

***Oswego Forward***  
***A Plan for Fall 2020 Restart***  
***at SUNY Oswego***  
*(updated: August 5, 2020)*





# ***Oswego Forward***

## ***A Plan for Fall 2020 Restart at SUNY Oswego***

### **Introduction**

#### ***Individual Accountability in a Team Approach to Protect Health and Safety***

*Oswego Forward* is SUNY Oswego’s ongoing plan for a safe restart of on-campus operations and **a blend of online, hybrid and face-to-face courses beginning this August 24, 2020**. The protocols and policies described in this plan and its attached Checklist (see Appendix A) will be implemented at SUNY Oswego’s main campus in Oswego, New York and its branch campus in Syracuse, New York under the leadership and oversight of President Deborah Stanley with direct responsibility in each division’s vice president: Scott Furlong (Provost and Vice President for Academic Affairs), Jerri Howland (Vice President for Student Affairs and Enrollment Management), Nicholas Lyons (Vice President for Administration and Finance) and Mary Canale (Vice President for Development and Alumni Relations). They are the responsible parties for executing *Oswego Forward*.

With President Deborah F. Stanley, SUNY Oswego’s vice presidents will have the necessary authority and responsibility to work collaboratively across the institution to ensure that the New York State Phase Four Reopening New York Higher Education Guidelines are met and that the health and safety of all students and employees are protected to the best of the college’s ability in each of SUNY Oswego’s divisions and operations. The vice presidents will work closely with their respective division’s deans, and/or directors, and other direct reports to enact all protocols, policies and procedures needed to protect the SUNY Oswego community. In addition, the vice presidents will have the responsibility of understanding and responding to the needs of their divisions and of taking action to address those needs in a manner that will best support health and safety and maintain SUNY Oswego’s reputation as a learner-centered residential environment committed to student success and academic and creative excellence. Vice President for Administration and Finance Nicholas Lyons will serve as SUNY Oswego’s **“Campus Safety Monitor”** and be responsible for ensuring the College’s continuous compliance with all aspects of this reopening plan.

#### ***Oswego Forward Pledge***

Prior to restarting on-campus operations, SUNY Oswego will meet all required reopening criteria according to federal, state and local guidelines, and all SUNY Oswego students, faculty members

and staff who intend on attending classes or working on campus will be asked to agree to the *Oswego Forward Pledge*.

The Pledge reads as follows:

## ***Oswego Forward Pledge***

SUNY Oswego acknowledges the vital role all members of our college community play in helping to protect the health and safety of each other. It is why we are asking you to **become a Laker Hero and agree to this Oswego Forward Pledge**.

Your agreement to this pledge will let us know that you are making a choice to be mindful of your actions and how they truly affect the very lives of others. In different circumstances people sacrifice by limiting their total freedom to do something extremely important like serve their country or build safe environments around the world. This fall, you will play a critical role in helping to safeguard the health and safety of yourself and those in our greater community. And, if we keep the coronavirus away, we will be able to study and grow together.

As a member of the SUNY Oswego community, I pledge I will:

1. **Show kindness, empathy and respect** toward myself and all members of the community.
2. **Complete SUNY Oswego's online daily COVID-19 screening form** before leaving my residence (on or off-campus) each day I intend to come to campus. *Note: If I am not feeling well, I will self-quarantine, and I will seek care from health officials. If I ever test positive for COVID-19, I will immediately notify SUNY Oswego's Student Health Services (if a student) or Human Resources (if an employee).*
3. **Wear a face covering when I am on campus** that covers my nose and mouth except when I am alone, with a roommate or assigned "Pod" members (if a student), or while eating or drinking;
4. **Adhere to all state, local and college social distancing and group gathering guidelines;**
5. **Wash my hands thoroughly** and frequently with soap and water and/or use hand sanitizer that contains at least 60% alcohol base;
6. **Remember that I play a critical role in slowing / preventing the spread of COVID-19.**

By agreeing to the pledge, members of the Oswego campus community commit to always doing their part to prevent community spread of COVID-19 so that they protect themselves and others from the devastating coronavirus and can help our campus stay together for the semester.

### ***Pre-Arrival Health Screening/Quarantine, Training and Testing***

Prior to arriving on campus, in an effort to lessen the exposure opportunity to COVID-19, all students must also complete an online health screening questionnaire 7 days prior to their specified or desired date of arriving on campus AND quarantine at home for 7 days.

All students and employees shall complete an online health and safety COVID-19 training that provides instructions on social distancing, personal hygiene, face coverings, early identification of COVID-19 symptoms and how to report symptoms.

If students and employees screen positive on the daily health screening questionnaire and/or show symptoms of COVID-19, each returning student/employee should seek medical care, and , if necessary, take a COVID-19 test and test negative for COVID-19 prior to returning to campus;

Note: SUNY Oswego is finalizing plans with SUNY Upstate Medical University to use highly reliable, pooled saliva testing for each student who plans to be on campus this fall. The baseline test will be performed on campus, and then provided to Upstate Medical University for processing. SUNY Oswego will also underwrite an individual, baseline saliva test provided by SUNY Upstate Medical University for any employee who has traveled and subject to quarantine, and/or wishes to be tested prior to the start of classes.

### ***Arriving/Returning from International Destinations or Restricted States***

Those students and employees who are traveling or returning to New York State from any of the states that Governor Cuomo has designated as [restricted on a New York State travel advisory](#), must quarantine for 14 days (on campus or off) and complete the [online traveler health form](#) as required by New York State before engaging in any campus activities or on-campus classes. Note: students are being asked to take a screenshot of the last page and email a copy (from their Oswego email address) to [deanofstudents@oswego.edu](mailto:deanofstudents@oswego.edu).

Students and employees who are arriving in / returning to New York State from international destinations must quarantine for 14 days per New York State mandate.

SUNY Oswego has proactively reached out to international and domestic students who live outside of New York and out of the country to ascertain their quarantine plans. While most students have plans to self-quarantine as required, SUNY Oswego is working with many students to arrange for their 14-day quarantine on the SUNY Oswego campus (in established quarantine housing), beginning August 10. Residential students who need to self-quarantine on-campus should contact the office of Residence Life and Housing at least a week in advance before they arrive to campus. Once the student receives approval, that student will receive additional information as it relates to the self-quarantine move-in process. If you have traveled internationally or to any of the restricted states and want to self-quarantine on campus, please contact Residence Life and Housing at [reslife@oswego.edu](mailto:reslife@oswego.edu).

### ***Proposed Key Fall Semester Dates***

SUNY Oswego's main campus is residential in every way and, thus, with great caution, creativity and care, planning for an on-campus fall restart in August has been fully underway for a number of months under the leadership of SUNY Oswego President Deborah F. Stanley. Over the decades, SUNY Oswego has built the Oswego experience on a model that encourages deep learning by surrounding students, faculty members and staff with an environment that allows connections, exploration, discovery and understanding. Living on campus, especially in the first

two years, is important to academic success and to students' ability to persist and achieve at their highest potential.

Therefore, **SUNY Oswego recommends that it is best to begin classes on August 24, 2020. The fall term will end on December 11, but all face-to-face delivery will be completed by November 25, 2020 (the day before Thanksgiving).** We also plan to cancel breaks and hold classes on days that are currently on our fall 2020 calendar as holidays. Final exams/assessment will mainly occur remotely. Classes needing to offer an in-person assessment will have that opportunity during the week of November 23.

We plan for a staggered approach where **new students will arrive one week to 10 days prior to the start of classes for a specialized Welcome Week tailored to develop small-group connections, and returning students will move into the residence halls the weekend of August 22, 2020.**

For students looking to have a more family-style living experience, with the ability to engage in social activities with groups of students up to 10 people, they will have the option of signing up for a Pod. A Pod doesn't represent a physical location. Pods exist between students who plan to spend time together in their residence halls with other residence hall students to work to keep each other safe.

We are confident that we can create a safe semester for our students and employees if we all work together and each individual member of the campus takes personal accountability for their well-being and those around them. SUNY Oswego's main campus in Oswego, New York is 700+ acres and it borders the shores of Lake Ontario with grassy fields, lake view walkways and our college-owned nearby Rice Creek Biological Field Station, which provides miles of nature trails. Our spacious and natural campus is a refuge for many, and our open-design campus buildings and 14 residence halls (including approximately 2,200 rooms, mainly doubles) provides the space needed to safely accommodate a reduced number of students and employees on campus each day.

### ***Continued Collaboration and Planning***

*Oswego Forward* will remain a living document as we intend for it to be responsive to a rapidly changing environment, consistent with our core principles. Together, faculty governance leaders and faculty members, staff and administrators from all divisions of the college (see Appendix B) have gathered information, resources, and official federal, state and local guidelines to draft this plan.

In addition, President Stanley, as Central New York REDC co-chair, communicates with members of the region's Control Room, and several members of SUNY Oswego's Health and Safety Group attend or convene weekly meetings with the Oswego County Health Department and with medical experts from local hospitals, including Oswego Health and Upstate Medical University. Campus leaders and Health and Safety Group members also regularly consult with and share restart strategies with local higher education, medical, business and civic leaders, including our Oswego County administrator, Onondaga County executive, City of Oswego mayor, City of Syracuse mayor, City of Oswego Police and Fire departments and Town of Oswego officials.

# I. Reopening

## ***Capacity to Maintain Social Distancing***

SUNY Oswego has the capacity to maintain social distancing due to the size and location of its campus and buildings. To utilize that capacity best, under the leadership of the Provost and Vice President for Academic Affairs, the Division of Academic Affairs is developing an academic schedule that enables courses to meet through multiple modalities dictated by a variety of factors, including pedagogical need, flexibility of the course, and health and safety requirements.

In addition, under the leadership of the Vice President for Administration and Finance and the Office of Human Resources, we are following all New York State Executive Orders and employee union agreements to limit the number of employees on campus at a time by requiring only essential workers to report to campus to perform their job duties and, with prior approval and work plans in place, non-essential workers will continue to work remotely with flexibility until further notice. Those employees who are required to report to campus must complete the daily health screening prior to arrival and will be instructed not to report to campus if they answer “yes” to any one of the screening questions.

Lastly, under the leadership of the Vice President for Student Affairs and Enrollment Management, SUNY Oswego’s Residence Life and Housing staff are creating an option of family-style “Pod” living arrangement for residential students that will help reduce their exposure to other students. Social events will be designed for small groups and for virtual environments, and outdoor activities will be held as long as weather permits.

## ***Personal Protective Equipment (PPE)***

Face Coverings for All: All students, faculty members and staff must wear face coverings in accordance with CDC guidelines when they are with another person (other than when they are eating or drinking, or with their roommate or with a member of their Pod). All students, faculty and staff will be provided with two free cloth face coverings from SUNY Oswego before rejoining the campus community. A supply of replacement face coverings will also be maintained by the campus. Guidelines on how to properly use and clean a face covering will be shared with members of the campus community in their virtual orientation training. All students and employees will also be encouraged to provide their own face coverings to ensure they always have an adequate supply of clean face coverings to access.

Other PPE Will be Maintained by SUNY Oswego: Face shields (limited quantity and provided to those designated in need of a face shield rather than only a face covering); eye protection (for laboratory spaces, Health Services and facilities staff); rubber gloves, paper gowns and thermometers (Health Services); hand sanitizer, disinfectant spray and wipes, paper towels (available in all campus spaces including classrooms, dining halls, residence halls, lounges, hallways and offices).

Current Status of PPE Supply: Under the College’s Division of Administration and Finance, SUNY Oswego will receive an order of 20,000 cloth face masks by early August and will then distribute to students when they arrive on campus through the coordination of the divisions of Academic Affairs and Student Affairs and Enrollment Management. This order of masks should provide the campus with enough cloth masks for the year. Additionally, there will be 1,700 cloth masks

distributed to faculty and staff as they return to campus by the Environmental Health and Safety (EHS) Department.

Process and Procedures for Ordering, Receiving and Distributing PPE for Students and Employees: Before students return to campus, SUNY Oswego's Environmental Health and Safety (EHS) office will obtain and maintain a three-month supply of PPE, stored in Central Receiving, that includes an inventory of face shields, masks, eye protection gloves, disposable gowns, thermometers, hand sanitizer, disinfectant spray, wipes, and paper towels for all public campus spaces including classrooms, dining halls, lounges, hallways and offices.

Requests for replacement supplies will be made through an online request to EHS via the Resources section of the Oswego Forward website. PPE supplies will be obtained through current vendors and through SUNY Administration bulk purchasing when available.

Specialized PPE or Disinfecting Supplies: Requisitions for specialized PPE or disinfecting products not maintained in Central Receiving will be sent to EHS for CDC compliance review and approval before being processed through SUNY Oswego's purchasing department.

Distribution of Face Coverings: Each residence hall will have face coverings for each student and staff member delivered to the hall. Each department will be sent a box with the number of masks needed for the staff. Additional masks can be ordered via an online form through the Resources section of the Oswego Forward website.

### ***Screening and Testing***

All students must complete a health screening questionnaire 7 days prior to their planned date of arriving on campus AND quarantine at home for 7 days prior to returning to campus to lessen the exposure opportunity to COVID-19.

1. If students and employees screen positive on the daily health screening questionnaire and/or show symptoms of COVID-19, each returning student/employee should seek medical care, and, if necessary, take a COVID-19 test and test negative for COVID-19 prior to returning to campus;
2. SUNY Oswego is finalizing plans with SUNY Upstate Medical University to use highly reliable, pooled saliva testing for each student who plans to be on campus this fall. The baseline test will be performed on campus, and then provided to Upstate Medical University for processing. SUNY Oswego will also underwrite an individual, baseline saliva test provided by SUNY Upstate Medical University for any employee who has traveled and subject to quarantine, and/or wishes to be tested prior to the start of classes.

As members of the campus community, employees must complete a daily health screen via a link on the SUNY Oswego COVID-19 information website, and students through Medica's patient portal. This daily health screen will contain questions regarding COVID-19 symptoms, exposure to potential contacts that may or are confirmed to have COVID-19, and ask whether they have traveled to a NYS restricted state or internationally. Students and employees will log into the daily health screen with their Laker NetID for identification. Health screens will be dated and time-stamped to assist with tracking and tracing. To ensure that this health information remains protected, personal health data will not be stored. The daily health screening questions will be updated accordingly as required by the CDC and/or per New York State guidelines.

Employee health screens with a positive or “yes” response will be sent to supervisors and the Human Resources Office for review and student health screens will be sent to Health Services for review. If an employee is unable to report to work due to illness, they will report this to their supervisor. Supervisors will report this through the Human Resources reporting link. Human Resources has established a dedicated email (eehealthscreen@oswego.edu) which will receive and monitor positive or “yes” responses to the daily health screening questions. This email will also serve as an electronic point of contact for employees and supervisors with questions and concerns about the daily health screen and related matters. Students who are ill will report this to Health Services. Students will be triaged by nursing staff and tested as needed.

If an employee or student has a temperature >100.4 degrees or has symptoms of fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps, nausea or vomiting, nasal congestion/runny nose or new loss of taste or smell, they will be asked not to come to campus (or for a residential student, to remain in their residence room) and to 1) report their illness and absence to their supervisor and to the Office of Human Resources (if an employee) or to Health Services (if a student) and to then maintain contact with their supervisor and Office of Human Resources/Health Services as they continue to monitor their symptoms and seek medical assistance if needed.

If a residential student develops symptoms and first reports to SUNY Oswego’s Health Services clinic with respiratory distress, low oxygen saturation, extreme temperatures or any other advanced symptoms, the student will be sent to Oswego Hospital by ambulance. EMS would be notified of the positive COVID-19 result.

Any student who tests positive will be reported to the local Health Department. It will be the student’s responsibility to inform their professors of an absence from a face-to-face class and it will be the student’s responsibility to attend and/or make-up classes in the available virtual format to maintain their academic progress until they are well and able to return to the face-to-face class (if applicable -- as described in above sections, not all courses will be offered face-to-face).

### ***Residential Living -- “Pod” Family-Style Living***

Two-Wave Return: Beginning in mid-August, SUNY Oswego will begin to bring up to 3,700 students (of our total student population of approximately 7,500 students) to live in campus residence halls and to begin courses on August 24. The first wave will include all of our freshmen and transfer students and residence life student-staff. The second wave will include returning residential students. Upon arrival, students who have elected to be in a Pod—a social quarantine bubble of up to 10 students—will be introduced to their Pod-mates.

While our traditionally offered welcome week and fall semester student programming options will change in structure and delivery due to the need to maintain social distancing guidelines, the residential student experience will remain rich, dynamic, student-centered and focused on nurturing the social-emotional needs of the residential population.

Special housing considerations for students who are immune-compromised or who have an underlying health condition will be made. Students who inform Residence Life and Housing of their underlying health condition(s) may be placed in a single room or in a residence hall with the lowest density through the medical housing accommodation process. Residence Life and Housing



will work within its medical accommodation housing committee to ensure that students are reviewed so that they can be evaluated for additional support.

Student Return/Move-In Plans: The Move-in Plan includes designating parking lots on campus in which students and families can drive up and check into their halls. The use of volunteers will help enforce the social distancing rules and process. Students and families will be asked to sign-up for a move-in slot so that we can control the campus density as well as the number of people in each hall. We will provide student volunteers with PPE along with supplies that allow us to sanitize areas such as staff tables and move-in bins between staff changes.

Residence Hall On-Campus 2020 COVID-19 Agreement: Students who reside on campus will be asked to affirm their understanding of the expectations for living in a residence hall.

This agreement will include the following expectations:

*You are expected to follow these guidelines as well as the Student Code of Conduct and Residence Hall Policies (as outlined in the Residence Life and Housing License) while living in campus housing. Additional and revised policies are stated below. Should you not strictly follow these directives, your housing agreement may be terminated immediately.*

*You MUST limit your interactions with others and ALWAYS follow social distancing requirements that is, you must always remain 6 feet away from others (even in shared spaces) and wear an acceptable face covering when you are outside of your residence hall room.*

*You are expected to remain on campus to the fullest extent possible. When you attend class and are walking around campus, you must wear a mask and practice social distancing. If you travel away from campus out of the Central New York area, you will complete a travel form and comply with any New York state quarantine requirements*

*You are not permitted to enter residence halls/apartments other than your assigned living space unless you are in a Pod. Students from other residence halls (who are not in a Pod) and off-campus guests/visitors are not permitted to enter your residence hall.*

*No large group gatherings of more than 25 students are allowed, including hanging out in lounges or common areas. To connect with friends or other students, please video chat, call or text them.*

*If there is a directive to remain in your room for an extended period of time, you must comply. Be respectful of your fellow students, campus staff, and community members.*

Use of acceptable face coverings in common areas: Students must always have their face covered while outside of their residence hall room. Students must have a face covering when they enter the residence hall and in public spaces such as the elevator, community bathrooms, lobbies, hallways, kitchens, laundry rooms, lounges and other public areas within the residence halls.

Appropriate social distancing will be enforced: Residence hall bathrooms, public spaces, kitchens, laundry rooms and high contact areas have additional signage to set the expectations of social distance. All kitchen spaces have been limited to one person at a time. Supplies will be provided for students to clean the space before and after use as a secondary precaution. The kitchens will not come online for use until the third week of school. Laundry rooms have been reduced in size to accommodate three students at a time. Signage will be posted to reset the expectations within these spaces. The furniture in lounges is labeled to highlight the expectations of one person per chair, spaced six feet apart, to stay within the social distance guidelines. Each building has

professional and student staff that will always be asked to help enforce our expectations for social distancing and the wearing of face coverings within the residence halls.

Residence Hall Social Distancing and Cleaning Protocols: All community spaces in residence halls will be reconfigured to enforce social distancing practices and expectations, including in the residence hall lounges, kitchens, laundry rooms, desk operations and computer labs.

Enhanced cleaning and disinfection: The bathrooms, public spaces, kitchens, laundry rooms and high contact areas are cleaned and disinfected every day. Additional hand sanitizer stations have all been added to each residence hall. Additional signage has been added in public spaces to encourage social distancing, face coverings and hand washing while in the residence halls always.

Restrictions on non-essential gatherings and activities: Students are not allowed to gather in any public space within the residence hall. Lounge space serves as the typical area to support student gatherings. We will allow for lounge spaces to be in use, but only for less than half of their capacity. Furniture in these spaces have been labeled with signs so that students are not encouraged to sit next to each other while in the space.

Limited access by students to other residential facilities (e.g. dormitories): Access to residence halls has been restricted to the building in which the student lives. Students that live outside of a building will not have access to that building. In the case where buildings are connected, access has been changed to limit the flow of students from one building to another.

Restrictions of visitors: Students can have visitors, but only if those visitors are both residential students **and** are within their Pod.

Dining Halls Open for Residential Students and Staff Only: Will resume operations to serve residential students in Lakeside, Littlepage, Pathfinder, and Cooper Dining Centers. Students will be assigned to one of these for meals. They will have the choice to dine in or takeout. Students will be able to dine alone or with member(s) of their "Pod" at reserved seating. Takeout will have online ordering with designated pick up areas in each dining center.

Dining Services (both retail and residential) will follow guidelines set by SUNY, CDC, and both local and state health departments to limit the spread of COVID-19. All SUNY Oswego Retail Dining locations and campus bookstore locations will follow the same protocols as listed for Residential Dining and retail "grab and go" food will be available for purchase for any student (commuter and residential) and employee.

### ***Operational Activity -- Planning for a High Degree of Choice and Flexibility for Safety***

As we prepare to reopen, we intend on providing a high degree of choice and flexibility as well as nimbleness in the face of external change in order to maintain social distancing and to limit the spread of disease. Interwoven throughout our academic plan is the ability to pivot as we work together across the institution to deliver excellence in instruction and to support and promote student health and wellbeing.

Already, Oswego offers more than half of its courses in classes capped at 19 students; there are several hundred sections of courses designed for first-year students that we will be able to teach face-to-face. We want every first-year student to have at least one face-to-face course with a strong first year experience.

We expect that the following instructional modalities will be offered in the fall:

- **Standardized Face-to-Face** – Used when there is sufficient classroom space to accommodate all enrolled students in the class and there is an instructional rationale for why face-to-face delivery would be superior to fully online or remote delivery.
- **Modified Face-to-Face/Hybrid** – Used when enrollment is too large for the space assigned. All students cannot attend face-to-face class at the same time and there is an instructional rationale for why some face-to-face contact would be pedagogically superior. Students will rotate into the classroom and do the remainder of their work in an online environment.
- **Large Enrollment Using Technology** – Used when enrollment is too large for the space assigned and there is an instructional rationale for why some face-to-face contact would be superior to fully online or remote delivery. Courses will be offered face to face with some students attending the live lectures, while others watch it synchronously or asynchronously.
- **Fully Online** – Courses are offered in a fully online format, either with or without synchronous components. Currently about one-third of our courses listed in the catalog have been developed for an asynchronous format. This format will be used for courses that would be best delivered in this format in order to meet instructional goals, or for courses in which the health risks of face-to-face instruction indicate an online format is preferable.

By using the modalities above, under the leadership of the Provost and Vice President for Academic Affairs, we have created **a full class schedule for the campus that is approximately 30% face-to-face; 40% online; and 30% hybrid**. Limiting our fully face-to-face classes in this way, along with actively and intentionally extending our classroom use into the evenings (and perhaps Saturdays), will have a positive effect on classroom density.

As a result of these modalities, we will free up additional classrooms, provide more flexibility and reduce population density in our building hallways, stairwells, etc. This will facilitate our efforts to social distance. We will also increase passing time between classes to prevent the typical bottlenecks that happen as one class ends and another begins. This, along with strong messaging regarding when students can show up for classes, will prevent too many people in one space. These efforts will also protect faculty and staff interacting with students.

SUNY Oswego's Facilities Services department staff have gone through and "re-capped" every classroom capacity to ensure that students will have six feet distance between them. They are also evaluating current non-academic spaces (lounges, conference rooms, etc.) to potentially be utilized for additional classroom space if necessary. Prior to opening, we will remove or tape-off seating in classrooms to implement the social distance requirements in each classroom. Masks or face shields will be required in classrooms along with the rest of campus to decrease the risk of spread. In addition, we will have disinfectant wipes and supplies available in the classrooms for students to clean their spaces, and hand sanitizer stations throughout buildings to encourage hygiene.

Classes such as labs and studios are also being re-conceptualized. For example, some labs might be moved to virtual experiences. This will free up space in labs by reducing the need for a different hands-on lab every week. Thus, some labs might be extended over a longer period with fewer students in the space. On the other hand, we already know that a number of our STEM faculty

are working to provide the lecture content through a remote means. Studios will reduce the numbers of students in the space at any one time, and extend available time for student access.

We will provide flexibility with our hybrid classes and there are a number of scenarios depending on pedagogical needs and faculty creativity. As an example, some will provide synchronous/asynchronous material and then provide some face-to-face opportunities to subsections of the class throughout the week. Others may choose to use face-to-face time as true recitation and individual help time while providing most of the context virtually.

SUNY Oswego already has a vibrant online environment with one-third of our courses currently prepped for online delivery. Our preparation in this area over the past 15 years will serve us well in providing a high-quality online experience. While we have a strength in our formal faculty development and instructional design areas, we also have a number of faculty willing to work with their colleagues in both online and hybrid spaces. We expect that our larger lecture classes will need to use either an online or hybrid modality because we will not have class size capacity.

A majority of our faculty, including adjuncts, are currently going through professional development to support flexible teaching. We are fully aware that at any point during the semester we may need to move instruction to remote instruction exclusively and everyone needs to be better prepared to successfully accomplish that.

#### Limit Classroom Population Density – Hybrid Instruction Model

We have examined and documented all classroom and lab space and determined the capacity for each room in order to promote social distancing. We are also assessing the possible use of non-classroom spaces for additional instructional capacity.

We are also putting in place guidelines for movement within buildings (one-way hallways, separate stairwells for going up and down, etc.), additional cleaning protocols, and supplying disinfectant wipes or other disinfecting supplies and hand sanitizer for these spaces.

The classroom space analysis led to some number of rooms that most likely will not, or cannot, be used in any practical way. Taking those classrooms “offline” will effectively reduce density in the common areas of the building before and after class periods.

Another way to reduce building density, particularly in common spaces, is to extend the transition time between classes to 20 minutes. By extending this passing period, and providing guidelines limiting classroom arrival within 10 minutes before its start, there should be a reduction of students in the common areas (hallways, stairwells).

#### Instructional and Research Laboratory Protocols

Lab protocols will follow similar classroom guidelines in regard to social distancing. We are conducting assessments of these spaces and will make determinations regarding seat capacity. For instructional labs, this may require adjustments such as: adding more lab times to accommodate fewer students per lab, identifying lab classes that could be conducted virtually and thus free up time for those classes where class lab experiences are more critical, etc.

A number of our laboratories are currently cleaned/disinfected by faculty, lab technicians and research students in order to maintain lab standards. At the request of each faculty member using each laboratory space, we can continue this way and appropriate cleaning/disinfectant products for COVID-19 will be provided by Facilities Services.

Research lab space is already generally set up to allow for required social distancing. But in those cases where it is not, protocols will be put in place in regards to scheduling the space and limiting occupancy. Research that can be completed at home will continue to be conducted at home until the public health emergency ends. SUNY Oswego is (and will) support a phased start up and ramp down of research activity on campus and in the field guided by public health conditions. These activities will range from very limited research to fully open, “normal” research conditions.

### Penfield Library

Penfield Library will also follow the campus social distancing requirements. Like the classrooms, we will limit access to the library space, ensure social distancing within the spaces and deliver a large amount of our library services through both virtual and face-to-face means. Most of our other student support services such as advising, tutoring, etc. will mainly be provided through a virtual environment (we were successful with this in the spring), and will practice social distancing should face-to-face meetings be necessary.

### Student Health Services for Students

Student Health Services appointments are by virtual appointment only. When the campus restarts on-campus operations, Student Health Services appointments will be made online or by phone. Appointment times will be staggered to assist with proper triaging and limiting the volume of students present in Health Services at one time. Non-sick appointments will be scheduled in the morning and sick visits will be scheduled in the afternoon. Telemedicine will be offered and encouraged for non-urgent visits and for students who are exhibiting potential COVID symptoms.

### Health Services Pre-Appointment Screening

All students seeking general healthcare services from SUNY Oswego’s Health Services Center will be screened prior to coming into the Student Health Center with a COVID-19 screening form online through the EHR (electronic health record). These screening forms are updated to reflect the most current signs and symptoms of COVID and will be reviewed by the triage nurse prior to the student arriving. Students will have their temperature taken before entering the clinic area. All students will be asked to wear a mask while in Health Services. No visitors will be allowed into the clinic area and will be discouraged from the waiting area. Students are able to do mobile self-check-in upon arrival. This prevents entering the reception area or using shared computers. Students will be able to check in 10 minutes before their appointment time and are encouraged to arrive on time to reduce wait times.

If a student arrives at Health Services with positive symptoms of COVID-19, a mask will be immediately placed on them (if they are not wearing one) and they will be escorted to a private room. Staff will wear proper PPE prior to entering the room and a log of staff who have entered the room will be maintained. If needed at discharge, the student will be escorted out of the back entrance of Health Services to avoid the waiting and reception area. All medical procedures that generate aerosolization (nebulizers, peak flow meters, PFTs) will not be used by staff unless medically necessary. Chairs will be spaced six feet apart in the waiting area. Sick and non-sick waiting areas have been created. Plexiglass has been installed at the reception areas to create a protective barrier.

### Counseling Services

There will be a continuation of telecounseling and evaluation of appropriateness of in-person sessions. There will not be walk-in crisis appointments. Crisis appointments will be staffed by phone and Zoom, and students will be permitted to attend face-to-face appointments only after proper screening. Staff and students will wear face coverings for any face-to-face interactions.

There will be one entrance into the counseling area and a separate exit to help with flow of students and staff. The waiting room will be reduced to two seats, and appointments will be staggered on the half hour to help reduce density.

### Mail and General Delivery Services

Health organizations, i.e. the Centers for Disease Control and the World Health Organization, have not documented the spread of COVID-19 via mail or package delivery; however, disinfecting packages and immediately disposing of boxes may be the best protocol.

SUNY Oswego will continue to maintain close communication with the United States Postal Service, FedEx, and other frequent mail and delivery service companies regarding their practices for protecting the health and safety of their customers, including employing sanitation and social distancing measures for delivery and washing hands before and after handling mail. Staff handling packages will also be encouraged to wear gloves.

### SUNY Oswego Syracuse Campus

SUNY Oswego's branch campus is located in downtown Syracuse's Clinton Square in the Atrium Building. The Atrium Building is managed by Partnership Properties, Inc. The SUNY Oswego in Syracuse Campus Director is Mr. Reginald Braggs. Mr. Braggs will continue to work closely with the onsite Atrium Building manager to follow both the SUNY Oswego main campus *Oswego Forward* restart protocols outlined in this document and the Atrium Building protocols set by Partnership Properties, Inc.

### Rice Creek Biological Field Station

The Rice Creek Biological Field Station is about a mile from campus and is used primarily for classroom and research activities. The major scope of the classroom and research activities are around natural, environmental biology, geology and chemistry. The site includes a number of acres of natural wilderness, including walking and nature trails that are in use by both the campus and the Oswego community. These open areas will continue be available to all, but we will limit access to field station building to our faculty, staff and students. This is a campus facility and will follow the *Oswego Forward* restart protocols outlined in this document.

### Office of Business and Community Relations

SUNY Oswego's Office of Business and Community Relations (OBCR) occupies two offices in downtown Oswego in space owned by PathFinder Bank. Both spaces have independent entrances. Deputy to the President for External Partnerships and Economic Development Pamela Caraccioli provides oversight for OBCR and will follow the SUNY Oswego main campus *Oswego Forward* restart protocols outlined in this document.

## ***Restart Operations***

Before all of SUNY Oswego's buildings are occupied again, Facilities Services will operate the heating, ventilating and air conditioning (HVAC) system continuously in a normal manner at a comfortable temperature for 48 to 72 hours. During this period, it will be beneficial to open the HVAC outdoor air dampers to the maximum setting that still allows us to provide the desired indoor air temperatures.

Periodic running of the HVAC systems during non-occupied times, using as much fresh air as possible, will help purge the building and will also aid in reducing any odor build up. Facilities Services will maintain the buildings' relative humidity below 60% and provide air circulation that will be prudent to stop the growth of mold. Just before opening, Facilities Services will change out the filters. Normal filters used are MERV 8; however, Facilities Services intends to increase the filter rating to a MERV 12 for all units that can handle the increase.

In addition, the potable drinking water systems will be flushed inside each building. Stagnant water will be purged from the building pipes including all sinks, showers, drinking fountains, ice makers, coffee makers, hot water storage tanks, cooling towers, etc. The traps can then be kept primed by adding water periodically or by applying a thin film of vegetable oil on top of the water to keep it from evaporating.

SUNY Oswego's building fire protection systems (alarm and sprinkler) have remained active and their annual inspection and maintenance are up to date.

Due to the impact of COVID-19 on building density, the buildings' electrical systems have seen substantially reduced loads over the last few months. The electrical systems will be brought back on line to full load one building at a time. Facilities Services has continued to test and exercise emergency generators as normal to maintain their full functionality.

## ***Extracurriculars***

All guest speakers and lectures will be conducted virtually. As an example, SUNY Oswego has already scheduled our speaker for our Oswego Reading Initiative to present virtually in September. Other departments and programs are already engaged in planning for virtual guest speakers. Our performance programs (Music and Theatre) are currently in planning for how they may do some performances and meet social distance guidelines. For example, our Theatre program is considering doing a stage "radio" show, which would allow for distancing among the participants. We would then limit attendance to these events based on current guidelines.

Extracurricular activities will also be presented virtually wherever possible, with the exception of limited outdoor events and programs of 25 or fewer people held in large indoor spaces that meet social distancing guidelines. SUNY Oswego's Student Association Activities Board (SAPB) has made arrangements to move to an all-virtual activities calendar that will include weekly engagement programs such as e-sports and trivia, and live online events including a fall benefit concert, comedy show and speaker series. Additionally, signature co-curricular programs such as the Diversity Speaker Series, Fall Involvement Fair, Family and Friends Weekend, Homecoming, OzLeads, Scholar Leader Workshops and the annual ALANA Conference will be moved to virtual formats. All student organizations will be asked to conduct general member and executive board meetings virtually wherever possible, and travel will be prohibited until further notice.

Alumni Engagement - Following a model already developed and implemented in Spring 2020, the Office for Development and Alumni Engagement will continue its robust programs for alumni and students virtually. Included in these programs are large group and one-on-one connections between alumni and students within a virtual class setting, Career Services programming or in a personalized virtual call for mentoring and professional development; a Virtual Village series that features alumni-led workshops and classes ranging from cooking to yoga to professional development as well as concerts and demonstrations; an Oswego Alumni Podcast series partnering with the student-run WNYO radio station and focusing on a specific topic or alum's perspective on a given event or period of time; and a range of virtual conversations, happy hours and celebrations, using digital platforms including Zoom and Kudoboard, in addition to regular communications via email and social media.

Intramural and recreational activities will resume wherever possible in large indoor facilities or outdoors with 25 or fewer participants who will be required to wear face coverings and observe social distancing guidelines. High-touch or high-contact intramurals will be replaced with socially distanced, individual activities focused on fitness and personal wellness such as: open basketball shoot-arounds and lap swimming for limited timeframes and by appointment only. Virtual offerings, such as e-sports and wellness tutorials will be used to supplement the programmatic calendar. For example, a series of on-demand training videos for beginning runners, and nutritional wellness tutorials are in development for release in the fall. Group instruction will also shift to online offerings, and extramural sports and travel will be prohibited in the fall semester.

Club sports will take a phased in approach to the resumption of play. At the start of the semester, each team will work with SUNY Oswego's Campus Life to construct a "Return to Play" summary that will be submitted to their governing league for approval. Prior to approval, Phase I of Club Sports' return will limit activities to individual exercises and routines, and prohibit in-person organized team practices/rehearsals/travel, and allow Campus Life to ensure teams have been adhering to College testing and screening protocols. Upon league approval of a "Return to Play" plan, and ensured compliance with College testing and screening protocols, teams will enter into Phase II of "Return to Play", which will allow them to engage in non-contact limited intersquad drills that abide by social distancing guidelines, while prohibiting team travel. Phase III is a return to competitive play against other college/university teams. Entrance into this phase will depend on 1) The governing league's confirmation that all league teams have engaged in the creation and implementation of health and safety protocols for visiting teams, 2) League schedules have been adjusted to accommodate regional travel and only to other NYS regions that have entered in to Phase IV reopening, 3) Staff and resources at Oswego allow for the implementation of a visiting player health and safety protocol when home games occur, similar to NCAA restart plan, 4) Agreement between Campus Life and Student Association that limited student organization travel can resume at the point where a team enters Phase III, and 5) Facilities are available to allow for the hosting of home games. Out of state, national and international travel will be prohibited for all club sports during the fall semester.

Athletics - The Athletics Department has created a plan (see Appendix C) to reopen operations based on information from the National Collegiate Athletic Association (NCAA) Sports Science Institute, the Intercollegiate Council for Sports Medicine (ICSM), the American College Health Association (ACHA) and CDC published guidelines. The goal of the plan is to return Oswego Varsity Athletic teams to intercollegiate competition safely.

The opening of the department consists of a three phase approach. For phase 1, student-athletes will begin a 14 day quarantine or "gating period" once they arrive on campus for the start of the semester. Daily symptom and temperature checks will be conducted during this period. Phase 2



is the 14 day return to activity period. Practices can begin with a limit of 10 people and regular sanitizing of equipment. Phase 3 is the resumption of regular practice.

The SUNYAC Presidents, in consultation with the SUNYAC Board of Directors, on July 20, suspended sports competition until January 1, 2021. While Oswego's athletic teams will not be able to engage in intercollegiate competition, we believe that it is important that our student-athletes maintain some semblance of normalcy and, as a result, we will continue to allow all of our teams to practice during the fall semester in preparation for a return to competition in the Spring 2021 semester. All practices will be conducted under appropriate health guidelines as well as NCAA rules regarding playing and practice seasons.

While details and specific dates are still being finalized, we are looking at conducting "non-traditional" practice seasons for fall and spring sports. This is a four week period where each team is allowed to conduct up to 16 practices. The fall sports of Men's and Women's Cross Country, Men's and Women's Soccer and Field Hockey will begin practice the week of August 31. Volleyball, Golf, and Men's and Women's Tennis will follow the week of September 7. The spring sports of Baseball, Softball, and Men's and Women's Lacrosse begin their non-traditional season the week of September 14. Winter sports will begin their practices in early October before ending at Thanksgiving.

All Athletic Facilities will be closed to the public and outside groups. During Phase 1 and 2, the facilities will be open for varsity team practices only. During Phase 3, indoor facilities will be opened for intercollegiate athletes only. Regular cleaning and sanitizing practices will be followed in all facilities.

### ***Vulnerable Populations***

We are cognizant that we have students, faculty members and staff with underlying health conditions that puts them at risk or those who are uncomfortable with face-to-face interaction during this pandemic. Therefore, we are designing courses with flexibility to enable students to participate remotely in courses designated for face-to-face instruction. Faculty who should avoid significant face-to-face interactions will be teaching their courses online, either synchronously or asynchronously.

Students who do not feel comfortable attending a face-to-face course will be able to receive the instruction and material remotely or take certain courses online. Similarly, faculty who do not feel safe delivering a class face-to-face will have an option to teach remotely. In all cases, faculty will have a plan to move to a remote/online modality if public health concerns dictate such a move.

In addition, any employee whose age or health conditions place them in a vulnerable status, will have the option to work through the interactive process pursuant to ADA guidelines with the Office of Human Resources. Possible options include the development an alternate work plan and/or exploration of other potential accommodations including but not limited to: providing extra social distancing measures, working remotely (either fully or partial), modifying physical space, limiting interaction with the public, providing specific PPE, etc. The Office of Human Resources will work with each employee's immediate supervisor as appropriate.

## ***Hygiene, Cleaning and Disinfection***

Hygiene and Sanitation Stations: Handwashing stations containing soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol, will be provided and maintained on campus at entry points and on each floor of every building. Disinfecting wipes or other disinfecting supplies will also be made available.

Surface Cleaning: All shared surfaces on campus will be cleaned by facilities staff at least two times per day, and/or between use by individuals using the space (employees and students will be asked to clean their desks/work surfaces, if they are willing, before and after using with provided disinfectant and disposable towels).

Laboratories: A number of SUNY Oswego's main campus laboratories are currently cleaned/disinfected by faculty, lab technicians and research students in order to maintain lab standards. We can continue in this way with appropriate training and guidance regarding disinfecting for COVID-19.

Cleaning Logs: As required by the Centers for Disease Control and Prevention and NYS Department of Health, cleaning logs will be maintained on site in each facility. Cleaning logs will document date, time and scope of cleaning

Faculty and Staff Workstations: If willing, faculty and staff will be strongly encouraged to clean their workstation at the beginning of every workday or shift. Cleaning supplies and instruction will be provided to faculty and staff. If willing, faculty and staff will also be strongly encouraged to clean surfaces they use in the immediate area of their workstations, including conference areas.

### **[Recommended Cleaning Products \(PDF\)](#)**

*See Table A in Appendix D for more details on SUNY Oswego's Health and Safety Precautions.*

## **II. Monitoring**

### ***Testing Responsibility***

If the saliva test kits are available in sufficient quantity, throughout the semester, pooled SUNY Oswego students will be tested for COVID-19 through saliva testing by SUNY Upstate Medical University. If the saliva test kits are not available in the full quantity needed, students in need of a COVID-19 test will be tested individually through the saliva testing method or with the polymerase chain reaction (PCR) testing currently performed by Upstate Medical University in Syracuse, New York (located 10 minutes from Oswego's Syracuse campus) or by the local (to the main campus) Oswego Health and WellNow Urgent Care Centers. Pulaski Urgent Care (located approximately 30 minutes from the main campus) is also able to come to campus to provide SARAS Antigen testing (15 min rapid testing) for large groups if needed.

In addition, currently, our Health Services Center in partnership with our reference lab, LACNY, is able to supply PCR (nasal swab) tests to students. LACNY supplies Health Services with testing supplies at no cost. Health Services is able to provide this testing to students who test positive

on daily health screening, develop symptoms of COVID-19 or are a contact with a known or suspected person with COVID-19.

### ***Testing Frequency and Protocols***

All employees will need to test if symptomatic as required by SUNY Oswego and provide updated test results to the Office of Human Resources. Employees are required to follow any guidelines provided to them by their local health department.

Students will be tested if they are symptomatic or have a history of symptoms, have a compromised immune system or underlying health condition, are less than 21 years old and have symptoms consistent with Multisystem Inflammatory Syndrome in Children (MIS-C), have had close contact with a positive COVID-19 person or person in quarantine/isolation for COVID-19, and as necessary by the SUNY Oswego Health Services clinicians or external medical office clinicians' discretion. Saliva tests will be sent to SUNY Upstate Medical University and PCR tests will be sent to LACNY (reference lab) and billed through insurance.

To help distinguish COVID-19 from influenza, SUNY Oswego Health Services is able to provide influenza testing to students through their reference lab. During influenza season, tests are picked up and run on a STAT basis and have approximately a four-hour turnaround time for results. During influenza season, this will help provide additional information to diagnosis flu-like illness that may be seen.

### ***Early Warning Signs***

The Office of Human Resources will communicate with SUNY Oswego leadership on a daily and a weekly basis with regard to the number of confirmed and suspected employee cases. The Office of Human Resources will develop and maintain a tracking dashboard that will serve as a mechanism for tracking communications, and as a record for all COVID-19 related employee data. This information will be located in a secure file to protect confidentiality. By having this information tracked and recorded on a regular basis, it will allow us to have a window into COVID-19 related employee activity and disposition at any given time. The Office of Human Resources will also maintain frequent and open lines of communication with all supervisory and managerial staff to ensure that proper reporting occurs for any symptomatic and/or COVID-19 positive employees.

Medicat (Health Services EHR) has developed a testing, tracking and reporting platform for students. Medicat will be able to generate reports on positive tests and diagnosis. SUNY Upstate Medical University and LACNY will also be able to provide reports on the amount of tests completed and positive reports. Tracking the infection rate of students who have been tested will provide the data to indicate when the rate is approaching or surpasses 1%. Health Services will communicate with the Vice President of Student Affairs and Enrollment Management on a weekly basis to report any positive cases, students placed in quarantine/or isolation.

In addition, SUNY Oswego has gained access to the COVID-19 monitoring Dashboard developed by Upstate Medical University to assist the College with monitoring early warning signs. This Dashboard will help the College monitor the rate of transmission in the region and from regions our students live and adjust our health and safety plan in response to the predicted spread of the virus.

## ***Tracing***

According to NYS guidelines, a minimum of 30 contract tracers are required for every 100,000 residents throughout the state. The 17 public and private colleges in our region are home to approximately 70,000 students, and therefore, Central New York will need at least 21 additional contact tracers trained and ready to assist by the time the campuses reopen.

SUNY Oswego through its Office of Human Resources and its Health Services Department will work closely with Oswego and Onondaga County health departments to provide support to students, faculty and staff who need to isolate and/or quarantine, and also provide support to tracing efforts. In addition, SUNY Oswego is exploring the development of a dashboard that protects personally identifiable information while communicating to the campus community members the known sites on campus that a person who tested positive for COVID-19 visited according to NYS contact tracing guidelines and tracing period timeframe.

Local health departments where an employee or student lives, has the main responsibility to provide contact tracing. Local health departments perform case investigations and contact tracing on any residents of their county who test positive for COVID-19. Per the New York State Department of Health, the local health departments' investigations look back two days prior to symptom onset or date of test (if the person was asymptomatic) up to the date the person is placed in isolation. The local health department contact tracers create a list of anyone who was considered a "close contact" to the positive tested person during the past two days. According to health guidelines, a "close contact" is anyone who was within six feet of the positive tested person and without a mask for a period of 10 minutes or more. Contact tracers will ask all positive-tested people specifically about their employment/workplace to then help notify these agencies of the positive case.

The Office of Human Resources and Health Services will assist the local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for employees and students as needed. As part of communication and education, the campus community will be informed that if they receive a call from "NYS Contact Tracing" (518-387-9993) or a number that begins (315) 349-xxxx, that they should answer the phone. To support this effort, all SUNY Oswego Health Services staff have taken the [John Hopkins COVID-19 Contact Tracing course on Coursera](#).

## ***Screening***

See above section titled "Screening and Testing" for details. Visitors to campus will be strictly limited to delivery personnel only. Deliveries will be made to designated sites and personnel on campus to limit the potential exposure to the virus. Deliveries will be encouraged to be handled outside insofar as possible (i.e. food deliveries, etc.).

# **III. Containment**

## ***Isolation and Quarantine***

Isolation and Quarantine Rooms on Campus for Residential Students: If a residential student is suspected of having COVID-19 or tests positive for COVID-19, they will be placed in either a designated isolation (in Moreland Hall) or quarantine housing room (in Lonis Hall) on SUNY

Oswego's main campus. Students who are positive for COVID-19 will be placed in a designated isolation room or asked to return home, if preferred, and transported by other than public transportation. If that is not feasible, the student will be placed in isolation. Moreland Hall provides 79 isolation rooms. Lonis Hall provides 65 rooms for quarantine. All meals will be delivered to isolated and quarantined students.

Isolation and Quarantine Process for Employees and Commuter Students: Anyone who tests positive for COVID-19 will need to do a mandatory isolation per public health guidelines. As described above, on-campus students who are not able to return home will be quarantine in a designated residence hall on campus. Off-campus students, staff and faculty will quarantine at their residence. If a person is not able to quarantine at their residence, the Oswego County Health Department will assist with finding a quarantine placement.

### ***Students and Employees Confirmed or Suspected to have COVID-19***

Residential Students and Staff Living in Residence Halls will be instructed prior to returning to campus and reminded throughout the year by Residence Life and Housing staff that if they develop COVID-19 symptoms, they should not leave their residence hall room, but should call SUNY Oswego's Health Services Center at 315-312-4100 immediately. Until they recover, they will remain in contact and under the care of SUNY Oswego's Health Services staff and any other appropriate health care and public health employees. If a person is unsure if they have symptoms or should be tested, they also can use the CDC self-checker to evaluate symptoms.

Off-campus/commuter Students: If an off-campus/commuter student develops symptoms of COVID-19, they will notify SUNY Oswego's Health Services. In addition to reporting COVID symptoms, all off-campus/commuter students will notify Health Services if they have a positive test for COVID-19 or have been exposed to someone with COVID-19 in the last 14 days. Off-campus/commuter students will be asked to remain off-campus and they will be given instructions on self-quarantine or isolation if they test positive for COVID-19 or are suspected of having COVID-19.

Employees and/or the Supervisor of the Employee will notify SUNY Oswego's Office of Human Resources of symptoms through an online form or they can call the NYS COVID triage line at 1-888-364-3065. In addition to reporting COVID symptoms, all employees should contact Human Resources if they have had a positive test for COVID-19 or have been exposed to someone with COVID-19 in the last 14 days. Employees will be given instructions on self-quarantine or isolation if positive for COVID-19 or suspected of having COVID-19 (by Human Resources or OCHD). Any other employees and/or students who have been exposed to the person with symptoms or COVID positive employee will be notified by the Oswego County Health Department and/or Human Resources if identified as a close contact and will be provided with instructions to self-monitor for symptoms. [Reference: CDC: Considerations for Institutions of Higher Education; CDC: symptoms of COVID-19]

### ***Hygiene, Cleaning and Disinfection of Exposed Areas***

When a student or employee is known to be positive, their residence hall room and or office will be closed for no less than three days/72 hours\*. Then, the custodial staff will enter the room and

do a thorough disinfectant cleaning. At a minimum, all heavy transit areas and high touch surfaces will be cleaned according to [CDC Guidelines](#). When the contact tracing process reveals the additional areas the person had been in, the College's custodial staff will also ensure those areas are cleaned.

*\*Note: The current understanding of the virus's viability (ability to make a person sick) appears to be approximately three hours in the air, and up to 72 hours on surfaces. (New England Journal of Medicine, Aerosol and Surface Stability of SARS-COV-2 as Compared with SARS-CoV-1).*

### Dining Services

In the event that positive cases of COVID-19 require one or more of SUNY Oswego's four dining centers to close for cleaning, the kitchen in Hewitt Hall will open for takeout service for students in need. Students will be able to order online and have meals ready for pick up. During that time, the closed dining centers will be cleaned and disinfected according to CDC guidelines and reopened after the Oswego County Health Department approves. Students will be notified of the closed dining halls and the availability of takeout meals from Hewitt Hall by campus email, posters hung in the residence halls, and verbal communication from Residence Life and Housing staff members.

### **Communication**

SUNY Oswego will proactively communicate new information regarding any and all positive cases through direct contact with the local health departments, suspected individual(s), and those who may have been in direct, sustained contact with the person(s). Designated points-of-contact or coordinators who are SUNY Oswego employees will be the main contact for the health departments to work closely with upon the identification of student or employee positive cases. These designated points-of-contact or coordinators will also be responsible for working with SUNY Oswego's Chief Communication Officer for subsequent communication to members of the campus who are believed to have come into contact with the individual who tested positive. The coordinators will also assist the Chief Communication Officer in answering questions from students and employees regarding COVID-19 and plans implemented by SUNY Oswego.

If requested by the local health department, SUNY Oswego Office of Human Resources will help notify individuals who may have potentially had direct, sustained contact with an employee who has tested positive for COVID-19.

SUNY Oswego will proactively communicate non-personally identifiable information on confirmed cases through multiple information channels including campus-wide email, online Campus Bulletin, the Oswego Today daily email and the college's Oswego Forward/COVID-19 website. Regular and frequent communication with the local health department and SUNY will occur throughout the testing, tracing and quarantine process.

The individual with the confirmed case will be advised to follow all instructions from the appropriate County Health Department. The Office of Human Resources will inform the employee that appropriate medical documentation certifying the ability to return to work will be required prior to that individual re-entering the workplace.

## IV. Return to Remote Operations (“Shutdown”)

### *Operational Activity*

If at any time SUNY Oswego is required by the State of New York, the Regional Control Room, or the local health department to return to remote operations and instruction, President Deborah F. Stanley will direct SUNY Oswego’s Provost and Vice President for Academic Affairs, Vice President for Student Affairs and Enrollment Management, and Vice President for Administration and Finance to oversee the process of shutting down. They will do so as was effectively performed in March 2020 when students left campus, moved out of residence halls and transitioned to remote learning and when large numbers of employees moved to remote work.

In particular, the following actions will occur to **shift our academics to a fully remote environment**:

- Faculty are currently developing contingent plans as to how they will move their course(s) to a remote/online modality in the event of an outbreak or by direction of public health officials. These plans include not only the shift in modality, but also considerations around accessibility, communication, engagement and other critical elements. It may also require some faculty to rethink their student assessment process.
- If such a determination is made, a message will be sent to all faculty, staff, students, and students’ parent/support person regarding the need to pivot to fully remote instruction. This pivot will occur within a week’s timeframe.
- Faculty will send out further communication to students regarding the format and expectations for the time associated with being remote/online.
- The Provost and Vice President for Academic Affairs along with the Deans of the college/schools will monitor implementation and transition and work to provide the smoothest transition possible.
- Our Computer and Technology Services (CTS) division will work to provide necessary equipment and support to any student, faculty and staff to ensure a successful continuation of studies, student engagement and student success support systems.
- Penfield Library will close to foot traffic patrons, but will transition to provide almost all of their services in a remote manner.
- All advising, tutoring and other student support services will move to remote provision. We expect that much of this work will already be done in this way as part of our fall reopening plan.

The following actions will occur within **Residence Life and Housing** if necessary to shutdown:

Desk Operations with Residence Halls: The desk operations will close within all of our residence halls to protect students and our student staff members. With the closure of our desk operations, we will pause all mail services to the residence halls. We will ask that students send their mail and packages to their home address. We will suspend equipment rental and all other services associated with the desk operations. All desk phones will be routed to our central office.

Mail: Students who have mail that has been delivered to the desk will be asked to pick-up their mail before they depart.

Professional Hall Staff: Professional hall staff will work remotely from their hall apartments. Communication will be posted outside of their office to instruct students on the process to contact them during working business hours.

Check Out: Students leaving campus will be able to check out of their rooms with our express check out forms. This process can be completed without staff contact. Students will need to move their items without the assistance of college-owned moving bins.

Work Orders: Work orders placed to address damage and services to residence hall rooms will be suspended.

Community Spaces (kitchens, lounges and computer labs): These community spaces will be closed.

Remain in Residence: Students who cannot return home immediately, must obtain permission from the housing office to remain in residence during remote operations and instruction. They will be asked to initially stay in their current residence hall. Students who remain may later be asked to move to another residence hall in order for Residence Life and Housing to provide adequate distancing and services to the remaining residential students.

### ***Move-Out***

Under the guidance of the Vice President for Student Affairs and Enrollment Management and the Vice President for Administration and Finance, SUNY Oswego's Residence Life and Housing, Dining Services, Dean of Students Office, Communications and Marketing Office, and University Police will work together again with all other necessary campus offices to follow the same effective protocol used in March 2020 when students transitioned to remote instruction for the remainder of the semester.

Students living in the residence halls will complete an express residence hall room check form. Under the guidance of their residence hall staff, students will be asked to sign-up for a selected check out time and day to allow Residence Life and Housing to best support students who wish to depart campus and to stagger their departure times in a manner that allows social distancing and population density limits to remain in practice and to maintain a low campus density. Students will be required to remove all of their items from the residence hall or place their items in storage.

### ***Communication***

In the event SUNY Oswego needs to initiate a shutdown of the campus due to an outbreak of the coronavirus, the College, in consultation with SUNY and per directives of the State of New York, will broadly communicate the announcement of such closure via a series of communications that detail the process, timeline and important information on roles, responsibilities and next steps through multiple information channels including: campus-wide email, message to parents/guardians, online Campus Bulletin, Oswego Today daily email, digital signage on campus, and the college's *Oswego Forward*/COVID-19 website. The use of the SUNY-alert notification system and other campus alert systems, including outreach to the media and the use of social media, will also be considered. Regular and frequent communication with the local health department and SUNY will occur throughout all phases of any such shutdown.

### **Plan for Sharing COVID-19 Updates and Oswego Forward with the Broader Community**

SUNY Oswego will expand its ongoing and frequent communication with members of the campus community and external stakeholders to inform, update and educate all on the *Oswego Forward*



plan. The following communication plan will be grounded in transparency and will support the principles of putting safety first; protecting the core academic areas of excellence; maintaining our fundamental mission of the broadest possible access to world-class teaching, research and scholarship; sustaining academic programs and achieving operational efficiencies; and demonstrating agility in responding rapidly to workforce needs.

This expanded communication plan will take effect immediately and will serve to provide accurate information, protocols, procedures and updates to all audiences. SUNY Oswego will engage in multiple means of notification, education and training as necessary, for its on-campus and off-campus audiences (from the creation of a robust Oswego Forward website that will provide FAQs and detail the plan and all related news, directives, developments and guidelines; to regular email communication, announcements and updates posted to the college Campus Bulletin, News & Events website, and Office of President Communications web page; Oswego Today daily communication tool; digital signage and social media campaigns; and outreach with the local media and greater Oswego community, including the City-Campus Relations Committee (CCRC).

#### Partnering with the City of Oswego to Increase Understanding and Empathy

As a supplemental effort to our communication plan, we will continue to pursue our community-building efforts and focus on instilling a greater respect for diversity and inclusion with increased vigor. SUNY Oswego will work with the Oswego Mayor's Office to expand the Campus-City Relations Committee (CCRC) to increase representation of key community and campus constituencies. Information-sharing about community stakeholders' restart plans and a collective focus on the health and safety of the greater Oswego community will drive the CCRC's agenda for the foreseeable future. In addition, SUNY Oswego, through CCRC, will work to create a community ambassador program, which pairs SUNY Oswego students with long-term residents of Oswego to work on community building initiatives.

SUNY Oswego will utilize existing joint community policing efforts between the University Police and the Oswego Police Department to share information regarding health and safety resources with off-campus students and their neighbors. Lastly, SUNY Oswego's Office of Diversity and Inclusion will provide ongoing community workshops on implicit bias, stereotype threat, structural inequality, etc. and their impacts on health, safety and COVID-19.

# APPENDIX A CHECKLIST

## *Oswego Forward*

### *A Plan for Fall 2020 Restart at SUNY Oswego*

#### I. Reopening

<p><b>Capacity to Maintain Social Distancing</b> (page 5)</p>	<p>SUNY Oswego has the capacity to maintain social distancing due to the size and location of its campus and buildings. To utilize that capacity best, under the leadership of the Provost and Vice President for Academic Affairs, the Division of Academic Affairs is developing an academic schedule that enables courses to meet through multiple modalities dictated by a variety of factors, including pedagogical need, flexibility of the course, and health and safety requirements.</p> <p>In addition, under the leadership of the Vice President for Administration and Finance and the Office of Human Resources, we are following all New York State Executive Orders and employee union agreements to limit the number of employees on campus at a time by requiring only essential workers to report to campus to perform their job duties and, with prior approval and work plans in place, non-essential workers will continue to work remotely with flexibility until further notice. Those employees who are required to report to campus must complete the daily health screening prior to arrival and will be instructed not to report to campus if they answer “yes” to any one of the screening questions.</p> <p>Lastly, under the leadership of the Vice President for Student Affairs and Enrollment Management, SUNY Oswego’s Residence Life and Housing staff are creating an option of family-style “Pod” living arrangement for residential students that will help reduce their exposure to other students. Social events will be designed for small groups and for virtual environments, and outdoor activities will be held as long as weather permits.</p>
<p><b>PPE</b> (pages 5-6)</p>	<p><u>Face Coverings for All</u>: All students, faculty members and staff must wear face coverings in accordance with <u>CDC guidelines</u> when they are with another person (other than when they are eating or drinking, or with their roommate or with a member of their Pod). All students, faculty and staff will be provided with two free cloth face coverings from SUNY Oswego before rejoining the campus community. A supply of replacement face coverings will also be maintained by the campus. Guidelines on how to properly use and clean a face covering will be shared with members of the campus community in their virtual</p>

orientation training. All students and employees will also be encouraged to provide their own face coverings to ensure they always have an adequate supply of clean face coverings to access.

Other PPE Will be Maintained by SUNY Oswego: Face shields (limited quantity and provided to those designated in need of a face shield rather than only a face covering); eye protection (for laboratory spaces, Health Services and facilities staff); rubber gloves, paper gowns and thermometers (Health Services); hand sanitizer, disinfectant spray and wipes, paper towels (available in all campus spaces including classrooms, dining halls, residence halls, lounges, hallways and offices).

Current Status of PPE Supply: Under the College's Division of Administration and Finance, SUNY Oswego will receive an order of 20,000 cloth face masks by early August and will then distribute to students when they arrive on campus through the coordination of the divisions of Academic Affairs and Student Affairs and Enrollment Management. This order of masks should provide the campus with enough cloth masks for the year. Additionally, there will be 1,700 cloth masks distributed to faculty and staff as they return to campus by the Environmental Health and Safety (EHS) Department.

Process and Procedures for Ordering, Receiving and Distributing PPE for Students and Employees: Before students return to campus, SUNY Oswego's Environmental Health and Safety (EHS) office will obtain and maintain a three-month supply of PPE, stored in Central Receiving, that includes an inventory of face shields, masks, eye protection gloves, disposable gowns, thermometers, hand sanitizer, disinfectant spray, wipes, and paper towels for all public campus spaces including classrooms, dining halls, lounges, hallways and offices.

Requests for replacement supplies will be made through an online request to EHS via the Resources section of the Oswego Forward website. PPE supplies will be obtained through current vendors and through SUNY Administration bulk purchasing when available.

Specialized PPE or Disinfecting Supplies: Requisitions for specialized PPE or disinfecting products not maintained in Central Receiving will be sent to EHS for CDC compliance review and approval before being processed through SUNY Oswego's purchasing department.

Distribution of Face Coverings: Each residence hall will have face coverings for each student and staff member delivered to the hall. Each department will be sent a box with the number of masks needed for the staff. Additional masks can be ordered via an online form through the Resources section of the Oswego Forward website.

<p><b>Screening and Testing (pages 6-7)</b></p>	<p>All students must complete a health screening questionnaire 7 days prior to their planned date of arriving on campus AND quarantine at home for 7 days prior to returning to campus to lessen the exposure opportunity to COVID-19.</p> <ol style="list-style-type: none"> <li>1. If students and employees screen positive on the daily health screening questionnaire and/or show symptoms of COVID-19, each returning student/employee should seek medical care, and, if necessary, take a COVID-19 test and test negative for COVID-19 prior to returning to campus;</li> <li>2. SUNY Oswego is finalizing plans with SUNY Upstate Medical University to use highly reliable, pooled saliva testing for each student who plans to be on campus this fall. The baseline test will be performed on campus, and then provided to Upstate Medical University for processing. SUNY Oswego will also underwrite an individual, baseline saliva test provided by SUNY Upstate Medical University for any employee who has traveled and subject to quarantine, and/or wishes to be tested prior to the start of classes.</li> </ol> <p>As members of the campus community, employees must complete a daily health screen via a link on the SUNY Oswego COVID-19 information website, and students through Medicaat’s patient portal. This daily health screen will contain questions regarding COVID-19 symptoms, exposure to potential contacts that may or are confirmed to have COVID-19, and ask whether they have traveled to a NYS restricted state or internationally. Students and employees will log into the daily health screen with their Laker NetID for identification. Health screens will be dated and time-stamped to assist with tracking and tracing. To ensure that this health information remains protected, personal health data will not be stored. The daily health screening questions will be updated accordingly as required by the CDC and/or per New York State guidelines.</p> <p>Employee health screens with a positive or “yes” response will be sent to supervisors and the Human Resources Office for review and student health screens will be sent to Health Services for review. If an employee is unable to report to work due to illness, they will report this to their supervisor. Supervisors will report this through the Human Resources reporting link. Human Resources has established a dedicated email (eehealthscreen@oswego.edu) which will receive and monitor positive or “yes” responses to the daily health screening questions. This email will also serve as an electronic point of contact for employees and supervisors with questions and concerns about the daily health screen and related matters. Students who are ill will report this to Health Services. Students will be triaged by nursing staff and tested as needed.</p> <p>If an employee or student has a temperature &gt;100.4 degrees or has symptoms of fever, chills, cough, difficulty breathing, headache, sore</p>
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	<p>throat, muscle/joint aches, diarrhea, abdominal cramps, nausea or vomiting, nasal congestion/runny nose or new loss of taste or smell, they will be asked not to come to campus (or for a residential student, to remain in their residence room) and to 1) report their illness and absence to their supervisor and to the Office of Human Resources (if an employee) or to Health Services (if a student) and to then maintain contact with their supervisor and Office of Human Resources/Health Services as they continue to monitor their symptoms and seek medical assistance if needed.</p> <p>If a residential student develops symptoms and first reports to SUNY Oswego's Health Services clinic with respiratory distress, low oxygen saturation, extreme temperatures or any other advanced symptoms, the student will be sent to Oswego Hospital by ambulance. EMS would be notified of the positive COVID-19 result.</p> <p>Any student who tests positive will be reported to the local Health Department. It will be the student's responsibility to inform their professors of an absence from a face-to-face class and it will be the student's responsibility to attend and/or make-up classes in the available virtual format to maintain their academic progress until they are well and able to return to the face-to-face class (if applicable -- as described in above sections, not all courses will be offered face-to-face).</p>
<p><b>Residential Living (pages 7-9)</b></p>	<p><u>Two-Wave Return:</u> Beginning in mid-August, SUNY Oswego will begin to bring up to 3,700 students (of our total student population of approximately 7,500 students) to live in campus residence halls and to begin courses on August 24. The first wave will include all of our freshmen and transfer students and residence life student-staff. The second wave will include returning residential students. Upon arrival, students who have elected to be in a Pod—a social quarantine bubble of up to 10 students—will be introduced to their Pod-mates.</p> <p>While our traditionally offered welcome week and fall semester student programming options will change in structure and delivery due to the need to maintain social distancing guidelines, the residential student experience will remain rich, dynamic, student-centered and focused on nurturing the social-emotional needs of the residential population.</p> <p><u>Special housing considerations for students who are immune-compromised or who have an underlying health condition will be made.</u> Students who inform Residence Life and Housing of their underlying health condition(s) may be placed in a single room or in a residence hall with the lowest density through the medical housing accommodation process. Residence Life and Housing will work within its medical accommodation housing committee to ensure that students are reviewed so that they can be evaluated for additional support.</p> <p><u>Student Return/Move-In Plans:</u> The Move-in Plan includes designating parking lots on campus in which students and families can drive up and check into their halls. The use of volunteers will help enforce the social</p>

distancing rules and process. Students and families will be asked to sign-up for a move-in slot so that we can control the campus density as well as the number of people in each hall. We will provide student volunteers with PPE along with supplies that allow us to sanitize areas such as staff tables and move-in bins between staff changes.

Residence Hall On-Campus 2020 COVID-19 Agreement: Students who reside on campus will be asked to affirm their understanding of the expectations for living in a residence hall.

This agreement will include the following expectations:

*You are expected to follow these guidelines as well as the Student Code of Conduct and Residence Hall Policies (as outlined in the Residence Life and Housing License) while living in campus housing. Additional and revised policies are stated below. Should you not strictly follow these directives, your housing agreement may be terminated immediately.*

*You MUST limit your interactions with others and ALWAYS follow social distancing requirements that is, you must always remain 6 feet away from others (even in shared spaces) and wear an acceptable face covering when you are outside of your residence hall room.*

*You are expected to remain on campus to the fullest extent possible. When you attend class and are walking around campus, you must wear a mask and practice social distancing.*

*If you travel away from campus out of the Central New York area, you will complete a travel form and comply with any New York state quarantine requirements*

*You are not permitted to enter residence halls/apartments other than your assigned living space unless you are in a Pod.*

*Students from other residence halls (who are not in a Pod) and off-campus guests/visitors are not permitted to enter your residence hall.*

*No large group gatherings of more than 25 students are allowed, including hanging out in lounges or common areas. To connect with friends or other students, please video chat, call or text them.*

*If there is a directive to remain in your room for an extended period of time, you must comply. Be respectful of your fellow students, campus staff, and community members.*

Use of acceptable face coverings in common areas: Students must always have their face covered while outside of their residence hall

room. Students must have a face covering when they enter the residence hall and in public spaces such as the elevator, community bathrooms, lobbies, hallways, kitchens, laundry rooms, lounges and other public areas within the residence halls.

Appropriate social distancing will be enforced: Residence hall bathrooms, public spaces, kitchens, laundry rooms and high contact areas have additional signage to set the expectations of social distance. All kitchen spaces have been limited to one person at a time. Supplies will be provided for students to clean the space before and after use as a secondary precaution. The kitchens will not come online for use until the third week of school. Laundry rooms have been reduced in size to accommodate three students at a time. Signage will be posted to reset the expectations within these spaces. The furniture in lounges is labeled to highlight the expectations of one person per chair, spaced six feet apart, to stay within the social distance guidelines. Each building has professional and student staff that will always be asked to help enforce our expectations for social distancing and the wearing of face coverings within the residence halls.

Residence Hall Social Distancing and Cleaning Protocols: All community spaces in residence halls will be reconfigured to enforce social distancing practices and expectations, including in the residence hall lounges, kitchens, laundry rooms, desk operations and computer labs.

Enhanced cleaning and disinfection: The bathrooms, public spaces, kitchens, laundry rooms and high contact areas are cleaned and disinfected every day. Additional hand sanitizer stations have all been added to each residence hall. Additional signage has been added in public spaces to encourage social distancing, face coverings and hand washing while in the residence halls always.

Restrictions on non-essential gatherings and activities: Students are not allowed to gather in any public space within the residence hall. Lounge space serves as the typical area to support student gatherings. We will allow for lounge spaces to be in use, but only for less than half of their capacity. Furniture in these spaces have been labeled with signs so that students are not encouraged to sit next to each other while in the space.

Limited access by students to other residential facilities (e.g. dormitories): Access to residence halls has been restricted to the building in which the student lives. Students that live outside of a building will not have access to that building. In the case where buildings are connected, access has been changed to limit the flow of students from one building to another.

Restrictions of visitors: Students can have visitors, but only if those visitors are both residential students **and** are within their Pod.

	<p><u>Dining Halls Open for Residential Students and Staff Only</u>: Will resume operations to serve residential students in Lakeside, Littlepage, Pathfinder, and Cooper Dining Centers. Students will be assigned to one of these for meals. They will have the choice to dine in or takeout. Students will be able to dine alone or with member(s) of their "Pod" at reserved seating. Takeout will have online ordering with designated pick up areas in each dining center.</p> <p>Dining Services (both retail and residential) will follow guidelines set by SUNY, CDC, and both local and state health departments to limit the spread of COVID-19. All SUNY Oswego Retail Dining locations and campus bookstore locations will follow the same protocols as listed for Residential Dining and retail "grab and go" food will be available for purchase for any student (commuter and residential) and employee.</p>
<p><b>Operational Activity (pages 9 - 13)</b></p>	<p>As we prepare to reopen, we intend on providing a high degree of choice and flexibility as well as nimbleness in the face of external change in order to maintain social distancing and to limit the spread of disease. Interwoven throughout our academic plan is the ability to pivot as we work together across the institution to deliver excellence in instruction and to support and promote student health and wellbeing.</p> <p>Already, Oswego offers more than half of its courses in classes capped at 19 students; there are several hundred sections of courses designed for first-year students that we will be able to teach face-to-face. We want every first-year student to have at least one face-to-face course with a strong first year experience.</p> <p>We expect that the following instructional modalities will be offered in the fall:</p> <ul style="list-style-type: none"> <li>• <b>Standardized Face-to-Face</b> – Used when there is sufficient classroom space to accommodate all enrolled students in the class and there is an instructional rationale for why face-to-face delivery would be superior to fully online or remote delivery.</li> <li>• <b>Modified Face-to-Face/Hybrid</b> – Used when enrollment is too large for the space assigned. All students cannot attend face-to-face class at the same time and there is an instructional rationale for why some face-to-face contact would be pedagogically superior. Students will rotate into the classroom and do the remainder of their work in an online environment.</li> <li>• <b>Large Enrollment Using Technology</b> – Used when enrollment is too large for the space assigned and there is an instructional rationale for why some face-to-face contact would be superior to fully online or remote delivery. Courses will be offered face to face with some students attending the live lectures, while others watch it synchronously or asynchronously.</li> <li>• <b>Fully Online</b> – Courses are offered in a fully online format, either with or without synchronous components. Currently about one-third of our courses listed in the catalog have been</li> </ul>



developed for an asynchronous format. This format will be used for courses that would be best delivered in this format in order to meet instructional goals, or for courses in which the health risks of face-to-face instruction indicate an online format is preferable.

By using the modalities above, under the leadership of the Provost and Vice President for Academic Affairs, we have created **a full class schedule for the campus that is approximately 30% face-to-face; 40% online; and 30% hybrid**. Limiting our fully face-to-face classes in this way, along with actively and intentionally extending our classroom use into the evenings (and perhaps Saturdays), will have a positive effect on classroom density.

As a result of these modalities, we will free up additional classrooms, provide more flexibility and reduce population density in our building hallways, stairwells, etc. This will facilitate our efforts to social distance. We will also increase passing time between classes to prevent the typical bottlenecks that happen as one class ends and another begins. This, along with strong messaging regarding when students can show up for classes, will prevent too many people in one space. These efforts will also protect faculty and staff interacting with students.

SUNY Oswego's Facilities Services department staff have gone through and "re-capped" every classroom capacity to ensure that students will have six feet distance between them. They are also evaluating current non-academic spaces (lounges, conference rooms, etc.) to potentially be utilized for additional classroom space if necessary. Prior to opening, we will remove or tape-off seating in classrooms to implement the social distance requirements in each classroom. Masks or face shields will be required in classrooms along with the rest of campus to decrease the risk of spread. In addition, we will have disinfectant wipes and supplies available in the classrooms for students to clean their spaces, and hand sanitizer stations throughout buildings to encourage hygiene.

Classes such as labs and studios are also being re-conceptualized. For example, some labs might be moved to virtual experiences. This will free up space in labs by reducing the need for a different hands-on lab every week. Thus, some labs might be extended over a longer period with fewer students in the space. On the other hand, we already know that a number of our STEM faculty are working to provide the lecture content through a remote means. Studios will reduce the numbers of students in the space at any one time, and extend available time for student access.

We will provide flexibility with our hybrid classes and there are a number of scenarios depending on pedagogical needs and faculty creativity. As an example, some will provide synchronous/asynchronous material and then provide some face-to-face opportunities to subsections of the class throughout the week.

Others may choose to use face-to-face time as true recitation and individual help time while providing most of the context virtually.

SUNY Oswego already has a vibrant online environment with one-third of our courses currently prepped for online delivery. Our preparation in this area over the past 15 years will serve us well in providing a high-quality online experience. While we have a strength in our formal faculty development and instructional design areas, we also have a number of faculty willing to work with their colleagues in both online and hybrid spaces. We expect that our larger lecture classes will need to use either an online or hybrid modality because we will not have class size capacity.

A majority of our faculty, including adjuncts, are currently going through professional development to support flexible teaching. We are fully aware that at any point during the semester we may need to move instruction to remote instruction exclusively and everyone needs to be better prepared to successfully accomplish that.

Limit Classroom Population Density – Hybrid Instruction Model

We have examined and documented all classroom and lab space and determined the capacity for each room in order to promote social distancing. We are also assessing the possible use of non-classroom spaces for additional instructional capacity.

We are also putting in place guidelines for movement within buildings (one-way hallways, separate stairwells for going up and down, etc.), additional cleaning protocols, and supplying disinfectant wipes or other disinfecting supplies and hand sanitizer for these spaces.

The classroom space analysis led to some number of rooms that most likely will not, or cannot, be used in any practical way. Taking those classrooms “offline” will effectively reduce density in the common areas of the building before and after class periods.

Another way to reduce building density, particularly in common spaces, is to extend the transition time between classes to 20 minutes. By extending this passing period, and providing guidelines limiting classroom arrival within 10 minutes before its start, there should be a reduction of students in the common areas (hallways, stairwells).

Instructional and Research Laboratory Protocols

Lab protocols will follow similar classroom guidelines in regard to social distancing. We are conducting assessments of these spaces and will make determinations regarding seat capacity. For instructional labs, this may require adjustments such as: adding more lab times to accommodate fewer students per lab, identifying lab classes that could be conducted virtually and thus free up time for those classes where class lab experiences are more critical, etc.

A number of our laboratories are currently cleaned/disinfected by faculty, lab technicians and research students in order to maintain lab standards. At the request of each faculty member using each laboratory space, we can continue this way and appropriate cleaning/disinfectant products for COVID-19 will be provided by Facilities Services.

Research lab space is already generally set up to allow for required social distancing. But in those cases where it is not, protocols will be put in place in regards to scheduling the space and limiting occupancy. Research that can be completed at home will continue to be conducted at home until the public health emergency ends. SUNY Oswego is (and will) support a phased start up and ramp down of research activity on campus and in the field guided by public health conditions. These activities will range from very limited research to fully open, “normal” research conditions.

#### Penfield Library

Penfield Library will also follow the campus social distancing requirements. Like the classrooms, we will limit access to the library space, ensure social distancing within the spaces and deliver a large amount of our library services through both virtual and face-to-face means. Most of our other student support services such as advising, tutoring, etc. will mainly be provided through a virtual environment (we were successful with this in the spring), and will practice social distancing should face-to-face meetings be necessary.

#### Student Health Services for Students

Student Health Services appointments are by virtual appointment only. When the campus restarts on-campus operations, Student Health Services appointments will be made online or by phone. Appointment times will be staggered to assist with proper triaging and limiting the volume of students present in Health Services at one time. Non-sick appointments will be scheduled in the morning and sick visits will be scheduled in the afternoon. Telemedicine will be offered and encouraged for non-urgent visits and for students who are exhibiting potential COVID symptoms.

#### Health Services Pre-Appointment Screening

All students seeking general healthcare services from SUNY Oswego’s Health Services Center will be screened prior to coming into the Student Health Center with a COVID-19 screening form online through the EHR (electronic health record). These screening forms are updated to reflect the most current signs and symptoms of COVID and will be reviewed by the triage nurse prior to the student arriving. Students will have their temperature taken before entering the clinic area. All students will be asked to wear a mask while in Health Services. No visitors will be allowed into the clinic area and will be discouraged from

the waiting area. Students are able to do mobile self-check-in upon arrival. This prevents entering the reception area or using shared computers. Students will be able to check in 10 minutes before their appointment time and are encouraged to arrive on time to reduce wait times.

If a student arrives at Health Services with positive symptoms of COVID-19, a mask will be immediately placed on them (if they are not wearing one) and they will be escorted to a private room. Staff will wear proper PPE prior to entering the room and a log of staff who have entered the room will be maintained. If needed at discharge, the student will be escorted out of the back entrance of Health Services to avoid the waiting and reception area. All medical procedures that generate aerosolization (nebulizers, peak flow meters, PFTs) will not be used by staff unless medically necessary. Chairs will be spaced six feet apart in the waiting area. Sick and non-sick waiting areas have been created. Plexiglass has been installed at the reception areas to create a protective barrier.

#### Counseling Services

There will be a continuation of telecounseling and evaluation of appropriateness of in-person sessions. There will not be walk-in crisis appointments. Crisis appointments will be staffed by phone and Zoom, and students will be permitted to attend face-to-face appointments only after proper screening. Staff and students will wear face coverings for any face-to-face interactions.

There will be one entrance into the counseling area and a separate exit to help with flow of students and staff. The waiting room will be reduced to two seats, and appointments will be staggered on the half hour to help reduce density.

#### Mail and General Delivery Services

Health organizations, i.e. the Centers for Disease Control and the World Health Organization, have not documented the spread of COVID-19 via mail or package delivery; however, disinfecting packages and immediately disposing of boxes may be the best protocol.

SUNY Oswego will continue to maintain close communication with the United States Postal Service, FedEx, and other frequent mail and delivery service companies regarding their practices for protecting the health and safety of their customers, including employing sanitation and social distancing measures for delivery and washing hands before and after handling mail. Staff handling packages will also be encouraged to wear gloves.

#### SUNY Oswego Syracuse Campus

	<p>SUNY Oswego’s branch campus is located in downtown Syracuse’s Clinton Square in the Atrium Building. The Atrium Building is managed by Partnership Properties, Inc. The SUNY Oswego in Syracuse Campus Director is Mr. Reginald Braggs. Mr. Braggs will continue to work closely with the onsite Atrium Building manager to follow both the SUNY Oswego main campus <i>Oswego Forward</i> restart protocols outlined in this document and the Atrium Building protocols set by Partnership Properties, Inc.</p> <p><u>Rice Creek Biological Field Station</u></p> <p>The Rice Creek Biological Field Station is about a mile from campus and is used primarily for classroom and research activities. The major scope of the classroom and research activities are around natural, environmental biology, geology and chemistry. The site includes a number of acres of natural wilderness, including walking and nature trails that are in use by both the campus and the Oswego community. These open areas will continue be available to all, but we will limit access to field station building to our faculty, staff and students. This is a campus facility and will follow the <i>Oswego Forward</i> restart protocols outlined in this document.</p> <p><u>Office of Business and Community Relations</u></p> <p>SUNY Oswego’s Office of Business and Community Relations (OBCR) occupies two offices in downtown Oswego in space owned by PathFinder Bank. Both spaces have independent entrances. Deputy to the President for External Partnerships and Economic Development Pamela Caraccioli provides oversight for OBCR and will follow the SUNY Oswego main campus <i>Oswego Forward</i> restart protocols outlined in this document.</p>
<p><b>Restart Operations (page 14)</b></p>	<p>Before all of SUNY Oswego’s buildings are occupied again, Facilities Services will operate the heating, ventilating and air conditioning (HVAC) system continuously in a normal manner at a comfortable temperature for 48 to 72 hours. During this period, it will be beneficial to open the HVAC outdoor air dampers to the maximum setting that still allows us to provide the desired indoor air temperatures. Periodic running of the HVAC systems during non-occupied times, using as much fresh air as possible, will help purge the building and will also aid in reducing any odor build up. Facilities Services will maintain the buildings’ relative humidity below 60% and provide air circulation that will be prudent to stop the growth of mold. Just before opening, Facilities Services will change out the filters. Normal filters used are MERV 8; however, Facilities Services intends to increase the filter rating to a MERV 12 for all units that can handle the increase.</p> <p>In addition, the potable drinking water systems will be flushed inside each building. Stagnant water will be purged from the building pipes including all sinks, showers, drinking fountains, ice makers, coffee makers, hot water storage tanks, cooling towers, etc. The traps can</p>

	<p>then be kept primed by adding water periodically or by applying a thin film of vegetable oil on top of the water to keep it from evaporating.</p> <p>SUNY Oswego’s building fire protection systems (alarm and sprinkler) have remained active and their annual inspection and maintenance are up to date.</p> <p>Due to the impact of COVID-19 on building density, the buildings’ electrical systems have seen substantially reduced loads over the last few months. The electrical systems will be brought back on line to full load one building at a time. Facilities Services has continued to test and exercise emergency generators as normal to maintain their full functionality.</p>
<p><b>Extracurriculars (pages 14 - 15)</b></p>	<p><u>All guest speakers and lectures will be conducted virtually.</u> As an example, SUNY Oswego has already scheduled our speaker for our Oswego Reading Initiative to present virtually in September. Other departments and programs are already engaged in planning for virtual guest speakers. Our performance programs (Music and Theatre) are currently in planning for how they may do some performances and meet social distance guidelines. For example, our Theatre program is considering doing a stage “radio” show, which would allow for distancing among the participants. We would then limit attendance to these events based on current guidelines.</p> <p><u>Extracurricular activities will also be presented virtually</u> wherever possible, with the exception of limited outdoor events and programs of 25 or fewer people held in large indoor spaces that meet social distancing guidelines. SUNY Oswego’s Student Association Activities Board (SAPB) has made arrangements to move to an all-virtual activities calendar that will include weekly engagement programs such as e-sports and trivia, and live online events including a fall benefit concert, comedy show and speaker series. Additionally, signature co-curricular programs such as the Diversity Speaker Series, Fall Involvement Fair, Family and Friends Weekend, Homecoming, OzLeads, Scholar Leader Workshops and the annual ALANA Conference will be moved to virtual formats. All student organizations will be asked to conduct general member and executive board meetings virtually wherever possible, and travel will be prohibited until further notice.</p> <p><u>Alumni Engagement</u> - Following a model already developed and implemented in Spring 2020, the Office for Development and Alumni Engagement will continue its robust programs for alumni and students virtually. Included in these programs are large group and one-on-one connections between alumni and students within a virtual class setting, Career Services programming or in a personalized virtual call for mentoring and professional development; a Virtual Village series that features alumni-led workshops and classes ranging from cooking to yoga to professional development as well as concerts and demonstrations; an Oswego Alumni Podcast series partnering with the</p>

student-run WNYO radio station and focusing on a specific topic or alum's perspective on a given event or period of time; and a range of virtual conversations, happy hours and celebrations, using digital platforms including Zoom and Kudoboard, in addition to regular communications via email and social media.

Intramural and recreational activities will resume wherever possible in large indoor facilities or outdoors with 25 or fewer participants who will be required to wear face coverings and observe social distancing guidelines. High-touch or high-contact intramurals will be replaced with socially distanced, individual activities focused on fitness and personal wellness such as: open basketball shoot-arounds and lap swimming for limited timeframes and by appointment only. Virtual offerings, such as e-sports and wellness tutorials will be used to supplement the programmatic calendar. For example, a series of on-demand training videos for beginning runners, and nutritional wellness tutorials are in development for release in the fall. Group instruction will also shift to online offerings, and extramural sports and travel will be prohibited in the fall semester.

Club sports will take a phased in approach to the resumption of play. At the start of the semester, each team will work with SUNY Oswego's Campus Life to construct a "Return to Play" summary that will be submitted to their governing league for approval. Prior to approval, Phase I of Club

Sports' return will limit activities to individual exercises and routines, and prohibit in-person organized team practices/rehearsals/travel, and allow Campus Life to ensure teams have been adhering to College testing and screening protocols. Upon league approval of a "Return to Play" plan, and ensured compliance with College testing and screening protocols, teams will enter into Phase II of "Return to Play", which will allow them to engage in non-contact limited intersquad drills that abide by social distancing guidelines, while prohibiting team travel. Phase III is a return to competitive play against other college/university teams. Entrance into this phase will depend on 1) The governing league's confirmation that all league teams have engaged in the creation and implementation of health and safety protocols for visiting teams, 2) League schedules have been adjusted to accommodate regional travel and only to other NYS regions that have entered in to Phase IV reopening, 3) Staff and resources at Oswego allow for the implementation of a visiting player health and safety protocol when home games occur, similar to NCAA restart plan, 4) Agreement between Campus Life and Student Association that limited student organization travel can resume at the point where a team enters Phase III, and 5) Facilities are available to allow for the hosting of home games. Out of state, national and international travel will be prohibited for all club sports during the fall semester.

Athletics - The Athletics Department has created a plan (see Appendix C) to reopen operations based on information from the National

	<p>Collegiate Athletic Association (NCAA) Sports Science Institute, the Intercollegiate Council for Sports Medicine (ICSM), the American College Health Association (ACHA) and CDC published guidelines. The goal of the plan is to return Oswego Varsity Athletic teams to intercollegiate competition safely.</p> <p>The opening of the department consists of a three phase approach. For phase 1, student-athletes will begin a 14 day quarantine or “gating period” once they arrive on campus for the start of the semester. Daily symptom and temperature checks will be conducted during this period. Phase 2 is the 14 day return to activity period. Practices can begin with a limit of 10 people and regular sanitizing of equipment. Phase 3 is the resumption of regular practice.</p> <p>The SUNYAC Presidents, in consultation with the SUNYAC Board of Directors, on July 20, suspended sports competition until January 1, 2021. While Oswego’s athletic teams will not be able to engage in intercollegiate competition, we believe that it is important that our student-athletes maintain some semblance of normalcy and, as a result, we will continue to allow all of our teams to practice during the fall semester in preparation for a return to competition in the Spring 2021 semester. All practices will be conducted under appropriate health guidelines as well as NCAA rules regarding playing and practice seasons.</p> <p>While details and specific dates are still being finalized, we are looking at conducting “non-traditional” practice seasons for fall and spring sports. This is a four week period where each team is allowed to conduct up to 16 practices. The fall sports of Men’s and Women’s Cross Country, Men’s and Women’s Soccer and Field Hockey will begin practice the week of August 31. Volleyball, Golf, and Men’s and Women’s Tennis will follow the week of September 7. The spring sports of Baseball, Softball, and Men’s and Women’s Lacrosse begin their non-traditional season the week of September 14. Winter sports will begin their practices in early October before ending at Thanksgiving.</p> <p>All Athletic Facilities will be closed to the public and outside groups. During Phase 1 and 2, the facilities will be open for varsity team practices only. During Phase 3, indoor facilities will be opened for intercollegiate athletes only. Regular cleaning and sanitizing practices will be followed in all facilities.</p>
<p><b>Vulnerable Populations (page 16)</b></p>	<p>We are cognizant that we have students, faculty members and staff with underlying health conditions that puts them at risk or those who are uncomfortable with face-to-face interaction during this pandemic. Therefore, we are designing courses with flexibility to enable students to participate remotely in courses designated for face-to-face instruction. Faculty who should avoid significant face-to-face interactions will be teaching their courses online, either synchronously or asynchronously.</p>



	<p>Students who do not feel comfortable attending a face-to-face course will be able to receive the instruction and material remotely or take certain courses online. Similarly, faculty who do not feel safe delivering a class face-to-face will have an option to teach remotely. In all cases, faculty will have a plan to move to a remote/online modality if public health concerns dictate such a move.</p> <p>In addition, any employee whose age or health conditions place them in a vulnerable status, will have the option to work through the interactive process pursuant to ADA guidelines with the Office of Human Resources. Possible options include the development an alternate work plan and/or exploration of other potential accommodations including but not limited to: providing extra social distancing measures, working remotely (either fully or partial), modifying physical space, limiting interaction with the public, providing specific PPE, etc. The Office of Human Resources will work with each employee’s immediate supervisor as appropriate.</p>
<p><b>Hygiene, Cleaning and Disinfection (page 17)</b></p>	<p><u>Hygiene and Sanitation Stations:</u> Handwashing stations containing soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol, will be provided and maintained on campus at entry points and on each floor of every building. Disinfecting wipes or other disinfecting supplies will also be made available.</p> <p><u>Surface Cleaning:</u> All shared surfaces on campus will be cleaned by facilities staff at least two times per day, and/or between use by individuals using the space (employees and students will be asked to clean their desks/work surfaces, if they are willing, before and after using with provided disinfectant and disposable towels).</p> <p><u>Laboratories:</u> A number of SUNY Oswego’s main campus laboratories are currently cleaned/disinfected by faculty, lab technicians and research students in order to maintain lab standards. We can continue in this way with appropriate training and guidance regarding disinfecting for COVID-19.</p> <p><u>Cleaning Logs:</u> As required by the Centers for Disease Control and Prevention and NYS Department of Health, cleaning logs will be maintained on site in each facility. Cleaning logs will document date, time and scope of cleaning</p> <p><u>Faculty and Staff Workstations:</u> If willing, faculty and staff will be strongly encouraged to clean their workstation at the beginning of every workday or shift. Cleaning supplies and instruction will be provided to faculty and staff. If willing, faculty and staff will also be strongly encouraged to clean surfaces they use in the immediate area of their workstations, including conference areas.</p> <p><a href="#"><u>Recommended Cleaning Products (PDF)</u></a></p>

	<i>See Table A in Appendix D for more details on SUNY Oswego's Health and Safety Precautions.</i>
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***Continue to next page for Section II. Monitoring.***

## II. Monitoring

<p><b>Testing Responsibility</b> (pages 17 – 18)</p>	<p>If the saliva test kits are available in sufficient quantity, throughout the semester, pooled SUNY Oswego students will be tested for COVID-19 through saliva testing by SUNY Upstate Medical University. If the saliva test kits are not available in the full quantity needed, students in need of a COVID-19 test will be tested individually through the saliva testing method or with the polymerase chain reaction (PCR) testing currently performed by Upstate Medical University in Syracuse, New York (located 10 minutes from Oswego’s Syracuse campus) or by the local (to the main campus) Oswego Health and WellNow Urgent Care Centers. Pulaski Urgent Care (located approximately 30 minutes from the main campus) is also able to come to campus to provide SARAS Antigen testing (15 min rapid testing) for large groups if needed.</p> <p>In addition, currently, our Health Services Center in partnership with our reference lab, LACNY, is able to supply PCR (nasal swab) tests to students. LACNY supplies Health Services with testing supplies at no cost. Health Services is able to provide this testing to students who test positive on daily health screening, develop symptoms of COVID-19 or are a contact with a known or suspected person with COVID-19.</p>
<p><b>Testing Frequency and Protocols</b> (page 18)</p>	<p>All employees will need to test if symptomatic as required by SUNY Oswego and provide updated test results to the Office of Human Resources. Employees are required to follow any guidelines provided to them by their local health department.</p> <p>Students will be tested if they are symptomatic or have a history of symptoms, have a compromised immune system or underlying health condition, are less than 21 years old and have symptoms consistent with Multisystem Inflammatory Syndrome in Children (MIS-C), have had close contact with a positive COVID-19 person or person in quarantine/isolation for COVID-19, and as necessary by the SUNY Oswego Health Services clinicians or external medical office clinicians’ discretion. Saliva tests will be sent to SUNY Upstate Medical University and PCR tests will be sent to LACNY (reference lab) and billed through insurance.</p> <p>To help distinguish COVID-19 from influenza, SUNY Oswego Health Services is able to provide influenza testing to students through their reference lab. During influenza season, tests are picked up and run on a STAT basis and have approximately a four-hour turnaround time for results. During influenza season, this will help provide additional information to diagnosis flu-like illness that may be seen.</p>
<p><b>Early Warning Signs</b> (page 18)</p>	<p>The Office of Human Resources will communicate with SUNY Oswego leadership on a daily and a weekly basis with regard to the number of confirmed and suspected employee cases. The Office of Human Resources will develop and maintain a tracking dashboard that will serve as a mechanism for tracking communications, and as a record</p>

	<p>for all COVID-19 related employee data. This information will be located in a secure file to protect confidentiality. By having this information tracked and recorded on a regular basis, it will allow us to have a window into COVID-19 related employee activity and disposition at any given time. The Office of Human Resources will also maintain frequent and open lines of communication with all supervisory and managerial staff to ensure that proper reporting occurs for any symptomatic and/or COVID-19 positive employees.</p> <p>Medicat (Health Services EHR) has developed a testing, tracking and reporting platform for students. Medicat will be able to generate reports on positive tests and diagnosis. SUNY Upstate Medical University and LACNY will also be able to provide reports on the amount of tests completed and positive reports. Tracking the infection rate of students who have been tested will provide the data to indicate when the rate is approaching or surpasses 1%. Health Services will communicate with the Vice President of Student Affairs and Enrollment Management on a weekly basis to report any positive cases, students placed in quarantine/or isolation.</p> <p>In addition, SUNY Oswego has gained access to the COVID-19 monitoring Dashboard developed by Upstate Medical University to assist the College with monitoring early warning signs. This Dashboard will help the College monitor the rate of transmission in the region and from regions our students live and adjust our health and safety plan in response to the predicted spread of the virus.</p>
<p><b>Tracing (page 19)</b></p>	<p>According to NYS guidelines, a minimum of 30 contract tracers are required for every 100,000 residents throughout the state. The 17 public and private colleges in our region are home to approximately 70,000 students, and therefore, Central New York will need at least 21 additional contact tracers trained and ready to assist by the time the campuses reopen.</p> <p>SUNY Oswego through its Office of Human Resources and its Health Services Department will work closely with Oswego and Onondaga County health departments to provide support to students, faculty and staff who need to isolate and/or quarantine, and also provide support to tracing efforts. In addition, SUNY Oswego is exploring the development of a dashboard that protects personally identifiable information while communicating to the campus community members the known sites on campus that a person who tested positive for COVID-19 visited according to NYS contact tracing guidelines and tracing period timeframe.</p> <p>Local health departments where an employee or student lives, has the main responsibility to provide contact tracing. Local health departments perform case investigations and contact tracing on any residents of their county who test positive for COVID-19. Per the New York State Department of Health, the local health departments' investigations look back two days prior to symptom onset or date of test (if the person was</p>

	<p>asymptomatic) up to the date the person is placed in isolation. The local health department contact tracers create a list of anyone who was considered a “close contact” to the positive tested person during the past two days. According to health guidelines, a “close contact” is anyone who was within six feet of the positive tested person and without a mask for a period of 10 minutes or more. Contact tracers will ask all positive-tested people specifically about their employment/workplace to then help notify these agencies of the positive case.</p> <p>The Office of Human Resources and Health Services will assist the local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for employees and students as needed. As part of communication and education, the campus community will be informed that if they receive a call from "NYS Contact Tracing" (518-387-9993) or a number that begins (315) 349-xxxx, that they should answer the phone. To support this effort, all SUNY Oswego Health Services staff have taken the John Hopkins COVID-19 Contact Tracing course on Coursera.</p>
<p><b>Screening (page 19)</b></p>	<p>See above section titled “Screening and Testing” for details. Visitors to campus will be strictly limited to delivery personnel only. Deliveries will be made to designated sites and personnel on campus to limit the potential exposure to the virus. Deliveries will be encouraged to be handled outside insofar as possible (i.e. food deliveries, etc.).</p>

*Continue to next page for Section III. Containment.*

### III. Containment

<p><b>Isolation and Quarantine (pages 19 - 20)</b></p>	<p><u>Isolation and Quarantine Rooms on Campus for Residential Students:</u> If a residential student is suspected of having COVID-19 or tests positive for COVID-19, they will be placed in either a designated isolation (in Moreland Hall) or quarantine housing room (in Lonis Hall) on SUNY Oswego’s main campus. Students who are positive for COVID-19 will be placed in a designated isolation room or asked to return home, if preferred, and transported by other than public transportation. If that is not feasible, the student will be placed in isolation. Moreland Hall provides 79 isolation rooms. Lonis Hall provides 65 rooms for quarantine. All meals will be delivered to isolated and quarantined students.</p> <p><u>Isolation and Quarantine Process for Employees and Commuter Students:</u> Anyone who tests positive for COVID-19 will need to do a mandatory isolation per public health guidelines. As described above, on-campus students who are not able to return home will be quarantine in a designated residence hall on campus. Off-campus students, staff and faculty will quarantine at their residence. If a person is not able to quarantine at their residence, the Oswego County Health Department will assist with finding a quarantine placement.</p>
<p><b>Students and Employees Confirmed or Suspected to Have COVID-19 (page 20)</b></p>	<p><u>Residential Students and Staff Living in Residence Halls</u> will be instructed prior to returning to campus and reminded throughout the year by Residence Life and Housing staff that if they develop COVID-19 symptoms, they should not leave their residence hall room, but should call SUNY Oswego’s Health Services Center at 315-312-4100 immediately. Until they recover, they will remain in contact and under the care of SUNY Oswego’s Health Services staff and any other appropriate health care and public health employees. If a person is unsure if they have symptoms or should be tested, they also can use the <u>CDC self-checker</u> to evaluate symptoms.</p> <p><u>Off-campus/commuter Students:</u> If an off-campus/commuter student develops symptoms of COVID-19, they will notify SUNY Oswego’s Health Services. In addition to reporting COVID symptoms, all off-campus/commuter students will notify Health Services if they have a positive test for COVID-19 or have been exposed to someone with COVID-19 in the last 14 days. Off-campus/commuter students will be asked to remain off-campus and they will be given instructions on self-quarantine or isolation if they test positive for COVID-19 or are suspected of having COVID-19.</p> <p><u>Employees and/or the Supervisor of the Employee</u> will notify SUNY Oswego’s Office of Human Resources of symptoms through an <u>online form</u> or they can call the NYS COVID triage line at 1-888-364-3065. In addition to reporting COVID symptoms, all employees should contact Human Resources if they have had a positive test for COVID-19 or have been exposed to someone with COVID-19 in the last 14</p>

	<p>days. Employees will be given instructions on self-quarantine or isolation if positive for COVID-19 or suspected of having COVID-19 (by Human Resources or OCHD). Any other employees and/or students who have been exposed to the person with symptoms or COVID positive employee will be notified by the Oswego County Health Department and/or Human Resources if identified as a close contact and will be provided with instructions to self-monitor for symptoms. [Reference: <u>CDC: Considerations for Institutions of Higher Education</u>; <u>CDC: symptoms of COVID-19</u>]</p>
<p><b>Hygiene, Cleaning and Disinfection of Exposed Areas (pages 20 - 21)</b></p>	<p>When a student or employee is known to be positive, their residence hall room and or office will be closed for no less than three days/72 hours*. Then, the custodial staff will enter the room and do a thorough disinfectant cleaning. At a minimum, all heavy transit areas and high touch surfaces will be cleaned according to <u>CDC Guidelines</u>. When the contact tracing process reveals the additional areas the person had been in, the College’s custodial staff will also ensure those areas are cleaned.</p> <p><i>*Note: The current understanding of the virus’s viability (ability to make a person sick) appears to be approximately three hours in the air, and up to 72 hours on surfaces. (New England Journal of Medicine, Aerosol and Surface Stability of SARS-COV-2 as Compared with SARS-CoV-1).</i></p> <p><u>Dining Services</u></p> <p>In the event that positive cases of COVID-19 require one or more of SUNY Oswego’s four dining centers to close for cleaning, the kitchen in Hewitt Hall will open for takeout service for students in need. Students will be able to order online and have meals ready for pick up. During that time, the closed dining centers will be cleaned and disinfected according to CDC guidelines and reopened after the Oswego County Health Department approves. Students will be notified of the closed dining halls and the availability of takeout meals from Hewitt Hall by campus email, posters hung in the residence halls, and verbal communication from Residence Life and Housing staff members.</p>
<p><b>Communication (page 21)</b></p>	<p>SUNY Oswego will proactively communicate new information regarding any and all positive cases through direct contact with the local health departments, suspected individual(s), and those who may have been in direct, sustained contact with the person(s). Designated points-of-contact or coordinators who are SUNY Oswego employees will be the main contact for the health departments to work closely with upon the identification of student or employee positive cases. These designated points-of-contact or coordinators will also be responsible for working with SUNY Oswego’s Chief Communication Officer for subsequent communication to members of the campus who are</p>

	<p>believed to have come into contact with the individual who tested positive. The coordinators will also assist the Chief Communication Officer in answering questions from students and employees regarding COVID-19 and plans implemented by SUNY Oswego.</p> <p>If requested by the local health department, SUNY Oswego Office of Human Resources will help notify individuals who may have potentially had direct, sustained contact with an employee who has tested positive for COVID-19.</p> <p>SUNY Oswego will proactively communicate non-personally identifiable information on confirmed cases through multiple information channels including campus-wide email, online Campus Bulletin, the Oswego Today daily email and the college's Oswego Forward/COVID-19 website. Regular and frequent communication with the local health department and SUNY will occur throughout the testing, tracing and quarantine process.</p> <p>The individual with the confirmed case will be advised to follow all instructions from the appropriate County Health Department. The Office of Human Resources will inform the employee that appropriate medical documentation certifying the ability to return to work will be required prior to that individual re-entering the workplace.</p>
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***Continue to next page for Section IV. Return to Remote Operations (“Shutdown”)***



## IV. Return to Remote Operations (“Shutdown”)

<p><b>Operational Activity (pages 22 - 23)</b></p>	<p>If at any time SUNY Oswego is required by the State of New York, the Regional Control Room, or the local health department to return to remote operations and instruction, President Deborah F. Stanley will direct SUNY Oswego’s Provost and Vice President for Academic Affairs, Vice President for Student Affairs and Enrollment Management, and Vice President for Administration and Finance to oversee the process of shutting down. They will do so as was effectively performed in March 2020 when students left campus, moved out of residence halls and transitioned to remote learning and when large numbers of employees moved to remote work.</p> <p>In particular, the following actions will occur to <b>shift our academics to a fully remote environment</b>:</p> <ul style="list-style-type: none"> <li>• Faculty are currently developing contingent plans as to how they will move their course(s) to a remote/online modality in the event of an outbreak or by direction of public health officials. These plans include not only the shift in modality, but also considerations around accessibility, communication, engagement and other critical elements. It may also require some faculty to rethink their student assessment process.</li> <li>• If such a determination is made, a message will be sent to all faculty, staff, students, and students’ parent/support person regarding the need to pivot to fully remote instruction. This pivot will occur within a week’s timeframe.</li> <li>• Faculty will send out further communication to students regarding the format and expectations for the time associated with being remote/online.</li> <li>• The Provost and Vice President for Academic Affairs along with the Deans of the college/schools will monitor implementation and transition and work to provide the smoothest transition possible.</li> <li>• Our Computer and Technology Services (CTS) division will work to provide necessary equipment and support to any student, faculty and staff to ensure a successful continuation of studies, student engagement and student success support systems.</li> <li>• Penfield Library will close to foot traffic patrons, but will transition to provide almost all of their services in a remote manner.</li> <li>• All advising, tutoring and other student support services will move to remote provision. We expect that much of this work will already be done in this way as part of our fall reopening plan.</li> </ul> <p>The following actions will occur within <b>Residence Life and Housing</b> if necessary to shutdown:</p> <p><u>Desk Operations with Residence Halls</u>: The desk operations will close within all of our residence halls to protect students and our student staff</p>
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	<p>members. With the closure of our desk operations, we will pause all mail services to the residence halls. We will ask that students send their mail and packages to their home address. We will suspend equipment rental and all other services associated with the desk operations. All desk phones will be routed to our central office.</p> <p><u>Mail:</u> Students who have mail that has been delivered to the desk will be asked to pick-up their mail before they depart.</p> <p><u>Professional Hall Staff:</u> Professional hall staff will work remotely from their hall apartments. Communication will be posted outside of their office to instruct students on the process to contact them during working business hours.</p> <p><u>Check Out:</u> Students leaving campus will be able to check out of their rooms with our express check out forms. This process can be completed without staff contact. Students will need to move their items without the assistance of college-owned moving bins.</p> <p><u>Work Orders:</u> Work orders placed to address damage and services to residence hall rooms will be suspended.</p> <p><u>Community Spaces (kitchens, lounges and computer labs):</u> These community spaces will be closed.</p> <p><u>Remain in Residence:</u> Students who cannot return home immediately, must obtain permission from the housing office to remain in residence during remote operations and instruction. They will be asked to initially stay in their current residence hall. Students who remain may later be asked to move to another residence hall in order for Residence Life and Housing to provide adequate distancing and services to the remaining residential students.</p>
<p><b>Move-Out (page 23)</b></p>	<p>Under the guidance of the Vice President for Student Affairs and Enrollment Management and the Vice President for Administration and Finance, SUNY Oswego’s Residence Life and Housing, Dining Services, Dean of Students Office, Communications and Marketing Office, and University Police will work together again with all other necessary campus offices to follow the same effective protocol used in March 2020 when students transitioned to remote instruction for the remainder of the semester.</p> <p>Students living in the residence halls will complete an express residence hall room check form. Under the guidance of their residence hall staff, students will be asked to sign-up for a selected check out time and day to allow Residence Life and Housing to best support students who wish to depart campus and to stagger their departure times in a manner that allows social distancing and population density limits to remain in practice and to maintain a low campus density. Students will be required to remove all of their items from the residence hall or place their items in storage.</p>

**Communication  
(pages 23 - 24)**

In the event SUNY Oswego needs to initiate a shutdown of the campus due to an outbreak of the coronavirus, the College, in consultation with SUNY and per directives of the State of New York, will broadly communicate the announcement of such closure via a series of communications that detail the process, timeline and important information on roles, responsibilities and next steps through multiple information channels including: campus-wide email, message to parents/guardians, online Campus Bulletin, Oswego Today daily email, digital signage on campus, and the college's *Oswego Forward/COVID-19* website. The use of the SUNY-alert notification system and other campus alert systems, including outreach to the media and the use of social media, will also be considered. Regular and frequent communication with the local health department and SUNY will occur throughout all phases of any such shutdown.

Plan for Sharing COVID-19 Updates and Oswego Forward with the Broader Community

SUNY Oswego will expand its ongoing and frequent communication with members of the campus community and external stakeholders to inform, update and educate all on the *Oswego Forward* plan. The following communication plan will be grounded in transparency and will support the principles of putting safety first; protecting the core academic areas of excellence; maintaining our fundamental mission of the broadest possible access to world-class teaching, research and scholarship; sustaining academic programs and achieving operational efficiencies; and demonstrating agility in responding rapidly to workforce needs.

This expanded communication plan will take effect immediately and will serve to provide accurate information, protocols, procedures and updates to all audiences. SUNY Oswego will engage in multiple means of notification, education and training as necessary, for its on-campus and off-campus audiences (from the creation of a robust Oswego Forward website that will provide FAQs and detail the plan and all related news, directives, developments and guidelines; to regular email communication, announcements and updates posted to the college Campus Bulletin, News & Events website, and Office of President Communications web page; Oswego Today daily communication tool; digital signage and social media campaigns; and outreach with the local media and greater Oswego community, including the City-Campus Relations Committee (CCRC).

Partnering with the City of Oswego to Increase Understanding and Empathy

As a supplemental effort to our communication plan, we will continue to pursue our community-building efforts and focus on instilling a greater respect for diversity and inclusion with increased vigor. SUNY Oswego will work with the Oswego Mayor's Office to expand the Campus-City Relations Committee (CCRC) to increase representation

	<p>of key community and campus constituencies. Information-sharing about community stakeholders' restart plans and a collective focus on the health and safety of the greater Oswego community will drive the CCRC's agenda for the foreseeable future. In addition, SUNY Oswego, through CCRC, will work to create a community ambassador program, which pairs SUNY Oswego students with long-term residents of Oswego to work on community building initiatives.</p> <p>SUNY Oswego will utilize existing joint community policing efforts between the University Police and the Oswego Police Department to share information regarding health and safety resources with off-campus students and their neighbors. Lastly, SUNY Oswego's Office of Diversity and Inclusion will provide ongoing community workshops on implicit bias, stereotype threat, structural inequality, etc. and their impacts on health, safety and COVID-19.</p>
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# APPENDIX B

## Institution-Wide Planning and Preparation Committees

### ***COVID-19 Task Force***

In mid-March 2020, Vice President for Student Affairs and Enrollment Management Jerri Howland convened the COVID-19 Task Force to bring a cross-divisional group of campus constituents together to examine and discuss prevention, response and contingency plans that build upon Oswego's pre-existing Pandemic Response Plan and infectious disease protocol.

**Leader:** Jerri Howland (Vice President, Student Affairs and Enrollment Management)

**Members:**

Ken Ayhens (Chief Officer, Environmental Health and Safety)  
Angela Brown (Director, Student Health Services)  
Shaun N. Crisler (Assistant Vice President for Residence Life and Housing)  
Mary DePentu (Director, Maintenance and Operations)  
Kathleen Evans (Assistant Vice President Student Development, Interim Dean of Students)  
Michael Flaherty (General Manager, Auxiliary Services)  
Ellen McCloskey (Confidential Assistant to the President; Senior Special Projects Coordinator)  
Joshua McKeown (Associate Provost, International Education and Programs)  
Rameen Mohammadi (Associate Provost, Academic Affairs; Associate Professor, Computer Science)  
Sean Moriarty (Chief Technology Officer)  
Amy Plotner (Assistant Vice President, Human Resources)  
Kevin Velzy (Acting Chief, University Police Department)  
Wayne Westervelt (Chief Communication Officer)

### ***Fall 2020 Academic Planning Committee***

In early April, Provost and Vice President for Academic Affairs Scott Furlong convened the Fall 2020 Academic Planning Committee comprised of the Faculty Assembly chair, UUP SUNY Oswego chapter president, and other faculty, staff and administrators to imagine and design fall academic plans that could be deployed depending on the status of COVID-19's impact on SUNY Oswego and the surrounding community. The committee considered four specific scenarios for restarting on-campus instruction. These included "Full Face-to-Face," "Fully Online," "Split Cohorts" (where some students come to campus for face-to-face and others take online), and "Variable Start Dates" (where students come back to campus on a staggered basis).

**Leader:** Scott Furlong (Provost and Vice President for Academic Affairs)

**Members:**

Evelyn Benavides (Associate Professor, Sociology)  
Mallory Bower (Coordinator, First Year Experience)  
William Canning (President, UUP Oswego Chapter; Associate for Education Communication)  
Kristin Croyle (Dean, College of Liberal Arts and Sciences)  
Kristi Eck (Chief of Staff)

Mitch Fields (Associate Vice President, Facilities Services)  
Lisa Glidden (Chair, Faculty Assembly; Director, Global and International Studies; Associate Professor, Political Science)  
Laura Harris (Online Learning Librarian)  
Jerri Howland (Vice President, Student Affairs and Enrollment Management)  
John Kane, Director, Center for Excellence of Learning and Teaching  
Corie Kholbach (Director, Advisement Center; Advisor, Undeclared)  
Rodmon King (Chief Diversity and Inclusion Officer)  
Jerret LeMay (Registrar)  
Linda Rae Markert (Professor, Educational Administration)  
Rameen Mohammadi (Associate Provost, Academic Affairs; Associate Professor, Computer Science)  
Sean Moriarty (Chief Technology Officer)  
Jill Pippin (Dean, Division of Extended Learning)  
Sara Rebeor (Associate Director, Residence Life and Housing)  
Mary Toale (Executive Assistant to the President; Affirmative Action Officer; Professor, Communication Studies)  
Becky Waters (Director, Accounting)  
Katherine Wolfe-Lyga (Director, Counseling Services Center)

### ***Health and Safety (Restart) Group***

In early May, President Stanley charged members of President's Council to form a Health and Safety Group, including faculty, staff and administrators who oversee or contribute to the key areas that affect student and employee health and safety. The group intentionally includes members from President's Council, the COVID-19 Task Force and Fall 2020 Academic Planning Committee to streamline and incorporate all of the information, resources and guidelines gathered.

*Co-Leaders:* Pamela Caraccioli (Deputy to the President for External Partnerships and Economic Development) and Kristi Eck (Chief of Staff)

#### *Members:*

Ken Ayhens (Chief Officer, Environmental Health and Safety)  
Amy Bidwell (Chairperson, Associate Professor, Health Promotion and Wellness)  
Reginald Braggs (Director, Syracuse Campus)  
Angela Brown (Director, Student Health Services)  
Mary Canale (Vice President for Alumni and Development)  
Shaun N. Crisler (Assistant Vice President for Residence Life and Housing)  
Mary DePentu (Director, Maintenance and Operations)  
Kathleen Evans (Assistant Vice President Student Development, Interim Dean of Students)  
Mitch Fields (Associate Vice President, Facilities Services)  
Michael Flaherty (General Manager, Auxiliary Services)  
Scott Furlong (Provost and Vice President for Academic Affairs)  
Jerri Howland (Vice President for Student Affairs and Enrollment Management)  
Rodmon King (Chief Diversity and Inclusion Officer)  
Jerret LeMay (Registrar)  
Nicholas Lyons (Vice President for Administration and Finance)  
Ellen McCloskey (Confidential Assistant to the President; Senior Special Projects Coordinator)  
Joshua McKeown (Associate Provost, International Education and Programs)

Rameen Mohammadi (Associate Provost, Academic Affairs; Associate Professor, Computer Science)  
Sean Moriarty (Chief Technology Officer)  
Peter Newell (Assistant Professor, Biological Sciences)  
Amy Plotner (Assistant Vice President, Human Resources)  
Daniel Roberts (Director, Campus Life)  
Ruth Stevens (Resident Dining)  
Eric Summers (Associate Director, Athletics)  
Mary Toale (Executive Assistant to the President; Affirmative Action Officer  
Professor, Communication Studies)  
Kevin Velzy (Acting Chief, University Police Department)  
Wayne Westervelt (Chief Communication Officer)

# APPENDIX C

## SUNY Oswego Athletics Department Reopening Plan

*Prepared by Eric Summers, SUNY Oswego Interim Director of Athletics*

*Current as of 7/23/2020*

The Athletic Department has created a plan for reopening its facilities in light of the COVID-19 pandemic. This plan is based on information from the National Collegiate Athletic Association (NCAA), Intercollegiate Council for Sports Medicine (ICSM), American College Health Association (ACHA) and CDC published guidelines.

### Staff Return - Before Students Arrive for the Fall Semester

#### Staff Procedures

- Any staff member who does not feel well should not report to work.
- Staff will be required to complete the online self-assessment before coming into work for the day.
- Social distancing must be maintained in all shared workspaces.
- All personal and shared work spaces will be cleaned and disinfected daily.
- Hand washing must be performed upon arriving at work, before and after each treatment, after meals/breaks, etc.
- Face masks must be worn anytime someone is not in their personal office space
- Staff (coaches) must schedule an appointment with the Head Athletic Trainer to come to the Training Room to understand flow of the room, which is to be relayed to their athletes.
- Individuals deemed in a vulnerable class (individuals with *heart disease, lung disease, diabetes, high blood pressure, metabolic disorders, asthma, obesity, liver disease, sickle cell disease*) should not return to work.

#### Facility Procedures

- **The opening of the Athletic Facilities will occur only if appropriate PPE and disinfectants are available.**
- Romney Field House, all outdoor fields and the Campus Center Ice Arena will be closed.
- Only Athletic Department Staff and approved student-athletes will be allowed in Laker Hall. The Gyms, Locker Rooms, Pool, Squash/Racquetball Courts, Fitness Center, Computer Lab are closed.
- The only access to Laker Hall will be through the South Entrance (Hours TBD). The doors on the lower level will be locked. While in Laker, social distancing must be observed and mask worn.



- The North Entrance will be closed and locked. All must exit through these doors when leaving Laker Hall.
- Signs promoting PPEs, distancing, sanitizing equipment, and washing hands will be posted at the entrances, exits, and throughout all athletic facilities.
- In the Training Room, [CDC Facility Sanitation Guidelines](#) will be followed. Paper Towels and spray bottles will be at each station and all equipment and tables will be cleaned after each use.

### **Communication**

The policies and procedures for the reopening of the Athletic Department will be communicated to coaches, staff, and Student-Athletes via email. Coaches will be responsible for their teams and making sure they understand the procedures that will need to be followed. In addition, the document will be posted on the Athletic Department Website in the section where the necessary paperwork required by student-athletes to participate in athletics at Oswego is located. If a Student-Athlete feels COVID-19 symptoms they need to reach out to (call or email) the Athletic Training staff. We will do an evaluation over the phone (not in person) and then refer them to the proper medical provider

### **Student-Athlete Treatment During the Summer**

Once the campus has been reopened, limited access to the Athletic Training Room will be given to local individual Student-Athletes for necessary medical treatment or rehabilitation procedures. Masks must be worn at all times. If a Student-Athlete has a temperature greater than 100.4 degrees F or has symptoms, they will contact the Student Health Center immediately for testing.

### **Athletic Training Room Treatment Procedures**

- Only Student-Athletes with essential rehabilitation requirements will be allowed to come to the Training Room for treatment. Appointments must be scheduled ahead of time.
- Only one Student-Athlete will be seen by an Athletic Trainer at a time. A maximum of three Student-Athletes will be allowed in the facility at any time.
- The Student-Athlete must perform a health screening by phone on the day of appointment.
- The Student-Athlete must shower at home before coming for treatment.
- The Student-Athlete will be met at the South Entrance of Laker Hall for temperature check and symptom checklist before being allowed in the Training Room.
- Each Athletic Trainer will have their own sheet/clipboard for sign-ins to be able to track contacts between Athletic Trainers and Student-Athletes.
- The Student-Athlete and Athletic Trainer must wash hands before start of treatment
- Masks and PPE must be worn by the Student-Athlete and Athletic Trainer.
- Moist Heat Packs will be directly administered by the Athletic Trainer and only when deemed absolutely necessary for care.

- There is to be no shared equipment (e.g., foam rollers, hand rollers, hypervolt, towels, water bottles). The cold tub will be filled for heat illness purposes only and not as a recovery modality. Each athlete needing Stim will have their own pads, heat packs will need to have covers, and only staff will be allowed in the supply closet and handle supplies.
- There will be no “feel good” treatments (e.g., game ready, recovery boots, or massage), there must be a medical necessity for treatment.
- After each treatment, CDC Guidelines will be followed to clean the treatment area.
- Any athlete deemed to be in a high risk category (those with heart disease, lung disease, diabetes, high blood pressure, metabolic disorders, asthma, obesity, liver disease, sickle cell disease) will be the only one allowed in the Training Room during their appointment.

### **Phase 1 (Gating Period): Student-Athletes Back to Campus**

The SUNYAC Presidents, in consultation with the SUNYAC Board of Directors, on July 20 suspended sports competition until January 1, 2021. While Oswego’s athletic teams will not be able to engage in intercollegiate competition, we believe that it is important that our student-athletes maintain some semblance of normalcy and, as a result, we will continue to allow *all* of our teams to practice during the fall semester in preparation for a return to competition in the Spring 2021 semester. All practices will be conducted under appropriate health guidelines as well as NCAA rules regarding playing and practice seasons.

While details and specific dates are still being finalized, we are looking at conducting “non-traditional” practice seasons for fall and spring sports. This is a four week period where each team is allowed to conduct up to 16 practices. The fall sports of Men’s and Women’s Cross Country, Men’s and Women’s Soccer and Field Hockey will begin practice the week of August 31. Volleyball, Golf, and Men’s & Women’s Tennis will follow the week of September 7. The spring sports of Baseball, Softball, and Men’s & Women’s Lacrosse begin their non-traditional season the week of September 14. Winter sports will begin their practices in early October before ending at Thanksgiving. In all cases, NCAA guidelines will be followed with two weeks of small group practices before moving to practices with the entire team.

Pre-season for all fall intercollegiate teams is canceled. Upon arrival on campus to start the fall semester, all Student-Athletes will be in a 14 day quarantine (7 days at home, 7 days on campus before any sport activities will begin. *Student-Athletes will be required to check in either with the Training Room staff or with their coach and perform a symptom check each day.* If during a daily check the Athletic Training Staff suspects a Student-Athlete may have COVID-19 or the Student-Athlete is ill, they are to contact the Health Center directly. No one diagnosed or suspected to have COVID is allowed at the Athletic Facilities.

- Special consideration will need to be observed for Student-Athletes traveling back to campus via plane travel, from out of state, or from outside the country (will need to check regional guidelines). Special attention will be paid to those individuals on the NYSDOH travel advisory list.

- All Student-Athletes are required to have a physical per Athletic Department policy before participating in practice.
- Within the required Training Room Forms, a COVID-19 medical history questionnaire will be added (ATS).
- The Training Room Staff will identify high risk individuals: *heart disease, lung disease, diabetes, high blood pressure, metabolic disorders, asthma, obesity, liver disease, sickle cell disease*. If any athletes are identified as a high risk individual, they may not participate in activities and must be quarantined.
- If a Student-Athlete has been diagnosed with COVID-19, the Athletic Training staff will defer to the Health Center on the return to practice and play.

### **Facilities**

All facilities except designated areas in Laker Hall will continue to be closed to Student-Athletes. In Laker Hall, only student-athletes with a need to be there (e.g., necessary treatment by the Athletic Training Room, compliance meetings) will be allowed access. Social distancing will be practiced and face masks will be mandatory.

### **Communication**

The annual mandatory NCAA Compliance Meeting will be held during this phase. Each team will meet individually in a space where social distancing can be maintained. As part of the meeting, the Athletic Training staff will educate the student-athletes on COVID-19 and go over the new policies and procedures that will be followed by the Athletic Department until further notice.

### **Phase 2: Return to Activity / Sport – Days 14-28**

Phase 2 is the Acclimatization period for all Student-Athletes. ***Specific sport guidelines for this phase are pending and will be published by the NCAA.*** Practice will begin with a limit of 10 people (Coach, Staff and Student-Athletes combined) that will be allowed to work together. If equipment is shared, this should be done in a controlled manner with strict attention to sanitizing hands, the ball, and any other equipment that is used and avoidance of face touching. If equipment is shared, it should be done with attention to sound sanitizing practices of equipment and facility space. Daily symptom and temperature checks will continue until further notice. If a Student-Athlete or multiple Student-Athletes on a team are diagnosed with COVID-19, the Athletic Trainers will defer to the Health Center on decisions of what to do regarding quarantines.

### **Athletic Training Room**

- All treatments for Student-Athletes will be scheduled around practice times.

- Practices will be staggered to minimize the number of student-athletes in the Training Room at a given time. There must be 30 minutes between the start and end of every practice at each venue to limit overflow in the Training Room (e.g., Men’s Soccer on the Turf Field from 2-4 followed by Women’s Soccer from 4:30-6:30).
- The Laker Turf Field and the grass practice field at the track will be limited to groups from one team at a time. Entry to both fields will be at the South gate and exit at the North gate. Signs will be posted to direct foot traffic.
- Training Room limitations: All three Athletic Trainers and one student intern. A maximum of 10 Student-athletes may be in the facility at any given time (if every table is full, then athletes seeking treatment must wait outside). A tent will be set up outside Laker Hall and on the Turf Field to help provide Athletic Training services.
- Water Bottles: Everyone will have their own individual water bottle for their practice. Those bottles cannot leave the athletic facilities and will be sanitized each night.
- Student-Athletes determined to be vulnerable will not participate in activities and must remain quarantined.
- No towels will be provided during practices

### **Facilities**

- Unmonitored workouts or practices will not be allowed. Captain’s practices are prohibited and ALL athletic facilities remain closed (including Fitness Center, Batting Cages, Locker Rooms, Gyms, Pool, Squash/Racquetball Courts, Computer Lab) unless a coach is conducting an authorized practice in a facility.
- Student-Athletes in organized practices will not have access to locker rooms. They will come ready to participate and then bring equipment and clothing home after practice. Student-Athletes will be responsible for washing their own clothing.
- The Equipment Room will not be open and student-athletes are responsible for their laundry and practice gear needs. The Equipment Manager will assist in cleaning and sanitizing any team equipment.

### **Communication**

TBD

### **Phase 3 - Return to Full Team Practices/Open Indoor Facilities**

Once a team (pod) has completed their 28 day phase-in, they will be permitted to begin regular practice. Practices can consist of up to 50 individuals and communal equipment (e.g., balls) can be shared. The sharing of common objects such as game and practice balls should be done in a controlled manner with attention to sanitizing balls and hands, and any other equipment that is used and avoidance of face touching. If equipment is shared, it should be done with attention to sound sanitizing practices to

equipment and facility space. During practice, and during warm-up and competition only, face masks will not be required and social distancing not enforced.

## **Facilities**

- Gyms and common areas can re-open. However, there will not be any open hours for the Gym and the facilities remain closed to everyone but varsity athletes and coaches. Captains practices and shoot-arounds may begin, but must be monitored by a coach (not of that team per NCAA rules) to make sure the facility is cleaned afterward.
- In the Fitness Center, team workouts may begin but must be scheduled with and monitored by a Strength and Conditioning Coach. Masks must be worn and social distancing practiced which will limit the number of people (Coaches and Student-Athletes combined) to 20 at any one time. Each athlete will perform their lift and then clean and disinfect the equipment they just used. At the end of the session, the coaches conducting the workout will sanitize the room. Spray bottles and paper towels will be available throughout the room. As an alternative to the Fitness Center, body weight exercises will be available to all athletes that can be done outside of the Fitness Center.
- Batting cages will be opened but will be monitored for cleaning after each use.
- Racquetball/Squash courts and Computer Lounge remain closed.
- Romney Hours for the public are still not available to ensure the protection of our Student Athletes. Utilizing Romney Field House for practice should be limited to only when necessary (e.g., weather related emergencies).
- Locker Rooms for in-season sports only will be made available. Athletes will be spaced out and unused lockers closed to support social distancing requirements. There will be no overlap between seasons/teams in the locker rooms. Close attention needs to be paid to teams that share common areas in the Locker Rooms (e.g., bathroom and shower space). All efforts need to be made to make sure those facilities are cleaned and disinfected prior to the next team coming in and using the space. Locker rooms will be sprayed down using approved fogger/disinfection methods on a daily basis.
- The Equipment Room and its laundry facilities will be open for use by teams that have extensive equipment needs or sports that involve close contact (e.g., Men's and Women's Ice Hockey, Men's Lacrosse, Wrestling) for practice gear. The Equipment Manager will need specific PPE (e.g., long rubber gloves) for laundry, and can also assist in sanitizing team equipment and facilities. Student workers are not allowed in the Equipment Room.
- Towels will not be provided for practices.

## **Athletic Training Room**

- Vulnerable student-athletes population can begin following Phase 2 recommendations to return to participation.

- Competition and Travel: The SUNYAC has suspended all athletic competition until January 1, 2021 so no Oswego teams will compete until after that date.

### **Communication**

Since there will be no intercollegiate athletic contests, that message must be relayed to all interested parties. The Athletic Department will post a notice on the website announcing that there will be no competition until after January 1, 2021 and all affected team's schedule pages will be updated. Social media also will be utilized to spread the message. In addition, the department will reach out to the opposing schools coach and administrators announcing the cancellations.

### **Future Considerations**

Currently spectators will not be allowed at any athletic contests. If and when spectators are allowed, the following procedures will be followed:

#### **Max Ziel Gymnasium**

- Every other bleacher row will be blocked off and a number of seats per row will be blocked. If crowd capacity is anticipated to exceed what is available, the South Side bleachers can be opened to provide additional seating while maintaining social distancing guidelines. The entrance and exit for spectator movement will be clearly marked.

#### **Laker Turf**

- Every other bleacher row will be blocked off and a number of seats per row will be blocked. Entry to the bleachers will be at the south side and exit at the north side

#### **Marano Campus Center Ice Arena**

- Masks will be required. The Student sections and general admission sections will have limited capacity (every other seat will be left open).
- Further conversations need to be had regarding season ticket holder seats.

### **Other Competition Considerations**

There will be limited access to the Press Box to allow the staff to spread out as much as possible to meet social distancing guidelines. The only required staff includes the Announcer, the Statistician and Sports Information Department crew, and WTOP staff to live stream the game. Any additional press (newspaper or radio) will need advance permission to use press box space. Athletics reserves the right to decline their usage if space is needed for appropriate social distancing of the necessary staff

### **Game Workers**

- In most sports, game management staff are required (e.g., sideline crew). Currently most of these positions are filled by out-of-season athletes. We will continue to utilize this group as we will have the ability to track their health through their coaches and the Training Room. Since the Athletic Trainers will only be tracking in-season athletes, further discussions will be needed to determine how the department will fill these positions.

# APPENDIX D

## Health and Safety Precautions

*Prepared by Ken Ayhens, SUNY Oswego Chief Environmental Health & Safety Officer*

**Current as of July 23, 2020**

### ***Work Practices and Occupancy Restrictions:***

All employees that conduct their work on campus should return to campus as directed; those at high risk for severe illness and those that are sick must arrange to remain out and away from work. All other employees should continue to telework if possible.

Other preventive work practices include:

- Maintain six feet separation from other faculty, staff, students, contractors, or visitors whenever possible when passing or for short (less than 15 to 30 minutes) interactions.
- Maintain 6 to 10 feet separation between desks, workstations, computer terminals, individual study areas, and other single use equipment (e.g., exercise equipment, any self-serve type of terminals, Copier, etc.) whenever possible to promote physical distancing and minimize exposure.
- Provide 60 to 100 ft<sup>2</sup> per student, faculty, staff, and visitor in classrooms, work areas, and common spaces by physically moving and or removing furniture, establishing physical distance requirements with physical barriers or signage, or covering equipment to promote physical distancing and minimize exposure.
- Provide 150-275 ft<sup>2</sup> per person in research laboratories and remove furniture, provide floor markings, and post signage as needed to promote physical distancing and minimize exposure.
- Employees should not share offices, whenever possible.
- To reduce the overall population density in shared space at any one time, consider alternating on-site and telework days, shifting work schedules, and part-time telework.
- Meetings should continue virtually whenever possible to prevent contact and free up meeting spaces for possible use as offices for employees who are displaced from shared offices or for use as classrooms.
- Wash hands for 20 seconds using soap and water frequently throughout the day, and after contacting surfaces that may have been touched by others. Hand sanitizer is available and may be used when a handwashing sink is not available.

### ***Illnesses and Suspect COVID-19 Exposures:***

Continue to observe current guidance to self-monitor, precautions for contact with confirmed or suspected COVID-19 cases, actions if illness occurs, and university notification procedures of COVID-19 like illness (see [Guidance on Contact w/ Confirmed](#)



or Suspected Case on COVID banner on website). Contact tracing procedures will be conducted by Oswego County Health Department.

**Face Coverings:**

All students, faculty, and staff must wear face coverings in accordance with CDC guidelines whenever they are in common areas (e.g., hallways, classrooms, recreational facilities, work areas, shuttles, elevators, restrooms, retail spaces) or any other areas where it may be difficult to maintain a minimum six-foot distance from other persons. Individuals who do not have a face covering should contact their supervisor or Res. Dir.; EHS will assist departments with obtaining and distribution of face coverings based on availability. Face coverings worn for extended periods should be laundered or hand washed at least daily using regular laundry detergent.

All face coverings issued by the university, will become the property of the user, and are the responsibility of that individual to ensure proper fit, condition and laundering.

When face coverings are removed temporarily for meals or other breaks during the day, they should be placed where they will not get dirty or soiled. One might use a labelled paper bag or zip lock bag for temporary storage. Face coverings should not be shared with others.

**Signage and Visual Reminders:**

Signs will be posted in high visibility areas within each building (including common areas, restrooms, shared office spaces, classrooms, etc.) The signs will be used to communicate:

- Reminders of physical distancing, the use of face coverings, and good personal hygiene practices;
- Specific room or space occupancy limits, if applicable; and,
- Additional precautions that must be observed for unique spaces; and
- Floor markings or barrier tape may be used where necessary to promote physical distancing.

Signage must not block Fire Exits or Life Safety equipment.

**Training:**

All students, faculty, and staff must complete an online COVID-19 training before returning to campus. Training will be offered through a means like Google Classroom (for delivery and tracking). Supplemental training may be required for certain audiences (e.g., residential students, supervisors, etc.).

**University Spaces:**

Occupancy and distancing requirements for all spaces are included in Table A. These requirements are based on the following:

- Occupancy levels for departmental and university spaces and classrooms have been reduced, based on calculated square footage required per occupant in order to maintain minimal physical distancing at all times.

- Individual classroom and instructional laboratory spaces will be assessed by EHS and Facilities Management prior to use to verify and post maximum occupancies for each classroom.
- Shared spaces and meeting rooms should be converted to single use office spaces, or classrooms as needed.
- All occupied buildings will maintain HVAC system operation for maximum fresh air supply, regardless of reduced occupancy within the space.
- Closed buildings will maintain minimal HVAC system operation so mold will not grow.

**Space Cleaning Routines:**

It is everyone’s; student, faculty and staff’s responsibility to help keep their areas, equipment and tools cleaned and wiped per the protocol. Routine cleaning services will be augmented with additional cleaning and disinfection activities in all areas, with varying frequency depending on the number of occupants and the space type and usage. In general, spaces with higher levels of occupants and work activity will have a higher frequency of cleaning. Cleaning by university custodial services (Facilities Services, Housing and Residence Life, and or contracted services) will consist of various activities described below at the frequency indicated in Table A:

- Routine cleaning: waste removal, floor cleaning and wipe-down of horizontal surfaces.
- Routine restroom cleaning: waste removal, cleaning and disinfection of floors, sinks, toilets and urinals.
- Routine cleaning of dining halls: cleaning of food preparation areas, service lines, and dining facilities.
- Enhanced cleaning: disinfection of high-touch surfaces: wipe down of high-frequency touch points (door handles, light switches, elevator buttons, shared equipment control panels, etc.) with EPA-approved disinfectants.
- Enhanced disinfection: disinfection of horizontal work surfaces in classrooms and common areas using EPA-approved disinfectants.

**Note:** *Sanitizing wipes or other disinfection supplies (if available) should be provided for all classrooms and designated common areas for employees or students to clean their study/work area.*

**Laboratories:**

- Designate Lab COVID -19 Safety officer.
- Each lab will formulate their own draft plan for review by EHS.
  - (i) The layout of benches, workstations and devices within the laboratory.
  - (ii) Clean and disinfect lab, equipment and spaces.
- Principal Investigator Lab Re-entry List.
  - (i) Clean up/put away chemicals, supplies, equipment, glassware and other items left out during the Stop New York.

- (ii) Survey the laboratory for unsafe conditions such as unusual physical conditions, biological, chemical, radioactive material or reagent leaks, spills, or releases etc.
- (iii) Verify hazardous waste containers are in good condition.
- (iv) Do not use laboratory fume hood or biological safety cabinet that is alarming or not working properly, report it.
- (v) Check that all refrigerators, freezers, and incubators are functioning correctly.
- (vi) Check any liquid Nitrogen freezers or other alternative storage methods to ensure they are working correctly.
- (vii) Prior to restarting laboratory equipment.
  - i. Review equipment manuals for safe startup instructions/check for calibration requirements.
  - ii. Review equipment status and safety release or mitigate any stored-up energy sources.
  - iii. Flush all water lines supplying laboratory equipment as applicable.

**Events:**

All events held on campuses are cancelled until further notice. When events start up the normal request policy will be in effect. Events that cannot conform to physical distancing requirements in Table A must be reviewed by the Events Committee and EHS. All events must be pre-approved by the area's vice president.

**Travel:**

Future travel restrictions will be based on state mandates, CDC guidance, and the university's risk assessment of travel conditions and exposure risks. Exceptions to the university's travel restrictions will be reviewed by Supervisor/Department Chair.

**Materials Handling and Shared Equipment:**

Individuals expected to collect or distribute materials throughout the workday (e.g., mail services, cashiers, retail employees) should wear disposable gloves while handling materials and wash hands, or use hand sanitizer after gloves are removed, when a handwashing sink is not available. Others handling paper materials less frequently should, whenever possible, place paper materials into a quarantine area for 24 hours before handling and wash hands immediately after handling. Shared equipment should be disinfected between uses.

*These precautions are in accordance with CDC/NYS DOH guidance and best practices as of July 23, 2020.*

# COVID-19 Health & Safety Precautions - Table A

Environment	Maximum Occupancy	Physical Distancing	Engineering Controls	Cleaning Activities and Frequency
<p><b>NOTE: The precautions provided in this table assume the use of face coverings in all environments unless otherwise indicated.</b></p>				
<p><i>Athletics Training Area</i></p>	<p>100 sf/person and maintain physical distancing of 6 ft. at all times</p>	<p>Configure space to establish 10 ft. distance between equipment</p>	<p>Reposition or remove athletic equipment separation to promote physical distancing</p>	<p>Routine cleaning daily; high-touch surfaces 2x per day; provide disinfectant wipes or other disinfecting supplies for athlete cleaning of equipment after use</p>
<p><i>Cashier/Customer Service Desk</i></p>	<p>100 sf/person and maintain physical distancing of 6 ft. at all times</p>	<p>Configure space to maintain 10 ft. distance between workstations</p>	<p>Provide physical barrier between employee and customer where physical interactions are required, Floor marking as necessary to indicate appropriate physical distancing</p>	<p>Routine cleaning daily; provide disinfectant wipes or other disinfecting supplies for occupant cleaning</p>

<b>Environment</b>	<b>Maximum Occupancy Guidance</b>	<b>Physical Distancing</b>	<b>Engineering Controls</b>	<b>Cleaning Activities and Frequency</b>
<b><i>Classroom</i></b>	100 sf/student and maintain physical distancing of 6 ft. at all times, including when entering and exiting classrooms	Reconfigure room to establish 10 ft. separation between desks or workstations	Remove or block chairs or desks to maintain physical distancing	Routine cleaning daily; high-touch surfaces and horizontal surfaces after every class
<b><i>Computer Classroom</i></b>	100 sf/student and maintain physical distancing of 6 ft. at all times	Reconfigure rooms to establish 10 ft. separation between workstations	Remove or block work stations to facilitate physical distancing	Routine cleaning daily; high-touch surfaces and horizontal surfaces after each class
<b><i>Dining Hall</i></b>	100 sf/student and maintain physical distancing of 6 ft. at all times	Provide grab-and-go meals and takeout orders; no-buffet/self-service counters; reservations or restricted seating required for in- hall dining	Remove or block chairs to facilitate physical distancing	Food service cleaning continuously; high-touch surfaces 3x per day
<b><i>Dining Retail</i></b>	100 sf/patron for take-out only	Provide grab-and-go meals or takeout orders only; provide curbside pickup to maintain physical distancing; floor marking for food service queuing	N/A	Food service cleaning continuously; high-touch surfaces 3x per day
<b><i>Elevator</i></b>	2 occupants per elevator	Post occupancy limit inside elevator cars outlining; floor markings for passenger standing locations	N/A	Routine cleaning daily, high-touch surfaces 2x per day

<b>Environment</b>	<b>Maximum Occupancy Guidance</b>	<b>Physical Distancing</b>	<b>Engineering Controls</b>	<b>Cleaning Activities and Frequency</b>
<i>Event Space</i>	100 sf/student and maintain physical distancing of 6 ft. at all times	Post occupancy limits inside event spaces; provide floor markings to maintain physical distancing; Events Committee with EHS must review and approve all events, and may provide additional precautions	Remove or block chairs or desks to facilitate physical distancing	Routine cleaning daily; high-touch surfaces and horizontal work surfaces after each event
<i>Laboratory - Instructional; Maker Spaces</i>	100 sf/student and maintain physical distancing of 6 ft. at all times, including when entering and exiting laboratories	Only one student per fume hood or 6 ft. section of bench; no student partners or teams; benchtop and floor markings to reinforce physical distancing	Remove or block chairs to facilitate physical distancing	Routine cleaning daily; provide disinfectant wipes or other disinfecting supplies for instructor cleaning between labs
<i>Laboratory - Research; Machine Shops, Prep Rooms</i>	150-275 sf/person and maintain physical distancing of 6 ft. at all times	Mark floors to identify physical distancing requirements surrounding shared equipment, if required	N/A	Routine cleaning daily; provide disinfectant wipes or other disinfecting supplies for instructor cleaning before/after class
<i>Library</i>	100 sf/student and maintain physical distancing of 6 ft. at all times	Limit occupancy to maintain physical distancing	Remove or block chairs or computer terminals to maintain physical distancing at workstations	Routine cleaning daily; high-touch surfaces and horizontal work surfaces 2x per day; provide disinfectant wipes or other disinfecting supplies for occupant cleaning

Environment	Maximum Occupancy Guidance	Physical Distancing	Engineering Controls	Cleaning Activities and Frequency
<b><i>Locker Room</i></b>	100 sf/person. Close public locker rooms in non-recreation facilities (e.g., Laker, Lee Hall, etc.)	Limit occupancy; mark floors to identify physical distancing requirements	Block alternate shower stalls, sinks, bathroom stalls, and urinals to promote physical distancing	Routine cleaning daily; high-touch surfaces and horizontal work surfaces daily; provide disinfectant wipes or other disinfecting supplies for occupant cleaning
<b><i>Meeting Space - Conference Room</i></b>	100 sf/person and maintain physical distancing of 6 ft. at all times	Limit in-person meetings whenever possible; consider re-purposing meeting rooms for use as offices or classrooms	Remove or block chairs to maintain physical distancing	Routine cleaning daily; high touch surfaces daily; provide disinfectant wipes or other disinfecting supplies for occupant cleaning after each meeting
<b><i>Office, Individual</i></b>	One person per office	The use of face coverings are recommended, but not required.	N/A	Routine cleaning daily; provide disinfectant wipes or other disinfecting supplies for occupant cleaning
<b><i>Office, Shared (Open or enclosed)</i></b>	100 sf/person and maintain physical distancing of 6 ft. at all times	Reconfigure to achieve 6 to 10 ft. separation between workstations	Use vacant meeting spaces as offices if available	Routine cleaning daily; high-touch surfaces daily; provide disinfectant wipes or other disinfecting supplies for occupant cleaning
<b><i>Outdoor Space</i></b>	Prohibit gathering in excess of CDC or NYS DOH recommended guidance at time of implementation; maintain physical distancing of 6 ft. at all times	Notify attendees of precautions (e.g., face coverings required, physical distancing precautions); Events Committee will review, approve, and recommend precautions	Configure outdoor events to discourage large gatherings; provide physical barriers between event attendees	Equipment, tents, tables, etc. must be cleaned after each event

<b>Environment</b>	<b>Maximum Occupancy Guidance</b>	<b>Physical Distancing</b>	<b>Engineering Controls</b>	<b>Cleaning Activities and Frequency</b>
<b><i>Recreation Center Training Area</i></b>	100 sf/person and maintain physical distancing of 6 ft. at all times	Configure space to establish 10 ft. distance between equipment	Reposition or remove athletic equipment separation to promote physical distancing	Routine cleaning twice daily; provide disinfectant wipes for patron cleaning of equipment after use
<b><i>Residence Hall</i></b>	Room occupancy TBD; 60 to 100 sf/student in common areas and study lounges	Configure furniture in common areas and study lounges to establish 10 ft. distance between students	Provide physical barriers at neighborhood desks	Routine cleaning twice daily of common areas, including shared bathrooms and study lounges; occupants clean rooms per instructions provided by Residence Life
<b><i>Restrooms and Bathrooms</i></b>	Occupancy is 50% the number of sinks, rounding up	Limit occupancy to maintain physical distancing	Block every other urinal/sink/stall to promote physical distancing	Routine cleaning twice daily; provide disinfectant and wipes for occupant cleaning after use
<b><i>Shared Resource Rooms (e.g., break room, copy room, kitchenette)</i></b>	100 sf/person and maintain physical distancing of 6 ft. at all times	Limit occupancy to maintain physical distancing based on configuration	Block or turn off equipment if it's not absolutely necessary	Routine cleaning, horizontal surface disinfectant and high-touch surface cleaning daily; provide disinfectant wipes for occupant use
<b><i>Buses and Shuttles</i></b>	TBD-- 50% maximum capacity, one rider per row per side of the vehicle	Reduce ridership to maintain physical distancing	Block alternate seats to allow riders to sit alone	N/A
<b><i>Student Center</i></b>	100 sf/person and maintain physical distancing of 6 ft. at all times	Reconfigure common areas to maintain 10 ft. separation between seats, workstations and study chairs	Remove or block furniture to maintain physical distancing	Routine cleaning, horizontal surface disinfectant and high-touch surface cleaning daily; provide disinfectant wipes for occupant/user cleaning



<b><i>Student common areas ( study lounges, common areas)</i></b>	60 to 100 sf/person and maintain physical distancing of 6 ft. at all times	Reconfigure common areas to maintain 10 ft. between seating or workstations	Remove or block furniture to maintain physical distancing; consider closing staff kitchens/breakrooms	Routine cleaning daily; high-touch surfaces and horizontal work surfaces daily; provide disinfectant wipes
<b><i>Swimming Pools</i></b>	60 to 100 sf/person on the pool deck	Maintain 6 ft. physical distancing when not swimming; face coverings are not required when walking to and from the pool deck.	N/A	Routine cleaning daily
<b><i>University Vehicles &amp; Electrical Carts</i></b>	<b>For 2-row vehicles driving &lt; 10 minutes:</b> driver + one passenger (seated in second row, opposite side); <b>Vans:</b> driver + one passenger (seated in each row, opposite side); <b>For single row vehicles:</b> driver only	Maintain 6 ft. physical distancing	N/A	Provide disinfectant wipes for drivers to wipe down high-touch points after each use