Fulton-Montgomery Community College
Re-Opening Plan
Revised August 31, 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 speak to an academic advisor by contacting the Student Development Center at 518-736-FMCC ext. 8140.

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. 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. In late August, due to diminishing occupancy numbers and housing cancellations, the corporation leadership, in consultation with Workgroup 5 made the decision not to open the residence halls for the fall 2020 semester. The corporation will decide on whether to open for the spring semester by November 15, 2020.

The auxiliary corporation will continue to work with the Fulton County Department of Health in the event of community-based quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

ii. Move-In and Occupancy

The campus-adjacent residence halls are closed for the fall semester. A decision on whether or not to open the residence halls for the spring semester will be made by the auxiliary corporation leadership, in consultation with Workgroup 5, by November 15, 2020.

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.
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 notify the state and local health departments immediately 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.

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 delineate responsibilities and provide for a mutual communications flow when positive cases are detected on campus. The college has a coordinated plan to communicate with the campus community when a positive case has been identified. Educational video resources are currently being assembled
to make available to students and staff. The college contracts with St. Mary’s Hospital in Amsterdam for mental health counseling services. Those services are available via telehealth and have been in place since the college closed in mid-March.

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, Plexiglas 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 (updated 8/31/2020)

1. Repopulation of the Campus
   ✓ Capacity to maintain social distancing.

   Fulton-Montgomery Community College (FMCC) transitioned employees who had been working remotely since March 16 back to campus August 3. Individual departments are developing plans for employees to continue working remotely, where appropriate. Workspaces were separated with at least 6 feet of space between them. Other employees moved from open areas to private offices. Reception areas were 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 notify the state and local health departments immediately 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. Fulton County has jurisdiction over the student housing adjacent to campus, however, no students will reside in campus housing for the fall semester with a determination for the spring semester to be made by November 15, 2020.

The college will work with the Fulton County Department of Health in the event of community-based quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

Per Governor Cuomo’s guidance shared on Thursday, August 27, 2020, in the event that 5 percent of the campus population tests positive for COVID-19 or 100 campus members test positive, whichever is less, the college will be required to move to 100 percent remote learning for a period of two weeks. The college campus will be placed on “pause” for campus activities for this 14-day period.

- **Residential living:**
  The student housing that is adjacent to the campus is owned and operated by FM’s auxiliary corporation. In late August, due to diminishing occupancy numbers and housing cancellations, the corporation leadership, in consultation with Workgroup 5 made the decision not to open the residence halls for the fall 2020 semester. The corporation will decide on whether to open for the spring semester by November 15, 2020.

  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.

- **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.

  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 online 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 speak to an academic advisor by contacting the Student Development Center at 518-736-FMCC ext. 8140.

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. 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 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 Directors’ 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.

✔ **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 notify the state and local health departments immediately 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:**
   The residence halls will not be open to students in the fall 2020 semester. A decision to re-open the residence halls for the spring semester will be made on November 15, 2020. The auxiliary corporation will work with the Fulton County Department of Health in the event of community-based quarantine. Protocols were developed with FC DOH for the delivery of food, medicine, minimizing exposure, and testing and return from quarantine.

   ✔ **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.

Per Governor Cuomo’s guidance shared on Thursday, August 27, 2020, in the event that 5 percent of the campus population tests positive for COVID-19 or 100 campus members test positive, whichever is less, the college will be required to move to 100 percent remote learning for a period of two weeks. The college campus will be placed on “pause” for campus activities for this 14-day period.

✓ **Move-out:**
The residence halls owned and operated by the auxiliary corporation will not be open to students in the fall 2020 semester.

✓ **Communication:**
The communication plan utilizes the campus website, social media, texting, email and traditional mail as well as the local media.