



## What Students Should Know: COVID-19 and Returning to Campus

As we return to campus in spring 2021, SUNY and TC3's first priority is the health and safety of our campus community, including its students, faculty, and staff. The best way to maintain the safest environment possible throughout 2021 and beyond is for each of us to take steps to minimize the risks, not only for ourselves, but for all members of the SUNY community. This includes:

- wearing face coverings (masks)
- hand washing
- social distancing
- participating in testing and tracing
- completing daily screenings
- being mindful of our surroundings and the impact we have

Any of us alone can spread this disease and cause harm to others. But **all of us together can build a community that is safe and healthy**, where educational success is possible.



### STAY INFORMED

The College will keep the most up-to-date information on its COVID-19 website – [bookmark this link](#) or get to it from the link at the top of any College page.

If we make any emergency changes in operational status, we will communicate that with the campus alert system – the same way we would do for a Snow Day or other emergency.

We also will email periodic updates related to COVID-19 – so check your TC3 email regularly!



### RETURN TO CAMPUS SAFELY – COVID-19 TESTING

While the Spring semester starts on January 27<sup>th</sup>, in-person instruction will not start until Feb.1.

Before you can return to live in the residence halls or come back to an in-person class, you need to be tested. We are offering saliva tests on-campus by appointment from 9am to 1pm on January 25, 26 & 27 and Feb 1, 2, 3 in the Multi-Purpose Room in the Athletic Facility.

Register here to be tested: <https://bit.ly/TC3testing>

**It is recommended you complete the online registration on a phone or tablet.**



## GET SCREENED DAILY

On any day you come to campus, you should complete the daily screening with this [online form](#). We'll email this link to you every day to your TC3 email and there is a QR code at every entrance to campus to ensure that you remember to do this before you enter any campus facility.

If you are sick, stay home!



## GET TESTED WEEKLY

Starting February 1, we will be handing out saliva kits to everyone who enters at the main entrance doors. Saliva kits will also be available in In-Person Classrooms as well as the Library and in Residential Life. Plan your test drop-off appointment to coincide with the days you come for in-person classes. It is recommended that you test weekly. Kits will have detailed instructions provided.

If you're unsure of how to provide the sample, the Health & Wellness Staff will offer saliva testing every Wednesday from 11am to 2pm in the Multi-Purpose Room in the Athletic Facility.

Check your TC3 email – as we'll send reminders and testing information out weekly.



## CHECK THE SUNY COVID-19 DASHBOARD

SUNY maintains a comprehensive dashboard of COVID-19 testing and infection rate status across the system and at each campus. <https://www.suny.edu/covid19-tracker/>



## BE RESPONSIBLE – IT'S EASY TO DO YOUR PART

Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 is highly contagious, these simple measures apply both on and off-campus:

**Wear face coverings** (masks) at all times on campus, including in classrooms, conference rooms and other public spaces, even when you are able to maintain six feet of social distancing.

- Exceptions to this requirement include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and socially distanced, or (3) by themselves in a location where no other persons are present – but always keep a mask nearby. Faculty and staff are likewise exempt when alone in their office or other private spaces.

**Regularly wash your hands** with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.

**Stay home when you are sick** or have potentially been exposed to COVID-19.

**Practice social distancing** at all times to reduce transmission.



## IF EXPOSED, COMPLETE MANDATORY QUARANTINE OR ISOLATION

Students who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, or medical or campus official that they are “at risk” for having COVID-19 may be required to quarantine or isolate. This may include taking classes remotely, and not going to dining halls and other campus facilities. Students identified for quarantine and isolation (whether residential or non-residential) will have access to certain assistance, such as the delivery of food and medicine.

Our Quaranteam can help:

<https://tompkinscortland.campusgroups.com/recovery/quaranteam-2020/>



## FOLLOW THE RULES OR FACE DISCIPLINARY ACTION

When the campus learns of a violation of the rules associated with COVID-19 safety, students may lose access to campus facilities and/or campus housing. Other disciplinary actions may be taken by the Student Conduct and/or Human Resources Offices. Student conduct is governed by the campus [Code of Conduct](#). Minimum sanctions are outlined in the [Uniform Sanctioning in Response to COVID-19 Student Violations](#). Consistent with SUNY policy, students who are partially or completely removed from the institution due to a violation are not eligible for refunds.



## TAKE CARE OF YOURSELF – PHYSICALLY AND MENTALLY

**COUNSELING SUPPORT DURING COVID-19:** Counseling Center staff have been working on adapting our services so that we may continue offering support and guidance as we all navigate this challenging and unusual time. To protect the health and safety of students and staff, we are providing primarily telemental health distance counseling. In-person counseling is available for students during a crisis and in consultation with the clinical counselor.

### HOW DO I MAKE AN APPOINTMENT FOR COUNSELING SERVICES?

- Call the Counseling Center, 607.844.6577, to schedule an initial 30 minute phone consultation. Please leave a voicemail with your name and number and we will return your call within 24 hours.
- Visit Health and Wellness Services, Room 118A. If a clinical counselor is available, you may be seen for a consultation right away. If not, you can schedule a 30 minute phone consultation with front desk staff to see a clinical counselor.
- Phone consultations, intake, and counseling sessions are available by appointment during normal business hours, 9am-4pm.

### ADDITIONAL RESOURCES:

ReachOut SUNY: <https://online.suny.edu/covid19/students/local-state-and-national-resources/>

New York State Office of Mental Health Crisis Text Line: Text GOT5 to 741741



## UNDERSTAND WHAT'S BEING OFFERED ON-CAMPUS AND ONLINE

We will have approximately 35% of classes with some face-to-face component.

All classes will have an established back-up plan in case the College has to go remote, and we will follow the same protocols that worked successfully for us in Fall 2020.



## GET INSTRUCTIONAL AND TECHNOLOGY HELP

**MyTC3:** MyTC3 is the online portal for students at Tompkins Cortland. You will need your myTC3 account to access all of our instructional technology services. If you are a new student and have not created your myTC3 account, go to <http://my.tc3.edu> and click on create account. Have your student ID number ready to complete the process.

**Teams:** Microsoft Teams is the primary virtual classroom and video conference tool used at TC3. Download the Teams app here: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

**Blackboard:** Blackboard Learn is the learning management system used in the traditional fully online courses. Make sure to take the [Blackboard Orientation](#) if you are new to using Blackboard.

**Technology Services:** [Click here to learn more about academic technology services available to students in the Spring 2021 semester.](#)

**Library and Tutoring:** <https://www.tompkinscortland.edu/library>



## REQUEST ACCOMMODATIONS FOR DISABILITIES

Students who wish to disclose covered disabilities and receive reasonable accommodations for their disabilities should contact the Access & Equity Services office. Documentation may be sent to [bcl@tompkinscortland.edu](mailto:bcl@tompkinscortland.edu) (preferred method) or faxed to 607-844-6549. To phone the office, please call 607-844-8222 ext. 4415 or email [bcl@tompkinscortland.edu](mailto:bcl@tompkinscortland.edu). For more information on services, please see <https://www.tompkinscortland.edu/library/access-and-equity>.



## IF WE HAVE TO PAUSE, FOLLOW THESE RULES

If the campus must switch to a two-week (or longer) pause, the following rules apply:

- All classes will follow the revert to remote plan established by the faculty member per course.
- The College will use the emergency alert system to communicate all changes in operating status.
- If you live on-campus, you can remain in your residence hall room but must take your classes remotely.
- If you are in isolation or quarantine on-campus, you may not leave to return home unless you provide documentation from the Health Department releasing you or referring your status to your county of your permanent residence.



## CHANGES AND UPDATES

The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in our response. Updates to scientific knowledge, public health guidance, or laws and regulations may mean SUNY and TC3 have to make changes to our standards and rules, including those indicated above. SUNY and TC3 will try to minimize these changes and their impact. We will keep you informed of new developments.

Thank you in advance for everything you are doing and will do to make 2021 safe for you, your fellow students, and the campus community and beyond.

If you have any questions, concerns, or need additional information – or wish to self-report that you are positive or have been placed in mandatory quarantine – please use this email and we will respond promptly.

[reportcovid19@tompkinscortland.edu](mailto:reportcovid19@tompkinscortland.edu)

Our Panther Pride Values will keep our community safe and healthy!

**P**erseverance **R**esponsibility **I**ntegrity **D**ialogue **E**quality