



# FALL 2020 PLAN

FOR RESTARTING ON-CAMPUS ACTIVITIES AND OPERATIONS



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1908

# SUNY MORRISVILLE

**RESTARTING ON-CAMPUS ACTIVITIES AND OPERATIONS** (Revised 6 July 2020)**1. REPOPULATION OF THE CAMPUS**

SUNY Morrisville will offer a **compressed schedule for Fall 2020**, with **classes resuming on Aug. 24** and **all in-person instruction completed before November Break (Nov. 25)**. Any additional instruction or final work required after November Break will be completed through distance means, preventing the need for any return to campus to complete the semester.

**Residential move-in days** will be staggered over the week prior to classes beginning. Move-in dates will be Monday through Friday, Aug. 17-23, with a maximum of 200 students per day. Students will be required to submit symptom questionnaire for review by Health Services 14 days prior to move-in date. Upon arrival to campus, all students will have symptom screening and have temperature taken by Health Services staff.

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**V CAPACITY TO MAINTAIN SOCIAL DISTANCING.**

The college will require that all students, employees and guests coming to campus or any of its facilities or events successfully complete a **self-monitoring COVID-19 exposure risk screening checklist for each day** they are present, in addition to **using a proper face covering or mask (PPE)**, as a prerequisite for engaging in institutional activities. Campus services, instruction, business transactions, personnel assistance and other engagement cannot proceed without such compliance.

The college will communicate with all audiences, including visitors, before their arrival on campus about the expectations to complete screenings and use PPE, using its website, email and other messaging. Signage will be placed throughout campus, especially at service desks and at office and classroom doors, as a reminder. Frontline staff will ask visitors if they have completed a self-monitoring screening successfully (or will otherwise provide the brief self-screening to the visitors) before they are permitted to proceed with their business.

All instructional spaces have been audited for revised capacity, **not to exceed 50%** of standard limits. Student work spaces will be placed **at least six feet apart**. A coordination of effort between Facilities Services and the Office of the Registrar is ensuring that courses are assigned to appropriate instructional spaces capable of accommodating socially-distanced student numbers. To **reduce face-to-face (F2F) classes**, faculty have provided input on working remotely or moving F2F to hybrid.

Scheduling for courses in a F2F format will be prioritized as follows:

- Courses containing activities required for **accredited programs**
- **Laboratory activities** that cannot be effectively transitioned to an online format
- Recitation or discussion sections for high-enrollment classes and/or that primarily serve first-year students. These sections allow for faculty to assist students in translating complex content into critical understanding and lead to greater retention.

This prioritized system will also allow for flexible block scheduling and use of facilities.

All classes will be taught in **flex modality**, maximizing the ability to maintain social distancing and provide necessary accommodations. Students will have alternate access to instruction:

- **synchronous** remote learners in real-time through video streaming;

- **asynchronous** remote learners who access materials, recorded lectures, and respond at a later time;
- or **F2F learners socially distanced**, with masks, in the classroom.

If needed, students can be designated to attend “live” or online on a rotating basis to control density.

Laboratory courses will be offered fully F2F in laboratory spaces that have been adjusted for density.

For each academic building entrances and exits, signage and hand sanitizer stations will encourage good hygiene and proper social distancing practices.

**Student Health Services. Waiting room modifications:** Couches replaced with chairs, chairs spaced with 6-foot separation. Markers placed on floor at 6-foot intervals along with flow arrows. Masks will be worn by every student entering building and masks will be available at entrance.

**Health services appointments:** Walk-in service not available; all students must call first. Masks will be worn by every student while in the building. All appointments will be staggered. Nurse visits will be placed on provider schedule to minimize number of students in building at same time. Morning schedule will be prioritized for non-sick visits. A satellite office will be created in the designated quarantine and isolation building for sick visits.

If student is calling for non-sick visit, administrative assistant will ask screening questions and schedule appointment. If “yes” to any screening questions, call will be transferred to Health Services staff.

If a student contacts Health Services for sick visit, call will be transferred to Health Services staff, staff will interview student, ask screening questions, schedule appointment, and start visit note to minimize time in exam room. Student informed to pack essential bag for 14 days. Student to utilize satellite office whenever possible. COVID testing on symptomatic student will be performed by Health Services staff and will be processed by an off-campus laboratory facility. Student will be placed in quarantine/isolation housing. Health Services will utilize telehealth for daily checks on quarantine/isolation students in coordination with local health department. Contact tracing will be performed by local health department, with support from campus.

Surge capacity - if significant numbers of sick students on campus, non-sick visits will be suspended. Phone triage and telehealth visits will be utilized as much as possible for Health Services.

**Counseling services appointments:** Utilize tele-mental health as much as possible. Walk-in service not available; all students must call first. Masks will be worn by every student while in building. All appointments staggered.

Plans for in-person appointments - if student is calling for initial appointment, administrative assistant will ask screening questions and schedule appointment. If “yes” to any screening questions, call will be transferred to Health Services staff (follow health services appointments flow). Students scheduled for recurring in-office appointments will be contacted by counselor, ideally day before or day of appointment, and asked screening questions. If “yes” to any screening questions, call will be transferred to Health Services staff and appointment will be rescheduled. Counseling Services may struggle to handle increased demand for services due to current high utilization and limited resources.

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✓ PPE.

**A welcome letter** will be sent to all students/families outlining the process for daily self-screening, accessing Health or Counseling Services on campus (no walk-in appointments), and quarantine/isolation. All students will be

urged to bring masks/face coverings, hand sanitizer, disinfecting products, and personal thermometer with them to campus. Alternatively, the college will provide a single, refillable personal hand sanitizer bottle and 2-3 cloth masks per student.

**Reusable, washable face coverings** have been ordered to accommodate 2-3 per employee and per student and will be distributed as each returns to campus. Single-use surgical masks will be available to other guests visiting campus. Higher-rated PPE will be made available to employees and students working in areas requiring additional protection, such as health care. Hand sanitizer use/refill stations will be located near main entrances of all academic buildings, with 2 oz refillable bottles distributed to each employee and student for personal use.

**Employees** are required to wear face coverings when in all public spaces and spaces used by multiple people except where doing so would inhibit or otherwise impair the employee's health. Employees who are unable to wear face coverings due to a medical or other health condition should consult with Human Resource Services to discuss reasonable accommodations (e.g., a clear face shield).

**Students** are required to wear face coverings when in all public spaces and spaces used by multiple people except where doing so would inhibit or otherwise impair the student's health. Students who are unable to wear face coverings due to a medical or other health condition should consult with the Health Services staff to discuss reasonable accommodations (e.g., a clear face shield).

**Failure to comply** may result in actions to include, but not limited, as follow:

**For student** may be subject to law enforcement intervention, civil fines and referral to the Dean of Students Office for disciplinary enforcement of the code of conduct, housing license or amendments, where sanctions up to and including residence hall expulsion or college expulsion are possible.

**For employees**, it may result in referral to Human Resource Services for review and resolution in accordance with their collective bargaining agreement, including disciplinary action or termination.

**For visitors**, leases, revocable permit holders and contractors, it may result in removal of authorization to be on campus property and/or termination of the applicable lease/permit/contract.

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#### ✓ SCREENING AND TESTING.

**Pre-arrival screen:** All individuals will submit screening questionnaire 14 days before return to campus/move-in date. Student questionnaires are reviewed by health services and students are approved to arrive to campus.

**Arrival screen:** All residential students will be asked screening questions by health services staff and have temperature taken upon arrival. Any positive screen will go directly to quarantine/isolation at home/on campus.

**Testing:** Health Services plans to collect testing specimens on campus on symptomatic students. The specimens will be sent to a reference lab off campus. There is currently no plan to test all students as a screening measure. There is currently no plan for point-of-care testing. Additionally, with the Governor's recent expansion of testing availability to all residents of New York, the college will work with area officials and providers to develop a process to accommodate voluntary student and employee testing.

**Offer voluntary testing to students.** *Pros:* catches non-symptomatic but infectious individuals and gives health professionals the best baseline from which to monitor any future disease spread. *Cons:* could result in false negatives, testing is expensive and personnel-intensive and may instill a false sense of security, increasing risky

behaviors. Batch testing may be an effective approach to decrease cost and labor. The campus will continue ongoing discussion with Upstate Medical University to provide voluntary testing options.

The college will require daily completion of a self-monitoring checklist for all employees and students. Any “Yes” responses would prohibit individuals from reporting to work/class, and instead have them quarantine at home and coordinate further evaluation – including testing – with health care professionals, local health department and appropriate health centers. Tracing will be performed by the local health department, with support from campus.

**Ongoing monitoring:** Dependent on daily self-monitoring and self-reporting continuing throughout the semester. Students and employees will conduct a self-questionnaire based on CDC list of symptoms and notify campus if answer is “yes” to any question. The college will prompt the campus community to use a daily self-checklist through texts, social media or other strategies to encourage consistent adherence (e.g. Remind app). If an individual answers “Yes” to any question and their healthcare provider (primary care provider, urgent care, Student Health Center) suspects COVID-19, they must enter a precautionary quarantine/isolation and undergo a COVID-19 test. If the test is negative they may return to normal activities. If a test is positive, they must remain in isolation until cleared by a health provider or public health authority.

Positive tests will result in contact tracing measures. Individuals are most infectious on day 1 of symptoms but may spread the infection two days before the onset of symptoms. The Student Health Center has developed example scenarios to educate and guide this process.

The college also is investigating potential for wastewater stream testing, to better understand potential infection and presence in the campus population.

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#### √ RESIDENTIAL LIVING.

Residence Life has proposed an occupancy plan allowing for four people per toilet (reduced density per bathroom) to accommodate 1,190 residents. Distribution is as follows:

Building	# of Residents
Cayuga	120
East	52
Fountain View	48
Mohawk	128
Oneida	110
Onondaga	100
South	0
West	208
Commons I	196
Commons II	228
<b>Total Occupancy</b>	<b>1,190</b>

All options reserve South Hall as a quarantine and isolation location, with accommodations for up to 110 (about 10 percent of the entire residential population).

Students with medical conditions requiring alternate accommodations will be provided arrangements according to their needs, and specific residence facilities have been set aside for this purpose.

Students will be expected to wear face coverings when in hallways and other common areas of residence halls, with the exception of their own living spaces (bedrooms).

**Enhanced cleaning** is in effect for residence halls, as detailed in the “Custodial Services” section below. Residents will also be expected to use college-provided disinfecting supplies to disinfect their own living spaces and high-touch surfaces, including bathroom facilities, as necessitated by their own use between scheduled cleanings by Custodial Services staff.

Cleaning and disinfecting of residence halls will be done during the hours of 6 a.m. and 8 a.m. to reduce contact with students. Procedures to clean and disinfect “High Traffic Areas” such as:

- Bathrooms/Showers
- Lobbies
- Hallways
- Lounges
- Elevators
- Hallways and common spaces
- Doorknobs and handrails

Bathrooms will be the focus and will be disinfected twice per day (6 a.m. and 1 p.m.) and disinfecting materials will be left in these spaces for student use during the day. Students will be responsible to clean and disinfect their own space and remove garbage as needed.

**Only approved residents** are able to be in their own residence hall. Visitors/guests are prohibited under any circumstances. Students may not have another person in their bedrooms. This includes students from other residence halls. Students may not grant access to anyone to any hall but themselves.

Students may not take part in or host social gatherings on or off campus. This includes hanging out in lounges or common areas or attending off campus parties.

**Students found in violation** of the code of conduct, housing license or amendments listed above may be subject to law enforcement intervention, civil fines and the enforcement of the student code of conduct, where sanctions up to and including residence hall expulsion or college expulsion are possible.

#### **Dining Services.**

**Training.** Prior to opening, all food service employees not already certified will be trained in ServSafe (from the National Restaurant Association), a comprehensive training and testing program designed to teach all aspects of food safety and maintaining well-organized and clean facilities. Continuing communications will be essential part of training protocols for employees.

**PPE.** Dining Services will provide face masks for all employees, who will be required to wear them at all times when in public. Hand-washing stations are present along with sanitizing and disinfecting products. Hand sanitizer will be provided at all entrances and throughout higher-traffic areas of the dining facilities. Plexiglass shields will be installed in all cashier areas and gloves will be provided.

**Lowering Density.** Density will be lowered by removing tables and chairs, providing sufficient space for social distancing. Entrances and exits will be clearly labeled, and alternative exits will also be used. In all dining centers on campus students will self-swipe their ID's after verifying their picture with the cashier. Use of arrows and distancing lines on floors will be in place as well as stanchion signage where stanchions are used. Stanchions will be utilized to assist with the flow of traffic. Posters and signs will clearly state customer procedures and protocols including requiring customers to wear face masks in all dining operations until seated. Staff at the entrances to the dining facilities will also help control flow and direction to maintain this lowered density. Customers will be required to follow all directional signs, not to move or relocate tables and seating.

**Cleaning.** There will be an increase in all dining facilities cleaning and disinfecting of frequently touched surfaces throughout all hours of operation. Table tents will be placed on sanitized tables to let customers know the table is ready for them to utilize. There will be an increased number of displays of Covid-19 and how to stop the spread.

**Meal Plans and Dining.** Our all-you-care-to-eat dining facility will eliminate all self-serve stations and only provide staffed areas. All stations have proper sneeze guards in place and staff will be properly protected wearing masks and gloves. Portion – control condiments and sauces will be made available at each staffed area. All on campus dining locations will provide pre-packaged napkin and silverware packets and disposable paper products. At our all-you-care-to-eat location we will allow reservations to be made online at peak times. We are also implementing an on-line ordering system for other dining locations to minimize interaction and payment with customers. Our restaurant will only operate at 50% capacity with ample disinfecting and sanitizing after each customer leaves.

**Custodial Services.** Enhanced cleaning and disinfection is in accordance with New York State Department of Health regulations, CDC recommendations and guidance available from safety and industry associations. Routine cleaning of occupied areas includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products meeting required criteria. Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Particular focus will be paid to the Children's Center and areas of higher traffic such as: STUAC student center, Health Center, Seneca Dining Hall and any academic spaces in use. These higher use areas receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.

Building occupants should use disinfectant wipes or spray provided by Physical Plant to frequently disinfect high touch surfaces in their own work space or shared spaces such as:

- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Vending machine buttons
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment
- Laboratory spaces

Instructors and students should use college-provided disinfecting supplies provided to disinfect their own learning spaces and high-touch surfaces in the room before and after using the space:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Door knobs and handles



- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies.

Campus spaces will be cleaned and disinfected as follows prior to re-occupancy:

- Spaces in buildings that have remained partially occupied
  - As feasible, remove soft and porous materials in high traffic areas.
  - Conduct routine cleaning of all spaces to be reoccupied
  - Clean and disinfect all bathrooms
  - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
  - Clean and disinfect high touch surfaces in departments or common office areas occupied during PAUSE (e.g. breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.)
  - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied
- Buildings that have remained unoccupied for at least seven days with entrances and rooms/offices secured (other than an occasional brief entry)
  - As feasible, remove soft and porous materials in high traffic areas.
  - Conduct routine cleaning of all spaces to be reoccupied
  - Clean and disinfect all bathrooms
  - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
  - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection.

Personal Protective Equipment (PPE) and practices for routine enhanced cleaning and disinfection. Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products. A face mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces.

Cleaning and disinfection logs listing the date, time, location, scope of cleaning and name of person cleaning must be maintained.

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#### ✓ OPERATIONAL ACTIVITY.

Only employees whose work cannot be performed effectively remotely will return to campus first. Employees able to effectively continue remote work will continue to do so as long as possible. Employees wishing to return to campus will coordinate with supervisors to ensure proper screening, monitoring and distancing are enforced.

Residence Life and Athletics staff, as well as requisite support operations (dining, cleaning, health services, etc.) will return in early August. Any engineering controls (plexiglass barriers, signage, touchless technology) will be received in July to be installed before late August. Policies and authority for administrative controls (face covering requirements, self-monitoring reporting for employees and students, codes of conduct, etc.) are on schedule to be approved and implemented in early July.

Transportation services will be reduced from normal services. Academically-required and safety services will be available, as well as limited student life activities. Drivers and passengers will be required to wear face masks while on the vehicles. A passenger will be denied service if a face covering is not worn. Hand sanitizer will also be available on the vehicles. The vehicles will be cleaned/ sanitized regularly.

The campus mailroom receives and distributes student packages, while also receiving and processing staff and faculty mail. Students are required to make an appointment with the mailroom clerk to retrieve packages. When possible, the clerk brings packages to the building entrance to limit potential exposure. Mailroom staff utilize proper PPE and engage in regular disinfecting of the mailroom area. Transportation of faculty and staff mail across campus is handled by facilities staff, in coordination with the campus mailroom clerk. Larger packages for faculty and staff are brought to the receiving area within the facilities department by the shipping carriers.

The Facilities department will conduct normal delivery of mail and delivery of large items from central receiving. Facilities staff will disinfect the mail vehicle daily and wear a mask and gloves while handling and delivering mail.

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#### ✓ RESTART OPERATIONS.

All campus buildings have undergone deep cleaning since March 2020. Normal cleaning activities have been significantly enhanced, including a greater emphasis on cleaning and disinfecting high-touch surfaces/areas, such as bathrooms, elevators, stairwells, doors, hardware, handrails, light switches, etc. in all campus buildings and residence halls. Classroom furnishings will be cleaned during the day as often as possible, coordinated to accommodate classroom schedules.

In addition to cleaning done by Maintenance staff, before starting work and before leaving any room in which they have been working, faculty or staff will be required to wipe down all work areas with EPA-registered disinfectant wipes or other appropriate cleaning supplies provided by the college. This includes any shared-space furniture or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, etc.). EPA-registered disinfectant products will also be made available for resident students for use in their own rooms.

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#### ✓ EXTRACURRICULAR ACTIVITIES INCLUDING INTRAMURALS AND STUDENT PERFORMANCES.

Clear guidelines that students can understand and follow will be provided and strictly enforced. Students who violate these policies may be subject to law enforcement intervention, civil fines and referral to the Dean of Students Office for disciplinary enforcement of [the code of conduct, housing license or amendments](#), where sanctions up to and including residence hall expulsion or college expulsion are possible.

Non-essential gatherings of individuals of any size for any reason (e.g. programs, parties, dances, concerts, celebrations or other social events) are canceled or postponed at this time.

Individuals will limit outdoor recreational activities to non-contact and avoid activities where they come in close contact with other people.

Wellness education programming will be increased.

Orientation for Fall 2020 will be offered online only. Other large-scale events will also move online.

A mix of student programming will be offered F2F in ways that allow for small groups with social distancing, in online and remote formats, and outdoors using large spaces.

To reduce density and eliminate larger gatherings, campus programming will be hosted in a remote format as often as is sensible.

Student travel out of the state or to “hot spots” (as defined by the state) will be strongly discouraged; Students who travel to such locations must immediately self-quarantine for 14 days upon return, accompanied by screening to determine if testing is required. If traveling for a NCAA contest, student-athletes will follow NCAA guidance.

More specific rules on travel and competition will be developed for student athletes following guidance from the NCAA, our athletic conference, and the State.

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#### √ VULNERABLE POPULATIONS.

Vulnerable populations will be afforded alternative ways to report to work or participate in classes, through telecommuting or distance learning, as well as other on-campus accommodations arranged through Accessibility Services or through supervisors and Human Resources.

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#### √ HYGIENE, CLEANING AND DISINFECTION.

Please see the “Custodial Services” section above.

## 2. MONITORING

The college will require daily completion of a self-monitoring checklist for all employees and students. Any “Yes” responses would prohibit individuals from reporting to work/class, and instead have them quarantine at home and coordinate further evaluation – including testing – with health care professionals, local health department and appropriate health centers. Tracing will be performed by the local health department, with campus support.

**Ongoing monitoring:** Students and employees will conduct a self-questionnaire based on CDC list of symptoms and notify campus if answer is “Yes” to any question. Develop a plan to prompt campus to use a daily self-checklist through texts, social media or other strategies to encourage consistent adherence (e.g. Remind app). If an individual answers “Yes” to any question and their healthcare provider (primary care provider, urgent care, Student Health Center) suspects COVID-19, they will enter a precautionary quarantine and undergo a COVID-19 test. If the test is negative they may return to normal activities. If a test is positive, they will remain in isolation until cleared by a health provider or public health authority.

Positive tests will result in contact tracing measures. Individuals are most infectious on day 1 of symptoms but may spread the infection two days before the onset of symptoms. The Student Health Center has developed example scenarios to educate and guide this process.

If a student contacts Health Services for sick visit, call will be transferred to Health Services staff, staff will interview student, ask screening questions, schedule appointment, and start visit note to minimize time in exam room. Student informed to pack essential bag for 14 days. Student to utilize satellite office whenever possible.

COVID testing on symptomatic student will be performed by Health Services and will be processed by off-campus reference laboratory. Student will be placed in quarantine/isolation housing. Health Services will utilize telehealth for daily checks on quarantine/isolation students in coordination with local health department. Contact tracing will be performed by local Health Department, with assistance from campus.

**Testing:** Health Services plans to collect testing specimens on campus on symptomatic students. The specimens will be sent to a reference lab off campus. There is currently no plan to test all students as a screening measure. There is currently no plan for point-of-care testing.

**Additionally, with the Governor's recent expansion of testing availability to all residents of New York, the college will work with area officials and providers to develop a process to accommodate student and employee voluntary testing.**

The college also is investigating potential for wastewater stream testing, to better understand potential infection and presence in the campus population.

**Tracing:** The Madison County Health Department has affirmed it has sufficient capacity between its current 28 contact tracers, as well as those available through the state system, to accommodate any anticipated needs among the college's employee and student populations. The college will assist by providing information about class schedules and housing assignments, as needed.

Additionally, with the county and local private colleges (Colgate University and Cazenovia College), SUNY Morrisville is exploring contact tracing apps that might be adopted at low or no cost.

### **3. CONTAINMENT PLANS SHOULD ADDRESS RESPONSE TO POSITIVE OR SUSPECTED CASES AS WELL AS PREVENTATIVE POLICIES AND PRACTICES, INCLUDING:**

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#### **V QUARANTINE AND ISOLATION.**

COVID testing on symptomatic students will be collected by Health Services and processed by off-campus reference laboratory. Student will be placed in quarantine/isolation housing (currently designated as South Hall, left vacant for this purpose).

If the test is negative they may return to normal activities. If a test is positive, they must remain in isolation (designated within South Hall as well) until cleared by a health provider or public health authority.

Health Services will utilize telehealth for daily checks on quarantine/isolation students in coordination with local health department.

Dining Services and Custodial Services will respectively coordinate meal delivery and cleaning supplies/waste removal for the quarantine/isolation facility.

Student Affairs and other campus programmers will provide remote programming and digital socializing to ensure mental health, in conjunction with Counseling Services.

Contact tracing will be performed by Madison County Health Department, with assistance from campus.

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**√ HYGIENE, CLEANING AND DISINFECTION.**

See “Custodial Services” above.

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**√ COMMUNICATION.**

Ensuring communication with the following agencies, groups and officials within the Norwich, Morrisville and Syracuse communities once re-opening plans are solidified, below are the main sources of our suggested outreach for the wider community (many which are already being implemented):

- County health departments
- Campus newsletters (Syracuse and EOC) and Morrisville Insider
- County Chamber offices
- Campus social media pages-FB, IG
- Campus websites
- Local news outlets
- Communication with active workforce development liaisons
- Communication with public officials
- Morrisville village newsletter
- Foundation boards

It would be helpful if the community, especially for the Morrisville campus, could view us as linked to our community, instead of separate, as we have encountered issues with residents in the past. This is a situation that would need more finesse. The Morrisville campus faces different challenges as most students at the Norwich Campus and EOC live in the communities and are not considered separate because they live on campus.

#### 4. RETURN TO REMOTE OPERATIONS (“SHUTDOWN”)

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**√ OPERATIONAL ACTIVITY.**

Similar to March 2020, the college will coordinate with Madison County Health Department, the Regional Control Room, SUNY System and other state and federal government entities to determine best practices, protocol changes, and operational shifts including potential shutdowns. This includes evaluation of local health officials and providers to effectively maintain treatment and care capacity.

Remote operations are now designed into all possible functions of the college, and faculty are planning for courses to adjust to online or remote delivery as necessary. If and when a ramp-down or an evacuation of the campus is required, college personnel will first work to safely send students home (with exceptions noted above), remove themselves to telecommuting and leave only essential personnel to tend to duties mandating campus presence (animal care, minimal facility operation, etc.).

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**√ MOVE-OUT.**

The college will encourage all residential students to limit items brought to campus for the months of August-November, with minimal “extras” to reduce any subsequent return to campus to move out belongings. Additional boxes and bags will be provided.

A contingency plan for emergency contracting of busses is in process with area providers to expedite travel, particularly to Albany, Syracuse and New York City for students without vehicles. The plan includes immediate access to financial resources; staffing to prepare tickets, process purchases, identify bus monitors and manage the overall process.

After students depart, Residence Life staff will close the buildings, going room-to-room to ensure all electronics and appliances have been removed or are not plugged in, ensure that trash has been removed, etc. Room damages will be assessed as appropriate. Card access will be switched to “vacation access” and only students having authorization will be allowed to stay.

The College will offer emergency housing for international students and those with housing insecurity, as well as those who meet other hardship criteria, similar to March 2020. Students approved to remain on campus will be moved immediately to single rooms with single baths. Meals and health care needs will be provided.

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**✓ COMMUNICATION: DEVELOP PLANS TO COMMUNICATE INTERNALLY AND EXTERNALLY THROUGHOUT THE PROCESS.**

**Types of Communications:** general updates, policy changes, alerts, service offerings, news developments, public service announcements, public health education, FAQs and reassurances.

**Schedule of Communication:**

- Immediate Need/Ad Hoc – Email, Texting and College Website for quick dissemination of information and urgent updates
- Scheduled Updates – Email, College Website, Social Media and All-Campus Email Digest for general updates and longer-term announcements

**Method of Communication:**

**Website** – COVID-19 Outbreak Communications Homepage, COVID-19 Updates webpage, the homepage’s Urgent Banner, and utilizing the “Mo’Bot” live chat bot

**Email:**

- All Current Students (or potentially broken up by campus) via listserv; sent via Communications & Marketing or as an Alert
- All-Faculty and Staff sent via Communications & Marketing or as an Alert
- Applicants via Slate through Admissions
- Parents and Alumni through Advancement
- All-Campus Email Digest (currently distributed each Tuesday; to be increased to twice a week by mid-August)
- Specific Listservs created with the assistance of Technology Services, as needed

**Texting** (SignalVine) - Current Students or Applicants

**Social Media** - Twitter, Facebook, LinkedIn and Instagram; potentially YouTube, if needed

**Preparation:**

- Create point of contact for accessing communication methods

- Create Listservs and Signalvine groups for predicted use cases, to allow for fast deployment for various types of announcements. Ability to reach different student groups, and different campuses, based on County or Commuter/Housed students
- Update FAQs on Website – Ongoing basis
- Update responses through “Mo’Bot” live chat tool – Ongoing basis