



FALL 2020

**COLLEGE
REOPENING
PLAN**

**We're ready.
We're safe.
We're experienced at online learning.**

Updated August 11, 2020



MESSAGE FROM PRESIDENT ORINTHIA MONTAGUE

While the College and our surrounding community continue to face challenges from COVID-19, it is critical that we work together to identify ways for our campus to return to the vibrant hub it was before the pandemic. Our community college will be a key to local economic recovery and is poised to continue to provide educational opportunities to those who may have been displaced or whose academic path has been disrupted.

In this report, you will find our plan for responding to COVID-19 and how we will modify policies and facilities for our return to campus. Our top priority is the health and well-being of our faculty, staff, students, and visitors. I am asking for each of you to play your part in practicing patience and personal responsibility as we navigate our new normal together.

This planning document meets the requirements established by the New York State Phase 4 Guidelines for Higher Education. It will not only allow us to open for a combination of face-to-face and HyFlex classes and services but will enable us to change direction if conditions or the guidance of government and public health officials evolve. Guidance from the Tompkins County Health Department, the New York State Regional Control Rooms, SUNY Administration, and Cayuga Medical Center were critical to our planning efforts.

Thank you to the President's Cabinet and both the Academic and Campus Reopening committees for their hard work on creating a path forward through this challenging time. A special thank you to all our faculty and staff that worked through the unexpected pivot in the Spring and to all our students for doing their best under such extreme and unique circumstances.

I look forward to an innovative, healthy, and successful Fall 2020 semester with all of you.



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This document provides a basic overview of the reopening checklist required by SUNY and New York State. A supplemental document provides detailed College policies and procedures per department.

GOALS – SUNY REOPENING GUIDING PRINCIPLES

1. Safety first.
2. Protect our core mission of academic excellence with available resources.
3. Maintain broadest access and affordability for all New Yorkers to higher education.
4. Sustain programming through academic and operational synergies.
5. Demonstrate agility in responding to the workforce needs of New York State.

SUMMARY OF TOMPKINS CORTLAND'S PLAN

- Maintaining the same Fall 2020 Academic Calendar with no adjustments (available at this link: <https://www.tompkinscortland.edu/academics/academic-calendar-2020-21>)
- Offering a mix of face-to-face, remote, and HyFlex classes
- Maintaining an already strong set of all-online degrees
- Providing as many face-to-face support services as possible within the COVID-19 limitations
- Reduction of housing suites from 4 students to 2 in each unit (unless students sign waiver)
- Staff that can continue working remotely will do so
- Partnership with Cayuga Medical Center for daily symptoms check and ongoing surveillance testing
- College will maintain the COVID-19 webpage for all updates related to our reopening (available at this link: <https://www.tompkinscortland.edu/coronavirus>)

GENERAL STATEMENT ON OPENING

Tompkins Cortland Community College has announced its plan for Fall semester classes to begin on Monday, August 31. We are planning to offer in-person, online/remote, and hybrid/HyFlex options. The College will offer a robust schedule of classes that will allow students maximum flexibility. The Main Campus and both Extension Centers will be open for face-to-face programming and support services. The focus for the College will continue to be on flexibility and safety for students, employees, and its communities. Should new guidelines from the Governor or federal regulations be released prior to the August start date then adjustments will be made accordingly.

REPOPULATION OF CAMPUS

CAPACITY

CLASSROOMS: We have identified classrooms that will allow for social distancing. The next step is to outfit as many of these classes as we can with lecture-capture equipment to enhance the ability of faculty to teach face to face and remote students simultaneously where appropriate.

SUPPORT SERVICES: As an alternative option, the College will maintain online or virtual versions of most campus services where practicable in the event the student is not comfortable visiting campus.

STAFFING & PHASED REOPENING:

Summer Operating Hours -Staff working remotely through July 31
-College closed on Fridays through July 31

Phased Re-Entry of Staff -Staff that can continue remotely will continue
-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

Phased Move-In of Students -Residence Halls will re-open in stages to smaller groups
-Move-In will occur in two waves on August 23rd and 29th

Orientation -Will be conducted in an online format Aug 29-30

First Day of Classes -August 31

**Starting August 10th, any employee or student must complete an online screening before coming to campus.

Personal Protective Equipment (PPE)

Governor Cuomo has signed executive orders that require wearing a cloth face mask or face covering when you go out in public, or if you are a worker who has contact with customers or members of the public.

The College Director of Health Education and Wellness will be responsible for the ordering and distribution of PPE for all faculty and staff.

Employees are required to wear a mask or face covering while on campus if they are unable to maintain a 6-foot distance from others. Employees are exempt from this requirement if they are unable to medically tolerate wearing a mask or face covering; they are required to disclose this information to Human Resources.

Employees are not required to wear masks or face coverings while working alone in their offices or walking alone in a hallway, but they are required to wear masks or face coverings if they are interacting closely with another person, such as performing work in close proximity or sharing an elevator.

Every student will be required to wear a mask or face covering when visiting the main campus, either Extension Center, and in any classroom, as well as required to receive any in-person services such as tutoring, library services, counseling, etc.

A washable mask will be provided to every student, faculty, and staff member at the start of the Fall semester.

Not wearing a face covering or abiding by social distancing requirements will result in your removal from the facility.

SCREENING & TESTING

COMMUTERS: The College will contract with Cayuga Medical Center to provide voluntary testing opportunities on the Campus 1-2 weeks prior to the first day of classes. Anyone testing positive for COVID-19 will follow the pre-designed guidelines of the Tompkins County Health Department. Contact tracing will be conducted by the Tompkins County Health Department. Any person testing positive will not be allowed to return to campus until documentation of a negative test is provided.

FACULTY & STAFF: The College will contract with Cayuga Medical Center to provide voluntary testing opportunities on the Campus 1-2 weeks prior to the first day of classes. Anyone testing positive for Covid19 will follow the pre-designed guidelines of the Tompkins County Health Department. Contact tracing will be conducted by the Tompkins County Health Department. Any person testing positive will not be allowed to return to campus until documentation of a negative test is provided.

RESIDENTIAL STUDENTS: Students who return to campus to for Fall will be required to be tested before moving in. Cayuga Medical Center will set up a testing facility on campus. If a residential student tests positive, they will be relocated to a room in a residence hall designated for quarantine.

RESIDENTIAL LIVING

All campus Residence Hall facilities are shared suites with 4 individual bedrooms, a shared kitchen, living area and bathroom. All suites will be reduced by 50% so that only 2 students will share each suite. Students wishing to live with more than 2 in a suite will be required to sign a waiver.

Students living in the Residence Halls will be allowed to return to campus in a staggered time frame. Athletes and students in a summer bridge program will return August 23rd and the remaining residential students will return on August 29th.

OPERATIONAL ACTIVITY

DINING SERVICES

The College has one main cafeteria that handles both point of sale and meal plans. The College subcontracts all campus dining to American Food and Vending. They will follow all the New York State phased reopening guidelines per the Governor's office. All buffets and 'serve-yourself' stations will be eliminated. Food will be available in pre-packaged 'grab-n-go' formats. There will be floor markings for students waiting in line for food to be properly distanced. Plexiglass will be installed at the cashier stations.

Residential students on a meal plan will continue to be able to access dining services, but they may also be modified via takeout or delivery methods until the restrictions on food service are lifted.

All smaller tables and chairs will be removed from the large eating areas adjacent to the cafeteria. Only the 5' round tables will remain in place and will have two chairs at each table. This will result in a significant reduction (40-50%) in density in these three main large eating areas. The smaller Fireside Café will be closed.

BOOKSTORE

The College subcontracts bookstore operations and retail sales to Follett. Book sales and retail sales will migrate to online ordering with no-contact pickup when they resume operation in the Fall.

CLASSROOMS

We have identified classrooms that will allow for social distancing. The next step is to outfit as many of these classes as we can with lecture-capture equipment to enhance the ability of faculty to teach face to face and remote students simultaneously where appropriate.

LOUNGES AND COMMON AREAS

All lounges that cannot be modified to accommodate social distancing will be temporarily closed. Larger spaces will remove 50% of furniture with remaining furniture spaced accordingly for small groups. No off-campus groups or meetings will be approved until the large group gathering limitations are lifted. The public will be allowed on campus only for College related business.

RESTART OF FACILITY OPERATIONS

The College HVAC system has continued to operate over the summer and has been maintained as usual by Campus Facilities. The absence of students on campus allowed for some deferred maintenance and upgrades to bathrooms and other campus facilities. College maintenance technicians will maximize use of outdoor air and minimize use of return air for air handling units. The College will also purchase MERV-13 filters.

EXTRACURRICULR ACTIVITIES

STUDENT PROGRAMMING

Student Life staff will continue to offer a mix of virtual programming as well as small in-person workshops that comply with distancing guidelines. No events larger than 50 people will be permitted, per current NYS guidelines. Student government, student clubs and organizations will migrate to virtual meetings and online activities fairs through a new software, CampusGroups. An event rubric will be developed that will require pre-approval for any in-person event.

ATHLETICS

Our Athletics programs are following the guidelines provided by the NJCAA. All Fall Sports will be moved to the Spring except for Cross Country.

VUNERABLE POPULATIONS

Faculty or Staff who have a high risk or have a high-risk family member should contact Human Resources and follow the pre-established procedures for asking for accommodations. Human Resources will handle these on a case by case basis.

Students who have a high risk or have a high-risk family member should contact Accessibility Services and follow the pre-established procedures for asking for accommodations. We are designing a Fall Academic schedule that will allow for a high level of flexibility to accommodate the various barriers created by COVID-19.

HYGIENE, CLEANING AND DISINFECTION

Signs will be posted on all rooms and office spaces that indicate the date of the last cleaning. If you enter a space, remove the sign to indicate to the custodial crew that the area will need to be cleaned.

Cleaning supplies will be made available to employees to disinfect work surfaces or frequently touched areas. Employees are encouraged to clean and disinfect tabletops, desktops, cabinets, etc. within their own office space.

The College purchased several Electrostatic Sprayers and Disinfectant Cleaners to more efficiently clean classrooms in between uses.

Custodial staff will follow the CDC guidelines on facility cleaning located here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

MONITORING

TESTING RESPONSIBILITY

The College will be contracting with Cayuga Medical Center to provide testing on the Campus. Testing will be mandatory for Residential students and voluntary for Faculty, Staff, and Commuter students. All faculty, staff, and students are required to practice self-monitoring including temperature checks. Stay home if you have symptoms of illness and seek professional medical care if needed. Students, employees, and visitors can use this online symptoms check available here <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> from the CDC.

The details and logistics of the testing are still being negotiated with Cayuga Medical Center.

The Vice President of Student Services and the Residence Life Director are still developing the detailed move-in plan.

TESTING FREQUENCY & PROTOCOLS

We will only be providing COVID-19 testing for all Faculty, Staff and students at the start of the Fall semester. Residential students will need to be tested upon return from any breaks..

There will be three on-site testing dates. Testing will be conducted either indoors in the large fieldhouse to enable adequate ventilation or via drive-through in a campus parking lot. Testing will be timed to allow for faculty and staff that will return to campus to be tested one week prior to their return to campus and on designated move-in dates. Residential students will move in in phases and will be required to be tested upon their arrival to campus. Students will be allowed to move-in only after they are tested.

While awaiting test results, students will be encouraged to remain in their rooms to quarantine. Students with positive tests will be instructed to go home as soon as they are able. In the event a student is unable to return home, the student will move-in to a room designated for quarantine instead of their assigned suite. Cayuga Medical Center and the Tompkins County Health department will be responsible for monitoring symptoms and arranging additional testing for all positive tests. Once cleared by Cayuga Medical staff, the student may resume usual activities. Daily monitoring will be supported by Residence Life staff and the campus Nurse.

EARLY WARNING SIGNS

We will continue to work closely with the Tompkins County Health Department to utilize their contact tracer programs in the event of one or more positive cases traced to our campus.

TRACING

Contract Tracing in Tompkins County is being coordinated by the Tompkins County Health Department. An individual who is a confirmed case (test results are positive for Coronavirus) is interviewed by a public health nurse about places they have visited and asked to list people who may have been in close contact. Close contact is within about six feet of someone with COVID-19 for a long period of time or direct contact with infectious secretions of an individual, via cough, sneeze, or speaking. The contacts are notified that they may have been exposed in a location with an individual who is positive for COVID-19 — a school, office, restaurant, or doctor's office, for example. If the confirmed case was at a large gathering or public location, public notice will be sent out via press releases, social media, and other channels to assure as wide a distribution as possible. The notice will include recommendations about what anyone who was at that place at the specified time(s) should do. Generally, the recommendation will be for anyone at risk of exposure to monitor symptoms, get tested, and self-quarantine.

DAILY SCREENING

Students, faculty, and staff are now mandated by the State of New York to participate in a daily health screening if they come to the main campus or either extension center.

All faculty, staff, and students that report to campus will be required to complete an online form attesting to the following questions:

1. Are you showing any symptoms (will list symptoms)?
2. Have you test positive for COVID-19 in the past 14 days?
3. Have you been in close contact with someone who has tested positive for COVID-19?

A daily reminder email will be sent every morning with a link to the online form. The online form will populate a database that will be accessible by Human Resources. Any fail-outs to the screening will be directed to a link for a telemedicine appointment for review and follow-up.

CONTAINMENT

ISOLATION

Isolation applies to any faculty, staff, or student showing symptoms. Residential students who have been exposed to COVID-19 or are symptomatic but have not had a confirmed diagnosis will be relocated to an on-campus quarantine facility. Faculty, staff, and commuters that identify as symptomatic should seek testing immediately and isolate at home until cleared by a healthcare professional.

Residential students that are symptomatic will be relocated to a room designated for quarantine. If needed, assistance will be provided to be tested for COVID-19. Support services will be arranged for on campus students by the Vice President of Student Services. Meals will be provided via delivery and the Residence Life Staff will coordinate with the Vice President of Student Services to make any additional arrangements, including transportation to medical appointments, grocery shopping, etc.

QUARANTINE

Quarantine separates and restricts the movement of people who were exposed to COVID-19 to see if they become sick.

If a residential student tests positive at any point in the semester or has been in close contact with another individual who has tested positive, they will be immediately relocated to a room in a residence hall designated for quarantine. Support services will be arranged for on campus students by the Vice President of Student Services. Meals will be provided via delivery and the Residence Life Staff will coordinate with the Vice President of Student Services to make any additional arrangements, including transportation to medical appointments, grocery shopping, etc.

Faculty, staff, and commuters that have been in close contact with another individual who has tested positive should quarantine at home until cleared by a healthcare professional.

STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19

If a residential student tests positive, they will be relocated to a room in a residence hall designated for quarantine.

HYGIENE, CLEANING AND DISINFECTION

Any office, common area, or residence hall room used by a person who test positive will be cleaned according to Tompkins County Health Department standards. Our campus Facilities staff will conduct the cleaning.

COMMUNICATION

COVID-19 WEBSITE: The College will maintain all COVID-19 related details on a website that is highlighted at the top of every College web page. The website is designed to be a clearinghouse for all news, information, and resources related to how the College is managing COVID-19. It will include cleaning plans, PPE policies, and social distancing guidelines. Downloadable health and safety signs will also be available for distribution as needed for offices or classes. Any new policy or procedure will be shared with faculty and staff through an all-campus email. Email blasts to students and text messaging through the Mongoose system will notify them of any important updates. Links to resources and health/safety protocols will also be provided at this website.

CAMPUS TOWN HALLS: The College President is hosting a virtual Town Hall monthly throughout the Summer to provide updates on Fall Reopening to all faculty and staff. These can continue as needed through the Fall semester to ensure that the administration continues to answer any questions and address any concerns.

TEXT ALERTS/CAMPUS ALERT SYSTEM: Any urgent change that is made that impacts the entire campus with regard to emergency operating hours, a health emergency, or other imminent communication will be sent via the College's emergency alert system which includes both text messaging and email. This also places a red alert banner on the College's webpage.

SOCIAL MEDIA: The college will continue to provide regular updates on COVID-19 on all its social media channels as needed.

RETURN TO REMOTE OPERATIONS (SHUTDOWN)

OPERATIONAL ACTIVITY

The Campus will revert to remote work and remote/online instruction only in the event of a mandated shutdown by either the Tompkins County Health Department or New York State. If the College is mandated to revert to remote learning and the workforce is required to shelter-at-home, then all employees will return to remote work. Employees previously designated as essential will continue to work to support the remote learning environment. If the College is shutdown due to an outbreak on campus, all faculty and staff will work remotely. The College will consider declaring emergency closure to accommodate and cleaning or disinfecting per protocols recommended by the Tompkins County Health Department.

MOVE-OUT

If the College is mandated to revert to 100% remote learning, students living in the Residence Halls will be allowed to stay so that they will have access to continue their remote learning work. If the College is shutdown due to an outbreak on campus, all students living in the residence halls will be asked to leave campus. A process is being developed for a mass move-out. If a student can demonstrate housing insecurity, they will be granted an exemption from the move-out by the Vice President of Student Services.

COMMUNICATION

Any change that is made that impacts the entire campus with regard emergency operating hours, a health emergency, or other imminent communication will be sent via the College's emergency alert system which includes both text messaging and email. This also places a red alert banner on the College's webpage. Any change that is made that impacts the entire campus regarding emergency operating hours, a health emergency, or other imminent communication will be sent via the College's emergency alert system which includes both text messaging and email. This also places a red alert banner on the College's webpage.

If a shutdown is the result of an outbreak on the campus, the College will work directly with the Tompkins County Health department to communicate any necessary health and safety protocols.

NEXT STEPS

The College has two Reopening Committees, one focused on Academics and one focused on Services, Operations, and Facilities. They will continue to meet throughout the Summer and will develop the detailed policies and procedures that support these mandated requirements.

APPENDIX A: Facilities/Logistics Reopening Committee

The following documents outline the ongoing work of the Facilities/Logistics Reopening Committee. This work is ongoing and will develop specific policies and procedures required to execute the details of this plan.

Reopening Committee Subgroup Instructions:

Classes will start on August 31 and will be delivered in-person, remote/online, and HyFlex.
This group is NOT working on the delivery of classes or the Academic schedule.

Staff will continue to work remotely through July 31st.
Staff can phase in a return to work on August 3rd. Those who can continue remotely will do so.
Campus will be open for services, etc. starting August 24th.

We will be ordering masks for all faculty, staff, and students. We will give 1 each to every faculty and staff member and 2 each to every student. They will be washable and reusable.

Cayuga Medical Center will be on campus in Mid-August to provide surveillance testing.

- All students living in Residence Halls will be required to be tested before moving in
- All Faculty and Staff can voluntarily be tested on these same dates on campus
- All commuter students can voluntarily be tested on these same dates on campus

WE NEED TO PICK THESE DATES AS A GROUP.

For each of these areas of campus, please think about the following:

- what are the physical spaces associated with these areas?
- will the physical spaces need modification (furniture removed, additional cleaning, etc.)
- what are the sizes of groups that are associated with this area and how will they be modified?
- what is the form of service delivery and will it be modified?
- in what circumstances will masks be required for this area?
- what signage will you need? Will you need any additional communication methods (social media, documents, etc.)?
- what will you need if we are mandated to return to 100% remote? What is your plan if this happens?

Each group should:

- Determine what they think the best practices/wish list is for these areas
- Document any decisions you have made about this area
- Determine any outstanding questions/issues that need to be resolved before you can make a decision about an area

Use the template provided to document your needs & questions.

If there are any areas that are missing, please add them in.

SUBGROUP	TEAM MEMBERS	AREAS	TASKS/NOTES
Student Life	Greg McCalley Sayre Paradiso Mick McDaniel Amber Boulay Matt Kiechle Cheyenne Gorton Darese Dosal Any Voorhees Seth Thompson Barb Thayer	Residence Life Orientation Athletics Student Programming & Clubs Health Services Mental Health ODESS Programming Judicial Pool Fitness Center & Classes Food Pantry Student Center Recreation & Intramurals	-Important to work on consistent policy for programming & groups -what can we provide as an activity while students who move in wait for test results? *FYI: Child Care has a separate County driven policy to guide them

Academics	Carolyn Boone Anna Regula Kim Sharpe Christine Shanks Gregg Kiehl Anna Regula	Baker Commons Tutoring Library Global IR Registrar	
Facilities/Admin	Sharon Clark Barb Thayer John Gebo Jamie Perkins Tim Densmore Julie Gerg	Offices/Workspaces Forum/Sprole Bathrooms Facility Entrances Computer Labs Grounds Classrooms Extension Centers Public/Visitors on campus Tech Support Mail & Copy Centers Cafeteria Student Employees	-indoor spaces vs. outdoor spaces -who is considered a visitor? -what practices do we want in place for all offices? -entrances/exits
Enrollment/Support Services	LaSonya Griggs Greg Lyons Anna Regula	101 Admissions Student Success Bookstore ID Office Call Center Front Desk – Main Entrance	
Communications	Bryan Chambala Peter Voorhees Christine Shanks	COVID-19 Website	-This team will work on coordinating all the messaging and communications that need to be developed

REOPENING PLAN TEMPLATE:

SUBGROUP:		
AREA:		
Physical Space	-what are the physical spaces associated with these areas? -will the physical spaces need modification (furniture removed, additional cleaning, etc.)? -are you reducing density in any areas?	
	Decisions/Best Practices/Wish List	Questions/Outstanding Issues
Group Activity	-what are the sizes of groups that are associated with this area and how will they be modified?	
	Decisions/Best Practices/Wish List	Questions/Outstanding Issues
Masks/PPE	-in what circumstances will masks be required for this area? -is other PPE required?	
	Decisions/Best Practices/Wish List	Questions/Outstanding Issues
Shutdown	-what will you need if we are mandated to return to 100% remote? What is your plan if this happens?	
	Decisions/Best Practices/Wish List	Questions/Outstanding Issues

Communications	-what signage do you need in this area? Will you need additional documents or flyers?	
	Decisions/Best Practices/Wish List	Questions/Outstanding Issues
Miscellaneous	-please enter any other issues or items related to managing your area here	

APPENDIX B: NEW YORK STATE TRAVEL ADVISORY INFORMATION ON RESTRICTED STATES

Individuals are subject to the travel advisory if they have visited states identified as having a seven-day rolling average of over 10% of all COVID-19 tests producing a positive result, or the number of positive cases exceeding 10 per 100,000 residents. This list will be continually evaluated based on cases in each state over time.

Please refer to the following website for updates regarding impacted states:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Students traveling from any restricted states are mandated by New York State to self-quarantine for 14 days. International students will also be asked to self-quarantine for 14 days. Early arrival accommodations will be made for residential students to be able to quarantine before the start of classes.

What does quarantine mean?

The requirements to safely quarantine include:

- The individual must not be in public or otherwise leave their rooms.
- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be available in any shared bathroom.
- Food and/or groceries must be delivered. Anyone in quarantine should not go out in public for food or supplies.

For students in the Residence Halls, anyone traveling from an affected state will be required to self-quarantine in their assigned suite. Roommates will not be allowed to move in until the quarantine period has ended.

Anyone traveling to New York from a restricted state must complete this form and submit a copy of the form to the College. Students will submit it to the Vice President of Student Services and faculty or staff will submit it to Human Resources.

<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>

If I have a negative COVID-19 diagnostic test, does that mean I can come out of quarantine?

No. Symptoms of COVID-19 can appear as late as 14 days after exposure. Therefore, a negative test cannot guarantee that you will not become sick. The full 14 days of quarantine are required.