas need to be cleaned and disinfected when there is a confirmed case on campus, and
  - How to properly clean and disinfect surfaces.

## Appendix D

### Campus Reopening Signage Needs

#### Student Central

- Directional flow path pointing toward end of line (on stanchion or beltway pedestal) (quantity 2)
  - Please form line
  - [Arrow to right]
  - Maintain 6 ft social distance
- Directional flow path at end of line (on stanchion or beltway pedestal) (quantity 2)
  - Please form line
  - [Arrow forward/up]
  - Maintain 6 ft social distance
- Wait here sign at front line (on stanchion or beltway pedestal) (quantity 2)
  - Please wait here for next available counter
- Floor markers (vinyl floor sticker) showing where to stand in line (quantity 10)
  - Stand here
  - Please stay 6 ft apart
  - Social distancing
- Floor Markers at counters showing where to stand (quantity 5)
  - Stand here

#### Campus wide

- Directional one-way arrows in narrow aisles and hallways (library stack aisles), floor decals or signs
  - One-way traffic only
  - Please stay 6 ft apart
- Elevator occupancy signs for larger elevators (quantity 60)
  - Wear your face mask
  - Maximum 4 people
- Elevator occupancy signs for smaller elevators (quantity 5)
  - Wear your face mask
  - Maximum 2 people
- Stairwell signs, posted on the door (quantity 100)
  - Wear your face mask, narrow stairs
  - Stay to the right
- Stairwell signs, floor decals (quantity 25)
  - Wear your face mask, narrow stairs
  - Stay to the right
- Restroom signs
  - Restroom entrance signs (quantity 100)
    - Wear a mask
    - Maintain 6-foot social distancing
    - Wash your hands with soap and water for at least 20 seconds
  - General safety poster for stall signs (quantity 300)
    - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - Handwashing signs (quantity 100)
    - <https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf>
    - [https://www.cdc.gov/handwashing/pdf/19\\_309599-A-Frankson\\_Handwashing.pdf](https://www.cdc.gov/handwashing/pdf/19_309599-A-Frankson_Handwashing.pdf)
    - [https://www.cdc.gov/handwashing/pdf/HH-Posters-ENG-Kitchen\\_1.pdf](https://www.cdc.gov/handwashing/pdf/HH-Posters-ENG-Kitchen_1.pdf)
- Small room door sign (copy room, small restroom) (quantity 50)
  - Maintain six-foot social distancing
  - One person at a time
- Shared equipment signs, refrigerators, microwaves, etc (quantity 15)
  - Disinfect before and after each use

- Various Signs for entrances, bulletin boards, outdoor informational kiosks, and stall signs [these could likely be printed in-house]
  - CDC COVID-19 General Poster: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
  - NYS DOH Face mask poster: [https://coronavirus.health.ny.gov/system/files/documents/2020/05/13105\\_covid-19\\_facemasks\\_flyer\\_050420.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/05/13105_covid-19_facemasks_flyer_050420.pdf)
  - COVID-19 Symptom Poster: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
    - Include where to report symptoms (HR/supervisor?)
  - CDC Stay Home when you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>
- Signs at building entrances reminding people they need to be screen before entering buildings (on 8.5 x 11 or 11 x 17 posters) (quantity 35)
  - Do you have your screening sticker?
  - Everyone must be screened before entering buildings – or you will be escorted off campus
  - Screening station in lot 14
  - Please remember to wear a mask and maintain 6 ft social distancing.
  - Stay to the right
- Signs at each building entrance indicating if it is an entryway or exit (on 8.5 x 11 or 11 x 17 posters)
  - [exterior entrance, green] Enter Here (quantity 15)
  - [interior entrance, red] Do Not Exit, Entrance Only, emergency exit only (quantity 15)
  - Green floor arrows outside pointing in (quantity 15)
  - Red floor arrows inside pointing out (quantity 15)
  - [exterior exit, red] Do Not Enter, Exit Only (quantity 15)
  - [interior exit, green] Exit Here (quantity 15)
  - Green floor arrows inside pointing out (quantity 15)
  - Red floor arrows outside pointing in (quantity 15)
  - [Red] Emergency Exit Only (70)
  - [Red] Must Use Designated Entrance (70)

#### Exterior Campus Entrance Signs

- Signs at closed entrances directing people to W. Seneca Turnpike entrance (on A-frame) (quantity 2)
  - Entrance Closed
  - Use W. Seneca Turnpike Entrance for screening – If you do not use the designated entrance you will be escorted off campus
  - [arrow to left]
- Mulroy Sign (on A-frame) (quantity 2)
  - Report to W. Seneca Turnpike entrance for screening before entering Mulroy – or you will be escorted out of the building
  - [Arrow to right]
- Signs targeted toward walkers (on A-frame) (quantity 4)
  - All individuals must report to Lot 14 near the W. Seneca Turnpike entrance for screening before entering campus – or you will be escorted off campus
- Sign describing screening process (on A-frame) (quantity 4)
  - Screening Checkpoint Ahead
  - Must wear mask while being screened
  - [Directional arrow will be separate]

-continued on next page-

- Sign listing screening questions at screening station (on A-frame) (quantity 2)
  - 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 tested positive for COVID-19 in the past 14 days, or
  - have you experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)?
- Sign with required safety precautions on campus (on A-frame) (quantity 2)  
[\[https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf\]](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)
  - While on campus
    - Maintain 6-foot social distancing
    - Wear a mask
    - Use designated entrances and exits
    - Stay home if sick
    - Wash your hands
    - Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands
    - Do not touch your eyes, nose, and mouth

**PLEASE  
FORM LINE**



**MAINTAIN 6 FT.  
SOCIAL DISTANCE**



#LazerStrong

**PLEASE  
FORM LINE**



**MAINTAIN 6 FT.  
SOCIAL DISTANCE**



#LazerStrong

**PLEASE  
WAIT HERE**

**FOR NEXT  
AVAILABLE  
COUNTER**



#LazerStrong



**ENTER HERE**

*Have you been screened?*

Everyone must be screened  
before entering buildings

or

You will be escorted  
off campus.

**SCREENING STATION IN LOT 14**

Please remember to wear a  
mask, maintain 6 ft social  
distancing.



#LazerStrong



**ENTRANCE CLOSED**

Use W. Seneca Turnpike entrance for screening

If you do not use the designated entrance, you will be escorted off campus.



#LazerStrong

**ENTRANCE CLOSED**

Use W. Seneca Turnpike entrance for screening

If you do not use the designated entrance, you will be escorted off campus.



**ATTENTION**

Report to W. Seneca Turnpike entrance for screening before entering Mulroy.  
OR

You will be escorted out of the building.



#LazerStrong

**ATTENTION**

Report to W. Seneca Turnpike entrance for screening before entering Mulroy.  
OR

You will be escorted out of the building.



**ATTENTION**

All individuals must report to Lot 14 near the W. Seneca Turnpike entrance for screening before entering campus.  
OR

You will be escorted off campus.



#LazerStrong

**ATTENTION**

All individuals must report to Lot 14 near the W. Seneca Turnpike entrance for screening before entering campus.  
OR

You will be escorted off campus.



# ATTENTION

SCREENING CHECKPOINT  
AHEAD

MUST WEAR MASK  
WHILE BEING  
SCREENED



#LazerStrong

# ATTENTION

SCREENING CHECKPOINT AHEAD

MUST WEAR MASK WHILE  
BEING SCREENED



# HAVE YOU?

Knowingly been in close or contact in the past 14 days with anyone who has tested positive for COVID-19?



# HAVE YOU?

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



# HAVE YOU?

Have you experienced any symptoms of COVID-19 in the past 14 days?



# WHILE ON CAMPUS

- Maintain 6-foot social distancing.
- Wear a mask.
- Use designated entrances and exits.
- Stay home if sick.
- Wash your hands.
- Cover your cough or sneeze.
- Do not touch your eyes, nose, and mouth.



#LazerStrong

MAXIMUM  
4 PEOPLE



WEAR YOUR FACE MASK



#LazerStrong

MAXIMUM  
2 PEOPLE



WEAR YOUR FACE MASK



#LazerStrong

NARROW STAIRS  
KEEP TO THE RIGHT

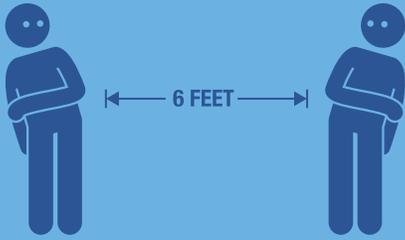


WEAR YOUR FACE MASK



#LazerStrong

# MAINTAIN 6 FT. SOCIAL DISTANCING



ONE PERSON AT A TIME



#LazerStrong

# KEEP IT CLEAN



DISINFECT BEFORE AND  
AFTER EACH USE



#LazerStrong

# WEAR YOUR FACE MASK



Maintain 6 ft. social distancing.  
Wash your hands with soap and  
water for at least 20 seconds.



#LazerStrong

<b>MAXIMUM 4 PEOPLE</b>  WEAR YOUR FACE MASK 	<b>MAXIMUM 2 PEOPLE</b>  WEAR YOUR FACE MASK 	<b>NARROW STAIRS KEEP TO THE RIGHT</b>  WEAR YOUR FACE MASK 
<b>MAINTAIN 6 FT. SOCIAL DISTANCING</b>  ONE PERSON AT A TIME 	<b>KEEP IT CLEAN</b>  DISINFECT BEFORE AND AFTER EACH USE 	<b>WEAR YOUR FACE MASK</b>  Maintain 6 ft. social distancing. Wash your hands with soap and water for at least 20 seconds. 

## ATTENTION

SCREENING CHECKPOINT  
AHEAD

### MUST WEAR MASK WHILE BEING SCREENED

#LazerStrong

## ATTENTION

SCREENING CHECKPOINT AHEAD

### MUST WEAR MASK WHILE BEING SCREENED

## ATTENTION

SCREENING CHECKPOINT  
AHEAD

### MUST WEAR MASK WHILE BEING SCREENED

#LazerStrong

## ATTENTION

SCREENING CHECKPOINT AHEAD

### MUST WEAR MASK WHILE BEING SCREENED

## Appendix E

### Interim Phase 2 Campus Reopening Symptom Screening Process for Summer 2020 (as of May 19, 2020)

#### Campus Roadway/Parking Lot Screening Logistics

- There will be one point of campus entry at the W. Seneca Turnpike entrance. Coyne and Onondaga Road entrances will be closed. Barricades and signs will be placed at the Coyne and Onondaga Road entrances directing people to use the W. Seneca Turnpike entrance.
- Vehicles will be routed from the W. Seneca Turnpike entrance to lot 14 (across from the residence halls) for a screening checkpoint. All vehicle occupants will be screened. Those who pass will be directed to enter campus at the northeast corner of lot 14. Those who fail will be directed to exit campus via the W. Seneca Turnpike entrance.
- People going to Mulroy Hall will need to go through the single campus screening checkpoint before proceeding to Mulroy.
- There will be one Centro drop off in lot 14 for screening bus riders. Centro will need to be contacted to coordinate their route and drop off location.
- Walkers and on-campus residents will need to walk up to the screening station in lot 14.
- Please see attached Interim Traffic Plan Proposal for One-Point Entrance and traffic flow diagram.

#### Symptom Screening Process

- Screen all people in the vehicle (employees, students, & visitors) before entering campus
- Confirm they have a mask (everyone must have a mask on before being screened)
  - Give them a disposable mask if they don't already have one (Purchasing has already secured these)
- Check temperature with a digital "no touch" thermometer (considered fever if 100.4 or above). Individual's temperatures must not be recorded.
- Verbally Ask Questions: (a) 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, (b) have you tested positive for COVID-19 in the past 14 days, or (c) have you experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)? These questions will be updated based on NYS DOH and CDC guidance.
- Employees must immediately disclose if and when their responses to any of the screening questions change, such as if they begin to experience symptoms, both during work hours or outside of work hours by calling \_\_\_\_\_.
- The screener will keep a log of who is screened, what building they are going to, and if they fail the screening. Please see attached COVID-19 Screening Log
- Give them a sticker indicating they've passed the screening for the day.

#### Passed Screening Stickers

- Stickers with different colors for each day will be given to people who pass screening (e.g. Monday, blue; Tuesday, green; etc). The colors will be rotated each week (different Monday color the second week, etc). Enid will work with Bridget to order appropriate stickers.
- Supervisors will check that their employees have stickers each day.
- If an employee notices someone without a sticker, they should remind them of the required screening process.
- We may not need a single entryway and exit for each building if we aren't checking people at the door. We could use all the building entrances and designate each entrance as either an entryway or exit in order to help maintain social distancing.

-continued on next page-

### Protocol if They Fail the Screening

- Turn them away from campus
- Screening is done on an individual basis, so driver and passenger could have different pass/fail results.
- If someone fails, send them home with a flyer including instructions to contact their healthcare provider for assessment and testing, and information on healthcare and testing resources.
- Record that the person failed the screening, so the local health department can be notified.

### Staffing Needs

- The screening stations will be staffed by Campus Safety including one officer and two guards.
- The screening stations will be staffed from 8:00 am to 5:30 pm. (we'll confirm hours with EC)
- An alternative screening process will be established for off-hours employees such as Facilities, Campus Safety, and specific individual cases. This may include having the employees report to dispatch for screening.
- A training will be developed for the screeners describing the screening process and safety protocols.

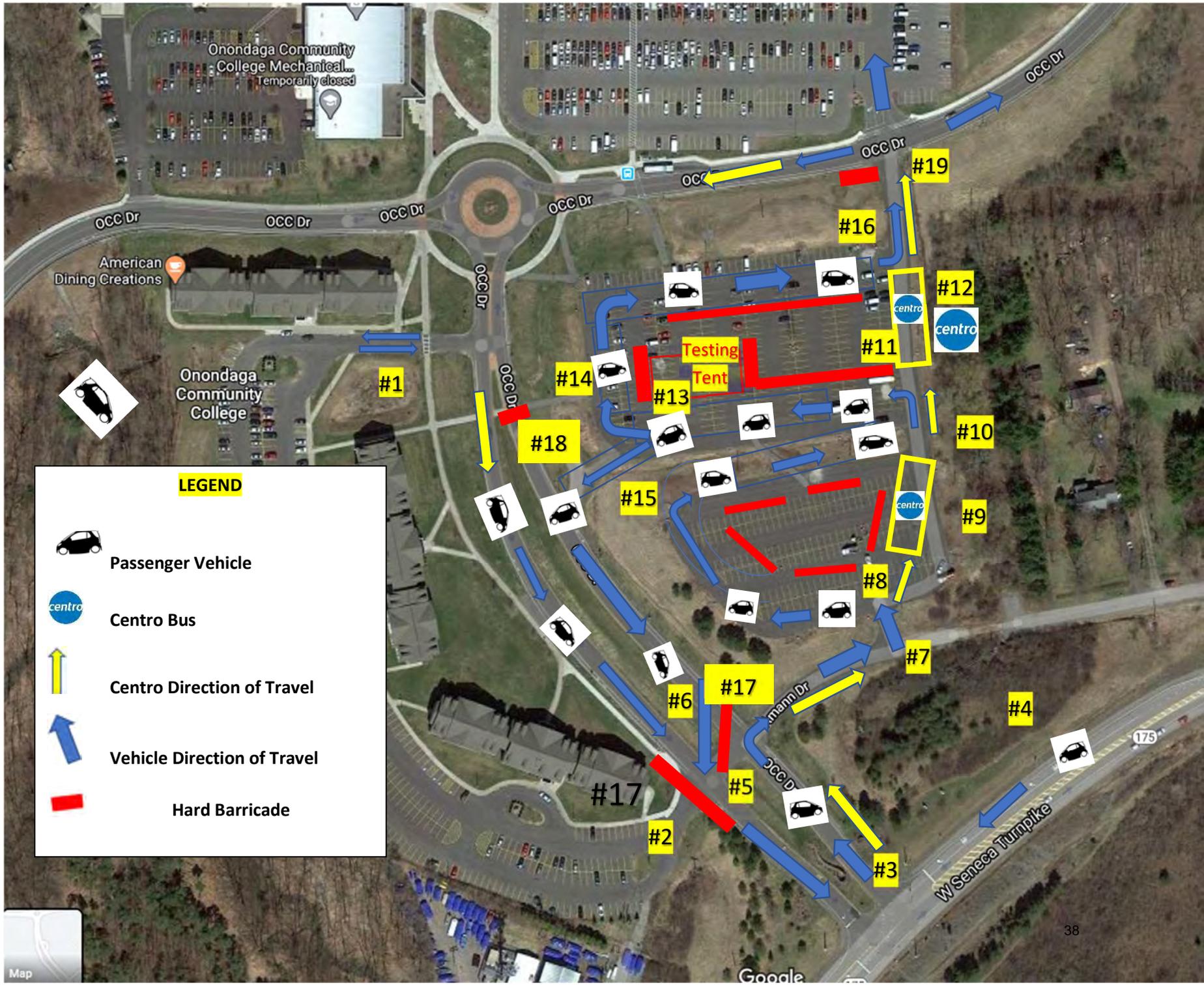
### Supplies Required at the Screening Station

- No touch thermometers
- Clipboard with screening instructions
- PPE (cloth face covering is mandatory; gloves; face shield is optional)
- Table, chair, and tent
- Disinfectant supplies and hand sanitizer

### Signage Needs

- Signs at closed entrances directing people to W. Seneca Turnpike entrance
- Sign describing screening process (e.g. screening checkpoint ahead)
- Sign instructing people to wear masks (e.g. put on your mask before being screened)
- Signs at building entrances reminding people they need to be screen before entering buildings and they need to wear a mask

Appendix F Traffic Flow Diagram for One-Point Entrance





# Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

## #1. North Entrance to Residence Halls from OCC Dr South

Traffic Management Issue:

- Cover two (2) 'Do not Enter' Signs
- Paint Double Yellow Line to denote two-way traffic

## #2. South Entrance to Residence Halls from OCC Drive South

Traffic Management Issue:

- Hard barricade – no entrance/ no exit



- Preferred

## #3. Main Entrance to OCC West Seneca Trpk @ OCC Dr South

Traffic Management Issue

- Event Signs with Arrows



- Preferred

## #4. West Seneca Turnpike West of Amann Dr. (East)

Traffic Management Issue

- Event Signs with Arrows



- Preferred

## #5 OCC Drive South @ Amann Drive (west)

Traffic Management Issue

- Hard barricade to prevent northbound traffic enter campus
- Event Sign with arrow



- Preferred

- Security Guard Posted with Vehicle to move traffic onto Amann Drive



# Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

## #6. OCC Drive South Dr Northbound traffic / OCC Drive Southbound Lane

Traffic Management Issue

- Hard barricade to prevent southbound traffic from 'Rejected' vehicles
- STOP Sign at entrance to OCC DR s. southbound lane



- Merge Right Sign approaching Stop Sign

## #7. Amann Drive into Lot # 15 (upper)/ #14 (lower)

Traffic Management Issue

- Event Sign with arrow
- Preferred



## #8. Vehicle Entrance into Lot #15

Traffic Management Issue

- Centro Bus Right Lane
  - Preferred
- Vehicles Left Lane
  - Preferred
- Signage need for both above
- Security Guard Posted with Vehicle to block right lane until bus arrives



## #9. Centro Bus Entrance into Lot #15

Traffic Management Issue

- Centro Bus Only signage with ARROW





## Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

### #10. Lot #15 into Lot # 14

Traffic Management Issue

- Stop Sign for vehicle lane
  - Preferred
- Left Turn only Sign for vehicle lane
- Stop Sign for CENTRO Bus



### #11. Vehicle's Turn Left towards testing Tent

Traffic Management Issue

- Event Signage with Arrow for vehicle



### #12. Centro Bus Stop

Traffic Management Issue

- Centro BUS STOP Signage from CENTRO



- 
- Passengers disembark to be directed to testing



- Centro Bus on stand-by to depart



# Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

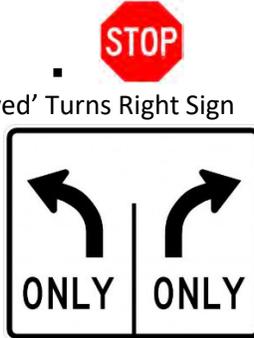
## #13. Testing Point

Traffic Management Issue

- Test Site Sign
- STOP SIGN



- 'Approved' Turns Right Sign



- 'Rejected' go straight, then left onto OCC Dr S. south in northbound lane
- 

## #14. Approved Vehicles

Traffic Management Issue

- Event Arrows to leave lot



## #15. Rejected Vehicles

Traffic Management Issue:

- Left Turn Only Sign



- Stop Sign





# Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

## #16. Approved Vehicles leaving Lot #14

Traffic Management Issue

- STOP Sign
  - (in order to yield to Centro Bus departure)
- Left Turn Only Sign



○

## #17. Merge Traffic - Southbound in Northbound Lane @ Southbound Lane

Traffic Management Issue

- STOP Sign
  - (allow for feeder from southbound in northbound lane)
- Merge right sign



## #18. Barricade to Stop northbound traffic OCC Dr S. towards campus

- No thru traffic sign two (#2)





## Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

### #19. Stop sign Lot # 14 to Ransom Mackenzie Drive



- End of testing, barricade to restrict access to Lot #14, Lot# 15

### Signage Estimate if purchase outside OCC

Sign Type	# Needed	Locations	Cost per	Total
STOP SIGN	11	6,10,15,16,17,18	30	330
ARROW SIGN	10	3,7,8,9,10,11,14	20	200
NO THRU TRAFFIC	4	2, 18	25	100
LEFT TURN ONLY	3	13,15,16	20	60
RIGHT TURN ONLY	2	5	20	40
BE PREPARED TO STOP	2	4	50	100
COVID TESTING	2	13	85	190
URNS ONLY SIGNS	2	13	40	80
PEDESTRAIN CROSSING	2	12	40	80
ENTRANCE ARROW SIGNS	6	3,5,7,8	20	120
EXIT ARROW SIGNS	6	15,17,19	20	120
				1420



## Traffic Plan Proposal for One-Point Entrance May 26<sup>th</sup>, 2020

### OPENING / CLOSING DUTIES

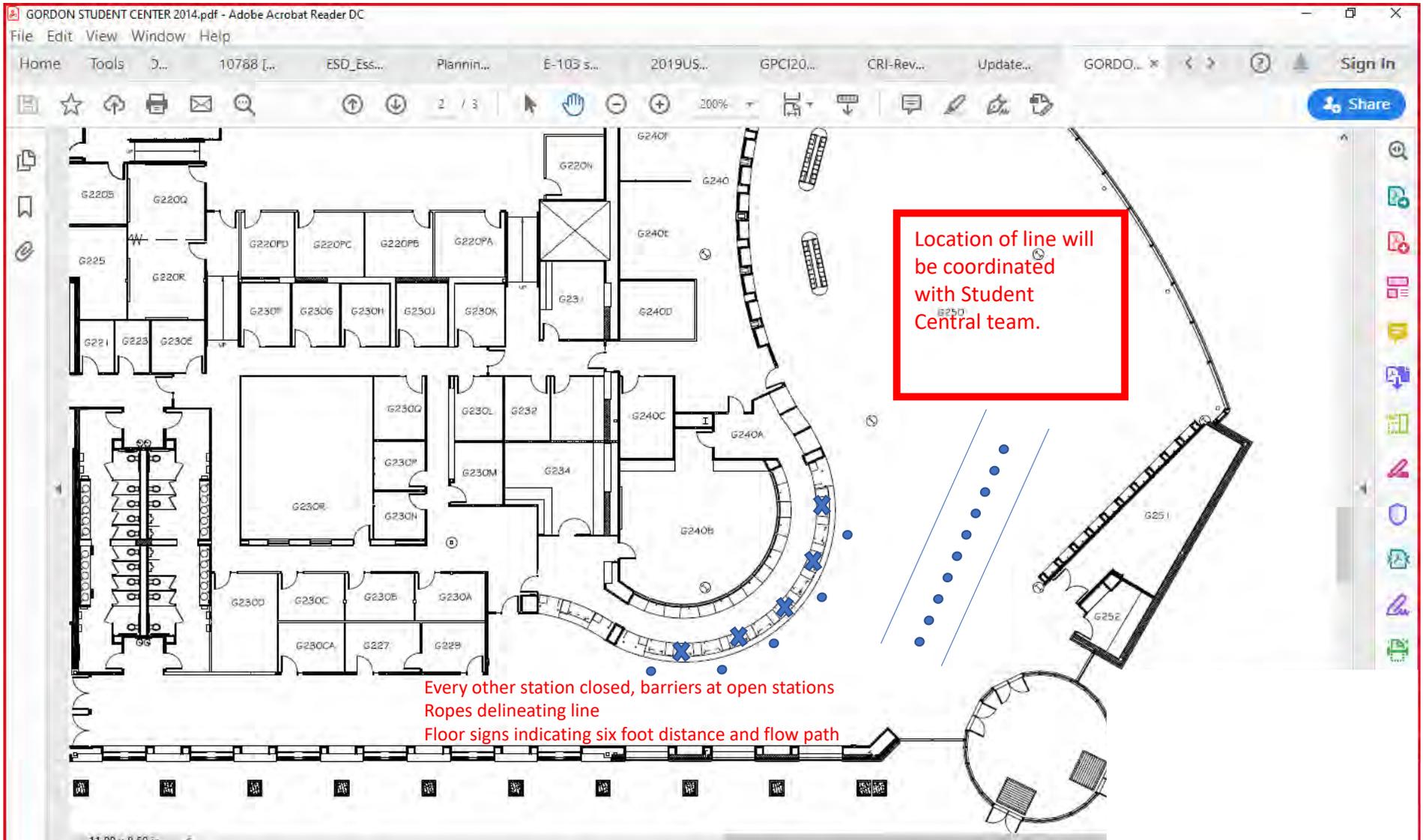
#### **A Watch Duties**

- Set up barricades at #17, #18 to block traffic OCC DR. S northbound.
- Open exit barricade at #19

#### **C Watch Duties**

- At conclusion of testing, remove barricades at #17, #18 to allow for northbound traffic on occ Drive South.
- Post barricade at Amann Dr @ OCC Dr. South to restrict access to Lot # 14, Lot #15.
- Post barricade at #19 to restrict access to Lot # 14, Lot # 15.

# Appendix G: Student Central Social Distancing Floor Diagram



Children's Learning Center

Health and Safety Response Plan to COVID-19

**Screening of Adults and Children:** All new and returning families will **not** be allowed to enter the center until they have responded to the following questions. The family will be **excluded** from the center if a response of yes is given to any of the following questions:

- a. Have you within the last 14 days, traveled to a country that the CDC recommended should be avoided for nonessential travelers and where travelers should practice enhanced precautions upon returning to the United States? (China, Iran, Italy, South Korea, Japan, Schengen of Europe, United Kingdom and Ireland)
- b. Have you had contact with any person with known COVID-19 or person under investigation for COVID-19?
- c. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever of 100.0°F or higher, shortness of breath), chills, muscle pain, new loss of taste or smell, gastrointestinal symptoms (nausea, vomiting, and/or diarrhea)?
- d. Are you or anyone in your home in active quarantine status?
- e. If cleared for entry, all adults (parents and CLC staff) and children over the age of five are required to wear a face covering when inside the center. No one may enter the CLC without a face covering. Adults will practice social distancing when working or interacting with each other to the extent that is possible while caring for children.
- f. All fieldwork placements and observations by students are suspended until further notice.
- g. Individuals making deliveries or from OCC's custodial or buildings department are expected to be screened at the main entrance and wear a face covering while in the center area.

## **Daily Health Check and Screening of Children and CLC Staff:**

- a. Before a parent leaves the center and a child begins to play, a teacher completes a daily health check as prescribed by NYS OCFS. Since the onset of COVID-19, the check includes taking the temperature of each child and recording it. Temperature checks are conducted at two other times during the day.
- b. Staff members take their temperature and record the reading upon arrival plus two additional times when children's temperatures are taken.
- c. Children and CLC staff will be excluded from the program who present a low-grade fever (100 degrees or higher), an unexplained cough, shortness of breath, difficulty breathing, chills, repeatedly shaking with chills, muscle pain/aches, headache, sore throat and or new loss of taste or smell.
- d. Children and Staff are expected and required to stay home when NOT feeling well. Exclusion occurs when a fever is present or a communicable disease is diagnosed, in which case a Dr's note is needed before the child/staff can return. No one can return to the program unless fever free without fever reducing medication for a period of at least 24 hours unless a longer period is medically required.

## **Standard Health and Safety Practices to Reduce spread of illness:**

1. Handwashing by staff, children and Parents:
  - a. Upon arrival and when enter new room
  - b. Before eating
  - c. After using the bathroom, or diaper changing
  - d. After touching face
  - e. Before and after playing in water or sensory materials
2. Sanitizing and Disinfecting hard surfaces such as classroom tables and play materials with bleach and water solution following OCFS guidelines.
  - f. When opening the classroom
  - g. Before and after meals
  - h. Before and after activities completed

- i. When placed in mouth or become soiled (placed in bin in sink for later sanitizing and disinfecting)
  - j. At the end of the day when closing the classroom
  - k. Use of disposal disinfecting wipes throughout the day on high touch surfaces such as door handles, bikes and other riding toys.
3. Excluding staff or children who present signs and symptoms `listed above during the program day.
- a. Separating child from the rest of the group while waiting for parent to pick-up the child.
  - b. Immediately sending staff home.

### **Other Changes/Additions to Program Practices**

- a. Suspension of family style eating. Teachers will use utensils to place food on children's plates. Food services gloves are worn.
- b. Water play is restricted to use in individual basins (no sensory table). After a child is done, the water is dumped, sanitized and fresh water put in it.
- c. Limiting group size to 10 children per classroom at a time.
- d. Children do not share playdough or other doughs. Every child has their own labeled bag for their exclusive use.

# **Attention Staff, Parents, Children, & Visitors**



This Photo by Unknown Author is licensed under CC BY-NC

**Please answer these questions for each individual entering the building. Parent/Guardian will need to answer these questions for each of their children individually.**

Have you:

- Within the last 14 days, traveled to a country that the CDC recommended should be avoided for nonessential travelers and where travelers should practice enhanced precautions upon returning to the United States? (China, Iran, Italy, South Korea, Japan, Schengen of Europe, United Kingdom and Ireland)
- Have you had contact with any person with known COVID-19 or person under investigation for COVID-19?
- Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever of 100.0°F or higher, shortness of breath), chills, muscle pain, new loss of taste or smell, gastrointestinal symptoms (nausea, vomiting, and/or diarrhea), or redness/swelling of the feet/extremities?
- Are you or anyone in your home in active quarantine status?

**\*\*If you responded “yes” to any of the above,  
please do not enter the building\*\***

What you should do:

- Telephone your medical provider immediately to seek testing options
- Check the OCFS website for updates: [www.ocfs.ny.gov/main/news/COVID-19/](http://www.ocfs.ny.gov/main/news/COVID-19/)
- Visit the NYS Department of Health website and contact your local department of health for further guidance [www.doh.ny.gov](http://www.doh.ny.gov)

**Thank you for your cooperation,**

# Staff and Management

## Appendix I

### Specific Academic Area Operations

#### Biology Department

Proposal for needed in-person, student laboratory experiences in Fall 2020 to meet stated course Learning Outcomes

As a result of the ongoing COVID-19 situation, it is my understanding that Fall 2020 courses will primarily be delivered in a real-time-remote format, meaning that most course will not have face-to-face instruction for lecture or lab.

It is also my understanding that request for in-the-lab experiences can be made IF they are essential for meeting stated course Learning Outcomes. Though most of our Biology laboratory courses use hands-on, in-the-lab experiences to best teach course objectives, not every course has wording on the curriculum form that would necessitate having to use a hands-on, in-the-lab approach to achieve those methods. We welcome the opportunity to utilize hands-on, in-the-lab experiences for all courses should state/social/health circumstances allow, but my understanding in writing in this document is that I am only allowed to propose strategies for instances where Learning Outcome wording so requires. Thus, the Biology courses impacted are:

- BIO 151L (General Biology I)- LO's state the use of laboratory instrumentation.
  - Currently there are 6 laboratory sections planned; all in F244
- BIO 152L (General Biology II)- LO's state the use of Microscopes and dissection of preserved animal specimens.
  - Currently there are 3 laboratory sections planned; all in F241
- BIO 205L (Microbiology)- LO's state performing laboratory skills
  - Currently there are 5 laboratory sections planned; all in F256

What rooms would be impacted

Though BIO 205 lab work can only be completed in F256, it is possible that BIO 151 and BIO 152 could use additional lab rooms (beyond F241 and F244) if needed to allow different instructors of the same course to keep their unique lab set-ups between student rotations. F240, F255, and F258 are additional rooms.

Proposed strategy

The college will need to provide guidance on how many students can safely be in the laboratory space at a given time. This will then determine if it takes 2, 3, or 4 successive rounds of students to work through a single lab section of students. Each class envisions needing to hold 3 or 4 lab activities, repeated for each smaller group. The exact number may be subject to how many small group replicates are required to ensure all students completed the activities while also ensuring that we finish before Thanksgiving with the expectation that face-to-face will not be allowed

after that point. Perhaps if needed, scheduled lecture time (not just scheduled lab time) could be utilized as available time blocks for students to come in.

- One idea is to have students on a group rotational basis: Group 1 comes on Week 1 to work in the lab for the scheduled 2.5 hrs. while other students work on other online lab exercises. Then, Group 2 comes during Week 2 to do that same exercise, etc. until all students have completed the work.
- A different strategy is to split the 2.5 hr. time into 2 blocks: some students come during the first hour; ½ hr. transition; other students come during the second hour.
- All students will be expected to comply with college mandated policies for safely being screened to enter campus, how to enter/leave buildings to avoid hallway crowding, to ensure they do not come to campus if they are displaying symptoms, etc.
- Masks will be needed for all students and instructors. Protective goggles and gloves may also be needed depending upon the nature of the equipment/materials in use.
  - Is this something we as a Department need to order?
- Students will be required to wash their hands upon entry into the lab and before leaving.
- Students will be required to wipe down their workstation and any equipment being used both before and after use (70% ethanol is suggested or another college approved disinfectant).
  - Does the department purchase/supply the disinfectants?
- Laboratory activities will be designed to ensure 6' social distancing of students. Activities commonly conducted as groups sharing equipment will be altered to allow for them to be conducted individually. We do not believe that plexiglass barriers or other room changes are needed.
- Instructors will need to be able to move about the room to address student questions at their workstations. Distancing will be maintained as much as possible, while still needing to supervise work. For instance, if a student is having trouble with a microscope, we could ask the student to step away from the station so we can diagnose the issue, then the instructor steps away to verbally talk the student through the solution.

### Chemistry and Physical Science Department

After collaborating with full-time professors in all disciplines of our department, the Chemistry and Physical Science Department has this official response to the May 26<sup>th</sup>, 2020 email sent from our Dean (Patrick DeFazio). This response is under the assumption we will have approval to meet with students in the classroom under social distancing guidelines.

Yes, we need some face-to-face interaction with students in **all** our normally face-to-face Chemistry (CHE), Engineering Science (ENS), Environmental Technology (ENV), Geology (GEO), the new Geospatial Science and Technology (GST), Physics (PHY), and Science (SCI) Lecture and Laboratory courses to fully meet the course objectives.

- We strongly advocate for our normally face-to-face lecture courses to be run in a Hybrid mode where we meet with a portion (according to social distancing guidelines) once per week. Course material would be made available for students on Blackboard like an online

course and the face-2-face meetings would be a combination of discussion, lecture, or in-class exercise. Each professor would provide the necessary information within the Course Syllabus including which students would meet when in accordance with social distancing guidelines. Professors would set up groups by designation.

- We strongly advocate for our normally face-to-face Laboratory courses to be run in their respective labs with some online capabilities. Professors would establish procedures and guidelines in their Course Syllabus in accordance with social distancing guidelines. We believe meeting with a portion of the students every other week can provide the students much needed in-lab experience in our courses in order to fully understand the scientific method, meet course objectives, and prepare them for higher level courses and eventually in the workforce. That hands-on experience just cannot be replicated in a totally virtual environment. Chemistry and Physics labs especially need to have the students do the lab work and not someone in a video. Geology and Environmental Technology labs especially need to be able to field trips and field experience.
- Chemistry specific lab recommendation: We recommend doing a Group A and Group B for each lab section. We would designate which students go in each group. For us to comply with social distancing and safety guidelines, we recommend lowering the DL each Chemistry Lab section from 18 to 14 so we could have each student have their own fume hood during lab. We would have each group of 7 students to go into the lab in alternate weeks for face-2-face labs and have paper labs during the other week. We would need to slightly delay the face-2-face lab meetings to allow the lecture to be sufficiently far enough ahead, so the first couple labs would need to be paper ones for all groups. The idea of them working in their own fume hoods should really help with possible exposure. We would clean the labs and hood areas for the next set of lab students to be safer.
- Those lecture courses that are normally online courses (CHE-151, GEO-106, SCI-100, and SCI-111) would remain status quo since they totally meeting the course objectives because have been developed and taught by professors highly trained in Blackboard. They have been successfully running for years in the online only format.

We strongly recommend keeping the already coordinated and established 14-week+1 schedule with the already assigned classroom on the specified times and dates to effectively run all our lecture and lab courses in a Hybrid format. We are against compressing the 14-week+1 schedule into a 7-week schedule because of limited lab space and the potential of lecture and labs conflicting with each other and with other courses.

We need to normal classroom technology required everyone to wear masks and rubber gloves. The Professor should have an adequate supply of hand sanitizer and disinfectant as well as a clear barrier between themselves and the students. One piece of Blackboard technology we believe could greatly enhance the online portions of each course is the Blackboard tool called Collaborate Ultra. SUNY-ESF uses this tool effectively as a security-safe alternative to video platforms like Microsoft Teams and Zoom. Use of Blackboard Collaborate Ultra would keep all course interaction within Blackboard and not make the students rely on outside of Blackboard technology.

## Nursing

NUR 191 beginning Lab in-person:

Plan on groups of 10 (4 daytime and 2 evening); will be completed by mid-October.

Courses that require in-person lab are listed on the attached spreadsheet, with room numbers.

Ongoing Skills Testing:

Plan to review with faculty those specific skills that absolutely need to be done in the lab and Courses that require in-person skills testing are listed on the attached spreadsheet, with room numbers.

Faculty will create a plan for skills testing that allows for social distancing which may require more adjuncts. (May be more cost-effective to have a Lab Temp position)

Theory courses can be done remotely as virtual synchronous.

Please note: The faculty plan to use the nursing computer lab (F 108) for students who have trouble with technology, such as Zoom meetings or online proctoring of exams – Faculty has already spaced the computers 6 feet apart and some already have barriers between them.

Technology needs are few but are attached

## Physical Therapy Assistant (PTA)

Specific PTA courses with a Lab component require in-person teaching. Labs will be split to accommodate less students

- PTA 102L (F-144 & F-149); Mondays & Wednesdays 10-12; Fridays 8-12 (and maybe some Monday and Wednesday afternoons by appointment)
- PTA 108 (F-51); (Either Monday or Tuesday afternoons, approximately 6 hours total)
- PTA 201L (F-151 & F-149); (Monday and Wednesday afternoons)
- PTA 207L (F-151 & F149\*); Monday and Wednesday mornings (depending on how many students can be in the lab at once, we may need an extra room for this, as the freshmen are also in the lab during this time)

PTA would like to teach most of the courses face-to-face for some topics, especially PTA 107 (but it isn't absolutely necessary if the need is to be virtual). The attached document describes how PTA could safely do that.

Technology required for virtual classrooms:

- Each classroom (F-144 & F-151) would require a camera for zoom/teams. We would be live virtual, plus record.
- Students will need a computer (laptops from Helpdesk)

## Appendix J: Student Central and Financial Aid Reopening Plans

Re-opening plan for Student Central (service at SC will be open from 8:30am – 4:30pm Monday – Friday for the time being)

We will plan to continue to provide student support services through a remote/virtual nature as our primary means of assisting students but as part of Phase 2 will also carefully begin assisting students in person if they present at the Student Central counter. All individuals coming on campus will need to go through the screening station staffed by Safety & Security. Once on campus and within Gordon, stanchions will be used to guide any traffic with floor decals outlining where individuals should stand to wait for service. The floor decals, and signage, will indicate 6 feet between individuals and the need to wear a mask ect. Once an individual reaches the SC counter for service, they will be called on by an Enrollment Associate (EA). There will be floor decals that indicate a 6-foot distance for the student to stay behind. The EA's will be behind the counter and will only be using every other station to keep 6 feet between staff and individuals seeking service. Each open station will have a plexiglass barrier on the counter separating the staff person from the guest/student. Routine disinfecting will take place of the counter and hand sanitizer will be available in the Great Room.

Re-opening for the Financial Aid Service Center (students will be signed into the FASC from 8:30am-4pm Monday – Friday – remote assistance will be available from 8:30am – 4:30pm Monday – Friday)

We plan to continue to provide financial aid service through a remote/virtual nature as our primary means of assisting students/parents, but as part of Phase 2 will also carefully begin assisting students in person if they present at the Student Center. Students seeking service in person will go through the Student Central process outlined above and an EA will place them on the FASC log. Students will then be directed to have a seat in the chairs that will be arranged 6 feet apart within the Great Room area to wait for their name to be called by a staff member. The FASC staff will then call individuals one at a time and will utilize the computers in the Great Room (every 3<sup>rd</sup> station) to assist students. Floor decals indicating a 6-foot distance behind the station will be placed and adhered to for staff to keep their distance while providing service. Disinfectant will be used between each student at the computer stations.

## ITS Re-Opening Plans for June 2020

June 1, 2020

[Computer Labs & Library Computers](#)

[Infrastructure and Applications](#)

[Help Desk](#)

[AV Services](#)

[Desktop Team](#)

[Desktop Equipment](#)

[Laptop & Equipment Loaners](#)

[Prepping IT Equipment](#)

[NEW: Reduced Capacity ITS staffing in Service Building](#)

### Computer Labs & Library Computers

- The PCs will be configured to allow for 6 feet of social distancing. This includes making sure there is adequate distance in front of and behind students.
- Students will clean the computers or tables with sanitizer or wipes provided by the college before and after use, but we will have staff wipe the computers and tables off when they arrive for the day and before they leave for the night.
- Gloves and masks will be worn when assisting others with computer questions/problems and or personal computing devices.
- If staff touch printers or any other items or surfaces outside of their desk and work area, they will wipe down the areas that were touched.
- We will have a tape line on the floor in front service counters, such as the help desk and reference desk, to maintain 6 feet between students
- A staff member working at their desk, will not be required to wear a mask while sitting at their desk. However, they will need to put on their mask if they step away from their desk space. This applies to personal desk space. Staff at service counters will need to wear masks.
- "Student Use" items ( e.g. tape dispensers, hole punchers, staplers, pencil sharpener, etc ) will be kept at service counters where possible and wiped down with sanitizer after each use.
- Door bar and handles will be wiped down with wipes or sanitizer periodically throughout the day based on room usage. We will leave the lights on to minimize surface contact. If we need to touch the light switches, we will use disposable gloves or only elbows to touch them
- Staff will wipe down their desk and work area at the end of the day

## Library Computers

- Every third seat
- We are leaving it up to the students to clean the computers before and after use, but we will have staff wipe the computers and tables off when they arrive for the day and before they leave for the night.
- Book Scanners – the center one will not be accessible.
- Course reserves and media checkout at the Reserves Desk
- A limited number of tables – 1 seat available per table

## Application and Infrastructure Teams in Service Building

### Work Area

To maintain a safe workspace during the initial return to work the applications and infrastructure teams will work remotely whenever possible. Members of both teams will be assigned alternating workdays to keep the capacity to 50% or less on any day. During the individual's assigned day, they can report to work to address any task they are unable to complete remotely and prepare what is needed to work remotely the following day.

Facemasks will be required anytime leaving your office/cubicle area. At all times social distancing protocols should be followed with a minimum of 6 ft of space between individuals

Printers usage should be kept to a minimum. Signs will be posted regarding proper hand hygiene before and after using a shared ITS asset to minimize disease transmission. Printers will need to be cleaned on a periodic basis.

Kitchen use will be discouraged

### Meetings

Team meetings will be conducted virtually. If an in-person meeting is required, it requires the use of a facemask and social distancing with a minimum of 6 ft of space between individuals. The use of conference rooms should be used as a last resort. Hard surfaces are to be cleaned prior and upon completion of the meeting. Attendance is to be kept below 50% of the conference rooms posted capacity.

## Help Desk In Coulter

- We will follow all ITS and OCC guidelines and procedures.
  - We will put a tape line on the floor in front of our desks in Coulter Hall C214 to maintain distance from others coming into C214
  - Everyone entering C214 will wear a mask.
  - For anyone working in C214, you are not required to wear a mask while sitting at your desk so long as students are not present in the lab or coming to the desk. However, you will need to remember to put on your mask if you step away of your desk space.
  - Everyone will have their own work related supplies ( pens, pencils, paper, etc )
  - We will wear gloves when assisting others with their devices
  - Staff meetings will be held at our desks or over Teams
  - You cannot report to work if you are not feeling well. Also, you must follow OCC's guidelines before returning to work.
  - If we touch printers or any other items or surfaces outside of our desk and work area, we will wipe down the areas that were touched.
  - We will wipe down the door bar and handles in and out of C214. We will leave the lights on over our desks in C214. If we need to touch the light switches in C214, we will use disposable gloves or only elbows to touch them
  - We will wipe down our desk and work area at the end of our day
- 

C214 will not be open for use, and we will not be allowing people to use these items.. However, when we do return to campus we will be moving all of the “Student Use” items behind the desks in C214

“Student Use” items ( e.g. keyboards, mice, tape dispensers, hole punchers will be kept behind the desks in C214 )

We will wipe down all “Student Use” supplies when they are moved behind the desks in C214. We will also wipe them down if they by chance need to be borrowed and returned.

## Desktop Team in Coulter

### Work Area In Coulter

In addition to their assigned office/cubicle, each member of the Desktop team will have assigned workbench space in C205.

To maintain a safe workspace during the initial return to work members of the desktop team will be assigned alternating workdays with no more than two members in C205 on a given day. During the individual's assigned day onsite, they will complete cases that require work that can not be performed remotely and prepare what is needed to work remotely the following day.

Masks will be required anytime leaving your office/cubicle, which includes assigned workbench area.

Printers usage should be kept to a minimum. Signs will be posted regarding proper hand hygiene before and after using a shared ITS asset to minimize disease transmission. Printers will need to be cleaned on a periodic basis.

Kitchens and communal areas? Need some Guidance...Do we have a master plan that covers these areas.

## **Desktop Support Protocols**

The Desktop team will attempt to resolve end user desktop issues through the use of remote tools whenever possible. If a visit is required, the Desktop team will schedule an appointment with the end-user to conduct the work when the end-user will not be present. The IT asset that the work is being performed will be cleaned before work starts and after work is completed. The use of mask and gloves is required.

## **Meetings**

Team meetings will be conducted via video conferencing. If an in-person meeting is required, it requires the use of a mask and social distancing with a minimum of 6 ft of space between everyone. The use of conference rooms should be used as a last resort. Hard surfaces are to be cleaned prior and upon completion of the meeting. Attendance is to be kept below 50% of the conference rooms posted capacity.

Returns and loans of laptops – Addressed in laptop loaner plan and covered under ITS Asset handling.

## **AV in Coulter**

Move Bob to Marty's old office, so Keith does not walk through his area to get to his desk

Each individual will have their own tools and be responsible for cleaning them after use

We will wear masks when in general areas, you are not required to wear them while sitting at your desk (in your office), however, please put the mask on if you step out of your office space.

We will wear gloves when assisting other people with their electronics

We will wipe down all laptops and AV equipment that we loan out and when it is returned.

Classrooms will be updated, when possible employees will work independently on the installs.

- If two employees are required face masks and gloves will be worn.

Sanitizers will be located at instructor workstations

If eating at the community table,

- you must wipe it down before and after eating at the table.
- You must sit 6 feet apart, so no more than 3 people at the table

Staff meetings will be held online at our desks (Cameras or laptops will be needed for all 4 of us)

Employees cannot report to work if feeling ill and must follow the campus guidelines prior to returning to work.

Wipe down the keyboard, mouse and work surface of the student messaging computer in the Mission Control Room after each use. If you touch it wipe it down.

Wipe down doorknobs in and out of the office, use disposable gloves or only elbows to touch light switches or elevator buttons. Consider placing hand sanitizer dispensers in the vicinity, and encourage staff to use sanitizer or wash hands after contact with the switch/button. Regularly sanitize these surfaces.

Where doors can be kept open without compromising security or privacy, continue this practice to limit employees from touching handles.

Try not to use a community phone, but if you must use it then wipe it down after you use the phone.

Wipe the handles down whenever you use the refrigerator, microwave or printer.

## **Preparing IT Equipment**

ITS asset means technology equipment including but not limited to telephones, computers, keyboards, mice, printers, laptops, iPads, Chromebooks, speakers, mobile phones, other mobile devices, and associated cords, cables, chargers, etc.

Locations with community use ITS assets must post signs regarding proper hand hygiene before and after using an ITS asset to minimize disease transmission.

Preparing an ITS Asset for Transfer or Support Services

- End User Preparation involves:
  - Cleaning all hard surfaces on the ITS asset with disinfecting wipes;
  - Securing the IT asset in a location where it will not be handled by other end users prior to transfer or ITS support servicing;
  - Delivering the IT asset when necessary; and
  - Ensuring gloves are available for ITS personnel.

## Preparing an ITS Asset for Future Use

- ITS personnel can prepare an IT asset for circulation by wearing gloves and then wiping all hard surfaces with approved disinfecting wipe.

## Laptop Loaning in Library

- Handling Returned laptops –
  - Facemask and gloves will be used when handling and cleaning laptops.
  - Laptops returned to the library will be cleaned and placed in plastic totes for transporting.
  - Laptops will be transported and stored in ITS storage room in Mawhinney Basement.
  - Laptops will remain in totes in locked storage area for 1-week.
  - When ready to be imaged laptops will be transported to ITS work area.
  - Before work is started on the laptops they will be physically cleaned.
  - Laptops are reimaged and charged.
  - After reimaging laptops will be cleaned and distribute to Library.
- Library Circulations desk
  - 2 plastic totes large enough to hold about 5 laptops.
    - When one is used to transport laptops to the basement the other is put at the desk. The one that goes to the basement will be cleaned before it returns to circulation desk.
    - ITS staff transport laptops back and forth to basement and cleans tote.
  - Up to 20 laptops/ chrome books will be stored in the laptop cart in circulation workroom. Only ready to lend laptops go in the cart.
  - Need laptops at least one week prior to start of semester to start putting them in Alma and placing barcodes on them. ITS staff will need access to the IT area in basement.
  - Need borrower agreement to have students sign.
  - Online form for students that need laptops mailed.
- Shipping
  - Need to coordinate with Marc Nunez how laptops would be prepared for shipping.
  - Need to coordinate with Marc Nunez how laptops that are mailed back are handled so that they get checked back into Alma and go straight to 1-week quarantine.

## Reduced Capacity in Service Building Summer 2020

The people listed in blue are asked to telecommute on the days listed.

NONDAG  
REDUCED CAPACITY

### Reduced Capacity Calendar

2020 June 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
		Dan Chris Kevin H. = 2 more items	Bob Heather George = 3 more items	Dan Chris Kevin H. = 2 more items	Bob Heather George = 3 more items	
7	8	9	10	11	12	13
	Dan Chris Kevin H. = 2 more items	Heather George Pete = 3 more items	Dan Chris Kevin H. = 2 more items	Heather George Pete = 3 more items	Dan Chris Kevin H. = 2 more items	
14	15	16	17	18	19	20
	Bob Heather George = 3 more items	Dan Chris Kevin H. = 3 more items	Bob Heather George = 3 more items	Dan Chris Kevin H. = 3 more items	Bob Heather George = 3 more items	
21	22	23	24	25	26	27
	Dan Chris Kevin H. = 2 more items	Heather George Pete = 3 more items	Dan Chris Kevin H. = 2 more items	Heather George Pete = 3 more items	Dan Chris Kevin H. = 2 more items	
28	29	30	1	2	3	4
	Bob Heather George = 3 more items	Dan Chris Kevin H. = 3 more items	Bob Heather George = 3 more items	Dan Chris Kevin H. = 3 more items	Bob Heather George = 3 more items	

Calendars in View: Reduced Capacity Calendar

Home  
Conversations  
Documents  
Current Projects  
SharePoint Migration  
Applications  
Notebook  
Pages  
DatatelQuery  
Site contents  
Recent  
Reduced Capacity Calendar  
Budget

Dan Aubin

Chris Root

Kevin Hopple

Bob Kras

Heather Meyers

Pete Heiden

\*Kevin MacLachlan approved to telecommute for at least June.

# ROADMAP TO OPENING

**We are here to help you navigate the store re-opening.**

We've put together a comprehensive reentry program to help ensure the safety and wellbeing of staff and customers at all of our campus store locations. This document will provide stores with the guidelines and necessary changes needed to open your doors. A seven-day lead time is needed to successfully take action within our stores to execute reopening with confidence.

While this will prepare us for the summer sessions, we will continue to re-evaluate our strategies to provide more guidance as we approach the Fall term. All stores are instructed to check with local jurisdictions and partner with their campuses and Regional Managers to maintain compliance and support specific requests.



This list is broken out by area, however, here are the top items to complete as soon as you have an opening date:

Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule.

Ensure Store Tracker status is updated for opening dates, employee access and UPS activation.

Communicate to Clients and essential campus partners.

Communicate to the Public Safety department on campus about the re-opening plan and safety measures

Assess PPE and Cleaning Supplies: place order to support BOH & FOH cleaning if needed.

If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes

Order directly for Starbucks Ingredients if needed, avoid placing a US Foods order if possible.

Check with your local dairy regarding delivery and service and place order if necessary.

Reach out to your Café Vendor Partners as their delivery dates and times may have changed.

**Communications** M T W R F Notes:

Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule.

Communicate to Clients and essential campus partners.

Communicate to the Public Safety department on campus about the re-opening plan and safety measures

Request an alarm schedule change via ThinkLP, this is the same process for any other schedule change.

Update the voice mail message to communicate opening and hours of operation.

Update hours of operation on your website via Accelerator. The Home Office team will be posting customer facing messages on your site.

Update any out of office messages on your email accounts.

Store Managers should keep their BNC iPads with them.

Print and keep instructions for accessing Amazon Workspace (this will provide access to business systems accessible via the BNC network (Accelerator, SIM, TA2, RAS)

Print and keep an emergency contact list for all store employees and essential campus partners

**BOH** M T W R F Notes:

PPE Available for all employees

pickup/dropoff

Hang Signs for Safety and Social Distancing

Ensure Order fulfillment areas are 6' apart. Use the CDC guidelines for social distancing and continue to the clean all work spaces on a regular basis.

Inventory all your back of house and cleaning supplies. Place any orders to support the back of house store activity. Ensure cleaning supplies and towels are available.

Signs posted for proper Glove and Mask usage

In Breakroom: remove any community food

In Breakroom: Signs posted for X amount of people at a time and other safety measures

If you will only be open certain days of the week, be sure to set your intrusion alarm for the remaining closed days.

**FOH** M T W R F

Hand sanitizing station setup by Front Doors

Any secondary exits with signage (Use other door)

Fixtures adjusted to allow free flowing traffic (clear path on main drive aisle)

Signs posted for 'Closed' community areas

Signs posted for 'Closed' in Textbook Area and directions for customers

Signs posted for Elevator and Stair traffic where applicable

If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes

If a small team will be working in the store whether with open doors or doing curbside pickup, set up work spaces to ensure the safety and well being of all team members

**POS** M T W R F

PPE Available for all employees

Open your registers at least an hour before opening time to allow time for any updates to download.

Setup Sneeze Guard(s) at specified register(s); at a minimum, every other register based on expected traffic.

Ensure cleaning supplies and towels are available

Posted Signs for 'Please wait here until called'

Posted Signs for Contactless and eReceipt

For Line Control: Setup Stanchions or fixturing to assist with Line control and spacing if needed

For Line Control: Tape marking 6' spacing for line queue

**Outside Front Doors:** M T W R F

Traffic Counter/Regulator

Tape or Signage for Line Control and 6' Social Distancing measures

Sign posted for 'Welcome' and listing of Safety Precautions

If doing curbside pickup - setup table to manage customers

**Café Areas** M T W R F

Follow all steps in the **Café & Convenience Guidelines When Reopening After a Long Closure** pdf located on Inside. Link is below.

<https://bnbc.sharepoint.com/sites/INSIDE/BNC/GeneralMerchandise/Documents/Cafe/Managing%20Your%20Business/>

Remove Self Serve Food

Setup Sneeze Guard at register

Ensure cleaning supplies and towels are available

Individual Serve Packets (sugar, stirrer, etc) are stocked

# Reopening Store Checklist



# Connecting with Campus Partners

## Reopening Letter

**Based on your campus policies, as well as state and local guidelines, we are pleased to tell you that we are reopening your campus store.**

As it has always been, the health and safety of our customers and team members remains our highest priority. As is standard, our stores will follow any protocols set by the campus. In response to the coronavirus, we have taken additional safety measures developed in accordance with global and local public health recommendations (including the WHO and CDC) to make our store protocols even more rigorous:

- Our store teams are receiving ongoing briefings on operating protocols, including best practices on virus prevention.
- We have been, and continue to be, proactive in our approach to keep our stores clean. On a regular basis, we are wiping down counters, door handles, and other frequently touched surfaces using hospital-grade disinfectant.
- We are providing masks, alcohol-based hand sanitizers and soap dispensers for employees.
- We have installed signage inside and outside the store with policies and guidelines.
- We have implemented social distancing measures, including floor tape, reduced occupancy, directional aisles and stairs, and spaced fixtures and checkout counters.
- We are requiring masks for all customers entering the store.
- We have incorporated other preventive measures including sneeze guards, contactless payment, off limit areas (such as textbooks), and delivery drop zones.
- For added convenience and safety, we have also added curbside pickup areas.

We continue to process online course material and general merchandise orders for delivery direct to customers with free shipping. Course material orders will take priority and we will strive to ship them out within 1–2 business days. All other orders may experience longer shipping times than usual based on local conditions. In addition, we have expanded our digital format availability of course materials which provides students access to materials immediately after orders are processed.

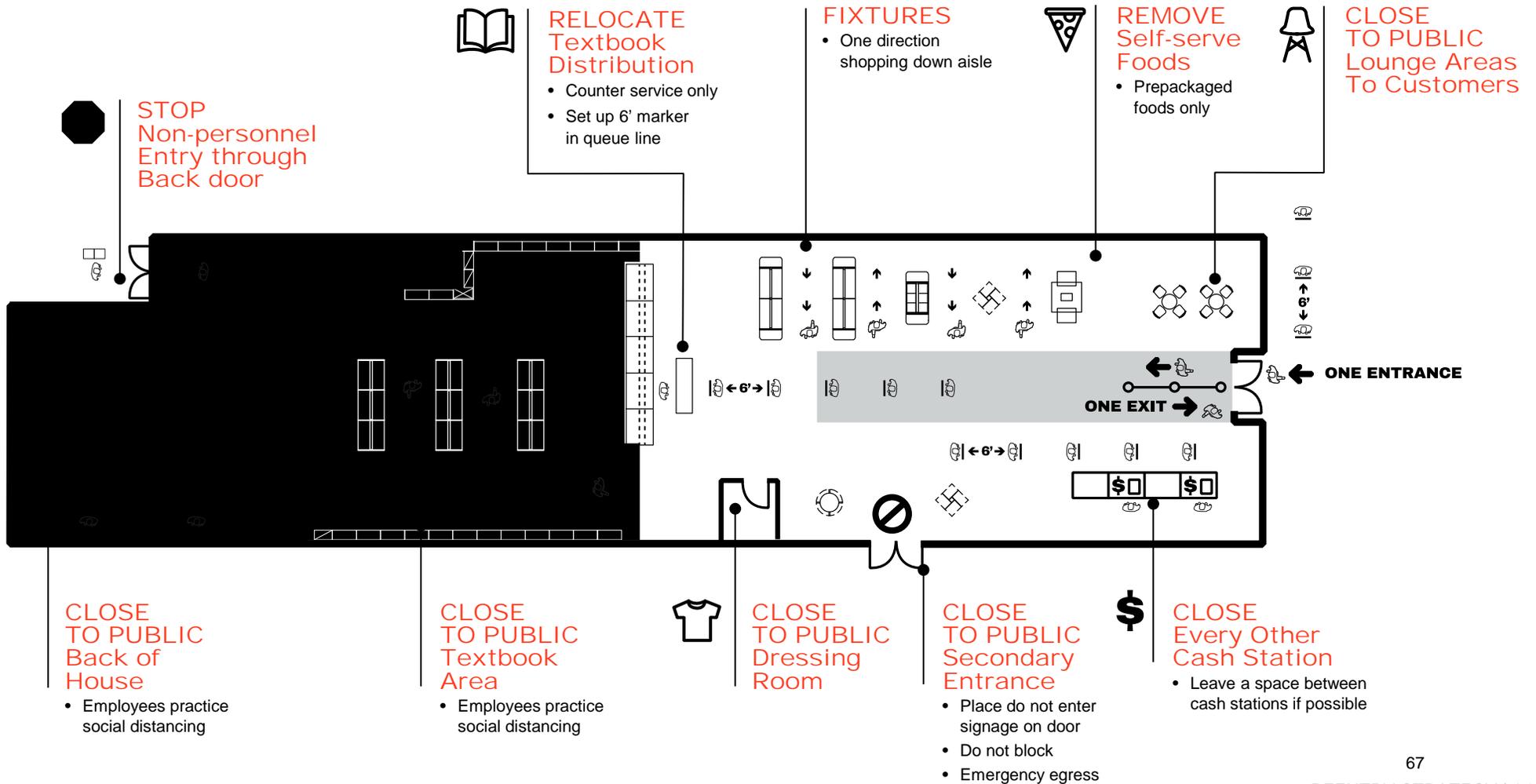
As your campus store, we pride ourselves on being a complete support system for you and your entire campus community. We will work closely with you on any individual campus needs for ongoing service and support. We will continue to monitor the situation and provide updates as conditions change. Should you have any questions or concerns regarding your store or Barnes & Noble College's coronavirus preparedness, please don't hesitate to reach out.

**Stay healthy!**



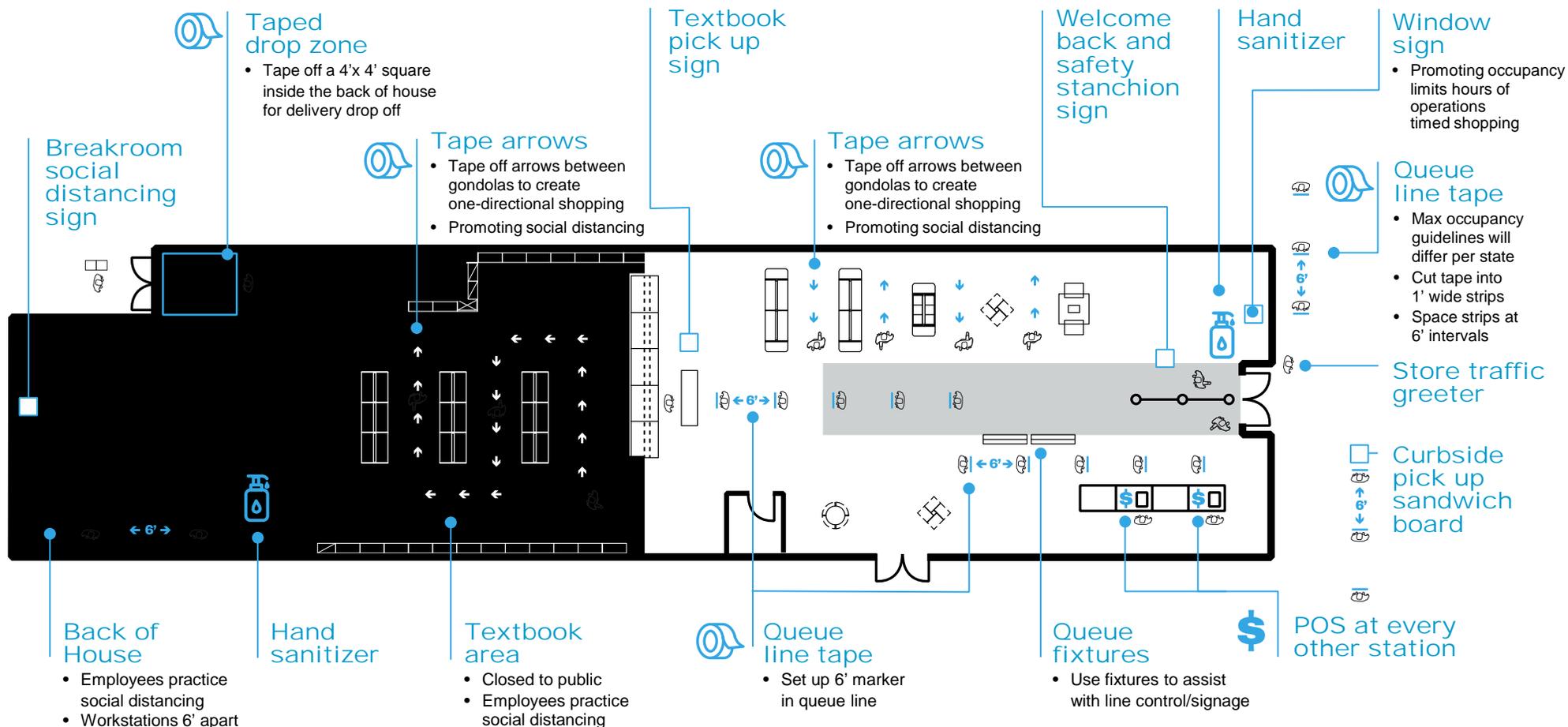
# Off Limit Areas

- Info Stations
- Seating / Lounge Areas
- Secondary Entrances
- Dressing Rooms
- Textbook Department
- Unpackaged, Self-serve Foods



# Keys to a Successful Reopening

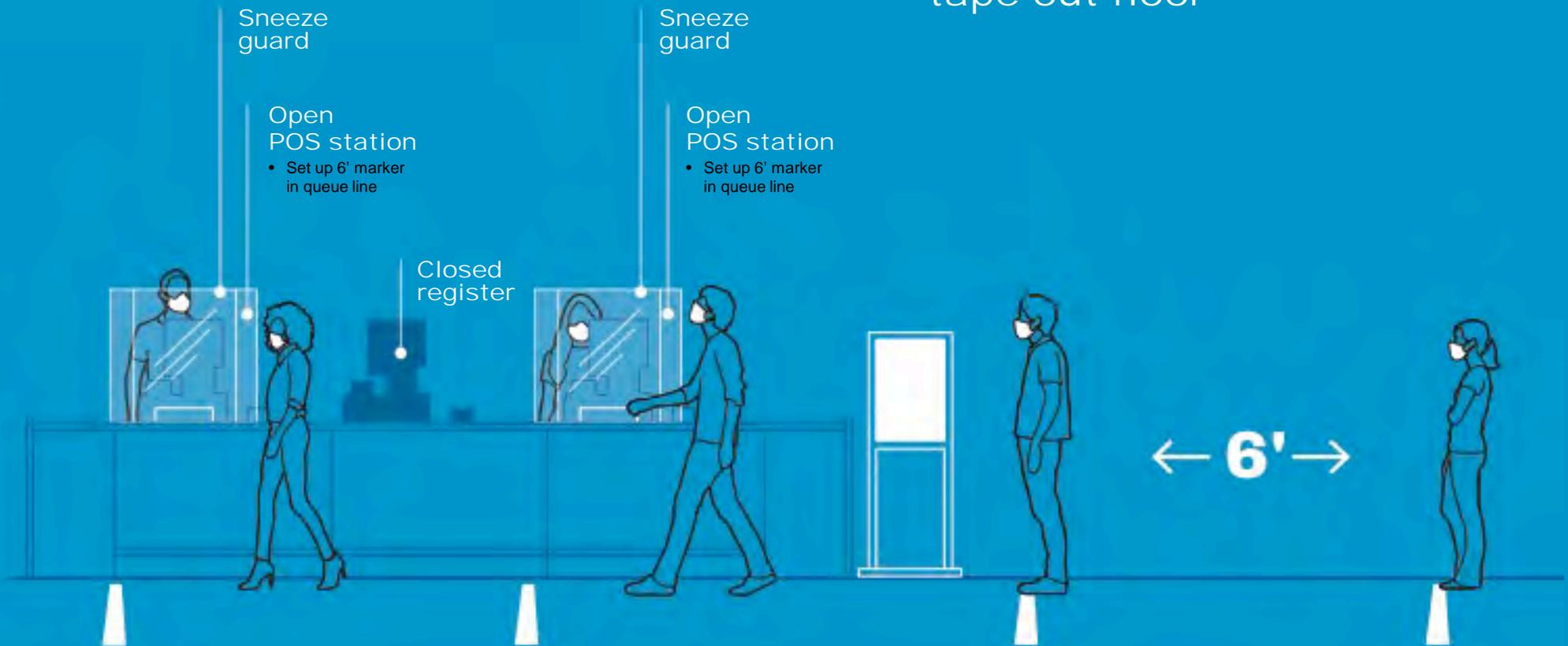
- Promote the health and wellness of your employees and customers
- Ensure your buildings are safe, resilient, and ready
- Create and monitor effective guidelines



# Cashwrap Strategy

We understand all stores are not the same. Please review these diagrams on how best to Reorganize your store to promote health and Wellness among customers and employees. Feel free to make revisions based on the unique layout of your particular store. Changes must be in compliance with the general guidelines in this document.

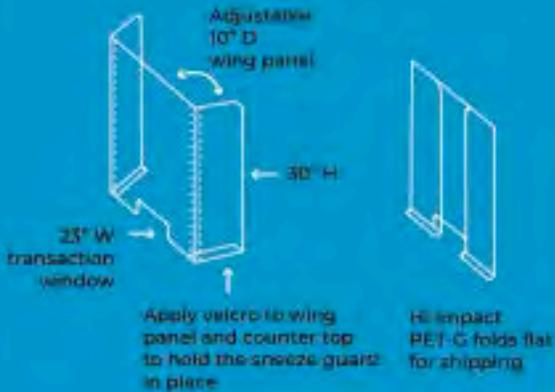
- Add sneeze guards
- Close every other register if possible
- Maintain 6' social distancing for all customers and employees
- Set signage and tape out floor



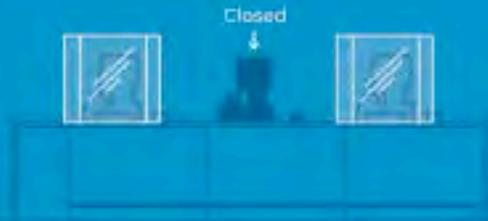
CO-5 Cashwrap Diagram

# Sneeze Guard Isometrics

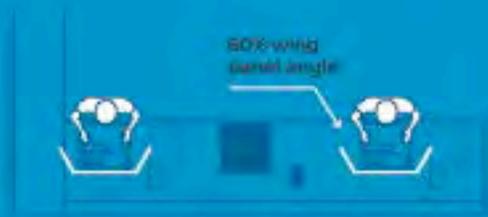
Sneeze Guard Dimensions  
23"W x 30"H x 10"D



# Sneeze Guard for CO-5 and CO-4



CO-5 Checkout Counter  
Front Elevation

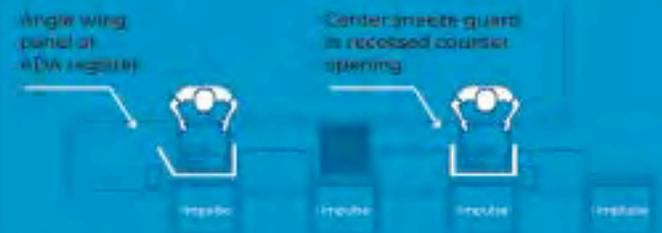


CO-5 Checkout Counter Plan

# Sneeze Guard for F-21



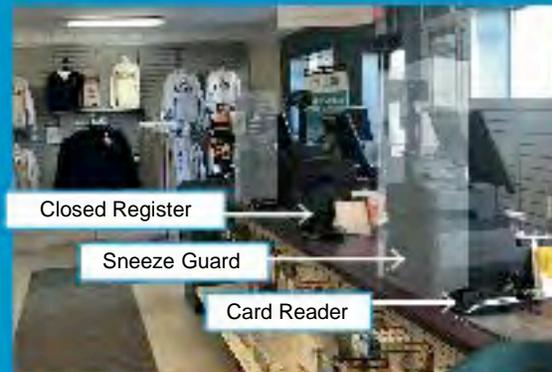
F-21 Checkout Counter  
Front Elevation



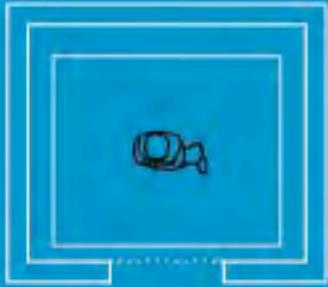
F-21 Checkout Counter Plan

# Sneeze Guard for Cafés

Large Cafés will close  
second register



# Additional Recommendations



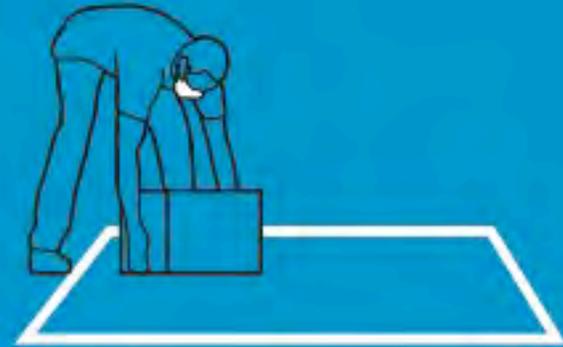
## ELEVATOR

Limit elevator capacity to 1 person or family group



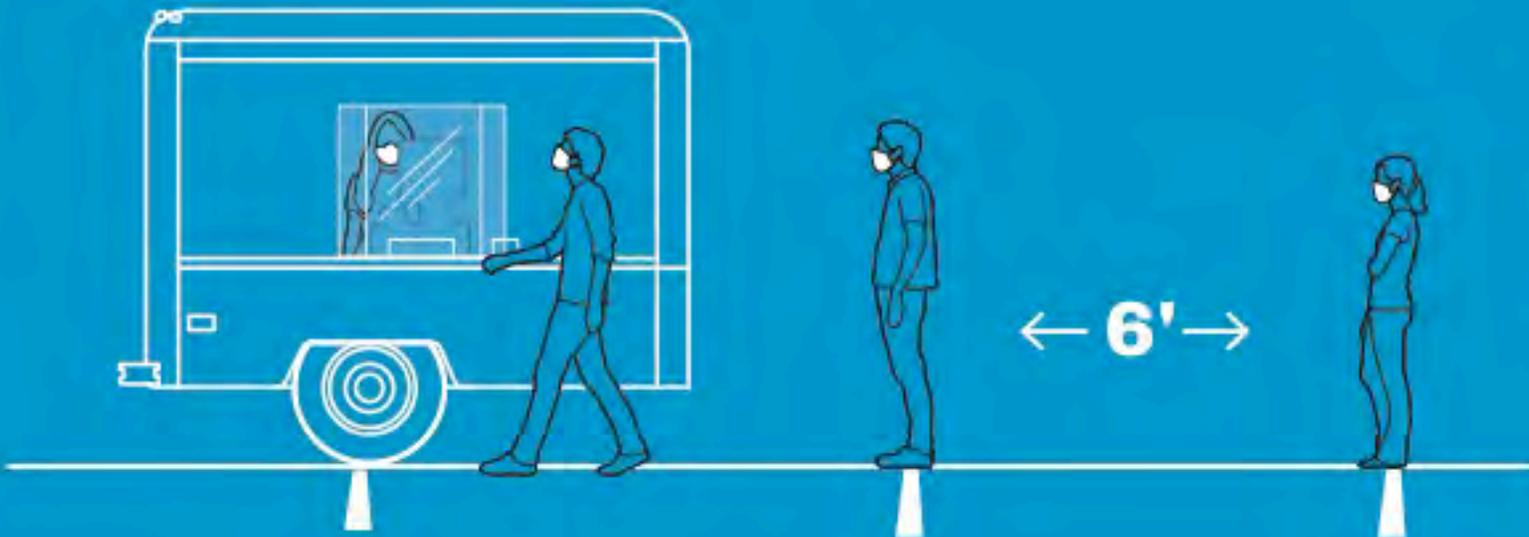
## STAIRS

Tape arrows to top and bottom of stair to direct single lane traffic



## DELIVERY DROP ZONE

Deliveries to be placed on taped square directly inside BOH doors



## OPPORTUNITY FOR POPUP SHOP

Repurposed game day trailer for popup shop

# Reopening Signs

## Outside of Store

### WAIT HERE FOR CURBSIDE PICKUP



A bookseller will be with you shortly.  
Please maintain 6 feet apart from other  
customers in line.

Have your order confirmation number  
ready – you can find it in your email or  
when logged into our app.

#### Curbside Pickup

8½" x 11"

### PLEASE NOTE:



Masks must be worn while inside the store & only  
\_\_\_ customers are allowed at a time.

Please maintain 6 feet apart from other customers  
in line and wait to be called upon for entry.

We appreciate your understanding & cooperation  
in keeping our customers & staff safe.

#### Line to Enter

8½" x 11"

### THIS ENTRANCE IS CURRENTLY CLOSED

### PLEASE USE THE MAIN ENTRANCE

#### Closed Entrance

8½" x 11"

## Front Entrance

### WELCOME BACK!

While shopping, these guidelines will be in place to  
keep our customers & staff safe:

- Masks must be worn while inside the store
- Only \_\_\_ customers will be allowed at a time
- Observe social distancing by staying 6 feet from other people
- At checkout, follow spacing guidelines on the floor
- Contactless payment & e-Receipts are available
- Regular cleaning by store staff

We appreciate your understanding & cooperation in keeping our  
customers & staff safe. Thank you for shopping with us.

#### Guidelines

8½" x 11"

## Inside of Store



Please wait here for service & follow  
spacing guidelines on the floor.

A bookseller will be with you shortly.  
Thank you for your patience.

#### Textbook Counter Service

8½" x 11"



This area is currently closed  
to customers. For assistance,  
please see a bookseller.

We appreciate your understanding  
& cooperation in keeping our  
customers & staff safe.

#### Closed Section

8½" x 11"



In the interest of our community's  
health and safety our café  
seating is closed.

Prepackaged food & beverage  
items are still available for  
purchase in our marketplace.

#### Café Closed

8½" x 11"

# Reopening Signs

## POS/Queue Line



Please follow spacing guidelines denoted on the floor or by signs while waiting to check out.

---

Thank you for your patience.

### Line Spacing

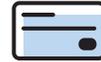
8½" x 11"



For your convenience we offer contactless payment & e-Receipts.

### Contactless Payment & e-Receipts

8½" x 11"

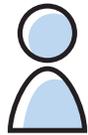


For your convenience we offer contactless payment & e-Receipts.

### Contactless Payment & e-Receipts

8½" x 11"

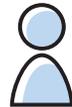
## Elevators and Escalators



Limit elevator capacity to 1 person or family group.

### Elevator

8½" x 11"



Please maintain 6 feet distance in single file when using the escalator.

### Escalator

8½" x 11"



Thank you for observing social distancing by staying 6 feet from other customers while shopping in our store.

### Social Distancing

8½" x 11"



For the safety of our customers, please keep this table empty as we continue to practice social distancing.

---

We ask that customers maintain 6 feet between them by only occupying every other table.

### Café Social Distancing

8½" x 11"

# Reopening Signs

## Back of House



**World Health Organization**

---

Employees are encouraged to follow the WHO which recommends the following practices to reduce exposure and transmission of a range of illnesses:

- Wash hands regularly with soap or alcohol-based hand sanitizer
- When coughing and sneezing, cover mouth and nose with a tissue or your elbow
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with infected individuals

---

Find more information on their website: [who.int](http://who.int)

**World Health Organization**  
8½" x 11"



**Barnes & Noble COLLEGE**

### COVID-19 OPERATIONAL GUIDELINES

-  **Masks must be worn by all employees.**
  - Please limit to one per day unless it becomes dirty or otherwise unusable.
  - Employees are welcome to bring their own mask from home.
-  **Gloves may be worn but are not mandatory. If wearing gloves:**
  - Change them often, especially if you sneeze or cough.
  - Do not reuse, discard after use.
  - Wash hands before putting gloves on & after removing them.
  - Remove gloves after touching your face.
-  **Hand sanitizer will be available for customers & employees.**
-  **Cleaning supplies are available on SAM under catalog "Cleaning Supplies & PPE"**

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The health & safety of our staff & customers is of the utmost importance. Please see a manager with any additional questions regarding these guidelines.

**COVID-19 Operational Guidelines**  
8½" x 11"



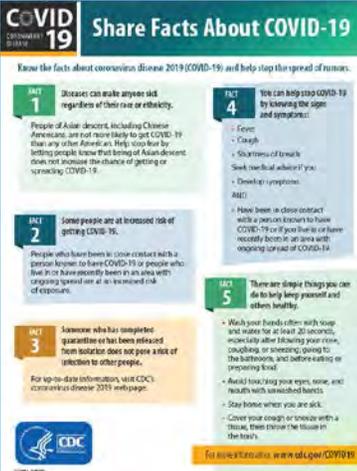
**Barnes & Noble COLLEGE**

### CORONAVIRUS (COVID-19)

We are vigorously monitoring the ongoing situation regarding the spread of the Coronavirus. The health of our guests and team members is our paramount concern. In accordance with CDC guidance, we ask that you diligently adhere to the following precautions to mitigate further transmission of the virus.

- If you are sick, please return to or remain at home
- Wash hands frequently with soap and warm water for a minimum of .20 seconds
- Use alcohol-based (60-95%) hand sanitizer frequently
- Cover your mouth and nose with your sleeve, elbow, shoulder or tissue when you cough or sneeze
- Dispose of used tissues in a lined trash receptacle immediately
- Routinely wipe down your work area with alcohol-based cleaners and be diligent about cleaning hands after contacting high-touch surfaces including door handles, bathroom fixtures, keyboards, remote controls, etc.
- Avoid touching your eyes, nose and mouth with unwashed hands
- Contact health officials immediately if you show symptoms or believe you have been exposed to the virus

**COVID-19 Backroom**  
8½" x 11"



**COVID-19** **Share Facts About COVID-19**

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of germs.

- FACT 1** Diseases can make anyone sick regardless of their race or ethnicity.
  - People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other Americans. Help stop the spread by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.
- FACT 2** Some people are at increased risk of getting COVID-19.
  - People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.
- FACT 3** Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.
  - For up-to-date information, visit CDC's coronavirus disease 2019 web page.
- FACT 4** You can help stop COVID-19 by knowing the signs and symptoms:
  - Fever
  - Cough
  - Shortness of breath
  - Seek medical advice if you:
    - Develop symptoms
    - Are ill
    - Have been in close contact with a person known to have COVID-19 or if you think or have recently been in an area with ongoing spread of COVID-19
- FACT 5** There are simple things you can do to help keep yourself and others healthy.
  - Wash your hands often with soap and water for at least 20 seconds, especially after traveling your nose, coughing or sneezing, going to the bathroom, and before eating or preparing food.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more facts visit [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**COVID-19 Info Sheet**  
8½" x 11"



**Barnes & Noble COLLEGE**

### COVID-19 CLEANING GUIDELINES

Every 3 hours, sanitize:

- Doorknobs, light switches, tables, door handles, desks, phones

Every hour, clean:

- Cash Wrap, counters, keyboards & Verifone PinPads
  - For Verifone PinPads, please note the following:
    - The devices may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (approx. 70-90% strength Isopropyl alcohol) applied to a microfiber cloth
    - Apply gently, do not scrub. Isopropyl alcohol applied to a clean microfiber cloth may be used on touch panel displays but never press hard on displays
    - Never spray any disinfectant directly on pin pads

Daily, clean Bathrooms and Breakrooms

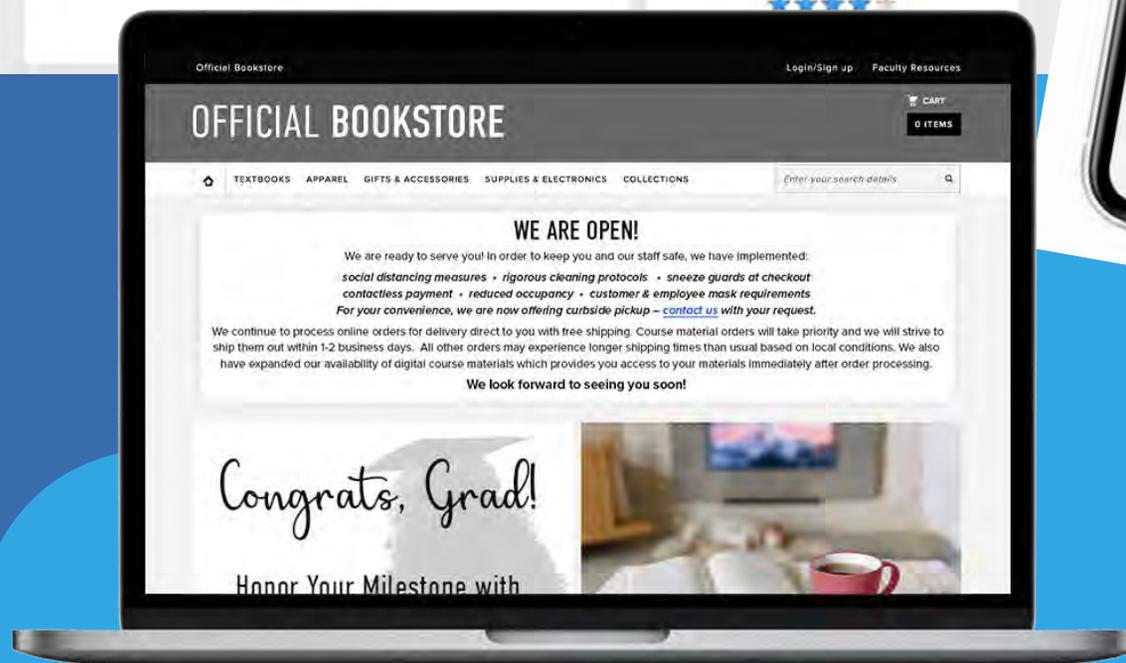
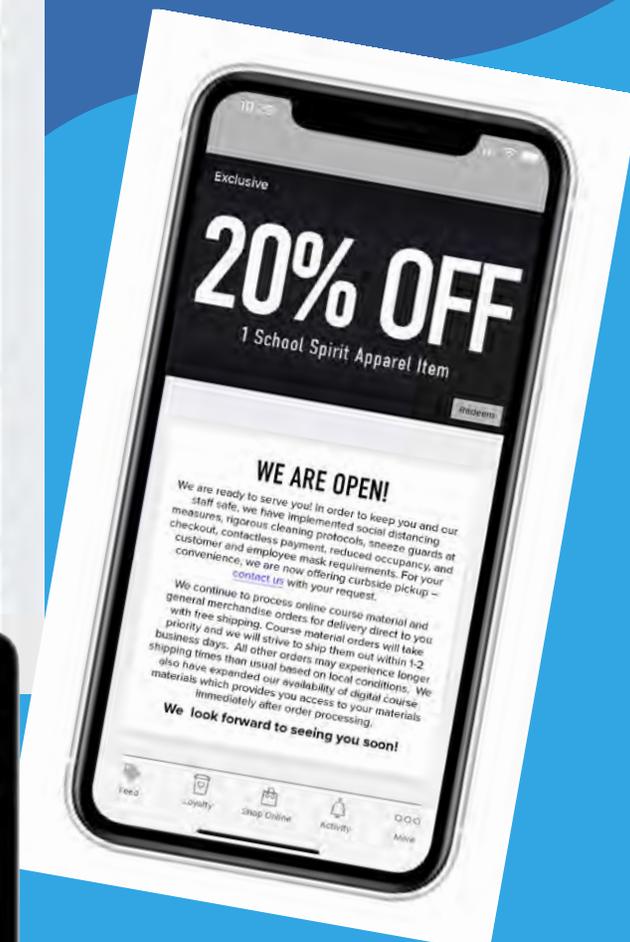
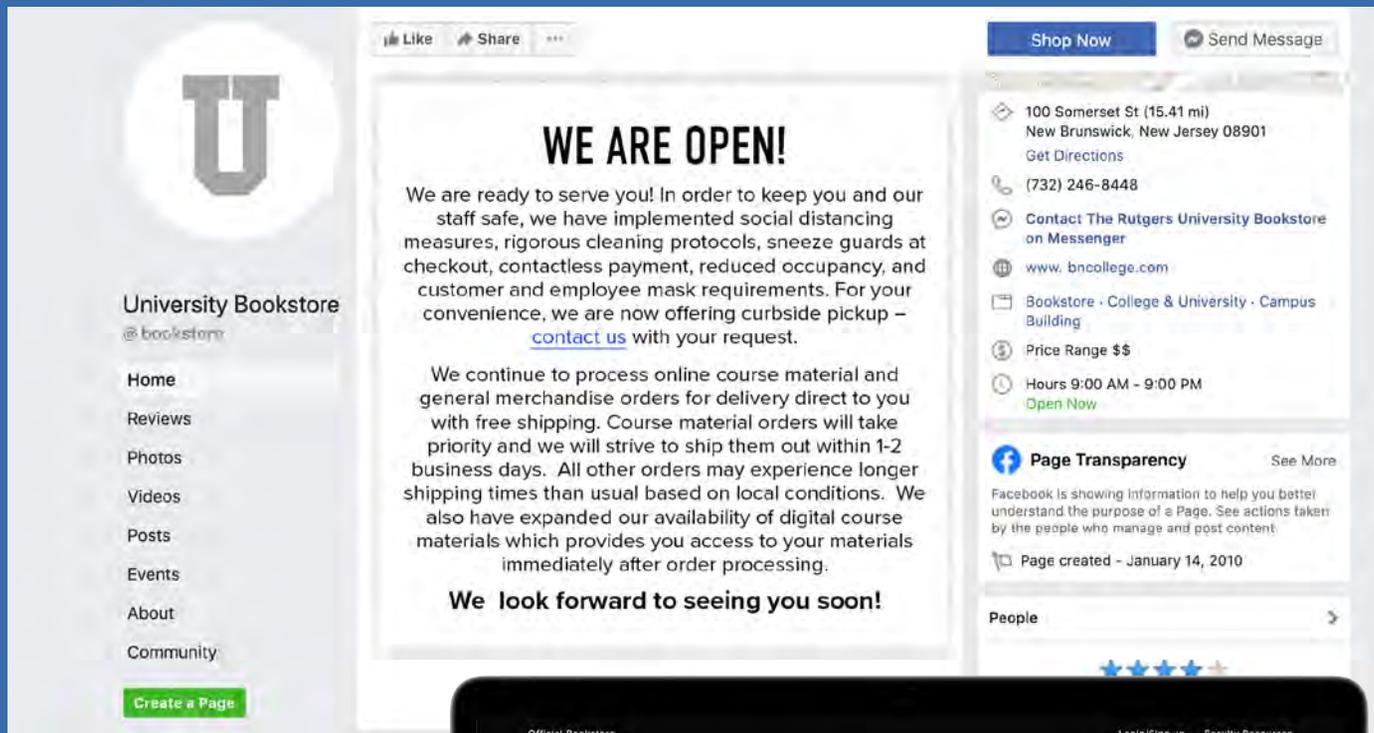
At the beginning & end of each shift clean:

- BHM/FOH Work areas
  - Keycards should be wiped down by applying a cleaner to towel and gently wiped down.
  - Never spray any cleaner directly on a keyboard

**Cleaning Guidelines**  
8½" x 11"

# Reopening Strategy

## Digital Messaging



# Reboarding Employees

Employee reboarding will guide our employees who are reentering the workspace. Store Managers will communicate and address questions, new social norms and processes to resume productivity in servicing our students, faculty and campuses.



# Reboarding Kickoff Take 5 Meeting

## STORE OPERATIONAL STANDARDS

To ensure the safety of our employees and customers

- PPE use and guidelines
- Off-Limit areas, safety by numbers, cashwrap strategy and signage
- Physical distancing, while remaining customer-focused — WOW! Service

## GETTING SERVICE READY

Reconnect on business goals with guidelines for execution

### BACK OF HOUSE

- Inventory received accurately in the system
- Web images will update reflecting in-stock items
- Web orders updated & filled
- Rental Check-ins up to date
- Returns completed
- Refunds completed
- Accounts Receivables resolved

### FRONT OF HOUSE

- Floor set for safety
- Greeter prepared and ready to service customers
- Fill to Sell
  - By style & size, all tables & fixtures
- Markdown Execution & Clearance Management
  - Tickets marked
  - Merchandise separated by price or percentage off
  - Fixtures signed & current prices or percentage off reflected

# Cleaning Schedule

Clean and disinfect frequently touched surfaces routinely through the day

- These areas include but are not limited to counters, cash wrap, doorknobs, light switches, tables, door handles, desks, phones, keyboards and PinPads.
- Doorknobs, light switches, tables, door handles, desks, phones, etc. should be sanitized every 3 hours.
- Cash wrap and counters, including Verifone PinPads, should be cleaned hourly

## Cleaning Verifone PinPads

- The devices may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (approx. 70-90% strength isopropyl alcohol) applied to a microfiber cloth.
- Apply gently; do not scrub. Isopropyl alcohol applied to a clean microfiber cloth may be used on touch panel displays but never press hard on displays.
- **Never spray disinfectant directly on PinPads.**

## Bathrooms and Breakrooms

- Bathrooms and Breakrooms should be cleaned daily.

## Back of House/Front of House

- BOH/FOH areas should be cleaned at the beginning and end of each shift.
- Keyboard should be wiped down by applying a cleaner to towel and gently wiping down.
- Never spray any cleaner directly on a keyboard.

# PPE Guidelines

## Disposable Masks

- Recommend a disposable mask per day per employee unless it becomes soiled or its properties have become compromised
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

## Cloth Masks

- We're going to provide 2 cloth masks per person. Each employee will be responsible for cleaning their mask and bringing one of the masks to work for their shift.
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

## Gloves

- Supplies will be available if an employee chooses to wear gloves, however, it is not mandatory
- All booksellers should still be following regular cleanliness guidelines throughout the day regardless of the task
  - Change gloves if necessary, especially if you sneeze or cough on gloves
  - Do not reuse gloves. Discard all gloves once they have been removed
  - Wash hands before putting gloves on and after removing gloves
  - Remove gloves after touching your face

## Hand Sanitizer

- Will be available throughout the store for both customers and employees

## Cleaning Supplies

- On SAM, there is a catalog labeled "Cleaning Supplies & PPE." In this catalog, you will find various items related to COVID-19

All employees are encouraged to follow the World Health organization [which recommends the following practices to reduce exposure and transmission of a range of illnesses](#)

1. Wash hands regularly with soap or alcohol-based hand sanitizer
2. When coughing and sneezing, cover mouth and nose with a tissue
3. Avoid touching eyes, nose, or mouth with unwashed hands
4. Avoid close contact with infected individuals

# All Employees Must Wear Face Coverings

We mandate that our employees wear face coverings in our stores and outside the stores for curbside pickup. Any employee who refuses to wear a face covering will be sent home. Employee's may use their own face coverings (if they are appropriate) or those we supply.

## Customer Face Coverings

Our policy regarding whether a customer must wear a mask will be dictated by state/local guidance and school policy.

Where not required, signage will read "We request that customers wear masks to help keep our employees safe."

If legally required, any customer who is not wearing a mask should be stopped from entering the store. Once in the store, if the mask is removed, a member of management should politely approach the customer, reiterate the signed policy and offer them the opportunity to put the mask back on or to leave the store. If a customer is combative or refuses to comply, contact campus security/police for assistance.



# Symptomatic Employee Isolation Protocol

To ensure the safety of our employees and customers, we ask all employees to follow the recommendations for quarantine or isolation in the event they are symptomatic of COVID-19.

We are asking employees to stay home if sick, monitoring themselves for symptoms and where appropriate, quarantine.



# Quarantine/Isolation Scenarios

## 1. Employee is Symptomatic

- Employee should stay at home until symptoms resolve
- No fever present for a period of 72 hours without use of fever reducing medication.

## 2. Someone in the employee's house is Symptomatic

- Employee should Immediately engage the Benefits department at [benefits@bned.com](mailto:benefits@bned.com) for assessment.
- Review the [CDC Resource page for Caregivers](#).

## 3. Employee was exposed to someone (outside of their household) who is Symptomatic

- Employee should engage with the Benefits department and monitor symptoms.

## 4. Someone in the employee's house was exposed to a third party who is now Symptomatic

- Employee can continue to work but is expected to self-monitor for any symptoms of illness (fever, fatigue, cough, difficulty breathing).
- Employee should report those symptoms immediately if they occur.
- Employee with symptoms falls into scenario 1 above.

## 5. Customer or Employee at work is visibly ill

- Two members of management should observe the individual and document their observations.
- Most senior member of management should approach the employee or customer, detail what they have observed, ask that the customer or employee leave the store until their symptoms are gone.
- If a customer refuses, store may contact the campus security/police for assistance.
- If employee, they must punch out and leave the store.
- Immediately disinfect all surrounding surfaces and keep others out of the areas in which the customer or employee had been until all surfaces have been disinfected.

# At Risk Employees

## Reasonable Accommodations

Upon request by an employee directly to the Benefits Department, the company will engage in the interactive process to explore whether a viable accommodation is available for any employee who has a disability. The CDC has identified those at higher risk from COVID-19 to include:

- Employees aged 65 or older;
- Employees with chronic lung disease or moderate to severe asthma;
- Employees who have serious heart conditions;
- Employees who are immunocompromised;
- Employees with severe obesity (body mass index [BMI] of 40 or higher);
- Employees with diabetes;
- Employees with chronic kidney disease undergoing dialysis;
- Employees with liver disease; and
- Employees who are pregnant.

This protocol will remain in effect until the HR Team has determined, based on guidance from the US health authorities or federal and local authorities, that it is safe to terminate. The HR Team will advise our stores once this determination has been made.

Employees outside of the scenarios listed above who are unable to return to work should contact the Benefits Department directly to determine if an accommodation is a viable solution or if other options are necessary.

Conversations regarding Accommodations should be made with the Benefits Department only.



# Screening Employees

To ensure the safety of our employees and customers and follow state, local rule or school policy it is determined that employee health screening must occur before an employee is permitted to work.

## Check Your Temperature

- Before leaving home for work, you must check your temperature using a thermometer to verify your temperature is under 100 degrees.
- If your temperature is 100 degrees or more, you should remain at home and contact your Store Manager.

## Evaluate for Symptoms of COVID-19

- Before leaving home for work, you must evaluate your health for symptoms of COVID-19.
- If you are experiencing coughing, difficult breathing, fatigue, or fever you should remain at home and contact your Store Manager.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and customers; temperature and health self-screening is in place at all stores until the Global Prevention Team has determined, based on guidance from the global and local health authorities and the applicable governmental requirements that it is safe to discontinue.

Your participation is important to help us take precautionary measures to protect you and everyone in the store! Thank you!

# Screening Employees

To ensure the safety of our employees and customers and follow state, local rule or school policy it is determined that employee health screening must occur before an employee is permitted to work.

## On Campus Health Screening

- No more than 1 hour before your scheduled start time, you must visit the on-campus Health Center.
- The on-duty nurse will take your temperature and conduct a visual health screening for symptoms of COVID-19.
- If no symptoms are present, the nurse will provide a note that you are healthy to work. Provide the letter to your Store Manager at the start of your shift.
- If symptoms are present, you should return home and contact your Store Manager.

You will be paid for time spent at the On-Campus Health Center for screening.

- Employee must notify the Store Manager if their screening time goes beyond 30 minutes.

## Symptoms of COVID-19

- Before leaving home for work, you must evaluate your health for symptoms of COVID-19.
- If you are experiencing coughing, difficult breathing, fatigue, or fever you should remain at home and contact your Store Manager.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and customers; temperature and self-health screening is in place at all stores until the Global Prevention Team has determined, based on guidance from the global and local health authorities and the applicable governmental requirements that it is safe to discontinue.

Your participation is important to help us take precautionary measures to protect you and everyone in the store! Thank you!

# Suspected Symptoms or Positive COVID-19 Testing

To ensure the safety of our employees and customers, we ask all employees to follow the recommendations for quarantine or isolation in the event they are symptomatic of COVID-19.



If an employee suspects they have symptoms of COVID-19:

- Symptomatic employee will remain anonymous.
- All surfaces touched by the employee will be thoroughly cleaned and disinfected.

If an employee tests positive for COVID-19...

- Employee is to contact the Benefits Department at [benefits@bned.com](mailto:benefits@bned.com) to discuss steps and return to work clearance that is required prior to return to the company premises.
- All store employees will be notified by Store Management under the direction of the Benefits Department.
- Name of ill employee will remain anonymous.
- Employees coming into direct exposure (less than 3 feet) will be directed to follow self-quarantine protocols and must coordinate with the Benefits Department at [benefits@bned.com](mailto:benefits@bned.com) to return to work.

Conversations regarding Positive COVID-19 results should be made with the Benefits Department only.

## Appendix M

### Employee COVID-19 Questions

These questions should be asked of employees who fail the daily symptom screening, report COVID-19 related symptoms, report a positive COVID-19 test result, or report close contact with a COVID-19 positive individual.

These questions should be answered at time of the report or failed daily screening:

- When were you last on campus?  
Date: \_\_\_\_\_
- Where were you on campus?  
buildings, departments, specific locations within buildings, etc. \_\_\_\_\_
- Were you in close contact with any other employees, students, or visitors on campus?  
Yes or No
  - If yes, who were you in close contact with?  
Names of people \_\_\_\_\_
  - If yes, when were you in contact with them?  
Dates: \_\_\_\_\_

These questions should be answered at time of the report or failed daily screening and the answers should be reviewed and updated (if necessary) before returning to work:

- Do you or did you have symptoms associated with COVID-19? (Symptoms include fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.)  
Yes or No
  - If yes, when did your symptoms start?  
Date: \_\_\_\_\_
  - If yes, do you still have symptoms?  
Yes or No
    - If you don't still have symptoms, when did your symptoms end (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)?  
Date: \_\_\_\_\_
- Were you tested for the COVID-19 virus (i.e. molecular assay nasal swab test, NOT an anti-body blood test)?  
Yes or No
  - If yes, were the test results positive or negative?  
Positive or Negative
  - If yes, what was the date of the test?  
Date: \_\_\_\_\_
- Have you been in close contact with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?  
Yes or No
  - If yes, when were you last in close contact with the person?  
Date: \_\_\_\_\_
- Are you or were you on a mandatory quarantine or isolation from the health department?  
Yes, mandatory isolation; Yes, mandatory quarantine; or No, neither
  - If yes, when did your quarantine or isolation start?  
Date: \_\_\_\_\_
  - If yes, have you received a release from isolation or release from quarantine notice from the health department? This documentation must be provided to Human Resources.  
Yes or No
    - If yes, Date of release: \_\_\_\_\_

Appendix N  
**Onondaga Community College Campus Reopening  
Communications Plan  
Last updated 6/22/20**

**Goal:**

To accurately and promptly communicate regarding Onondaga Community College's planning, preparation and implementation of health and safety protocols and campus operations during Covid-19.

**Strategies:**

1. Communicate the College's health and safety measures and required protocols.
2. Share information relative to campus operations and services during Covid-19.
3. Communicate future plans, including instruction, services, operations, and events.

**Audiences:**

1. Students – prospective, applied, and current.
2. Family and support members of all three student categories
3. Employees – permanent, temporary and adjunct
4. Vendors
5. Community members

**Strategy #1:** Communicate the College's health and safety measures and required protocols.

**Signage:**

- Implement and maintain campus-wide instructional signage plan including directional flow, line markings, elevator occupancy, stairwell directions, restroom protocols, handwashing, social distancing, disinfection requirements, door exit/entry, and screening requirements. Post in all required locations including student service areas, elevators, stairwells, restrooms, breakrooms, main doorways, and campus entrances.
- Post throughout campus health and safety signage including requirements for face masks, social distancing, handwashing with soap and water, hand sanitizing stations, disinfecting requirements, COVID-19 symptoms, staying home when sick, screening, proper disposal of PPE, and hygiene and safety precautions (masks, social distancing, stay home if sick, use tissues to cough or sneeze, do not touch face/mouth/nose).

**Social media/Website/Video:**

- Implement section of the public website [www.sunyocc.edu/back](http://www.sunyocc.edu/back) with information dedicated to the campus operations, including required entrance and screening protocols, face mask requirements, and other health and safety protocols.

- Develop short video highlighting healthy behaviors and distribute to the campus community using social media and the website. Include for New Student Orientation and distribute to all students via social media.
- Utilize LED entrance signs and campus monitors to highlight health and safety measures in place.

#### PPE/Social Distancing:

- Implement a social norming campus campaign regarding the wearing of face masks.
- Continue distribution of face masks to all members of the campus community, including returning faculty and students prior to the start of the fall semester.
- Utilize employee website for required employee training on the use of face masks: putting on, taking off, cleaning (as applicable), and proper discarding of PPE.
- Communicate the reconfiguration of common spaces to comply with social distancing requirements (i.e. Student Central, Coulter Library). Post on college website and social media and share via social media properties.

#### Additional communications:

- Communicate protocols and policies to campus vendors, including deliveries.
- Implement employee town hall meeting(s) prior to opening and again prior to the start of the fall semester.
- Distribute postcard to campus neighbors regarding entrance and mask requirements.
- Implement student communications campaign blitz regarding details and reminders for fall 2020 reopening
- Promote the importance of the flu vaccine and how to access it to all members of the campus community.
- Ensure contact information of students, faculty, and staff is up to date to support contact tracing requirements.

#### **Strategy #2: Share information relative to campus operations and services during Covid-19.**

- Publish services that will continue to be available remotely, how to access, and availability of the services. Publish on website, share with students and employees.
- Continue to maintain remote communication channels such as the live chat, virtual assistant/Octavia, and OCC text line.
- Direct general questions to the [info@sunyocc.edu](mailto:info@sunyocc.edu) email box, which will triage questions accordingly.
- Implement section of the public website [www.sunyocc.edu/back](http://www.sunyocc.edu/back) with information dedicated to the campus reopening. Continue to integrate updated information into the appropriate section of the website.

**Strategy #3: Share plans for the future, including instruction, services, operations, events, etc.**

- Send letter home to prospective, applied and current students and families outlining campus’ efforts to date and plans for fall.
- Work with local media communicate about campus’ health and safety efforts to date and plans for fall.
- Identify best practices and timing for fall student recruitment season – Open House, Campus Tours, Group Tours, etc.
- Implement appropriate communication timelines for sharing information about major campus events: Commencement, Convocation, residence hall move-in, orientations, etc.
- Highlight student and other successes and milestones to date - #LazerStrong

**Timeline**

<b>Action</b>	<b>Date Completed</b>	<b>Status</b>
Town hall meetings for campus community	5/15/20	done
Post required employee training	5/27/20	done
Post LED entrance signs	5/29/20	done
Signage plan implemented and signage installed	5/31/20	done
Public website <a href="http://www.sunyocc.edu/back">www.sunyocc.edu/back</a> implemented	5/31/20	done
Cleaning and disinfection information posted to college website	6/1/20	done
Post photos of common space alterations on public website and social media	6/1/20	done
Communicate protocols to vendors	6/1/20	done
Publish remote services	6/1/20	done
Social norming campaign implemented	6/2/20	done
Update campus monitors with health and safety measures	6/2/20	done
Distribute postcard to campus neighbors	6/26/20	
Send letter to students and families regarding reopening and plans for fall, including contact information update for contact tracing	7/1/20	
information regarding fall reopening on campus website, etc.	7/1/20	

Confirm distribution and communication for face masks for fall semester opening	7/15/20	
Complete short video on healthy behaviors – PPE, social distancing, etc.	7/10/20	
Communicate any additional guidance regarding Commencement to graduating students, families and campus community	7/24/20	
Implement contact information updates communication	7/31/20	
Review current installation of campus directional and health and safety signage and add/modify as needed. Include residence halls.	7/31/20	
Communicate major campus events (Convocation, residence hall move-in, Welcome)	7/31/20	
Update social norming campaign for face masks	8/7/20	
Implement fall opening town hall meeting for all faculty and staff	8/14/20	
Begin student communications blitz campaign regarding fall 2020 opening	8/17/20	
Implement contact information updates communication	8/17/20	
Start of fall semester	8/31/20	
Re-review current installation of campus directional and health and safety signage and add/modify as needed	9/8/20	
Implement campaign for flu vaccine for all campus community	9/15/20	
Thanksgiving Break	11/25-11/27/20	
Updates to public and employee websites	Ongoing	
Maintain remote communication channels (live chat, virtual assistant (Octavia), OCC text line	Ongoing	
Direct questions to <a href="mailto:info@sunyocc.edu">info@sunyocc.edu</a> email box for appropriate triaging	Ongoing	

Work with local media to communicate about OCC's efforts, health and safety measures, remote services, plans for fall	Ongoing	
Highlight student and other milestones to date #LazerStrong	Ongoing	



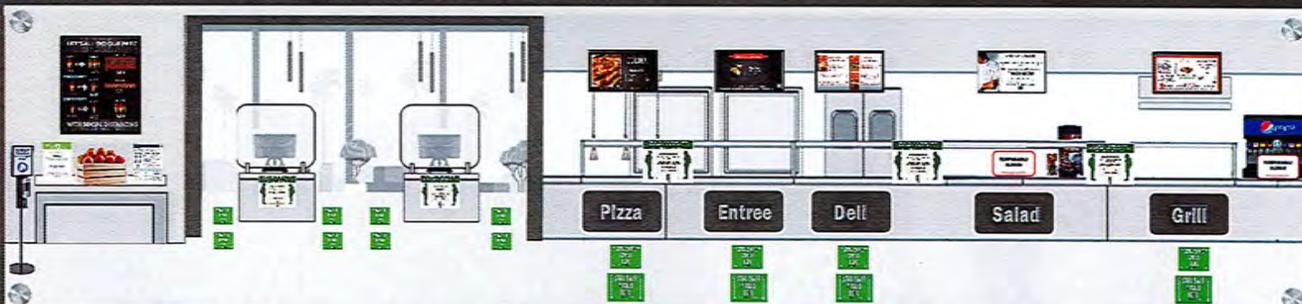
COVID - 19  
**CAFE RE-ENTRY PLAN**  
 CAFE • CULINARY • SAFETY



CULINARY FOCUS AREA

**COMPLETE MEAL SOLUTION**

- Offer multiple selections at each point of service
- Beverage, sides, desserts at each station
- Speed of service ensures social distancing



MENU HIGHLIGHTS

ALL ITEMS ARE SERVED PRE-PACKAGED

**BREAKFAST MENU**

- Core selection of hand-held sandwiches
- Bagel, Fruit Cup, Muffin, Parfait, Pastry

C19 Breakfast Menu

**DELI**

- 3 core menu sandwiches required weekly
- Offer at station & Grab & Go locations

C19 Deli Menu

**ENTREE**

- Utilize when possible in Grab & Go
- Consolidates Global, Action, Home

C19 Entree Menu

**GRAB & GO**

- Menu should reflect daily production
- Includes core and additional offerings

C19 Grab & Go Menu

**GRILL**

- Scaled menu to only top selling core items
- Pre-packaged Lettuce, Tomato, Onion

C19 Grill Menu

**PIZZA**

- Cheese & Pepperoni Pizza core minimum
- Pizza offered as 10" personal, boxed

C19 Pizza Menu

**SALAD & SOUP**

- No Salad Bar, served pre-packaged
- Offer Soup behind line, packaged G&G

C19 Salad & Soup Menu

CAFE, SALES

- Client meeting: Population, Date
- Evaluate café model, stations
  - Break-Even station averages \$350 - \$450
- Set staffing levels to est. sales
  - PL SPLH Target \$55 (Sales/ All Hours)
- Prepare café w/ safety signage
- Assign all T.V. w/ Bright signs/USB
- Add Protective Glass to cashier st.
- Coffee placed behind line - served

PACKAGING

- Self-Serve solution required
- Bulk Condiment to PC
- Condiments, Cutlery, Napkins served vs. traditional table
- Utilize in house packaging
- Evaluate pricing if increase shown
- Packaging Guide created



SAFETY TRAINING

- Social Distancing:**
- **Social Distancing 6FT**
    - Designed to be played throughout cafe
  - **Social Distancing Impact**
    - Shows how quickly Covid-19 spreads
  - **Stay Safe, Stand Here**
    - Ground mounted sticker - 6FT

**Covid-19 Training:**

- **Covid-19 Safety Manual**
  - All Coronavirus documentation
- **Covid-19 Pandemic Plan**
  - Organizational steps, actions to take
- **Employee Health Reporting**
  - Proactive Q&A, Testing prior to work
- **Covid-19 Questionnaire**
  - Send all "Yes" to [flu@afvusa.com](mailto:flu@afvusa.com)
- **Covid-19 Screening Sheet**
  - Employee Temperature
  - Covid-19 Questionnaire
  - Chemical Training
  - Mask



Covid-19 Social Distancing.zip

PPE & SANITATION

- Physical Barrier
- Hat
- Mask
- Gloves
- Apron
- Thermometer



TECHNOLOGY

- **GOAL: Productivity, Profitability**
- Identify "Touchless" solution
- Self-Checkout, Bar Coding, Mobile
- **To Implement Bar Coding at site**
  - Site Size, Geography, Coordinate w/ DM
  - Volante, Skyfall only
- **To Implement Mobile Ordering**
  - \$1,500 Implementation Fee
  - \$300 first location (Printer)
  - \$75 each additional location

### To Our Valued Partners:

As you help your campus safely resume its operations this fall, decisions about adjusting your dining and refreshment services for current conditions must be based upon the best advice available. As your dining and refreshment partner, we are here to identify the state-of-the-art best practices for delivering our services in a COVID-19 world, and to work with you to custom-implement the necessary changes for your unique campus community.

Our family has been in the food and hospitality business for nearly eighty years, including many of our nation's greatest crises. During that time, we have evolved and adapted with our changing environment, and often led our customers and our industry along that path. Always, we have been guided foremost by the safety of our employees and customers.

Now more than ever it is essential that you know who is behind the wonderful employees of American Dining Creations and American Food & Vending, and what we are doing to again honor our ongoing commitment to our customers, our employees, and our own standards. These pages address some of those ideas, representing the latest and best information in the industry.

We thank you deeply for your partnership during this time and we offer our sincerest support in protecting you and your families' and campus communities' health and safety.

The Wells Family  
Owners  
American Food & Vending  
American Dining Creations

## POST-PANDEMIC OPERATIONAL BEST PRACTICES

The safety of our workers and your campus community is of paramount importance to us. As we develop innovative solutions to the current challenges, safety will remain at the forefront of everything we provide. Perhaps more than ever before, dining and refreshment will play a critical role in supporting your rapidly-evolving campus community. As you re-imagine your campus for the new environment, we are here to provide you with the latest and best expertise on dining and refreshment operations in the post-pandemic world. The pages to follow will outline our innovative solutions to ensure that we continue to provide the level of service you have come to expect from us during these ever-changing times. The end of this document we will outline a number of steps that we must take together to combat the spread of COVID-19. We will also provide links to additional resources referenced throughout this document.

### SAFETY

- Pandemic Plan
- Sanitation Guidelines
- Employee Screening

### SOCIAL DISTANCING

- Communication & Signage

### DINING

- Cafe
- Coffee Bar
- Catering

### REFRESHMENT

- Micro Market
- Vending
- Office Coffee & Water



Every on-site manager is required to be ServSafe certified and has to be recertified every 3 years. Developed by the National Restaurant Association, ServSafe is the dining service's "gold standard" for safety and sanitation training and is recognized by the health departments in all 50 states.

### EMPLOYEE SCREENING

The first line of defense in preventing the spread of the virus is proper screening and quarantine.

- Employees will receive guidelines for stay at home and returning to work. *See attached "employee health"*
- Touchless temperatures will be taken at the start of each shift and a log will be posted and monitored by our on-site manager. *See attached "employee screening"*
- Following CDC guidelines, employees with a fever higher than 100.1 will be sent home.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees will be issued and required to wear PPE, including:

- Face Masks
- Disposable Gloves

### SANITATION

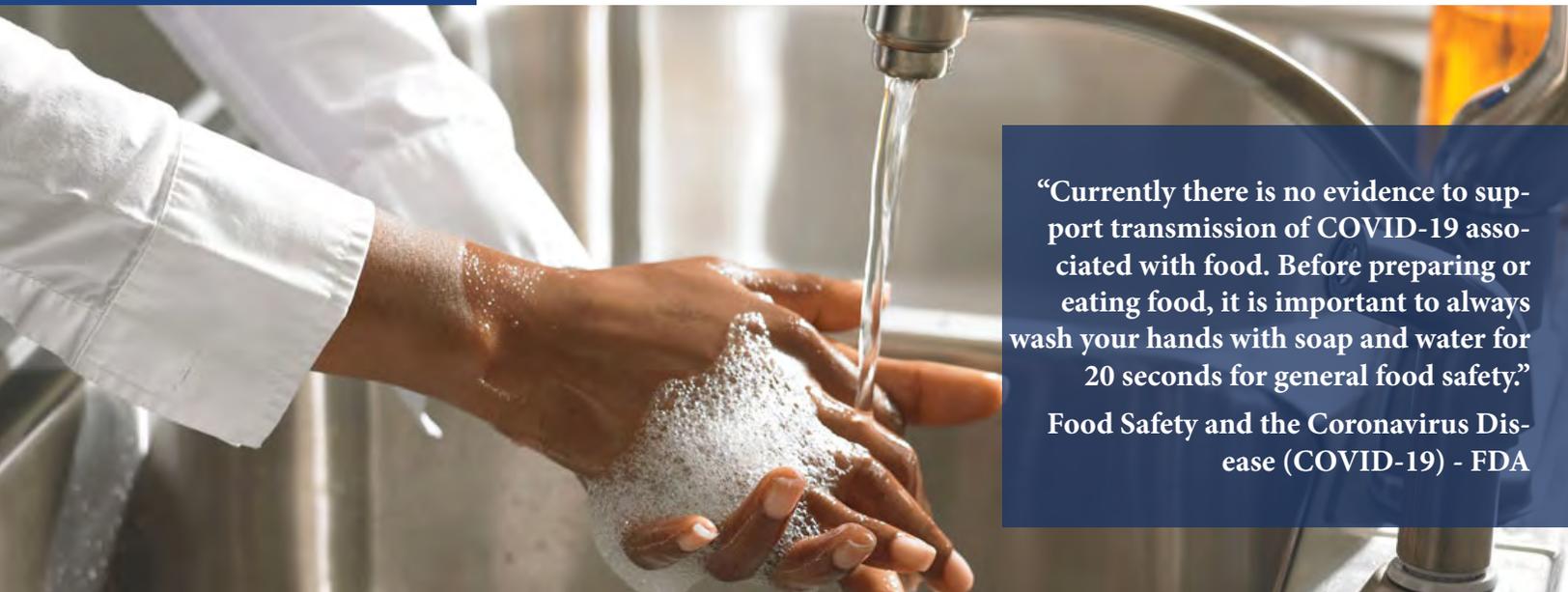
Enhanced sanitation protocols and recommended cleaning supplies are outlined in greater detail in our Pandemic Plan and include:

- Hand sanitizer available to employees at all points of contact.
- Work with you to ensure proper cleaning and sanitation of café and seating area prior and after each service.
- Clean and sanitize all vending machines, markets and coffee/water break areas per service. *See attached "COVID-19 Pandemic Energy Response Plan"*



#### COVID-19 PANDEMIC EMERGENCY RESPONSE PLAN

Our plan has been developed following the guidelines of the CDC, FDA, NRA and state and local health regulations. The outlined protocols in this manual contain a wealth of resources and represent the industry best practices to prevent the spread of COVID-19.



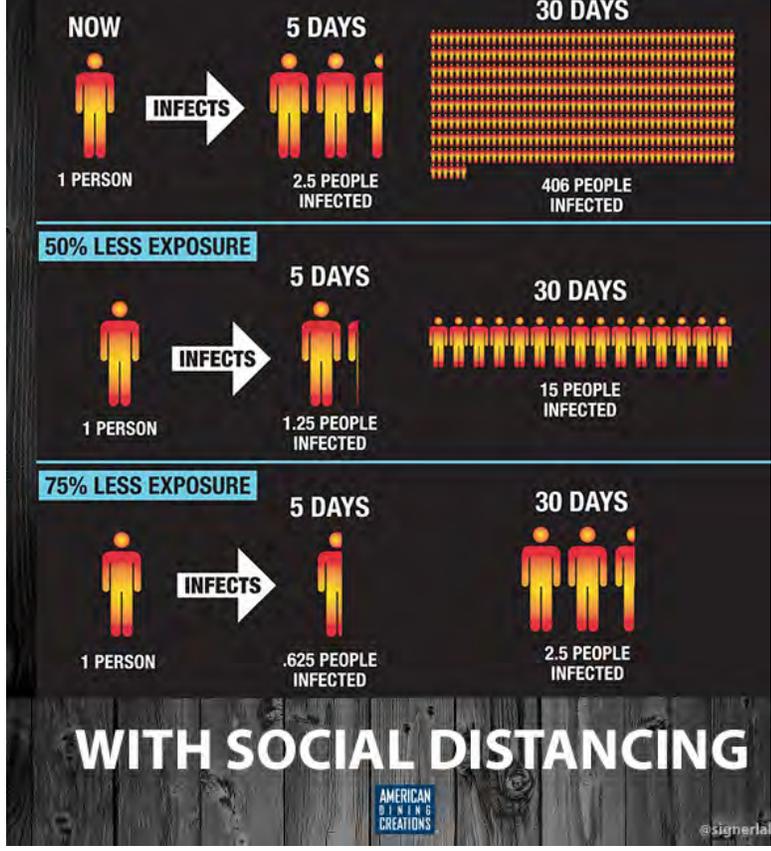
**"Currently there is no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food, it is important to always wash your hands with soap and water for 20 seconds for general food safety."**

**Food Safety and the Coronavirus Disease (COVID-19) - FDA**

### SOCIAL DISTANCING RECOMMENDATIONS

Following CDC recommendations we propose to work with each campus to implement an effective and comprehensive social distancing strategy. Our plan will include:

- Posted signs in cafe and seating area to encourage social distancing
- Place floor signs in the cafe servery to mark appropriate social distancing
- We recommend redesigning seating areas to ensure at least six feet of separation between tables.
- We recommend controlled access to dining rooms by scheduling meal times and limiting the number of students per table to the “maximum approved level” as approved by the CDC or local and state government.



## PRACTICE SOCIAL DISTANCING



### Why practice social distancing?

The CDC recommends to stay 6 feet from other people. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

*Social Distancing, Quarantine, and Isolation CDC Website: [www.cdc.gov](http://www.cdc.gov).*

### CAFE RECOMMENDATIONS

As part of our global plan for reopening we have several recommendations and guidelines for our dining services. Our plans include:

- **Third-Party Vendors:** To address the risk of having unknown vendors and their employees on site with unknown safety and sanitation protocols for handling and transport of food, we recommend the elimination of third-party (retail) food drop-off.
- **Fountain Beverages:** Eliminate fountain beverages unless dispensed by a hospitality associate ; we will enhance your selection of bottled beverages.
- **Condiments:** Eliminate bulk-dispensed condiments. Replace with portion-control/single-serve packages.
- **Salad Bar, Soup & Coffee:** Eliminate these options as self-service.
  - Replace Salad bar with Tossery or pre-made, packaged grab-and-go.
  - Replace self-serve soup station with soup served at Deli station or Tossery or pre-made, packaged grab-and-go.
  - Replace bulk-dispensed coffee with either served or single-cup.

- **Grill, Deli and Entree: adjusted service.**
  - When staffing levels allow: will offer limited made-to-order options off a “core” menu.
  - In order to enhance speed of service, reduce crowds, and increase spacing, limited core menu and grab & go menus will be our focus in most locations.
- **Pizza:** offer both pizza by the slice and personal pizza (pre-packaged, in a box).
- **Grab & Go:** enhance these offerings with a wide variety of fresh food selections.
- **Full Meal Solutions:** offer quick-serve, full meal solutions and combos at all stations.

### A Custom Plan

The recommendations and guidelines above are provided as an overview of our general reopening plans. To create a custom plan for your location please contact your on-site General Manager and District Manager. Together they will craft a plan uniquely suited to meet your individual needs.

### THE FRESH DIFFERENCE & A LA MINUTE PRODUCTION

Our *Fresh Difference* culinary philosophy has always placed emphasis on scratch cooking, fresh ingredients and menu items made-to-order. The COVID-19 pandemic will not diminish this commitment. At stations and areas where appropriate, menu items will be prepared and served made-to-order.

### SELF-PAYMENT KIOSK - TOUCHLESS PAYMENT

To further reduce person-to-person contact, we recommend that manned registers in retail spaces be replaced with self-payment kiosks in all locations where appropriate. We further recommend that students use digital student IDs or our FreshRewards app as a “touchless” mobile payment option.

### MOBILE ORDERING & REWARDS

We have always pioneered the use of hospitality technology for retail dining on campus. Our innovative FRESHrewards app or GET app incorporates mobile ordering with an array of loyalty and rewards programs. Using FRESHrewards or GET, we can allow students to stay at their dorms and classes and place a custom order for easy and safe pick-up.





## COFFEE BAR

In larger locations, the coffee bar may be the first point of service to open. We can capitalize on this with an enhanced program including:

- **Grab & Go:** the flexibility of our coffee bar makes this an ideal location to feature our enhanced Grab & Go program.
- **Limited Food Service:** with the main cafe potentially closed, the coffee bar should provide an enhanced food program including hot breakfast sandwiches, deli options, panini, salads, etc...
- **Mobile Order & Pick-Up:** our coffee bars are the ideal location to implement and/or promote our mobile ordering capabilities.
  - Locations which already have mobile ordering should promote this service as they reopen.
  - Locations without mobile ordering should work with their American Dining Creations District Manager to determine if mobile ordering is appropriate for their location.



## PACKAGING

Our new cafe, catering and coffee bar programs will rely heavily on to-go containers. To support this transition we have sourced a new array of paper and disposable containers. These new products will be carried by our broadline distributors and will be available in every market.

## CATERING

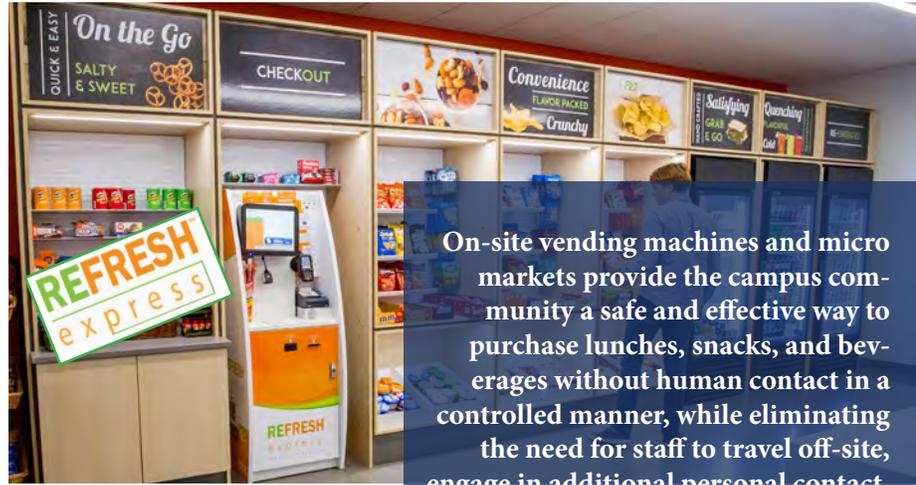
Despite the challenges ahead our standard of service will not be compromised. These are the recommendations that we have for service adjustment:

- In order to eliminate multiply touch points, buffet service style should be discontinued and replaced with individual boxed or bagged meals.
- Bulk self-serve beverage stations should be eliminated and replaced with individually packaged beverages. For large hot beverage service needs, we recommend an attendant be present to serve your beverages.
- Our fresh Artisan Direct program with assorted sandwiches and salads is a great solution for your catering needs during these times. We have expanded this program to include individually boxed hot breakfast and lunch options and snack boxes. These house made meals have everything packaged in a sealed box including beverage, packaged silverware, napkin, condiments and an alcohol wipe.
- Eliminating all outside catering coming on site will help to reduce safety risks and our in house catering services ensures that everything is being produced and delivered under the strictest safety standards as outlined in this document.

**STONEWALL MARKET AND REFRESH<sup>EXPRESS</sup> MICRO MARKET**

Our innovative Stonewall Market and REFRESH<sup>EXPRESS</sup> micro markets will be the backbone of our refreshment services on campus. These are the recommendations that we have for service enhancement:

- **Sanitation:** Markets will no offer self-serve coffee and only offer single-cup options brewed at 200 degrees. Our kiosks will be cleaned thoroughly at every service. *See attached “cleaning methods of self-payment kiosk”*
- **Touchless Payment:** using digital student IDs, Students can scan and pay for items without touching the kiosk.
- **Enhanced Culinary Options:** to support the added demand for fresh options, we will enhance our fresh food selection already packaged in tamper-evident containers.



On-site vending machines and micro markets provide the campus community a safe and effective way to purchase lunches, snacks, and beverages without human contact in a controlled manner, while eliminating the need for staff to travel off-site, engage in additional personal contact, and risk returning to campus and further exposing their colleagues or themselves.

*National Automatic Merchandising Association*



**VENDING**

These are the recommendations that we have for service enhancement at our vending units.

- **Sanitation:** our vending units will be cleaned thoroughly at every service.
- **Mobile Payment:** we propose to expand the number of vending machines offering mobile payment through credit card readers and PayRange mobile payment and rewards technology.
- **Fresh Food:** where appropriate, fresh food merchandiser will be added to supplement available grab and go options.

**Safe, Touchless Mobile Payment, Loyalty & Rewards**

**How To Get Started**

Download the app on your smartphone and scan the QR code to download the app.

**SCAN ...**

---

**How to Load Funds**

**CREDIT OR DEBIT**  
 You can use credit or debit to load funds on your fresh rewards app.

**LOAD FUNDS ONLINE**  
 You can load funds on the app or online at [www.freshrewards.com](http://www.freshrewards.com)

**RELOAD ...**  
 You can add a credit card to the app for simpler reload or use the online portal.

---

**Safe, Touchless Payment Using Fresh Rewards**

**SELECT PRODUCTS**  
 Scan products in the cafe or market.

**SCAN & PAY ...**  
 For Any Item Using Your Phone WITHOUT TOUCHING THE KIOSK

**EARN REWARDS ...**  
 And Exclusive Discounts With Every Purchase





## OFFICE COFFEE

As we move forward our break room services will continue to be of critical importance. We have programs in place to ensure that our services remain safe and we will offer an array of new and innovative products.

- **Sanitation:** our office coffee equipment will be cleaned and sanitized thoroughly at every service. We additionally recommend the use of sanitizing wipes between service.
- **Cups:** we recommend that clients eliminate the use of personal mugs.
- **Products:** So that you do not have to choose between your health and our planet's health, we offer a wide selection of sustainable disposable products and we are offering an array of additional products to help mitigate the spread of COVID-19 including:
  - Sanitizing wipes
  - Sanitary cup and lid dispensers
  - Social distancing signs and dividers
  - Sanitary single-use creams and sugars

See attached "keeping your work place safe"



## WATER FILTRATION

Our bottleless water coolers are safe and sanitary. We strongly recommend that all locations that have not converted to a bottleless solution, do so right away.

### THREE STAGES OF PURIFICATION

- Multi-Stage Filtration
- UV Light Sanitation
- BioCote Sanitation



Although not yet tested on COVID - 19. BioCote and UV Light have been proven effective on viruses, including the flu (a COVID virus).



## UNSANITARY BOTTLED WATER

At least 5 people touch your bottles before they get to your break room



Old-fashioned 5 gallon water bottles and dispensers do not provide the most safe and sanitary solution. Please contact your American Food & Vending representative for more information on bottleless water coolers.

### WE ARE IN THIS TOGETHER - APART

We are proud to be your hospitality partner and we are eager to get back to learning with you. If we are to prevent the spread of COVID-19, we must work together in the same spirit of partnership that we always have. As we have provided our response, many of the actions items mentioned will be taken by American Dining Creations and will require no assistance from you. Other items can only be accomplished together in partnership. Here is an outline of such actions and additional resources:

### SANITATION & SOCIAL DISTANCING

- We recommend that the entire campus community wear PPE (gloves/masks).
- We recommend that the entire campus community wash / sanitize hands before and after visiting any food / refreshment service location.
- We recommend that your janitorial / facilities team increase sanitation of high-touch areas in any food / refreshment service location and other areas according to CDC disinfecting guidelines.
- We recommend that you increase hand sanitizer stations in and around any food / refreshment service location.
- We recommend working together to post signs and floor decals to mark off proper social distancing in and around any food / refreshment service location.
- We recommend working together to rearrange the seating areas / break areas to maximize social distance and to designate additional spaces for break time.
- We recommend that employee time in break areas / cafes be limited and the break time be staggered to limit person-to-person contact.

### ADDITIONAL RESOURCES ATTACHED

**COVID-19 PANDEMIC  
EMERGENCY PLAN**

**EMPLOYEE  
SCREENING**

**KEEPING YOUR  
WORK PLACE SAFE**

**COVID-19  
INFORMATIONAL  
SIGN**

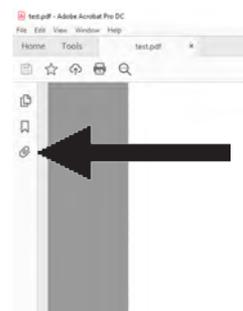
**COVID-19 MANUAL**

**EMPLOYEE HEALTH**

**RECOMMENDED  
CAFE LAYOUTS AND  
MENUS**

**CLEANING METHODS  
OF SELF-PAYMENT  
KIOSK**

To access these files, open the attachment panel on the left of the program as shown below



# 13<sup>th</sup> Floor CC

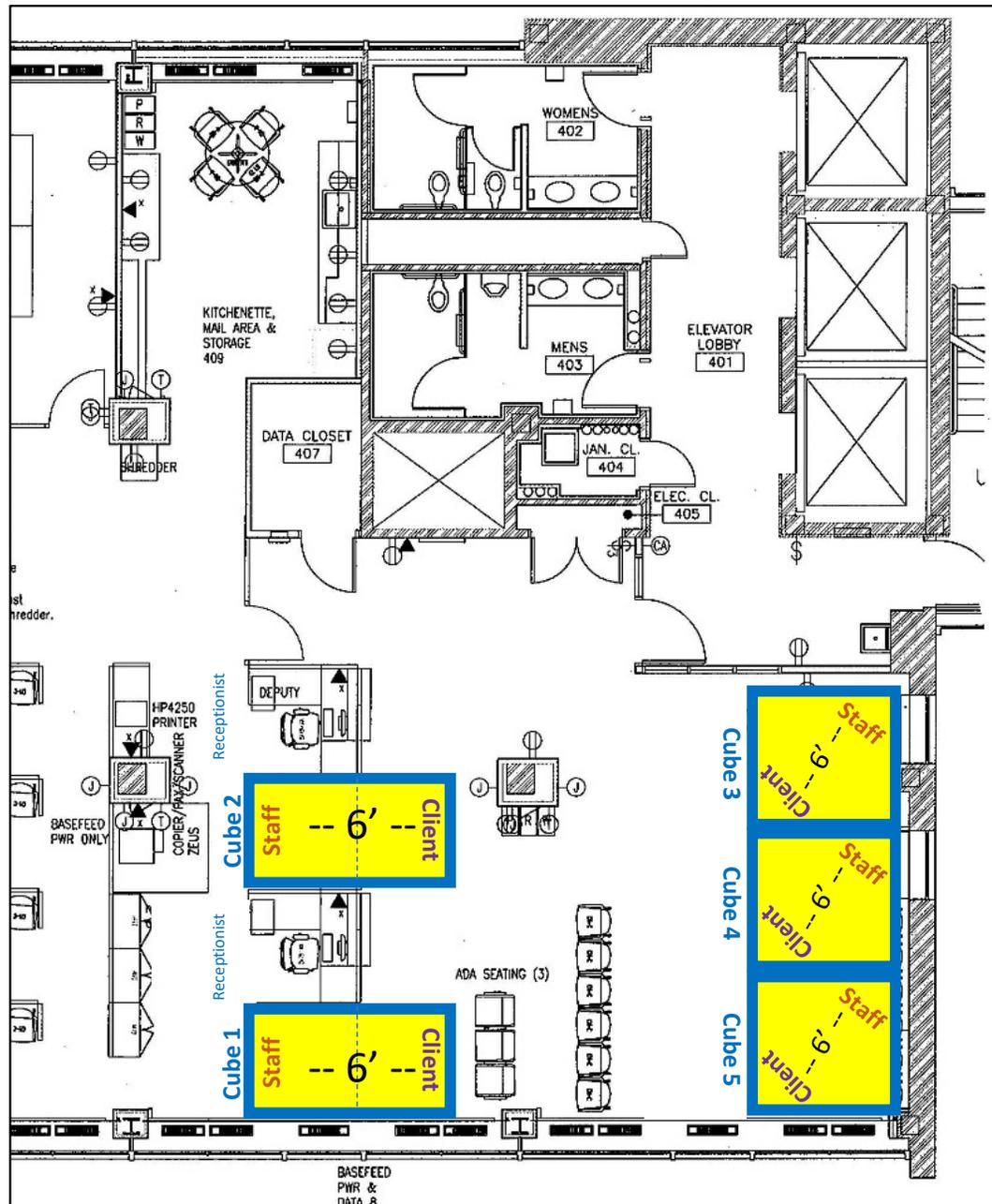
## Appendix P: JobsPlus! Reopening Plan



**KEY**  
X= Remove Current Cube  
Red Line = New Construction  
Blue = Areas for staff to meet with clients

# 4<sup>th</sup> Floor KOB

KEY  
Blue = Areas for staff to meet with clients



## Appendix Q

### **SBDC Re-opening Safety Plan**

The SBDC re-opening safety plan addresses campus screening, face coverings, cleaning and disinfecting and social distancing to ensure the safety of OCC employees and SBDC clients and visitors. We will be following the college's policy.

#### **Campus Screening:**

All SBDC clients and visitors must first go to main campus for COVID screening.

#### **Protocol for providing instructions/information to clients:**

The Advisors will send their clients specific instructions/information when they make the appointments. The instructions will include:

- Address of screening
- Masks must be worn by clients and Advisor
- Custom map to direct clients to Mulroy Hall from the screening
- Outline single entry to Mulroy which will be locked.
- Custom SBDC directory with Advisor name and phone number on door entry. Client will call Advisor and Advisor will open outside door for client(s).
- Advisors will check to make sure the client has a wristband from the campus screening and is wearing a face mask before entering the building. SBDC will have a box of disposal face coverings in the office in case a client does not have one when arriving at Mulroy.
- Advisors will offer the choice of taking the stairs or the elevator (2 people maximum) to the 4<sup>th</sup> floor.

#### **Social distancing for advisement with clients:**

All Advisors and clients will maintain six-foot social distancing. The safest option to meet with clients is in the classrooms on the fourth floor at least through the summer. The Advisor can sit at the desk in front of the room with the client sitting in the first row of tables at least six feet away. The classroom also enables the Advisor to use the large screen to provide information such as a business plan outline or excel spreadsheets.

The second option is meeting clients in Advisor's offices. Sean has requested Facilities to place tape on the floor 6 feet from the Advisor's desk/chair and placing the Advisor's/client's chair behind the tape. Other furniture will be temporarily removed or repositioned to make it clear where the client needs to sit to maintain six-foot social distancing.

#### **Cleaning & disinfecting:**

At the end of the meeting, the Advisor will disinfect the desks, tables, arms of chairs, computer, keyboard, and door handles



## College for Living Reopening Plan

### College for Living Staff:

Current workflow:

Staff are preparing for students' return once restrictions are lifted from OPWDD Day and Pre-Vocational Programs by:

- Cleaning, disinfecting, and organizing classrooms and storage areas.
- Maintaining contact with students via weekly phone calls
- Researching best practices to rearrange rooms according to social distancing protocols
- Volunteering at Prevocational sites to hold students' spots once they return
- Taking three to four students three times a week to local parks to practice social distancing
- Delivering food to those few students who have reported to us that they had no food.
- Preparing lesson plans for fall classes

### Tentative plan for students' return to campus:

- Students will be provided masks to wear when they are coming to and going home from OCC. Masks will be washed and disinfected daily.
  
- All students will be encouraged to take their temperature at home prior to leaving for OCC. Temperatures and symptom checks will also be completed upon arrival. Temperatures and symptoms will be documented daily. Any participant who is displaying COVID-19 symptoms, as outlined by the CDC, will be sent home immediately and will be unable to return to Foundations Transition Program until cleared by their physician.

Symptoms of COVID-19 include:

- A temperature greater than 100 degrees
  - Cough (outside of what is normal for the participant)
  - Difficulty breathing (outside of what is normal for the participant)
  - Chills
  - Headache (outside of what is normal for the participant)
  - Muscle pain
  - Sore throat (less common)
- 
- No participant will attend Foundations if they are displaying any COVID-19 symptom listed above. Students will be asked to speak to their PCP to determine if these symptoms warrant testing for COVID-19 and will be asked to obtain medical documentation prior to returning to Foundations. These symptoms will be sent home to each participant for display in their home.

A. Mech

6/11/2020



- Signage will be posted throughout the building regarding regular handwashing, handwashing before and after meals and other precautions that can be taken to decrease the risk of becoming infected with COVID-19. General guidelines, such as social distancing, no physical contact, etc. will also be displayed as reminders. This will also be discussed with students at the beginning of each day and reminders will be provided, as needed.
- Hand sanitizer, disinfecting wipes and tissues will be in each classroom. A garbage can will be placed in each classroom to aid with disposal of these items.

**Foundations Transition Program currently serves 28 individuals. Social distancing guidelines will be in effect using the following protocol:**

- Ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff.
- Limit mixing between groups if possible.
- Stagger arrival and drop-off times
- Individuals will be seated in various classrooms throughout the building to allow for six feet of social distancing.
- Any time social distancing cannot be maintained, students will wear a mask.
- Foundations Transition Program staff will always wear a face covering in the presence of students.
- Provide physical guides, such as tape on floors and signs on walls, to ensure that staff and students remain at least 6 feet apart.

**Community activities:**

- Outdoor community activities will continue as permissible in conjunction with county guidelines. Individuals will also be encouraged to spend time outside, weather permitting.

This plan will be reexamined and updated as needed to ensure the safety of Foundations students and staff in accordance with the New York state guidelines.

## Appendix S: Addenda

July 31, 2020

Addendum to the Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020

As required by Governor Cuomo's [Executive Order No. 205: Quarantine Restrictions on Travelers Arriving in New York](#) and the NYS Department of Health [Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel](#), individuals who have traveled to a [restricted state](#) or country must quarantine for 14 days and must complete the [Traveler Health Form](#) upon returning to New York.

Onondaga Community College will include out-of-state restricted travel as a question in the daily screening process for all employees, students, and visitors; individuals answering yes to the question will fail the screening and will not be allowed to enter campus. On-campus residential students will quarantine in Shapero Hall, the residence hall designated for quarantine and isolation. All employees and students who have traveled to a restricted state or country must immediately disclose information about their travel to the designated Human Resources or Student Engagement point of contact. A copy of the completed [Traveler Health Form](#) must also be provided to the appropriate designated point of contact, who will maintain these records.

The designated point of contact for employee reporting is Elaine Buza in Human Resources (315-498-2548, [e.m.buza@sunyocc.edu](mailto:e.m.buza@sunyocc.edu)) and the designated point of contact for student reporting is Scott Schuhert, DBH in Student Engagement (315-498-2119, [s.m.schuhert@sunyocc.edu](mailto:s.m.schuhert@sunyocc.edu)).

August 3, 2020

Addendum to the Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020

### **Onondaga Community College (OCC) International and Out of State Quarantine and Isolation Plan for Residential Students**

To support the well being of all students and staff at Onondaga Community College, we have developed the following to address the needs and requirements of our students residing on-campus AND coming to us from out-of-state or abroad. This plan mirrors the recommended plan developed by SUNY New Paltz and disseminated by leadership from SUNY Central.

#### **Quarantine Space**

We will reserve Shapero Hall as a quarantine space for residential students who must be quarantined due to confirmed or suspected COVID-19, direct exposure to COVID-19, international or other travel where CDC recommends quarantine, or any other purpose as indicated by applicable CDC, State Department of Health, or Onondaga County guidelines. Residential students with a confirmed diagnosis or exposure will be relocated to Shapero Hall as will their suitemates. The facility can accommodate 150 people who have been exposed to, or confirmed to have, COVID-19. This includes 30 beds earmarked for use by SUNY College of Environmental Science and Forestry (SUNY ESF) as they will also be utilizing Shapero Hall as a quarantine location for those SUNY ESF students who have been exposed to, or confirmed to have, COVID-19. Once students move out of quarantine the space they occupied will be thoroughly cleaned. Length of quarantine and conditions for return to campus activities will follow official CDC and New York state guidelines.

#### **Move-in and Occupancy**

Students who have not traveled outside the United States or to one of the designated states experiencing surges in COVID-19 cases, over the 14 days prior to move-in, will be permitted to move directly into their fall semester residence hall. Entry will be conducted in a staggered manner with each student being assigned a designated date and time to arrive. Student move-in assistance is being limited to one person. No additional guests will be permitted into the residence hall. The move-in process will conclude at least 14 days prior to the start of classes allowing for a quarantine period. All students will be afforded a single room resulting in reduced residence hall occupancy.

Students who have travelled outside of the United States or to one of the designated states experiencing surges in COVID-19 cases, over the 14 days prior to move-in, will be required to temporarily reside in our designated quarantine hall (Shapero) for two weeks before being permitted to move into their fall semester housing assignment. Upon arrival to the quarantine hall, students must complete the required New York State Traveler Health Form, <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>, and submit a screenshot of the final page and submit it to designated OCC staff.

The following is an abbreviated timeline reflecting Onondaga Community College's move-in and occupancy process.

- August 1-4: Resident Advisors move into fall housing
- August 5: Resident Advisors begin fall training
- August 7-9: Designated SUNY ESF students move into the quarantine hall (Shapero Hall)
- August 13-16: Residential students move onto campus at designated times/intervals
  - Out-of-state and international students will move into the quarantine hall (Shapero Hall)
- August 30: Asymptomatic students residing in the quarantine hall (Shapero Hall) will be transported to their fall semester residential assignment
- August 31: First day of classes

Events and gatherings will be offered remotely or in “suite” by residence hall floor. Once students move into the residence halls, travel is discouraged and anyone traveling internationally, or to one of the designated states experiencing surges in COVID-19 cases, will be required to quarantine for two weeks in the designated quarantine hall (Shapero Hall).

### **Wellbeing and Support**

All residents will be required to complete daily COVID-19 screenings coordinated and performed by OCC’s Office of Campus Safety with the support of Residential Life staff. Additionally, all students will have a COVID-19 test facilitated by our on-campus healthcare partner, Syracuse Community Health Center (SCHC). Resident students will not be permitted to participate in any on-campus activities, including in-class instruction, until the results of their COVID-19 tests are shared with designated OCC staff and reflect a negative finding for COVID-19.

Students residing in our quarantine hall (Shapero Hall) will receive daily telehealth check-ins, coordinated by OCC and SCHC.

August 4, 2020

Addendum to the Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020

**Update to American Food and Vending Reopening Plan**

American Food and Vending's reopening plan (included in Appendix O) was updated and the page numbers were corrected to account for the changes.

September 2, 2020

Addendum to the Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020

Supplemental Plan

If the college meets the Governor's threshold of 100 cases within a 2 week period, the following changes will be made to operations:

Academic

1. All course not currently delivered remotely would move to a "real time remote" modality. Any exceptions for clinical/practical instruction would need specific permission from the Provost to continue with any face -to-face/hyflex modality.
2. Academic and student services would remain open but would move to an appointment basis and occupancy would be further reduced to 30% capacity.
3. Students needing laptops or hotspots would be directed to the library to our loaner program.

Residence Life

1. All residence life operation revert to onboarding status with students limited to their individual halls and meals delivered to the quad for pick up.
2. Any programming would be delivered virtually.
3. Students testing positive would quarantine in Shapero. Students with possible exposure would isolate in Shapero (different floors) unless the number of ill students makes Shapero quarantine only. In this unlikely event, students with possible exposure would isolate in their rooms.
4. Additional screening pooled saliva tests would be administered.
5. Residence life staff would continue to work unless they were ill.

Campus Employees

Faculty would work remotely.

Administrators and Staff would be offered a pooled saliva test and would remain at home until results were known. Staff testing negative would return to work. Essential personnel would be tested first.

Facilities

Facilities would be fully cleaned under the protocol established when a case of COVID-19 is confirmed.

September 21, 2020

Addendum to the Onondaga Community College COVID-19 Phase 4 Reopening Safety Plan for Fall 2020

# Onondaga Community College

## Surveillance Testing Plan

September 10, 2020



## Baseline Surveillance Testing Strategy with Low Prevalence of COVID-19

- Onondaga will test all residential students every two weeks at the beginning of the semester in order to confirm a low positivity rate, and then test monthly thereafter. Residential students will be tested upon arrival to campus (August 17), and again August 26-28, September 8-10, October 6-8, and November 3-5. This will be accomplished with pooled saliva tests in partnership with Upstate Medical University and its laboratory partner. If a pool tests positive, individual diagnostic tests will be conducted to identify positive individuals in partnership with Upstate and/or the Syracuse Community Health Center. To date, Onondaga has conducted 896 tests, with one positive student. This represents a low positivity rate of 0.1%, indicating low prevalence of COVID-19.
- Onondaga will conduct wastewater surveillance testing of SARS-CoV-2. Residence hall wastewater will be tested twice per week and academic buildings once per week. The presence and concentration of SARS-CoV-2 will be monitored to determine whether there is a potential COVID-19 outbreak in specific buildings on campus.

## Monitoring COVID-19 Prevalence in the Community and On Campus

- The COVID-19 transmission rate (R) in the community will be monitored daily using the SUNY COVID data dashboard. If the COVID-19 transmission rate (R) in the community exceeds 1.2 on a seven-day average, then enhanced testing will be implemented.
- The presence and concentration of SARS-CoV-2 will be monitored in the wastewater of academic buildings and residence halls. If the concentration exceeds a threshold determined by Upstate to indicate the potential onset of an outbreak, then enhanced testing will be implemented.

## Enhanced Surveillance Testing Strategy with Higher Prevalence of COVID-19

- If COVID-19 transmission rate (R) in the community exceeds 1.2 on a seven-day average, then the following actions will be taken:
  - Pooled saliva testing will be expanded to include testing all students (that is, testing commuter students in addition to residential students). 25% of all students with on-campus activities will be tested each week, allowing all students to be tested once per month.
  - Employees will also be offered pooled saliva testing on a voluntary basis, not to exceed two tests per month per employee.
- If wastewater surveillance testing demonstrates increased prevalence of SARS-CoV-2, then pooled saliva testing will be conducted for the people in those buildings.

## Testing Implementation Logistics

- Testing logistics will be coordinated by the COVID site safety monitor, Sean Vormwald, PhD, in conjunction with various administrative departments. Pooled saliva testing and wastewater surveillance testing will follow the methodology outlined by Upstate Medical University and its laboratory partners.
- Testing locations will include the residence halls and other campus buildings as needed. Students from the Medical Assistant program will help with staffing the pooled saliva testing. Dr. Vormwald will coordinate training for testing staff in conjunction with the Medical Assistant faculty, using the Upstate standard operating procedures. Onondaga has the necessary PPE in its current inventory.
- Dr. Vormwald will manage the testing data with assistance from other departments as necessary. Positive cases and close contacts are being tracked by Dr. Vormwald using an internal data dashboard. This includes tracking isolation and quarantine capacity. Pooled test participants are tracked at the point of testing, and the list is reconciled with the Upstate Student Test Manifest from the results. Students who have not tested are tracked and directed to test during a make-up test session.

## Isolation and Quarantine Protocol

- Shapero Hall, a residence hall located adjacent to the main campus, has been reserved for residential students in isolation and quarantine. There are no other students assigned to Shapero Hall, since the building is dedicated exclusively to isolation and quarantine. Residential students who test positive will be isolated in Shapero Hall. Residential students who are close contacts identified through contact tracing will be assigned to Shapero Hall for quarantine. Shapero Hall has 151 rooms available total for isolation and quarantine. Cases in isolation and contacts in quarantine will be housed on separate floors of the building. Isolation and quarantine of residential students will be coordinated by Dr. Scott Schuhert, Dean of Students, and Shawn Edie, Director of Residence Life, in consultation with Dr. Vormwald.
- Onondaga will follow all guidance provided by the Onondaga County Health Department for isolation and quarantine and will consult with the health department on all positive cases in isolation and close contacts in quarantine. This includes collaborating with the county on assigning students to isolation and quarantine, care of students, and release from isolation and quarantine. Healthcare for isolated students will be provided by Onondaga's on campus healthcare partner, the Syracuse Community Health Center.



The State University  
of New York

**Dr. Jim Malatras**  
Chancellor

H. Carl McCall SUNY Building  
Albany, New York 12246

[www.suny.edu](http://www.suny.edu)

To: All Presidents

From: Chancellor Jim Malatras

Date: September 25, 2020

Re: Uniform Sanctioning in Response to COVID-19 Student Violations

In accordance with the authority vested in me as Chancellor of The State University of New York (“SUNY” or “University”) and the COVID-19 public health directives issued by the Governor and the New York State Department of Health relating to the re-opening of SUNY campuses, and after consultation with your campuses, I am instituting this comprehensive emergency directive to address violations of COVID-19 safety protocols occurring at SUNY’s State-operated campuses and community colleges.

This emergency directive, which implements a COVID-19 sanctioning policy, is intentionally narrowly tailored to the current public health emergency, and seeks to create uniformity of sanction to help SUNY balance the need to protect public health of students, faculty, staff, and community members, with students’ rights to remain within the educational environment. This directive does not supersede the definitions of violations of COVID-19 requirements, where defined by a campus within their Code of Conduct or other policy, but assigns standardized sanctions for such violations, dependent upon gravity and intentionality. All students maintain the due process rights guaranteed to them by the federal and New York State Constitutions, New York State law, SUNY regulations, and University-wide and campus policies. Students are strongly encouraged to follow the reasonable requirements of wearing masks/coverings, socially distancing, avoiding crowds, presenting for COVID-19 testing, filling out daily digital health forms before arrival on campus, reporting positive test results, and following all directives of campus, local, and State health officials.

The Secretary of the U.S. Department of Health and Human Services (HHS) declared a public health emergency on January 31, 2020 in response to the novel coronavirus, COVID-19. New York State Governor Andrew M. Cuomo declared a state of emergency on March 7, 2020, and shortly thereafter SUNY colleges and universities began to shift to remote learning for the remainder of the Spring 2020 semester. For the Fall 2020 semester, pursuant to New York State Department of Health Guidance issued on June 28, 2020, SUNY colleges and universities have reopened on-campus class instruction and activities in a limited fashion with mandatory COVID-19 specific protocols to maintain the health and safety of faculty, staff, and students.

Unlike most policy violations that impact just the accused or a small group of people, a violation of mandatory COVID-19 safety protocols can have a wide application and the impact upon direct, secondary, tertiary, and other infected parties can result in their illness, injury, and/or death. Further, violations of mandatory COVID-19 protocols can aid in the spread of the virus, which can result in the partial or complete closure of a campus, loss of academic

opportunity, and significant economic damage on and off campus. This is an unprecedented time in the history of The State University of New York.

To effectuate a fair and consistent approach to policy violations by students at its State-operated and community colleges, SUNY establishes this COVID-19 sanctioning policy for all State-operated and community college campuses.

**Due Process Prior to Conduct and Interim Actions:**

By virtue of attending a public higher education institution, SUNY students receive due process before imposition of a sanction or reduction of access to the University, with the process concomitant to the gravity of the potential deprivation. This policy does not modify or reduce access to Constitutional due process, but simply sets standard sanctions for violations, consistent with due process. Sanctions shall be applied following a process dictated by the institution's Code of Conduct, including, but not limited to, any appeals process it incorporates. Consistent with SUNY policy, the standard of evidence shall be preponderance of the evidence. Students are presumed not responsible until the institution makes a finding based upon the evidence. Furthermore, a campus has the authority to consider a student's financial and other exigent circumstances in resolving a violation.

Institutions may use interim suspension or other interim action for students who commit a COVID-19-related violation during the pendency of the investigation and adjudication process as may be provided by its Code of Conduct. Each institution shall determine whether students can participate in their coursework remotely during the investigative and adjudicative process. Due to the continuing health threat presented by a student under investigation enrolling in another institution without such institution's knowledge, during the pendency of such an investigation and adjudication, if allowed under the institution's Code of Conduct, a hold shall be placed on a student's transcript and release thereof.

Amnesty and Good Samaritan policies and principles that are already in campus policy to encourage disclosure of violations of federal, State, or local law or campus policy or participation in an investigation or adjudication of such a violation may be expanded to apply those principles to potential violations of the provisions of this policy.

This policy shall apply only during the emergency response to the COVID-19 pandemic, and shall end upon order of the Chancellor. This policy shall not be precedential for any time outside of this emergency.

Generally, and as it relates to this policy, students shall retain all rights to expression as protected under the First Amendment. This policy shall apply equally to all students, regardless of membership in a protected class.

This policy shall take effect at 8:00 a.m. on October 1, 2020, unless implemented earlier by a campus President. Presidents or their designees shall send students no less than two electronic mail messages using the address on file to notify students of this policy and link to

the policy language. Institutions are encouraged to also use traditional and social media to inform students and community members of the policy.

Multiple findings of responsibility may result in graduated levels of sanction, up to and including permanent dismissal. Additionally, findings of violations during periods when a campus is partially or completely closed (or on pause), under the standards established by the New York State Department of Health and SUNY Chancellor, may result in elevated levels of sanction. All sanctions established in this policy serve as the minimum, and campuses have discretion to enact higher sanctions where merited.

A finding of responsibility and applied sanction of dismissal or suspension shall, consistent with SUNY policy, leave the respondent ineligible for refund of tuition, room, board, or fees, and the student will be responsible for all amounts owed.

**I(A)- COVID-Positive Intentional Violations:** For students who know that they have tested positive for COVID-19, from one or more positive tests, or students who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and then intentionally expose other students by any means—including, but not limited to, visiting with the COVID-19 positive tested person in an enclosed area or inviting that person to the student’s room, apartment or other enclosed space, sharing food or other personal items, or hosting a gathering of any size—the available sanctions shall be permanent dismissal or suspension from academic access (including distance learning) and housing for no less than one calendar year. For SUNY campuses that maintain a hospital or public-facing health care facility, suspended or dismissed students shall, consistent with campus policy, remain eligible to enter the campus for health care purposes. A student dismissed or suspended from a SUNY campus for a positive intentional violation shall be ineligible for admission to any other SUNY State-operated or community college during the pendency of their sanction.

**I(B)- Failure to Self-Isolate:** For students who have been directed by the institution or the State or local Department of Health to self-isolate (because they have tested positive for COVID-19) on or off campus, and then engage in any conduct that would violate such isolation order—including, but not limited to, intentionally leaving isolation, exposing other individuals, including students (whether in isolation or not) by visiting with them in an enclosed area, by inviting them to the student’s room, apartment or other enclosed space, by sharing food or other personal items, or by hosting a gathering of any size—the available sanctions shall be permanent dismissal or suspension from academic access and housing for no less than one calendar year. A student dismissed or suspended from a SUNY campus for a failure to self-isolate violation shall be ineligible for admission to any other SUNY institution during the pendency of their sanction. Failure to follow the directions of State or local health departments or the provisions of Executive Orders (including but not limited to New York State on Pause) may also result in fines, criminal prosecution, or referral to relevant government agencies.

**I(C)- Failure to Quarantine:** For students who have been directed by the institution or the State or local Department of Health to complete a quarantine period (mandatory or

precautionary), on or off campus, and then engage in any conduct that would violate such quarantine order, the available sanctions shall include a suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution. For non-residential students who fail to quarantine, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions detailed above. Failure to follow the directions of State or local health departments may also result in fines, criminal prosecution, and referral to relevant government agencies.

**II(A)- Prohibited On Campus Gathering (Hosts):** For students who host an on campus gathering of any size, whether indoor or outdoor, that violates or exceeds campus housing policy and/or the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension of at least one year, or permanent dismissal from the institution. For covered gatherings, all individuals who are on the housing contract/lease (or a member of their family is on the lease), pay rent, or live at the location or otherwise assisted in organizing the event shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting, or advertising the event.

**II(B)- Prohibited On Campus Gathering (Attendee):** For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that violates or exceeds campus housing policy and/or the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution. For non-residential students, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions detailed above.

**III(A)- Prohibited Off Campus Gathering (Hosts):** Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to continued functioning of each campus. For students who host an off campus gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from live attendance at the institution of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), a suspension of at least one year, or permanent dismissal from the institution. For non-residential students, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions

detailed above. For covered gatherings, all individuals who are on the lease (or a member of their family is on the lease), pay rent, or live at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting or advertising the event.

**III(B)- Prohibited Off Campus Gathering (Attendee):** Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to the continued functioning of each campus. For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing (for students who live on campus) with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), for residential or non-residential students a suspension from live attendance with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution.

**IV- Face Mask and Social Distancing Requirements:** For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.

**V- Contact Tracing:** For students who repeatedly fail to comply, whether intentionally or unintentionally (unless it can be shown that the student was genuinely not reached by contact tracers through no failure on their part), with COVID-19 contact tracing efforts conducted by the institution or the State or local Department of Health, the available sanctions shall include a suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.

**VI- Failure to Comply with Campus Health Protocols:** For students who fail to attend at least two scheduled appointments, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution's published protocol, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings with the exception of access required to obtain health care services pursuant to campus policy. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and the affected student may revive full access by

obtaining a diagnostic or surveillance test or by submitting negative results of a diagnostic or surveillance test, as applicable. The institution shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

For students who fail to submit their daily health screening via the institution's supplied portal for at least three consecutive days, without sufficient excuse, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are not disciplinary in nature, and the affected student may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

**VII- Student Athletes:** For student athletes, in addition to the other provisions of this policy, a finding of responsibility for any violation detailed above in Sections I, II, and/or III, or repeated violations of other provisions above, may also include, at a minimum, a loss of the privilege of competing in intercollegiate athletics at the institution in the current academic year or longer, temporary or permanent removal of leadership roles, and loss of scholarship (where applicable). For student athletes found responsible for any violation detailed above in Sections I(A), I(B), I(C), the consequences may also include permanent loss of the privilege of competing in intercollegiate athletics at the institution, temporary or permanent removal of leadership roles, and loss of scholarship (where applicable). Such consequences may also impact NCAA, NCJAA, or other conference or association eligibility (pursuant to applicable rules).

**VIII- Student Organizations:** Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, athletic, or of any other nature, that have one or more members who know that they have tested positive for COVID-19, from one or more positive tests, or members who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and are found to have hosted a gathering of any size, indoor or outdoor, on campus or off campus, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include de-registration or de-recognition and a report to a national organizing body (if applicable) or may also include permanent ineligibility for recognition or registration.

Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, or of any other nature, that are found to have hosted a gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a de-registration or de-recognition, a report to a national organizing body (if

applicable), organizational suspension of at least one year, or permanent ineligibility for recognition or registration.

Student members of an organization found to have engaged in conduct described in either paragraph of this Section, who themselves individually organized or participated in such a gathering shall, in addition to the sanctions described above, be subject to loss of their membership and/or officer status (where applicable) in an organization found to have so violated.

\*\*\*\*\*

Questions on interpretation of this policy shall be directed to campus counsel. The SUNY Student Conduct Institute is directed to continue to provide technical assistance upon request to SUNY State-operated and community colleges, in coordination with campus counsel, and consistent with this directive, which may include webinars or additional written guidance.