

Onondaga Community College COVID-19 Phase 2 Reopening Safety Plan for Summer 2020 (June 1, 2020)

Introduction

Onondaga Community College's COVID-19 Phase 2 Reopening Safety Plan is intended to meet the reopening requirements for Phase 2 organizations 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 has moved forward with Phase 2 of the reopening plan. Phase 2 of the state's reopening plan allows professional services and administrative support personnel to return to work, as long as specific safety measures are in place. Although in-person classroom instruction will not begin until Phase 4, the College will restart certain operations on campus and certain administrative employees will return to campus in a phased approach when Phase 2 begins.

Onondaga's COVID-19 Phase 2 Reopening Safety Plan describes the College's approach to providing a safe environment for employees, students, and visitors during summer 2020. The plan addresses phased reopening and density reduction, social distancing, designated entryways and exits, signage and communication, face coverings, hand hygiene, cleaning and disinfection, symptom screening, actions related to symptomatic individuals, and reporting and contact tracing. 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.

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 plan is intended to guide a limited Phase 2 reopening and will be expanded in the future to account for additional phases of reopening, such as planning for the fall semester. 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.

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

- The College is phasing the reopening of campus in order to reduce the density of people onsite. During the Phase 2 reopening, only certain employees will return to campus including essential personnel, administrators, and staff. Faculty members will be able to access technology and materials, but they should continue working remotely at this time. Employees should speak with their supervisor if they have questions about returning to work. Summer classes will only be held remotely, so student occupancy will be minimal. Students will be able to come to campus for student services such as registering for classes, advisement, computer access, and curbside library services.
- The College will continue to offer remote services for students including tutoring, financial aid and enrollment support, and class registration to reduce the necessity for students to come on campus.
- The College will allow essential visitors on campus including prospective students, vendors providing services to the College, essential workers completing anti-body testing, 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 reopening activities will be phased in to allow for operational issues to be resolved. For example, symptom screening at a single campus entry point began before Phase 2 employees were invited back to campus.

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 your department.
- 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 work spaces 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, 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, 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. 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.

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. Please see Appendix A 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. Please see Appendix C for the 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.

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.
- 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. Employees can direct their questions about College issued face coverings to Human Resources.
- Employees 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.

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 B 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.

Symptom Screening

- 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.
- 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.
- Please see Appendix D for the interim COVID-19 symptom screening process.

Actions Related to Symptomatic and COVID Positive Individuals

- 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 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. Close contact is defined by CDC guidance as being within six feet for at least 15 minutes.
- If an employee has had close contact with a person with COVID-19 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.
- 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.

Testing Recommendations

- Employees, 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 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.

Appendices

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Appendix F: Student Central Social Distancing Floor Diagram..... internal planning document

Appendix G: Children’s Learning Center Health and Safety Response Plan to COVID-19..... internal planning document

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Appendix M: Communications Plan OCC Campus Reopening.....internal planning document



Proposed Designated Entryways and Exits

→ Entryway
→ Exit



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.