

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

**FROM SUNY:**

The State of New York and the entire nation continue to face unprecedented health challenges because of the COVID-19 pandemic. Therefore, SUNY continues to operate under a state public health emergency. To maintain the highest level of public health and safety, the following will be the health and safety protocols for all SUNY campuses. Of course, if federal, state, or local health guidance changes, the SUNY guidance will be updated to conform accordingly.

For the purpose of the policy, Campus shall mean the 29 State-operated campuses and 30 community colleges operating under the program of the State University of New York.

**SUMMARY OF TOMPKINS CORTLAND'S PLAN**

- Maintaining the same Spring 2021 Academic Calendar with an adjustment that removes Spring Break and ends the semester earlier
- Classes will begin on January 27<sup>th</sup> and conducted remotely. In-person classes will start February 1<sup>st</sup>.
- Offering a mix of face-to-face, remote, and HyFlex classes – approximately 40% of classes will have an in-person component
- 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
- Staff that can continue working remotely will do so
- Partnership with Cayuga Health System 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> )

## TIMELINE FOR WINTER/SPRING 2021

<b>Winter Session Classes</b> <i>December 22-January 21</i>	- All Winter Session classes will be entirely remote
<b>Winter Holiday Break</b> <i>December 24-January 3</i>	- The main campus and both extension centers will be closed
<b>Return to Work</b> <i>January 4-22</i>	<ul style="list-style-type: none"><li>- Staff and students must complete a daily self-check screening before coming to campus</li><li>- Staff can meet face to face with off-campus vendors or partners only if the meeting cannot be conducted virtually</li><li>- Staff can meet face to face with students by appointment only if the meeting cannot be conducted virtually</li><li>- Staff who can continue to work remotely will do so</li><li>- Limited testing on-campus will be available for staff not working remotely</li></ul>
<b>Phased Student Return</b> <b>Out-of-State Residents</b> <b>Resident Assistants</b> <i>January 21</i>	<ul style="list-style-type: none"><li>- Out-of-State students are from non-contiguous states</li><li>- Students can return to campus by appointment only</li><li>- Students must test before they are allowed entry into the residence halls</li><li>- Faculty, Staff, and Commuter students can also test on this date</li></ul>
<b>Phased Move-In of Students</b> <i>January 24-30</i> <i>February 1-5</i>	<ul style="list-style-type: none"><li>- Students can return to campus by appointment only</li><li>- Students moving into a Residence Hall room must be tested before move-in</li><li>- Saliva kits will be provided in each room, students must submit sample in 24 hrs</li><li>-Students must quarantine until negative test result is received</li></ul>
<b>Spring Orientation</b> <i>January 20-27</i>	<ul style="list-style-type: none"><li>- Will be conducted in an online format and available through January 27</li><li>- COVID-19 related requirements will be included as a part of the online program</li></ul>
<b>First Day of Classes</b> <i>January 27</i>	<ul style="list-style-type: none"><li>- Anyone coming to campus will be required to complete a daily self-check online</li><li>-<b>All classes will be conducted remotely until February 1st</b></li></ul>

## **FACILITIES & SERVICES – GENERAL\*\***

**\*\*See the supplemental college policies document for details on the delivery of services and programs.**

**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.

**EVENTS & PROGRAMS:** The College will continue to be closed to the public. Any event held on campus must abide by the current New York State guidelines. Any department or program wishing to host an in-person event must submit the COVID-19 planning form to demonstrate why the event cannot be held virtually. All events must have the approval of the department head before any rooms can be reserved.

### **VISITORS TO CAMPUS:**

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. Anyone wishing to host a visitor on campus must submit a visitor form to their supervisor, and every visitor must complete the visitor self-screening form before arriving to campus.

### **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 if there are new restrictions imposed on indoor dining.

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 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.

## **CLASSROOMS**

We have identified classrooms that will allow for social distancing and only these classrooms will be used for in-person classes. We have outfitted as many of these classrooms 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.

## **HYGIENE, CLEANING AND DISINFECTION**

Signs will be posted on all rooms and office spaces that indicate the date of the last cleaning. After you use the office or workspace, 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.

Please refer to the cleaning frequency chart in the supplemental document for the specific cleaning patterns. This pattern allows for each classroom to be cleaned in-between uses for in-person classes.

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

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

## **EXTRACURRICULAR 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 software program, CampusGroups. An event rubric must be completed for pre-approval for any in-person event.

### **ATHLETICS**

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.

The presidents of 27 of the 30 SUNY Community Colleges have agreed on the difficult decision to cancel the 2020-21 intercollegiate athletics seasons for high-risk indoor sports. The basketball and volleyball teams will not compete in games this academic year. We are still planning to have outdoor sports seasons in the spring, but a final decision on those seasons is expected to be made in January.

## **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 an Academic schedule that will allow for a high level of flexibility to accommodate the various barriers created by COVID-19.

## ON-CAMPUS SURVEILLANCE TESTING (OPENING & ONGOING)

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. On December 7, 2020, the United States Food and Drug Administration (FDA) has issued an expanded Emergency Use Authorization (EUA) for the Rheonix COVID-19™ MDx Assay and now allows the use of saliva as an approved sample type. The fully automated sample-to-answer assay was initially authorized for use on a range of respiratory specimens under EUA on April 29, 2020.

On-campus tests are by appointment only and administered by on-campus staff from the Office of Health and Wellness that have been trained by the Cayuga Health System.

Surveillance testing on-campus is for people who are asymptomatic and pass the daily screening only. All others will be referred to either their personal doctor or the Cayuga Health System county site for testing.

Anyone participating in the ongoing surveillance testing will sign a waiver that allows for the test results to be shared with the College. An electronic system sends the results to the College's COVID-19 response team and all positive results are flagged. Most results are returned within 24-48 hours.

### **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.

## CONTACT TRACING & ON-CAMPUS EXPOSURES

As the main campus is physically located in Tompkins County, contract tracing for on-campus exposures is being coordinated by the Tompkins County Health Department. An individual who is a confirmed case (test results are positive for COVID-19) 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 defined as contact within about six feet of someone with COVID-19 for an extended period (usually longer than 10 minutes) or direct contact with infectious secretions of an individual, via cough, sneeze, or speaking. The contacts are notified by the Health Department that they may have been exposed in a location with an individual who is positive for COVID-19 on-campus.

The College does not have any staff trained in contact tracing.

The role of the College is to support the contact tracing efforts, provide requested information, support our students, faculty, and staff who have tested positive, and to comply with any post-exposure requirements issued from the Health Department. The College will work in partnership with the Health Department to provide class rosters, contact information, square footage of classrooms, and any other information requested to successfully complete the contact tracing.

If the confirmed case was in a classroom, large gathering or other public location on-campus, and contact tracing cannot identify all the individuals exposed, a public notice may be sent out in coordination with the Tompkins County Health Department via press releases, social media, and other channels to assure as wide a distribution as possible. Only the Health Department can issue a notice of public exposure. The College will not make an independent determination or announcement of an exposure. 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.

If a student, faculty, or staff member resides in an area outside of Tompkins County, that county will take the lead on contact tracing any positive cases or identifying individuals mandated to quarantine.

There is also a self-report email for faculty, staff, and students to either report that they have tested positive or have been asked to quarantine. This can also be used for questions or clarifications on any of the campus COVID-19 policies and protocols. The email is sent to all members of the College's COVID-19 response team.

## ISOLATION

**POSITIVE CASES:** Any student, faculty, or staff member that tests positive will be asked to isolate per the guidance from the Health Department assigned to that case. There are 5 rooms designated in the Residence Halls and any residential student that tests positive will immediately be relocated to an isolation room.



**SYMPTOMATIC INDIVIDUALS:** Isolation also 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 isolation room if deemed appropriate after an evaluation from the College Nurse. 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.

Faculty, staff, and commuters that identify as symptomatic should seek testing immediately and isolate at home until cleared by a healthcare professional.

## **QUARANTINE**

Quarantine separates and restricts the movement of people who were exposed to COVID-19 to see if they become sick. The Health Department assigned to the individual placed in quarantine will communicate directly with the individual

If a residential student is deemed to have had close contact with another individual who has tested positive, they will be immediately mandated to remain in their current room to quarantine. As all our residential housing suites are limited to two people and each person has an individual room, the Tompkins County Health Department has deemed our campus Residence Halls sufficient to accommodate students who need to quarantine without having to relocate them.

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 the date indicated on their notice of mandatory quarantine.

### **ON CAMPUS SUPPORT FOR ISOLATION AND QUARANTINE:**

The College has created a “QuaranTEAM” that is responsible for the coordination of wrap-around services for any student who is in an on-campus isolation room or in quarantine.

More details can be found here: <https://tompkinscortland.campusgroups.com/recovery/quaranteam-2020/>

## **OFF CAMPUS SUPPORT FOR ISOLATION AND QUARANTINE:**

Staff from Health Services are making daily calls to students in isolation or quarantine, whether they are on or off campus, to check in on their health and to identify any needs. If our staff deem that the student needs additional medical support, that student can use the telemedicine service that is available 24/7 to all enrolled students.

## **DAILY SCREENING**

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

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

1. Do you have any of these symptoms that are not caused by another condition?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
5. Have you traveled to any of the states on the NY quarantine list in the past 14 days? List is located at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

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 (faculty/staff compliance), the Vice President of Student Services (student compliance) and the College's COVID-19 response team. Any fail-outs to the screening will be directed to a link for a telemedicine appointment for review and follow-up.

## MASKS & FACE COVERINGS

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 and Wellness services will be responsible for the ordering and distribution of PPE for all faculty and staff.

Employees are always required to wear a mask or face covering while on campus unless they are alone in their individual office. 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, 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, or in any classroom, as well as required to receive any in-person services such as tutoring, library services, counseling, etc.

A washable mask was provided to every student, faculty, and staff member at the start of the Fall semester. New students for Spring 2021 will also receive a washable mask.

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

For additional information on masks and face coverings, visit this resource link from the Tompkins County Health Department: <https://tompkinscountyny.gov/health/factsheets/coronavirussocialdistance#masks>

## 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.

The College's COVID-19 update page is located here: <https://www.tompkinscortland.edu/college-info/covid-19-policies-and-updates>

**CAMPUS TOWN HALLS:** The College President will host a virtual Town Hall monthly throughout the Spring to provide regular updates to all faculty and staff. These will continue as needed to ensure that the administration continues to answer any questions and address any concerns. The Vice President of Student Services and the Provost will also host at least one student Town Hall to ensure that students have access to the administration to answer questions and address and 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.

**Main Contacts:**

Deborah Mohlenhoff, Associate Vice President for College Relations - [dam@tomkinscortland.edu](mailto:dam@tomkinscortland.edu)

Matt Kiechle, Director of Health and Wellness - [kiechlm@tomkinscortland.edu](mailto:kiechlm@tomkinscortland.edu)

**Dashboard Data:**

The College is not maintaining its own dashboard but will submit data to the SUNY dashboard daily.

The SUNY dashboard is included on the Tompkins County Health Department COVID-19 web page.

## **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 shut down 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.

## 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. Only the Tompkins County Health department can declare a public exposure on campus and will work with College officials to issue the notice.