Fulton-Montgomery Community College
Re-Opening Plan
Revised August 5, 2020
Fulton-Montgomery Community College
Restarting On-Campus Operations

The following documents Fulton-Montgomery Community College (FMCC) planning efforts to restart on-campus operations in the wake of NY on PAUSE and the COVID-19 pandemic.

1. Restarting On-Campus Operations

a. Campus Planning Task Force

FMCC has established five workgroups under the campus Leadership Team. Each workgroup is chaired by a member of FMCC’s Leadership Team. The Leadership Team meets 1-2 times weekly to review progress. The Acting President participates in local Region Control Room calls and coordinates with two sponsor county public health departments. The Acting President also coordinates with the two local hospitals nearest the campus. The workgroups and membership are described below.

Campus Leadership Team
- Greg Truckenmiller, Acting President
- Diana Putman, Acting Provost and Vice President for Academic Affairs
- Jane Kelley, Vice President for Student Affairs
- Gregg Wilbur, Vice President for Administration and Finance
- Lesley Lanzi, Chief Advancement Officer

Workgroup 1: Infrastructure
- Gregg Wilbur, Vice President for Administration and Finance (Chair)
- Jason Rauch, Director of Human Resources
- Mark Pierce, Director of Public Safety
- Josh Fleming, Director of Facilities
- Sean Lemiszki, Assistant Director of Facilities
- Bill Bonner, IT Infrastructure Administrator

Workgroup 2: Instruction
- Diana Putman, Acting Provost and Vice President for Academic Affairs (Chair)
- Jackie Snyder, Associate Dean for Academic Affairs
- Denise Passero, IT Systems/Applications Coordinator
- Marty Waffle, Technology Division Chair and Professor
- Charlene Dybas, Assistant Professor
- Mark Swain, Assistant Professor

Workgroup 3: Student Services
- Jane Kelley, Vice President for Student Affairs (Chair)
- Laura LaPorte, Associate Dean for Admission and Student Recruitment
- Jean Karutis, Associate Dean for Retention and Student Success
- Rebecca Cozzocrea, Coordinator of Financial Aid
- Mary-Jo Ferraulo-Davis, Director of Advisement, Counseling and Testing
- Arlene Spencer, Director of International Student Programs and ESL
- Mary Donohue, Director of the Evans Library
Workgroup 4: Back Office Operations
- Gregg Wilbur, Vice President for Administration and Finance (Chair)
- Lesley Lanzi, Chief Advancement Officer
- Jason Rauch, Director of Human Resources
- Chasity Hulsaver, Bursar
- Scott Collins, Registrar

Workgroup 5: Residence Life
- Jane Kelley, Vice President for Student Affairs (Chair)
- Laura LaPorte, Associate Dean for Admission and Student Recruitment
- Nicoy Pusey, Director of Residence Life
- Mark Pierce, Director of Public Safety
- Sean Lemiszki, Assistant Director of Facilities

b. Academic Program Planning

It is our intention to deliver the majority of our courses remotely, either asynchronously or live. The exceptions, such as certain hands-on courses or clinical experiences will be scheduled with social distancing and modified classroom layout, including use of face masks; make-up procedure in place for students who are ill; and procedures in place for academic and student support online. We are asking all faculty to plan their course for remote learning even if a face-to-face course is scheduled. Accordingly, we are asking the faculty members to modify their course syllabus to describe how the course will function remotely and to incorporate success strategies for remote learning. Academic advising will remain in its current remote format.

The instructional formats we plan to employ are below.
1. Online (100% Web-based). Course content will be delivered through the internet (Blackboard) with no scheduled in-person or on-line lectures.
2. Remote Courses via Online. Course content will be delivered online (Blackboard). In addition to online requirements, some course lectures may be provided live (synchronous) in Blackboard using Microsoft Teams during regularly scheduled class times. Check your FM schedule and course syllabus for days and times. Sessions in this format will also be recorded and posted to Blackboard for flexible student access and for students who cannot attend a "live" Teams session.
3. In-person: Select applied (hands-on) course, laboratories, and physical education courses will be held on campus. Social distancing measures will be in place as guided by our state and local officials. See your FM schedule for classroom and lab locations. Most physical education courses will be held remote. The following PED courses will be held outdoors all sections: PED111, 114, 116, 126. Students will meet at the FM clock tower in the center of the quad during the regularly scheduled class times.

To find what classes will be delivered on-line, remote, or in-person (on campus), please refer to the FM fall 2020 web schedule at http://cs.fmcc.edu/index.asp?sem=202009. A note indicating the course delivery method has been placed in a column to the right of each course. Students who need to make schedule changes based on this information can
ii. Classroom Population Density

For those classrooms that will be utilized, CDC guidelines will be followed.
- Space seating/desks at least 6 feet apart. In rooms with fixed seating, the Facilities Team is taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.

iii. Instructional Lab Protocols

For those lab spaces that will be utilized, we are following the same protocols with seating at least 6 feet apart. We will utilize two adjoining labs to accommodate spreading students out that would have normally been in one lab. The labs we use for the trades are large enough spaces to allow for individuals to be 6 feet apart. We are also considering rotating small groups of students through lab-based instruction during regularly scheduled lecture times as needed.

c. Restarting On-Campus Operations

i. Residence Halls

The student housing that is adjacent to the campus is owned and operated by FM’s Auxiliary Corporation consists of three buildings. Fulton and Montgomery Halls are suite style rooms accommodating four students per suite. Each suite has a large living/dining room, two bedrooms, a kitchen, and a bathroom. Raider Hall also features a four-student suite. It provides students with the option of selecting a single room or a double room. Two single rooms and one double room per suite. There is a large living room and a bathroom within the suite.

The plan for fall 2020 is to take Raider Hall offline. Fulton and Montgomery Halls will house only two students per bedroom. Occupancy in the two halls will be up to 144 beds. Raider Hall will be available to use as quarantine space if needed. If students are placed in quarantine, they will be placed in a room by themselves with a private bathroom. There are 108 bedrooms in Raider Hall, which leaves quarantine capacity at 75% of anticipated occupancy of Fulton and Montgomery Halls. The college will work with the Fulton County Department of Health in the event of quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

Residence Life professional and student staff will be required to complete additional fall training related to public health concerns, social distancing requirements, and how to use and access personal protective equipment. The college is developing a student move-in plan that aligns with social distancing guidelines that will include staggered move-in days and policies on limiting numbers of people helping move. Lounges and other common areas will be closed to students and protocols will be in place to maintain social distancing in hallways and common spaces. Protocols for emergency evacuations are being modified to accommodate social distancing. Students will be required to bring and use face coverings for use where social distancing is difficult.
ii. 14-day isolation period for on-campus international students and students coming from out-of-state

For international students or students coming to attend college at Fulton-Montgomery Community College from the list of states and territories identified under the Governor’s travel advisory list, (https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states) these students will be required to complete the online health form as required by New York State (https://forms.ny.gov/x3/Welcome-to-New-York-State-Traveler-Health-Form). This health form will need to be completed online but the traveler must take a screen shot of the last page and submit a copy to the campus. Copies will be submitted to Jane Kelley, Vice President for Student Affairs (jane.kelley@fmcc.suny.edu). Any student who fails to complete this form will not be permitted to move in to campus housing.

Quarantine Space

We reserved Raider Hall as a quarantine space for residential students who must be quarantined due to confirmed or suspected COVID-19, direct exposure to COVID-19, international students or domestic students who are attending FM from restricted states, which require a 14-day self-quarantine. Per the interim guidance for quarantine restrictions, NYSDOH, 6/24, this satisfies that the individual must not be in public or otherwise leave the quarters identified as suitable for their quarantine.

Quarantined students will each occupy their own suite with a private bathroom in Raider Hall. This satisfies the interim guidance for quarantine restrictions, NYSDOH, 6/24 regarding the individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Under these conditions, Raider Hall could accommodate a maximum of 72 students. Once students complete the 14-day self-quarantine period, the occupied space will be thoroughly cleaned and disinfected. While quarantined, residential students will be provided with a microwave and refrigerator, food, Interim guidance for quarantine restrictions, NYSDOH, 6/24 which states that food must be delivered to a person’s quarters, support, wellness checks, laundry and trash services, which, per the interim guidance for quarantine restrictions, NYSDOH, 6/24, states that garbage must be bagged and placed outside the suite for routine pick up. The cost of providing such services will be incurred by the Fulmont College Association (FCA), the college’s auxiliary corporation. The length of the quarantine period and conditions for return to campus activities will follow CDC and New York State guidelines.

Move-In and Occupancy

Students who have not traveled outside of the United States or to one of the designated states experiencing surges in COVID-19 cases will return to campus on August 30, 31 or September 1 utilizing a staggered move-in schedule. These students will move into Fulton Hall and Montgomery Hall only. Students who fall under the criteria of quarantine will also move in on August 30, 31, or September 1, 2020 but will do so in a controlled environment in Raider Hall.

Specific move-in instructions will be communicated to all residential students. Because most classes will be taught remotely, the Director of International Students (for international students) and the Director of Advising, Counseling, and Testing (for out-of-state students) will review academic schedules to ensure that affected students do not have a need to come to the physical campus for in-person or hybrid classes. Instead, these students will remain quarantined for 14 days and upon a successful outcome to the quarantine period, will then be reintegrated into their assigned suite in
Fulton Hall or Montgomery Hall.

Upon arrival to campus, all affected students will be tested for COVID-19 by the Fulton County Department of Health and provided instruction on quarantine requirements. International and out-of-state students will be tested again by the Fulton County Department of Health at the end of the 14-day quarantine period and will then move into permanent on-campus housing on September 12, 13, or 14th 2020 respectively.

Nearby medical facilities, Nathan Littauer Hospital and St. Mary’s Hospital, along with the Fulton County Department of Health, will be notified if a student begins to experience more than mild symptoms and may require medical assistance. A system for temperature and symptom monitoring will be implemented, working with the Fulton County Department of Health, to provide assessment in-place for the quarantined students and may require medical assistance.

**International and out-of-state students support services**

International and out-of-state students will be responsible for their own transportation to FM. Upon arrival, affected students will be tested by the Fulton County Health Department for COVID-19. FM will not offer food services for the fall semester. Students who will reside in Fulton Hall and Montgomery Hall will be responsible for purchasing and preparing meals within each suite. Raider Hall does not have kitchens, so during this quarantine period, food will be delivered daily to each room. Food will be dropped off in boxes at each suite by the Director of Residence Life and/or Resident Assistants daily. This will provide a daily check-in with the students in quarantine. Students will order meals one day in advance and will have a choice of meals that meet dietary restrictions and preference.

Virtual events will be planned by the Coordinator of Student Activities, Residence Life Director and the Director of International Students.

The following services will be provided to students during the quarantine period as well:
- Wi-Fi service to each suite
- Daily check-in via social media with Director of International Students, Residence life staff via (Zoom, Microsoft Teams)
- Attending Virtual Orientation through providing links
- Welcome basket with snacks and refreshments.
- Access to mental health counseling services through our partnership with St. Mary’s Behavior Health.
- Allowing quarantined students to participate in activities that might include social distancing walks, or other appropriate outside activities.

**iii. Dining Services**

Our Auxiliary Corporation recently ended the contractual relationship with the vendor providing dining services on campus. At this time, we anticipate keeping our on-campus dining and catering services closed. The Auxiliary Corporation is restoring stoves to the kitchens of the two residence halls that are planned for use in the fall. Students will not have a meal plan option at this time but the students will have the ability to prepare their own meals in their suites.
iv. **Personal Protective Equipment**

Requesting and ordering Personal Protective Equipment will follow our centralized purchasing procedures. Requests are made through department supervisors and acquired through our Facilities department. The Facilities Department will distribute PPE to the requesting departments as the currently deliver supplies and other campus deliveries. The college’s foundation has purchased masks to be distributed to all staff members. Disposable masks will be available for students or staff members who forget to bring a face covering to campus.

v. **Screening, Testing and Tracing**

As a predominantly non-residential institution, the college does not intend to test students, faculty and staff upon reopening. The risk is assumed to be similar to those of local businesses. Students will be asked to complete an online health screening survey on a periodic basis.

Staff members will complete an online health screening survey asking about
- 1. COVID-19 symptoms in past 14 days
- 2. positive COVID-19 test in past 14 days
- 3. close proximate contact with confirmed or suspected COVID-19 case in past 14 days.

Assessment responses will be reviewed every day and documented by the Department of Public Safety.

An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangement for health assessment and testing.

The Public Safety Office will immediately notify the state and local health departments of confirmed positive cases.

The Fulton and Montgomery County Departments of Public Health take the lead on any testing or contact tracing. Montgomery County is the point of contact for any cases that present on campus, while Fulton County has jurisdiction over the student housing adjacent to campus. If a student residing in the adjacent housing requires quarantine, that has been planned for as described in the Residence Halls section.

vi. **Custodial Services**

The college custodial staff has remained on campus throughout NY on PAUSE. During this time, the staff worked on sanitizing the campus and instituting new protocols and procedures in anticipation of reopening. Existing hand sanitizer stations have been replaced with alcohol-based sanitizer. Additional sanitizer stations will be added at each entrance. The staff will clean high touch surfaces at least twice a day. The college is taking a “whole community” approach to cleaning podiums, desks, and keyboards and other shared equipment. Cleaning supplies will be provided in each space for this purpose. A cleaning checklist has been posted at each space to help track cleaning after use.

vii. **Student Health Services**

The college does not have a student health service. Protocols are in place with the local health department and hospital emergency rooms, the college has shared emergency response plans that
d. Campus and Local Communities
   i. Vision for “Town and Gown” interactions.

The campus will not host in-person events that are open to the public during the fall 2020 semester. Co-curricular gatherings and meetings of student organizations will occur only with appropriate social distancing (at least 36 sq. ft. of space per participant) and will require participants to wear masks. There will be no plays, musical performances, speakers, concerts or art exhibits with in-person audiences. Instead, we will encourage virtual events.

Campus events that cannot be done virtually or within applicable federal, state and local social distancing guidelines will be postponed from the fall semester to a future semester when guidance permits these types of events.

The college will limit on-campus events to spaces that provide adequate social distancing of at least six feet. The capacity of those venues will be decreased in accordance with local public health department guidelines. Seating diagrams will be adjusted to stagger chairs and not have people sit behind one another. The size of aisles will be increased to give more space between rows and fixed seats in venues will be blocked off to ensure proper social distancing. Our Facilities Team has already posted visible signage placed throughout the venues discouraging handshaking, and encouraging washing hands and following social distancing guidelines. Designated meeting spaces are adapted to accommodate virtual meetings. Contact lists/sign-in sheets for each event will be required to track attendance.

We will discourage non-essential visitors from accessing campus to enter buildings and meet with or interact with students, faculty and staff. Instead, we will encourage individuals to arrange virtual visits and appointments to transact business whenever possible. Those who must make in-person visits (e.g., to make deliveries, admissions tours) will be required to wear masks and practice social distancing.

ii. Transportation, Mail and General Delivery Services.
The Public Safety Office is working in conjunction with the Facilities Team on parking lot protocols as well as establishing protocols for walking through campus to minimize or eliminate potential compromising of social distancing. The college relies on public transportation for commuter students. All campus-owned vehicles will be equipped with disinfectant wipes. The college already uses departmental drop-box for mail receipt to reduce personal interaction. A pick-up schedule for mail at the centralized mailroom will be in place to reduce personal interaction. Delivery personnel will be provided with PPE for package delivery rounds.
2. Tracing and Monitoring after Re-opening

As discussed in the previous section, as a commuter campus, the risks are assumed to be similar to those of local businesses. The college does not intend to have their own tracing program, rather the college will continue the existing partnership with both the Fulton and Montgomery Public Health Departments. This partnership provides for reporting on campus to funnel to the Montgomery County Director of Public Health, who coordinates the tracing and monitoring activities. For those students residing in adjacent housing, the Fulton County Director of Public Health takes the lead.

The monitoring program described in restarting operations will continue for students and staff.

3. Communications and Outreach Plan

Communications plans are being developed for students and for faculty and staff.

The student communication plan utilizes the campus website, social media, texting, email and traditional mail. The plan covers the following:

- How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
- When/how long to stay home from class/other activities if they are sick. This should include details on how this will affect grading policies.
- What students should do if exposure is suspected and what will happen if a student tests positive.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to campus for the fall semester, including any new procedures.
- What will happen if there is a case or an outbreak on campus.
- How a campus closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures students in vulnerable populations should take and/or what additional options they have in terms of remote learning.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How the campus will be cleaned/disinfected and what is the responsibility of student vs. institution?
- Which visitors to campus and to adjacent student housing are allowed and under what conditions.

Similarly, a communications plan is being developed for faculty and staff that includes the following:

- How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
- When/how long to stay home from work if they are sick.
- What an employee should do if exposure is suspected and what will happen if an employee tests positive.
- What to do if an employee suspects someone else may be sick.
- When and how employees will be permitted to return to work, including any new procedures, and details on who is permitted to work from home and under what circumstances.
- What will happen if there is a case or an outbreak on campus.
- How a campus closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures employees in vulnerable populations should take and/or what
additional options they have such as work from home.

- The new social distancing/PPE protocols on campus and how a failure to follow these protocols will be handled.
- How workspaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution?
- Whether there are any travel restrictions in place.
- What their options are if their child’s school/daycare closes but campus is still open such as work from home.

4. **Resources Required for Reopening**

   Aside from keeping state aid whole and sparing us from cuts from the Division of Budget, the college could use additional financial support to acquire PPE, plexiglass barriers, hand sanitizer, and additional cleaning supplies.

5. **Time Required for Restarting On-Campus Operations**

   The anticipated timeframe for the college to return to on-campus operations is approximately two months. The college has begun acquiring necessary PPE, alcohol-based hand sanitizer and cleaning solutions, and physical barriers. Installation of new barriers, changing room configurations, traffic patterns and finalizing protocols are underway, but take time. Lead times on items that need to be ordered is a factor, as is limited human resources.
Appendix A CHECKLIST for Restarting On-Campus Operations

1. Repopulation of the Campus
   ✓ Capacity to maintain social distancing.
   Fulton-Montgomery Community College (FMCC) plans to transition employees who have been working remotely since March 16 back to campus August 1. Individual departments are developing plans for employees to continue working remotely, where appropriate. Workspaces are being separated with at least 6 feet of space between them. Other employees are being moved from open areas to private offices. Reception areas are being configured with physical barriers to enforce social distancing. Faculty members will be encouraged to work remotely unless they have a need to be on campus. Signage will be utilized to encourage travel patterns through corridors that encourage social distancing and one-way foot traffic where possible. Employees who do come to campus will be expected to limit their in-person interactions with others. Gathering socially in break rooms, lobbies, kitchens and other employees’ offices is discouraged.

   ✓ PPE.
   Requesting and ordering Personal Protective Equipment will follow our centralized purchasing procedures. Requests are made through department supervisors and acquired through our Facilities department. The Facilities Department will distribute PPE to the requesting departments as the currently deliver supplies and other campus deliveries. The college’s foundation has purchased masks to be distributed to all staff members. Disposable masks will be available for students or staff members who forget to bring a face covering to campus. The wearing of face masks will be required in buildings when moving from place to place or when social distancing is not possible.

   ✓ Screening and testing.
   As a predominantly non-residential institution, the college does not intend to test students, faculty and staff upon reopening. The risk is assumed to be similar to those of local businesses. Students will be asked to complete an online health screening survey on a periodic basis.

   Staff members will complete an online health screening survey asking about
   1. COVID-19 symptoms in past 14 days
   2. positive COVID-19 test in past 14 days
   3. close proximate contact with confirmed or suspected COVID-19 case in past 14 days.

   Assessment responses will be reviewed every day and documented by the Department of Public Safety.

   An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangement for health assessment and testing.

   The Public Safety Office will Immediately notify the state and local health departments of confirmed positive cases.

   The Fulton and Montgomery County Departments of Public Health take the lead on any testing or contact tracing. Montgomery County is the point of contact for any cases that present on campus, while Fulton County has jurisdiction over the student housing adjacent to campus.
The quarantine plan for students living in campus-adjacent student housing is to take one of the halls (Raider Hall) offline. If students are placed in quarantine, they will be placed in a room by themselves with a private bathroom. There are 108 bedrooms in Raider Hall, which leaves quarantine capacity at 75% of anticipated occupancy of Fulton and Montgomery Halls. The college will work with the Fulton County Department of Health in the event of quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

- **Residential living:**

  The student housing that is adjacent to the campus is owned and operated by FM’s Auxiliary Corporation consists of three buildings. Fulton and Montgomery Halls are suite style rooms accommodating four students per suite. Each suite has a large living/dining room, two bedrooms, a kitchen, and a bathroom. Raider Hall also features a four-student suite. It provides students with the option of selecting a single room or a double room. Two single rooms and one double room per suite. There is a large living room and a bathroom within the suite.

  The plan for fall 2020 is to take Raider Hall offline. Fulton and Montgomery Halls will house only two students per bedroom. Occupancy in the two halls will be up to 144 beds. Raider Hall will be available to use as quarantine space if needed. If students are placed in quarantine, they will be placed in a room by themselves with a private bathroom. There are 108 bedrooms in Raider Hall, which leaves quarantine capacity at 75% of anticipated occupancy of Fulton and Montgomery Halls. The college will work with the Fulton County Department of Health in the event of quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

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  Hallways and common areas will follow an enhanced cleaning protocol. Off-campus visitors will not be allowed to visit the residents.

**14-day isolation period for on-campus international students and students coming from out-of-state**

For international students or students coming to attend college at Fulton-Montgomery Community College from the list of states and territories identified under the Governor’s travel advisory list, (https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states) these students will be required to complete the online health form as required by New York State
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- Allowing quarantined students to participate in activities that might include social distancing walks, or other appropriate outside activities

**Operational activity**

It is our intention to deliver the majority (approximately 70%) of our courses remotely, either asynchronously or live. The exceptions, such as certain hands-on courses or clinical experiences will be scheduled with social distancing and modified classroom layout, including use of face masks; alternative procedures in place for students who are ill or who are uncomfortable coming to campus; and procedures in place for academic and student support online. We are asking all faculty to plan their course for remote learning even if a face-to-face course is scheduled. Accordingly, we are asking the faculty members to modify their course syllabus to describe how the course will function remotely and to incorporate success strategies for remote learning. Academic advising will remain in its current remote format. We will provide an advisor available by appointment when needed.
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2. **Remote Courses via Online.** Course content will be delivered online (Blackboard). In addition to online requirements, some course lectures may be provided live (synchronous) in Blackboard using Microsoft Teams during regularly scheduled class times. Check your FM schedule and course syllabus for days and times. Sessions in this format will also be recorded and posted to Blackboard for flexible student access and for students who cannot attend a "live" Teams session.

3. **In-person:** Select applied (hands-on) course, laboratories, and physical education courses will be held on campus. Social distancing measures will be in place as guided by our state and local officials. See your FM schedule for classroom and lab locations. Most physical education courses will be held remote. The following PED courses will be held outdoors all sections: PED111, 114, 116, 126. Students will meet at the FM clock tower in the center of the quad during the regularly scheduled class times.

To find what classes will be delivered on-line, remote, or in-person (on campus), please refer to the FM fall 2020 web schedule at http://cs.fmcc.edu/index.asp?sem=202009. A note indicating the course delivery method has been placed in a column to the right of each course. Students who need to make schedule changes based on this information can be speak to an academic advisor by contacting the Student Development Center at 518-736-FMCC ext 8410

**Classroom Population Density**

For those classrooms that will be utilized, CDC guidelines will be followed.

- Space seating/desks at least 6 feet apart. In rooms with fixed seating, the Facilities Team is taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- We will be employing A/B scheduling for those courses on campus to further keep the density low

**Instructional Lab Protocols**

For those lab spaces that will be utilized, we are following the same protocols with seating at least 6 feet apart. We will utilize two adjoining labs to accommodate spreading students out that would have normally been in one lab. The labs we use for the trades are large enough spaces to allow for individuals to be 6 feet apart. We will employ A/B scheduling and we are also considering rotating small groups of students through lab-based instruction during regularly scheduled lecture times as needed.

_restart operations:_

While the majority of FMCC’s employees have been working remotely, the facilities have remained operational. The college custodial staff has
remained on campus throughout NY on PAUSE. During this time, the staff worked on sanitizing the campus and instituting new protocols and procedures in anticipation of reopening

✓ **Extracurricular activities including intramurals and student performances:**
The campus will not host in-person events that are open to the public during the fall 2020 semester. Co-curricular gatherings and meetings of student organizations will occur only with appropriate social distancing (at least 36 sq. ft. of space per participant) and will require participants to wear masks. There will be no plays, musical performances, speakers, concerts or art exhibits with in-person audiences. Instead, we will encourage virtual events.

Campus events that cannot be done virtually or within applicable public health social distancing guidelines will be postponed from the fall semester to a future semester when guidance permits these types of events.

The college will limit on-campus events to spaces that provide adequate social distancing of at least six feet. The capacity of those venues will be decreased in accordance with local public health department guidelines. Seating diagrams will be adjusted to stagger chairs and not have people sit behind one another. The size of aisles will be increased to give more space between rows and fixed seats in venues will be blocked off to ensure proper social distancing. Our Facilities Team has already posted visible signage placed throughout the venues discouraging handshaking, and encouraging washing hands and following social distancing guidelines. Designated meeting spaces are adapted to accommodate virtual meetings. Contact lists/sign-in sheets for each event will be required to track attendance.

We will discourage non-essential visitors from accessing campus to enter buildings and meet with or interact with students, faculty and staff. Instead, we will encourage individuals to arrange virtual visits and appointments to transact business whenever possible. Those who must make in-person visits (e.g., to make deliveries, admissions tours) will be required to wear masks and practice social distancing.

✓ **Vulnerable Populations:**
Faculty members with on-campus sections are being required to prepare alternative assignments for students who belong to a vulnerable population or who do not feel safe to return to campus at the current time. Students will not be penalized for not coming to campus for either of those conditions.

✓ **Hygiene, cleaning and disinfection:**
Existing hand sanitizer stations have been replaced with alcohol-based sanitizer. Additional sanitizer stations will be added at each entrance. The staff will clean high touch surfaces at least twice a day. The college is taking a “whole community” approach to cleaning podiums, desks, and keyboards and other shared equipment. Cleaning supplies will be provided in each space for this purpose. A cleaning checklist has been posted at each space to help track cleaning after use.

2. **Monitoring:**
✓ **Testing responsibility.**
As a predominantly non-residential institution, the college does not intend to test students, faculty and staff. The risk is assumed to be similar to those of local businesses. An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangement for health assessment and
Testing.

**Testing frequency and protocols:**
FMCC is not testing.

**Early warning signs:**
FMCC will work closely with the Montgomery and Fulton County Departments of Public Health to monitor infection and hospitalization rates and follow the guidance of the Director’s of Public Health.

**Tracing:**
The Fulton and Montgomery County Departments of Public Health take the lead on any contact tracing. Montgomery County is the point of contact for any cases that present on campus, while Fulton County has jurisdiction over the student housing adjacent to campus. If a student residing in the adjacent housing requires quarantine, that has been planned for as described in the Residence Halls section.

**Screening:**
Students will be asked to complete an online health screening survey on a periodic basis. On a daily basis, staff members will complete an online health screening survey asking about
1. COVID-19 symptoms in past 14 days
2. positive COVID-19 test in past 14 days
3. close proximate contact with confirmed or suspected COVID-19 case in past 14 days.
Assessment responses will be reviewed every day and documented by the Department of Public Safety.

The Public Safety Office will Immediately notify the state and local health departments of confirmed positive cases.

3. **Containment:**
   - **Isolation:**
     An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangement for health assessment and testing.
   - **Quarantine:**
     If students living in campus-adjacent housing are placed in quarantine, they will be placed in a room by themselves with a private bathroom. There are 108 bedrooms in Raider Hall, which leaves quarantine capacity at 75% of anticipated occupancy of Fulton and Montgomery Halls. The college will work with the Fulton County Department of Health in the event of quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine. Students will have access to alternative academic assignments and remote student supports, including counseling services.
   - **Students confirmed or suspected to have COVID-19:**
     Students living in campus-adjacent housing who is suspected or confirmed to have COVID-19 will be asked to return home. If that is not possible, the students will be placed in quarantine as described above.
   - **Hygiene, cleaning and disinfection:**
     Campus facilities staff will utilize CDC guidelines to sanitize the campus and have instituted new protocols and procedures. Existing hand sanitizer
stations have been replaced with alcohol-based sanitizer. Additional sanitizer stations will be added at each entrance. The staff will clean high touch surfaces at least twice a day. The college is taking a “whole community” approach to cleaning podiums, desks, and keyboards and other shared equipment. Cleaning supplies will be provided in each space for this purpose. A cleaning checklist has been posted at each space to help track cleaning after use.

✓ Communication:
The student communication plan utilizes the campus website, social media, texting, email and traditional mail. The plan covers the following

- How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
- When/how long to stay home from class/other activities if they are sick. This should include details on how this will affect grading policies.
- What students should do if exposure is suspected and what will happen if a student tests positive.
- What to do if they suspect someone else may be sick.
- When and how they will be permitted to return to campus for the fall semester, including any new procedures.
- What will happen if there is a case or an outbreak on campus.
- How a campus closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures students in vulnerable populations should take and/or what additional options they have in terms of remote learning.
- What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
- How the campus will be cleaned/disinfected and what is the responsibility of student vs. institution?
- Which visitors to campus and to adjacent student housing are allowed and under what conditions.

Similarly, a communications plan is being developed for faculty and staff that includes the following:

- How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
- When/how long to stay home from work if they are sick.
- What an employee should do if exposure is suspected and what will happen if an employee tests positive.
- What to do if an employee suspects someone else may be sick.
- When and how employees will be permitted to return to work, including any new procedures, and details on who is permitted to work from home and under what circumstances.
- What will happen if there is a case or an outbreak on campus.
- How a campus closure will be handled, including what the criteria for deciding to close campus will be.
- What additional measures employees in vulnerable populations should take and/or what additional options they have such as work from home.
- The new social distancing/PPE protocols on campus and how a failure to follow these protocols will be handled.
- How workspaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution?
- Whether there are any travel restrictions in place.
• What their options are if their child’s school/daycare closes but campus is still open such as work from home.

4. Return to remote operations (“Shutdown”):
   ✅ Operational Activity: Similar to the transition the College undertook in March, the campus would transition all services to remote operation. The Campus Facilities Team would continue the operation of the physical plant. Public Safety staff would also remain on campus as essential staff members. Information Technology staff members would come to campus as needed. Faculty members would be able to access specialized equipment as necessary to continue instruction.
   ✅ Move-out:
   If the campus transitioned back to remote operations. Students living in campus-adjacent housing would be asked to return home if possible. If not possible, students will be disbursed to single occupancy suites if possible. Move out will be conducted as quickly as possible with a staggered schedule to reduce density and allow for social distancing.
   ✅ Communication:
   The communication plan utilizes the campus website, social media, texting, email and traditional mail as well as the local media.