

SUNY Potsdam

Spring 2021 Re-Opening Plan



1. COVID-19 TESTING & MONITORING

A. Departing Campus in Fall

All students who remain on main campus, have any reason to be on main campus or who reside within a 15 mile radius of Potsdam, will continue to be tested through the end of the semester. The planned testing dates are: December 3, December 8, and December 15. All remaining students will be tested at each test date, which will ensure that they are tested within 10 days of their planned departure date.

B. Students Remaining on Campus

- Approximately 90 students chose to remain on the main campus in Potsdam through the Thanksgiving break and for the remainder of the semester. Any of these students may elect to remain on main campus in between semesters provided they do not travel outside of the North Country region. The campus will work to identify these students in the week following Thanksgiving break.
- We will continue to test students who remain on main campus bi-weekly in between semesters. Quarantine and isolation facilities on main campus will remain available for those students who may need them. We will continue to offer daily check-ins for those who are in quarantine and isolation. Counseling services, as well as other support services, will continue to be available.
- Students who remain on main campus during the semester break will either have access to a dining facility or a meal preparation facility. Final determination will be based on how many students elect to remain on

main campus. Students who remain will continue to be expected to follow the [BEAR COVID-19 Pledge](#). Students will also be held accountable for violations according to the Chancellor’s Uniform Sanctions.

- Students at the Watertown extension site at Jefferson Community College (JCC) are non-residential students and will not be tested.

C. Returning to Campus for Winter & Spring Terms: Testing and Isolation Requirements

The campus will continue to follow all public health guidelines from local, state, and federal authorities, to include the Center for Disease Control (CDC) guidance on tiered approach in cases of possible exposure.

Process for Students:

- i. All Students (graduate and undergraduate on both the Potsdam campus and Watertown extension site) will be asked to complete the symptoms tracker in the Student Health Portal for two weeks prior to arriving back to campus. In addition, students will be required to complete a 7-day self-quarantine prior to returning to campus. Upon arrival, they will complete an attestation of their self-quarantine. During the self-quarantine, they must:
 - Stay at home
 - If they have a job, make sure that they let their employer know that their last day of reporting to work is 8 days before they come to campus
 - Do not have visitors or visit friends
 - Wash their hands after touching a surface that is touched by others
 - Stay at least 6 feet away from other people in their household except for those traveling to campus with them to help them move in
 - Do not share things like towels and utensils with family members

Any student requesting an exemption from precautionary quarantine according to SUNY Academic Continuity Guidelines Revised 12/4/2020 can petition the interim Dean of Students.
- ii. a. We will test every student who will be residing on main campus, coming to main campus or the Watertown extension site for any reason, and/or living within a 15 mile radius of main campus or the Watertown extension site. We will work to test every student as close to their arrival as possible, striving to have everyone tested within 5 days of returning to campus. Students who have tested positive for COVID-19 in the last 3 months may present documentation in lieu of being tested. With the exception of the first testing date, for which we do not anticipate many residential students, residents will be required to be tested before card access to their residence hall is granted.

Testing Process for main campus

Testing Date(s)	Students Permitted on Campus	Move-In Dates (Residential only)	Start of Daily Pre-Screening	Start of Pre-cautionary Quarantine
Tuesday, January 5, 2021	Students who remained on campus or in Potsdam area; Students who are completing coursework during Winterim that requires physical presence; Off campus students who are returning to the Potsdam area	January 3 & 4	December 20 & 21	December 27 & 28
Tuesday, January 12	All students from the previous group, plus any additional off campus students returning to the Potsdam area	N/A—residential students will not be permitted to move-in	December 29	January 5

Tuesday, January 19	All students from the previous group, plus any additional off campus students returning to the Potsdam area	N/A—residential students will not be permitted to move-in	January 5	January 12
Tuesday, January 26	All students from the previous group, any additional off campus students returning to the Potsdam area, and student employees whose physical presence is required (e.g. RAs, student activities staff, etc.)	January 24-25	January 10-11	January 17-18
Thursday, January 28 – Monday, February 1	Students who, for the Spring semester, will be living in campus, physically present on campus for any reason, and/or residing within a 15 mile radius from campus	Thursday, January 28 – Sunday, January 31	January 14-17	January 21-24
Monday, February 1	All students who had arrived prior to January 28 and all employees	N/A	N/A	N/A
Monday, February 8 and Tuesday, February 9 (if needed)	All Students to complete opening requirements and employees	N/A	N/A	N/A
Monday, February 15	First week of surveillance testing commences; 100% of students and employees will be tested weekly	N/A	N/A	N/A

Testing Process for Watertown Extension Site (JCC)

Testing Date(s)	Students Permitted on Campus	Start of Daily Pre-Screening	Start of Pre-cautionary Quarantine
Tuesday, January 26	Students who, for the Spring semester, will be physically present on campus for any reason, residing within a 15-mile radius from campus and/or participating in an applicable applied learning experience; all employees	N/A	January 19
Monday, February 8	All students and employees	N/A	N/A
Monday, February 15	First week of surveillance testing commences; 100%	N/A	N/A

	of students and employees will be tested weekly		
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- b. We will continue to use to use the [case details](#) page to keep the campus notified of testing results.
- iii. Surveillance testing, where we test 100% of the campus every week, will commence Tuesday, February 16 (after all students and employees at the main campus and at the Watertown extension site have been tested at least twice).
- iv. Student Health Services will continue to work closely with St. Lawrence County Public Health (for main campus) and Jefferson County Public Health (for Watertown extension site) to identify close contacts of those who test positive.
- v. In accordance with the current guidance on out-of-state travel, any student traveling from New York State from a noncontiguous state and who was out-of-state for more than 24 hours will be required to:
 - Obtain a test within three days of departure, prior to arrival in New York.
 - Upon arrival in New York, the student must quarantine for three days.
 - On day 4 of their quarantine, the student must obtain another COVID test. If both tests comes back negative, the student will be permitted to exit quarantine early upon receipt of the second negative diagnostic test.
 - If a student arrives without proof of a negative COVID test within 3 days of arriving in NYS, the student will have a rapid antigen test (PCR if negative), placed in quarantine for 14 days if negative or placed in isolation if they test positive.
- vi. We will continue to work closely with St. Lawrence and Jefferson County Public Health Offices to adhere to the requirements for those individuals who test positive and/or are identified as contacts.
- vii. We will continue to hold a combined total of 150 isolation and quarantine rooms for students on the main campus. We will be available to assist off campus students in the Potsdam area should they not have a safe off campus location for their quarantine or isolation.

Process for Employee COVID-19 Testing and Monitoring:

1. Employee surveillance testing will continue between the Fall and Spring semester.
2. Employee surveillance testing will continue through June 30th as agreed upon in the UUP/CSEA memorandum’s of understanding and M/C designated employees. Potsdam will implement any other MOU’s that are agreed upon by the union and state.
3. Unlike the previous semester where we only tested 50% weekly, 100% percent of the employee population reporting to work will be tested each week in the spring semester.
 - a. Human Resources is working with supervisors when there is employee non-compliance.
4. Human Resources will work closely with the local department of health should there be any positive employee results.
5. Employees reporting to campus continue to complete the daily health screening.
 - a. If an employee answers yes to any of the questions, our policy is they must contact their supervisor and Human Resources for next steps.

2. MODE OF INSTRUCTION

A. Winter Term

All Winter Term classes will be remote/online.

B. Spring 2021 Term

Classes begin on February 1, 2021 on both the main campus and Watertown extension site. The first two weeks of classes will be remote, with a mix of remote/face-to-face/hybrid for the remainder of the semester.

Prior to the start of the spring 2021 semester, we will include in our communication to students the campus plan for any necessary pauses during the semester. We will use criteria established by federal (CDC), state, and local public health authorities to make this decision.

C. Remote Instruction

Remote instruction complies with the expectations of “regular and substantive instruction.” Professional Development opportunities offered through SUNY are regularly shared with all faculty. In addition, the Center for Creative Instruction (<https://www.potsdam.edu/faculty/center-creative-instruction/events-calendar>) provides targeted professional development webinars for faculty related to topics including inclusive learning practices, Tech Tools, and effective uses of the campus’ Learning Management System. In addition, the CCI maintains [Teaching Remotely](#) and [Learning Remotely](#) sites, created at the start of the pandemic, with updates on resources and strategies appropriate to the remote learning and teaching environment.

In addition to professional development, **Online Faculty Fellows** have been identified for each of the three Schools to provide leadership for the campus in best practices related to online and remote pedagogies, including offering a specific pedagogy course for faculty. Each department also has an assigned **Academic Online Coach**, comprised of faculty volunteers, who support colleagues in the logistics of setting up their LMS, finding resources for their remote classes, etc.

We will publish on our website prior to the start of the spring 2021 semester the percentage of courses which will be offered in-person and remote.

International Students:

All enrolled F-1 international students will be participating in registered coursework while physically located in the EST time zone (UTC-05:00). No F-1 international students will need to be accommodated to complete coursework in a different time zone.

Engaging Students in Teaching, Learning, and Assessment:

The criteria provided by SUNY are basic to any course instruction, regardless of modality, provided by SUNY Potsdam faculty. For example, *direct instruction* is provided whether face to face or remote, through lecture interspersed with demonstration, discussion, group work, or other activities appropriate to the content and disciplinary area. Faculty who are teaching remote and/or hybrid courses are encouraged to hold at least one course meeting a week that is synchronous, allowing for directed dialogue and instruction. Lectures and class demonstrations can also be recorded and posted on the individual course Moodle site (the campus’ Learning Management System), and archived for future viewing by students enrolled in that course.

There are no courses offered for credit, regardless of modality, that would not include a form of assessment and related feedback directly to students. All courses have [Student Learning Outcomes](#), which are listed in course syllabi, assessed each time a course is offered, and used as part of each program’s [Academic Assessment cycle](#). The process of developing and implementing SLOs, and the regular review of academic programs that includes SLOs, is required by SUNY, the SED, and MSCHE. The following links provide specific information regarding the role of assessment in all SUNY courses and programs:

- Middle States – Standard V – Educational Effectiveness Assessment
- SED
- Guidance on General Academic Program Proposal Documents
- Departments Expectations....Program Assessment and Improvement
- SED & SUNY
- New Undergrad Program proposal form (requiring SLOs, section 2.3.b, and Assessment plan, section 2.7)
- New Graduate Program proposal form (requiring SLOs, Section 2.3.b, and Assessment plan, section 2.7)
- SUNY
- Review of Undergrad Programs – SUNY Policy
- SUNY Univ. Faculty Senate Guide for the Evaluation of Undergraduate Academic Programs

As noted above, course instructors use a variety of practices to engage students, including those within all-remote context, to *answer students' questions* and to *facilitate group instruction*. As with any course modality, students can ask questions of their instructor either during class or posted office hours (all faculty members have office hours, including those who are teaching entirely remotely). Faculty who are teaching remotely have remote office hours, allowing students to directly meet with their faculty members via Zoom, Moodle, and/or Teams. As is true with answering students' questions about content, *class discussion* can occur within Zoom, Moodle, and Teams, all of which faculty and students have access to at our campus. Zoom, for example, has a specific "breakout room" function that allows the instructor to assign students to smaller groups for in-class activities that would include discussion. Moodle, the campus' Learning Management System (LMS), has a Discussion Board through which faculty and students can regularly engage collaboratively. The Teams platform that is part of Office365 also has a "chat" function" that facilitates collaborative discussion both within and outside of scheduled class time.

Other *instructional activities* that are possible within a remote learning environment include labs and studios, most common within the lab sciences and fine/performing arts. For the laboratory sciences, faculty who are teaching remotely often post videos of lab demonstrations online for students to view prior to attending the didactic portion of their class; in other instances, students purchase lab supplies and complete activities in their remote location. Remote music studio students meet with instructors via Zoom or Teams, where individualized instruction is provided. Dance and theatre students have also creatively found ways in which to work with their instructors in this remote environment, by filming and submitting their performance works. Students in educator preparation programs have been aligning their field experiences, which are required by the accrediting bodies, with their assigned K-12 schools and state/district guidelines. For example, when the K-12 school is in remote modality, teacher education students participate remotely using the school's instructional learning platform. As appropriate, video simulations are also used as a means for discussion and reflection on best practices in K-12 classrooms.

Professional development in effective practices within a remote learning environment is available throughout the year for any interested faculty member; PD includes programming offered through the campus as well as that which is provided through SUNY. Specifically, the campus has developed an Online Pedagogy Design for Online Learning course through a collaborative effort between the Center for Creative Instruction, the Online Faculty Fellows, and volunteer faculty from across the campus. Conceived in the Fall of 2019, the course has been an integral part of the SUNY Potsdam reopening plan and has prepared faculty to deliver high quality and highly engaging online content during the COVID 19 crisis. Specifically, the purpose of this course is to facilitate development of the knowledge, skills, and attitudes (KSA) for effective online teaching and learning. The course focuses on pedagogy and the design/facilitation of online or remote learning.

Working with Faculty:

The Director of Accommodative Services is responsible for ensuring that all faculty comply with all accommodation plans for students with disabilities, regardless of the course modality. Specifically, for students with hearing impairments, the Director is contacting faculty ahead of the start of the Spring, 2021 semester regarding the need for captioning videos, seating arrangements, and students' preferred method of delivery (Zoom vs Teams). The Director updates faculty on the use and procurement of clear face masks and shields, when these are found to be helpful for specific students' needs. Currently, the campus does not have any students with documented vision or severe physical impairments. However, if students do disclose this information and express needs for accommodative services, the Director will work with affected faculty to ensure that appropriate accommodations are made in the classroom learning environment including those *courses that are remote*.

Resources related to working with students with disabilities within a remote environment are shared regularly with all faculty members, specifically through the monthly Provost's Corner Newsletter. These have included direct links to resources provided by SUNY as well as other state and professional agencies, and have included the following:

- *Information about the federal guidance on serving students with disabilities and for other matters pertaining to COVID-19 related school interruptions is found in the following: April 3, 2020 guidance memo published by the US Department of Education.*
- *ADA National Network: Disability & COVID-19: Schools and Education.*
- *Southeast ADA Center: Disability Issues Brief: The ADA and Face Mask Policies. This site analyzes requirements to provide reasonable accommodations to individuals with disabilities under the Americans with Disabilities Act.*
- *Additional information and technical assistance from OCR's Outreach, Prevention, Education and Non-discrimination (OPEN) Center at OPEN@ed.gov.*

The Director has created an Online Accommodations website, linked to the campus' Teaching Remotely resource site, which includes information on accommodation planning. Information is provided in the accommodative service faculty section regarding UDL as well as information for accommodations. This information includes how to extend testing time in Moodle or change the date the student may need to take a test/activity, if these are required through the students' accommodation plan. This information also goes out to the affected faculty members as a link and a PDF with the students' accommodation plan.

Additional resources available to faculty include information on how to make Word documents and PowerPoints accessible, and how to caption videos and lectures. The campus' Center for Creative Instruction (CCI) has posted an accessibility video to their site. In addition, the CCI has a section titled How do I adhere to ADA guidelines and Laws as well as other current resources related to teaching and learning in a remote environment.

The Director also provides information to faculty regarding what the accommodation on a student plan means and the technology they may need to be using to have access to that accommodation such as notetakers. In addition, faculty are offered additional information to assist them in supporting the students' specific learning needs. The Director also works with faculty throughout the semester as unforeseen problems arise or when they have questions regarding an approved accommodation.

Advising:

All SUNY Potsdam students have an assigned academic advisor who meets regularly with their advisees (at least once a semester) regarding course registration, academic support resources, progress towards degree completion, graduation application submission processes, and possible careers—as appropriate to the individual student's needs at the time of appointment. Notes are recorded in Navigate, the campus' retention platform. Typically, advisors are faculty members within the student's academic discipline. Students who are in the EOP and Bridges programs also have an advisor through the Student Success Center who actively and regularly engages with students to ensure that they have access to the academic resources, including tutoring, needed for their success. Students who have not declared a major are advised through faculty in the Exploratory Program,

which is part of the Department of Interdisciplinary Studies. Once a major is declared, the students are advised through the department in which their major is housed.

In addition, the campus engages in a variety of outreach with students at specific points in the semester. For example, the campus provides advising through outreach to unregistered students at the end of the semester and in the form of progress reports at mid-semester. Progress reports, which all faculty are strongly encouraged to complete, are specifically important in identifying those students who might be experiencing academic difficulties as the semester is progressing, so the academic advisor can direct students to support services (e.g., the Writing Center or Math Lab). Outreach related to course registration (critical to students' on-time completion of the degree) is made via multiple communication methods including emails, texts, and phone calls.

Instructional Support from SUNY:

All applicable professional development offered through SUNY, including that which is specific to remote learning, is shared directly with faculty through the Provost's Corner Newsletter and by the deans through their regular faculty meetings. Because SUNY Potsdam uses Moodle as its LMS, it is important to note that not all PD or instructional supports related to remote learning provided by SUNY are applicable for our campus, as most of what SUNY provides is specific to Blackboard.

Examples of links to SUNY resources that are made available regularly to all faculty through the Newsletter and other informal means of communication such as direct emails include:

- SUNY Online, which includes information and resources specific to students and faculty, including resources for supporting courses online.
- Within the SUNY Online site, there is also a section on a variety of Recordings of webinars related to relevant topics that include Accessibility, Instruction, Supporting Students, and Labs.
- Archived recordings of the *Conversations with Program Reviewers*, which are available online at: <https://system.suny.edu/academic-affairs/acaproplan/app/covid-19/>. Recorded topics include Trauma-Informed Practices; Mindful Communication; Remote Learning in the Performing Arts; and Hyflex, Blendflex, and Online Instruction.
- SUNY's *Teaching at a Distance* remote instruction website: <https://online.suny.edu/covid19/faculty-staff/>.
- *Help Desk* – expansion Tier 1 and Tier 2 tech support to all campuses for students and faculty for online tools and technology, access at: <https://online.suny.edu/help/>.
- *Professional Development Webinars and Training* – upcoming webinars and training sessions along with the library of past recordings for faculty and staff on remote instruction topics, including instructional design, assessment strategies, accessibility, virtual/remote labs, supporting students online, technical training, and leadership, are provided through: <https://online.suny.edu/covid19/faculty-staff/webinars-recordings/>.
- Fifteen different discipline-specific faculty *Communities of Practice* utilizing the platform Workplace, which connect faculty across SUNY and promote access to remote instruction resources available in each discipline, have been made available for all faculty: <https://online.suny.edu/covid19/faculty-staff/faculty-staff-resources/workplace-groups/>.

3. ACADEMIC CALENDAR

A. Spring Term Start Dates

The Spring Term begins on February 1, 2021 for both main campus and the Watertown extension site. The 2021 Spring Semester calendar can be accessed at: <https://www.potsdam.edu/academics/academic-calendar>. The calendar reflects all requirements established in the SUNY Guidelines.

B. Spring Break

The Spring 2021 calendar reflects all requirements established in the SUNY Guidelines related to breaks. The traditional spring break is cancelled, and has been replaced with five, one-day breaks dispersed throughout the calendar.

C. Commencement

The campus will follow all SUNY/State/regional health and safety guidelines related to its Commencement ceremony. Planning is already underway with our Commencement Committee for the possibility of a remote ceremony in May 2021.

4. ON CAMPUS ACTIVITIES

A. Federal, State, and Local Guidelines

SUNY Potsdam will continue to follow the mandatory NYSDOH guidance for social distancing as well as the strictures of the approved campus reopening plan for all in-person activities. This includes holding as many activities as possible outdoors or in well-ventilated spaces and utilizing cleaning protocols are in compliance with NYSDOH Higher Education Guidance and CDC guidance. We will not hold any co-curricular in-person activities until the third week of February 2021, when the opening testing process concludes. This includes all intercollegiate athletics and club sport activities. SUNY Potsdam will follow the guidance for intercollegiate sports sanctioned by athletic associations and governing bodies as well as state and local requirements. In addition, all dining halls will be “Grab and Go” until the opening rounds of testing results are received.

B. Face Coverings (Masks)

Face coverings (masks) will be worn by all members of the campus community on main campus and the Watertown extension site at all times, including in classrooms, conference rooms and other spaces, even when six-feet social distancing exists. Exceptions to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. Any request for a medical, religious, or other accommodation to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures through Human Resources (employees) or Accommodative Services (students).

C. Compliance

[The Chancellor’s Uniform Sanctioning in Response to COVID-19 Student Violations](#) implementing uniform sanctions System-wide for COVID-19 related violations, remains in effect for the Winter and Spring 2021 terms as referenced in Section 1. B.

D. Mental Health

SUNY Potsdam will continue to strive to increase the support for mental health services for both our main campus and Watertown extension site communities. These efforts include promoting services available in our on campus Counseling Center, tele-counseling and tele-psychiatry through our agreement with Upstate Medical Center, peer counseling and group therapy sessions, crisis hotline with our local REACHOUT of St. Lawrence County, Inc., and publicize the availability of free online QPR suicide prevention training for students, faculty, and staff.

5. REPORTING

A. Daily Dashboard

SUNY Potsdam will continue to comply with the requirement to report daily COVID-related information to the SUNY COVID-19 Tracker in accordance with guidelines set forth by SUNY. We will continue to maintain our own COVID-19 dashboards consistent with the SUNY COVID-19 Tracker at all times and in accordance with applicable privacy and confidentiality laws. SUNY Potsdam Director of Student Health Services is charged with this task.

B. Instructional Modalities

SUNY Potsdam will continue to report procedures, periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods as adjustments are made during the conduct of the academic semester.

6. WHAT STUDENTS SHOULD KNOW: TRANSPARANCY

SUNY Potsdam will disseminate a clear, plain language notice on “What Students Should Know” to all students based on the recently received SUNY System Administration template. This communication will provide information that includes but is not limited to: testing requirements; mandatory quarantine and isolation; uniform compliance; and the percentage of courses which will be offered in-person, and virtual so they can make informed decisions about their educational experience.

In addition, the communication will include links and additional information about the specific policies for Chancellor’s Uniform Sanctioning in Response to COVID-19 Student Violations and our BEAR COVID 19 Pledge so that students are aware of their responsibilities as well as possible repercussions for failing to comply with all COVID-19 related testing and safety protocols.

7. SURVEILLANCE TESTING

SUNY Potsdam will continue to use the pooled saliva testing with Upstate Medical Center in Syracuse.

8. CAMPUS SAFETY MONITOR

Mr. Patrick O’Brien, Director of Environmental Health and Safety is our Campus Safety Monitor.