

Fall 2021 Task Force

SUNY Schenectady President, Dr. Steady Moono, is the primary Point of Contact (POC) for all interactions with New York State, Schenectady County, and City of Schenectady officials as well as police and fire personnel. As needed Dr. Moono may assign designees as to act as POC for the contacts noted above. Absent other assigned designees, and pending approval of the Office of the President, the Vice President for Administration (VPA), will be the secondary POC.

The VPA is the primary POC for coordination of efforts with the local Region Control Room, State and County Departments of Health, and the hospitals and clinics located within the City of Schenectady. The Interim Dean for Student Affairs will be the secondary POC.

Academic Program Planning

SUNY Schenectady's Academic Affairs organization includes five Schools/Divisions (1) Business, Criminal Justice, and Law, (2) Hotel, Culinary Arts, and Tourism, (3) Liberal Arts, (4) Math, Science, Technology, and Health, and (5) Music, (6) Learning Commons/Library, and (7) the Teaching & Learning Specialist function. The Fall 2021 instructional plan includes making course schedule adjustments as needed and conducting student outreach to ensure all students are aware of the course schedule changes to so that degree and certificate paths will not be disrupted. The elements of the plan are outlined below.

Population density and masking within instructional spaces (e.g., labs, library, CSTEP, etc.) will be accomplished through the following:

- All students and faculty members are required to be masked within classroom, labs and instructional spaces.
- Classroom spaces, Computer labs and Science labs will operate at between 50-75% to allow some social distancing.
- 50% in Computer and Science Labs; 75% in Classrooms.
- Any exceptions to these protocols are delineated and explained in the Division/School plans outlined below including requirements for supplies and PPE (e.g., face shields/masks, gloves, hard service wipes, and plexiglass)

Based upon lessons learned and observations made by the Teaching & Learning Specialist through the COVID period:

- All courses, online and F2F will have Blackboard set up and in place for Fall 2021, including instructional content and student communication information, to support any potential need to return to virtual online instruction, supporting as seamless a transition as possible
- Faculty will use the Announcement tool in Blackboard at least once a week to keep the students engaged and remind them of the course.
- Tests are administered via the testing tool in Blackboard.
- All faculty will be encouraged to use the [Course Model](#), developed by the Teaching & Learning Specialist, to organize the courses content and support student success through the uniform layout and organization of Blackboard courses.
- All courses must have syllabi uploaded into Blackboard
- All courses will record student grades using the Grade Center in Blackboard
- The Grade Center is developed and available to the students within the first week.
- Instructor contact information will be listed in Blackboard and students in F2F sections will be encouraged to regularly visit the Blackboard component of the course.

Faculty will be encouraged to do the following early in the semester to support student understanding and preparation for any necessary transition to virtual online instruction:

- Conduct at least one virtual meet-and-greet with students using either Teams or Collaborate at the beginning of the semester to ensure that students understand how to use it.
 - Access to Teams and Collaborate is provided via link within in the Blackboard Course Model developed by the Teaching & Learning Specialist.
- Hold ‘virtual office hours’ at least once in order to ensure that students are familiar with the format.

Cohort 11 of the online professional development program will begin September 13th and run until October 25th. Part 2 will run from January 10th until February 21st. Deans will instruct all new fulltime faculty members to enroll.

The sections below provide an overview of the academic schools/divisions, Workforce Development and Continuing Education, and Schenectady College and Career Outreach Center plans for Fall 2021.

School of Music

Masking:

- Exceptions and special circumstances when masking is not possible at all times
 - Wind players in ensembles
 - To accommodate some students being unmasked, ensembles can be scheduled in the auditorium to allow for greater social distancing.
 - All other student musicians in the ensembles would be masked.
 - Recording of vocalists
 - Vocalists will use the SoM studio’s isolation booth with a limit of one person in the both at a time
 - The isolation booth will be cleaned and aired for approximately 30 to 60 minutes in between uses. Each user will clean spaces after each use.
 - Vocal instruction
 - It is important for students to see instructors’ mouth, tongue and throat
 - ◆ Facilities has secured masks with clear fronts and Academic Affairs will distribute them as needed.

Reduced Capacity/Social Distancing:

- New sections will be, or have been, opened in the following courses:
 - MUS 181: Beginning Piano (already opened)
 - MUS 178: Audio Recording I (-1 seat left)
 - MUS 133: Digital Music and Beat Production I (2 seats left)
- In all cases when making shifts in course section is required, students will be contacted and be asked if they can move from one section to another to meet 75% capacity. The School Dean will monitor enrollments for the prescribed 75% enrollment capacity and the School Dean or staff will contact students to change sections of these courses.
 - MUS 133-01: Digital Music and Beat Production I
 - MUS 287-01: Keyboard Techniques I (-3 seats)
- The SoM Dean will verify that any students’ whose course section(s) are shifted will not impact time to completion for their degree and certificate and that the shift will not prevent them from access to all the courses for which they were previously registered
- Large ensembles, noted below, will be requested to move to the auditorium.
 - MUS 230-01: Live Sound Reinforcement
 - Tuesday & Thursday 11:45am-1:30pm
 - MUS 114-01: Wind Ensemble
 - Tuesday & Thursday, 3-7pm

- MUS 163-05 & 263-05: Performance Concentration Piano
 - Wednesday 12:45-2pm

The cleaning protocols employed for these courses will be as follows:

- A weekly schedule of music room use will be physically posted for Maintenance
- Cleaning to take place Tuesday & Thursday any time after 7pm and can also take place on Wednesday any time after 2pm
 - Maintenance uses 24-hr disinfecting spray
- Social distancing protocols: 6' social distancing

Extracurricular activities including student performances: All audiences should be masked and attendance capped at 75% of seating capacity.

Specific planned activities at this time are:

- Division Recitals 11:30am – 1:00pm
 - Monday November 22, 29
 - Wednesday November 24
 - Wednesday December 1
- Ensemble Dates
 - Monday, November 29- 3:00-9:00pm (this will include dress rehearsal)
 - Wednesday, December 1- 2:00-9:30pm (this will include dress rehearsal during class time)
 - Monday, December 6- 1:00– 9:00pm (this will include dress rehearsal during class time)
 - Tuesday, December 7- 4:00-9:00pm (this will include a dress rehearsal)
 - Wednesday, December 8- 2:00-9:30pm (this will include a dress rehearsal during class time)
 - Thursday, December 9 – 3:00-7:00pm (dress rehearsal)
 - Friday December 10- 5:00-9:30pm (please hold all day setup from previous day)
- Additional concert dates outside of student requirements
 - Thursday, Sept 10 5:00-8:00pm rehearsal for Friday event
 - Friday, Sept 10, 5:00-9:30pm- (Mark Evans Alumni event)
- Capital Region Wind Ensemble (CRWE) dates
 - Sun., November 7, 5-9 pm, Auditorium (band & choral room)
 - Sun., November 14, 5-9 pm, Auditorium
 - Sat., November 20, 8 am- 1:00 pm, Auditorium, (Security would already be here if open as normal)
 - Sun., November 21, 12:30-5:30pm, Auditorium, Concert (3:00pm concert)
- Brass Day (recruitment event)
 - Sat., October 16
- In the event that future activities come up, dates will be requested and an update will be provided to Maintenance as needed

Protocols for the School of Music include:

- Cleaning protocols are that at the end of days listed above, Maintenance uses 24-hr disinfecting spray
- Maintenance will be sent a calendar of events along with all updates
- Social distancing signage will be developed by School of Music to instruct audience members to leave at least 6' between other audience members with whom they are not already in a "bubble," this is a pod concept that allows families to sit together but not strangers. Student ushers will keep track of audience attendance and close doors once 75% capacity has been reached.
- Additional safety protocols:

- Bell covers for all wind instruments. These will be required for students to buy for all courses where wind instrument performance is involved. Students will use the bookstore website to order the appropriate personal bell cover that minimizes aerosols; costs range from \$10-\$25 and financial aid can be used.
- Practice rooms will be single occupancy only and on a “sign out” basis with 30 minutes between use for ventilation.
- Plexiglass barriers are available upon request by faculty to use between students and instructors.

Library Services

Required Masking:

- Masking will be required throughout the space.
 - The only exception to this will be in private offices and in group study space being used by one person.
- Capacity of the group study rooms and presentation practice studios will be reduced to only one person at a time in each room.
- Staff, faculty and administrators may wear transparent face masks available through the Academic Affairs office to better support the hard of hearing/deaf community.
 - Face shields will be provided to faculty and staff, as requested, in an effort to support the hard of hearing/deaf community much like what was offered to staff in the summer of 2020.

Reduced Capacity/Social Distancing:

- Installation of plexiglass at service desks.
- Institute a reservation system for seats within the space.
- Work with Facilities to determine the number of people allowed in the Learning Commons using the appropriate number of feet required for social distancing.
- Allow food and beverage in the Café only and reduce seating in that space as well.
 - This diverges from the agreed upon practice to allow food and beverages in designated areas. This recommendation reflects the possibility of a broader shutdown due to increased COVID cases and proposes limiting food and beverage to the Café in the event that access to the Learning Commons is further limited.
- Reconfigure computer workstations to allow for social distancing.
- Limit the space to currently enrolled or enrolling students.

Return to remote operations:

- Continue to staff the Ask Us 24/7 chat service more regularly with SUNY Schenectady librarians.
- Continue to offer virtual reference appointments.
- Continue to offer virtual information literacy instruction.
- Continue to highlight our electronic resources.
- Offer in-person services to a reduced number of students.
 - Reduce capacity to match classroom capacity and social distance requirements if any.
 - The Learning Commons has a capacity of 210; at 75% occupancy a maximum of 157 students will occupy the Learning Commons.
 - Furniture will be moved, removed or signage placed on the furniture to enforce social distancing measures asking students to not sit in a particular location.
 - We would track students by having each student sign in and out to keep a running tally of the number of people in the space.

A seat reservation system is in place to allow students to reserve a seat or room in the space, enabling students to reserve spots and Library Services to keep count and track the availability of these rooms. Bibliographic instruction can be done virtually in the class. We would work with each faculty member to make certain all research needs are met.

- Unintended consequences will be handled with the appropriate parties as they arise.
 - If a computer isn't available we would walk the student to the 2nd for 5th floor of Elston or suggest they visit Student Affairs and request a computer.
 - If a student just needed to print quickly we would direct them to the quick print stations set up on both floors of the Learning Commons.
 - We would work with each Professor on requested bibliographic instruction and hold it in-person with a reduced number of students or virtually or in a different space all together.

Business, Criminal Justice, and Law (BCJL) Division

- All of faculty in the division will be required to wear masks in their instructional spaces during their class instruction time.

Course schedule adjustments will be made as needed:

- Closely monitoring enrollment for the classes.
- BCJL Fall 2021 scheduled classrooms with the largest enrollment numbers were visited and assessed for capacity.
 - Based on the classroom sizes at this point and the enrollment numbers no course schedule adjustments need to be made.
- Classroom space assigned to the division at this point is adequate to observe every other desk in the classroom.

Return to remote operations:

- The Teaching & Learning Specialist has provided the Dean a list of divisional faculty members (full-time and adjunct) who have completed the Cohort 10 training. Fulltime faculty members who have not completed the training have been notified of and encouraged to enroll in Cohort 11 starting in September 2021.

School of Hotel, Culinary Arts, and Tourism (HCAT)

Masking will be required in instructional spaces and social distancing will be applied in accord with college policy and aligned with NYS guidance for food service. Social distancing is also addressed below in a separate section with the heading Physical Distancing.

Special Circumstances/Exceptions Needed: Courses that support Casola Dining Room and Banquet, Special Events and Feed Albany will be increased a little at a time from 12 to 16 students to support the A/B model if and as it becomes necessary

Course schedule adjustments as needed:

- HOT 111 and HOT 119 adjustments have been made in order to get our classes to 75% occupancy.
 - New sections were added, students were contacted, and adjustments in their schedules were made.
 - Schedules of students who were moved to additional or different sections were checked to minimize effect on students' schedules (i.e. conflicts).

Return to remote operations:

- As done in the spring of 2020, and then again in fall 2020 and spring 2021, our school is prepared to pivot to 100% virtual instruction if necessary.

The Casola Dining Room, Pane e Dolci, The Boucherie, Quantitative Foods, will move exclusively to a take-out model that will include, contactless ordering, phone ordering, contactless payments using online menus and Revel point of sale system. HCAT will purchase an upgrade for Revel to allow for online ordering. This fee will be offset by turning several of the current terminals to a hibernate, unused cycle.

Take-Out Protocol

- When orders are taken a time will be obtained for the pickup of the products and goods

- Orders will be consolidated into a sheet to assist with the expediting of the orders and production
- The back of house (BOH) students will produce the food.
- BOH students will process the take-out orders, labeling containers using stickers, and put them in the kitchen window
- Front of house (FOH) students will package and place the orders in bags
- The complete order and name of the person who ordered the food will be stapled to the packaging
- The food will be brought downstairs to a hot box which will be held outside the copy room
- Guests will pull into labeled parking spots and in front of the Casola Dining Room entrance
- Once a guest has arrived a student will bring the food to the base of the steps at the Casola Dining Room and place it on a table.
- The guests will then be able to pick up the food from the table
- HCAT students will enter and exit at the Casola Dining Room ground floor entrance.
- Procedures will be in place for students to enter the building and get to their specific lab location

Physical Distancing

- Faculty and students six feet distance maintained at all times in all classroom and lab spaces (exception if the core activity requires a shorter distance -e.g., cooking, cleaning)
- Face covering to be worn at all times
- Casola wing restrooms will be used with social distancing
- There will be no sharing/co-working areas without cleaning and disinfection between use
- Use of small spaces (e.g. freezers or storage rooms) by more than one individual at a time will be prohibited
- Limit bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines could form (e.g., take-out pick up)
- Use of designated entrances/exits for arrival and departure for all labs
- Communications to customers to wait in their car until food is ready to be picked up
- HCAT must post signs throughout the site, consistent with DOH COVID-19 signage
- Stagger schedules for their students to observe social distancing (e.g. breaks, meals, shift starts/stops)
- Reduce interpersonal contact and congregation
- HCAT will reconfigure kitchens to maintain six feet distance
- Establish markers in stations and areas with tape on the floor to signal six feet distance in all directions.
- Place items on the counter for the next person rather than passing them to another person

HCAT will require that faculty and students affirm that they have reviewed and understand the state/school-issued guidelines, and that they will implement them and will communicate the plan for students that includes applicable instructions, training, signage, and other forms of communication (e.g., Bb, student email, social media). Additionally, HCAT will adjust ordering process for paper, janitorial, and cleaning products through the weekly bidding procedure (the cross referencing of 3 purveyors and the development of par stocks) for Johnston paper, WB Mason, ECO Lab and Driscoll foodservice to include COVID 19 necessities. This will be done in consultation with the Vice President of Administration's office. HCAT will also coordinate through that office for receiving deliveries. The school will also expand the current lab set up sheets to include procedures for the distribution of PPE. Additionally, HCAT has subscribed to Ecolab, an industry resource to ensure they have access to the most up to date industry practices in response to COVID-19. Current lab closing sheets will be updated to ensure proper sanitation methods are used at the conclusion of lab sessions.

Division of Liberal Arts

Required Masking:

- Both instructors and students will be fully masked.
- Clear, plastic shields for 2 sections of SPA and 2 sections of ASL are required.

Reduced Capacity/Social Distancing:

- Course schedule adjustments will be made as needed:
 - Open up 9 new sections of ENG 123/ALP sections
 - Open up one new section of CIS 229 and split it
 - Open up one new section of ART 128 if needed.
- Social distancing and masking where possible in the flight labs.
 - Aviation students and instructors will adhere to masking requirement to minimize risk.
- Reduce to 50% in computer classrooms.

Student outreach planning and implementation:

- LAS IPS II will call students to inform them of any class section moves.

Math, Science, Technology, and Health (MSTH) Division**Required Masking:**

- Addressed within Reduced Capacity/Social Distancing section, below

Reduced Capacity/Social Distancing:

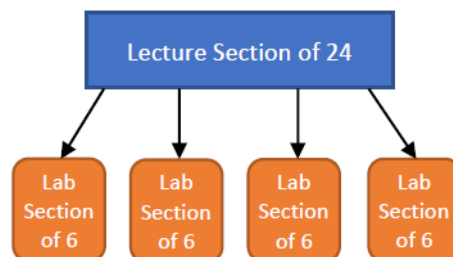
- All labs for Fall 2021 were designed and scheduled at 50% capacity to maintain distancing (12 students).
- No student outreach is needed at this time.
- Population density/masking within instructional spaces (e.g., labs, library, CSTEP, etc.)
 - All faculty and students must wear masks during lectures and labs. We will order face shields to go with safety goggles for labs since the masks cause the goggles to fog significantly and can blur student vision. Masks, or an equivalent item, with visible mouth covering will be ordered for faculty so students can better read lips.
- Labs are capped at 12 (full lab capacity is 24 students).
 - As needed, and depending on the specific lab, students will work in pairs across the lab benches to maintain distance.

Extracurricular activities:

- Independent research will occur on campus and in the Vale Park.
- Research will be conducted on the Sixth Floor of Elston in the Biotechnology Suite.
- While maintaining social distancing, twelve people can use ELS 611 when course sections are not scheduled in the space and four people can use the ELS 612 research room.

Return to remote operations:

- If we need to return to remote operations, classes that have scheduled on-campus times will move to remote, synchronous at those same times.



Workforce Development and Continuing Education (WFD&CE)

The WFD&CE office has completed a review of all planned fall courses and put forward a proposal for meeting students' needs. That work is ongoing, and in an effort to support collaboration and continuity across campus, WFD&CE staff will be deploying various procedural items delineated in the overall fall plan. WFD&CE will have the SUNY Schenectady campus health and safety procedures in place. Items specific to the operations of WFD&CE are outlined below. The goal of this plan is to ensure academic integrity for all WFD&CE programs and courses for fall 2021 in response to COVID-19.

WFD&CE currently has 52 courses planned for fall 2021. This is split into two groups, 42 Workforce and Community Education courses and 10 Healthcare courses. An overview is provided in separate sections below. In determining the specifics involved in covering course content, the team has worked to align program-learning outcomes and, if applicable, grant deliverables with instructional formats.

Workforce and Community Education courses (42 courses)

- 34 in person courses
 - All students attending in person courses must follow SUNY Schenectady COVID protocols for vaccinated and unvaccinated students (please see below for unvaccinated).
 - Any student attending an off-campus location course must follow SUNY Schenectady COVID protocols for vaccinated and unvaccinated students (please see below for unvaccinated).
- 6 fully online courses
- 2 courses, Archaeological Research and Independent Arch Project, are scheduled in a hybrid format in order to allow for labs. Students in these hybrid courses will be scheduling times in the Community Archaeology Program lab, located in CST 100. Students will adhere to all SUNY Schenectady COVID protocols. Additionally, the Executive Director, Workforce Development & Community Education, is reaching out to the SUNY System point of contact for clarification on how any vaccination mandate would apply, or not, to students in WFD&CE courses and programming.

HPOG/Healthcare

- 7 in person courses
 - All students attending in person courses must follow SUNY Schenectady COVID-19 protocols for vaccinated and unvaccinated students
 - Any student attending a clinical site or internship as a part of the course must follow SUNY Schenectady COVID-19 protocols for vaccinated and unvaccinated students as well as the clinical site protocols
 - Desk spacing in classes will be set up to meet SUNY Schenectady protocols in place at the time that the class is in session.
 - PPE and smaller lab groups will be established and utilized as needed to follow the SUNY Schenectady COVID-19 protocols in place at the time that the class is in session.
- 3 hybrid modality courses
 - The first scheduled Certified Nursing Assistant/Personal Care Aid session
 - Medical Administrative Assistant class
 - Personal Care Assistant Upgrade to Home Health Aid will be virtual instruction with in person testing
 - Clinical/Internship Components:
 - ◆ Certified Nursing Assistant/Personal Care Aid certification requires 40 hours on site clinical rotation at a nursing home
 - ◆ Home Health Aid certification requires 8 hours in person clinical rotation at an assisted living facility
 - Phlebotomy certification requires 30 supervised venipunctures which we offer through an on-site internship. This requirement was suspended by the national certification agency during COVID-19

shut down but we hope to offer this again to students in the fall semester as we expect the National Health Career Association (NHA) to require it again in the near future.

- Community Health Worker internship is currently being offered as a remote opportunity.

Additional Background Information on Courses

Introduction to Craft Brewing and Distilling. WFD&CE will utilize the Frog Alley classroom to offer all classroom and lab sessions.

Emergency Medical Technician (EMT) Basic. This course will meet in person. Skills Session instructors will use separate rooms at Center City to stagger the number of students to a 1:5 teacher/student ratio to maintain proper social distance along the use of PPE (masks and gloves) for unvaccinated students.

- Each student will be assigned an individual manikin for the entire class. Each manikin will be thoroughly sanitized before and after each lab
- For EMT Basic: Checking vital signs (i.e., blood pressure, pulse and temp, etc.) will be done person to person, but with the addition of face shields and gowns along with masks and gloves for unvaccinated students.

Emergency Medical Technician (EMT) Refresher. Challenge Skills Test 3rd week of class (4 skills nights to be scheduled during the class). Staggered 1:5 ratio social distancing and PPE Masks, gloves and assigned manikins will be used similarly to the EMT Basic described above.

EMT Basic and Refresher Testing. Staggered testing with 1:5 ratio and different testing stations set up in different rooms at Center City to maintain social distancing. PPE (masks, gloves, face shields and protective gowns will be used at each station for unvaccinated students. Equipment and non-disposable supplies will be sanitized after each use. All equipment will be sanitized before and after every use.

SEAT Center – Youth Build. Beginning in October, the Seat Center will hold its TASC courses at the Kindl Building. TASC courses will be scheduled M-Th from 9:00 a.m. – 3:30 p.m. Students will follow SUNY Schenectady Protocols for vaccinated and unvaccinated students. A guard will be placed at the entrance of the Kindl Building in the event that there is a student disturbance, to distribute laptops, and to maintain the flow of students in and out of the building. The classroom and all equipment used will be sanitized at the end of each day.

Washington Irving Educational Center. Washington Irving Educational Center, as per our contract, would like to continue to hold TASC classes at our Center City location. The courses would run every Monday and Wednesday evenings from 5:30 p.m. – 8:30 p.m., for the length of the semester. A guard placed at the entrance of Center City to address any issue if there is a student disturbance, to distribute laptops, and maintain the flow of students in and out of the building. The classroom and all equipment used will be sanitized at the end of each day.

Schenectady College and Career Outreach Center (SCCOC)

The SCCOC will have the SUNY Schenectady campus health and safety procedures in place. Items specific to the operations of SCCOC are outlined below.

The Provision of Face-to-Face Services to New and Returning Participants: SCCOC staff will provide face-to-face services to new and returning participants by appointment only. The Center operates in a 1,200 square feet facility, making social distancing challenging. Additionally, SCCOC's Opportunity and Computer Room contains eleven computer stations provided to enrolled participants in a 17-foot by 17-foot space with moderately safe ventilation.

Due to space limitations, all SCCOC participants (new and/or returning) may only access the Opportunity Room when they schedule their appointment(s) with a staff member. The Executive Director of SCCOC will re-evaluate the aforementioned as the status of the ever-changing circumstances of the pandemic evolves.

No “Walk-in Appointments” will be available and the Executive Director will monitor and evaluate this process as the pandemic evolves.

Suspension of Open Computer Usage in the Opportunity Room: SCCOC will suspend participants’ open computer usage at least through 2022. These services will resume when it is safe to do so.

Vaccination Distribution Location Resources: Staff will provide new and/or returning participants with vaccination distribution locations via the Schenectady County Public Health Department. This information will be available in the Center’s Receptionist area and upon request to all participants.

General Protocols: All individuals visiting the SCCOC will be required to complete a health assessment and temperature check upon arriving to the Center.

Offices and spaces at the Center will be periodically cleaned and disinfected.

Staff: Any staff who tests positive with COVID will adhere to the policies and procedures of SUNY Schenectady County Community College.

PPE Equipment on-site for participants and staff: All participants, staff, and visitors entering SCCOC must wear masks. The Center is equipped with appropriate PPE for staff (i.e., masks, hand sanitizer, Clorox wipes, face shields for staff, gloves, and all office desks are equipped with customized Sneeze Guards).

COVID Case or Outbreak at SCCOC: If any participant informs SCCOC staff that they were infected with COVID who actively meet with SCCOC staff for services, the Executive Director will inform the Interim Dean of Student Affairs at SUNY Schenectady staff in writing.

Important Contact Information: SCCOC General Contact Information: Please note: all SCCOC’s office lines have Text Messaging capabilities; SCCOC’s Main Telephone Numbers: 518-631-2257 or 518-603-4198 and SCCOC’s general e-mail address is sccoc@sunysccc.edu .

Support for Faculty for the Preparation and Provision of Online Instruction

The Teaching and Learning Specialist continues to facilitate support and trainings for faculty in preparation for and provision of online instruction and enhanced instruction utilizing technology and best practices pedagogical resources. Updated practices to increase preparedness, including the increased use of the Course Model to organize course content, are addressed in the previous section, pp. 1-2 “lessons learned and observations made by the Teaching & Learning Specialist through the COVID period”.

Through the College’s Title III grant effort, multiple cohorts of faculty have taken part in professional development programming for online course development and the use of the Open SUNY OSCQR rubric. Part 1 of Cohort 11 “Online Instruction and Course Development” run from Sep 13th through Oct 25th, and Part 2 (Jan 10th- Feb 21st). All academic Deans have been informed of full-time faculty members who have yet to complete the Online Instruction and Course Development training and are actively working to transition with faculty to use of these tools and resources both to supplement instruction and deliver courses online. To date, more than half of the full-time faculty have completed the Cohort training.

The goal of expanding use of the newly developed and implemented Course Model is to ensure that all courses use similar navigation, build out uniformity of course layout, and to facilitate increased ease of use for students.

Student Support Services

Members of the college's student support services areas developed contingency plans as part of the transition process in Spring 2020, Fall 2020, and Spring 2021. Each of those plans were done in collaboration with the Task Force and the campus leaders to drive toward calibration in the provision of services across as many areas as possible, to identify and respond to any identified opportunities, and to align what staff in each area learned through their experiences this past year and a half in order to continue to increase the effectiveness of student support services. With the College being F2F in the fall, we have taken what we learned and continue to apply it to best practices. The most critical part of this work is that the expert leaders of each area contributed to the return plan based upon their work and discussions with students and staff. This supports the College's efforts to respond to students' needs.

Considerations for the fall semester include defining, to the extent possible, uniformity of coverage across areas for F2F student support. While student services will be F2F in the fall, staff will be prepared to support students remotely if a student requests it due to their personal comfort levels and if circumstances change due to COVID all staff are prepared to pivot as determined by the College. A range of protocols will be in place based upon the typical student interactions within the space. For example, all interactions at the Financial Aid counter will be separated by plexiglass. F2F appointment times will be set in a manner, which allows for time between each in order to allow for disinfecting of spaces used by students. Students will continue to be able to schedule virtual online appointments if that makes them more comfortable

Service implementation for College in the High School (CHS) and the Liberty Partnerships Program (LPP) is anticipated to move forward with both departments conducting F2F operations at high schools and middle schools. The leaders of CHS and LPP will work in concert with school districts based upon the districts' reopening plans. Both departments successfully navigated COVID at its height and are in regular contact with districts to move forward or pivot as needed.

A schedule of events and activities is under development as regularly takes place during the summer months and the schedule will be communicated to students during the first week of the semester, as is the current practice. Activities will focus on keeping students engaged and connected to the College and to facilitate a continued sense of community. The Student Activities Advisor will work to collaborate with student support offices and faculty members to help facilitate increased education focused activities.

Department leaders will continue to focus on maintaining alignment across student communications. This is intended to reduce the burden on students who use the services of multiple offices and to reduce students' stress associated with completing college during this period. This effort will be coordinated with the Office of Communications and Marketing as needed. All offices will continue to use various technology tools to carry out operational functions such as data tracking, appointment scheduling, and video conferencing. Currently, staff are examining opportunities to utilize similar or the same technology tools across functional areas. Any new technology adoptions will be accompanied by professional development to teach staff, faculty, and students how to use the resources.

All student support offices will continue to operate on a traditional face-to-face walk-in or scheduled in-person appointment with virtual appointment options available if requested by a student. Furniture for the Student Affairs lobby in E222 will be re-purposed to provide more flexible seating options and spacing that conforms to CDC guidelines for post-secondary settings. Masks and hand-sanitizing stations will be available near the entrance of E222. Additionally, the use of directional arrows, distance markers, and signage will continue to be utilized until further notice. Work Study Students and Student-Workers will be assigned to the entrance area to E222 to assist

students as they sign into Starfish for Advising, Counseling, ADA Services, Conduct, and International Student Services.

The Student Affairs' Laptop Loan Program will continue to be managed through the Office of Student Affairs in E222 with assistance from Information Technology for any student log in questions. Students using borrowed laptops to access music or math coursework will receive a memory-upgraded Lenovo Thinkpad. Renewals from summer 2021 to fall 2021 will continue for students continuing their registration in fall 2021. Students who fail to return the laptop or return the laptop with damage will be placed on a financial hold until the laptop is returned or the damage can be assessed and/or repaired by IT.

All communication regarding COVID to students will be collaboratively created between all relevant parties, including Communications and Marketing, and dispersed through the Interim Dean of Student Affairs, including updates on office hours and office closures. Resources to help educate students and faculty regarding the CDC guidelines for reducing risk of spread including self-isolation when appropriate, hygiene and respiratory etiquette, face coverings, and college expectations will be in place. The TF members and all Student Support Services leaders will collaborate across departments, divisions, and Administration to support calibration and to learn from one another in order to provide the best services possible to students and working to ensure clear health and safety protocols are in place for students and staff.

On-Campus Operations

Limiting Occupancy. Classroom capacity will be limited to 75% of capacity as noted in the Fall 2021 Instructional Plan section on page 1 of this document. As noted in that section, capacity in some spaces, for example in computer labs with fixed furniture may be reduced to 50% capacity. In preparation for the Fall 2020 Campus Plan Facilities measured all classrooms and offices via a CAD program, through a collaboration with Schenectady County, to define capacity at a three-foot radius. That process was cross-checked for each classroom and office to account for the space taken up by equipment in each location and the defined capacity will be adjusted as needed. Going forward that measurement information will be used if further capacity reductions are required.

During the Fall 2020 and Spring 2021 semesters, staff offices were adjusted to accommodate for social distancing, either by determining that an office was large enough to accomplish it, by rotating staff on and off campus work days, or by shifting staff member's campus office locations. In fall 2021, staffing in offices with more than one occupant will be managed by the supervisor in that area in consultation with the appropriate President's Council member. Specifically, if both individuals in the office are vaccinated and have chosen to disclose that information to the college then the employees may work unmasked. In the event that one of the employees is not vaccinated or has not disclosed their vaccination status to the college then that person must be masked. At this time, the college does not envision the need to implement a staggered work schedule or to transition to a rotating schedule of on campus and remote work. Should it become necessary, such options can be employed.

Seating in campus common areas will adhere to the same capacity benchmarks as classrooms, 75% capacity, with seating adjusted or signed to ensure social distancing. Signs have been ordered and will be in place for the start of the semester. Facilities will make any needed adjustments to accomplish the 75% seating capacity and extra seating, desks and benches will be removed from lounges, classrooms, cafeteria and gathering areas as needed to ensure social distancing. In prior semesters markers were placed, and remain in place, in common areas and restrooms to ensure appropriate distancing is followed. All common areas, lounge spaces and the cafeteria seating area furnishings will be rearranged to comply with social distancing requirements.

Elevators in all buildings shall be limited to a capacity of two to four persons depending on the size of the elevator and signs will be posted at the exterior of each elevator noting the capacity. Markings are already in place on the floors of each elevator. In order to support social distancing, we have designated the directional flow on each hallway (when possible) to ensure that we provide the best attempt at social distancing for our student and staff.

Entry and Egress. Beginning Monday, August 23, all campus points of entry and exit will be in use by students, employees, and visitors. Individuals entering campus buildings will be messaged about health and safety precautions and screening through posters, e-mail communications, and through in-person communication as needed via supervisors and faculty members to adhere to the following protocols when they are sick or not feeling well:

- They cannot report to campus for any purpose
- They must inform their instructor or supervisor of their absence due to illness
- Need to indicate if they suspect they may have COVID-19 and
 - Students must inform the Interim Dean of Student Affairs at studentcovid19@sunysccc.edu
 - Employees must inform the Executive Director of Human Resources at employeescovid19@sunysccc.edu

Any individual who suspects or reports a possible COVID-19 infection must remain in contact with College officials via the points of contact listed above so the College community can respond appropriately to a potential exposure situation.

Procedures. As noted in other areas of this document, it is important to review current procedures related to COVID and to determine if any adjustments are required. In all cases, and in keeping with the Board of Trustee resolution approved in March 2020, any procedural updates will be put before the Office of the President for review and determination if authorization for implementation will be approved. The communications to students, faculty, and staff will include the new procedures and/or policies, the rationale, and the expectations for all who enter campus. This will be provided via email and augmented with posters and flyers posted around campus for continual reminders. All F2F faculty will be asked to cover the expectations during their first class. Training topics should include information such as proper face covering usage, the importance of washing your hands, how to social distance in a lab class, etc.

Use of Face Coverings, Barriers and Disinfecting Stations. At this time masks must be worn in all areas of campus including instructional spaces regardless of a person's vaccination status. Individuals who are not vaccinated or who have not disclosed their vaccination status must be masked at all times in all campus locations, exclusive of working alone in their office. Face coverings will be provided at all campus points of entry to all individuals needing one. Hand sanitizing stations will be located at all points of entry/exit and in strategic locations around the campus such as the Learning Commons, cafes, convenience and college store areas.

Technology Resources. In preparation for the Fall 2020 and Spring 2021 semesters the College secured technology to support the transition to virtual instruction and services as well as remote work for many employees. In the event that the College needs to pivot to a virtual model at any time the technology resources to support it are already in place. For example, access to tools such as a Wacom drawing tablet, Jabber, and computer cameras were provided to faculty and staff as needed in the Fall 2020 and Spring 2021 semesters. Additionally, a plethora of technology resources were tested and used by faculty and staff to support students and to conduct the business of the College as effectively and efficiently as possible.

Dining Services. In the fall, the Canal Side Café and the new Learning Commons Schwartz Café will be operational and the college's cafeteria will not be brought up to operational status at this time.

Personal Protection Equipment. During the early stages of the COVID event, SUNY Schenectady inventoried its stock of Personal Protection Equipment used by faculty, staff and students. SUNY Schenectady has PPE on hand, including approximately a 180-day supply of masks and gloves. Specific PPE and resources on hand are noted below.

- Facemasks – 50K disposable face masks
- Vinyl gloves – 60K disposable gloves
- Face shields ~200
- Liquid disinfectant to be used to clean and disinfect surfaces throughout the campus (4 cases of wipes)
- Hand sanitizer for individual use by students, faculty and staff (80 cases, 4 gallons per case to refill small bottles).
 - Four bottles will be placed in each classroom and one bottle in other instructional and student support areas.
- Individual disinfecting wipes for use to clean desks, keyboards and other high touch areas are on hand (10 cases to refill buckets and buckets are on hand for dispensing wipes’ 150 wipes are needed to fill each bucket; 6 buckets can be refilled per case)
 - Two buckets will be placed in each classroom

Face masks and vinyl gloves will be available upon request at building points of entry, classrooms/laboratories, student service areas, and common spaces. Departments and divisions have worked to identify PPE needs and are forwarding that information to the Office of Administration for coordination of purchasing. Based upon feedback, The Director of Facilities ordered samples of masks with a clear front to support students who may need to see instructors’ or staff members’ mouths as they are speaking. The Director of Facilities received the samples and has shared them with the Vice President of Academic Affairs who will share them with deans and staff members to determine if they satisfy the request. If so, Facilities will secure information on the number to be ordered and will work with the Office of Administration to have them on hand.

On hand PPE supplies are sufficient to meet the needs of students and faculty who require such items for use in their laboratory courses and in other instructional and student support areas. As a backstop, members of President’s Council will be asked to provide feedback on PPE, hand sanitizer, and disinfectant needs in their areas of responsibility and communicate that information to the Director of Facilities for coordination and distribution to offices as needed. This will be a redundant effort for some offices that were provided these materials in the spring or summer, but it is an important cross check as we prepare for the Fall 2021 semester and it will also allow Facilities staff to confirm the status of their inventories after providing these supplies in whatever amounts needed prior to the start of the semester. All ordering of PPE for general student, faculty and staff use is being coordinated by the Office of Administration. Vendors that have PPE in stock have been identified and comparison bids have been obtained to ensure lowest cost and best quality for the campus community. These materials are available on New York State Contract.

Custodial Services. The College has sufficient PPE for facilities and maintenance staff to perform their cleaning and disinfecting responsibilities and SUNY Schenectady’s Fall 2021 re-opening plan includes steps to clean and sanitize campus facilities. The campus will be deep cleaned in a two-stage process with the first stage taking place prior to Fall 2021 Institute Week and the second stage taking place at the end of Institute Week.

On Friday, August 19 and 24th, the Office of Facilities second shift will perform a deep cleaning of the College’s common areas. This cleaning will include cleaning of common surfaces throughout the campus such as elevators, railings, doorways, restrooms and floors. Beyond surface cleaning, Facilities will use a spray disinfectant to sterilize soft surfaces, such as lounge furniture, as well as classroom areas. Spray disinfecting will also occur in high traffic areas such as the lobby outside of the Student Affairs suite, E222, and other public facing areas. Spray disinfection requires three to five minutes per room and can be done during the normal cleaning regimen. Employee offices will not be spray disinfected as individual employees are responsible for daily disinfecting of all touch surfaces such as computer keyboards, door handles, light switches and desk surfaces. This cleaning of surfaces will continue on a daily basis. Facilities staff has disinfecting wipes on hand to replenish office resources.

Cleaning and disinfecting of common touch surfaces will occur on the main campus, Kindl Building, Center City and Mill Lane. Facilities will ensure disinfecting wipes are available in all offices, classrooms and common areas. In addition to cleaning products, Facilities will strategically place hand sanitizer throughout the campus. Cleaning and disinfecting supplies are being distributed the week of August 16th.

Throughout the College's buildings, the Facilities staff have placed hand-sanitizing dispensers will be located in convenient areas for student, staff and visitor use. Individual sized hand sanitizer is also available for daily employee and student use. These resources will be available in strategic locations on campus and at our auxiliary campus locations at Kindl, Center City and the Schenectady County Airport and availability at all off campus locations will be verified prior to the semester. All employees will be responsible for cleaning and disinfecting their personal workspace with disinfecting wipes.

Facilities staff are trained on use of PPE for cleaning and disinfecting purposes. Facilities staff will clean common use areas such as restrooms, lounges, drinking fountains and public areas once per day unless a more frequent rate of cleaning is needed (e.g., cleaning music practice rooms if designated, etc.). The College's facilities staff will also clean and disinfect hard surfaces in classrooms and laboratories each day. Cleaning will include common touch areas such as desk and counter tops, doorknobs and light switches. All classrooms, laboratories, and other instructional and student support areas will be cleaned as follows:

- Classrooms and instructional spaces will be cleaned and fogged 1 time per day.
- Student support areas will be cleaned and fogged 1 time per day (e.g., advising, TRIO).

The College has eight hand held and two large capacity sprayers for fogging. All janitor closets have dilution stations for filling sprayers. The College has a supply of 10 cases of the concentrate used for fogging. One bottle of concentrate can refill hand held sprayers 50 times. There are four bottle per case. We do not have more cases on hand because there is an expiration date for use of the concentrate.

The College's Facilities staff has adjusted the HVAC system air dampers to increase the amount of outside or external airflow into classrooms, laboratories, offices and buildings. This increased the rate of air exchange in building spaces and minimize any long-term exposure risks to airborne particles. In addition, Facilities has instituted the use of MERV-13 air filters in all HVAC systems and they are replaced on a quarterly schedule. There is currently a one-year supply of HVAC air filters on hand.

The Facilities office is responsible for installation of plexiglass barriers and has ensured that they are in place as needed across campus. In order to provide a backstop and redundancy as we move into the Fall 2021 semester the members of President's Council have been asked to provide information on any locations requiring plexiglass but which do not already have it in place, if any.

Work vehicles and equipment will be assigned where possible to limit potential exposure. Where equipment is shared, employees will sanitize door handles, steering wheels and other high touch areas when returning equipment for others to use.

COVID Pool Testing

Students. COVID pool testing will continue to be required for students taking F2F courses on campus and those who come to campus to access College services. Individuals required to complete COVID testing will follow the current protocols of checking in using their ID and self-administer the saliva swab for lab-testing purposes. All students including credit, non-credit, and student members of the Niskayuna and Cazenovia cohort who have a physical F2F presence in an instructional setting (i.e., classroom, lab) in a SUNY Schenectady owned or leased property will receive an email directive stating that if they are unvaccinated, partially vaccinated or have not disclosed their vaccination status for the Fall 2021 semester they are required to report to the Lally-Mohawk

Room in Elston Hall for COVID pool testing on a weekly basis. Vaccinated students will be required to complete COVID pool testing monthly. To prevent excessive wait times students will make use of scheduling system with caps on each 15-minute increment in the day. Students will receive a link from Calendly, a software scheduling system used by academic advisement. Every week students will choose their appointment time spanning a 15-minute interval up to maximum of 15 students. Once the cap has been reached their desired 15-minute interval will no longer be available forcing them to choose another time. The invite will include instruction on pool testing along with a rescheduling feature. The invites will be received in a special email address which will be used to verify that pool-testing requirements have been met.

Students who have questions may contact the Office of Student Affairs at 518-381-1365 or may contact the office via the Student Affairs email address (StudentAffairs@sunysccc.edu). The COVID pool testing location will be open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. until 2:00 p.m. This also applies to students who have a medical and/or religious waiver for vaccinations. Students must be masked and bring their SUNY Schenectady Photo Identification card and will be encouraged to register for the Upstate Medical University COVID account at <https://register.suny-covid.com> prior to their initial test day.

This will be enforced by the Interim Dean of Student Affairs. Students who do not comply will be subject to the provisions of the SUNY Schenectady Student Code of Conduct.

Employees will be required to complete COVID pool testing with the same requirements as students. Unvaccinated individuals or those who have not disclosed their vaccination status will complete testing weekly and vaccinated individuals who have disclosed their vaccination status will test on a monthly basis. At the start of the semester, during the week of August 23, all employees regardless of vaccination status will be required to complete COVID pool testing. Staff who are non-compliant will be referred to their supervisor and the Office of Human Resources.

The Office of Student Affairs will assign students for COVID Pool Testing based on their class schedule. The Interim Dean of Student Affairs will oversee the logistics of this plan which will be based upon the protocols used in Spring 2021. The Interim Dean of Student Affairs will collaborate with the Executive Director of Human Resources on the logistical elements for employee test scheduling and testing.

Plan Logistics. The Interim Dean of Student Affairs will be responsible for the logistics regarding the site set-up, chain of custody for testing materials, training of testing personnel and PPE procurement. The Executive Director for Human Resources will serve as backup to the Interim Dean of Student Affairs in the case he is unavailable. The Interim Dean for Student Affairs will train testing personnel in sample tracking and collection as well as proper handling, storage and transport of testing materials. Training for testing personnel on an as needed basis. All testing staff will be required to complete the training before being permitted to work. SUNY Schenectady will perform testing Monday – Friday to accommodate all on-campus students and employees. The College will staff one site on our main campus for use by all students taking credit courses. For non-credit Workforce Development students, the Interim Dean of Student Affairs will coordinate with the Executive Director of Workforce Development, to determine the schedule for testing of non-credit students. Outreach has also been conducted with the Executive Director of the Schenectady College and Career Outreach Center.

All testing site personnel will be provided with PPE (cloth facemasks, rubber gloves, hand sanitizer and disinfecting wipes). Hand sanitizer and disinfecting wipes will also be provided for the individuals being tested. The College will provide PPE via our college's Facilities Department. Any additional supplies beyond those available on-site will be ordered as needed.

Campus Conduct as It Applies to Testing or Mask Non-Compliance

Students. Teaching faculty will be responsible for monitoring the classroom mask mandate as a function of classroom management. If a student refuses to comply with faculty direction the student will be referred to the Office of Student Affairs (E222) to seek an informal resolution to the conflict. Security will be called for students who refuse to leave the classroom or create a disruption significant enough that it infringes on the learning environment, at the instructor's discretion. For students found to have committed repeated and/or intentional violations of face mask/covering requirements of the institution, the available sanctions shall range from an informal F2F meeting with the Interim Dean of Student Affairs to a suspension from face-to-face academic access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic suspension, or permanent dismissal from the institution. The College will always seek to resolve such conduct issues with the least punitive means possible while preserving the integrity of the academic environment and maintaining safety for all students and staff. Additional Campus Safety personnel will be on campus to assist with implementation of the masking requirements during the first two weeks of the semester.

Employees. All staff who have not been vaccinated will continue to be required to complete a weekly COVID pool test and vaccinated employees will be required to complete testing once per month. If the test is not completed, the employee will be reminded to do so by their supervisor. A continued failure to adhere to the testing requirement will be reported to Human Resources. Human Resources will review the situation and will determine if this is a breach of policy which needs to be addressed via the disciplinary process. Templates of communications are already in place that can be adjusted for any specific Fall 2021 semester scenarios in the event we have a positive case on campus. Participation in the COVID pool testing is mandated for all employees who do not provide proof of vaccination. The MoUs in place with collective bargaining units will be reviewed for the term and a recommendation to the Office of the President as to their status and, based upon their term, any need to reach out to a unit to put forward an MoU with an updated term.

COVID Case on Campus. Upon a positive test for COVID or confirmation that a student or employee has COVID, they will be interviewed via phone or via a virtual meeting to determine other at-risk individuals. Students enrolled in the same class will be prioritized as well as any other students and/or staff that the positive student may have exposed. Employees testing positive for COVID will go through the same process of identifying anyone with whom they were in contact. Depending if the case involves a student or an employee, the Interim Dean of Students or Executive Director of Human Resources will gather the impacted individual's contract tracing information and provide quarantining instructions to the individual and others impacted. This information will be shared with the Vice President of Administration who will coordinate with the County Department of Health (DOH).

Response to a Positive COVID Case

Contact Tracing. In the event that a student, staff member, or visitor tests positive for COVID within 14 days of being on campus, the Vice President of Administration and Interim Dean of Student Affairs will identify what days and times this person was on campus. Any individual testing positive will be instructed to quarantine for 10 days and communicate with the College each day to report possible symptoms. A list of all known and possible contacts will be provided to the County Health Department. If it is determined that the college must close for a specific timeline, communications will be sent out via the communication plan. Classes will pivot to a virtual online format as needed. The County Department of Health will contact separately from the College individuals who may have been exposed. Employees required to quarantine may use sick leave accruals during that period. The COVID sick bank will no longer be in place.

Containment of a COVID Case. SUNY Schenectady's Facilities department will clean and disinfect areas on campus where virus exposures or potential exposures occur. The department staff is trained on disinfecting protocols and use of liquid and surface disinfectant products. When a positive case occurs, the impacted space or room will be isolated from use and will be disinfected prior to continued use.

Coordination with Schenectady County POD. SUNY Schenectady has, and will continue to, partner with the Schenectady County Department of Health during the COVID pandemic. The Department of Health provides an on-campus vaccination Point of Distribution (POD) that is open to all employees, students and the general public. The College and County DOH are actively encouraging all members of the college community to get vaccinated prior to the return to classes in the Fall. POD hours available for vaccination are Mondays from 5:00 p.m. through 7:00 p.m. with additional hours on Monday, August 23, and Monday, August 30, from 1:00 p.m. through 4:00 p.m.

In addition to hosting the POD, SUNY Schenectady partners with the County Department of Health whenever a positive COVID case is confirmed via pooled testing results or individual disclosure. Standard procedures are in place for reporting this information and coordination occurs between the Department of Health and the College to perform contact tracing and enforce any mandatory quarantine needs. In the event an infection rate is great enough to suspend operations, the College will coordinate such decisions with the County Department of Health personnel. County and college personnel will employ contact tracing, enforcement of mandatory quarantines and the employment of further medical assistance as needed. SUNY Schenectady has five employees who have completed the Contact Tracing training with Schenectady County. These employees can be called upon by the Department of Health, if necessary, to assist with contact tracing needs. The Vice President of Administration will reach out to colleagues at the County Department of Health to check the status to County contact tracing and to support the development of the plan for supporting students in getting vaccinated should they so desire and in particular in response to the anticipated FDA vaccination approval and subsequent triggering of a student vaccination mandate from SUNY System.

Isolation and Quarantine Protocol. SUNY Schenectady is fully a commuter campus. If a cohort is determined to have a positive member, we will reach out to members of the cohort and recommend isolation in accordance with the CDC guidelines. We will be in contact with the Schenectady County Department of Health to inform them of the positive individual and cohort information. We will provide all members of the cohort the CDC information regarding isolation and the criteria for ending quarantine or isolation. As our cohorts will be identified by academic program and courses, all instruction for these students will move easily to a virtual format to ensure continuity of education for the cohort.

As SUNY Schenectady does not have residence halls, we do not have the capacity to provide or coordinate isolation and quarantine processes for our students. If a student notifies SUNY Schenectady that they have tested positive and does not have a proper quarantine or isolation location, we will provide outside agency resources information to assist them in securing a proper quarantine or isolation location. We will also contact our local Department of Health regarding the isolation and quarantine difficulty of the student.

The College will closely monitor the occurrence of any cases in order to attend to the five percent or 100 individual cases benchmark set by SUNY. This percentage and number will also be verified to determine if there is an adjustment for the fall semester and to verify it as a continued requirement. The Interim Dean of Student Affairs reached out to SUNY System's Deputy Chief Operating Officer and was able to determine that the requirement is no longer in place. As a backstop, the total number of staff and students expected to be on campus each day and each week has been determined in the event that the requirement is put back in place.

Student arrival on campus. At a minimum, unvaccinated students must provide evidence of a negative COVID test taken within the past (5) days prior to arriving on campus at the start of the semester or take part in the College's COVID pool testing program during the week of August 23. In lieu of a negative test, unvaccinated students may choose to quarantine for at least ten (10) days prior to arrival on campus and attest to the campus that they did so.

At the end of business on Friday, August 27, the Interim Dean of Student Affairs will run a report to assess which students with at least one class on campus did not complete one of the three options noted in the paragraph above. Interim Dean of Student Affairs will reach out to each student that did not test, via email and conduct phone and in person campus follow up as needed to ensure that students complete COVID testing. In the event that a student refuses to test they may choose to shift to an online course section, pending availability in the course, prior to the add/drop date. Students who are not compliant will be addressed through the Student Code of Conduct. Any student who indicates that they cannot complete COVID testing for any mental or physical health reasons or due to religious beliefs will have the opportunity to present verification from a healthcare provider or religious official and the Interim Dean of Student Affairs will work with the student and link them with their academic dean to determine if they can be accommodated through online coursework or courses.

All students registered for at least one campus-based course will be sent an email message notifying them that if they are not vaccinated or prefer not to disclose, they must either submit a negative COVID test by hardcopy to the Office of Student Affairs in E222 or scan or email proof to the Student Affairs mailbox (StudentAffairs@sunysccc.edu). The email will contain a link for sites where they can obtain either a test, a vaccination, or both. An attestation form will also be available to students to attest to the fact that they quarantined for at least ten (10) days prior to arrival on campus for their first class.

Vaccination Status

Students. SUNY has developed an application by which students can upload their vaccination information. The application has been tested and will be sent out to students on Tuesday, August 24, 2021. If students are unable to use the online application they can bring a copy of their vaccination card or NYS Excelsior Pass to the Office of Student Affairs located in Elston Hall, Suite 222 or email a clear, easily viewable image of their completed vaccination card or NYS Excelsior Pass, as an attachment or within the body of the [email to studentaffairs@sunysccc.edu](mailto:studentaffairs@sunysccc.edu).

The College will also make use of the SUNY VAX System which will provide a link between the New York State Immunization Information System (NYSIIS) and campuses' student records management systems. For SUNY Schenectady, the interface will connect Banner to the NYSIIS permitting the generation of a daily report to determine student vaccination status. Student Affairs staff will cross reference enrolled students and send targeted messages to unvaccinated students to reinforce the required masking and COVID pool-testing on a weekly basis. At present, the Interim Dean of Student Affairs and the Student Affairs Executive Secretary have received the necessary information to run a Banner report using students' DOB to secure vaccination status. The College's IT staff have been briefed and are prepared to move forward once the SUNY VAX application is received from SICAS.

Mandatory Student Vaccination Requirement. On Monday, August 23, 2021, the FDA approved the Pfizer COVID vaccine. With that approval, a student vaccination mandate is now a requirement for all SUNY campuses. All students with at least one in-person class or who come to campus for any purpose must provide proof of receiving a full vaccination series. This includes, both doses of either Pfizer or Moderna or one dose of the Johnson & Johnson vaccine within 35 days, by Monday, September 27, 2021. Students are being sent a communication about the mandate as well as information about the options for providing proof of vaccination, the location of vaccination clinics including options for getting the vaccination on campus through the Schenectady County POD, and being advised that they may apply for a medical or religious exemption from the vaccination. Exemptions will be subject to campus review and will require College approval.

Employees. All employees have been invited to disclose their vaccination status to the Office of Human Resources. As of now the disclosure is voluntary. To make this disclosure, the employee is asked to provide Human Resources with a copy of their Vaccination Record, or their Excelsior Pass. Human Resources documents the vaccine

disclosures daily. The list of disclosures is made available to the leadership team to confirm departmental compliance.

Extracurricular Activities

Athletics. Athletes and coaches on official travel to games on buses or shuttles will be required to wear a mask regardless of their vaccination status. Athletes competing in Women's Crew, Men's and Women's Bowling, and Baseball will not have to wear a mask while participating in practice or games.

SGA Clubs. SGA members will be required to wear a mask regardless of vaccination status during all official SGA full assembly meetings. SGA members are also permitted attend virtually if they wish.

Campus Events and Requests for Use of Facilities. Any requests for use of space will adhere to all current SUNY guidelines and/or policies. SUNY Schenectady will follow the current guidelines on capacity limits and any required procedures including securing identifying information from attendees of any events. All safety protocols must be followed and implemented.

Vulnerable Populations

All students must wear masks in classroom, labs, Student Government Association meetings, athletic travel and instructional spaces and labs with some exceptions in music performance and food preparation labs. Medically at-risk students who cannot wear a mask may be approved to wear a face-shield. Other reasonable accommodations such as online scheduling and cross-registration may also be explored with school/division deans, Advising, and the Registrar's Office.

Vaccination Incentives

Employees. Full- and part-time employees providing proof of vaccination will receive \$200. This will apply to employees whether they have already gotten the vaccination or they get the vaccination after the incentive is announced. The maximum cost of this incentive, if every full- and part-time employee got vaccinated, would be approximate \$60,000 (this calculation excludes members of the CSEA unit). Additionally, each collective bargaining unit (CADA, UFP, SEIU) member and unrepresented employees working at the College, both full- and part-time, will be provided \$100.00 when the unit of which they are a member reaches an 80% vaccination rate. Staff who do not get vaccinated or do not choose to disclose their vaccination status will not be eligible for the employee incentive.

In the event that the College adopts this incentive, or any incentive, communications will ensure that there is concise messaging including a caveat that those already able to qualify for an incentive through a collective bargaining agreement, as is the case for CSEA unit employees, will not be able to "double dip" on incentives. HEERF funding will be used to cover the cost of these incentives. As of August 19, the units are at the following vaccination rates: CADA (88%), UFP (78%), SEIU (42%), Unrepresented (73%).

Students. Full- and part-time students providing proof of vaccination, or determined to be vaccinated via the SUNY Vax System, will receive a \$20 credit for use in the Schwartz Café, the Canal Side Café, the bookstore, or the campus convenience store. The approximate cost of this, if every student at the College (1,870 as of August 19) got vaccinated, would be \$37,400. At this time, approximately 60% of the College's students are vaccinated. SCCOC and WFD & CE students will also have this incentive available to them and so the estimated cost is understated because it only accounts for the full- and part-time students registered for credit bearing classes at this time.

The \$20 credit will be applied via collaboration between the Office of Student Affairs and the Faculty Student Association (FSA) whereby the Interim Assistant Dean of Student Affairs will provide a weekly update to the Executive Director of the FSA. The update will not contain any reference to vaccination status and upon receipt by the FSA office each listed student will have \$20 credited to their account in campus FSA locations for use via their College Photo Identification card. The release of this incentive will begin the week of September 20. That date was selected to provides time for the SUNY Vax System to be fully implemented as SUNY has not released it at present. The credit to students' accounts will remain active until August 31, 2022, to accommodate for any time on campus lost in the event that the College must move to virtual, online instruction.

Students who get vaccinated will also be entered into a raffle for prizes including dinner/lunch for four at the Casola restaurant, birthday/celebration cakes and chocolate baskets made through HCAT, \$500 tuition credit for use in Spring 2022, and SUNY Schenectady branded jackets, sweatshirts, and t-shirts from the College Bookstore. \$5,000 will be allocated to these incentives and HEERF funding will be used to cover their cost. This incentive element will be overseen by Student Affairs under the direction of the Interim Dean of Student Affairs and will begin the week of October 25. This date was selected to get beyond the 45-day census period.

Campus and local communities: Vision for "Town and Gown" interactions

SUNY Schenectady continues to have strong "Town and Gown" relationships during the COVID pandemic and recognizes the important roll the institution plays in the community both as a resource to its members and by providing high quality educational opportunities and support for workforce needs.

The college has served as a location site for food distribution events, members of our community volunteered as contract tracers and food and supply delivery volunteers, and contribute to the community in myriad other ways. Staff continue to work closely with community partners who provide internship and field experiences to students which ensures these opportunities continue. The Workforce Development and Community Education division continues to work with our local community to determine their current needs and are providing three additional programs to support the recovery of the Capital Region. These types of activities will continue and the College will continue to be an active contributor to the community.

Enrolled students will continue to have access to the CDTA ridership program as part of their transportation fee. This program allows all of our students' access to the local transportation system. This not only aids many of our students in getting to and from campus, it is also used to travel to and from their work site.

Transportation, Mail and General Delivery Services

U.S. Mail is picked directly from the post office each day and placed in campus mailboxes within the college's mailroom. Staff members pick up office mail directly from the mailroom. Protocols are in place for parcel delivery in order to maintain social distancing; all parcels are delivered to the mailroom. Larger deliveries are unloaded at the college loading dock and facilities staff transport materials to the appropriate location. Social distancing protocols are in place in all areas involved in receipt and delivery of deliveries.

Communication and Outreach Plan

The Office of Marketing and Communications will develop plans to share protocols and safety measures taken by the institution so students and faculty know what to expect. As an example, medical and religious exemptions will be addressed in a FAQ which will be posted on the website under the Return to Campus Plan for students. Once approved, post on the College's website under the Return to Campus Plan for Students and Employees. The communications will also address what the accommodations may look like for students in the event that the vaccine gains full authorization and approval by the FDA. Messaging will include get vaccinated now, before the mandate takes effect, in order to have a fall semester that is not interrupted by the need to quickly get the vaccine.

The Office will also develop an FAQ for students so that they know what to expect. The FAQ will answer frequently asked questions regarding the vaccine, testing, and masking. It will also highlight what is required of students before returning to campus, e.g. all students will be required to complete COVID pool testing, provide proof of vaccination, provide proof of a negative COVID test, proof of a positive COVID test within the last 90 days, or self-quarantine for 10 days at home and test on campus. Additional items that will be covered in the FAQ are:

- Vaccinated students must be at least two weeks past their final dose within 48 hours of the first day of class in order to not provide a negative test or quarantine prior to arrival. Vaccinated students that do not wish to volunteer proof of vaccination must conduct regular weekly testing. However, in the event that the campus experiences a surge in positive cases, they be subject to participate in regular testing at any time.
- All members of the campus community will mask when in campus buildings and in classrooms, labs, and other learning spaces.
- COVID Early warning signs.

All communication regarding COVID to students will continue to come from the Interim Dean of Student Affairs and communications to faculty and staff will continue to come from the College President and or Executive Director of Human Resources.

Resources will be in place to help educate students and faculty regarding the CDC guidelines for reducing risk of spread including self-isolation when appropriate, hygiene and respiratory etiquette, face coverings for those that are unvaccinated, and college expectations will be in place. Various forms of communications (e.g., social media, video, and email) with messages of encouragement will be used to urge students, faculty and staff who have not yet been vaccinated to get their shots for a smooth return to campus activities in order to enjoy a more traditional experience this fall.

Communications indicating that any student, faculty or staff member who is sick should not report to campus for any purpose and should inform their instructor or supervisor of their absence due to illness will be forwarded to all members of the campus community just as it was in the spring. The communications will indicate that in the event that a student suspects they may have COVID they are to inform Interim Dean of Student Affairs at studentscovid19@sunysccc.edu. Employees facing that situation are required to inform the Executive Director of Human Resources at employeescovid19@sunysccc.edu.

Communication Methods. Communications for faculty, staff, and current students, trustees, foundation board will be conducted using email, the College's web site, social media, property signage, and video messaging. External communications to prospective students, parents, and campus visitors will employ those tools mentioned already and also include press releases and marketing efforts (e.g., billboards, commercials, radio and digital advertising). To support fall marketing, College staff will continue to use the Upside Collective commercials used last semester that will reflect what campus life will look like when classes resume in the fall (Hybrid Model).

Marketing efforts will also include continued promotion of the College's academic offerings, noting areas of study available in traditional on-campus (in-person) instruction format along with online asynchronous, synchronous, and blended formats.

Proposed Template for Communications. This is a proposed template for communications contingent on state and county health regulatory protocols. The College remains committed to the physical and well-being of our students and employees. We recognize the need to be flexible, so, similar to our Spring 2021 plan, our Fall 2021 plan will be a living document with the flexibility to adapt to changing circumstances. Below are a few key parts of the communication plan in development.

Internal communications for faculty, staff, current students, parents, trustees, foundation board will include:

- Email communication from the President to faculty and staff
 - Announce plans for fall semester; communicate that Deans will be in contact with faculty for further information
 - Encourage all by getting vaccinated now will help promote a healthy campus environment and protect self, friends and our community.
- Email communication from each unit to faculty will emphasize College protocols and procedures and vetted through the Taskforce leadership to ensure alignment.
 - Business, Criminal Justice, and Law
 - Hotel, Culinary Arts, and Tourism
 - Liberal Arts
 - Math, Science, Technology, and Health
 - Music
- The College web site will be the hub for all communications (e.g., Return to Campus Plan for students and employees)
- Video
 - Messages from the President to faculty and staff sent via email and included on the website
 - Video messages from Deans with information specific to their divisions/schools sent via email and included on each specific division/school website
 - Video message from SGA President encouraging vaccinations at potentially NSO depending on when they are scheduled and register for fall
- Social media
 - #30 DayVaxChallenge Campaign the hashtag is standard with twitter
 - #SUNY CC Stay Near Go Far Campaign to continue
 - Posting of video messages to students from the President, SGA President, or any other videos to students
- Signage on property
 - All entrances, i.e. ingress and egress
 - Screening protocols in place
 - Poster signage at entrances indicating that all who enter must perform daily self-health screening for infectious illness
 - Signage outside classrooms indicating that we are requiring masking for all

External communications to prospective students, parents, and campus visitors will include:

- The College Web site will be the hub for all communications – announce plans and update protocols and guidelines
- Student orientation to include COVID-19 prevention, Get vaccinated now for a smooth return to campus
- Video message
 - Message from the President to students – Email (must include messaging about how SUNY Schenectady remains committed to the physical and mental well-being of our students and employees, encouraging vaccinations for a smooth return to campus, safety precautions and health procedures that must be followed while on campus expectations, support services available, and welcome to the fall semester).
- Social media to be tracked via analytics
 - #30 DayVaxChallenge Campaign
 - #SUNY CC Stay Near Go Far Campaign to continue
 - Posting of video messages to students
- Press release to mitigate any potential negative optics
 - To announce plans for fall (keep brief)
- Signage on property
 - At all entrances, i.e. ingress and egress

- o Screening protocols in place
 - Poster signage at entrances where all who enter must perform daily self-health screening for infectious illness
 - Signage outside classrooms requiring masking for all
- Marketing and Advertising
 - o College staff will continue to use the Upside Collective commercials used last semester that will reflect what campus life will look like when classes resume in the fall (Hybrid Model). Marketing efforts will also include continued promotion of the College's academic offerings, noting areas of study available in traditional on-campus (in-person) instruction format along with online asynchronous, synchronous, and blended formats.
 - TV campaign (WTEN/FOX 23 News, CBS6, Spectrum, WNYT)
 - Radio: WFLY and W-JMAZ
 - Digital/Social Media – Clarus, YouTube, Spotify, and Spectrum Reach
 - Physical advertisements (billboards, bus shelters, Crossgates Mall)

Return to Remote Operations

In the case of a NYS, SUNY, or Schenectady County mandatory shut down, all staff will gather necessary items to run their respective offices from home. Laptops will be signed out and distributed as needed. Communication to students regarding virtual office hours and availability will be widely disseminated. Staff meetings will convene on a weekly basis until some degree of normalcy is achieved.

The Security Department will close points of ingress and egress to campus to ensure only authorized essential personnel have access to campus buildings. All personnel entering the facilities will be required to be tracked so safety and security is aware of who is in the buildings. Facilities will immediately employ disinfecting procedures to sanitize the campus and prepare it for limited occupancy.

Campus Shut Down Plan

At this point in time, we are ready to return to F2F operations and instruction across campus. However, though we are enthusiastic about this return, as the nature of this virus evolves, the campus continues to monitor guidance from various sources including SUNY, New York State, and local and State Departments of Health. As a smaller institution with a very lean workforce, we are particularly conscious of the impact things such as quarantining or an employee contraction of COVID could have on campus operations. We are especially conscious of this in light of the fact that we are a commuter campus in which staff and each of our students depart campus each day and interact with off campus individuals, a different planning model than what is available to some larger institutions with housing. As with all colleges, our primary focus is student success and as such, we are focused on using our physical plant in the most efficient manner possible to bring students safely on campus for critical course sections with staffing being considered within that capacity frame.

In the event a suspected or positive COVID case occurs within the campus community, the College will immediately take steps to minimize exposure to preserve health and safety. Steps taken immediately include:

- Conversations with the infected individual, trace locations visited on campus.
- Areas used by the infected person will be closed off and outside doors and windows will be opened to increase air circulation in the area.
- If necessary, quarantine unvaccinated employees and students exposed to the infected individual
- Transfer of academic programs to another building/location or transfer of academic program to a virtual or on-line presence while remediation of infected areas occurs.
- Communicate to the campus community and SUNY that a suspected or confirmed case of COVID occurred on-campus and individuals should take necessary precautions to limit the continued spread.
- Clean and disinfect the contaminated areas via spray disinfectant and wipe down of high touch surfaces.

- If necessary, close the campus buildings and require employees to work remotely from home to ensure vital services such as payroll and other essential services continue.

There will be a period of 24 hours before cleaning and disinfecting. The area will then be cleaned and disinfected including all areas used by the person, such as classrooms, common areas, restrooms, and hallways. The College will use a sanitizing spray to treat the area and use sanitizing wipes to disinfect high touch areas. The cleaned area would be available after it is fully cleaned and disinfected.

Addendum

As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms. All travelers, [domestic](#) and [international](#), must continue to follow all CDC travel requirements.

SUNY Schenectady is a commuter school; therefore, we are unable to provide a quarantine arrangement for any student. Appropriate quarantine arrangements is defined as:

- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.
- The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
- Food must be delivered to the person's quarters

International students will be contacted directly by the Interim Dean of Student Affairs to identify their fall living arrangements and to explain any restrictions they may have prior to the beginning of the fall semester. All staff and students will be required to submit a screenshot of the last page of this online health form prior to returning to campus. The Office of Human Resources will be the designated office for employees and the Office of Student Affairs will be the designated office for students.