



Fulton-Montgomery
Community College

**COMMUNICATION PLAN FOR STUDENTS
FALL 2020**

Table of Contents

Introduction 3

The Physical Campus 3

 Entry to Campus..... 3

 Allen House 3

 Athletics and Athletic Fields..... 3

 Books & Bytes Café 3

 Evans Library 4

 Accessing Test Accommodations 4

 New Student Orientation..... 4

 TRiO Student Support Services Area in the Evans Library 4

 Remote Access Tutoring 4

 Writing Center and Math Lab 4

 O’Connell Hall 4

 Physical Education Building 5

 Public Safety Office 5

 Student Development Center 5

 Academic Advising Services 5

 Accessibility Services..... 5

 Career and Transfer Services 6

 International Students Services Office..... 6

 Registrar’s Office..... 6

 St. Mary’s Behavioral Health/Mental Health Services..... 6

 TRiO Quest 7

 Student Union 7

 Student Welcome Center..... 7

 Admissions Office..... 7

 Bursar Office 7

 Financial Aid Office 8

 Student Activities Office..... 8

 Vice President for Student Affairs Office 8

 Visual Arts and Communications Building 8

 Perella Art Gallery 8

Rao Theater	8
#CampusClear App	8
Courses taught at HFM BOCES	9
Course Delivery	9
Coronavirus Guidelines for Student Safety	10
Promoting Behaviors that Reduce Spread (Excerpts taken from the CDC Guidelines Website)	10
Maintaining Healthy Environments.....	12
Maintaining Healthy Operations	13
Designated COVID-19 Point of Contact.....	14
Communication Systems	14
Preparing for When Someone Gets Sick.....	14

Introduction

In the following pages, we will outline many steps and directions on how to be an effective student at Fulton-Montgomery Community College (FM) this fall. As you are aware, this fall the campus will not look and feel like it would at the start of a normal semester. For new students, this is the *new normal*; for returning students, the campus will look and feel a little different. That said, please know that the faculty, staff, and administration remain ready to help with anything that might come up along the way. You have made a smart choice to begin at FM or to continue your college education at FM. We wish you a safe, healthy, and successful semester and encourage you to read this document in its entirety prior to the start of classes on Wednesday, September 2, 2020.

The Physical Campus

Each building on campus is preparing for the fall semester. As this is new territory for everyone, it will be very important to understand the expectations of safe behavior. At any time during the fall semester, approximately 30 percent of courses will be taught in-person on campus.

To get us started, when and if you are on the physical campus:

- Practice Social Distancing – please follow the guidance of staying 6' apart
- Face coverings must be worn at all times when walking in buildings on campus and in hallways. Follow protocols as outlined by teaching faculty when physically in the classroom
- Hand Sanitizers made up of 60% alcohol have been placed throughout the campus; please use them with regularity
- Wash your hands frequently
- Follow campus signage for directions

Entry to Campus

Students, faculty, staff and administration may enter the campus from either entrance along Route 67 or from Bendix Corners Road. This fall, the college will not be issuing parking permits due to the reduced number of students who will actually come to the campus for study. Students who do come to campus to attend in-person classes should park in the student-designated parking areas.

Allen House

The Allen House contains the office of the President and FM Foundation. This building will not be open to the public in the fall semester.

Athletics and Athletic Fields

Intercollegiate athletics and intramurals will not take place in the fall semester and teams will not be practicing inside any buildings for the fall. If warranted, team members may work under the guidance of their respective coaches to work out outdoors.

Books & Bytes Café

Books & Bytes Café will not be open during the fall semester. To access a variety of food choices while on campus, please visit the student lounge, located in O'Connell Hall (first floor). There is a micro-market there for beverages, snacks and meals.

Evans Library

The Evans Library will be a hub of activity for the fall semester. The hours of the Evans Library will be Monday – Thursday from 9:00 a.m. – 7:00 p.m. and Fridays remotely from 9:00 a.m. – 4:00 p.m. Entry into the Evans Library will be through the entrance outside of Books & Bytes.

The furniture in the library has been socially distanced. All collections will be “closed stacks”. This means that you will not be able to browse or retrieve your own items. We assure you that everything is still available for use and/or check out, library staff will just have to get it for you.

There is no group study space in the library this fall. Masks are required when moving around the building but once you are seated somewhere; you can remove the mask. Assistance finding resources via our catalog is going to be readily available to you. We will be proactive in helping you find what you need.

Accessing Test Accommodations

If you are eligible to receive testing accommodations, please contact Robin DeVito, Coordinator of Accessibility Services at 518-736-3622, Ext. 8145 or email at robin.devito@fmcc.edu. The Alternate Testing area is located in the Evans Library. Accommodations will be made based on eligibility, upon request and through coordination with the testing center.

New Student Orientation

New student orientation and resources for all students will be posted on the library website.

TRiO Student Support Services Area in the Evans Library

TRiO Student Support Services is a federal grant program that serves 160 students and whose offices are physically located on the second floor of the Evans Library. The TRiO offices will not be physically be open to qualified students but will continue to serve students in a remote environment. If you are accepted a TRiO student, please feel free to contact staff members by email at trio@fmcc.edu for further direction on how to access services.

Remote Access Tutoring

Campus remote tutoring services are accessed via the communities tab in Blackboard. In addition, NetTutor, is accessed from within each course and covers a wide variety of subject areas. This online tutoring is available 24/7.

Writing Center and Math Lab

The Writing Center, which is located on the first floor in the Learning Commons is open from 9:00 a.m. – 4:00 p.m. Mondays and Wednesdays. The Math Lab, located on the second floor, will be open from 8:30 a.m. – 4:30 p.m. Tuesdays and Thursdays. Students are able to physically access these areas on a walk-in basis during these times.

O’Connell Hall

O’Connell Hall is the building in which on-campus courses will be delivered. For the fall semester, approximately 30 percent of our courses will be taught in person. If you have a course that is taught in person, it will be important to follow all the safety protocols in place and follow the signage that will be in O’Connell Hall.

Also located in O’Connell Hall are:

Academic Dean's office. This office will not be open to students but can be accessed by calling 518-736-3622, Ext. 8006.

Faculty offices are located in various wings of O'Connell Hall. These offices will not be open to students but teaching faculty can be accessed for questions and virtual office hours by referring to faculty syllabi.

Physical Education Building

The Physical Education Building will be closed for the fall semester with the exception of scheduled class sessions. The Fitness Center will not be open, the gymnasiums will not be utilized, and the locker rooms will be locked as well. If a student arrives on campus to take a physical education course that is being held in-person, on campus, the meeting place will be in front of the Clock Tower, which is located in the center of the campus. Raider's Cove will not be open for the fall semester. Intercollegiate athletics and Intramurals will not be offered during the fall semester.

Public Safety Office

The Office of Public Safety is located at the east entrance of the Physical Education Building. This office will be staffed daily from 7:00 a.m. – 3:00 p.m., Monday – Thursday, to assist students with student ID cards. Student ID cards will be important for use in the Library and should be carried at all times on campus. There is an exterior entrance to Public Safety from Student Parking Lot "C". This office has also been designated as the official office to report any cases of Covid-19. If you need to get in touch with this office, please call 518-620-1760 at any time.

Student Development Center

The Student Development Center houses academic advising services, TRiO Quest, the Office of International Students, Registrar, St. Mary's Behavioral Health Mental Health Services, Accessibility Services, Career and Transfer Counselor. This area of the campus will not physically be open to students in the fall semester. However, all offices are ready to assist students remotely. Please refer to each area below for further direction:

Academic Advising Services

All students have been assigned an academic advisor. Details and contact information for your academic advisor has sent your FM email. Your academic advisor will serve as your "go to" person on campus and are happy to assist with any questions.

Academic advisors are available via email, phone and text. It is very important to check your FM email regularly. Your advisor will email you important information regarding the fall semester, classes, add/drop and registration for the spring semester. If you need any additional information, feel free to call The Student Development Center at 518-736-3622, Ext. 8140 or email talktoanadvisor@fmcc.suny.edu.

Accessibility Services

The Accessibility Service Coordinator is on-campus Mondays and Tuesdays each week and will meet with students by appointment upon the student's request. Please inform this office if special accommodations are needed for the meeting such as a sign language interpreter. Every effort will be made to ensure social distancing and recommended protocols for protection from COVID-19. If a face to face meeting is not absolutely necessary, it is recommended that communication be made any time Monday-Friday by phone, email, face time, zoom meeting, or some other remote method preferred by

student. The office can also assist students with arranging accommodations through remote learning environments or in the alternate testing area if special on-campus adaptive technology is needed. You can contact the Accessibility office by calling 518-736-3622, Ext. 8145 or emailing Robin DeVito at robin.devito@fmcc.suny.edu.

Career and Transfer Services

Located in the Student Development Center, the Career and Transfer Counselor provides transfer guidance to any student who is interested in pursuing an education after FM. Students can make individual appointments to learn about the transfer process, find a transfer school that is a good fit, or seek out assistance completing applications.

FM offers a variety of career and employment resources including Career Cruising and Purple Briefcase, both online resources. Students can access Career Cruising using the following login information. [Career Cruising](#) Username: fulton, Password: montgomerycc. This resource includes assessments, educational tools, and Career Information. [Purple Briefcase](#) gives students access to many resources including articles and advice, as well as career preparation tools, and the ability to connect with employers and apply for jobs.

Individual appointments can also be made for resume and cover letter critiques as well as mock interviews and job searching techniques. For more information or to schedule a virtual or phone appointment, please contact andrea.scribner@fmcc.edu.

International Students Services Office

The International Student Services office will continue regular communication with all new and continuing international students throughout the semester. New international students will also participate in a semester long virtual orientation course and will have daily access with Director Arlene Spencer.

Registrar's Office

The Registrar's Office maintains the official academic record of each student. This includes, but is not limited to, maintaining all grades, academic and immunization records; clearing students for course registration, keeping FERPA (Family Education Rights And Privacy Act) releases on file, collecting grades from instructors and recording them on student transcripts; coordinating the evaluation and recording of transfer credit from documents issued by other institutions; reviewing student credentials for graduation and certifying student enrollment.

The Registrar's Office is where you would go if you needed to submit your immunization records, if you needed an enrollment verification, if you had a change of name or address that needed to be updated, or if needed a copy of your transcript or immunization records. The Registrar's office is available via email at registrar@fmcc.edu and phone 518-736-3622 Ext. 8701.

St. Mary's Behavioral Health/Mental Health Services

While pursuing your dreams, college can at times become a stressful place. St. Mary's Mental Health Adult Clinic (MHAC) is partnered with FM for continued support as you reach your academic goals. Students who seek assistance with depression, anxiety, life transitions, stress management, or identity issues, among others, can utilize these services. While the college continues to be providing services

remotely, MHAC will also continue to be providing counseling support for its students. At this time, services can be provided through telephonic or video sessions.

If you are interested in connecting for services please email Dorothea VanValkenburgh, LMHC at dvanvalk@fmcc.edu or call/text 518-774-2345. Please note that if a crisis emerges and you need to connect with someone after hours St. Mary's Mental Health Hotline is always available at 518-842-9111 in addition to dialing 911.

TRiO Quest

TRiO/Quest academic advisors, counselor and staff are all available to assist students remotely with a full array of services and resources. These include: academic advisement, counseling, assistance with financial aid, tutoring, laptop loan program and assistance with career and transfer planning. All staff can be reached via phone, email, text or Zoom virtual meeting.

To arrange services or get more information about joining the program email trio@fmcc.edu or call 518-736-3622 Ext. 8067 or 8149.

Student Union

The Student Union contains The Raider Trader College Store and this building will be open from Monday – Thursday from 8:15 a.m. – 4:00 p.m. to serve your college supplies and book needs. The downstairs area of the Student Union will be closed for the fall semester. Student Activities will be temporarily housed in the Student Welcome Center (as stated below). Union Stations, the dining venue on campus, will not be open for the fall semester and meeting rooms located in this building will be off-line as well. To access a variety of food choices while on campus, please visit the student lounge, located in O'Connell Hall (first floor). There is a micro-market there for beverages, snacks and meals.

Student Welcome Center

The Student Welcome Center is the first building located on the Quad, adjacent to the Student Union. This building contains many of the student service offices on campus. Located in this building are: The Admissions, Financial Aid, Bursar, Student Activities, and the office of the Vice President for Student Affairs. Although this building is not open to students, the staff members are working and are ready to serve your needs in any of these areas. Please refer to the sign on the door for further directions and contact numbers to reach a staff member located in this building. There is also a lock box located on the parking lot side of the building that will be accessed twice daily. Please feel free to drop any documents that need to be submitted to any of these offices in the lock box.

Admissions Office

A friendly reminder that all official FINAL high school transcripts must be submitted to the Admissions Office no later than September 1, 2020. Please request that your high school email your transcript to us at Geninfo@fmcc.edu. If you are not certain your final high school transcript is on file, please text us at 518-620-2461 for an update

Bursar Office

The Bursar's Office (Student Accounts) provides billing and payment support to our students and families. Payments can be made online via the MYFM self-service portal or by check mailed to the college or placed in the Lock Box, located outside of the Student Welcome Center on the parking lot

entrance. If you wish to pay by cash, please contact the Bursar's Office to set up an appointment. Please do NOT send or place cash in the Lock Box.

If you have a Certificate of Residence (CR) that needs to be submitted, please email a copy of the CR to the Bursar's Office at bursar.office@fmcc.edu and place the ORIGINAL CR in the mail or Lock Box.

Financial Aid Office

The Financial Aid office is staffed from 8:00 a.m. until 5:00 p.m. Monday – Thursday and 8:00 a.m. until 4:00 p.m. each Friday. We are able to answer your questions via email at finaid.mail@fmcc.suny.edu, text 518-620-5084 or phone at 518-736-3622, Ext. 8201. We are also able to work with students via Zoom, please contact our office to arrange a call.

Student Activities Office

The Student Activities Office will be temporarily relocated to the Student Welcome Center for the fall semester. Student clubs and organizations will coordinate their meetings with the Coordinator of Student Activities and the Student Senate Association meetings will be done virtually. Gwen Ossenkop, Coordinator of Student Activities is ready to provide virtual and remote programming for the fall semester. She can be reached at gwen.ossenkop@fmcc.edu or by telephone at 518-736-3622, Ext. 8131.

Vice President for Student Affairs Office

The Office of the Vice President for Student Affairs can be reached by calling 518-736-3622, Ext. 8101. Jane Kelley, Vice President for Student Affairs, will be happy to discuss any matters that come up. Email address is jane.kelley@fmcc.edu.

Visual Arts and Communications Building

The Visual Arts and Communications Building is physically located between the Evans Library and O'Connell Hall. This building houses the Perella Art Gallery, the Rao Theater, art classrooms, and the Student Development Center.

Perella Art Gallery

The Perella Art Gallery will not be open during the fall semester.

Rao Theater

The Rao Theater will be open during the fall semester for academic classes held on campus.

#CampusClear App

As part of our comprehensive strategy for controlling the spread of COVID-19 on campus, we are deploying #CampusClear, a daily self-screening app and campus "FastPass." Everyone in our learning community is required to use #CampusClear to gain access to buildings on campus.

To get started, download the app from the app stores. Here are the links:

- **iOS (Apple)** <https://apps.apple.com/app/campusclear/id1516163872>
- **Android** <https://play.google.com/store/apps/details?id=com.campusclear>
- **Web Interface** <https://web.ivy.ai/app/campusclear>

Please make sure you enable notifications from the app. There will only be 1 notification each day to prompt you to take the self-screening survey. Once you've downloaded #CampusClear, log in by entering your institutional email address. You'll receive an email confirmation, and after clicking the confirmation link, you'll have access to the app. Visitors will need to enter a phone number to receive the confirmation link. It only takes a few seconds to self-screen, and your participation helps to keep our campus safe for everyone. Likewise, please be sure to self-screen daily, even if you have no symptoms. Thank you for your cooperation and participation in doing all that we can to make sure we have a safe return to campus.

Courses taught at HFM BOCES

Protocols for FM students and/or adjuncts entering BOCES building are as follows:

- use operations entrance at the rear of the buildings
- face coverings/masks required in the building/classroom
- use Frontline application, set a time for students to self-screen prior to class
- if students do not use the Frontline app, they must take temperature and sign in at the operations entrance

Course Delivery

The fall semester kicks off on Wednesday, September 2, 2020. Courses will be delivered in three ways this fall, as follows:

1. **Online (100% Web-based).** Course content will be delivered through the internet utilizing Blackboard, FM's learning management system. Courses will be taught asynchronously which means there are no in-person or on-line lectures which allows students to log in and do their work at any time.
2. **Remote Courses that will be taught online.** Course content will be delivered online (Blackboard). In addition to online requirements some course lectures may be provided live in Blackboard via Microsoft Teams during regularly scheduled class time. Refer to your FM schedule and course syllabus for days and times. Sessions in this format will also be recorded for later use if a student is unable to be present during the "live" class.
3. **In-Person Courses (Taught On Campus).** Select applied (hands-on) courses, laboratories, and physical education courses will be held in person. Most physical education courses will be held remotely. However, the following physical education (PED) courses will be held outdoors and students are asked to meet at the FM Clock tower prior to the class start time. All sections PED111, PED114, PED116, and PED126.

Before the start of the semester, students should review their semester class schedule. Academic advisors have reached out to all students to explain how student schedules will work, and in what format courses will be taught, and to make any adjustments to schedules as requested. If a student has not yet had a conversation with their academic advisor, it is strongly recommend that the student email advising at talktoanadvisor@fmcc.suny.edu to obtain further information and clarification.

No matter which format your courses are being delivered, the following important information should be reviewed:

When a student registers for classes, the academic advisor shares information on how to access the student's unique FM student email account. This is an important part of attending college at FM, as the email account is the formal way we will communicate with the student. If you are unsure of how to access your email account, please contact the Student Development Center at 518-736-3622, Ext. 8140 for detailed instructions.

On Wednesday, August 19, each instructor will share their course syllabus with each registered student. Please pay close attention to this date and log-on to your FM email to access important information about your courses.

Coronavirus Guidelines for Student Safety

The following guidelines and information is important to understand regarding commencing classes at FM on Wednesday, September 2, 2020. The Centers for Disease Control and Prevention (CDC) offers the following considerations for ways in which Institutions of Higher Education (IHEs) can help protect students and slow the spread of the Coronavirus Disease 2019 (COVID-19). IHEs vary considerably in geographic location, size, and structure. As such, IHE officials can determine, in collaboration with the Fulton County and Montgomery County Health Departments, how to implement these considerations while adjusting to meet the unique needs and circumstances of the IHE and local community.

Implementation is guided by what is feasible, practical, acceptable, and tailored to the needs of our community. FM does not have a Healthcare Center on our campus, so we will comply with state and local safety laws, rules, and regulations with which IHEs must comply.

Promoting Behaviors that Reduce Spread (Excerpts taken from the CDC Guidelines Website)

FM has implemented several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home or Self-Isolating when Appropriate**
 - FM will offer approximately 30 percent of classes in-person (refer to the section above that outlines course delivery). Students who will be on campus are encouraged to follow CDC guidance to self-isolate or stay home.
 - If taking classes on campus:
 - If you have had close contact with a person with COVID-19, stay home or in their living quarters (e.g., dorm room). Please contact your instructor via email that you have been in close contact with a person with COVID-19. Faculty will work with students in this situation by offering alternatives, if possible, to continue coursework remotely. If not feasible, students may withdraw from an in-person class if necessary.
 - Students should stay home when they have tested positive for or are showing symptoms of COVID-19.

- Students who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
 - CDC's criteria can help inform return to work/school policies:
 - If they have been sick with COVID-19
 - If they have been in close contact with a person with COVID-19
- **Hand Hygiene and Respiratory Etiquette**
 - It is strongly recommended that students practice handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Hand sanitizers have been placed in many locations on our campus.
 - Students are encouraged to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- **Face coverings**
 - It is required that students use face masks when inside buildings on campus. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Students should not to touch the face covering and should wash their hands frequently. Information, through signage, is on the campus to inform and educate all students on the proper use, removal, and washing of face masks.
 - Note: CDC guidance states that cloth face coverings should **not** be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
 - Face masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face masks are not surgical masks, respirators, or other medical personal protective equipment.
- **Adequate Supplies**
 - FM supports healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, disinfectant wipes, face masks (as feasible). It is the student's responsibility to provide their own face covering. Face coverings will be available in the event a student forgets to bring their face covering to campus.
- **Signs and Messages**
 - Signage has been posted in highly visible locations such as building entrances and restrooms that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).
 - This plan will be communicated to students on our campus website, through social media, texting, email and traditional mail in accordance with the Clery Act.

Maintaining Healthy Environments

FM has implemented many strategies intended to maintain healthy environments on our campus:

- **Cleaning and Disinfection**
 - The FM Facilities staff will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls) located on campus at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between uses.
 - If transport vehicles (e.g., buses) are used by FM, drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face masks). To clean and disinfect college-owned buses, vans, or other vehicles, CDC guidance will be followed. Distance will be created between students in college-owned vehicles (e.g., skipping rows) when possible.
 - All college-owned buses and vans will need approval by the Vice President for Student Affairs prior to use.
 - Students are encouraged to keep their personal items (e.g., cell phones, other electronics) clean. Students are encouraged to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- **Shared Objects**
 - Discourage sharing of items that are difficult to clean or disinfect.
 - Avoid sharing electronic devices, books, pens, and other learning aids.
- **Modified Layouts**
 - Space seating/desks will be placed at least 6 feet apart when feasible. For lecture halls, taping off seats and rows will be done to ensure six-foot distance between seats.
 - We will host smaller classes in larger rooms.
 - We are offering approximately 70 percent of our fall schedule in a distance learning format in addition to offering approximately 30 percent of our courses in-person to help reduce the number of in-person attendees.
- **Communal Spaces**
 - Shared spaces such as dining halls, game rooms, exercise rooms, and student lounges will be closed for the fall semester.
- **Food Service**
 - Food service will not be available for the fall semester. Students who reside in campus housing will have the use of a kitchen in the suite, which will contain a sink, microwave oven, stove/oven and full sized refrigerator. A micro-market will be located in O'Connell Hall in the student lounge. Items will be available for purchase by students in this area.
- **Ventilation**
 - Campus ventilation systems are set for code required fresh air circulation. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- **Water Systems**
 - Drinking fountains are cleaned and disinfected daily by facilities staff. Fountains are potentially high risk devices and the College has touchless bottle filling stations which

are located throughout the campus for use. Students are encouraged to bring their own water bottles to campus.

Maintaining Healthy Operations

FM has implemented several strategies to maintain healthy campus operations.

- **Protections for Students at Higher Risk for Severe Illness from COVID-19**
 - Students who are at high risk for severe illness, once self-identified, will be strongly encouraged by academic advisors to take online or remote learning course work for the fall semester to limit their exposure to Covid-19.
 - Consistent with applicable law, policies are in place to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions, in compliance with applicable federal and state privacy and confidentiality laws.

- **Regulatory Awareness**
 - FM is aware of state and/or local regulatory agency policies related to group gatherings to determine if events can be held. No external events will be held on the campus once classes begin on September 2, 2020.

- **Gatherings**
 - Student Activities will host virtual group events, gatherings, or meetings, and will promote social distancing of at least 6 feet between people if small in-person events are held.
 - Intercollegiate sports and intramurals will not be held in any form in the fall semester. This will reduce the risk of transmission of COVID-19 to players, families, coaches, and communities.
 - FM will limit any nonessential visitors, volunteers, and activities involving external groups or organizations - especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).

- **Telework and Virtual Meetings**
 - In-person meetings will be replaced with video- or tele-conference calls whenever possible.
 - FM will provide student support services virtually, as feasible. If an in-person meeting is needed between a college employee and a student, arrangements will be made for the meeting to take place in an area that has sufficient social distancing.
 - FM will utilize flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between people.

- **Travel and Transit**
 - Non-essential travel for students will be limited in accordance with state and local regulations and guidance.
 - Students who use public transportation will be encouraged to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or

riding by car either alone or with household members). With a limited number of students coming to campus (30%), social distancing practices will be followed and in place utilizing Gloversville Transit and Brown Transportation.

- Students who use public transportation or ride sharing are encouraged to follow CDC guidance on how to protect yourself when using transportation.

Designated COVID-19 Point of Contact

The Director of Public Safety is designated as the Administrator responsible for responding to COVID-19 concerns. All FM students should know who this person is and how to contact him.

Chief Mark Pierce, Director of Public Safety at FM or his public safety designee. Public Safety can be reached by calling 518-620-1760.

Communication Systems

- Consistent with applicable law and privacy policies, having students report to FM if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below), and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).
- Notifying faculty, staff, students, families, and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Preparing for When Someone Gets Sick

FM has implemented several strategies to prepare for when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Sick students should not return to in-person classes or the FM campus until they have met CDC’s criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
 - Students must not come to campus if they are sick, and should immediately notify the Department of Public Safety at 518-620-1760 if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Students who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick.
 - The Department of Public Safety has established procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If the College is calling an ambulance or bringing someone to the hospital, they will first try to call first to alert them that the person may have COVID-19.

- **Clean and Disinfect**
 - All areas on campus that were used by a sick person will be temporarily closed off and will not be used again until after cleaning and disinfecting. After disinfection wait at least 24 hours before using the affected area again.

- **Notify Health Officials and Close Contacts**
 - In accordance with applicable federal, state and local laws and regulations, FM will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations.
 - We will do our best to inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

- **Campus Closure**
 - In the event the campus must close down due to a COVID-19 outbreak, all classes will transition to remote and/or online learning.
 - Effective after the November Thanksgiving break, Monday, November 30, 2020 all in-person classes will transition to remote and/or online learning.