

SUNY Potsdam Re-Start

June 23, 2020



SUNY Potsdam's main goal in resuming fall 2020 operations is to ensure the health and safety of students, faculty, and staff, and to ensure that we continue to provide the high-quality educational experience that SUNY Potsdam is known for, consistent with our Potsdam Pledge.

SUNY Potsdam's plan was developed in keeping with the New York Forward regulations and SUNY requirements, and in consultation with public health officials and community leaders.

The College will continue to update the plan according to the most up-to-date guidance and regulations.

Campus Planning Taskforce

Six workgroups were charged with developing plans for restarting campus operations: Academic Continuity; Student Success, Student Life, and Student Well-being; Faculty and Staff Well-being; Financial Well-being; Community Relations and Communication; and Technology. Each workgroup is led by a member of President's Council or Leadership Forum. Work group leaders meet weekly with President Esterberg, along with Director of Facilities Planning Andrew Martin and Director of Health Services Tracy Harcourt. Full membership lists can be found [online](#).

SUNY Potsdam's Emergency Response Resource Group (ERRG) remains activated. The ERRG completed an after-action review for wave one of the current public health crisis, providing critical feedback to inform fall planning and operations. The ERRG has assumed responsibility for ongoing briefings and coordination of campus responses and provides relevant updates.

Campus leadership and other relevant staff (including ERRG leaders and Director of Health Services) meet weekly with County Health officials, more frequently as needed. Through the Associated Colleges of St. Lawrence Valley (ACSLV), campus leadership coordinates plans with the other three campuses in our region and has established meetings with our regional Control Room, St. Lawrence Health Systems and Claxton Hepburn Hospital, and county leadership.

The campus workgroups were tasked with developing plans for restarting campus operations, considering three scenarios:

1. Opening in the fall for on-campus, in-person instruction with safety and social distancing measures in place, with a contingency plan to return to distance learning if a second wave of the virus emerges.
2. A hybrid instruction model, using a mix of in-person instruction and distance learning, with some social distancing measures still needed.
3. A phased opening—either beginning with distance learning and transitioning to in-person instruction—or delaying opening until it is safe to do so.

Academic Program Planning

Based on the core mission and values of the institution, and consistent with the guiding principles outlined by SUNY, the Academic Affairs Working Group adopted the following to guide its collective work:

- The health and safety of employees, students, and the community is our first priority.
- Transparency and communication are critical to its effectiveness in meeting our goals.
- The mission and values of our institution guide our decisions and priorities. These include a long history and legacy with educator preparation and the Crane School of Music, vibrant liberal arts, campus designation in the fine and performing arts, and the integration of applied learning within an inclusive community.
- A sense of community is valued within the educational experience, including the need to take care of and support each other.
- Our campus's reputation for quality and engaged instruction implies that continued professional development will be critical in ensuring quality educational experiences within all modes of instruction.
- Values related to equity, inclusion, and access should guide all decisions.
- Student learning outcomes should guide planning.

Although the preferred scenario for the campus would be to safely bring all students back for full face-to-face instruction, that scenario is unlikely. The campus is actively planning a mix of face-to-face, virtual, and hybrid experiences.

Classes are scheduled to begin on August 31, with students arriving on campus 7-10 days prior, based on plan approval. The academic calendar will be compressed so that fall break is cancelled and students will return home at Thanksgiving, at which point all remaining instruction and finals will be virtual.

Depending on the final county and state guidelines on testing, tracing, and isolation of residential students, the first two weeks of instruction may need to be fully virtual. All face-to-face courses will be recorded and available through Moodle for students who cannot return to campus because of health or other COVID-19 related concerns.

Faculty have been advised that regardless of final approval of fall plans, they should plan for 15 weeks of virtual instruction. In order to ensure quality instruction, professional development will be offered for faculty over the summer, including a focus on quality online pedagogy, ADA and accommodations, and the use of electronic course materials. Professional development will be jointly developed and coordinated by the Center for Creative Instruction, the Online Faculty Fellows, and the Library faculty. Faculty are also directed to resources provided through Open SUNY. To support course planning and development over the summer, the Provost's Cabinet is developing an Online Coach model, through which faculty will have access to a peer mentor.



1. REPOPULATION OF THE CAMPUS planning should include:

✓ **Capacity to maintain social distancing.** Phasing and quantity of student, faculty and staff repopulation factors such as ability to maintain social distancing in public spaces and residence halls, Personal Protective Equipment (PPE) availability and availability of safe transportation;

If the College is not able to bring all students back to campus, students will be brought back in priority order to adhere to the public health standards for testing and isolation. The following is the priority order for a full return of students to campus. Students who experience hardship will be considered in the first priority grouping.

Group 1 – All first-year students/students with hardships

Group 2 – Sophomore students

Group 3 – Remaining students in disciplines that rely on studio or labs (science, fine arts, dance, theatre, music)

Group 4 – All remaining students not included in the above groups

Priority for face-to-face courses in terms of scheduling classrooms and lab/studio space for instruction include first-year general education WAYS courses, science labs, fine arts labs, and performing arts/music studios. Additional face-to-face interaction could be incorporated into hybrid or flipped modalities such as splitting courses in half, through which faculty would meet with smaller cohorts of students on alternate days, as well as creative uses of alternative instruction including peer tutoring, recitations, and small group study.

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Performing arts, science labs, studio art, and seminar classes will have priority for hybrid/socially distanced face-to-face formats as the situation permits. Access to safe, disciplinary-appropriate, well-equipped and sufficiently large spaces for these classes will take priority in classroom scheduling. Where it is impossible to gather all students in a class into one space, access to streaming equipment will allow some to engage virtually. Regardless of format, preparation for these classes will need special care because of the challenges integral to instruction in the studio arts, lab sciences, music, theatre, and dance. We are in the process of formalizing logistics for distributing lab materials, musical equipment, and art supplies.

To the greatest extent possible, the College encourages a transition to virtual appointments across the campus including but not limited to advising, office hours, health and counseling appointments, group/individual tutoring, etc. Where possible, meetings will continue to be held virtually. The College Counseling Center will see both on and off-campus students virtually, with opportunities for in-person visits if appropriate. Student Health Services has implemented a tele-health platform in which students call in for appointments to be appropriately triaged by our nurse practitioners for need of an in-person visit.

Student Health Services will continue to offer “Converse with a Nurse,” a weekly virtual drop-in session for faculty, staff, and students to get updates on COVID-19 and ask any questions. A variety of wellness programming is planned.

Human Resources worked directly with President’s Council members to identify a prioritization list to determine when employees would be phased back to campus. A supervisor action checklist and staffing plan were also created (see Appendix A and B). Staffing plans will be approved by Human Resources and President’s Council representatives. SUNY Potsdam will continue to encourage telecommuting to the greatest extent possible.

A strategy for communicating the policy and guidelines to all employees, as well as appropriate signage across campus, high traffic areas, and offices has been developed, including restarting the “BEARS” campaign to promote the new social norms. Using the resources of SUNY Upstate public health specialists, a public health campaign for risk reduction strategies will be deployed for all students, residential and off campus.

A policy for the enforcement of social distancing, visual cues for social distancing and proper PPE usage was approved by President’s Council (See Appendix B). Employees will be required to complete an online training which will cover all policies and guidelines to ensure the safety of campus community members before returning to campus. Human Resources will track completion of training to ensure the employee is ready to return to campus. SUNY guidelines for daily screening will be implemented.

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Office space configurations were measured and assessed for safety. In high traffic areas such as the One Stop student service center, Physical Plant is installing barriers to ensure protection. Break rooms and common areas are also being analyzed to ensure social distancing can be maintained. Rooms will have proper signage to identify the number of individuals allowed at one time, reminders to socially distance, and visual cues indicating appropriate distance to be maintained from frontline desks. Where appropriate, signs will indicate one-way traffic. In addition, all elevators will have signage to ensure reduced elevator capacity and to maintain social distancing between individuals who are waiting.

✓ **PPE.** Plans should obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide re-usable facial coverings to students and will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls) ;

Face coverings will be required for all employees and students while on campus and outside of a residential hall room. The College will provide one face covering to each individual and training for the proper use will be provided. Environmental Health and Safety will develop drive through protocols to obtain face coverings.

For employees who need full PPE to appropriately and safely do their jobs (such as University Police and Student Health Services) they will have access to appropriate PPE consistent with CDC guidelines.

All employees and students will have access to hand sanitizer and disinfectant.

Given the availability of PPE and lack of financial resources, it will be imperative to have SUNY System Administration have support for centralizing and accessing supplies.

✓ **Screening and testing.** Plan should discuss how campus will screen and or test students and employees and what actions will be taken if students and employees test positive;

Based on the rapidly changing guidance from St. Lawrence County Public Health Department and Upstate Medical University, testing protocols are not finalized. However, below are some of the current options:

Before arrival (one of these options):

- Daily Electronic Screening Tool for 14 days prior to arrival to campus. Provide student training for use and at-risk students will be asked to have a diagnostic COVID-19 test and/or quarantine prior to arrival to campus.
- Social Distancing: Students will be asked to 'self-quarantine' 5-7 days prior to coming to campus. Those students who are symptomatic or at

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risk will report to SHS for a diagnostic (PCR) test and placed in quarantine until their results are back (1-3 days).

- Mailed Saliva test (PCR): each student will be mailed a saliva test and will mail that test back to Upstate (Syracuse) for processing. Students will be expected to self-quarantine for 5-7 day prior to administering themselves the saliva test (will receive video training) and take the test 2 days prior to coming to campus (Cost is ~\$25/student)

At Arrival: (one of these options)

- No testing upon arrival
- Test 'at-risk' students upon arrival according to their Daily Electronic Screening Tool.
- Student Health Services (SHS) completes testing for all students utilizing LabCorp as reference lab
- LabCorp Mass Testing

After Arrival: (one of these options)

- Students will continue with self-monitoring and call Student Health Services if they screen positive for direction.
- Diagnostic testing availability throughout the semester as per LabCorp communication.
- Pooled Sampling at intervals

✓ **Residential living:** Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place;

SUNY Potsdam's plan is to return to campus residential living while preserving room for students in need of quarantine or isolation. Students who live on campus in Fall 2020 will be housed in single and double accommodations. This approach will allow for approximately 1,400 students on campus.

All students who wish to live on campus should be able to be housed on campus. If this is not possible, housing preference will be aligned to the priority groupings under the academic continuity plan. To accommodate students with health or other concerns, we will adjust our housing exemption process to enable students to live at home while continuing their studies, if they so choose. Students may also request additional accommodations through the Medical Housing process.

The College is planning to extend the student move-in time frame from its existing three day process to seven days, staggered by student class year, hall and floor, so as to minimize density at any one hall or location and to allow for the proper

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screening/testing requirements. Face-to-face interactions between staff and students/guests will be limited as much as possible and proper PPE will be provided.

Prior to moving in, students will be required to review and sign a modified housing license, which will be reviewed in advance by SUNY Counsel. The modified license will be sent out in the upcoming weeks and will outline expectations related to COVID-19. Specifically, this will outline that students must wear facial coverings when not in their room; will outline restrictions on gatherings and activities, such as not having access to other residence halls; as well as expectations for social distancing.

In addition, all students (residential and non-residential) will receive information concerning behavioral expectations related to social distancing, self-isolation, quarantine, testing, and contact tracing. Each student will be asked to sign a statement acknowledging receipt of this information.

The enforcement of health-related behavioral expectations will be a stepped enforcement plan starting with a developmental discussion with students. Repeated or egregious violations will be handled through the student conduct system and may ultimately result in removal from residence halls, classrooms and/or the institution. Some expectations will be considered so vital (e.g. quarantine) that violations of these expectations will be addressed directly through the conduct system. All conduct hearings regardless of the scenario will be held virtually.

The College's auxiliary service provider, PACES, has been actively involved in the planning process. PACES will encourage take-out services and more grab-and-go options. Self-service stations will be removed from dining halls. PACES adheres to all public health guidelines for employee and food safety. Temperature checks will be conducted with all employees upon arrival to work. In addition, protective shields will be placed in eating areas and check out stations. Table seating will be reduced in all dining facilities by 50%; seats at tables will be reduced by an additional 50%, resulting in a 75% reduction in total available seating. Seating will be spaced 6 feet apart to allow for social distancing. Dining Services plays an integral part in quarantine/isolation procedures for students. To ensure a contact-less process, students undergoing quarantine or isolation will call in orders to be delivered outside of their residence hall door. Employees who deliver food will be required to wear proper PPE including masks, gloves, and eye protection.

✓ **Operational activity:** Identify how classes, shared spaces, and activities may be adapted or not in various phases of repopulation and operations (e.g. identify which classes will offer alternate approaches such as A/B schedules or remote instruction; use of shared spaces in residence halls);

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All classrooms and teaching spaces have been cataloged and maximum capacity for safe occupancy has been determined. The College has identified rooms that can accommodate 20 or more students within social distancing guidelines. These rooms are being prioritized to ensure seating, technology, and installation of any needed physical barriers (e.g., Plexiglass). Additional large capacity rooms not traditionally used for teaching have been identified and targeted for modifications.

The schedule of courses for the fall semester has been adjusted to allow more time in between classes that will be offered face-to-face.

The College has a strong foundation in applied learning and most experiences, including student teaching, will be dependent on the willingness and/or ability of the external agency or school to host students. The Director of Experiential Learning is working on alternative plans for students who may need to change their desired internships based on health and safety requirements, etc. This could include virtual internships, as appropriate for the students' academic requirements and needs of the partnering agency. SUNY Guidelines for Internships During Covid-19 (May 26 guidance) will be rigorously followed.

✓ **Restart operations:** Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed);

Classrooms taken offline for the fall semester will be cleaned, locked, and the last day of access will be posted on the door.

At this time, research is inconclusive about the distance and ventilation needed to be safe while singing or playing instruments with sounds made through the movement of air. Part of our concern lies in the limitations of Crane's aging HVAC system, which is scheduled to be improved as part of an approved project, however, the project has not been started due to state budgetary issues associated with Covid-19. This would impact the spacing needed to safely play or sing in the same room. Additionally, there are no windows that open in the Crane complex, further amplifying challenges with internal ventilation. Plans to mitigate these challenges are being developed.

The protocols provided by SUNY Research Foundation will be followed. Research lab spaces are currently being reviewed to determine what restrictions will be in place. Priority will be placed on federally funded research. It will be impossible to convene science laboratory classes in the normal ways. Science labs will be equipped with video streaming equipment and faculty will devise ways to ensure meaningful learning for all students. Specific challenges related to accreditation and licensure requirement will need to be addressed.

✓ **Extracurricular activities including intramurals and student performances:** Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration;

Regardless of the scenario, the majority of student activities for Fall 2020 will transition to online. Use of the virtual Soliya Connect program will help orient new students to the campus and create connections to the campus and their peers. In addition, many on-campus and third-party user events will not be taking place face-to-face through most of the Fall semester.

Event venues are being assessed to determine appropriate occupancy, furniture layouts, and staffing to promote social distancing. If events are allowed, they will be limited to SUNY Potsdam faculty, staff, and students. Attendance will be monitored for each event to provide a record for contact tracing if needed. Events will be largely limited to fixed-seating events where seating is pre-determined, appropriately separated, and not altered. Pending guidance, outdoor events with social distancing may be offered and athletic and student performance based events may take place with limited or no audiences.

Athletics will follow the guidelines articulated by the NCAA, as well as SUNYAC, NEWHL, and NEAC Conferences in addition to college, state, regional, and federal guidelines. The SUNYAC will split into two divisions in the sports of men's and women's soccer, and in the sport of women's volleyball for the 2020 athletic season. The SUNYAC will divide into an East-West configuration based on I-81 using a double round-robin format in soccer and volleyball with teams playing contests on Wednesdays and Saturdays starting September 3. Splitting into two divisions significantly reduces travel costs for most of the institutions and reduces the health and safety risks by eliminating most overnights in hotel rooms. Attendance at athletic events will be dependent on state and regional recommendations. Depending on the scenario, fall sports pre-season and non-traditional seasons may be eliminated to reduce the impact on facilities and the interaction among student-athletes, coaches, and other students. Maxcy Hall will remain closed to community members and visitors to campus.

✓ **Vulnerable Populations:** Include considerations for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities; and

All classroom spaces will need the capacity to video capture course lectures or demonstrations so that these can be accessed by students not able to physically attend the class session. Classrooms used for fall semester will need a computer, projector, camera, and microphone to ensure that classes can be recorded and archived.

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Accommodations must be made for students who will be requesting accommodations, including those with hearing impairments. Any barriers erected between faculty member and students must ensure that sound is not muffled. Faculty who teach students with hearing impairments will need to have clear face coverings so that the students can use facial cues and/or be able to read lips.

For individuals who are considered high-risk, an accommodation process coordinated through Human Resources is in place and will be communicated to the campus.

✓ **Hygiene, cleaning and disinfection:** Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.

The campus plans to provide bottles of disinfectant cleaner to each residence hall room and use other practices to encourage students to disinfect their own spaces and reduce contact between custodial staff and students in residence halls. The option to purchase affordable foggers/misters that are certified to cleanse COVID-19/SARS is being explored, especially for areas such as the fitness center. While the College will need to increase custodial services in high traffic areas such as residence hall bathrooms and offices open to the public, these items may mitigate the need for round-the-clock cleaning and the potential need to hire additional staff. All custodial staff on campus will complete required training on proper PPE use, best practices for disinfecting and sanitizing, and safety.

In-person visits at Student Health Services will be limited. The waiting room was relocated outside of the office to ensure social distancing, equipped with self-use vital sign stations for students and employees, hand sanitizers, and disinfecting supplies for surfaces. Negative air units will be placed in three exam rooms, the lab, and in a triage center to ensure the safety of staff. All staff conducting COVID-19 tests will be in full PPE.

Expenses related to protecting faculty, staff, and students with any on-campus component includes but is not limited to:

- Physical barriers installed by Physical Plant in public-facing and high traffic areas, including Plexiglass and antiviral surface protectants
- Personal protection such as masks, shields, gowns
- Machinery such as foggers and other cleaning and disinfecting devices
- Supplies such as cleaning products, hand sanitizers and disinfecting wipes
- Signage to communicate safety messages and guidance
- Thermometers for temperature self-check
- Staff training expenses



2. MONITORING includes policies to track health conditions on campus, including:

✓ **Testing responsibility.** Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks;

All employees are required to complete an Electronic Daily Screening tool.

Students are to self-monitor and are referred to Student Health Services for testing and employees to HR, local testing resources, and/or primary care provider.

Employees are expected to do a daily screening upon return to campus and have been provided information on how to get tested, where to get tested and that they will work with Human Resources concerning their illness, time and attendance, and health vulnerabilities.

✓ **Testing frequency and protocols:** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to proactively monitor for symptoms of COVID19 and influenza- like illness, as well as protocols around group testing, if applicable;

SUNY Potsdam is currently working with Upstate Medical University on potential options and recommendations for testing. In addition, the Associated Colleges of St.

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Lawrence Valley is coordinating efforts with the St. Lawrence County Public Health Department, St. Lawrence Health System and Claxton Hepburn Hospital, and the North Country Region Control Room.

The St. Lawrence County Public Health Department, St. Lawrence Board of Health, and St. Lawrence Health System will be providing ACSLV with testing protocols, contact tracing recommendations, and best practices that will be consistent for all of the campuses. Their current recommendations include testing of all students one week before arrival, and twice more after arrival. See Appendix C.

The cost of testing, tracing, and quarantining with any on-campus component includes but is not limited to:

- COVID-19 tests themselves, net of any reimbursements from insurance or governmental reimbursement
- Software to enable contact tracing
- Quarantine supplies
- Cameras or security personnel in quarantine areas
- Impact of occupancy for quarantining students--both costs of maintaining the space, and foregoing room rents to keep the room available

✓ **Early warning signs:** Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials;

SUNY Potsdam uses an electronic health records software program called Medicat for all students on campus. Currently Medicat is adding additional features including an on-campus “hot spot” report feature. The College has the ability to do mass notifications through Medicat prompting routine check-in with symptom tracking and referral for COVID testing.

Student Health Services (SHS) will report to administration at the end of each day how many diagnostic COVID tests were completed and any results that came in. SHS will send positive results to the local Public Health Department via fax or possibly through a new interface that is being explored.

The College makes testing and result numbers public on their website and is updated on a daily basis.

✓ **Tracing:** Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments; and

Currently SUNY Potsdam has four certified contact tracers on campus. Individuals took a 6-hour course through John Hopkins University to become certified contact tracers for NYS. We are prepared to help Public Health with contact tracing on our campus. Student

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workers and wellness staff employees trained to be contact tracers can be added to MedicaT as campus affiliates while still protecting private health information of the students. In addition, SUNY Potsdam's Public Health and Human Performance department will encourage students to complete internships and assist with contact tracing as an applied learning experience.

MedicaT will help with documentation of initial and ongoing interviews while recording the contacts that are on or off-campus. In addition, MedicaT can also review the list of persons under investigation and assign contact tracers for better workload and efficiencies. Notification can be sent through MedicaT via text, email or secure messaging to support telephone conversations.

The Associated Colleges are working with the County to identify a single application that can be used among the four campuses for contact tracing. Currently all staff in Student Health Services are trained as contact tracers. Additional staff and advanced students in the community health program will also be considered for contact tracing.

✓ **Screening:** Develop plans for regular health screening of employees, students and visitors.

The College is working with MedicaT to possibly provide the following:

- Mobile Symptom Tracker: can use this technology for student to report health during quarantine and isolation
- The Symptom tracker through MedicaT has an indicator called 'My COVID Status' which will indicate Green (ok for entry) or Red (should be quarantined/isolated) and should not enter classroom/dining area etc.
- Mobile self-check-in for telehealth appointments
- COVID Dashboard
- Contact tracing software
- Use of notification tools for enforcing requirements
- Reporting to Campus administration



3. CONTAINMENT plans should address response to positive or suspected cases as well as preventative policies and practices, including:

✓ **Isolation:** Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g. residence halls, hotels, home);

Residence Life will keep a combination of spaces offline, which will provide for approximately 150 quarantine and isolation spaces (space for 10% of the on campus student population). Within these spaces, we will have room for 60 single rooms and private bathrooms. In addition, if permitted, some areas of campus will allow for quarantining as a family unit.

Residence Life will continue to work closely with Student Health Services and St. Lawrence County Public Health to ensure student safety. In addition, all residents will be asked to create a safety plan, which will allow the College to be better prepared should there be a COVID-19 related issue that requires our response.

✓ **Quarantine:** Identify how exposed persons (residential and non- residential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports;

The campus is holding 60 spaces, which will have private rooms and bathrooms, which can be used for quarantine space for exposed persons. In addition, some spaces on campus (e.g. townhouses) will allow for quarantining as a family unit.

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Quarantine spaces will be equipped with the following items: welcome letter with instruction, soap, hand sanitizer paper towels, cleaning supplies, masks, garbage bags, etc. Procedures have been developed for emergency maintenance, lock-outs, fire alarms, trash removal, mail delivery, and laundry services.

Student Health Services will overview expectations of quarantine with students. Student Health Services will issue a key to the quarantine space. Students must be prepared to sleep in the quarantine space that evening and must practice social distancing and isolation until they are moved. Once placed in quarantine, students will be assigned a support person from Counseling Center to assist with psychosocial needs. Student Health Services will contact the student daily to monitor for symptoms and can assist with any medical needs. Residence Life staff will also be available to assist students with any additional needs during their time in quarantine.

PACES will deliver lunch and dinner to students daily. A menu will be available online and PACES will provide a list of additional items students can purchase for their room. Students will call in the meal requests each day (or can email if they do not have a phone).

✓ **Students confirmed or suspected to have COVID-19:** Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home;

Students who are presumed to have/tested for COVID-19 will be moved to an isolation space unless they are able to safely travel home. A student is deemed safe to travel home if they are a resident of the North Country Region or can drive their personal vehicle without stopping to another region.

Students cannot leave the isolation space, retrieve their own food, or have any visitors. The same procedures outlined in the quarantine section will be used for students in isolation. In addition, they are required to take their temperature twice a day and will receive phone calls from Student Health Services. They will not be allowed to clear this stage until they are released from the public health department.

✓ **Hygiene, cleaning and disinfection:** Develop strategies for cleaning and disinfection of exposed areas; and

We are developing strategies to enhance the cleaning and disinfection of all residential spaces, to include PPE for staff and students.

Students in quarantine will be responsible for cleaning their own rooms/bathrooms.

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Trash will be picked up on Mondays and Thursdays at 10am. Students will be asked to place their garbage, in a clear plastic bag, in the identified space in the hallway just outside their door. In order to avoid any unnecessary contact, students must put their trash in the hallway no later than 9:30am on these mornings.

If a maintenance issue should arise, student will be directed to call Residence Life cell phone. Residence Life will work with Physical Plant to assess the situation and what needs to be done to resolve the issue. When Physical Plant is prepared to do the work, they will schedule a time, in advance if possible. Student will need to remain in their room while the work is done and may be placed into a temporary space if needed.

Once a student leaves quarantine/isolation, rooms will be cleaned based on the CDC recommendations.

✓ **Communication:** Develop plans to share protocols and safety measures taken by the institution.

Representatives from the four campuses meet on a regular basis to discuss concerns and develop deeper relationship with local and regional officials. The College has proactively reached out to many local leaders including the Mayor of Potsdam, Town Supervisor, Village Supervisor, County Administrator, St. Lawrence County Board of Legislators, and the Director of Emergency Services.

Targeted communication is in place with community organizations including County Public Transit about the need for social distancing and cleaning protocols in the operation of the SUNY Potsdam-sponsored Bear Shuttle. In addition, through the Town and Gown Committee of the Potsdam Chamber of Commerce, campus staff are helping to create educational campaigns and guidance for landlords of privately-owned student housing.

A campus COVID-19 website was designed to include all communications, resources, and testing updates with up-to-date results. Information will be archived July 1 from the prior year and transitioned to newer information. In addition, a fillable form will allow any individual to submit questions and receive a response within 24 hours. The campus is currently exploring the addition of a customer service bot to reduce face-to-face contact.

The Community Relations and Communications workgroup is developing a communications plan for both on campus and off campus.



4. RETURN TO REMOTE OPERATIONS (“SHUTDOWN”) includes contingency plans for ramping down and/or closing the campus, including:

The College continues to have the Emergency Response Resource Group (ERRG) activated as we are navigating an ongoing health pandemic. This group is responsible for monitoring and making recommendations to campus leadership.

Using the metrics as developed by New York State in combination with Upstate Medical University’s risk dashboard, SUNY Potsdam will continue to monitor the situation at a local and state level. If our North Country region exceeds a 1:1 ratio for transmission, the campus would move to a shutdown similar to the Spring 2020 semester.

Additional considerations would include exceeding our Quarantine/Isolation spaces on campus; a certain number or percentage of students (or faculty/staff) who test positive; the availability of testing supplies, contact tracers, and PPE equipment; and access to cleaning supplies.

We would quickly shut down as many buildings and facilities as we can and get them cleaned and sanitized. Once cleaned, these buildings would be closed and have limited access to them.

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✓ **Operational Activity:** Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel;

All faculty are encouraged to plan a full 15 weeks of virtual instruction and should be prepared to go remotely at any time. Professional development is being provided this summer to be proactive. Similar to the spring 2020 semester, student services will also be provided remotely like tutoring, library services, etc. If faculty are unable to teach due to the illness, their classes would be reassigned to another teaching faculty member or we would need to hire an adjunct.

During the fall semester, students will identify any technology needs that they might have in the event of a need to shut down. As both equipment and funding became available, students would be provided with the technology that they need to finish the semester.

PACES Auxiliary Services would close down all dining halls and keep Thatcher kitchen operational for any students that take a few days to depart. Their food needs could either be delivered or the student could pick up in Dexter's area (which ever follows policy at that time). If any students stays on campus because of hardship, PACES would evaluate other options depending on the numbers and policies in place by State at that time for dining. PACES dining staff needs will be determined by the campus needs.

Campus Life is already planning to offer a majority of our campus activities in the fall virtually or in a hybrid form. Many events and activities would transition to on-line or some may need to be canceled. Similarly, Counseling and Student Health Services already have experience transitioning to tele-counseling and tele-medicine. These offices are already planning on mostly virtual appointments in the fall semester and are already prepared for having to do it again in a shutdown scenario.

For athletics, the College would follow the direction of the NCAA as well as the three athletic conferences in which we play in terms of cancelation of intercollegiate athletic activities and would base decisions on local Club sports on the same guidance. The Fitness Center will not be open for guests/community members in the fall.

Key personnel would be identified as “essential employees” and would be the only individuals who would remain on campus.

✓ **Move-out:** For residential colleges and universities, plans should address need how students safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students and students that have no other safe housing option); and

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Prior to the start of classes, on campus residents will be required to complete a safety plan. Through this plan, they will be able to identify how they will travel home should the campus need to return to remote operations. Based on this data, we will be able to pre-approve the students who will need to remain on campus for the Fall semester (e.g. international students, no safe housing option, etc) and prepare for resources (e.g. laptops) that students may need.

In the event of a shutdown, residential students would be asked to leave campus and return to their homes as quickly and safely as they can. We will use the procedures that were developed in Spring 2020 and work in conjunction with St. Lawrence County Public Health to ensure a safe check-out process.

Any students in campus housing who were already in isolation/quarantine would remain until cleared by the public health department. If space allowed, students would be consolidated in one/smaller areas in the residence halls to allow better supervision and communication with them.

✓ **Communication:** Develop plans to communicate internally and externally throughout the process.

The College has regular and ongoing communication with St. Lawrence County officials as well as the Associated Colleges to determine next steps and measures that need to be put into place to keep the campus community safe.

If the campus were to shutdown, similar communication protocols would be followed to the Spring 2020 semester. The College has several mediums in which to communicate with the various campus constituents. Of particular note is our campus emergency notification system RAVE and mass communications through Mediacat. In addition, email list serves specifically for students, faculty and staff can be used for targeted communications. Many different social media outlets like class pages on facebook are used.



Appendix A: Department Head Checklist for Returning Employees to Work

As the supervisor of a department you will have a critical role in ensuring employees are returning safely. During these difficult times your staff will be looking to you for guidance. In order to assist with this process below is a checklist each supervisor should utilize as employees return to work.

- Review the Guide for Returning Employees to work
- Ensure employees are wearing a face covering
- Review disinfectant products with Environmental Health & Safety
- Review the campus policy for faculty & staff safety during COVID-19 (also located in the guide)
- Review guide and policy with direct reports
- Review office configuration to ensure social distancing
 - Do desks need to be moved?
 - Do I need to place visual queues for waiting in line?
 - Do I need to place visual queues to mark 6 feet from the front desk?
 - Do I need to place signs to mark traffic flow?
 - Do I need to stagger employee breaks?
 - Do I need to stagger employees meal periods?
- Place signs on office door (need to create)
- Review all staffing plans with the Director of Human Resources prior to implementation

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- Complete Staff Planning Document (page 2)

Department Staffing Plan

Each department head should complete a staffing plan prior to returning employees to campus. Department heads can utilize the supervisor checklist as a tool to create their staffing plan. Staffing plans will be in effect as the College responds to the global health pandemic. The College understands that this crisis is constantly changing and staffing plans may be need to be alternated. Changes must be approved by President's Council and Human Resources. Changes or discontinuation to staffing plans may also be required by President's Council and Human Resources. Once a staffing plan has been approved you should share the document with your team.

Department:

The following employees must break at different times. The break schedule will be as follows:
The following employees must take their meal period at different times. The meal period will be as follows:

The total number of face masks my department needs:

Department plan to ensure social distancing (refer to supervisor checklist):

Department will participate in alternate staffing. The schedule is as follows:

Department will participate in telecommuting. The following employees have an approved telecommuting plan:

Department Head:

President's Council Representative:

Human Resources:



Appendix B: SUNY Potsdam's Guide for Returning to Work

Index

1. Introduction and Potsdam Pledge
2. Policy
3. Preventing the Spread of COVID-19
4. Resources

1. Introduction and Potsdam Pledge

SUNY Potsdam's response to returning employees to work is critical in maintaining health and safety during the COVID-19 pandemic. SUNY Potsdam must follow all regulations and requirements when returning employees to work including regional preparedness for re-opening and establishing and remaining in close contact with local department of health officials. This guide was developed to assist in the return of employees to work. It first important to remember our guiding principles in the Potsdam Pledge.

Potsdam Pledge:

Being more than a collection of individuals, SUNY Potsdam is a community dedicated to the pursuit of common goals. While these goals can be elusive and controversial, the community

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described below reminds us not only of what we are seeking to become, but of all that we share in common. Therefore, let it be known that SUNY Potsdam strives to be:

- An **Educational Community** sharing academic goals and in which students, faculty and staff work together to strengthen teaching and learning;
- An **Open Community** uncompromisingly protecting freedom of thought, belief and expression;
- A **Civil Community** expressing disagreements in rational and non-threatening ways, and treating all individuals with consideration, decency and respect;
- A **Responsible Community** accepting obligations under clearly articulated principles of behavior designed to support the common good;
- A **Safe Community** respecting each other's rights, privacy and property;
- A **Healthy Community** respecting and promoting physical and emotional wellness;
- An **Ethical Community** reflecting honesty, integrity and fairness, in both academic and extracurricular activities;
- A **Diverse Community** celebrating our differences and learning from our diversity;
- A **Socially Conscious Community** seeking to contribute to the betterment of the campus, the local community, the nation and the world;
- A **Watchful Community** remaining alert to the threats posed by hatred, intolerance and other injustices, and ever-prepared to combat them.

2. Policy

Faculty and Staff Health & Safety During COVID-19 Definitions

The following terms are used in this policy.

Term	Definition
COVID-19	The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 is a virus that can spread from person to person. The Center for Disease Control (CDC) has stated that symptoms can appear 2-14 days after exposure and include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. Although these symptoms are not all inclusive they are reported by the

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	CDC as the most common. COVID-19 is spread by being in close contact with another person who has COVID-19 (less than 6 feet), touching your eyes, mouth or nose after touching a surface with the virus on it, and from respiratory droplets from an infected person when they cough, talk, or sneeze.
College	The State University of New York at Potsdam.
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.
Supervisor	Any person assigned as a supervisor of record within The College who has the authority to direct and control the work performance of an employee.
Visitor	Any person that is not an employee as defined by this policy but is on campus grounds.
Public	Any person that an employee may have face to face contact with during the course of their workday.
Center for Disease Control (CDC)	The CDC is an agency that helps protect America from health, safety and security threats, both foreign and in the U.S.
World Health Organization (WHO)	WHO's primary role is to direct international <i>health</i> within the United Nations' system and to lead partners in global <i>health</i> responses.
Personal Protective Equipment (PPE)	PPE is equipment that is worn to minimize exposure to hazards in the work place that can cause injury and/or illness. A face covering is an example of PPE. An appropriate face covering must fully cover your mouth and nose and is recommended by the CDC.
Pandemic	A disease that has affected an entire country or entire world.
Social Distance	Social distancing is the practice of staying at least 6 feet from another person. Social distancing is a key component of stopping the spread of COVID-19 as recommended by the CDC.
Asymptomatic	A person producing or showing no symptoms.

Underlying Health Condition	A medical condition that may make an employee more vulnerable to COVID-19. Employees may be required to provide sufficient medical documentation to Human Resources.
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Background

The World Health Organization (WHO) announced on January 30, 2020 a global pandemic due to the novel coronavirus COVID-19. The first known case was in Wuhan, China during December 2019. The first confirmed case of COVID-19 in the United States was in January 2020. As a result of the global pandemic the State University of New York at Potsdam (the College) will adopt this policy to aid in the safety and well-being of all employees.

Basis for Policy

It is of the utmost importance to the College that employee's work in a safe environment during the pandemic. The College is implementing this policy in order to achieve the safest working environment for employees. This policy will remain in effect through the COVID-19 pandemic or until management has determined it is safe to discontinue its use. Management will review with the appropriate collective bargaining units at that time. This policy may be updated as needed to appropriately respond to the pandemic. Any changes will be discussed with the appropriate collective bargaining units and communicated to the campus community.

Policy

This policy applies to all employees and visitors to the campus. Employees must follow the policy below to reduce the spread of COVID-19:

- **Personal Protective Equipment**

All employees must wear a face covering while in a public space and while interacting with other persons. Front line employees must wear their face covering while in that office space. The face covering must cover both the employee's nose and mouth. The College will provide one mask to each employee however, employees are permitted to wear their own mask as long as it meets the requirements above. Employees who work alone in their office do not need to wear a face covering while alone in their office. If someone enters the office the employee is expected to put their mask on. Employees that are working outside alone or in large open spaces alone do not need to wear a mask. However, a mask should be readily available and worn should a person be in the area.

- **Training**

All employees will be required to complete a return to work training presented by the departments of Student Health and Environmental Health & Safety. The training will be administered online through the department of Human Resources.

- **Social Distance**

All employees must practice social distancing to the greatest extent possible. Social distancing is critical as we have learned that people can be asymptomatic, which means they are showing no symptoms of COVID-19.

Social distancing is one of the best tools we have to protecting each other:

- Stay at least six feet (approximately two arms length) from others at all times. Employees are encouraged to professionally remind someone to maintain six feet between them.
- Do not gather in large groups. Employees should consider where they take their meal break.
- Employees who take breaks during the work day must do so while maintaining social distancing requirements. Supervisors must work with their employees to stagger break times and ensure employees are not in a breakroom where social distancing cannot be maintained.
- Stay out of crowded areas and avoid mass gathering.

The College understands that not all employee's duties can be effectively completed while engaging in social distancing. In those instances it is of the utmost importance employee's wear their face covering.

- **Using the Elevator**

Employees are encouraged to use the stairs whenever possible. However, the College understands that may not always be possible. If an employee uses an elevator, no more than one person may enter an elevator at a time. (NEED SIGN) While on the elevator you must wear your face covering. Employees should avoid touching the buttons with exposes hands/fingers, if possible. Wash your hands upon departing the elevator or use hand sanitizer if soap and water are not available.

- **Department Requirements**

Department heads are responsible for the following:

- **Signage:** Departments heads must ensure to post signage in their department and on their office door. You can obtain the signs by clicking here. (SIGNS NEED TO BE PROVIDED) If appropriate, department heads may place one-directional signage in large open spaces or areas with multiple through-ways. NEED SIGNS
- **Visual Cues:** Department heads must visual cues such as tape (or other floor decals) to mark six feet from any front office desk or area that needs social distancing. This can also include visual ques around desks. This can also be used to indicate where individuals should be waiting in line. Departments may use other items as markers to ensure social distancing.

- **State Vehicles**

- Employees that use a state vehicle as part of their job requirement must disinfect high touch surfaces upon entering the exiting the vehicle. This may include the steering wheel, key, shifter and seat belt. The College will keep disinfectant in the vehicles.

Symptomatic Employee

Employees must monitor their symptoms. This should be done everyday before reporting to work and during work hours. If an employee is feeling symptomatic per the CDC guidance, they must contact their supervisor immediately and Human Resources. If an employee is feeling symptomatic during the course of their workday they should safely isolate themselves and immediately contact their supervisor and Human Resources.

If an employee feels sick, they are highly encouraged to stay home. Employees should follow their normal department time and attendance procedures. If an employee feels well enough to work and their position allows for productive telecommuting the College may consider this. In these instances, supervisors must work with Human Resources prior to the approval of a short term telecommuting option.

Employees who are found in violation of this policy may be subject to disciplinary action in accordance to the appropriate collective bargaining agreement.

Exceptions

If an employee is unable to wear a face covering due to an underlying health condition, they should contact the Assistant Director or Director of Human Resources immediately. Employee's may be required to submit appropriate medical documentation to substantiate their underlying health condition. Only the Assistant Director or Director of Human Resources will review medical documentation. Employees should not submit medical documentation to their supervisor.

If an employee has an underlying health condition that may put them at greater risk if they contracted COVID-19 must contact the Assistant Director or Director of Human Resources to discuss an accommodation. Employee's may be required to submit appropriate medical documentation to substantiate their underlying health condition. Only the Assistant Director or Director of Human Resources will review medical documentation. Employees should not submit medical documentation to their supervisor.

Campus Contacts

- What if I need additional assistance with how my office and/or department is configured?
Andrew Martin, Assistant Vice President for Facilities & Planning,
martinaj@potSDam.edu
- What if I need additional training for myself or department?
Tracy Harcourt, Director of Student Health Services, harcoutj@potSDam.edu

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Patrick O'Brien, Interim Director of Environmental Health & Safety,
obrienpm@potsteam.edu

- What if I need to discuss an underlying health condition?
Melissa Proulx, Director of Human Resources, proulxme@potsteam.edu
Jennifer Murray, Assistant Director of Human Resources, murrayjm@potsteam.edu
- What if I need hand sanitizer? What if I lose my mask or it is damaged?
Patrick O'Brien

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Comply with	All College Faculty & Staff	n/a
Policy Executor(s)	Melissa Proulx Director of Human Resources Patrick O'Brien Interim Director of Environmental Health & Safety	(315) 267-2086 proulxme@potsteam.edu

Change History

Date	Change History
INPUT	New Policy.

Effective Date: INPUT

Responsible Party: Melissa Proulx; Patrick O'Brien

Contact Information: (315)-267-2086

3. Preventing the Spread of COVID-19

It is recommended that employees follow the guidance below to assist in preventing the spread of COVID-19:

- **Working in an Office Environment**

The College understands that working in an office setting and maintaining social distancing can be a challenge. Employees should need to maintain at least 6 feet from co-workers. Remember a face covering should be worn at all times with interacting with others. Departments should assess their own spaces and meeting rooms to institute measures to physically separate and increase distance between people. The following can be used as guidance:

- **Virtual Meetings:** Gathering in groups increases the risk of spreading COVID-19. Face to face meetings are not encouraged at this time, even with your own department. Whenever possible, the College supports the continued use of virtual meeting platforms to reduce contact with other persons and assist in social distancing. This may include virtual meetings with members of your own department. Keep in mind the College needs to comply with all local, state, and federal guidelines for in person gatherings.
 - **Use of Navigate:** Departments are encouraged to implement the use of navigate. Navigate can be used to set up appointments so that you can control the number of visitors in the department at one time. This will allow office doors to remain closed. Signs must be posted with the office contact number. If you are interested in navigate, you may contact the Student Success Center.
 - **Drop Box:** Department heads that determine paperwork can be collected via a drop box outside their office are permitted to do so. This will allow office doors to remain closed and control traffic. Signs must be posted with the office contact number. Materials that may be considered confidential must be collected with a locking drop box.
- **Personal Safety Practices**
 - **Wash Face Covering:** The College recommends that employees wash all cloth face coverings in hot water, which can kill the virus, each day after use. Since COVID-19 can live on surfaces, therefore it is important to wash face coverings as soon as possible each day after use.
 - **Putting on your Face Covering:** It is recommended you wash your hands before placing your face covering on your face. Adjust the face covering to properly fit over your mouth and nose. If you have a face covering that is adjustable, make sure it is snug to your face. While wearing a face covering you should avoid touching the outside of the mask at all times.
 - **Taking off your Face Covering:** Do NOT touch your eyes, nose or mouth when removing your face covering. You should remove the face covering by placing your finger in the loop around your ear and pull the strap away from your ear (or untie is applicable). Do not place a used mask on a surface. You should place it in a storage bag alone until proper washing can occur. Wash your hands immediately after removing your face covering.
 - **Disposable Face Covering:** If you are wearing a disposable face covering they should only be worn for one day and must be placed in the trash after use.
 - **Temperature Checks:** Employees are encouraged to check their temperature prior to reporting to work each day. If an employee has a temperature of 100.4 or higher they should contact their supervisor and Assistant Director or Director of Human Resources immediately.
 - **Hand Hygiene:** Frequent and proper hand hygiene is critical in reducing the spread of COVID-19. Employees are encouraged to wash their hands frequently

and always after touching high traffic surfaces (such as an elevator or doorknob). Employees should also wash their hands after sneezing or coughing. Employees should wash their hands with warm water and soap for at least 20 seconds. If soap and water are not available be sure to use alcohol based hand sanitizer with at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

- **Coughing/Sneezing Hygiene:** If you are in a private setting and do not have a face covering on remember to cough and/or sneeze into the inside of your elbow not your hands. Remember to immediately wash your hands as well with warm water and soap. If soap and water are not available use hand sanitizer that contains at least 60 percent alcohol.

- **Staffing Options**

- **Stagger Reporting/Departing:** Employees need to consider staggering reporting to and from their office space. Often times the beginning and end of a work day there is more density in common spaces.
- **Alternating Days:** In order to reduce density within departments with more than one employees in the physical space, alternate workdays may be permitted. For example, rotate the days and number of employees reporting to the office on a particular day. Supervisors must work with the Director of Human Resources before implementing an alternate workday schedule and obtain President's Council designee approval. Alternate workdays will only be permitted while there is an approved state-wide telecommuting program in place. Management reserves the right to discontinue the use of alternate work days with 48 hours notice.
- **Telecommuting:** In order to reduce density in an office telecommuting plans may be considered if a department is alternating work days as described above. All telecommuting plans must be approved by the employee's supervisor, President Councils Designee and Director of Human Resources. Telecommuting will only be permitted while there is an approved state-wide telecommuting program in place. Management reserves the right to discontinue telecommuting plans with 48 hours notice.

- **Personal Disinfection**

- **Personal Office Space:** Employees are encouraged to disinfect their personal workspace. For example, keyboard, mouse, door knobs. This should be completed before starting work and before you leave for the day. Supervisors will be responsible for reporting any disinfectants brought from home to Environmental Health & Safety prior to its use. This ensures employees are using appropriate and safe disinfectant to clean their work stations. Employees may reach out to the department of Environmental Health & Safety on proper disinfecting procedures. It is also recommended employees stores any non-essential items in their desk.

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- **Shared Office Equipment:** There are many shared pieces of office equipment. Departments are encouraged to disinfect shared office equipment regularly throughout the day. Examples include copy machines, fax machines, and cabinets.
- **Using the Restroom:** Use of a restroom should be limited based on size to ensure social distancing can be maintained. Always ensure you wash your hands as detailed by the hand hygiene section of this guide.
- **Tight Spaces:** It is recommended that if you are in an area like a stairwell or hallway where social distancing cannot be maintained that you stop turn your back and let the person pass.

4. Resources

- [NYS Office of Mental Health](#)
- [New York State Department of Health Novel Coronavirus Website](#)
- [St. Lawrence County Department of Health](#)
- [Cloth Face Covering Guidance](#)
- [Handwashing Guidance](#)
- [Employee Assistance Program](#)
- [SUNY Potsdam COVID-19 Website](#)
- [Centers for Disease Control and Prevention Coronavirus Website](#)
- [Stop the Spread of Germs](#)



Appendix C: Screening University Students for COVID-19 in St. Lawrence County (initial recommendations by St. Lawrence County Public Health Department)

PRINCIPLE CONSIDERATIONS:

1. Screening programs to detect asymptomatic students with COVID 19 do not replace important measures such as hand-washing, social distancing, face mask use, tracing/isolation.
2. Screening apps/questionnaires based on symptom and temperature monitoring can be used to complement testing programs and may be used as an alternative if initial screening cycles fail to identify any infected students.
3. Logistics and cost of testing using current methodologies may prove to be prohibitive. Techniques such as batching/pooling of specimens, wastewater surveillance have the potential to play an important role if they are validated and approved by relevant regulatory agencies.
4. Limitations of testing include false negative results (~20%) as well as false positive results (much less common but problematic in extremely low prevalence populations). Any screening regimen must take these limitations into account.
5. Diagnostic testing for symptomatic or individuals with high risk exposures will be performed based on accepted indications as directed by healthcare providers, independent of screening.

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6. Testing methodologies continue to evolve at a rapid pace. Recommendations will likely change as the school year approaches based on these developments.
7. Positive test results will be shared with SLC and NYS Departments of Health who will implement isolation and quarantine orders consistent with Public Health law but in coordination with designated university staff.

TYPE OF TEST:

Primary testing methodology for screening of asymptomatic students should be RT-PCR, with nasopharyngeal specimen collected by NYSDOH approved individuals (see reference) with proper training and supervision. If validated, less invasive specimen collection methods (eg., saliva) may be used as an alternative.

At this time, the role of serological testing for antibody to COVID-19 in university students is unclear. However, there may be an application if lasting immunity is documented in the research literature. Additionally, students who have antibodies might be categorized as lower risk and therefore be subjected to less frequent screening.

Batched or pooled sampling with RT-PCR may be considered to increase efficiency and decrease expense. This will require approval by NYS DOH.

Surveillance of wastewater may be implemented to augment, but not replace screening of students with direct sampling. This will require approval by NYS DOH.

FREQUENCY OF SCREENING:

Initial screening plan will require a total of 3 tests per student. 1 of the 3 tests will be performed prior to arrival on campus.

Test #1 – Prior to arrival on campus, students will undergo testing with RT-PCR (not serology). The students will be instructed to self-quarantine for 5-7 days, then undergo a diagnostic PCR test 2-4 days prior to returning to campus. *Students with a positive test prior to arrival will not be allowed to be present on campus in person until they have completed the isolation process determined by their local public health department.*

Test #2 - After arrival to campus, screening of students will be performed on day 7.

Test #3 - Performed after a student has been on campus for 14 days perhaps depending on the cost burden to students/campus.

Students presenting to Student Health Services will be tested on campus as necessary.

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If all screening tests for COVID 19 with the initial 3 screenings are NEGATIVE, the university may choose to implement a program of wastewater surveillance and implement further testing in consultation with public health.

Universities are encouraged to develop separate screening plans for “commuter” students and student athletes who participate in intercollegiate sports events involving guest teams and/or travel

A plan should be created to screen Faculty and Staff based on risk of exposure and interaction level with students

THESE RECOMMENDATIONS REFLECT BEST PRACTICE BASED ON CURRENTLY AVAILABLE INFORMATION AND SHOULD NOT BE CONSIDERED A FORMAL GUIDANCE OR REQUIREMENT

SUNY Potsdam Re-Opening Plan Addendum – August 5, 2020**International Students:**

SUNY Potsdam has 18 International students enrolled for the fall 2020 semester. 13 of these students are Canadian. The other 5 students are from overseas and are already living in New York State and our North County region. For our Canadian students, our campus is in a unique situation given our proximity to two major international border crossings. We are working closely with the St. Lawrence County Public Health Department to determine if these students will be classified as traveling from a “low risk” area. Once guidance is received, SUNY Potsdam will respond accordingly and have draft testing and quarantine protocols ready.

Out of State Students:

As of August 2, 2020, New York State has identified 34 states plus the District of Columbia and Puerto Rico with travel advisories in which students coming from these areas must have a 14-day self-quarantine period within the state before classes begin. SUNY Potsdam has identified 123 enrolled out of state students for the fall 2020 semester. 54 of these students will be living on-campus in our residence halls and 69 of them living off-campus. We have 19 residential students and 16 off-campus students coming from areas with travel advisories for a total of 35. The other 88 students are coming from states that do not have travel advisories. The table below outlines the states identified with travel advisories and the corresponding numbers:

<u>State</u>	<u>On-Campus</u>	<u>Off-Campus</u>
Alabama	1	0
Alaska	1	1
Arizona	1	0
California	0	5
Delaware	1	0
Florida	2	4
Georgia	1	0
Illinois	1	0
Kentucky	1	0
Maryland	2	1
Minnesota	3	0
Missouri	1	0
North Carolina	0	2
Ohio	1	0
Virginia	2	1
Washington	0	1
Wyoming	0	1
TOTAL:	19	16

SUNY Potsdam Re-Opening Plan Addendum – August 5, 2020 continued

Students residing off-campus will be advised of these guidelines and instructed to follow them. They will need to arrive back in NY to their off-campus residence at least 14-days before the start of classes on 8/31/2020 to self-quarantine. A screenshot of the NYS travel form or other acceptable documentation will be required. The Travel Form can be found at <https://on.ny.gov/2D0bsci>

On-campus students will have 2 options:

1. Travel to NY 14 days before arrival and provide documentation that they were in NY for this period of time. If they are arriving directly from a travel quarantine state, a screenshot of the NYS travel form or other acceptable documentation will be required. The Travel Form can be found at <https://on.ny.gov/2D0bsci>

OR

2. If students are unable to provide adequate documentation as described in option (1) they will be placed into quarantine.

All of our out of state students from low-risk states will be tested following our existing plan, as they arrive back to campus. All students will be instructed to self-quarantine in their place of residence until they have received their results (2 to 4 days). Random testing will occur after that. Also, all students will be asked to do a daily symptom tracker form online through our medical database system called Medicat. Any student that answers yes to any of the questions will be contacted by a staff member from our Student Health Services.

SUNY Potsdam Re-Opening Plan Addendum #2 - 8/21/2020

I. Repopulation of the campus

Student Health Services (SHS) will not be able to offer 'Converse with a Nurse'. This is simply due to the fact that with all the protocols required to bring students back to campus it is not logistically feasible at this time.

International Students:

Based on recent information our campus has received from St. Lawrence County Public Health Department (after they consulted with the NYS DOH), we are revising our plan for students coming to campus from an International destination. St. Lawrence County Public Health Department will have to talk to each student from Canada or any other country and manually enter them into the state system. The international students (as with students from a 'high risk' state) are expected to complete a precautionary quarantine for 14 days. St. Lawrence County Public Health Department is required to monitor them for symptoms. These students can stay in the residence hall in their room with a roommate, but can not leave the room except to use the bathroom. These students would still have to have meals delivered to them.

St. Lawrence County Public Health Department will call the international students if we provide the student phone number or we can have the students call Public Health @ 315-386-2325, press '0', and state that they are a college student and that they need to report that they are an international student.

Screening and Testing:

The daily electronic screening for students will not start until students arrive back to campus. Students are being encouraged to start it before they return to campus, but do not actually have to start doing this until they are here. Students are being told to self-quarantine at home for 7 days prior to their return to campus.

SUNY Potsdam decided to not go with the saliva test, but rather opted to go with Enzo Labs. We have an agreement with them to do the Nasopharyngeal (NP) testing for our students. Most students will be tested, including residential, off-campus students living locally, and off campus students who will be coming on to campus. Students who are residing outside of the local area and taking all of their classes virtually will not be tested. Results will take 3 or 4 days to come back. Students will be asked to continue to self-quarantine until they get their results back. Once we get all of the test results back, we will be doing focused testing based on any situations that may arise on or off campus.

Student Essential Health Care Workers:

Students who are also employed as essential health care workers and who are tested regularly/daily by their employers will be exempt from the 7-day self-quarantine requirement. These students will seek a waiver through the Interim Dean of Students and will be asked to provide a copy of a negative test result that is dated within 7 days of the start.

Residential Living:

Residential students will not be asked to sign an amended housing license. Additional COVID related provisions were placed with the Residence Hall Policies that are in our Student Code of Conduct. In addition, all students (both residential and those living off campus) will be asked to watch a short training module and then read and agree to follow our campus COVID expectations (called the Bear COVID-19 Pledge) both of which can be found at:

<https://www.potsdam.edu/current/student-conduct-community-standards>

Extracurricular Activities:

All of our campus athletic competitions in all of the conference in which we play have been postponed until the spring 2021 semester. Fall teams will return in August and begin team activities in small groups (no preseason), winter teams will begin on or around October 1, 2021, and spring sports in their “non-traditional season” will also begin team activities in the fall.

II. Monitoring

Testing Frequencies and Protocols:

As mentioned earlier, most students will be tested. We are no longer working with Upstate Medical, but rather with Enzo Labs for our student testing. St. Lawrence County Public Health has informed the campus that they will do all of the contract tracing themselves for our students and employees.

Screening Employees: Per campus policy all employees must complete a health screening before reporting to campus. The screening is completed through an online Qualtrics survey. We have also updated our Human Resources “Guide to Returning to Work document,” which can be found at: <https://www.potsdam.edu/sites/default/files/inline-files/GuidetoReturningtoWork.pdf>

III. Academic Program Planning

We have updated two minor sections regarding face-to-face instruction in our restart plan. The previous wording can be found highlighted in the attached draft revision of our plan. Once approved these changes will be made to the plan.

- Page 3 states “All face-to-face courses will be recorded and available through Moodle for students who cannot return to campus....”
 - A more accurate statement would be: “Faculty will make appropriate accommodations for students who miss F2F course meetings because of health or other COVID-related concerns.”
- Page 10 states “All classroom spaces will need the capacity to video capture course lectures or demonstrations....”
 - Delete the entire paragraph, and replace with “It is the goal to equip all classroom spaces used for F2F instruction with basic instructional technology including a computer, projector, and screen. Faculty will be able to sign out additional equipment, including

microphones and cameras, as needed through CTS in order to record sessions as appropriate to the instructional goals.”

SUNY Potsdam Surveillance Testing Plan – as of September 21, 2020

Purpose: To monitor and address real-time prevalence of COVID-19 infections on our campus and make timely decisions on intervention to protect the health and safety of students, staff and the greater Potsdam community.

Definition: A surveillance testing program means that random samples of students will be selected and tested for COVID-19 regardless of whether they have a known exposure or are showing symptoms of COVID-19.

Campus Demographics: The maximum number of on-campus individuals at any one time include:

Residential Students: approximately 1100
Non-Residential Students: approximately 900
Employees: approximately 636
Total: 2,636

Of the total of the above 5% would be approximately 132 individuals.

Plan and Timeline Management: The surveillance testing timeline and approach will be re-evaluated by Student Health Services and the Emergency Response Resource Group as they analyze the initial testing and monitor the prevalence on our campus and in our community.

Pre-Arrival Test: Any student who had a reason to be on campus or lived in the residence halls and/or lived within a 15-mile radius of campus were required to be tested upon arrival. Students were required to have a COVID-19 nasopharyngeal swab through Enzo test upon arrival back to Potsdam. While we are waiting the results of approximately 80 tests, out of 2055 tests, two were positive. St. Lawrence County and the North Country Region continue to have low case numbers.

Symptomatic Testing: Any student who has symptoms is tested through Student Health Services. Every student seen at Student Health Services (SHS) who has health insurance will perform a self-collected nasal swab. The swabs will be sent to LabCorp laboratories for results within 1-3 days. Faculty and staff who develop symptoms will need to immediately notify Human Resources and public health. If a COVID-19 test is recommended, they will go through their primary care provider.

Round 1 Surveillance Testing: SUNY Potsdam will partner with SUNY Upstate Medical University on the pooled saliva test. SUNY Potsdam has ordered 2,750 kits from Upstate for the first round of surveillance testing.

On September 15, 16, 17, 18, SUNY Potsdam will conduct the first round of surveillance testing for all students who continue to have a reason to be on campus or live in the residence halls and/or live within a 15-mile radius of campus. Communication drafts to students and faculty are available in Appendix A, B, C, and D.

The following information on faculty and staff testing is pending based on negotiations with unions and signing of formal MOU. SUNY Potsdam will cover the cost of the pooled saliva test for faculty and staff; however, in the event that a positive is in the pool, the individual would be responsible to pay for the cost of the test through their provider. Individuals will work with Human Resources on next steps. Employees in this targeted group will be essential employees, phase 1 employees, faculty teaching face-to-face classes, etc.

In order to be proactive in case there is a need for isolation spaces, residential students will be grouped by residence hall building, then by floor, and then by room numbers. Students will be assigned a 15-minute timeslot. Off-campus students and faculty and staff will be tested on their own day.

Maxcy Hall, which is designated by the Red Cross for emergencies, will be used for the testing location. These spaces will be inspected by the public health department on Monday, September 14. Staff from the Student Health Services and campus volunteers will lead the process. In addition, SUNY Potsdam is partnering with Kinney Drugs to offer flu shots for faculty and staff. Student Health Services will be offering students flu shots. See full COVID-19 testing logistics plan in Appendix E, influenza logistics plan in Appendix F, COVID-19 operating procedures in Appendix G, and pooled saliva test tracking sheet in Appendix H.

Ongoing Surveillance Testing: Following the first round of surveillance testing, SUNY Potsdam will conduct randomized surveillance testing every Tuesday beginning September 29. We have the capability to do 1,440 tests in one day. Therefore, the random sample will be broken down by 50% of each of our populations including residential, non-residential students, and faculty/staff. The max number will be 600 residential students, 450 non-residential students, and 150 faculty/staff. As a result, over a two-week period the entire on-campus population will be tested.

The breakdown is as follows:

Residential students:

Group 1:

50% of total population random sample week 1 = 306

50% of total population random sample week 2 = 306

Bowman East – 133

Bowman West – 130

Bowman South – 227

Draime and Van Housen – 122

Total Population = 612

Group 2:

50% of total population random sample week 1 = 271

50% of total population random sample week 2 = 271

Lehman – 215
Knowles North – 115
Knowles East and West – 46
Townhouses – 165
Total Population = 541

Non-residential students: 450

Non-residential students group 1: 50% of total population random sample
Non-residential students group 2: 50% of total population random sample

Faculty and staff: 150

Faculty/staff group 1: 50% of total population random sample
Faculty/staff group 2: 50% of total population random sample

Wastewater Testing: No, we will not be doing wastewater testing as we are putting our resources towards testing every student every other week and cannot accurately isolate campus wastewater facilities to identify residence halls as accurately as we would like.

Responsible Parties:

Tracy Harcourt, Director, Student Health Services
Responsible for: Medical testing, chain of custody for tests, training, ongoing evaluation of surveillance testing process and plan, testing data management

Nicole Feml (Conant), Chief of Staff
Responsible for: Logistics, communication, volunteer recruitment, ongoing evaluation of surveillance testing process and plan

Eric Duchscherer, Interim Dean of Students
Responsible for: Logistics, communication, volunteer recruitment, ongoing evaluation of surveillance testing process and plan

Patrick O'Brien, Director Environmental Health and Safety
Responsible for: PPE distribution and inventory, facilities review, ongoing evaluation of surveillance testing process and plan

Isolation and Quarantine Protocol:

By conducting the surveillance tests using the population and randomized samples, we are anticipating that this will reduce the amount of movement that we will need to do of students to quarantine and isolation spaces as they will be pooled with people in their general residence hall.

Isolation - Residence Life will keep a combination of spaces offline, which will provide for approximately 236 quarantine and isolation spaces (space for 20% of the on-campus student population). Residence Life will continue to work closely with Student Health Services and St. Lawrence County Public Health to ensure student safety. In addition, all returning students were asked to create individual safety plans before arriving back in Potsdam.

Students who are presumed to have/tested positive for COVID-19 will be moved to an isolation space unless they are able to safely travel home. A student is deemed safe to travel home if they are a resident of the North Country Region or can drive their personal vehicle without stopping to another region with Public Health approval. County Public Health will also be involved and will issue letters, to be delivered in-person to students on campus by county personnel and our Director of Student Conduct.

Students cannot leave the isolation space, retrieve their own food, or have any visitors. The same procedures outlined in the quarantine section will be used for students in isolation. In addition, they are required to take their temperature twice a day and will communicate with Student Health Services. They will not be allowed to clear this stage until they are released by the public health department.

Quarantine - The campus is holding 45 spaces, which will have private rooms and bathrooms, which be used for quarantine space for positive contacts. This can be expanded to accommodate up to 131 students if 3 people share a bathroom. In addition, some spaces on campus (e.g. Townhouses) will allow for quarantining as a “family” unit.

Quarantine spaces will be equipped with the following items: welcome letter with instruction, soap, hand sanitizer, paper towels, cleaning supplies, masks, garbage bags, etc. Procedures have been developed for emergency maintenance, lock-outs, fire alarms, trash removal, mail delivery, and laundry services.

Student Health Services will overview expectations of quarantine with students. Residence Life will issue a key to the quarantine space. Students must be prepared to move into their isolation/quarantine space within 2 hours after speaking with public health. Student Health Services will monitor for daily symptoms and can assist with any medical needs. Residence Life staff will also be available to assist students with any additional needs during their time in quarantine.

PACES will deliver lunch and dinner to students daily. A menu will be available online and PACES will provide a list of additional items students can purchase for their room. Students will call in the meal requests each day (or can email if they do not have a phone).

Appendix A: DRAFT Initial Communication to Students

Subject Line: COVID-19 Pooled-Saliva Testing/Influenza Clinic

September 10, 2020

Dear Student,

SUNY Potsdam is committed to the health and safety of our campus community. In accordance with SUNY and New York State policies, we will be conducting surveillance testing throughout the remainder of the semester.

In addition to COVID-19 testing (details below) Student Health Services will also offer free influenza (flu) vaccines for students, while supplies last. We will hold clinics on September 16 and September 17.

What kind of test is being administered?

Partnering with SUNY Upstate Medical, we will be utilizing a pooled saliva test. To understand what to expect during the pool testing process, a brief video is available [online](#).

Who is required to be tested?

For residential students, non-residential students who live within a 15-mile radius, or for any student who has a reason to be on campus, this is mandatory.

When will the testing be conducted?

For our first round of surveillance testing next week (September 15-18) we will test all students, faculty, and staff who meet the above criteria. After that week, we will randomly test 50% of each population.

When do I know when I will be tested?

Due to the numbers of students being tested, appointment times cannot be adjusted. Appointment times for the first round of tests will be emailed to you on Friday, September 11. Faculty have been notified that the testing protocol may interfere with class attendance.

What do I need to do to be tested?

- You must arrive to Maxcy Hall (entrance closest to the townhouses) 15 minutes prior to your scheduled appointment time.
- You must bring a smartphone or tablet with you. If you do not have access to one, we will have limited devices to be used.
- Students must bring their student ID number (P#) with them.
- Please maintain 6 feet of distance and wear your mask.

What shouldn't I do before my test?

- No eating or drinking prior to the test: You must not eat or drink anything, including chewing gum, mints or lozenges for 30 minutes prior to your test;

- No Teeth Brushing and Mouthwash: You should not have brushed your teeth or used mouthwash within the past 3 hours of reporting for your test;
- No Smoking/Vaping: You must abstain from smoking, vaping, or using smokeless tobacco products for 30 minutes prior to the test.

Thank you for your cooperation and participation in this important process aimed at supporting the health and safety of our campus community. If you have any questions regarding the surveillance testing, please contact Nicole Conant, Chief of Staff, by email conantna@potdam.edu.

Let's all work together to keep our campus open.

Sincerely,

Tracy Harcourt
Director
Student Health Services

Subject Line: COVID-19 Pooled-Saliva Testing

September 11, 2020

Dear Students,

We are writing to follow-up on the email you received yesterday, September 10, regarding COVID-19 pooled-saliva testing. If you missed the email, it is available online.

Your appointment time is DAY, September X, at TIME.

A reminder that due to the numbers of students being tested, appointment times cannot be adjusted. Faculty have been notified that the testing protocol may interfere with class attendance.

What do I need to do to be tested?

- You must arrive to Maxcy Hall (entrance closest to the townhouses) fifteen minutes prior to your scheduled appointment time.
- You must bring a smartphone or tablet with you. If you do not have access to one we will have limited devices to be used.
- Students must bring their student ID number (P#) with them.
- Please maintain 6 feet of distance and wear your mask.

What shouldn't I do before my test?

- No eating or drinking prior to the test: You must not eat or drink anything, including chewing gum, mints or lozenges for 30 minutes prior to your test;
- No Teeth Brushing and Mouthwash: You should not have brushed your teeth or used mouthwash within the past 3 hours of reporting for your test;
- No Smoking/Vaping: You must abstain from smoking, vaping, or using smokeless tobacco products for 30 minutes prior to the test.

If you have any questions regarding the surveillance testing, please contact Nicole Conant, Chief of Staff, by email conantna@potdam.edu.

Sincerely,

Tracy Harcourt
Director
Student Health Services

Appendix C/D: DRAFT Communication to Faculty and Staff

Subject Line: COVID-19 Pooled-Saliva Testing/Influenza Clinic

Dear Faculty & Staff,

SUNY Potsdam is committed to the health and safety of our campus community. As a result, COVID-19 testing will be offered to employees and employee surveillance testing will occur throughout the remainder of the semester.

What kind of test is being administered?

Partnering with Upstate Medical University, we will be utilizing a pooled saliva test. The pooled testing allows for 10 to 25 people to be screened in one test. You will administer the saliva swab test yourself and no nasal swab is required. If a “pool” tests positive, Upstate can immediately test the individual samples in that pool to determine who is positive and needs to isolate. To understand what to expect during the pool testing process, a brief video is available [online](#).

Who is required to be tested?

On September 14, 2020, the State of New York and the Professional Services Negotiating Unit (UUP) signed a memorandum of understanding (MOU) that mandates COVID-19 testing for all UUP represented employees that are required to report to campus to conduct all or some of their work obligation. This MOU is in affect through December 31, 2020. SUNY Potsdam is mandating the same requirement for Management Confidential (MC) employees. If you are mandated to be tested do not fail to comply with this directive.

Example of an employee that is mandated to be tested:

- If you are a UUP represented employee or MC employee telecommuting Monday through Thursday and report to campus on Fridays, you must be tested.
- If you are a UUP represented employee or MC employee that must report to campus later in the semester to meet a work obligation you need to be tested now.
- If you are a UUP represented employee or MC employee that is coming to campus to utilize your office you must be tested now.

Example of an employee that is not mandated to be tested:

- If you are a UUP represented employee or MC employee who is telecommuting, which means you are not reporting to campus to perform any of your work obligations, you do not need to be tested.
- If you are reporting to campus for two hours or less as indicated on your online health screening and are not reporting to work to complete your work obligations then you do not need to be tested now.

If you do not fall under the criteria of a mandated test you may choose to be tested. The testing mandates may change if other memorandums of understanding are established.

Who covers the cost of the test?

SUNY Potsdam will cover the cost of each employee's first test whether you are mandated to be tested or not. After your first test, the campus will only cover the cost for employees that are mandated to be tested.

When will the testing be conducted?

We will hold our first round of testing September 24th and September 30th. All employees who meet the above mandated criteria must be tested on one of these dates. If you are mandated to be tested you must register for a time on either September 24th or September 30th. After September 30th, each Wednesday, we will randomly test 50% of UUP represented employees and MC employees. Further information regarding this process will be communicated on a later date.

How do I register for a test?

If you are mandated to be tested you must register for your appointment date and time here (qualtrics). If you are choosing to be tested you will use the same registration link.

You **must** also register for the [SUNY Upstate Medical testing system](#) prior to your appointment. Failure to do so will delay testing.

What do I need to do to be tested?

- You must arrive to Maxcy Hall (at the front ramp entrance, closest to the Townhouses).
- Arrive 15 minutes prior to your scheduled appointment time.
- You must bring a smartphone or tablet device with you. If you do not have access to one, we will have a limited number of devices available.
- Please maintain 6 feet of distance between others and wear your face covering.

What shouldn't I do before my test?

- No toothbrushing or mouthwash (within 3 hours before): You should not have brushed your teeth or used mouthwash within the past 3 hours before reporting for your test.
- No eating or drinking (within 30 minutes before): You must not eat or drink anything, including chewing gum, mints or lozenges, for 30 minutes prior to your test.
- No smoking/vaping (within 30 minutes before): You must abstain from smoking, vaping or using smokeless tobacco products for 30 minutes prior to the test.

Thank you for your cooperation and participation in this important process aimed at supporting the health and safety of our campus and community.

Sincerely,

Melissa Proulx
Director of Human Resources

Appendix E: Surveillance Testing Logistics

Hours: 9am-3:30pm with 12-12:30 lunch break except first day.

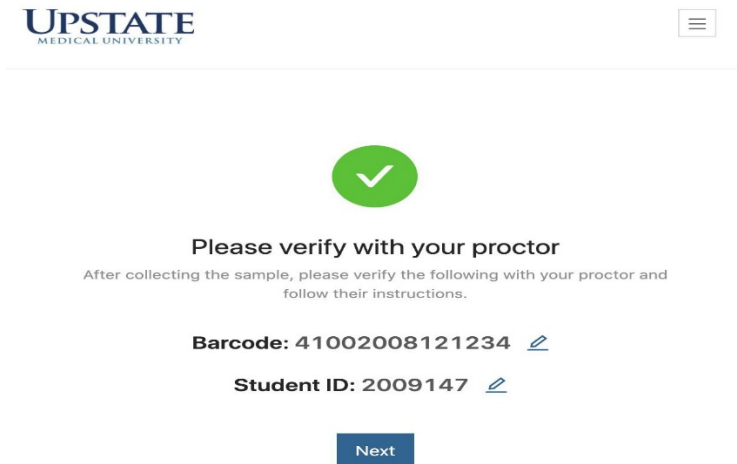
- 9/14: Training with volunteers 9-10:30; Maxcy Hall set-up 3-4:30
- 9/15: 6 Hours; 3 COVID Stations (1080 potential tests)
- 9/16 & 9/17: 2 COVID stations (720 COVID tests)
- 9/16 & 9/17 : 6 hours; Influenza Clinic in Field House
- 9/18: 3 Hours (9-12); 3 COVID Stations (540 potential tests) Can send results via UPS at 1:30pm
- Total Testing: Potential for 2,340

Appointment times: Groups of 15 every 15 minutes for each of 3 stations

Personnel/station

- **Screeners:** 2 people outside each entrance screening for admission to COVID station building asking:
 1. Have you registered for your test?
 - ❖ If they have not registered provide them with the link <http://register.suny-covid.com/>.
 2. Are you experiencing any s/s of COVID?
 - ❖ If they have any symptoms, call 315-267-2376 to receive a diagnostic test in SHS
 3. Have you had anything to eat or drink in past 30 min?
 - ❖ If they answer 'yes', have them come back 30 min.
 4. Have you had any chewing gum, mints or lozenges in past 30 min?
 - ❖ If they answer 'yes', have them come back 30 min.
 5. Have you brushed teeth/used mouthwash in the past three hours?
 - ❖ If they answer 'yes' , have them come back in 3 hours
 6. Have you smoked, vaped, or used smokeless tobacco products in the past 30 minutes?
 - ❖ If they answer 'yes', have them come back 30 min.
 7. If they have completed their registration and have answered 'no' to questions 2-6, send them into the building to get tested.
- **Greeter: 1 person** (See video: <https://vimeo.com/447270240>)
 1. Are you experiencing any s/s of COVID?
 - a. If they have any symptoms, call 315-267-2376 to receive a diagnostic test in SHS
 2. Have you had anything to eat or drink in past 30 min?
 - a. If they answer 'yes', have them come back 30 min.
 3. Have you had any chewing gum, mints or lozenges in past 30 min?
 - a. If they answer 'yes', have them come back 30 min.
 4. Have you brushed teeth/used mouthwash in the past three hours?
 - a. If they answer 'yes' , have them come back in 3 hours
 5. Have you smoked, vaped, or used smokeless tobacco products in the past 30 minutes?
 - a. If they answer 'yes', have them come back 30 min.
 6. If they answered 'no' to questions 1-5, send them to attendant #1.

- **Attendant #1** (See video: <https://vimeo.com/447270240>)
 1. Make sure person uses hand sanitizer
 2. Have the student launch the COVID-19 registration account on their phone
 3. Student scans the saliva collection kit barcode while kit still in package
 4. Student reads the barcode from their mobile device
 5. Check student ID and confirm that the picture below is there.



If the student is not on this page, their barcode and student ID **have not** yet been saved. After reaching this screen, attendant #1, must confirm both these inputs.

- **Attendant #2**
 1. Watches a couple students at a time collect saliva
 2. Ensures that the tube is shaken vigorously 10 times to mix with the stabilizer
 3. Add to the tube collection rack
 4. Once 12 samples are collected give to 'pooler'
- **Pooler:** See video <https://vimeo.com/447269539>
 1. Open the lid, squeezes the liquid from the swab by twisting it against the inside of the sample collection tube and transfers the entire liquid contents from the collection tube to a secondary barcoded pool tube
 2. Close each sample tube tightly and add it to the labeled common pool collection bag.
 3. After all 12 tubes are emptied into the pool tube seal it tightly
 4. Wipe the pool tube with disinfectant
 5. Verify that the common pool tube and the pool collection bag have the same label
 6. Disinfect hands and table between each pooling session

NOTE: Please complete and print the attached log sheet each time you return pooled tubes to the lab at SUNY Upstate. This can be filled out electronically and printed or hand written. If

possible, please tape the log sheet to the side of the bin so that staff are able to read printed information through the plastic.

- **Personnel needed:**

- 9/14: 18 (3 medical poolers), Need 15 volunteers
- 9/15: 18 (3 medical poolers), Need 15 volunteers
- 9/16: 11 (2 medical pooler; 2 NP's for Flu clinic), 10 volunteers
- 9/17: 11 (2 medical pooler; 2 NP's for Flu clinic), 10 volunteers

Supplies for COVID Stations

Maxcy Field House Supplies

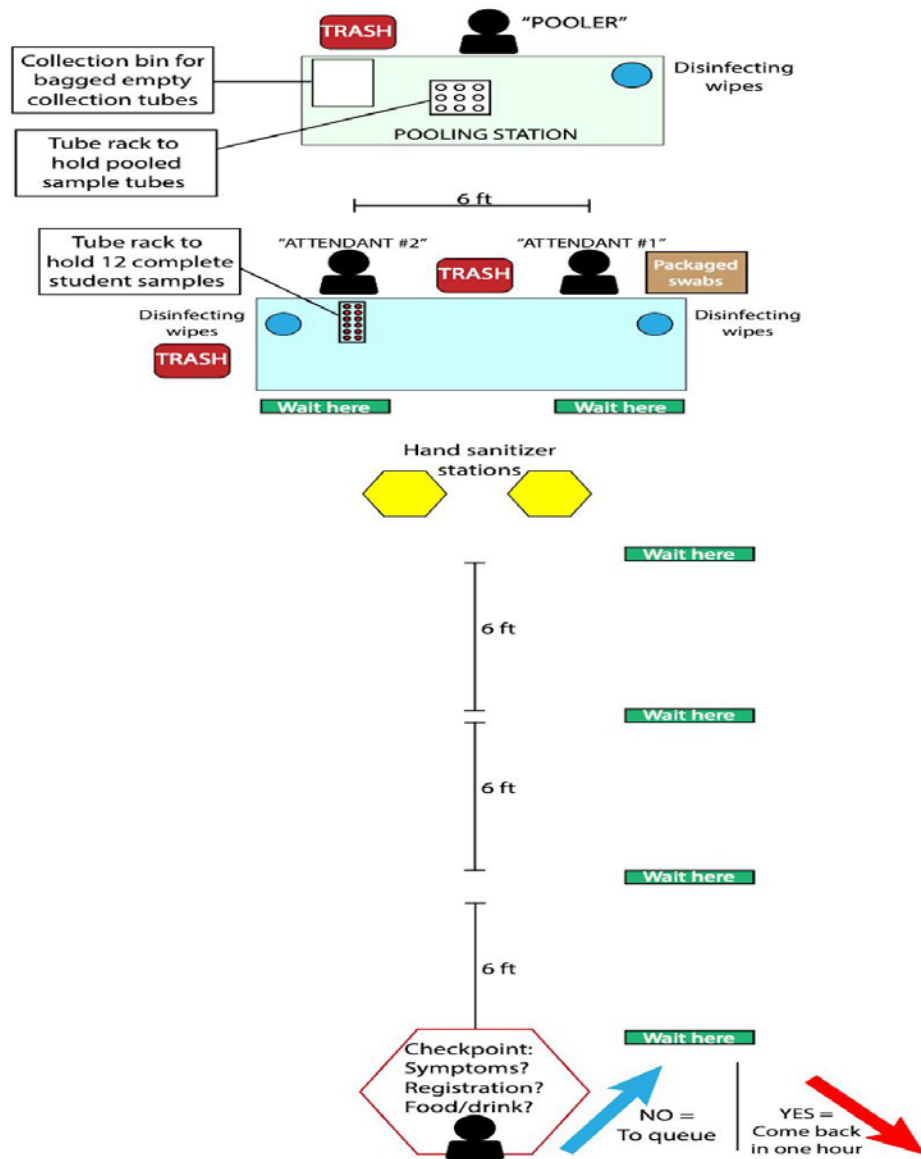
15 tables
30 chairs spaced 10 feet apart
10 disinfecting wipe containers
10 Hand sanitizers
10 boxes of tissues
5 pens
2 boxes of N95 masks
1 box of KN95 masks
8 face shields/goggles
Garbage bags
Tube racks x 4 (12)
Social distancing markers on floor
Surgical Masks
8 Surgical gowns (pooler)
10 boxes of gloves
2 tablets/computers

Maxcy Arena Supplies

6 tables
15 chairs spaced 10 feet apart
5 disinfecting wipe containers
5 Hand sanitizers
5 boxes of tissues
5 pens
2 boxes of N95 masks
1 box of KN95
4 face shields/goggles
Garbage bags
Tube racks x 2 (12)
Social distancing markers on floor
Surgical Masks
6 Surgical Gowns (pooler)
5 boxes of gloves
1 tablet/computer

Layout of test site

The following layout is designed to optimize speed and accuracy of each collection site. Please discuss with Upstate before deviating from this layout.



Appendix F: Influenza Clinic Logistics

COVID Screener asks if interest in Flu shot; if yes give VIS for review; after your COVID test go to Influenza Area.

Influenza Greeter

- How old are you? If 18 and above ok to have influenza vaccine.
- Have you been given a VIS for review? If not, Greeter give them a VIS
- Greeter puts the student name/flushot in the appointment calendar
 - Left click/Right click> New> appointment> click on patient; enter first 3 letters of last name, space, first 3 letters of first name
 - Ask Date of Birth to verify correct student
 - Select student name
 - Go to reason (upper right yellow box) and type 'flushot'
 - Click 'save' at the bottom
- Send the student to a computer laptop
 - Use hand sanitizer
 - Wipe keyboard with sanitizing wipes
 - Do you have your student ID card: click 'no'
 - Enter first name, last name and DOB
 - Chose 'next'
 - Complete Demographic page and click next
 - Complete all forms and click on 'next'
 - When done click the house in upper left corner
 - Disinfect key board with wipes
 - Hand sanitizer
 -

Providers

- Review Flu hx. form that the student submitted and lock
- Open progress and use favorite 'flu vaccine' 2020-2021
- Select inventory that you are using
- Select appropriate arm
- Go to top of progress note and complete the Flu Clinic Immunization Record Template
- 2 patient identifier
- Give injection

Signage/email

Supplies for Influenza Clinic

- | | |
|--|--------------------------------|
| • Vaccine | • VIS Forms |
| • 5-7 computers for the influenza clinic | • 4 Hand sanitizers |
| • 250 Syringes; 3ml 23G | • Epinephrine 0.3mg q 5 min x3 |
| • 2 large sharps containers | • Kleenex |
| • Gloves | • Benadryl |

- 2x2 guaze
- Alcohol wipes
- Thermometers
- Band aids

- Flu Clinic Signs
- Floor markers : 6 feet
- 2 trash cans

Appendix G: COVID-19 PoolTesting Group Saliva Surveillance Standard Operating Procedure

OVERVIEW & PURPOSE

The objective is to provide sensitive, accurate, and rapid feedback to college campuses about the presence of SARS-COV-2 in saliva samples from individuals on campuses.

PERFORMANCE STANDARDS

1. Data are accurate.
2. Data are specific to each pool.
3. Data are produced in 24-48 hours after receipt of pools.

OBJECTIVE 1: Collect and pool samples

- A local collection team should be able to receive up to 6,000 saliva samples (and create 500 pools) in a single day from campuses with site-based team using controlled access large group method (described below).
- Other methods can be applied as well, adopted for either door to door collection or small group collection in student living quarters, or drive-through collection method. It is up to the campus to determine the method that best meets their need for safe collection and verification of the identities of all individuals in the pools.

MATERIALS NEEDED

Campus Provides:

1. Personnel at each site. Each collection station will need 4 personnel: 1 Greeter to screen students as they arrive, 2 Attendants to distribute saliva collection kits and receive completed collections; 1 for pooling samples (the Pooler). Each collection station is estimated to have processing capacity of 100+ individuals per hour. If the second attendant can facilitate two students concurrently, collection stations could achieve up to 200 individuals per hour.
2. Two tables for each collection station (one for materials to distribute to individuals being tested and one for pooling purposes)
3. Container of disinfecting lab wipes (1 per station)
4. PPE, including box of disposable paper gowns with cuffed sleeves, box of plastic gloves, N95 or fluid masks, and facial shield or goggles (3 each per station)
5. Several tables and chairs for individuals being tested to use near each collection station (spaced 10 feet apart)
6. Transportation container for pool bags of individual swabs
7. Large trash receptacles (1 per station) with bags and ties
8. Social distancing reminder marks and signs
9. Hand sanitizer stands

Upstate Medical University Provides:

1. Large instruction cards (5)
2. Barcoded swab kits (1 per student)
3. Labeled centrifuge pool collection tube (1 per pool)
4. Labeled collection bag (1 per pool) sufficient to hold 12 collection tubes

5. Tube rack to hold 12 samples and pool collection tube (the Collection Rack) (2 per station)
6. Tube rack to hold 96 full/closed pool collection tubes (the Pooled Rack) (1 per station)
7. Transportation container and lid for pool bags (each containing 12 empty collection tubes)
8. Transportation container and lid for pool collection tubes

PROCEDURE

[Note: For simplicity, the below procedures refer to all individuals being tested as students.]

Advance procedures

1. Students are informed of process ahead of time and must participate to be eligible for in-person class attendance.
2. School designates collection area ahead of time and provides personnel to direct pedestrian traffic to and from site and manage student behavior.
3. Students report to swab site location at specific time based on last names or ID numbers or other convention as determined by school.
4. Collection day is determined ahead of time for each campus based on SUNY processing lab reservation.
5. Prior to the day of testing, students are instructed to create a COVID-19 Surveillance Account and register on-line the day before testing.
<http://register.suny-covid.com/> Under some circumstances, the campus may opt to use an alternative collection method such as Redcap instead.
6. Prior to the day of testing, students are instructed to bring an official college photo ID card and their personal mobile device to the collection station.
7. Prior to testing, students are instructed not to eat or drink anything, including chewing gum, mints or lozenges, within 30 minutes of reporting, and should not have brushed their teeth or used mouthwash within the past three hours. In addition, test subjects must abstain from smoking, vaping, or using smokeless tobacco products for 30 minutes prior to the test.
8. On the day of testing, students form into lines at their assigned collection stations, maintaining 6 feet distance (lines will be taped on floor and reminder signs posted).

Collection Day Procedures

[These can be modified by individual campuses to use door to door collection in dorms or other appropriate means of obtaining swab samples, in consultation with SUNY Upstate]

1. Masked staff don gloves prior students arriving. Pooler additionally dons gown, and faceshield. All staff should be wearing closed toe shoes.
2. Each student approaches Greeter station in turn and with student ID in one hand, and mobile device in otherhand.
3. Greeter asks the student if they are currently experiencing any COVID-19 symptoms; if yes, the Greeter instructs the student to stop and report to their Student Health office for further evaluation.
4. Non-symptomatic students are asked to verify that they have not eaten or drank or brushed or used other prohibited substances as instructed. If they cannot verify

- this, they are asked to exit and return in an hour.
5. Greeter checks if the student has a student ID and mobile device. If not, they are told to come back with both.
 6. If the COVID-19 Surveillance app is being used for collection, Greeter checks to make sure the student has started registration. If the student cannot verify this, they are told to step aside and register before entering.
 7. When prompted, student puts ID away and approaches Attendant #1.
 8. Upon arriving at the assigned collection station, students use hand sanitizer.
 9. Student launches their COVID-19 Surveillance Account using their own mobile device or other registration software depending on the method that the site is using.
 10. Student is prompted not to open saliva swab collection device, then handed the device.
 11. Student scans or enters the saliva collection kit barcode, linking it to themselves. Scanning should be completed while collection kit is still packaged.
 12. Attendant 1 verifies the student has entered the correct barcode. To do this, student should read barcode from their mobile device, while Attendant 1 follows on the collection tube. If there are inconsistencies, student is asked to correct them before proceeding. After confirming barcode, Attendant 1 should confirm the student's ID was entered correctly into the registration. This should be accomplished by Attendant 1 comparing the ID on the registration confirmation page with the student's physical ID. If the student does not have a physical ID yet, Attendant 1 should validate the ID in the app by checking syntax and validating from an external system. Any incorrect IDs must be corrected by the student before proceeding.

NOTE: Strict adherence to this procedure #12 is critically important.

13. Attendant 1 prompts student to move to Attendant 2 with their collection swab.
14. Following the guidance of Attendant 2, and instructions provided on the saliva collection kit, student collects saliva from mouth for 10-15 seconds. In order to achieve higher throughput, Attendant 2 can oversee two students at once during this process, if they are able to monitor effectively while maintaining proper social distancing.
15. Student tightly closes the tube, and shakes the tube vigorously 10x to mix with stabilizing reagent.
16. If collection is successful, student hands tube to Attendant 2. Once prompted by Attendant 2, student will finalize their registration. Otherwise, collection tube is discarded in the trash and student returns to Attendant 1's line.
17. Attendant 2 adds collection tube to Collection Rack; once 12 samples are in this rack, Pooler retrieves rack and transfers it to the pooling table.
18. For each of the 12 samples in the collection rack, Pooler twists opens the lid, squeegees the liquid from the swab by twisting it against the inside of the sample collection tube and then transfers the entire liquid contents from the collection tube to a secondary barcoded pooltube.
19. Pooler twists closed each original sample tube **tightly** and adds it to the labeled

- common pool collection bag.
20. Common pool tube stays in the collection rack until it has received samples from 12 students.
 21. With the addition of the 12th sample, the pool tube is **sealed tightly** and the exterior of the pool tube is wiped with a disinfectant wipe.
 22. Pooler verifies that the common pool tube and pool collection bag (which now contain 12 empty individual collection tubes) have the same label and places the common pool tube in the Pooled Rack; the pool collection bag (containing the 12 empty individual collection tubes) is set aside for transport to SUNY Upstate.
 23. After each pool collection is complete, the Pooler changes gloves or uses a disinfecting wipe to vigorously clean their gloves before handling the next set of pool tubes.
 24. Clean up collection site, remove PPE, wipe down face shield with a fresh disinfecting wipe, collect waste with double glove procedure.
 25. After all pools are completed, pool tubes and pool collection bags (containing 12 empty saliva collection vials) are transported to SUNY Upstate processing lab. This must be done by 3 pm for results to be generated the next day, otherwise the data will be available within 2 days. Pool sample tubes must be kept out of direct sunlight and held at room temperature.

LINKS TO INSTRUCTIONAL VIDEOS

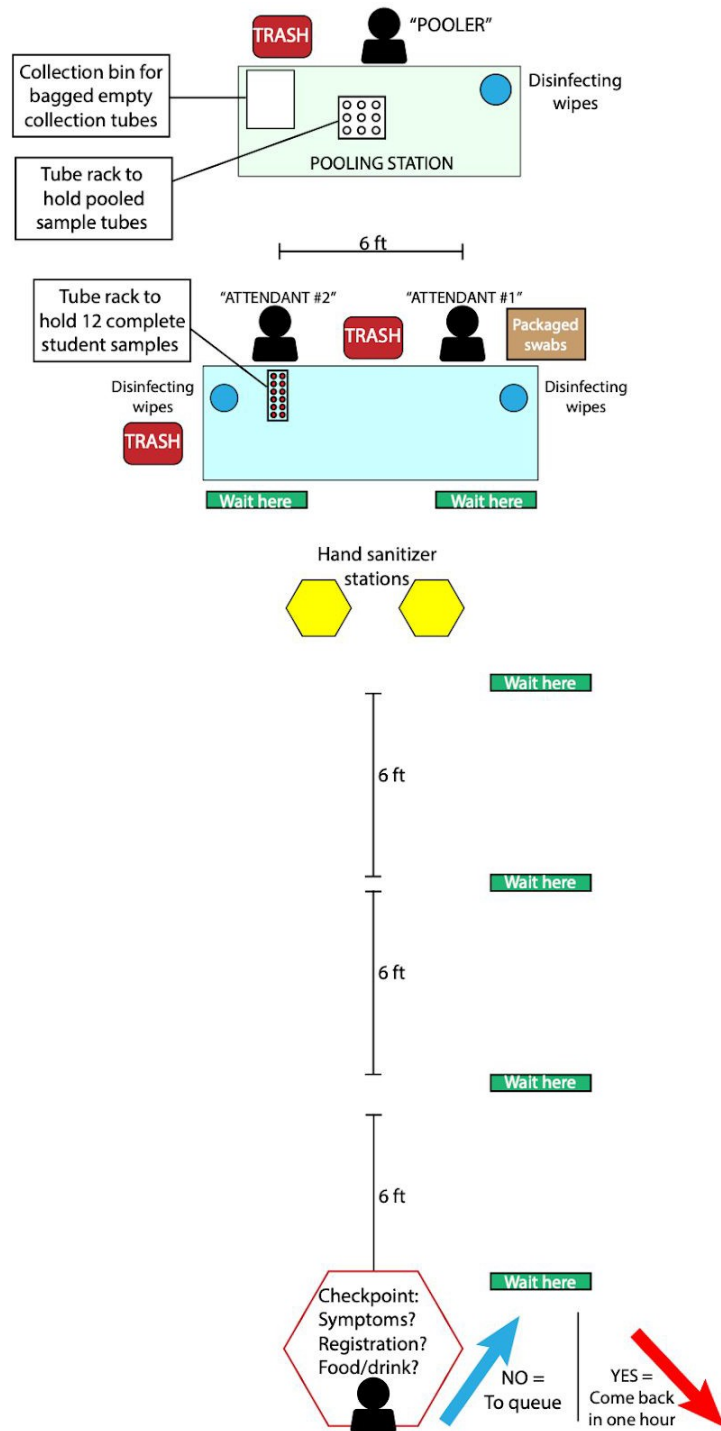
Swabbing Technique (students): <https://vimeo.com/447268833/5229da41b6>

Role of the Greeter and Attendants: <https://vimeo.com/447270240>

Role of the Pooler: <https://vimeo.com/447269539>

ON-CAMPUS LAYOUT

The following diagram is an example of how a collection station can be set up:



Variations of this setup might include moving the Pooling Station to a separate room in order to achieve greater social distancing around the Attendant's

Appendix H: Pooled test tracking sheet

School Name: _____

Contact Name: _____

Date: _____

Total number of pool tubes returned: _____

Pool	Serial number (e.g., AAA-1001)
1	
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Pool	Serial number (e.g., AAA-1001)
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Notes for lab staff:

PROTOCOLS FOR QUARANTINE & ISOLATION-FALL 2020

Types of Quarantine/Isolation needs

Start of the Semester

- Students from Travel Advisory States and International
 - If a student can safely quarantine in their on or off campus location (I.e. access to a private or semi-private bathroom) they will be allowed to do so; otherwise they will be temporarily assigned to a quarantine space.
 - If they display symptoms, we will need to move them to full quarantine
 - While they are in quarantine, they cannot get their own food. Food can be picked up by a friend or delivered by PACES.
- Students who do not complete the 7-day self-quarantine
 - They will be allowed to stay in their room, but will need to continue their self-quarantine. They will be tested again on day 8. They will not be cleared until they receive the negative results of their second test.

As the semester continues

- Students who test positive
- Students who will need to be quarantined due to close or proximate contact.

Spaces

Quarantine

- Lehman Houses 3, 4, 5, 8, 9
- 45 beds with private baths; 131 rooms total at 3:1 ratio
- While the goal is to quarantine students with a 1:1 bathroom ratio, we will do up to 3:1 if demand requires. This has been cleared by Public Health. If we have to do this, every effort will be made to have individuals who have been in pods in the same suite.

Isolation

- Knowles South, floors 4-6
- Communal bathrooms, completely full is 105 maximum rooms
- Students who are presumed to have/tested for COVID-19 will be moved to an isolation space unless they are able to safely travel home. A student is deemed safe to travel home if they are a resident of the North Country Region or can drive their personal vehicle without stopping to another region.

Townhouses/Apartments/Suites

- The individual who tests positive in a TH/Apt will be placed in an isolation room in Knowles.
- The individual's roommate, the potentially most exposed person, will be moved to the formal quarantine area.
- Rest of the TH/Apt can quarantine in their space provided they do not leave.

Suites

- If the quarantine area is at 50% capacity or higher, we will allow students to quarantine in their suite.
- In this situation, the individual who tests positive in a TH/Apt will be placed in an isolation room in Knowles.
- The individual's roommate, the potentially most exposed person, will be moved to the formal quarantine area.
- The rest of the TH/Apt can quarantine in their space provided they do not leave.

Students on a corridor style floor sharing bathrooms

- This will be dependent on Public Health, but students in this situation will most likely need to be moved to quarantine. It is highly likely that we would house them 3:1 provided it is permitted.

Additional Free Spaces, if needed

- Basement floors of Bowman East & Bowman West

Developed: March 27, 2020

- Quarantine: 1:1 = 8 (4 in each building); 3:1 = 24 (12 in each building)
- Isolation total of 30 (15 in each building)

Metrics to Alert Administration

This is for internal use only and is intended to provide accurate and transparent information to administration. Alerts will be sent to President's Council through the Interim Dean of Students at the following levels:

- Exceeding Quarantine/Isolation spaces
 - Early Alert at 30%
 - Second Alert at 50%--recommendation to consider switching to online
 - Third alert at 75%
 - Final alert at 90%
- When giving alerts, information will include:
 - Number in quarantine and isolation
 - Dates that they will be cleared to leave the space
 - Number of pending tests

Action Steps for When Students Need to be Quarantined/Isolated

At Opening

- Out of State (travel advisory)/International
 - Students will be pre-identified, if at all possible.
 - Communication will be had with them in advance.
 - Names and contact information will be provided to Public Health
 - Residential Students
 - Room keys will be replaced with keys to quarantine area; students will not get the key to their semester room assignment until after their 14 day quarantine.
 - Students in Townhouses/Apartments will be allowed to complete their quarantine in their space.

As Test Results Arrive

- SHS services will receive test results
 - Results were monitored in ENZO Direct portal for check-in testing, LabCorp will be used for daily diagnostic testing and pooled saliva testing weekly:
 - COVID status will go from yellow (pending) to green (negative) or (Red positive) on Symptoms Tracker via Summary page in student record.
 - If the results are negative, they will receive a secure message from SHS (students notified via text/email)
 - If the test is positive:
 - SHS will notify SLC Public Health immediately via secure fax or by phone.
 - SHS will attempt to reach the student by phone and educate them about next steps.
 - Instructed to wait in room with face covering on until PH contacts them
 - They may use the bathroom but have to disinfect before and after use.
 - SHS will send a secure message which documents the positive case in Medica
 - Student names (roommate will need quarantine) will be added to the Quarantine and Isolation Clinic in Medica
- SHS will notify Residence Life, sharing the student name, so that accommodations can be prepared.
 - Primary Contact: Julie Dold, 315-250-4828
 - Secondary Contact: Josh McLear; 315-323-5038

- SHS will call to inform Public Health. Per Public Health, student cannot be moved until Public Health has contacted them. During their contact, Public Health will identify who needs to quarantine.
 - Will review the “What to Expect” Document
 - Confirm that they have a working cell phone; confirm that they have a laptop/tablet/etc
 - Next 2-4 hours: Pack & Move; items to pack: personal items to include clothing (10-14 days), bedding, cell phone & charger, laptop/tablet/etc and charger, toiletries (to include feminine products if applicable), medication, books, and school supplies
 - Daily:
 - Contact from SHS; do the ‘symptoms monitoring’ questionnaire daily in Medcat through the Symptoms Tracker (we are adding a indicator to the symptoms monitoring to say ‘if you need to talk to the counseling center call 315-267-2330 to set up an appointment’
 - Order food from PACES
 - Contact from case manager—who could this be?
 - While you’re in quarantine/isolation:
 - Don’t leave your room at all
 - If you need something call ???
 - If you start feeling worse....
 - SHS will contact professors to let them know student will not be in class.
 - (probably items from Welcome letter, but in a more digestable format)
 - Activities
 - Document will also be provided to the student when keys are delivered and put into Medcat
- Moving the student(s)
 - Students will be given 2 hours to move to isolation/quarantine and will be given a red bin to assist with their move.
 - Student will be given gloves to assist with their move.
- What else could we do to help this to be a positive experience?
 - Activities, Self care packages from College Store—emailed Lyndon, “Adopt-A-Bear” from Faculty Senate
 - Could we do a case manager for students? Peer-to-peer vs Staff.....Patrick M will reach out to Sarah Lister; concerns about identifying who is positive to other people, especially peers; could we just provide people as resources to be reached out to?
- Residence Life will contact
 - PACES
 - Primary Contact: Patrick Gray, 315-244-5247
 - Secondary Contact: Bryan McNamara, 315-212-9645
 - Physical Plant: Andy Martin, 315-212-6632
 - University Police: Tim Ashley, 315-276-0456
 - Counseling Center: Gena Nelson, 315-212-1928
 - Interim Dean/Pres Office, who will work with College Communications and other entities as needed.

Preparations for Rooms for Positive Test Results

- Items in room
 - Welcome Letter with instructions that include
 - Who to contact for medical needs
 - Who to contact for non-medical needs
 - Emergency egress & instructions for emergencies (specifically fire alarms)
 - Instructions on being in quarantine (do not co-mingle, etc).
 - Instructions if there are others in the suite
 - Notify SSC if they feel that they are falling behind on their school work

- Tips for being isolated
- Care tips for COVID-19: Medical & Cleaning
- Soap & Paper Towels (Need to check)--
- Cleaning Supplies
- Masks—no longer needed since everyone was given two
- Garbage Bags
- Bottle Water/granola bars/cold kits/hand sanitizers/note from Eric/President—
- Signage
 - Previous signs included

Trash--ANDY

Trash will be picked up on Mondays and Thursdays at 10am. Students will be asked to place their garbage, in a clear plastic bag, in the identified space in the hallway just outside their door. In order to avoid any unnecessary contact, students must put their trash in the hallway no later than 9:30am on these mornings.

Mail--ANDY

Mail delivery will not be available during the time that a student is in quarantine. If there is a special circumstance, the student can be directed to Eric Duchscherer.

Securing Spaces—TIM/ANDY/PAT O'BRIEN/JOSH

- Signage has been put up in spaces directing students that they must remain in their room/area until cleared by Public Health. Signs have also been put up in entryways to quarantine and isolation areas warning that the space is for authorized use only.
- Quarantine areas will be monitored through card swipe activity.
- Cameras have been installed on isolation floors. In addition, elevators have been restricted. Card swipe activity will also be monitored.

Food Delivery—PAT GRAY

PACES will deliver lunch and dinner daily. You will need to provide PACES with any special dietary needs (Call Joel Brown 315-267-2627). Students will be provided a boxed lunch and dinner daily. Lunch will be delivered between 12:00 pm to 12:30 pm and dinner will be delivered between 6:00 pm-6:30 pm. Lunch and dinner will be a balanced meal. Lunch will include 2 cookies and a bottled water. Dinner will include a tossed salad, dessert, and a bottled water.

For your breakfast or snack needs you will need to call between 2pm and 4pm to purchase any of these needs, 315-267-4674. These items will be delivered at the same time as your dinner. Please do not wait till the last minute to call. This will ensure you get your order in for delivery that day. If you do not call between the designated time you will not receive your request for that day.

Items available:

Microwavable sausage egg and cheese bagel
 Microwavable bacon egg and cheese biscuit.
 Assorted cereal cups w/ milk
 Nutrigrain breakfast bars
 Assorted bakery items
 Assorted juices
 Assorted sodas
 Assorted grab n go items.
 Cold deli sub or wrap
 Assorted bag chips

Please ask the phone attendant your options on items listed assorted. PACES will need you name, house #, room #, and your meal plan card number. Please let phone attendant know if it will be charged to a Meal, Flex or Bear.

All students who do not have a meal plan must provide a means of payment before food can be delivered.

Maintenance Issue--ANDY

If a maintenance issue should arise, student will be directed to call Residence Life cell phone. Residence Life will work with Andy Martin to assess the situation and what needs to be done to resolve the issue. When Physical Plant is prepared to do the work, they will schedule a time, in advance if possible. Student will need to remain in their room while the work is done and may be placed into a temporary space if needed.

Lockouts

This should be a non-issue since students will not be leaving their spaces except in an emergency situation, e.g. fire alarms. Should a student be locked out, they will need to work with University Police.

Fire Alarms—TIM/PAT O'BRIEN

If a fire alarm is activated, the student should put on a facemask before exiting the building, if they are safely able to do so. While outside, the student must maintain a six-foot distance from all other people. If the student is unable to leave their room, they should contact University Police at 315-267-2222.

Cleaning--ANDY

Students in quarantine will be responsible for cleaning their own rooms/bathrooms.

If we are able to, rooms will be left vacant for 3 days prior to cleaning them. If we have a high demand, the room will be sprayed with a coarse mister and can be ready within 4-5 hours.

Laundry

If a student has laundry needs, they can be directed to Eric Duchscherer who will assist them.

Medication

Students who have non-covid medical needs will be assisted by Student Health Services

Delivering Orders from Public Health

Orders will need to be delivered from Public Health. The officer will contact Patrick Meldrim at 615-585-8339, who will accompany the officer.

Addressing Behaviors—Patrick Meldrim

Students will be held accountable through Student Conduct as applicable.