Fulton-Montgomery Community College
Re-Opening Plan
Revised October 1, 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 Ferraiulo-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 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 be 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.

Effective October 1, 2020
Message and Policy Statement from SUNY Chancellor James Malatros.
COVID-19 Related Uniform Sanctions

Student Violations In accordance with the authority vested in me as Chancellor of The State University of New York (“SUNY” or “University”) and the COVID-19 public health directives issued by the Governor and the New York State Department of Health relating to the re-opening of SUNY campuses, and after consultation with your campuses, I am instituting this comprehensive emergency directive to address violations of COVID-19 safety protocols occurring at SUNY’s State-operated campuses and community colleges.

This emergency directive, which implements a COVID-19 sanctioning policy, is intentionally narrowly tailored to the current public health emergency, and seeks to create uniformity of sanction to help SUNY balance the need to protect public health of students, faculty, staff, and community members, with students’ rights to remain within the educational environment. This directive does not supersede the definitions of violations of COVID-19 requirements, where defined by a campus within their Code of Conduct or other policy, but assigns standardized sanctions for such violations, dependent upon gravity and intentionality. All students maintain the due process rights guaranteed to them by the federal and New York State Constitutions, New York State law, SUNY regulations, and University-wide and campus policies.

Students are strongly encouraged to follow the reasonable requirements of wearing masks/coverings, socially distancing, avoiding crowds, presenting for COVID-19 testing, filling out daily digital health forms before arrival on campus, reporting positive test results, and following all directives of campus, local, and State health officials.

The Secretary of the U.S. Department of Health and Human Services (HHS) declared a public health emergency on January 31, 2020 in response to the novel coronavirus, COVID-19. New York State Governor Andrew M. Cuomo declared a state of emergency on March 7, 2020, and shortly thereafter SUNY colleges and universities began to shift to remote learning for the remainder of the Spring 2020 semester. For the Fall 2020 semester, pursuant to New York State Department of Health Guidance issued on June 28, 2020, SUNY colleges and universities have reopened on-campus class instruction and activities in a limited fashion with mandatory COVID-19 specific protocols to maintain the health and safety of faculty, staff, and
students.

Unlike most policy violations that impact just the accused or a small group of people, a violation of mandatory COVID-19 safety protocols can have a wide application and the impact upon direct, secondary, tertiary, and other infected parties can result in their illness, injury, and/or death. Further, violations of mandatory COVID-19 protocols can aid in the spread of the virus, which can result in the partial or complete closure of a campus, loss of academic opportunity, and significant economic damage on and off campus. This is an unprecedented time in the history of The State University of New York. To effectuate a fair and consistent approach to policy violations by students at its State-operated and community colleges, SUNY establishes this COVID-19 sanctioning policy for all State-operated and community college campuses.

**Due Process Prior to Conduct and Interim Actions:** By virtue of attending a public higher education institution, SUNY students receive due process before imposition of a sanction or reduction of access to the University, with the process concomitant to the gravity of the potential deprivation. This policy does not modify or reduce access to Constitutional due process, but simply sets standard sanctions for violations, consistent with due process. Sanctions shall be applied following a process dictated by the institution’s Code of Conduct, including, but not limited to, any appeals process it incorporates. Consistent with SUNY policy, the standard of evidence shall be preponderance of the evidence. Students are presumed not responsible until the institution makes a finding based upon the evidence. Furthermore, a campus has the authority to consider a student’s financial and other exigent circumstances in resolving a violation. Institutions may use interim suspension or other interim action for students who commit a COVID-19-related violation during the pendency of the investigation and adjudication process as may be provided by its Code of Conduct.

Each institution shall determine whether students can participate in their coursework remotely during the investigative and adjudicative process. Due to the continuing health threat presented by a student under investigation enrolling in another institution without such institution’s knowledge, during the pendency of such an investigation and adjudication, if allowed under the institution’s Code of Conduct, a hold shall be placed on a student’s transcript and release thereof. Amnesty and Good Samaritan policies and principles that are already in campus policy to encourage disclosure of violations of federal, State, or local law or campus policy or participation in an investigation or adjudication of such a violation may be expanded to apply those principles to potential violations of the provisions of this policy.

This policy shall apply only during the emergency response to the COVID-19 pandemic, and shall end upon order of the Chancellor. This policy shall not be precedential for any time outside of this emergency. Generally, and as it relates to this policy, students shall retain all rights to expression as protected under the First Amendment. This policy shall apply equally to all students, regardless of membership in a protected class. This policy shall take effect at 8:00 a.m. on October 1, 2020, unless implemented earlier by a campus President. Presidents or their designees shall send students no less than two electronic mail messages using the address on file to notify students of this policy and link to the policy language. Institutions are encouraged to also use traditional and social media to inform students and community members of the policy. Multiple findings of responsibility may result in graduated levels of sanction, up to and including permanent dismissal. Additionally, findings of violations during periods when a campus is partially or completely closed (or on pause), under the standards established by the New York State Department of Health and SUNY Chancellor, may result in elevated levels of sanction. All sanctions established in this policy serve as the minimum, and campuses have discretion to enact higher sanctions where merited. A finding of responsibility and applied sanction of dismissal or suspension shall, consistent with SUNY policy, leave the respondent ineligible for refund of tuition, room, board, or fees, and the
student will be responsible for all amounts owed.

The violations are listed below:

I(A) - COVID-Positive Intentional Violations: For students who know that they have tested positive for COVID-19, from one or more positive tests, or students who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and then intentionally expose other students by any means—including, but not limited to, visiting with the COVID-19 positive tested person in an enclosed area or inviting that person to the student’s room, apartment or other enclosed space, sharing food or other personal items, or hosting a gathering of any size—the available sanctions shall be permanent dismissal or suspension from academic access (including distance learning) and housing for no less than one calendar year. For SUNY campuses that maintain a hospital or public-facing health care facility, suspended or dismissed students shall, consistent with campus policy, remain eligible to enter the campus for health care purposes. A student dismissed or suspended from a SUNY campus for a positive intentional violation shall be ineligible for admission to any other SUNY State-operated or community college during the pendency of their sanction.

I(B) - Failure to Self-Isolate: For students who have been directed by the institution or the State or local Department of Health to self-isolate (because they have tested positive for COVID-19) on or off campus, and then engage in any conduct that would violate such isolation order—including, but not limited to, intentionally leaving isolation, exposing other individuals, including students (whether in isolation or not) by visiting with them in an enclosed area, by inviting them to the student’s room, apartment or other enclosed space, by sharing food or other personal items, or by hosting a gathering of any size—the available sanctions shall be permanent dismissal or suspension from academic access and housing for no less than one calendar year. A student dismissed or suspended from a SUNY campus for a failure to self-isolate violation shall be ineligible for admission to any other SUNY institution during the pendency of their sanction. Failure to follow the directions of State or local health departments or the provisions of Executive Orders (including but not limited to New York State on Pause) may also result in fines, criminal prosecution, or referral to relevant government agencies.

I(C) - Failure to Quarantine: For students who have been directed by the institution or the State or local Department of Health to complete a quarantine period (mandatory or 4 precautionary), on or off campus, and then engage in any conduct that would violate such quarantine order, the available sanctions shall include a suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution. For non-residential students who fail to quarantine, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions detailed above. Failure to follow the directions of State or local health departments may also result in fines, criminal prosecution, and referral to relevant government agencies.

II(A) - Prohibited On Campus Gathering (Hosts): For students who host an on campus gathering of any size, whether indoor or outdoor, that violates or exceeds campus housing policy and/or the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension of at least one year, or permanent dismissal from the institution. For covered gatherings, all individuals who are on the housing contract/lease (or a member of their family is on the lease), pay rent, or live at the location or otherwise assisted in organizing the event
shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting, or advertising the event.

II(B)- Prohibited On Campus Gathering (Attendee): For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that violates or exceeds campus housing policy and/or the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution. For non-residential students, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions detailed above.

III(A)- Prohibited Off Campus Gathering (Hosts): Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to continued functioning of each campus. For students who host an off campus gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from live attendance at the institution of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), a suspension of at least one year, or permanent dismissal from the institution. For nonresidential students, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions detailed above. For covered gatherings, all individuals who are on the lease (or a member of their family is on the lease), pay rent, or live at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting or advertising the event.

III(B)- Prohibited Off Campus Gathering (Attendee): Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to the continued functioning of each campus. For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing (for students who live on campus) with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), for residential or non-residential students a suspension from live attendance with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and housing suspension, or permanent dismissal from the institution.

IV- Face Mask and Social Distancing Requirements: For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.

V- Contact Tracing: For students who repeatedly fail to comply, whether intentionally or unintentionally (unless it can be shown that the student was genuinely not reached by contact tracers through no failure
on their part), with COVID-19 contact tracing efforts conducted by the institution or the State or local Department of Health, the available sanctions shall include a suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.

**VI- Failure to Comply with Campus Health Protocols:** For students who fail to attend at least two scheduled appointments, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution’s published protocol, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings with the exception of access required to obtain health care services pursuant to campus policy. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and the affected student may revive full access by obtaining a diagnostic or surveillance test or by submitting negative results of a diagnostic or surveillance test, as applicable. The institution shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline. For students who fail to submit their daily health screening via the institution’s supplied portal for at least three consecutive days, without sufficient excuse, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are not disciplinary in nature, and the affected student may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

**VII- Student Athletes:** For student athletes, in addition to the other provisions of this policy, a finding of responsibility for any violation detailed above in Sections I, II, and/or III, or repeated violations of other provisions above, may also include, at a minimum, a loss of the privilege of competing in intercollegiate athletics at the institution in the current academic year or longer, temporary or permanent removal of leadership roles, and loss of scholarship (where applicable). For student athletes found responsible for any violation detailed above in Sections I(A), I(B), I(C), the consequences may also include permanent loss of the privilege of competing in intercollegiate athletics at the institution, temporary or permanent removal of leadership roles, and loss of scholarship (where applicable). Such consequences may also impact NCAA, NCJAA, or other conference or association eligibility (pursuant to applicable rules).

**VIII- Student Organizations:** Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, athletic, or of any other nature, that have one or more members who know that they have tested positive for COVID-19, from one or more positive tests, or members who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and are found to have hosted a gathering of any size, indoor or outdoor, on campus or off campus, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include de-
registration or de-recognition and a report to a national organizing body (if applicable) or may also include permanent ineligibility for recognition or registration. Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, or of any other nature, that are found to have hosted a gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a de-registration or de-recognition, a report to a national organizing body, organizational suspension of at least one year, or permanent ineligibility for recognition or registration. Student members of an organization found to have engaged in conduct described in either paragraph of this Section, who themselves individually organized or participated in such a gathering shall, in addition to the sanctions described above, be subject to loss of their membership and/or officer status (where applicable) in an organization found to have so violated.

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Questions on interpretation of this policy shall be directed to campus counsel. The SUNY Student Conduct Institute is directed to continue to provide technical assistance upon request to SUNY State-operated and community colleges, in coordination with campus counsel, and consistent with this directive, which may include webinars or additional written guidance.