

# ***Oswego Forward***

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

*(updated: October 5, 2020)*





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### **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), 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.

Effective October 1, 2020, any violation of this plan and the directives contained therein may be subject to sanctions as outlined in the appendix – *Uniform Sanctioning in Response to COVID-19 Student Violations*

## ***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, prior to the start of the fall 2020 semester, 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 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 August for the fall 2020 semester, 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.

All students arriving to campus and/or the community will be required to take a highly reliable, pooled saliva test developed by SUNY Upstate Medical University. This baseline test will be performed on campus, then provided to Upstate for processing.

Any employee who wishes to be tested prior to the start of classes may do so independently. All employees who are required to report to campus in person for some or all of their work obligation are required to get saliva swab tested on campus for COVID19 (at no cost to the employee) every three weeks through December 31, 2020. Please visit the [Lee Hall Testing Center](#) webpage for instructions, testing hours, and to sign up for an appointment.

### ***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.**

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.

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 will 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.

## ***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). 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 received an order of 20,000 cloth face masks in early August and distributed the masks to students when they arrived 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 were 1,700 cloth masks distributed to faculty and staff as they returned 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 had face coverings for each student and staff member delivered to the hall. Each department was 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 will use a highly reliable, pooled saliva test developed by SUNY Upstate Medical University to test each student who plans to be on campus or in the community this fall. The baseline test will be performed on campus, then provided to Upstate Medical University for processing.
3. Any employee who wishes to be tested prior to the start of classes may do so. All employees who are required to report to campus in person for some or all of their work obligation are required to get saliva swab tested on campus for COVID19 (at no cost to the employee) every three weeks through December 31, 2020. Please visit the [Lee Hall Testing Center](#) webpage for instructions, testing hours, and to sign up for an appointment.

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.

4. 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. Human Resources will respond, via email, to the employee with the current guidelines on how to proceed in response to their positive or ‘yes’ response and copy the supervisor. 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. Additionally, Human Resources monitors and responds to all daily employee health screens that are positive or ‘yes’ responses and follows up with the employee and supervisor to provide guidance. 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).

### ***Baseline Testing: A Campus-wide Approach to Begin Safely and Healthy***

SUNY Oswego’s efforts to provide COVID-19 testing began six months ago in late March, administering our very first PCR test and sending it to a partner lab. **We began baseline testing on August 12, 2020 with the return of student employees to campus, and concluded three weeks later on Friday, September 4, 2020. We delivered a total of 5,737 samples to SUNY Upstate Medical University over this three-week, carefully planned move-in schedule for all new and returning students who had at least one face-to-face on campus.**

**Staffing for this incredible effort was provided by 63 FTE volunteers from every division across our campus.** Staff and faculty from Student Affairs, Academic Affairs, Alumni and Development, Facilities, Business and Community Relations, University Police, Campus Dining, Technology Services and Athletics all played a role in welcoming students back and delivering this baseline testing.

Additionally, we served SUNY Upstate, assisting with feedback several times per day on issues ranging from the technology (app) used by students—to the development of standard operating



procedures and forms—to maximizing the use of a 2x per day Upstate courier previously scheduled for lab transport to/from Oswego Hospital. Our shared resources resulted in a highly-successful effort to reset the health of our campus community upon return to the fall semester.

### ***Wastewater Testing: A Partnership to Monitor COVID Activity***

SUNY Oswego is currently performing wastewater testing to identify levels of the virus in main campus buildings, specifically (11) residence halls which currently house a total of 2,700 residents. An initial test was conducted to establish a baseline reading and tests are conducted twice per week on Monday and Thursday (22 tests weekly). An additional test at the pump station is performed one time each week on Wednesday in coordination with the City of Oswego.

The goal is to monitor intensity and to produce a gross indicator of campus health. If a test result is a concern, additional tests further up the sanitary line will be performed for specific parts of the campus. SUNY Oswego will then concentrate health resources and behavioral interventions on areas of concern.

Our wastewater testing partner is Quadrant Biosciences in Syracuse. We've invested approximately \$15,000 in test equipment and have an ongoing cost of \$7,410 each week for the above-stated testing.

### ***Surveillance (Pooled) Testing: Moving Oswego Forward***

To better understand the ongoing health of our campus community and how effective our prevention strategies are in managing the spread of COVID-19, **our campus moved to surveillance testing on September 5, 2020.** The purpose of this testing allows us to understand the presence of the virus among our campus population.

We have hired a total of four temporary surveillance testing staff to support this effort and we're reviewing opportunities for employee flex-time, overtime and extra service. Our goals are to staff this effort on a regular basis throughout the week to **complete a minimum of 1,000 student and employee saliva tests on campus, per week, to asymptomatic individuals throughout the remaining weeks of the semester.**

Our surveillance testing specifically utilizes saliva testing by targeting the following four cohorts of students, faculty and staff:

1. Those mandated to test;
2. Those who may have come into contact with a positive or suspected positive case;
3. Those selected through a systematic sampling of our campus population; and
4. Those who wish to schedule a test.

**All surveillance testing is administered in our new [Lee Hall COVID19 Testing Center](#), located in Lee Hall gymnasium near the center of SUNY Oswego's main campus.**

### ***Diagnostic (Individual) Testing: Ongoing Efforts to Confirm Results***

Since our very first PCR test in late March, our Health Services department, under the division of Student Affairs, has served as lead in coordinating all diagnostic testing. We developed an

inventory and signed agreements of partnership with laboratories, hospitals, clinics and recently-approved research organizations to assist us with confirming COVID-19 results.

As we outlined in our *Oswego Forward* plan, all **symptomatic students** – those students who report a temperature >100.4 degrees or has symptoms of fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, conjunctivitis (pink eye), or loss of taste or smell, will be asked not to come to campus (or for a residential student, to remain in their residence room) and Health Services nursing staff will monitor their symptoms and triage/test as needed.

Students in need of a COVID-19 test are swabbed individually (PCR) on campus by Health Services nursing staff in partnership with SUNY Upstate Medical, Oswego Hospital, LACNY or Aegis Sciences for lab diagnostic results. Students may also, at their own choosing, visit a local urgent care center. Positive results are shared with the Oswego County Health Department and with the SUNY Oswego Health Services Center.

**Asymptomatic** students will be tested regularly as described in the above surveillance (pooled) testing section. SUNY Upstate Medical University assists in detecting both positive pools and individual samples through saliva testing for asymptomatic individuals.

#### ***Plan Logistics: Creation of the [Lee Hall COVID-19 Testing Center](#)***

Development of a designated 'COVID Testing Center' was completed the week of September 7 in Lee Hall Gymnasium. This large, well-known, centrally-located setting typically used for intramural sports and campus recreation, was identified as an ideal location for testing given that those activities are currently offline due to the pandemic.

Students, faculty and staff are provided a scheduled test visit using our campus events scheduling technology ([tickets.oswego.edu](https://tickets.oswego.edu)), targeting a minimum of (10) individuals every 15 minutes.

#### **Our COVID-19 Testing Center is overseen by four campus leaders:**

- **Pamela Caraccioli, Deputy to the President for External Partnerships and Economic Development**, providing oversight for all interactions with SUNY Upstate Medical University, development of test protocols, and reporting to President's Council.
- **Dr. Kathleen Evans, Associate Vice President for Student Affairs**, providing oversight for development of test protocols, site staffing, and all student-related questions and communications.
- **Scott Harrison, Assistant Director of Campus Recreation**, providing oversight of the COVID Testing Site, including staff scheduling, site setup and logistics, courier contact and PPE inventory.
- **Kelly Cullinan, Box Office Manager**, providing oversight for communications and scheduling of testing appointments for both students and employees.

Additionally, our campus Testing Center leads have demonstrated the ability to place testing where the need arises. We have opened testing sites under tents, in parking lots, in residence halls, in a ballroom, and at drive-thru locations, as needed since the beginning of the semester.

In all locations, our campus Chief Environmental Health and Safety Officer maintains the required inventory of PPE for our Testing Center staff.

### ***Residential 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.

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. Students from other residence halls 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: We will allow for lounge spaces in the non-quarantine and non-isolation room designated residence halls 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 cannot have any visitors at this time.

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 be able to enter their dining center and select their meal choices for takeout.

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, 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 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 minimum 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. PCR testing for COVID-19 is offered in the afternoon to symptomatic students and students that are contacts of a positive.

#### 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.

Recreational activities will resume wherever possible in large indoor facilities or outdoors and participants will be required to wear face coverings and observe social distancing guidelines. Virtual offerings, such as e-sports and wellness tutorials will be used to supplement the programmatic calendar. Group instruction will also shift to online offerings, and extramural sports and travel will be prohibited in the fall semester.

Intramural, Club Sports and Athletics have been suspended for the remainder of the fall semester.

### ***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. As noted in this plan, we are being extremely cautious in terms of our classroom setups and the requirements for mask wearing in order to significantly reduce the risk of infection in the classroom. Faculty have designed courses in such a way as to allow some flexibility and enable students to participate remotely in courses designated for face-to-face instruction in situations where students are quarantined, in isolation, or are impacted by significant vulnerabilities. Faculty who should avoid significant face-to-face interactions will be teaching their courses online, either synchronously or asynchronously.

We will attempt to accommodate students who have health concerns with face-to-face courses by putting them in available online classes (at all times face-to-face courses are able to be in session). 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 C for more details on SUNY Oswego's Health and Safety Precautions.*

## **II. Monitoring**

### ***Testing Responsibility***

Throughout the semester, pooled and/or individual saliva testing of SUNY Oswego students and employees will be conducted through SUNY Oswego's partnership with SUNY Upstate Medical University. Additionally, students in need of a COVID-19 test may seek testing independently at 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 SUNY Upstate Medical University, LACNY, and Aegis Sciences, supplies PCR (nasal swab) tests to students. 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 and employees will be tested as part of an ongoing campus-wide surveillance testing effort and 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), or have had close contact with a positive COVID-19 person, and as necessary by the SUNY Oswego Health Services clinicians or external medical office clinicians' discretion. As a result of the UUP and CSEA bargaining unit agreements, all employees who complete some or all of their work on campus will be required to participate in pool testing on campus on a regular basis. Saliva tests will be sent to SUNY Upstate Medical University and PCR tests may also be sent to SUNY Upstate Medical University, LACNY, or Aegis Sciences, and billed through insurance.

SUNY Oswego has contracted with a staffing agency to provide additional medical staff to assist with on campus COVID-19 testing for employees and students.

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 on a daily 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.

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 15 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, Health Services, and Academic Affairs 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 Protocol: Care for Students Exposed***

SUNY Oswego’s isolation and quarantine protocols are coordinated by Shaun Crisler, Assistant Vice President for Residence Life and Housing serves as coordinator for the isolation and quarantine process. Renee Landers-Jennings, Associate Director of Residence Life and Housing serves as backup coordinator for the isolation and quarantine process. These protocols include the full utilization of (3) residence halls on campus: Lonis and Moreland Halls (adjacent) with 144 rooms for isolation and Funnelle Hall with 208 rooms for quarantine, for a total of **352 rooms for isolation and quarantine**.

Students who are symptomatic are placed in ***precautionary quarantine*** by SUNY Oswego Health Services. These students are contacted daily by Health Services and by Residential Life and Housing staff via telephone or email after a review of their daily monitoring questionnaire is made, and a telemedicine appointment is scheduled if necessary. These students are released from precautionary quarantine if they test negative or if any symptoms are improved.

Students who are placed in ***mandatory quarantine*** by the Oswego County Health Department are identified as contacts of positive COVID-19 cases. These students are placed for a period of 14 days from the time of contact with a positive COVID-19 case. The 14-day period covers the time that symptoms could potentially begin. These students are also offered a COVID-19 PCR test administered by SUNY Oswego Health Services, however only the health department can determine their release. Students in mandatory quarantine are contacted daily by New York State Contact Tracers and SUNY Oswego Health Services to review their daily monitoring questionnaire and provided a follow-up telemedicine appointment if necessary. They are also contacted daily by Residential Life and Housing staff.

Students are placed in ***isolation*** by Oswego County Health Department. If a student’s symptoms change or they have an expressed need, SUNY Oswego Health Services will follow up with the student. Students are placed in isolation for 10 days from the date of onset of symptoms or from the date of a positive result, if asymptomatic. These students are contacted daily by Health Services, the Oswego County Health Department, and by Residential Life and Housing staff.

SUNY Oswego Health Services provides telemedicine to all students in ***isolation***. Health Services is also providing a daily medication run to the isolation and quarantine buildings for students that require medication. Health Services has always had a 24-hour/7-day per week on-call triage line available for students.

Health Services is notified of positive cases by the Oswego County Health Department (OCHD) and Oswego Health. While we do not isolate or quarantine off-campus students in campus

residence halls, they receive health services including testing by Health Services and we work collaboratively with OCHD to help identify isolation or quarantine locations, when needed, for off-campus students.

Isolation and Quarantine Rooms on Campus for Residential Students: In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to stop the spread. 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 room (in Moreland or Lonis Hall) or in a quarantine housing room (in Funnelle Hall) on SUNY Oswego's main campus. Moreland Hall provides 79 isolation rooms and Lonis Hall provides 65 isolation rooms. Funnelle Hall provides 208 quarantine rooms. All meals will be delivered to isolated and quarantined students. SUNY Oswego is hiring additional support staff, and Quarantine and Isolation Coordinators for residence halls designated for isolation and quarantine housing.

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. Employees required to isolate or quarantine communicate with the Office of Human Resources and provide documentation from their healthcare provider or their local health department. Those employees who are required to quarantine due to New York State Travel restrictions will self-quarantine as directed by the travel related guidelines. Employees must communicate to the Office of Human Resources and their supervisors regarding the start and end dates of the self-quarantine. 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 from their local health department. The Office of Human Resources will obtain a copy of the issued quarantine or isolation orders directly from the employee. 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](#)]

### ***COVID-19 Infection Rate Thresholds for the Temporary Suspension of In-Person Learning***

Per the New York State Department of Health-issued "[Supplemental Guidance for COVID-19 Containment at Higher Education Institutions During the Public Health Emergency](#):"

Beginning with the 14-day period starting August 28, 2020 to September 11, 2020, whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days. During such period, in-person athletic events, extracurricular programs, and other non-essential student activities must be suspended, and dining hall(s) and other on-campus food services must be converted into a take-out model, as appropriate. Essential on-campus functions are authorized to continue.

After the 14-day period, the local health department(s) where the higher education institution is located shall evaluate the institution's efforts to contain COVID-19 transmission at such location. If the local health department(s), in consultation with DOH, determines that the institution has demonstrated that community spread of COVID-19 has been effectively contained, the location shall be authorized to reopen for in-person learning. However, if after the 14-day period, the institution has not demonstrated that community spread of COVID-19 has been contained at such location, the local health department(s), in consultation with DOH, may require a continued suspension of in-person learning (i.e., an extended period of remote learning) and/or further mitigation measures by the institution.

If at any time a cluster or clusters of positive COVID-19 cases develop at an area of a higher education institution location (e.g., a dormitory or residence hall) and such cluster(s) exceed the institution's ability to contact trace, quarantine, or isolate, the local health department, in consultation with DOH, may require the institution to transition all in-person learning to remote format(s) and limit on-campus activities, even if the location may have fewer than 100 individuals or less than 5% of the total on-campus population who have tested positive for COVID-19 over a 14-day period.

### ***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, residential students will be reassigned to another dining center for the duration of the time necessary to clean and reopen the affected dining center. The kitchen in Hewitt Hall will open for delivery service to quarantine and isolation designated residence halls. 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 dining hall they should go to for their meals-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 via a COVID-19 Dashboard that is prominently placed on the [Oswego Forward website](#). The data posted will represent known positive cases among SUNY Oswego students that have been identified during the pooled saliva testing process that began on August 12, 2020. The dashboard will be updated daily, Monday through Friday, throughout the baseline testing period, and as necessary with new and cumulative positive cases added throughout the fall 2020 semester. Employee testing information is not available for inclusion in the COVID-19 Dashboard. However, we will add any positive employee cases that are reported to the college's Office of Human Resources to the dashboard in a separate section.

If additional information or alerts pertaining to exposure to COVID-19 need to be shared with the campus community, this communication will be implemented through multiple information channels including campus-wide email, the 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, isolation 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

### *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 for the remainder of the semester, 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.

The following actions will occur to **shift our academics to a fully remote environment**:

- Faculty have developed 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.
- In the event of a full halt to daily operations (rather than a temporary pause of face-to-face instruction), 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:

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

<b>Capacity to Maintain Social Distancing</b> (page 5)	<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>
<b>PPE</b> (pages 5-6)	<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). 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.</p> <p><u>Other PPE Will be Maintained by SUNY Oswego:</u> 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,</p>

	<p>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).</p> <p><u>Current Status of PPE Supply:</u> Under the College's Division of Administration and Finance, SUNY Oswego received an order of 20,000 cloth face masks in early August and distributed the masks to students when they arrived 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 were 1,700 cloth masks distributed to faculty and staff as they returned to campus by the Environmental Health and Safety (EHS) Department.</p> <p><u>Process and Procedures for Ordering, Receiving and Distributing PPE for Students and Employees:</u> 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.</p> <p>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.</p> <p><u>Specialized PPE or Disinfecting Supplies:</u> 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.</p> <p><u>Distribution of Face Coverings:</u> Each residence hall had face coverings for each student and staff member delivered to the hall. Each department was 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>
<p><b>Screening and Testing</b> (pages 6-10)</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> </ol>

	<ol style="list-style-type: none"> <li>2. SUNY Oswego will use a highly reliable, pooled saliva test developed by SUNY Upstate Medical University to test each student who plans to be on campus or in the community this fall. The baseline test will be performed on campus, then provided to Upstate Medical University for processing.</li> <li>3. Any employee who wishes to be tested prior to the start of classes may do so. All employees who are required to report to campus in person for some or all of their work obligation are required to get saliva swab tested on campus for COVID19 (at no cost to the employee) every three weeks through December 31, 2020. Please visit the <a href="#">Lee Hall Testing Center</a> webpage for instructions, testing hours, and to sign up for an appointment.</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 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.</p> <ol style="list-style-type: none"> <li>4. 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 (<a href="mailto:eehealthscreen@oswego.edu">eehealthscreen@oswego.edu</a>) which will receive and monitor positive or "yes" responses to the daily health screening questions. Human Resources will respond, via email, to the employee with the current guidelines on how to proceed in response to their positive or 'yes' response and copy the supervisor. 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. Additionally, Human Resources monitors and responds to all daily employee health screens that are positive or 'yes' responses and follows up with the employee and supervisor to provide guidance. Students who are ill will report this to Health</li> </ol>
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	<p>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 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><i>Baseline Testing: A Campus-wide Approach to Begin Safely and Healthy</i></b></p> <p>SUNY Oswego's efforts to provide COVID-19 testing began six months ago in late March, administering our very first PCR test and sending it to a partner lab. <b>We began baseline testing on August 12, 2020 with the return of student employees to campus, and concluded three weeks later on Friday, September 4, 2020. We delivered a total of 5,737 samples to SUNY Upstate Medical University over this three-week, carefully planned move-in schedule for all new and returning students who had at least one face-to-face on campus. Staffing for this incredible effort was provided by 63 FTE volunteers from every division across our campus.</b> Staff and faculty from Student Affairs, Academic Affairs, Alumni and Development, Facilities, Business and Community Relations, University Police, Campus Dining, Technology Services and Athletics all played a role in welcoming students back and delivering this baseline testing.</p> <p>Additionally, we served SUNY Upstate, assisting with feedback several times per day on issues ranging from the technology (app) used by</p>
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	<p>students—to the development of standard operating procedures and forms—to maximizing the use of a 2x per day Upstate courier previously scheduled for lab transport to/from Oswego Hospital. Our shared resources resulted in a highly-successful effort to reset the health of our campus community upon return to the fall semester.</p> <p><b><i>Wastewater Testing: A Partnership to Monitor COVID Activity</i></b>  SUNY Oswego is currently performing wastewater testing to identify levels of the virus in main campus buildings, specifically (11) residence halls which currently house a total of 2,700 residents. An initial test was conducted to establish a baseline reading and tests are conducted twice per week on Monday and Thursday (22 tests weekly). An additional test at the pump station is performed one time each week on Wednesday in coordination with the City of Oswego. The goal is to monitor intensity and to produce a gross indicator of campus health. If a test result is a concern, additional tests further up the sanitary line will be performed for specific parts of the campus. SUNY Oswego will then concentrate health resources and behavioral interventions on areas of concern.</p> <p>Our wastewater testing partner is Quadrant Biosciences in Syracuse. We've invested approximately \$15,000 in test equipment and have an ongoing cost of \$7,410 each week for the above-stated testing.</p> <p><b><i>Surveillance (Pooled) Testing: Moving Oswego Forward</i></b>  To better understand the ongoing health of our campus community and how effective our prevention strategies are in managing the spread of COVID-19, <b>our campus moved to surveillance testing on September 5, 2020.</b> The purpose of this testing allows us to understand the presence of the virus among our campus population. We have hired a total of four temporary surveillance testing staff to support this effort and we're reviewing opportunities for employee flex-time, overtime and extra service. Our goals are to staff this effort on a regular basis throughout the week to <b>complete a minimum of 1,000 student and employee saliva tests on campus, per week, to asymptomatic individuals throughout the remaining weeks of the semester.</b></p> <p>Our surveillance testing specifically utilizes saliva testing by targeting the following four cohorts of students, faculty and staff:</p> <ol style="list-style-type: none"> <li>5. Those mandated to test;</li> <li>6. Those who may have come into contact with a positive or suspected positive case;</li> <li>7. Those selected through a systematic sampling of our campus population; and</li> <li>8. Those who wish to schedule a test.</li> </ol> <p><b>All surveillance testing is administered in our new <a href="#">Lee Hall COVID19 Testing Center</a>, located in Lee Hall gymnasium near the center of SUNY Oswego's main campus.</b></p>
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	<p><b><i>Diagnostic (Individual) Testing: Ongoing Efforts to Confirm Results</i></b></p> <p>Since our very first PCR test in late March, our Health Services department, under the division of Student Affairs, has served as lead in coordinating all diagnostic testing. We developed an inventory and signed agreements of partnership with laboratories, hospitals, clinics and recently-approved research organizations to assist us with confirming COVID-19 results.</p> <p>As we outlined in our <i>Oswego Forward</i> plan, all <b>symptomatic students</b> – those students who report a temperature &gt;100.4 degrees or has symptoms of fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea, conjunctivitis (pink eye), or loss of taste or smell, will be asked not to come to campus (or for a residential student, to remain in their residence room) and Health Services nursing staff will monitor their symptoms and triage/test as needed.</p> <p>Students in need of a COVID-19 test are swabbed individually (PCR) on campus by Health Services nursing staff in partnership with SUNY Upstate Medical, Oswego Hospital, LACNY or Aegis Sciences for lab diagnostic results. Students may also, at their own choosing, visit a local urgent care center. Positive results are shared with the Oswego County Health Department and with the SUNY Oswego Health Services Center.</p> <p><b>Asymptomatic</b> students will be tested regularly as described in the above surveillance (pooled) testing section. SUNY Upstate Medical University assists in detecting both positive pools and individual samples through saliva testing for asymptomatic individuals.</p> <p><b><i>Plan Logistics: Creation of the <u>Lee Hall COVID-19 Testing Center</u></i></b></p> <p>Development of a designated 'COVID Testing Center' was completed the week of September 7 in Lee Hall Gymnasium. This large, well-known, centrally-located setting typically used for intramural sports and campus recreation, was identified as an ideal location for testing given that those activities are currently offline due to the pandemic. Students, faculty and staff are provided a scheduled test visit using our campus events scheduling technology (<i>tickets.oswego.edu</i>), targeting a minimum of (10) individuals every 15 minutes.</p> <p><b>Our COVID-19 Testing Center is overseen by four campus leaders:</b></p> <ul style="list-style-type: none"> <li>• <b>Pamela Caraccioli, Deputy to the President for External Partnerships and Economic Development</b>, providing oversight for all interactions with SUNY Upstate Medical University, development of test protocols, and reporting to President's Council.</li> <li>• <b>Dr. Kathleen Evans, Associate Vice President for Student Affairs</b>, providing oversight for development of test protocols,</li> </ul>
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	<p>site staffing, and all student-related questions and communications.</p> <ul style="list-style-type: none"> <li>• <b>Scott Harrison, Assistant Director of Campus Recreation</b>, providing oversight of the COVID Testing Site, including staff scheduling, site setup and logistics, courier contact and PPE inventory.</li> <li>• <b>Kelly Cullinan, Box Office Manager</b>, providing oversight for communications and scheduling of testing appointments for both students and employees.</li> </ul> <p>Additionally, our campus Testing Center leads have demonstrated the ability to place testing where the need arises. We have opened testing sites under tents, in parking lots, in residence halls, in a ballroom, and at drive-thru locations, as needed since the beginning of the semester. In all locations, our campus Chief Environmental Health and Safety Officer maintains the required inventory of PPE for our Testing Center staff.</p>
<b>Residential Living (pages 10 – 12)</b>	<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.</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 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.</p>

	<p><u>Residence Hall On-Campus 2020 COVID-19 Agreement:</u> Students who reside on campus will be asked to affirm their understanding of the expectations for living in a residence hall.</p> <p>This agreement will include the following expectations:</p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>You are not permitted to enter residence halls/apartments other than your assigned living space. Students from other residence halls and off-campus guests/visitors are not permitted to enter your residence hall.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><u>Use of acceptable face coverings in common areas:</u> 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.</p> <p><u>Appropriate social distancing will be enforced:</u> 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</p>
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	<p>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.</p> <p><u>Residence Hall Social Distancing and Cleaning Protocols:</u> 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.</p> <p><u>Enhanced cleaning and disinfection:</u> 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.</p> <p><u>Restrictions on non-essential gatherings and activities:</u> We will allow for lounge spaces in the non-quarantine and non-isolation room designated residence halls 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.</p> <p><u>Limited access by students to other residential facilities (e.g. dormitories):</u> 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.</p> <p><u>Restrictions of visitors:</u> Students cannot have any visitors at this time.</p> <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 be able to enter their dining center and select their meal choices for takeout.</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>
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<p><b>Operational Activity</b> <b>(pages 12 – 16)</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 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.</li> </ul> <p>By using the modalities above, under the leadership of the Provost and Vice President for Academic Affairs, we have created <b>a full class schedule for the campus that is approximately 30% face-to-face; 40% online; and 30% hybrid</b>. Limiting our fully face-to-face classes in this way, along with actively and intentionally extending our classroom use into the evenings, will have a positive effect on classroom density.</p> <p>As a result of these modalities, we will free up additional classrooms, provide more flexibility and reduce population density in our building</p>
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	<p>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.</p> <p>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 supplies available in the classrooms for students to clean their spaces, and hand sanitizer stations throughout buildings to encourage hygiene.</p> <p>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.</p> <p>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 minimum 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.</p> <p>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.</p> <p>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</p>
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	<p>instruction to remote instruction exclusively and everyone needs to be better prepared to successfully accomplish that.</p> <p><u>Limit Classroom Population Density – Hybrid Instruction Model</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p><u>Instructional and Research Laboratory Protocols</u></p> <p>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.</p> <p>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.</p> <p>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.</p>
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	<p><u>Penfield Library</u></p> <p>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.</p> <p><u>Student Health Services for Students</u></p> <p>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. PCR testing for COVID-19 is offered in the afternoon to symptomatic students and students that are contacts of a positive.</p> <p><u>Health Services Pre-Appointment Screening</u></p> <p>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.</p> <p>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</p>
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	<p>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.</p> <p><u>Counseling Services</u></p> <p>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.</p> <p>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.</p> <p><u>Mail and General Delivery Services</u></p> <p>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.</p> <p>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.</p> <p><u>SUNY Oswego Syracuse Campus</u></p> <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,</p>
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	<p>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 16)</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.</p> <p>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 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 16 – 17)</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 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.</p> <p><u>Recreational activities</u> will resume wherever possible in large indoor facilities or outdoors and participants will be required to wear face coverings and observe social distancing guidelines. Virtual offerings, such as e-sports and wellness tutorials will be used to supplement the programmatic calendar. Group instruction will also shift to online offerings, and extramural sports and travel will be prohibited in the fall semester.</p>
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	<u>Intramural, Club Sports and Athletics</u> have been suspended for the remainder of the fall semester.
<b>Vulnerable Populations (pages 17 – 18)</b>	<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. As noted in this plan, we are being extremely cautious in terms of our classroom setups and the requirements for mask wearing in order to significantly reduce the risk of infection in the classroom. Faculty have designed courses in such a way as to allow some flexibility and enable students to participate remotely in courses designated for face-to-face instruction in situations where students are quarantined, in isolation, or are impacted by significant vulnerabilities. Faculty who should avoid significant face-to-face interactions will be teaching their courses online, either synchronously or asynchronously.</p> <p>We will attempt to accommodate students who have health concerns with face-to-face courses by putting them in available online classes (at all times face-to-face courses are able to be in session). 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>
<b>Hygiene, Cleaning and Disinfection (page 18)</b>	<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> <p><i>See Table A in Appendix C for more details on SUNY Oswego's Health and Safety Precautions.</i></p>
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***Continue to next page for Section II. Monitoring***

## II. Monitoring

<p><b>Testing Responsibility</b> (pages 18 – 19)</p>	<p>Throughout the semester, pooled and/or individual saliva testing of SUNY Oswego students and employees will be conducted through SUNY Oswego's partnership with SUNY Upstate Medical University. Additionally, students in need of a COVID-19 test may seek testing independently at 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 SUNY Upstate Medical University, LACNY, and Aegis Sciences, supplies PCR (nasal swab) tests to students. 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 19)</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 and employees will be tested as part of an ongoing campus-wide surveillance testing effort and 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), or have had close contact with a positive COVID-19 person, and as necessary by the SUNY Oswego Health Services clinicians or external medical office clinicians' discretion. As a result of the UUP and CSEA bargaining unit agreements, all employees who complete some or all of their work on campus will be required to participate in pool testing on campus on a regular basis. Saliva tests will be sent to SUNY Upstate Medical University and PCR tests may also be sent to SUNY Upstate Medical University, LACNY, or Aegis Sciences, and billed through insurance.</p> <p>SUNY Oswego has contracted with a staffing agency to provide additional medical staff to assist with on campus COVID-19 testing for employees and students.</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 (pages 19 – 20)</b></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 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 on a daily 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 20)</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.</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 asymptomatic) up to the date the person is placed in isolation. The local</p>



	<p>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 15 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, Health Services, and Academic Affairs 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 <u><a href="#">John Hopkins COVID-19 Contact Tracing course on Coursera</a></u>.</p>
<b>Screening (page 21)</b>	<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</b> (pages 21 – 22)</p>	<p><b><i>Isolation and Quarantine Protocol: Care for Students Exposed</i></b></p> <p>SUNY Oswego’s isolation and quarantine protocols are coordinated by Shaun Crisler, Assistant Vice President for Residence Life and Housing serves as coordinator for the isolation and quarantine process. Renee Landers-Jennings, Associate Director of Residence Life and Housing serves as backup coordinator for the isolation and quarantine process. These protocols include the full utilization of (3) residence halls on campus: Lonis and Moreland Halls (adjacent) with 144 rooms for isolation and Funnelle Hall with 208 rooms for quarantine, for a total of <b>352 rooms for isolation and quarantine.</b></p> <p>Students who are symptomatic are placed in <b><i>precautionary quarantine</i></b> by SUNY Oswego Health Services. These students are contacted daily by Health Services and by Residential Life and Housing staff via telephone or email after a review of their daily monitoring questionnaire is made, and a telemedicine appointment is scheduled if necessary. These students are released from precautionary quarantine if they test negative or if any symptoms are improved.</p> <p>Students who are placed in <b><i>mandatory quarantine</i></b> by the Oswego County Health Department are identified as contacts of positive COVID-19 cases. These students are placed for a period of 14 days from the time of contact with a positive COVID-19 case. The 14-day period covers the time that symptoms could potentially begin. These students are also offered a COVID-19 PCR test administered by SUNY Oswego Health Services, however only the health department can determine their release. Students in mandatory quarantine are contacted daily by New York State Contact Tracers and SUNY Oswego Health Services to review their daily monitoring questionnaire and provided a follow-up telemedicine appointment if necessary. They are also contacted daily by Residential Life and Housing staff.</p> <p>Students are placed in <b><i>isolation</i></b> by Oswego County Health Department. If a student’s symptoms change or they have an expressed need, SUNY Oswego Health Services will follow up with the student. Students are placed in isolation for 10 days from the date of onset of symptoms or from the date of a positive result, if asymptomatic. These students are contacted daily by Health Services, the Oswego County Health Department, and by Residential Life and Housing staff.</p> <p>SUNY Oswego Health Services provides telemedicine to all students in <b><i>isolation</i></b>. Health Services is also providing a daily medication run to the isolation and quarantine buildings for students that require medication. Health Services has always had a 24-hour/7-day per week on-call triage line available for students.</p>
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	<p>Health Services is notified of positive cases by the Oswego County Health Department (OCHD) and Oswego Health. While we do not isolate or quarantine off-campus students in campus residence halls, they receive health services including testing by Health Services and we work collaboratively with OCHD to help identify isolation or quarantine locations, when needed, for off-campus students.</p> <p><u>Isolation and Quarantine Rooms on Campus for Residential Students:</u> In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to stop the spread. 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 room (in Moreland or Lonis Hall) or in a quarantine housing room (in Funnelle Hall) on SUNY Oswego's main campus. Moreland Hall provides 79 isolation rooms and Lonis Hall provides 65 isolation rooms. Funnelle Hall provides 208 quarantine rooms. All meals will be delivered to isolated and quarantined students. SUNY Oswego is hiring additional support staff, and Quarantine and Isolation Coordinators for residence halls designated for isolation and quarantine housing.</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. Employees required to isolate or quarantine communicate with the Office of Human Resources and provide documentation from their healthcare provider or their local health department. Those employees who are required to quarantine due to New York State Travel restrictions will self-quarantine as directed by the travel related guidelines. Employees must communicate to the Office of Human Resources and their supervisors regarding the start and end dates of the self-quarantine. 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 (pages 22 – 23)</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</p>

	<p>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 days. Employees will be given instructions on self-quarantine or isolation if positive for COVID-19 or suspected of having COVID-19 from their local health department. The Office of Human Resources will obtain a copy of the issued quarantine or isolation orders directly from the employee. 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>COVID-19 Infection Rate Thresholds for the Temporary Suspension of In-Person Learning (page 23)</b></p>	<p>Per the New York State Department of Health-issued "<a href="#">Supplemental Guidance for COVID-19 Containment at Higher Education Institutions During the Public Health Emergency</a>:"</p> <p>Beginning with the 14-day period starting August 28, 2020 to September 11, 2020, whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days. During such period, in-person athletic events, extracurricular programs, and other non-essential student activities must be suspended, and dining hall(s) and other on-campus food services must be converted into a take-out model, as appropriate. Essential on-campus functions are authorized to continue.</p> <p>After the 14-day period, the local health department(s) where the higher education institution is located shall evaluate the institution's efforts to contain COVID-19 transmission at such location. If the local health department(s), in consultation with DOH, determines that the institution has demonstrated that community spread of COVID-19 has been effectively contained, the location shall be authorized to reopen for in-person learning. However, if after the 14-day period, the institution has not demonstrated that community spread of COVID-19 has been contained at such location, the local health department(s), in consultation with DOH, may require a continued suspension of in-</p>

	<p>person learning (i.e., an extended period of remote learning) and/or further mitigation measures by the institution.</p> <p>If at any time a cluster or clusters of positive COVID-19 cases develop at an area of a higher education institution location (e.g., a dormitory or residence hall) and such cluster(s) exceed the institution's ability to contact trace, quarantine, or isolate, the local health department, in consultation with DOH, may require the institution to transition all in-person learning to remote format(s) and limit on-campus activities, even if the location may have fewer than 100 individuals or less than 5% of the total on-campus population who have tested positive for COVID-19 over a 14-day period.</p>
<b>Hygiene, Cleaning and Disinfection of Exposed Areas (pages 23 – 24)</b>	<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, residential students will be reassigned to another dining center for the duration of the time necessary to clean and reopen the affected dining center. The kitchen in Hewitt Hall will open for delivery service to quarantine and isolation designated residence halls. 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 dining hall they should go to for their meals-by campus email, posters hung in the residence halls, and verbal communication from Residence Life and Housing staff members.</p>
<b>Communication (pages 24 – 25)</b>	<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</p>

	<p>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.</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 via a COVID-19 Dashboard that is prominently placed on the <a href="#">Oswego Forward website</a>. The data posted will represent known positive cases among SUNY Oswego students that have been identified during the pooled saliva testing process that began on August 12, 2020. The dashboard will be updated daily, Monday through Friday, throughout the baseline testing period, and as necessary with new and cumulative positive cases added throughout the fall 2020 semester. Employee testing information is not available for inclusion in the COVID-19 Dashboard. However, we will add any positive employee cases that are reported to the college's Office of Human Resources to the dashboard in a separate section.</p> <p>If additional information or alerts pertaining to exposure to COVID-19 need to be shared with the campus community, this communication will be implemented through multiple information channels including campus-wide email, the 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, isolation 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***

## IV. Return to Remote Operations

<b>Operational Activity (pages 25 – 26)</b>	<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 <u>for the remainder of the semester</u>, 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.</p> <p>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 have developed 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>• In the event of a full halt to daily operations (rather than a temporary pause of face-to-face instruction), 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 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</p>
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	<p>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>
<b>Move-Out (page 26)</b>	<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>



<p><b>Communication</b> <b>(pages 26 – 27)</b></p>	<p>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 <i>Oswego Forward</i>/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.</p> <p><u>Plan for Sharing COVID-19 Updates and Oswego Forward with the Broader Community</u></p> <p>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 <i>Oswego Forward</i> 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.</p> <p>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 &amp; 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).</p> <p><u>Partnering with the City of Oswego to Increase Understanding and Empathy</u></p> <p>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>
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	<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

*[Reporting directly to President Stanley]*

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

In mid-March 2020, Vice President for Student Affairs 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 for Student Affairs)

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 for Student Affairs)  
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)  
Stephen McAfee (Interim General Manager, Auxiliary Services – from August 2020 – present)  
Scott Furlong (Provost and Vice President for Academic Affairs)  
Jerri Howland (Vice President for Student Affairs)  
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

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

Environment	Maximum Occupancy Guidance	Physical Distancing	Engineering Controls	Cleaning Activities and Frequency
<i>Classroom</i>	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
<i>Computer Classroom</i>	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
<i>Dining Hall</i>	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
<i>Dining Retail</i>	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
<i>Elevator</i>	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

Environment	Maximum Occupancy Guidance	Physical Distancing	Engineering Controls	Cleaning Activities and Frequency
<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

Environment	Maximum Occupancy Guidance	Physical Distancing	Engineering Controls	Cleaning Activities and Frequency
<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>Student common areas</b> ( study lounges, common areas)	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>Swimming Pools</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>University Vehicles &amp; Electrical Carts</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



The State University  
of New York

**Dr. Jim Malatras**

Chancellor

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Albany, New York 12246

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To: All Presidents

From: Chancellor Jim Malatras

Date: September 25, 2020

Re: Uniform Sanctioning in Response to COVID-19 Student Violations

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

This emergency directive, which implements a COVID-19 sanctioning policy, is intentionally narrowly tailored to the current public health emergency, and seeks to create uniformity of sanction to help SUNY balance the need to protect public health of students, faculty, staff, and community members, with students' rights to remain within the educational environment. This directive does not supersede the definitions of violations of COVID-19 requirements, where defined by a campus within their Code of Conduct or other policy, but assigns standardized sanctions for such violations, dependent upon gravity and intentionality. All students maintain the due process rights guaranteed to them by the federal and New York State Constitutions, New York State law, SUNY regulations, and University-wide and campus policies. Students are strongly encouraged to follow the reasonable requirements of wearing masks/coverings, socially distancing, avoiding crowds, presenting for COVID-19 testing, filling out daily digital health forms before arrival on campus, reporting positive test results, and following all directives of campus, local, and State health officials.

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

Unlike most policy violations that impact just the accused or a small group of people, a violation of mandatory COVID-19 safety protocols can have a wide application and the impact upon direct, secondary, tertiary, and other infected parties can result in their illness, injury, and/or death. Further, violations of mandatory COVID-19 protocols can aid in the spread of the virus, which can result in the partial or complete closure of a campus, loss of academic



opportunity, and significant economic damage on and off campus. This is an unprecedented time in the history of The State University of New York.

To effectuate a fair and consistent approach to policy violations by students at its State-operated and community colleges, SUNY establishes this COVID-19 sanctioning policy for all State-operated and community college campuses.

#### **Due Process Prior to Conduct and Interim Actions:**

By virtue of attending a public higher education institution, SUNY students receive due process before imposition of a sanction or reduction of access to the University, with the process concomitant to the gravity of the potential deprivation. This policy does not modify or reduce access to Constitutional due process, but simply sets standard sanctions for violations, consistent with due process. Sanctions shall be applied following a process dictated by the institution's Code of Conduct, including, but not limited to, any appeals process it incorporates. Consistent with SUNY policy, the standard of evidence shall be preponderance of the evidence. Students are presumed not responsible until the institution makes a finding based upon the evidence. Furthermore, a campus has the authority to consider a student's financial and other exigent circumstances in resolving a violation.

Institutions may use interim suspension or other interim action for students who commit a COVID-19-related violation during the pendency of the investigation and adjudication process as may be provided by its Code of Conduct. Each institution shall determine whether students can participate in their coursework remotely during the investigative and adjudicative process. Due to the continuing health threat presented by a student under investigation enrolling in another institution without such institution's knowledge, during the pendency of such an investigation and adjudication, if allowed under the institution's Code of Conduct, a hold shall be placed on a student's transcript and release thereof.

Amnesty and Good Samaritan policies and principles that are already in campus policy to encourage disclosure of violations of federal, State, or local law or campus policy or participation in an investigation or adjudication of such a violation may be expanded to apply those principles to potential violations of the provisions of this policy.

This policy shall apply only during the emergency response to the COVID-19 pandemic, and shall end upon order of the Chancellor. This policy shall not be precedential for any time outside of this emergency.

Generally, and as it relates to this policy, students shall retain all rights to expression as protected under the First Amendment. This policy shall apply equally to all students, regardless of membership in a protected class.

This policy shall take effect at 8:00 a.m. on October 1, 2020, unless implemented earlier by a campus President. Presidents or their designees shall send students no less than two electronic mail messages using the address on file to notify students of this policy and link to



the policy language. Institutions are encouraged to also use traditional and social media to inform students and community members of the policy.

Multiple findings of responsibility may result in graduated levels of sanction, up to and including permanent dismissal. Additionally, findings of violations during periods when a campus is partially or completely closed (or on pause), under the standards established by the New York State Department of Health and SUNY Chancellor, may result in elevated levels of sanction. All sanctions established in this policy serve as the minimum, and campuses have discretion to enact higher sanctions where merited.

A finding of responsibility and applied sanction of dismissal or suspension shall, consistent with SUNY policy, leave the respondent ineligible for refund of tuition, room, board, or fees, and the student will be responsible for all amounts owed.

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

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

**I(C)- Failure to Quarantine:** For students who have been directed by the institution or the State or local Department of Health to complete a quarantine period (mandatory or



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

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

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

**III(A)- Prohibited Off Campus Gathering (Hosts):** Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to continued functioning of each campus. For students who host an off campus gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from live attendance at the institution of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), a suspension of at least one year, or permanent dismissal from the institution. For non-residential students, the available sanctions shall include a suspension from academic access to campus of at least one year with continued access to their academic program via remote learning only (if available and as subject to campus policy and process) and other sanctions

detailed above. For covered gatherings, all individuals who are on the lease (or a member of their family is on the lease), pay rent, or live at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting or advertising the event.

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

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

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

**VI- Failure to Comply with Campus Health Protocols:** For students who fail to attend at least two scheduled appointments, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution's published protocol, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings with the exception of access required to obtain health care services pursuant to campus policy. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and the affected student may revive full access by

obtaining a diagnostic or surveillance test or by submitting negative results of a diagnostic or surveillance test, as applicable. The institution shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

For students who fail to submit their daily health screening via the institution's supplied portal for at least three consecutive days, without sufficient excuse, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are not disciplinary in nature, and the affected student may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

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

**VIII- Student Organizations:** Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, athletic, or of any other nature, that have one or more members who know that they have tested positive for COVID-19, from one or more positive tests, or members who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and are found to have hosted a gathering of any size, indoor or outdoor, on campus or off campus, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include de-registration or de-recognition and a report to a national organizing body (if applicable) or may also include permanent ineligibility for recognition or registration.

Where applicable, for recognized or registered student organizations, whether on or off campus, academic, social, or of any other nature, that are found to have hosted a gathering of any size, indoor or outdoor, that exceeds the current limitation published by the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a de-registration or de-recognition, a report to a national organizing body (if

applicable), organizational suspension of at least one year, or permanent ineligibility for recognition or registration.

Student members of an organization found to have engaged in conduct described in either paragraph of this Section, who themselves individually organized or participated in such a gathering shall, in addition to the sanctions described above, be subject to loss of their membership and/or officer status (where applicable) in an organization found to have so violated.

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