

This document is intended as a supplement to the Spring 2021 plan submitted to SUNY. It contains the details for various COVID-19 related protocols and information on any adjustments made to programs and services.

TIMELINE FOR WINTER/SPRING 2021

- Winter Session Classes** - All Winter Session classes will be entirely remote
December 22-January 21
- Winter Holiday Break** - The main campus and both extension centers will be closed
December 24-January 3
- Return to Work** - Staff and students must complete a daily self-check screening before coming to campus
January 4-22
- Staff can meet face to face with off-campus vendors or partners only if the meeting cannot be conducted virtually
 - Staff can meet face to face with students by appointment only if the meeting cannot be conducted virtually
 - Staff who can continue to work remotely will do so
 - Limited testing on-campus will be available for staff not working remotely
- Phased Student Return** - Out-of-State students are from non-contiguous states
Out-of-State Residents - Students can return to campus by appointment only
Resident Assistants - Students must test before they are allowed entry into the residence halls
January 21 - Faculty, Staff, and Commuter students can also test on this date
- Phased Move-In of Students** - Students can return to campus by appointment only
January 24, 25, & 26
- Students moving into a Residence Hall room must be tested before move-in
 - Faculty, Staff, and Commuter students can also test on these dates
- Spring Orientation** - Will be conducted in an online format and available through January 27
January 20-27
- COVID-19 related requirements will be included as a part of the online program
- First Day of Classes** - Anyone coming to campus will be required to complete a daily self check online
January 27
- All classes will be conducted remotely until February 1st**

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 President's 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
- Participating in a College approved and/or sponsored program

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 each other and can 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 40% 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 – Spring 2021). Please save a copy of this form to your desktop before modifying the form.
- 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 the request for visitor(s) is approved by the department head, the requestor should send the visitor(s) an electronic copy of the **Tompkins Cortland Community College Visitor Information Form** (myTC3 Faculty & Staff Forms, Campus Visitor Forms – Spring 2021). The Visitor Information Form contains a link to a visitor COVID-19 Screening Survey.
- 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 should 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.
- ***Please note that the Campus Police Office does not approve or deny visitors to campus, nor does the CPO approve any exceptions to the College Visitor Policy. Approval for visitors and any exceptions to the visitor policy must be granted through the requestor's respective department head/supervisor.***

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 campus 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 by faculty, staff, students, and visitors:

- Indoors when not in a private space such as an individual office
- Indoors in office space, unless there are no other individuals present
- 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:

Master Cleaning Schedule					
	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:

December 19 - January 20 faculty and staff should use the YELLOW DOOR only

January 20 - 26 main entrance doors, athletic facility doors, and the YELLOW DOOR

January 27 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
- 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

ATHLETICS, FITNESS, AQUATICS, RECREATION: 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 always adhere 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.

Athletics and recreation, including TC3 Pool, Fitness Center, Gymnasium, Fieldhouse, Multi-Purpose Room, and outdoor facilities will continue to operate through intentional and careful adherence to all NYS, SUNY, and Tompkins County Health Department regulations and recommendations.

BOOKSTORE: 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 **January 18, 2021**. In-store pick-up is also available for online orders.

CHILDCARE: The Arthur Kuckes Childcare Center will be fully reopening January 4 utilizing all six classrooms. Two additional classrooms will open in the TC3 Childcare Center in the main building on January 27. 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.

Can the event be offered virtually?	Yes, the event can be offered virtually. -STOP HERE- <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. -CONTINUE TO RISK ASSESSMENT BELOW-	No, it is not possible or effective to hold this event virtually. -CONTINUE TO RISK ASSESSMENT BELOW-
	Highest Risk	Medium Risk	Lowest Risk
What is the health risk level related to COVID-19?	-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
Who is the target audience?	-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
What is the impact of the event?	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. An online reporting form has been established that can be used by any community member to report COVID-related violations. The Office is following the SUNY mandate of minimum sanctions for COVID-related violations. This is posted on the College Reopening section of our website.

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 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 AND COUNSELING CENTER: The Health and Counseling Center (118A) has a waiting room, front office, two staff offices, two exam rooms, medical supply room, and bathroom. Seating in the waiting room will continue to be spread six feet apart, a sneeze guard will continue to hang in front of the reception window, and the front door will be propped open. Hand sanitizer will continue to be available at the reception window and throughout the Center.

Health and Counseling appointments will be delivered via telemedicine to reduce density on campus and in the Center. Staff will continue to work remotely when possible. While on campus, staff will wear masks and maintain six feet of distance.

PANTHER PANTRY: The Pantry will continue to be open for residential students, students who take on-campus classes, faculty, and staff. Occupancy will continue to be limited to three individuals at a time. Surfaces will be sanitized throughout operation with emphasis on frequently used touch points. Food and other items can be provided to online only students and faculty and staff who do not come to campus via a touchless curbside delivery.

OPTIONS PROGRAM: The Options Program educational sessions will continue to be delivered via teleservices when possible. In-person Options Program services will be delivered on a limited basis with students and staff spread more than six feet apart and wearing masks.

COLLEGIATE RECOVERY PROGRAM: The Recovery Space will remain closed until further notice. Recovery Program staff will continue to work remotely and Recovery Program services including meetings and trainings will be delivered via online platforms.

ALCOHOL AND OTHER DRUG PREVENTION AND HEALTH EDUCATION: AOD Prevention and health education strategies including the Best Life social norms campaign will continue to be delivered virtually and electronically. On-campus events will continue to be limited and adhere to COVID safety protocols for social distancing and gathering limits.

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 in-person 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 are available by instructor appointment for students with disabilities. 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 available as three additional 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 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 Spring 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.

SURVEILLANCE TESTING

The College continues to partner with Cayuga Health System to provide ongoing surveillance testing on campus. The tests are liquid saliva run on the Rheonix platform at the Cayuga Medical Center lab.

SPRING REOPENING TESTING

Upon returning for winter Spring 2021 on-campus activities, any student who will (1) live on campus, or (2) take at least one class on campus, or (3) utilize services on campus (e.g., library, gym, dining), or (4) work on campus, must attest to a 7-day precautionary quarantine before they return to campus and must participate in our Spring Reopening testing.

Students who present documentation of a negative COVID-19 test taken within 3 days prior to their return to campus or documentation of a positive diagnostic result for COVID-19 from the prior 3 months are exempt from Spring Reopening testing.

RESIDENTIAL STUDENTS: Students who return to campus to for Spring will be required to submit a saliva sample using the saliva test kit that will be provided in their Residence Hall room. Samples must be submitted no later than 24 ours after arrival to campus. Failure to do so will result in judicial consequences. Students must self-quarantine until they receive a negative test result. Students are responsible for looking up their individual test results through the online Cayuga Health System portal. Any student testing positive will be moved immediately to the rooms designated for isolation on campus unless they are in a suite with no other roommates.

COMMUTERS:

The College will offer testing on-campus for all to be tested before any in-person classes begin. Students coming to campus for any reason in the Spring Semester should be tested before February 1. Students should

make an appointment through the Cayuga Health System portal at <https://bit.ly/TC3testing> for pre-semester testing. Testing will be offered 9am to 1pm January 25-27 in the Multi-Purpose Rooms and 11am to 2pm Jan 28-29 in the Health Center.

FACULTY & STAFF:

The College will offer testing on-campus for all to be tested before any in-person classes begin. Faculty and Staff coming to campus for any reason in the Spring Semester should be tested before February 1. Students should make an appointment through the Cayuga Health System portal at <https://bit.ly/TC3testing> for pre-semester testing. Testing will be offered from 9am to 1pm January 25-27 in the Multi-Purpose Rooms and from 11am to 2pm January 28-29 in the Health Center.

The College will also offer on-campus saliva testing for commuters, faculty, and staff from 9am to 1pm February 1-3 in the Multi-Purpose Rooms and from 11am to 2pm February 4-5 in the Health Center.

The College will also offer in-person saliva testing every Wednesday from 11-am to 2pm in the Multi-Purpose room in the Athletic Facility for faculty, staff, and commuter students not comfortable using the self-testing kits.

ONGOING SURVEILLANCE TESTING

Beginning February 1, saliva self-testing kit drop off will be offered five days per week on-campus. This testing will continue weekly until new data or directives are provided from SUNY or New York State.

Providing saliva kits to all who enter the main campus facility will facilitate the College's goal of testing 100% of our on-campus in-person population per week.

February 1 through 5, the College will staff the main entrance and hand out packs of saliva test kits to all students arriving to campus. Commuters, faculty, and staff will be instructed that they should provide a sample weekly and these can be turned in on the same day they come to campus each week. After February 1, additional test kits can be picked up at all in-person classrooms, the library, the Health Center, and the main entrance.

Students, faculty, and staff must register the test through the Cayuga Health System portal for it to be valid.

Residential students will also be provided additional self-testing kits in their rooms for the duration of the Spring semester.

The College will also offer in-person saliva testing every Wednesday from 11-am to 2pm in the Multi-Purpose room in the Athletic Facility for faculty, staff, and commuter students not comfortable using the self-testing kits.



How to use your self-test kits

SALIVA TESTING

- 01** Pick up your kit(s) – at the Main Entrance, Library, your In-Person Classroom, or in the Health Center.
- 02** Register your DROP OFF TIME through the Cayuga Health Portal here: <https://bit.ly/TC3testing>

YOUR SAMPLE IS NOT VALID UNLESS YOU REGISTER THE TEST ONLINE WITH CAYUGA HEALTH SYSTEM.

- 03** Give your Saliva Sample.
 - No food, drink or smoking 30 minutes before.
 - Spit into the tube with the blue lid – no foam!
 - Fill up to the 3ml line.
 - If you are unsure, staff in the Health Ctr will help.
- 04** Complete your Sample.
 - Follow the directions on the kit.
 - Fill out the information requested on the slip.
 - Put the slip and the saliva sample in the bag.
- 05** Drop Off your Sample.
 - Drop Off time is the time you signed up for through the Cayuga Med portal.
 - Drop off is at the Health Center M-F 8am-4pm.
 - Or Wednesdays 11am-2pm in the Multipurpose Room in the Athletic Facility.

THANK YOU FOR DOING YOUR PART TO KEEP THE CAMPUS SAFE & HEALTHY!

TESTING RESULTS:

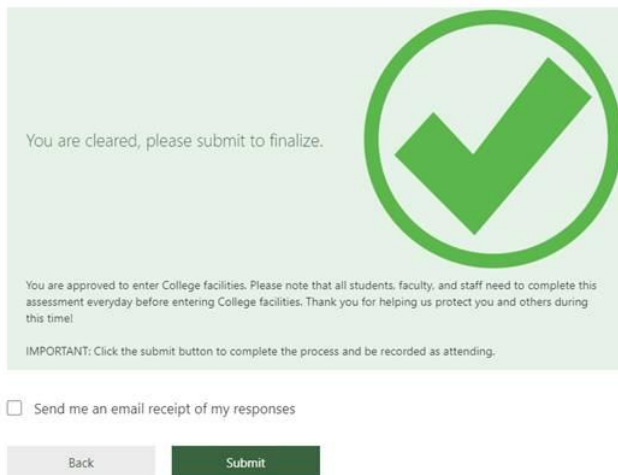
- You are responsible for looking up your own results, the College will not contact you unless you test positive.
- The Cayuga Med Portal has been unreliable for some, so call 607-319-5708 if you cannot access the portal for your results.
- Because of the increased demand and increased positives, the lab results are taking longer, and it could be up to two days before results are posted.

DAILY SCREENING & SELF-CHECK:

Faculty, staff, and students coming to campus for any reason must complete an online screening before entering any Main Campus or 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:



The screenshot shows a confirmation page with a light green background. On the right side, there is a large green checkmark inside a circular border. To the left of the checkmark, the text reads: "You are cleared, please submit to finalize." Below this, there is a smaller line of text: "You are approved to enter College facilities. Please note that all students, faculty, and staff need to complete this assessment everyday before entering College facilities. Thank you for helping us protect you and others during this time!" At the bottom left, there is a checkbox with the label "Send me an email receipt of my responses". At the bottom center, there are two buttons: a grey "Back" button and a dark green "Submit" button. Below the buttons, there is a line of text: "IMPORTANT: Click the submit button to complete the process and be recorded as attending."

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



Send me an email receipt of my responses

Back

Submit

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](#).

CAMPUS REPORTING PROTOCOLS

The College has established an email that can be used for any of the following reasons:

- If a student self-reports to you that they are positive or in quarantine
- If a student reports to you that they think another student is positive or in quarantine
- If you wish to report a concern that someone is not following College COVID-19 protocols
- To ask a question regarding any of the College COVID-19 protocols

The email is reportcovid19@tompkinscortland.edu and is listed in Outlook as “COVID19 Reports.”