

This document is intended to provide guidance and information for faculty and staff on the logistics related to facilities, offices, and services as we reopen for Fall 2020.

## **TIMELINE FOR FALL REOPENING**

### **STAFFING & PHASED REOPENING**

#### **Phased Re-Entry of Staff**

***August 3***

- Staff who can continue remotely will continue
- We still will be operating under greatly reduced density
- Staff needed on campus for Fall Opening prep will return on August 3
- Staff may also stagger their workdays and times at director's discretion
- No face-to-face student appointments should occur and no visitors allowed

#### **Phased Student Return**

***August 10***

- Students can return to campus by appointment only on August 10
- Staff can meet face to face with students by appointment only – if the meeting cannot be conducted virtually
- Staff can meet face to face with off-campus vendors or partners only if the meeting cannot be conducted virtually
- Staff and students must complete a daily self-check screening before coming to campus

#### **Phased Commuters Return**

***August 18***

- Cayuga Health System on campus for faculty, staff, and commuter testing

#### **Phased Move-In of Students**

***August 23 & 29***

- On each of these dates, Cayuga Health System will be on campus for testing
- Students moving into a Residence Hall room must be tested before move-in

#### **Orientation**

***August 29 & 30***

- Will be conducted in an online format
- COVID-19 related requirements will be included as a part of the online program

#### **First Day of Classes**

***August 31***

- Anyone coming to campus will be required to complete a daily online self-check

## GENERAL COLLEGE POLICIES

NYS guidelines recommend that we reduce density when we can. By allowing some staff to continue working remotely, offering virtual versions of programs and services, and limiting face-to-face classes, we will be operating under a significantly reduced density on campus. Here are ways we will maintain a reduced density on campus:

**WORKING REMOTELY:** Staff who can continue working remotely should do so. Directors will work with their supervisors on Presidents Cabinet to decide who will continue to work remotely, who will come to campus, and if a staggered schedule is appropriate for each area. Staff needing an accommodation should contact Human Resources directly.

**VISITORS ON CAMPUS:** The campus will remain closed to the public.

Visitors are allowed only under the following circumstances:

- Conducting official business with the College
- Have an appointment with a faculty or staff member

A visitor is defined as someone who is not an employee of the College, the FSA, or a student.

Please see the full visitor sign-in process on page 3.

**RESIDENCE HALL VISITORS:** Residence hall rooms are reduced from four-person suites to two-person suites. Residence Hall students are not allowed visitors from off-campus. Staff living in the Residence Halls are not allowed off-campus visitors. Residential students may visit within the same building and have a maximum of five people in a suite at one time.

**VIRTUAL SERVICES and MEETINGS:** Meetings or services that can be conducted virtually should be conducted virtually. Most offices are continuing to provide virtual options for programs and services.

**REDUCED OCCUPANCY:** Campus facilities and meeting spaces will be reduced to 50% occupancy or lower. In some cases, furniture has been removed to ensure that adequate distancing can be maintained.

**CLASSROOMS & ACADEMIC PROGRAMS:** Classrooms for face-to-face classes will also operate at a reduced density to ensure that adequate distancing can be maintained. Approximately 20% of courses will be conducted with a face-to-face option.

## CAMPUS VISITOR PROCEDURES

Employees should continue to conduct meetings virtually whenever possible. If a meeting cannot occur virtually, an employee is required to follow the following process for inviting visitors to campus.

### All requests for visitors should use the following process:

- Requestor should complete Part 1 of a **Visitor Request & Records Form** (myTC3 Faculty & Staff Forms, Campus Visitor Forms – Fall 2020)
- Requestor should then electronically submit the **Visitor Request & Records Form** to their respective department head for review and approval
- Department head will review the visitor request and determine if the visitor(s) is fulfilling College business. The department head will approve or deny the request by completing Part 2 of the **Visitor Request & Records Form**, and return said form electronically to the requestor.
- If approved, requestor will send the visitor(s) an electronic copy of the **Tompkins Cortland Community College Visitor Information Form** (myTC3 Faculty & Staff Forms, Campus Visitor Forms – Fall 2020)
- Requestor is responsible for ensuring that the visitor(s) is wearing a mask or face covering while in public spaces within any TCCC building
- Requestor will electronically submit a copy of the completed **Visitor Request & Records Form** to the Campus Police Office, care of Melinda Russell, no later than 48 hours after the conclusion of the campus visit. CPO will temporarily retain visitor records for COVID-19 related contact tracing purposes.

## FACILITIES & OFFICES

**WORKSPACES:** Each area should do an assessment of their workspace configuration and adjust furniture so that no employee is working within six feet of another employee. In instances where a six-foot distance cannot be maintained, a clear barrier may be installed. Employees are encouraged to avoid or reduce the frequency of in-person interactions. Employees are discouraged from sharing other employees' tools, desks, or equipment. Lunch breaks in common eating areas or break rooms should maintain required social distancing of six feet per person. Waiting areas for individuals visiting campuses offices will be eliminated and offices must develop alternative procedures for those waiting for appointments. In areas that necessitate standing in a line, floor markers will indicate six-foot safety distances.

Employees will not be able to access their offices outside of the posted College operating hours. This is to ensure that the facilities staff have adequate time for cleaning and to limit usage of facilities.

**ELEVATORS:** Masks or face coverings must be worn when riding in an elevator. Limit the large elevator usage to two people per ride and the smaller elevators (yellow/red) to one person per ride.

### **MASKS/FACE COVERINGS:**

Masks or face coverings must be worn:

- Indoors when not in a private space such as an individual office
- Outdoors when social distancing cannot be maintained
- In all rest rooms
- Any time when interacting in proximity with the public
- In all classrooms, lecture halls, studios, laboratories, or other instructional spaces
- While traveling between offices and riding in elevators

A mask or face covering must cover the entire nose and mouth. Wearing a mask below the nose is not effective and not acceptable. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, and include multiple layers of fabric.

If a faculty, staff member, or student arrives to campus and has forgotten a mask/face covering, extra disposable masks will be available at the main entrance information desk and the Health Center.

For more information on wearing proper face coverings, see [this information](#) from Tompkins County.

**CLEANING PROTOCOLS:** Facilities staff will use the following cleaning schedule:

<b>Master Cleaning Schedule</b>					
	After each class	Twice daily	At least daily	Daily	When Needed
Classrooms	X				
Labs	X				
Computer Labs		X			
Classrooms (unoccupied)					X
Offices (occupied)				X	
Offices (unoccupied)					X
Locker rooms			X		
Public spaces		X			
1st Fl. Restrooms		X			
2nd Fl. Restrooms		X			
Dining areas		X			
Health Center		X			
Gym	X				
Fieldhouse	X				
High touch surfaces		X			

**REST ROOMS:** Masks or face coverings must be worn when using restrooms. In restrooms with multiple stalls, some will be taken offline to ensure distancing. Restroom availability will be reduced. Signage will be posted to direct users to the closest restroom. Paper towels and hand sanitizer will be available for use in each restroom. Hand washing signs will be posted in each restroom. Restrooms will be cleaned twice a day.

**CAFETERIA:** Masks or face coverings must be worn until seated. Furniture will be removed and reduced to two people per table. Tables will be placed at least six feet apart. Furniture should not be rearranged for any reason. Food service will operate according to the latest NYS guidelines. No buffets will be operational. All food will be prepared or packaged to-go. Clear barriers will be used at the cash registers.

**ENTRANCES:**

**Through August 10** faculty and staff should use the YELLOW DOOR only

**August 10 – 23** one door of main entrance and the YELLOW DOOR will be in use

**August 24** main entrance, athletic facility, YELLOW DOOR, and Student Center exterior door

Masks or face coverings must be worn when entering the building. Signage will remind faculty, staff, and students to complete the daily online screening before entering. Signs will have a QR code that can be used to complete the online screening before entering using a mobile phone.

**GROUNDS AND PARKING LOTS:** Grounds remain closed to visitors and the public who are not present for duly authorized College business or attending a College-sanctioned event. There will be continued enforcement of this policy for any unaffiliated persons congregating on grounds in number and/or not observing appropriate

social distances. No group activities will be held on grounds except for College and/or Athletics sanctioned events. Masks are required on grounds at any time that current social distancing standards are not able to be maintained.

Consider parking a further distance from any surrounding cars for appropriate distancing when arriving to and leaving campus.

**MAIL AND COPY SERVICES:** The door to the Copy & Mail Center will be locked during the day with access only for Copy & Mail Center staff and any deliveries. Service to Copy & Mail Center customers will be through the service window only. Masks must be worn at service window by consumers and Copy & Mail Center staff. Copy & Mail Center staff will wear masks when delivering mail to offices. Any person using copiers in the hallway are responsible for cleaning the copier keys prior to use.

**COMPUTER LABS:** Open-use computers will be made available in several locations, including the Baker Commons. Computer stations will be distanced a minimum of six feet apart in the lab areas. The Digital Media Center (132) will also be available and physically distanced. Hand sanitizer and wipes will be made available to student use in these locations. Cleaning staff will disinfect keyboards when those locations are cleaned. Several individual computer stations will also be setup throughout the building, including two locations for printing (second floor outside 208, and first floor near the Recovery Space/Cafeteria).

## STUDENT LIFE

**RESIDENCE LIFE:** In addition to a comprehensive move-in and testing plan, Residence Life is making the following operational modifications:

- Reduce maximum capacity of apartments – only two students assigned to an apartment
- Students can sign a waiver to have more than two in an apartment
- Continue additional cleaning in the computer lab
- Post signage regarding expectations in public spaces (lounge, lobby, laundry room, elevators)
- Remove shared board games from the game lounge
- RD and RA on-call procedures will be revisited to minimize risk (number of rounds, office hours, how to address an incident)
- Conduct notices will all be delivered through email to minimize entering student apartments
- No off-campus visitors in the residence halls, outside of move-in and move-out times. This includes for resident students and live-in staff members. Residents will only be able to swipe into other buildings that they may need to do business in (such as going to their mailboxes, the main Res Life office, and the computer lab). These hours will be restricted from noon to 4 p.m.
- Each student moving into the halls can have a maximum of one helper, and masks are required when in common areas
- Reconfigured programming model to support virtual programs from Student Activities, along with passive programming in the halls

- Modify location of RHA meetings (virtual or in a larger space)
- Maximum group size remaining in line with local and state guidelines
- Masks or face coverings required during move-in
- Masks or face coverings required when in offices, recommended in hallways and lounges
- Hand sanitizer available at the entrances
- Staff required to wear masks (and other applicable PPE) while doing rounds and entering student spaces

**ATHLETIC FACILITY:** The Athletics and recreation center features a 1,500-seat gymnasium, 75-person dance and exercise room, 18,000-square-foot field house, athletic training suite with separate office, a recreation storage and service area, seven locker rooms, a snack bar, four smaller bathrooms, a full fitness center, and a staff suite with conference room, waiting room, front office, meeting room, eight staff offices, video room and several storage rooms. The conference room and waiting rooms will be arranged with seating spread to 6 feet and the doors propped open when the facility is open. Hand sanitizer will be available at numerous wall stations throughout the facility and at front desk areas of entire facility. Occupancy will be limited to NYS defined limits with clear signage posted with support education.

Cleaning of each area is scheduled after use and before next use in each area. High-touch equipment and facilities will be cleaned before and after each use.

Density will be reduced by encouraging virtual appointments, meetings, and educational programming. Facilities will be limited to no more than 50% user capacity and will strictly follow social distancing, hygiene, masking regulations. Staff will continue to work remotely when possible.

Use of indoor athletics and recreation spaces, including TC3 Pool, Fitness Center, Gymnasium, Fieldhouse, Multi-Purpose Room, and related classes remain suspended until guidance is provided by NYS, SUNY and TCEH that permits our facilities to operate. We are hopeful that these facilities will be approved to operate by NYS and SUNY for our student population for the fall semester. In the meantime, the Athletics & Recreation Department will offer numerous outdoor recreation and athletic opportunities for TC3 students that meet all current NYFORWARD guidance and standards.

**BOOKSTORE:** The bookstore will operate following social distancing and mask guidelines as set forth by the College. Only a limited number of people will be allowed into the store at one time. For convenience, students may place their orders for textbooks and supplies online and have them shipped to their homes. Students will not be allowed into the textbook area and store staff will retrieve textbooks. As a result, there may be a longer wait time than usual. Therefore, students are strongly encouraged to place online orders. Students can obtain a list of needed materials from the bookstore's webpage with their student ID number. If available, students may use book deferral money for online orders beginning August 21. In-store pick-up is also available for online orders.

**CHILDCARE:** The Arthur Kuckes Childcare Center will be fully reopening August 31 utilizing all six classrooms. Two additional classrooms will open in the TC3 Childcare Center in the main building. The College has increased sanitization procedures following the CDC guidelines for reopening of childcare centers.

**EVENTS AND PROGRAMMING:** Please use this rubric when planning an event, program, workshops, or other group meeting on campus. Any in-person event must have the approval of the director of the department or designee. When requesting space for an event, a brief description of the event must include the following considerations of risk. The director may request that the event is also review by President’s Cabinet for approval. Once approved, follow the appropriate process for reserving the space.

<b>Can the event be offered virtually?</b>	Yes, the event can be offered virtually.  <b>-STOP HERE-</b>  <i>Events and gatherings should be held virtually whenever possible to reduce risk.</i>	It is possible, but it would be difficult and only somewhat effective.  <b>-CONTINUE TO RISK ASSESSMENT BELOW-</b>	No, it is not possible or effective to hold this event virtually.  <b>-CONTINUE TO RISK ASSESSMENT BELOW-</b>
	<b>Highest Risk</b>	<b>Medium Risk</b>	<b>Lowest Risk</b>
<b>What is the health risk level related to COVID-19?</b>	-Indoor and/or proximity event space  -Long interactions, social distancing difficult to manage  -Potential risk factors that cannot be eliminated	-Outdoor and/or large event space  -Long interactions, social distancing can be managed  -Potential risk factors that can be managed	-Outdoor and/or large event space  -Quick interactions  -Minimal risk factors
<b>Who is the target audience?</b>	-Resident Students  -Commuter Students  -Faculty/Staff  -Community	-Resident Students  -Commuter Students  -Faculty/Staff	-Primarily Resident Students  -Commuter Students in small numbers  -Faculty/Staff in small numbers
<b>What is the impact of the event?</b>	Little impact on students, staff, faculty.	Engages students, staff, or faculty in a meaningful way.	Directly benefits students, staff, faculty, and the college in a meaningful way.

Any event that takes place in-person will also need to meet the following criteria:

- Must meet current state and local guidelines for in-person gathering
- Event capacity may not exceed the adjusted room capacities for social distancing
- Any furniture must be at least six feet apart
- Face masks required for all events – masks can be removed after someone sits down



- No communal food (buffets, potlucks, etc.) will be permitted. All food must be individually prepared by American Dining Creations or an approved location. Homemade foods are not permitted.
- Outside vendors must ensure and provide documentation that those vendor(s) will comply with campus standards for social distancing, cleanliness, etc.
- Groups must assist in cleaning high-touch spaces and equipment

**CLUBS, ORGANIZATIONS, and PROGRAMMING:** The Student Activities office will continue to provide opportunities for involvement in clubs and organizations. The Student Government Association will continue to operate with virtual meetings and limited in-person events. The Get Connected Fair will be held virtually. Student ID will be required for all events and no outside visitors or off-campus guests will be permitted at events.

**STUDENT CONDUCT:** For small, individual meetings that cannot be conducted virtually, a room with appropriate distancing in place will be used. Group hearings will be conducted virtually. Any programming/training will be done virtually or in-person if approved using the Event Risk Rubric.

Students who fail to follow our Covid-19 guidelines will be referred to the Office of Student Conduct and Community Standards as a failure to comply with the reasonable requests of any College employee violation.

**ODESS:** Office space will be limited to ten people excluding staff in their individual offices. Starfish and other online tools will be used to host student to meetings. Computer stations will be reduced to 50% capacity.

#### **TC3 CARD OFFICE:**

##### **For New Students or Students Requiring a New TC3 Card:**

The TC3 Card Office is following all campus safety guidelines regarding the reopening of campus. Because of this, NO PHOTOS will be taken for ID Cards in the Card Office.

Commuter students may pick up their card in the Card Office beginning the first day of classes. Resident student cards will be available during move in. Students should submit their photo at least one week before scheduled move in to allow card processing.

#### **HEALTH SERVICES:**

##### **Health Center**

The Health Center (118A) has a waiting room, front office, meeting room, two exam rooms, staff office, medical supply room, and bathroom. The waiting room will be arranged with seating spread to 6 feet, and the door will be propped open when the health center is open. Hand sanitizer will be available at the window to the front office and in the waiting room. Occupancy will be limited to students seeking services or items. The OTC and condom dispenser will be removed/disabled and OTC including condoms and other safer-sex items will be available only at the window.

Density will be reduced by encouraging telemedicine appointments with the nurse and college health service. Student occupancy will be limited to three individuals. Staff will work remotely when possible.

Flu clinics will be conducted by Wegmans Pharmacy.

### **OPTIONS Program**

The Options Program is conducted within the Health Center and the CPC office. The Options Program will meet students' needs by delivering services in person with six-foot distancing and via HIPAA compliant virtual appointments. There will not be necessary changes to spaces or furniture. Cleaning will be the responsibility of the Options Program staff. Appointments will be spaced to reduce density. There will be no Options Program groups until further notice.

### **Recovery**

Room 178 is small and relatively narrow with couches and a single computer workstation, along with a coffee station and the Recovery Coordinator's Office. There is an adjoining room that is much larger, though not part of official use for recovery. Students interacting with the Program Coordinator will have access to seating in the office, one student at a time, with six feet between people in the office.

To reduce density, the seating areas will be spread apart, and any meetings of more than two people will be shifted to the larger adjoining room. All surfaces will be wiped down after use.

The coffee station will be converted to single-serve coffee with no shared items (single use stir sticks, sugar, and cream, etc.). The computer station will remain, with wipes on hand for each person who uses it as well as being cleaned after each use.

### **AOD Prevention**

Prevention work will be delivered virtually and electronically as much as possible.

### **Mental Health**

The Mental Health Office is located on the second floor, comprised of a small waiting area, a reception desk, conference room, and staff offices. Chairs will be removed from the waiting area and those remaining spaced six feet apart. A clear barrier will be installed at reception. Occupancy will be limited to students who are seeking services and one support person with them. No more than four students will be allowed in the waiting area/reception at one time. Staff will use telemedicine services to reduce density on campus and deliver counseling sessions. The conference room will be limited to six individuals, all spaced six feet apart.

## **ENROLLMENT SERVICES**

Any student needing support from Enrollment Services must make an appointment if they wish to be seen face to face. Most questions and services can be handled virtually in the Zoom Rooms. Students coming to campus for an appointment must check-in at the information desk at the main office. Students who have not made an appointment in advance will be directed to do so at the computer station near the main entrance.

All admissions events will be canceled including Open House, College Fair, high school counselor programs, group tours of campus, and Second Saturdays.

Staff at the Extension Centers are also available to assist students with registration and billing needs.

## **ACADEMICS & SUPPORT SERVICES**

**COLLEGENOW:** Video conferencing will be used to the maximum extent possible to limit need for in-person meetings. CollegeNow will use the External Relations conference room or empty classroom spaces for meetings, as well as when working on mass mailings or similar projects that require more space and people. In-person meetings by appointment only; exceptions will be granted for students/families re-directed from Enrollment Services.

**GLOBAL:** All workshops and programs will be conducted virtually. There will not be any in-person coffee hours (with a larger group of international students) or any other in-person gatherings.

**REGISTRAR:** The office will not be open to walk-up traffic.

**ACCESS & EQUITY SERVICES:** Testing rooms 1-6 will stay as presently configured and remove extra chairs. Testing rooms 7 and 8 will be configured for one person each. The Open Quiet Study area will be limited to invited use by AES staff. When needed for testing, or waiting space, signage will designate appropriate spacing. The silent study room will be converted to three testing spaces. If more tests are scheduled than the space can accommodate, alternative arrangements (change of time/place) will be made. The office will be open regularly one day per week, plus as needed for proctoring exams.

**TUTORING SERVICES:** Tutoring Services will be available online on a drop-in basis and in person by appointment, as well. In-person tutoring will take place in the Baker Commons.

**LIBRARY SERVICES:** Both floors of the Baker Commons will be open for fall classes. Furniture and computing have been reconfigured to promote social distancing. The second floor, including library services, are expected to be open from 8 a.m. – 4 p.m. M-F. One day, yet to be determined, will have extended hours until 7 p.m. We will be closed on weekends.

## SCREENING & ON-SITE TESTING

Testing will be conducted by staff from the Cayuga Health System in the Multi-Purpose Room in the Athletic Facility.

Testing for faculty, staff, and commuter students is voluntary. The cost of the test will be covered by TC3 only if taken on College-designated dates listed below.

An email will be sent to all faculty, staff, and students with information on how to register in advance. An appointment must be made through the Cayuga Health System before coming to campus to be tested.

### WHO SHOULD GET TESTED:

All RESIDENT STUDENTS will be required to be tested before they can move into an assigned room.

FACULTY, STAFF, and COMMUTERS who plan to come to campus on a regular basis should be tested.

### TESTING DATES

<b>August 18</b>	8 a.m. to noon	Open testing on campus for faculty, staff, and commuter students
<b>August 23</b>	8 a.m. to noon	Testing on campus for all residential students on the early arrivals list Testing on campus for faculty, staff, and commuter students Students will be tested then allowed to move into their assigned room
<b>August 29</b>	8 a.m. to noon	Testing on campus for all remaining residential students Testing on campus for faculty, staff, and commuter students Students will be tested then allowed to move into their assigned room

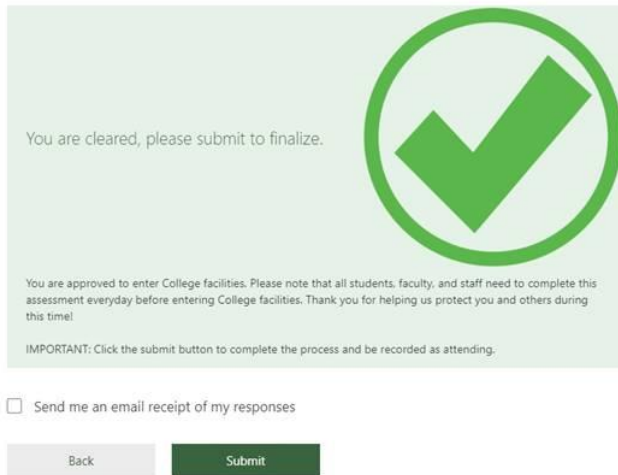
Anyone tested through the on-campus testing site will need to give consent so that any positive test result can be shared with the College. Anyone with a positive test result will also need to comply with any follow-up and contact tracing required by the Tompkins County Health Department and New York state.

**SCREENING & SELF-CHECK:**

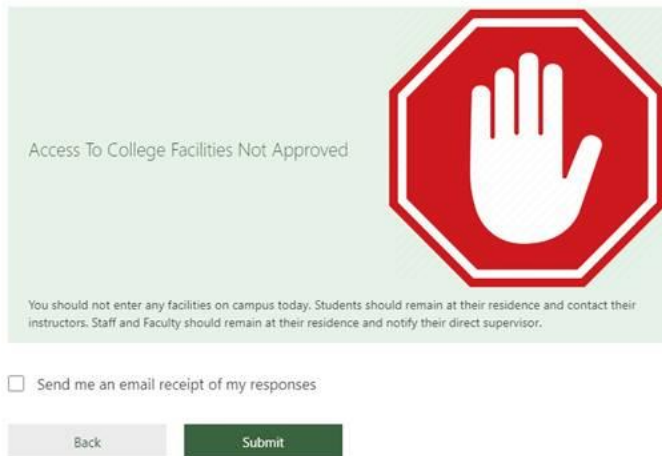
Starting on August 10, faculty and staff returning to work in-person must complete a daily online screening before entering any Main Campus or the Extension Center facilities.

On **every** day staff or faculty plan to be in-person, they must complete this [online form](#):

If the screening is cleared, this image will be displayed:



If the staff or faculty member is not cleared, this image will be displayed:



Anyone with COVID-19 symptoms must contact their personal healthcare professional to be evaluated before coming to campus. Anyone suspected of being exposed to COVID-19 should be tested. More information about the Cayuga Health sampling site is available at [their website](#).

Students will be also required to use this tool when they return for in-person classes starting August 31<sup>st</sup>.