



2021 Spring Reopening Plan

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Guiding Principles

The College applies the following principles to all reopening efforts:

- *Safety* comes first and guides decision-making.
- Alfred State most effectively serves students (particularly at-risk students) through *in-person instruction* with the support and structure of an on-campus experience.
- Alfred State will adhere to key metrics for regional/county/city developed by Governor Cuomo.
- Alfred State will maintain close contact (an existing coalition) with the local health department, local hospitals, local government, and our neighbor Alfred University.
- Across all activities, three cornerstone practices: required face coverings in shared spaces, enhanced cleaning / hygiene, and continued practice of physical distancing practice.

Repopulation of the Campus

- All students, faculty, and staff must be **pre-screened daily for travel history, COVID-19 history, and COVID-19 symptoms for two (2) weeks prior** to their return.
- Upon returning for winter and/or spring 2021 on-campus activities, any student who will (1) live on campus, (2) take at least one class on campus, (3) utilize services on campus (e.g. library, gym, dining), or (4) work on campus, must:
 - Present evidence of a negative COVID-19 test taken within three **(3) days** prior to their return OR
 - Participate in on-campus COVID-19 testing within five **(5) days** of their arrival on campus OR
 - Present documentation of a positive diagnostic result from a COVID-19 infection during the prior 3-month period
- All employees will be tested weekly
- For students returning to campus or campus-recognized properties and campus-affiliated residence halls, a seven **(7) day precautionary quarantine is required prior to returning to campus** and an additional seven (7) day restricted activity period will be observed upon arrival on campus consistent with NYS Guidance on “Limitations of On-Campus Activity.” (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/HigherEducationSupplementalGuidance.pdf>). During this time, students will be learning and dining to-go only (remotely).
- Out-of-state and international students shall return to campus between January 15th and 17th to allow for 14 days of quarantine before attending any in-person activity. For those students who cannot provide evidence of a negative COVID-19 test dated within 3 days of their arrival, they will be tested on Monday, January 18th along with all students still here from break housing.
- *Returning* in-state students arrive January 23rd and 24th.
- Students will adhere to a strict move in time and day, which will be scheduled by Residential Life. No exceptions will be made once Residential Life assigns date and time. Rosters will be provided by Residential Life Services to Health & Wellness Services. Health & Wellness Services professionals will then divide the residential students amongst employees and each employee will then serve as a point of contact to

approximately 135 (45 students per move in day) students to help them navigate through the screening and testing requirements of returning. Students will submit proof that they have tested within the **3-day** window of returning the day before the move-in. If they cannot (have proof of a test), **they will be tested upon arrival.**

- A confirmation email will be sent to each student that they will show their residence hall staff at check-in. If they do not have this confirmation email, they will not be able to move into their residence hall and will be referred to health and wellness services for further instruction.
- Residential Life developed a "no-touch" check-in process, utilizing time sequencing to decrease interaction, and limited the number of individuals helping to move-in a student (allowed 2).
- Check-in: staff conducted check-in at the main desk, and 6-foot markers are placed on the ground for social distancing. A table was also placed between the office and the students checking in to enhance social distancing.
- Alfred State previously provided full care packs; for spring, two new masks will be provided to supplement the fall pack. New students will be given care packs.

Personal Protective Equipment (PPE)

Definition: Personal Protective Equipment includes masks (N95, KN95, surgical, general/dust), cloth face coverings, plastic face shields, gloves, gowns, and devices that prevent direct contact such as anti-microbial door openers.

Choosing a Face Cover:

- While full surgical-grade masks are not necessary for everyday use on campus, according to the CDC there are recommendations for effective face covers to best protect the health and safety for yourself and others. Face covers should:
 - Fit snugly but comfortably against the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Be able to be laundered and machine dried without damage or change to shape.

Requirements for Face Covers:

- Face coverings must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions include when students are within (1) their private residence or personal space with family unit, (2) eating meals while seated, (3) alone. Faculty and staff have exception in their immediate office spaces. Any request for medical, religious, or other accommodation to the requirement shall be reviewed on an individual basis.
- Alfred State has an approved policy on my.AlfredState.edu for [Faculty/Staff Face Cover Requirements](#) (password required).
- The College amended the [Code of Conduct](#) (pdf) to add an emergency addendum to make compliance enforceable.

- Alfred State has obtained and will provide acceptable facial coverings to all employees and students.

Inventory:

- The PPE stockpile is housed at the facilities building and procured through the Business Affairs Department. All PPE requests can go to the director of Facilities for distribution; this central storage allows us to monitor usage rates and keep our inventory easily accessible for reporting and reordering. To fully inform and be transparent, we must admit that procurement of PPE is challenging at this time, but we have been able to source enough to support our reopening plan. New SUNY agreements will grant us access to better pricing and supply in the future. Our undistributed inventory of PPE and related equipment will be maintained on the College's COVID-19 website.

For questions related to PPE, please contact SueAnn Kring at KringS@AlfredState.edu or at ext. 3985.

Monitoring: Screening & Testing

Testing and arrival requirements for the start of our spring term are outlined in the section titled **Repopulation of the Campus (page 2)**. The following section provides our monitoring, screening, and testing protocols to be observed during the semester. The protocols could further change as the topic is at the forefront of discussion and analysis by public health officials. Alfred State will resume surveillance testing as soon as students return to campus.

Daily Screening Process:

- All members of the campus community will use the SUNY Covid-19 Screening App to provide daily attestations / symptom checking.
- If a student indicates symptoms or variables of concern, they are required to stay where they are at until they are contacted by Health and Wellness Services and provided a phone number they can call with questions.

Symptomatic Students (by screening tool, call, or presentation):

- Students indicating symptoms of concern will be evaluated. Students seen at the Health Center will receive clinical evaluation. After evaluation completed by RN's and/or NP, a determination will be made on testing.
- If student is having any trouble breathing during hours of operation, they will be immediately evaluated by Health and Wellness Services. If this happens after hours of operation, they should call University Police and will be sent to the Emergency Room via ambulance.
- If a student is not experiencing trouble breathing or other major health concerns, during hours of operation (8 a.m. to 6p.m.) a further evaluation (tele-health) will take place to decide if they need to be tested. After hours of operation (6p.m. to 8 a.m.), the student will be asked to not leave their dorm room and to stay where they are at unless in need of necessities (food and use of the restroom) and will be told to ensure they are wearing their mask appropriately, social distancing, avoiding direct contacts and only ordering

food to-go until they are contacted by Health and Wellness Services the following morning (if deemed necessary).

Testing:

Consistent with the SUNY directive issued January 19th (2021), Alfred State shall regularly test, on a weekly basis, 100% of students, faculty, and staff who live on campus and/or plan to be on campus regularly (including instruction, co-curricular activities, and meetings). Those who have had a positive PCR test will not participate in surveillance testing for 90 days from the date of their positive test. Upon conclusion of the 90 days, they will be included in regular surveillance testing per the campus plan. Vaccine recipients shall also be included in surveillance testing. Because of 100% weekly personal testing, Alfred State will temporarily discontinue wastewater testing until the percentage of personal testing is reduced due to improved conditions. Alfred State uses the following testing technologies:

- Pooled Saliva PCR with Reflex: The College will continue to regularly test 100% of students, faculty, and staff on a weekly basis who are physically present on campus. [SUNY Upstate Medical's pool testing](#) is the process we use to accomplish this volume of testing.
- Antigen Testing (Rapid): Alfred State used rapid antigen tests for rapid results. The College has relied most heavily on [Becton Dickinson \(BD\) Veritor Plus analyzers](#) and will also use Quidel's SOFIA-2 this spring.
- PCR Testing (nasal swab): traditional nasal swabs are taken by our campus Nurse Practitioner to submit to regional labs. The College placed a construction field office in the parking lot adjacent to T.A. Parish Hall for the evaluation and testing of symptomatic patients.

Contact Tracing:

- All contact tracing is done with diligent communication with the Allegany County Department of Health.
- Employee contact tracing is led by the Office of Human Resources' COVID-19 Compliance Coordinator Maria Bordeaux.
- Student contact tracing is led by a new position, COVID-19 response coordinator (Erika Lewis-Ellison), operating in Health and Wellness Services. The tracing team makeup includes the Senior Director of Health and Wellness, Coordinator, RNs, H&W front office staff, and residential directors (to allow access to a trained RD on duty).
- The College has approximately twelve (12) certified contact tracers who completed the [certification training through John Hopkins University](#).
- The tracing will culminate with a record of contacts made, assessments, and subsequent decisions on quarantining. The coordinator will work with the college's COVID-19 compliance coordinator (HR/Maria Bordeaux) on document format to increase consistency between employee and student contact tracing.
- In cases of possible exposure to COVID-19 on campus, Alfred State will follow Centers for Disease Control and Prevention guidance, specifically the guidance on "Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak.

Transportation:

- During operating hours (8 a.m. to 6 p.m.) a Health and Wellness Medical Generalist (position added during COVID-19 period) staffer will use an adapted van (with a plastic barrier/shield between the driver and the passenger seats) to transport a student who needs testing or to be moved to a quarantine or isolation location.
- The driver will be in appropriate PPE to pick up this student (KN95 or N95, gloves, and face shield or eyewear).
- In all aspects of Alfred State's protocols for health monitoring, the college will remain in constant contact with the Allegany County Department of Health to communicate results of all tests (random or individual) or receive their guidance and direction.

Questions regarding student health and wellness should be directed to HealthAndWellness@AlfredState.edu or ext. 4200.

Quarantine and Isolation

Isolation

- Quarantine and Isolation spaces on campus with associated protocols to contain; when an infection is detected (positive test), student is isolated for 14 days in our pre-identified housing area. Contact tracing of roommates and suitemates, will determine potential quarantine for others with close contact.
- Alfred State has designated all 24 rooms in Townhouse 4 for isolation quarters (confirmed positive test)
- ACES (campus auxiliary) developed delivery methods and protocols are for assistance to students in isolation through an online ordering method and in conjunction with residence hall staff.

Quarantine

- Alfred State has designated both Getman (53) and R/C Hall (98) for Quarantine rooms (151 total rooms).
- ACES (campus auxiliary) developed delivery methods and protocols are for assistance to students in quarantine through an online ordering method and in conjunction with residence hall staff.

Academic Program Planning

Winter 2020-21 term

- Instruction for any winter sessions will be fully remote, apart from clinical for radiologic technology and diagnostic medical sonography.

Spring Calendar Modifications:

Jan. 15–17 Out-of-state and int'l students to begin two-week campus quarantine

Jan. 15	All other students quarantine at home for one week prior to arrival
Jan 18	Obligation begins
Jan. 23–24	Returning students move in (in-state)
Jan. 25–29	Students in quarantine on campus with <u>remote</u> synchronous instruction
Feb. 1	Begin <u>in-person</u> instruction
May 7	Classes end (no spring break)
May 8	Commencement (tentative)
May 15	Obligation ends

Substantive and Regular Interaction:

Alfred State plans to offer 68% of courses in a face-to-face format (681 sections), 18% online (183 sections), and 14% hybrid (139 sections). As a result, ASC students experience substantive and regular interaction.

- Regular interaction: instruction will provide for the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course or competency, must monitor the student's academic engagement and success, and must make clear that the instructor's are responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Classroom Safety:

- Plastic partitions will be placed at lecterns, and face masks, face shields, or coverings will be provided to all faculty
- Cleaning supplies will be available to teaching areas to supplement custodial activity: approved disinfectant and paper towels will be available for faculty to wipe area
- To allow time for deeper cleaning services overnight, swipe card access to most academic buildings will end at 10 p.m. except for SET, which will remain available until 3 a.m. Academics will be using additional spaces for instruction including Allegany Room, Orvis Auditorium, Orvis Band Room, Pioneer Lounge, and Pioneer Admin spaces.

Course Scheduling Prioritization for Spring:

- Alfred State assessed and adjusted every classroom to maintain 6-foot distances. Excess furniture was removed.
- The scheduling process prioritized face-to-face instruction for all classes in the context of social distancing.
- Per DOH guidelines, lectures scheduled to meet longer than 55 minutes were adjusted.
 1. Classes initially meeting 1X per week were broken into two or more sessions and provided a 3rd hour for synchronous online instruction.
 2. Classes that meet 2X per week were provided a 3rd hour for synchronous online instruction. In some cases, course times in Banner were not reduced to reflect the 55-minute limit. Faculty need to monitor and regulate class times.
 3. When possible, classes meeting 2X per week were changed to a 3X per week schedule.
 4. Laboratory and studio times were not changed.

5. Future adjustments will be implemented as DOH policy dictates.

- Instructional start times are 8 a.m. to 8 p.m. Evening and weekend scheduling will only be implemented as needed.
- Faculty with childcare accommodations are asked to provide a schedule of at least 20 hours that they can be on campus to cover their entire teaching responsibilities though face-to-face instruction. The expectation is that teaching and obligations such as office hours and meetings are met while on campus.
- Faculty approved for remote instruction were assigned classrooms outfitted with computers and Hovercams to support remote instruction. These courses received section codes of "R" in Banner. Faculty with students that wish to use the classroom will inform the ASA coordinating this effort within in the first week of classes.
- Due to challenges in the fall, A/B cohort scheduling will only be used when requested by faculty, except in cases where there are no other options.

Student Success Center (SSC):

- Any meetings requiring small in-person groups will be moved to SDC 204 (larger room).
- One-on-one tutoring will continue in designated locations (library, SDC Learning Lounge, SLC - large spaces where tutoring can maintain social distancing guidelines).
- Virtual tutoring will be available for students to request within a Tutor Matching Service scheduling system. All tutors will be asked to offer both virtual and face-to-face tutoring appointments to offer comfort to those students concerned about frequent social interacting
- Weekly scheduled meetings will be done virtually using Microsoft Teams
- Rooms will have a maximum capacity; first-come, first-served into the room until room reaches 50 percent capacity. All others can access virtually for assistance. A Microsoft Teams link can be created and advertised for drop-in math tutoring. The Math Lab proctor, or designated tutor, can proctor and provide assistance virtually when capacity is met
- The Learning Lab proctor, or designated tutor, can proctor and provide assistance virtually when capacity is met
- Supplemental instruction will be performed in larger classrooms to increase social distancing and capacity. Cleaning materials will be provided for lab-based supplemental instruction so that students will be able to disinfect lab equipment as needed, and signage will be posted regarding requirement for face coverings and social distancing
- Appointments for testing will be strictly enforced so that physical distancing in the testing rooms can be maintained; faculty will alert the Office of Accessibility Services (OAS) if they plan to give a "pop quiz" so that OAS may factor in that potential user
- Professors will be encouraged to continue use of digital exams, when possible, to reduce multiple paper transfer
- Physical exams will be scanned back to the professor and hard copy can be mailed back, if professor wishes, to reduce unnecessary foot traffic across campus
- The writing center will have plastic partitions.

Technology Services:

- Signage will be posted informing visitors to wear a mask, honor physical distancing expectations, and practice regular hand washing. A supply of masks and hand sanitizer will be accessible. All offices are sufficiently distanced.
- Plastic partitions will be installed at the Help Desk.
- Help Desk technicians will be required to wear a mask and use hand sanitizer when working with a client. Staff will be required to wipe down computers with sanitary wipes

Library:

- Appropriate signage will be placed at the library front entrance stating rules for entrance
- If a person entering the building has no face covering, the library will have available a supply of disposable face coverings to provide them
- Desktop computer work stations will be placed at intervals in order to ensure recommended physical separation. Wireless cards may need to be added with spacing
- Hand sanitizer/wipe stations will be available at or near computer work stations. Students are advised to use sanitizer before and after keypad use. Locations for stations will be identified and shared
- Signs will be posted requiring visitors to wear a mask, honor social distancing, and wash hands.

Questions regarding academic planning may be directed to the Provost's Office at GardneL@AlfredState.edu or at ext. 3913.

Residential & Student Life

- Housing accommodations for vulnerable populations will be met through established accommodative housing processes. For students, this process is organized from the Office of Accessibility Services (OAS). For employees, the process is organized by the Office of Human Resources.
- To assist with social group sizes and physical distancing, "family units" are used by building and lifestyle type (suite, apartment, or corridor) and defined as clusters of students who live in close proximity and share restroom facilities. These "family units" are to promote the social and emotional needs of a tight-knit living group watching out for one another's health and well-being. Family units are: suitemates, residents sharing a tower floor, rowhouse mates, apartment mates (Townhouse or MacKenzie). For corridor-style buildings, a *floor wing* is a family unit.
- For 2021, the visitor/guest policy includes no external guests (non-student visitors) allowed to remain in any residence halls.
- Virtual floor meetings will be held with each residence hall to discuss expectations around COVID-19 related additions to the Code of Conduct, expectations around family units and guest policies, how to be engaged in programs and activities, and how to reach and access resources on campus. The meetings will also include pre-recorded messages for verification of complete and accurate information dissemination at every floor meeting.
- Throughout the semester, Residential Life will communicate to students by email and via Microsoft Teams, posters, and boards.

Questions about residential services and housing may be sent to Matthew Ryan, senior director of Residential Services, at RyanMJ@AlfredState.edu.

Student Life:

- All activities will be approved by the Office of Student Engagement to ensure that they can have proper physical distancing and sanitation.
- Increased staffing and timing between events to allow for cleaning, attendance taking and proper sanitization.
- Partnership with Student Senate/Civic Engagement and other orgs to help communicate compliance / campaign.
- Events will be held virtually where practical; outdoor venues will be primary in-person social gathering space for students socializing outside “family unit.” The campus enjoys 600+ acres of outdoor space with over 4 miles of trails.
- Indoor gatherings will be regulated based on NYS guidance for such gatherings at time/date of occurrence.
- Student Engagement (OSE) will utilize recommended guidelines to screen all participants of any sanctioned in-person events. The department and staff will use meticulous attendance practices to support any future contact tracing efforts, including scanner-based sign-ins to make efficient contact tracing possible later.
- Signage will be added requiring the use of face coverings, event expectations, and cautionary guidance.
- Any student not feeling well (general illness) or that are immunocompromised will be asked to participate in events virtually.
- Hand sanitizer stations, disposable masks, and approved supplies to disinfect will be available at the entrance and exit to approved events.
- Training will be developed and administered for event organizers to enforce the policy.
- Event spaces will be reduced capacity based on NYS guidance.
- policies and procedures. Fit testing and use of N95 or KN95 masks and other appropriate PPE for close contact with ill students.

Questions about activities for students can be sent to Cody Herman, Director of Student Engagement, at HermanCR@alfredstate.edu

ACES (Dining, Transportation)

Dining Services:

- Seating area is redesigned by removing all self-service areas (i.e.: salad bar) and with limited seating congruent with New York State requirements. Tables that seat up to four will be placed at 6-foot distances and family units or groups up to four will be seated. The result in the main dining hall is an occupancy of about 148 people, less than half maximum capacity.
- Dining staff are trained and will wear PPE in all preparation and serving areas.
- Cleaning protocols have been created, such as detail-cleaning on high-contact areas, including disinfecting seating areas after every customer seating.
- Hand sanitizers are available for customer use.
- Customer queuing areas for entry to each eatery have been redesigned to meet physical distancing requirements including use of floor decals, stanchions, and traffic flow arrows.

- Designated entrances and separate exits are identified to keep the flow of traffic as one-directional as possible.
- Point of sale (POS) areas are protected with plastic shields and all payment transactions will be recommended via contactless card method (Campus ID or credit card with limited cash sales taken).
- The TimberLinez, 10 Elm, Alfie's, and Taco Bell eateries will have online/mobile ordering to reduce lines.
- Taco Bell and Alfie's will alternate hours to avoid proximity of their lines.
- Serving lines have Plexiglas screens for serving areas.
- All soft seating has been removed from the dining area to expedite sanitation between dining.
- All service will be disposable /paper service (no china or silverware).
- Hours of operation extended at TimbelineZ to include lunch & 10 elm open evenings 7 days a week in order to reduce congestion at Terrace, Alfie's & Taco Bell.
- PPE requirements and protocols have been communicated to all food/vendor delivery drivers.

Transportation:

- Seating on all buses or vans has been redesigned to meet current guidance for mass transportation. Also, 6-foot distancing is maintained from the driver and all passengers, which requires the first row of seating to remain vacant. The transportation system will continue to adapt to changing requirements for ridership.
- Cleaning protocols have been created, including detail-cleaning on high-contact areas, along with disinfecting seating areas after every bus run.
- Hand sanitizer is available on all buses. Hours of operation will be extended or staggered as needed to meet DOT driver regulations.
- PPE (face coverings) will be required for riders.
- Training has been completed for all transportation personnel/drivers.
- Shuttle transportation, including shopping trips to Hornell, will continue with the above safeguards in place. The scheduling of additional trips, or trip assignments by family units, may be utilized to reduce density and limit opportunities for cross exposure between family units.

Campus Store:

- Customer queuing area for entry into the store has been redesigned to meet physical distancing requirements, including use of floor decals and traffic-flow considerations.
- Textbooks and required course materials must be pre-ordered and pre-paid online.
- Alternative pickup areas for textbooks and required course materials have been designated outside of the store to reduce in-store density.
- The number of customers allowed inside the store will be limited and managed by store staff.
- The inside of the Campus Store is redesigned for traffic flow and eliminates self-service areas.
- Point of sale (POS) areas are protected with plastic shields and all payment transactions will be recommended via contactless card method (Campus ID or credit card with limited cash sales taken).
- Hours of operation will be extended or staggered as needed.

Questions about dining and transportation may be sent to David Sengstock, Executive Director of Auxiliary Campus Enterprise Services (ACES), at SengstD@AlfredState.edu

Facilities (Cleaning & Sanitation)

Alfred State's reopening efforts include heightened intensity of cleaning, sanitation, and many operational changes to our facilities. This goes far beyond disposable bleach wipes that are frequently cleared from store shelves. Our efforts include significant additional measures by our staff and changes to our building systems.

Increased Cleaning:

- Increase of custodial staff has allowed for ASC to place added cleaners in many locations providing extra cleaning and disinfection to take place in public bathrooms and other high-density areas.
- Our campus cleaning protocol meets or exceeds CDC standards and public health guidelines. Our enhancements, however, now include additional focus on increased frequency of high-touch and typically densely populated areas.
- Buildings will be outfitted with refill stations for personal 2 oz. sanitizer bottles, and large bucket of disinfecting wipes can be found in locations where self-cleaning goes beyond that provided in the PPE kits.
- Disinfecting spray bottles are in each classroom and lab to be used throughout the day, between classes to sanitize. Provided microfiber towels can be used to dry a student's seat before the start of class, if disinfectant isn't yet fully dry.
- Public restrooms are outfitted with Seat Clean disinfecting stations and typical self-clean dorm bathrooms will be outfitted with campus-provided cleaning. Custodial staff will prioritize disinfection of classrooms during appropriate intervals throughout the day.
- In athletics and fitness areas: custodial staff will continue to clean the area they usually do using the new protocol. Facilities will also provide the athletics and fitness areas with microfiber cleaning cloths, buckets, cleaning products, and any other needed cleaning supplies.
- Plans include a prioritization system to target high-density areas for cleaning. The layering of daily, high-touch cleaning over planned building closures to maximize evening cleaning efforts allows for academic buildings to fully reset each day.
- Custodial staff monitors all cleaning products in the classrooms and labs; will refill or contact necessary personnel when needed.

Response to Incidents:

- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain unoccupied if possible up to 24 hours prior to a deep clean and disinfection from the custodial staff. Windows in these spaces will be opened, if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning and disinfection. Not all circumstances will allow for such a delay, but it is important, where possible, we leave the impacted space vacant to help protect our cleaning staff.

Needed Equipment and Supplies:

- Weekly inventories will be maintained for all cleaning products. We are actively stockpiling supplies in case a supply chain disruption occurs.
- Additional equipment purchases and the implementation of newly approved cleaners and disinfectants, in addition to our already approved products, have been added to the custodial staff's cleaning protocol. The products we purchase have evolved, and our staff continues to be trained on the most effective methods. All custodial staff members have been issued extra microfiber cleaning cloths. They have also been issued pump sprayers for quick application of disinfectant to allow them to disinfect more spaces in a shorter timeframe.
- The bubblers on all drinking fountains will be disconnected or capped, allowing the bottle filler portion to still function. Drinking fountains without bottle fillers will be upgraded as resources become available.
- The Facilities Department is prepared to do quick setups of college-owned tents to provide outdoor covered spaces, as needed. Three tents have been rented and installed.
- As a facilities adjustment, the college rearranged classrooms and labs with movable seating to ensure 6 feet social distancing can be maintained.
- The college is increasing outside air changes per hour with air handlers to responsibly maximize the amount of fresh air within the buildings, as current systems permit
- In addition to teaching spaces, common rooms, lounges, and event spaces are being reduced in capacity to follow NYS guidance
- Where possible (per code), doors are being left open to reduce doorknob contact, and some high-touch common area doors are outfitted with attachments allowing for opening with the use of a forearm instead of a hand.

Tools to Promote Social Distancing:

- It is mandated that any person sharing an elevator, stairwell, or hallway must have a face cover.
- A limited number of high-traffic areas, such as areas around the entrances to dining, are being routed with directional controls (e.g. one-way movement or the presence of stanchions).
- 8-inch Big Blue decals on many floor surfaces show where to stand to allow for 6-foot social distancing where lines are expected.
- 4-inch Big Blue decals identify 6-foot spacing on tables and the intended placement for tablet arm chairs that tend to shift around. These markers will be a clear depiction on how to quickly reset one's spacing in the classroom and other seated gathering locations.
- Polycarbonate (plexi-glass) shields have been constructed and installed in many locations, especially in classrooms and where 6 feet of social distancing is difficult to achieve.

If you have additional questions, please contact Jon Nickerson at NickerJD@AlfredState.edu or at ext. 4750.

Health & Wellness

Adaptations to Building

- Spacing, masks, hand sanitizer will be provided in the lobby
- Students with non-COVID-19-related medical issues will enter by appointment only, be escorted by nurse to exam room and then escorted out.
- Only one student at a time will enter the seating area inside the Health Center. This will be known as the triage area.
- In the Wellsville Health Center: only one student at a time will enter the seating area inside the Health Center. This will be known as the triage area.

PPE

- All medical staff are fit-tested for N95 or kN95 masks.
- Facilities maintains a stockpile of all PPE related items and works with Purchasing to restock
- All requests for PPE are centralized and managed with the Facilities Department to prevent waste and ensure consistent usage.

Scheduling/Services Adaptations

- The Health Center will not allow unplanned walk-ins; students will need to call in advanced to schedule an appointment and a screening will take place for both medical and counseling related appointments.
- A COVID-19 hotline is established (answered by H&W during business hours Monday-Friday (8am-6pm), Saturday and Sunday (8am-2pm)). If a student is experiencing a medical emergency after business hours and on weekends, they should call University Police.
- A COVID-19 email has been established (covid19@alfredstate.edu), all COVID-19 concerns or questions, that are not related to a medical emergency, should be sent to this email for Health and Wellness personnel to respond.
- Telemedicine will be offered to sub-acute illness/problems.
- Tele-counseling will be offered unless imminent danger is a concern; this is due to the shared physical space with medical, and the needs for counselors to see the full face of the client.

Transportation for Services

- The College employs a Medical Generalist (Advanced EMT) and an adapted van to aid in transports (e.g. to testing facility, to quarantine housing).

Increased Sanitation

- Once the student leaves the room, a thorough wipe down of all common surfaces and equipment with an approved cleaning agent, will be done prior to the next student entering the room (10 minutes needs to be allowed in between appointments for cleaning purposes).

Mental Health Supports and Services

- Services include:

- a. Alfred State Counseling Services: <https://www.alfredstate.edu/student-life/health-and-wellness-services/counseling-services>
- b. Promote existing on-campus and community-based mental health treatment and resources, including:
 - o ReachOut SUNY: <https://online.suny.edu/covid19/students/local-state-and-national-resources/>
 - o Thriving Campus: <https://www.thrivingcampus.com/>
- c. Highlight therapy and peer-to-peer support strategies
- d. Advertise the availability of crisis services, including Crisis Text Line, including: NYS OMH Crisis Text Line: Text **GOT5 to 741741**
- e. Publicize the availability of free online QPR suicide prevention training for students, faculty, and staff at <https://qprinstitute.com/>.

Please see the two sections on Repopulation of the Campus and section on Monitoring: Screening and Testing for more information on testing and screening info. If you have questions on the Health and Wellness Department, please contact Dr. Hollie Hall at HallHM@alfredstate.edu.

Employee Support

- Human Resources' Maria Bordeaux is the COVID-19 compliance coordinator. This role provides contact tracing for campus employees. The position collaborates with the coordinator in Health and Wellness Services for crossover contact tracing involving students.
- Employees are expected to report to work on campus unless there is a legitimate reason for telework. You should discuss your specific circumstances with your manager and HR should you have concerns about returning to work on campus. Employees may be granted accommodations, which may include but are not limited to: adjusted work location, schedule adjustment, office space or PPE adjustment.
- To explain and encourage safe practices, all new Alfred State employees must complete a training titled, "New York State COVID-19 Response: Return to Work." Employees who have completed this training in the fall do not have to complete it again. This training is on Blackboard and includes a 12-minute video, followed by a page of procedures that Alfred State will use in response to the pandemic that you must attest that you have read. To access this training, go to <http://bb.alfredstate.edu>, log in with your ASC credentials, and choose the correct course in your course menu of courses in which you are a student. The announcements contain the directions to complete the training. Please contact Tammy Edwards at edwardtl@alfredstate.edu with technical questions.
- Employees are required to complete the [COVID Screening](#) each day within one hour of reporting to campus. This screening contains yes or no questions regarding COVID symptoms; only those that answer yes to one or more questions will be required to follow up with HR. Visitors must complete a [Visitor COVID Screening Sheet](#) found on the HR

page of my.alfredstate.edu (login required). Specific medical information will not be requested or conveyed on the form or app. Individuals who refuse to answer health screening questions will be asked to leave campus.

Workplace Practices, Policies, and Procedures:

- Cleaning supplies will be available, and employees are encouraged to clean and disinfect their personal work spaces throughout the work day. Employees should follow cleaning product instructions when cleaning your work areas.
- Employees are encouraged to wash hands frequently or use hand sanitizer, avoid touching the face, replace handshakes with head nods and waves and avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Employees are required to wear a mask that covers their mouth and nose when in the workplace when a distance of 6 feet cannot be maintained, except where doing so would inhibit or otherwise impair employee health. Failure to wear face masks may result in referral to Human Resources for review and resolution in accordance with their collective bargaining agreement, including disciplinary action or termination. [Emergency Policy on Masks and/or Face Coverings](#) PDF (login required).
- Employees and visitors will be required to answer questions through an online form regarding COVID-19 symptoms upon entering our buildings. Look for the Employee COVID Screening Sheet or Visitor COVID Screening Sheet found on the [HR page of my.alfredstate.edu](#). The electronic screening form asks employees to answer yes or no to questions and only those that answer yes to one or more questions will be required to follow up with HR. Specific medical information will not be requested or conveyed on the form. Individuals who refuse to answer health screening questions will be asked to leave campus.
- Employees should consider canceling or rescheduling non-essential personal travel plans. New York employees will forgo their paid sick leave benefits from New York's COVID-19 paid sick leave law if they knowingly engage in travel to high-risk locations.
- If deemed essential, an asymptomatic employee may return to work so long as the employee adheres to the Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection. www.coronavirus.health.ny.gov/covid-19-travel-advisory lists details of the travel advisory and the current lists of restricted states. Employees returning from travel must complete a State Department of Health traveler form, also found on the website.

Illness, Exposure and Testing:

- Employees who feel ill should stay home and notify their manager and HR. If you are already at work and begin feeling sick, you must go home immediately and notify your manager and HR.
- Employees with symptoms of COVID-19 will be directed to seek testing per guidance from the New York Department of Health and to quarantine at home as a precaution until the results of the test are provided to HR. Testing is required of symptomatic employees unless a clearance is provided by a physician. Employees may seek testing from a primary care physician indicating the symptoms are common for the employee, i.e. allergies, migraines, arthritis. Employees may seek testing from a primary care

physician (PCP) or be referred to St. James Urgent Care or Jones Walk-in Clinic, or contact the NYS COVID 19 Hotline for test site locations.

- Employees who have been potentially exposed on or off campus may be sent home and asked to quarantine as a precaution for 14 days or asked to work following the Protocols for Essentials Personnel to Return to Work Following COVID-19 Exposure or Infection. Work-from-home arrangements will be considered where appropriate or quarantine leave will be available for 14 calendar days. A thorough cleaning of the workspace used by the infected individual will be conducted if appropriate.
- Employees testing positive for COVID-19 will be required to isolate at home for at least 10 days after illness onset and at least three days (72 hours) after recovery. Illness onset is defined as the date symptoms begin.
- CSEA, PBA, PEF and UUP have entered into agreement with SUNY to conduct free, mandatory COVID-19 testing of employees at SUNY's State-Operated Colleges, Universities, and Hospitals. The agreed upon expectation for testing employees is "no less frequent than testing that occurs for the student population." The pool testing will screen 12 people in one test. The test uses swabs of saliva rather than those that are inserted in the nose. Employees will administer the tests themselves, swabbing their mouths for 10 – 15 seconds each, and providing the saliva sample to medical personnel. Samples are combined into one pool, which is tested for COVID-19. Pool results are expected in 24-36 hours. A negative test means that all 12 people in the group are presumed negative at the time of the test. A positive test would mean that every sample in that group would need to be individually tested. Employees will be contacted only if tested positive; negative pools will not receive notice. There is no direct cost to employees for being pool tested by Alfred State. Release time without charge to accruals is granted for submitting pool testing. Should a pool test result in an employee being positive, any additional medical costs associated with follow up appointments or treatment would be the employee's personal responsibility just as with any other illness or virus exposure.

Employee Wellness:

- Employees can access CDC's information on [Managing Anxiety & Stress](#) to obtain helpful information. If you are feeling overwhelmed with emotions like sadness, depression, or anxiety or feel like you want to harm yourself or others, please know you can contact Human Resources for referral to a counselor. You may call one of the resources below or contact [EAP](#).
 - Alcohol Drug Abuse Hotline: 1-800-662-4357
 - Child Abuse Hotline: 1-800-962-2873
 - Domestic Violence Hotline: 1-800-500-1119
 - LGBTQ+ Suicidal Thoughts Help Line: 1-866-488-7386
 - Suicide Crisis Line: 1-800-Suicide or 273-8255
 - Transgender Lifeline: 877-565-8860

Please send questions related to Human Resources by emailing HR@alfredstate.edu or calling ext. 4025.

International and Out-of-State Students

Spring Arrivals

- For International Students and select domestic students from restricted states should arrive between January 15-17th. The College has adapted multiple vans with plastic barriers (e.g. similar to livery vehicle) and identified drivers who have PPE to transport students, in order to follow CDC guidelines (not using public transportation).
- Students are required to complete the [New York State Traveler Health Form](#). Students will be required to send a screenshot of their completion of the form to the COVID-19 Response Coordinator (a position in Health & Wellness Services).

Enrollment & Visitors

- **Prospective Students and Visitors through Admissions:** Alfred State is pleased to welcome prospective students and their families to campus with the following guidelines and restrictions.
- **Capacity:** Campus tours are limited to two parties at a time (most likely, one party is a prospective student and their guests).
- **Appointments:** Prospective students and families should schedule an appointment online to visit campus at <https://www.alfredstate.edu/admissions/visit-us>. Through this registration form, Alfred State collects valuable contact tracing information. If visitors register by phone or with a department, the student's information, including guest information, must be entered online (Slate) as a visit request. If a visitor's information is not entered online, then no visit information, including vital COVID-19 information, will reach our guests.
- **Pre-Visit Information:** Visitors will be made aware that campus visits are modified due to COVID-19 and more restrictive than pre-pandemic.
 - Visitors will be made aware of their responsibilities prior to the visit regarding illness, PPE, and restricted movements. Visitors from identified at-risk groups will be encouraged not to visit campus at this time.
 - A link to the Alfred State COVID-19 Dashboard will be shared with guests prior to the visit so they are well-informed prior to the visit.
- **Health and Wellness Certification:** Registered visitors will complete a pre-visit health survey the morning of the visit.
 - This survey will be sent to all visitors via e-mail or text to be completed online. Guests will be informed that, depending upon the survey results, the visit may be cancelled and then rescheduled later to protect our community.
 - If a person answers 'yes' to any question indicating a potential coronavirus symptom or exposure, the message to the scheduled visitor, upon submission, is that the visit is cancelled for the day and needs to be rescheduled. The guest will not be able to visit campus on that day and may reschedule when the issue is resolved, and new responses are not indicative of coronavirus symptoms or exposure. If there is concern, it will be referred to HR for exception handling.

- **Arrival:** Visitors will check-in with Admissions on the second floor of the Student Leadership Center. The Admissions lobby has been reconfigured for a limited number of guests. Visitors' schedules are staggered to reduce density in any tour location (maximum 6 tours per day).
 - If any member of the party did not complete the health survey visitors may access the survey through the QR code and complete it on their phone. If an unexpected visitor arrives with a registered guest, we will request that the unexpected visitor register on their phone and then complete the survey.
 - Admissions will distribute small hand sanitizer bottles to all visitors and face coverings (if needed).
 - A schedule will be developed for each campus visitor for potential contact tracing. Movement outside the established schedule will need approval and will be logged.
- **Tour and Visit:** Visitors experience a modified walking tour and in-person meetings with admissions, financial aid, and athletics in an appropriate space that supports social distancing.
 - Alfred State faculty and staff will wear masks whenever outside of office or not alone in office, unless protective shields have been installed. Conference rooms will be used for interviews to maintain social distancing. Employees will sanitize after use.
 - Student tour guides wear masks at all times and use sanitizers.
 - Unless an unoccupied, easily-accessible, model residence hall room is available, there will be limited access to the residence halls.
- **Walk-in Visitors:** If capacity allows, an unscheduled visitor is given a guided campus tour after completing the visitor screening form. In the event of no tour availability that day, Alfred State has created an exterior walking tour for unscheduled visitors or when guests prefer a self-guided exterior tour. Admissions has maps and QR codes are available to share campus information. If an unscheduled visitor enters a building, the Visitor Screening form with contact information should be completed.
- **Group Visits:** Subject to New York State and federal capacity guidelines, small group visits will be permitted for many purposes including accepted student days, tours, orientation, etc.
- **General Campus Visitors:** The hosting department coordinates completion of the visit and screening form. Visitors will be required to answer questions regarding COVID-19 symptoms by utilizing the Visitor COVID Screening Sheet found on the [HR page of my.alfredstate.edu](#) (login required). The visit coordinator or receiving office (walk-ins) is responsible for distributing the electronic link or paper form. The electronic screening form asks guests to answer yes or no to questions and only those that answer yes to one or more questions will be required to follow up with Human Resources. Specific medical information will not be requested or conveyed on the form. Individuals who refuse to answer health screening questions will be asked to leave campus.

There is an inherent risk of exposure to COVID-19 in any public place; guests voluntarily assume all risks related to possible exposure by visiting Alfred State.

Athletics

Alfred State continues to monitor public health guidance and review emerging guidelines from our athletic conferences and the NCAA in determining how to provide competitive opportunities for our hundreds of student-athletes. The finalization of NCAA recommendations, athletic conference stances, and discussions with peer colleges about adapted schedules and mutual safety protocols are all culminating as plans evolve to stay aligned with current conditions and recommended procedures.

- Current game schedules that include out-of-state travel may have further restrictions. Physical distancing requirements will be built into plans for away contests. Consideration for additional buses, vans, and/or parental/guardian transportation may be needed.
- The Pioneers plan to compete as long as the contests can be conducted safely. The Allegany Mountain Collegiate Conference (AMCC) has developed conference only competition schedules for fall and winter sports to compete during the spring semester. Spring sports schedules have yet to be altered and will undergo further assessment during the winter months.
- NCAA guidance has categorized the sports we sponsor into three categories; High Transmission Risk, Intermediate Transmission Risk, and Low Transmission Risk. High Risk sports including basketball, football, and wrestling will require weekly PCR testing while competing during the regular season. Intermediate Risk sports including baseball, indoor track & field, soccer, softball, and volleyball (masks required) will need to have 25-50% of the roster PCR tested every 1-2 weeks. Low Risk sports including cross country, outdoor track & field, and swimming & diving, will be tested in conjunction with the college's surveillance testing plan. Any student-athlete who displays symptoms, regardless of the risk level, will be tested as necessary.
- For any team who is not competing, surveillance testing will be conducted to allow for those student-athletes to continue to practice and train.
- Overnight travel is prohibited.
- Team meals will be limited to take-out only.

Conference Updates

- The AMCC President's Council will make a decision in mid-December on whether or not the conference will move forward with fall and winter sports competition during the spring semester. Spring sport schedules remain in place and a decision on their status will be made at a later date.
- The AMCC is requiring all conference members to create a return to play document so that each member institution is following the minimum requirements set forth by the NCAA and the conference. The documents will be reviewed by each Athletic Director to ensure the safety and wellbeing of student-athletes while traveling to away contests.

Contest Management and Fan Attendance

- Spectators will not be permitted at home events on campus. The athletic department will broadcast as many events as possible via Boxcast. Links to each broadcast can be found on our team schedules or calendar at www.AlfredStateAthletics.com

- Only authorized game personnel will be allowed to access the competition, including: student-athletes, coaches, officials, event staff, medical staff, and University Police.
- Game officials will follow AMCC conference testing protocol prior to arrival on campus.

Questions on Athletics can be sent to Jason Doviak, Director of Athletics at DoviakJM@alfreddstate.edu.

Compliance

The college formally enacted an emergency addendum to our [Student Code of Conduct](#), effective 7-16-20, to specifically address COVID-related expectations and the penalties for non-compliance. The Office of Student Conduct uses its established processes to address alleged violations, determine responsibility, and impose any appropriate sanctions. The Student Code of Conduct was again updated on 9-30-20 to reflect [SUNY's uniform sanctioning](#) requirements for COVID-related violations.

Enforcement in Residence Halls:

- Within the residence halls, reports of code violations are generated by Residential Services staff and submitted to the Office of Student Conduct for review and action. Our professional Residence Directors are trained as hearing officers and may adjudicate any cases involving COVID-related violations. In accordance with SUNY's uniform sanctions, students found to be hosting unauthorized gatherings on campus will be removed from college housing and the minimum sanction that may be imposed for a failure to quarantine or isolate is disciplinary suspension. Other serious, repeated, or willful violations may also result in dismissal.

Enforcement in Academic Settings:

- Teaching faculty routinely enforce college norms to maintain an environment suitable for learning and to ensure student safety. Likewise, faculty members are expected to address noncompliance with COVID-19 safeguards such as the wearing of face coverings. If a student is not responsive to requests that they modify their behavior, or repeatedly fail to comply, the [Office of Student Conduct](#) should be notified so that appropriate action can be taken. Faculty are also welcome to utilize the college's student [disciplinary incident reporting form](#). Before it reaches the level of Student Conduct, there are multiple methods to request mask use and guidance will continue to be offered on this topic during professional trainings.

Enforcement in Outdoor Settings

- In any instances where non-compliance is observed (mass gathering with no masks and failure to observe physical distancing), any campus official or employee can report the matter to the appropriate offices. These offices include the Office of Human Resources for non-compliance among faculty/staff and to the Office of Student Conduct for students.

Enforcement Off-Campus

- The Student Code of Conduct applies to active students both on AND off campus. In a situation where non-compliance is observed off campus, including at local businesses, any person may refer the concern and any relevant details to the Office of Student Conduct. It should be noted that such misconduct does *not* constitute an emergency requiring the involvement of first responders (e.g. police); these are violations that should be reported to the college so that the appropriate corrective and/or disciplinary action can be taken.

Police Roles with COVID-19 Requirements:

- Police departments reflect a resource for situations that have graduated to disruptive or urgently unsafe situations. For example, an employee's request for compliance could be met with defiance to include a refusal to leave a classroom, lab, or sponsored gathering. In this situation, the matter is no longer about face coverings but is now a disruption where the impasse requires a third party. The police are an appropriate resource for this assistance. What is important to note is that the police are not the primary or first call to initiate a request for simple compliance with COVID-19 regulations. Perceived non-compliance is *not* an emergency upon first sight, but something deserving of inquiry and instruction along with a referral to the Office of Student Conduct.

Resources:

- [Student Code of Conduct](#)
- [Student Disciplinary Incident Reporting Form](#)
- [SUNY – Uniform Sanctioning in Response to Student COVID-19 Violations](#)

COVID-19 Alert Levels & Returning to Remote Learning

Alfred State College will use a series of 'triggers' in considering a return to remote operations and closing the campus.

Internal Triggers (on Campus):

- Severity of cases among population; this will be measured against our isolation housing capacity
- Significant increases in overall positivity rate as identified through pool testing / surveillance monitoring; this will be measured as a percentage of student population positive tests (COVID-19 test and weekly surveillance monitoring results)
- Significant clusters of transmission between/among groups
- Depletion of suitable PPE and inability to procure replacement supplies

External Triggers (local and state conditions/directives):

- Issuance of an order to close from NYS / SUNY; this is measured by region with specific metrics for hospital bed availability and infection rate
- Reduced regional health care service availability/bed space in our own local hospitals in Hornell or Wellsville; we are in contact with both hospitals to monitor their levels

Graduated Responses to Changing Conditions

Alfred State, upon dealing with changing conditions, will graduate its response accordingly. For example, if positive cases begin increasing and filling isolation housing:

Yellow – Elevated Risks: 3% positivity rate on 14-day rolling average

- Campus reduces scale or ceases student activities (programs, events)
- Athletics program activity restricted or suspended
- Greek Life activity restricted or suspended
- Expansion of testing
- Restrictions on ALL guests in residence halls
- Campus visitation reduced or suspended
- Limited seating (e.g. tables for two) in dining operations

Orange – Disrupted Operations: 5% positivity rate on 14-day rolling average

- Mandatory shelter in place for students with food delivered to residence halls or grab-and-go only (no in-person dining)
- Select non-essential staff directed to telecommute
- Switch to remote learning (with potential exceptions)

Red – Pivot / Closure: 10% positivity rate on 14-day rolling average

- If the campus infection level surpasses College capacity to appropriately house or care for those in isolation housing, the campus will initiate a semester transition to remote instruction and use pre-crafted messages to begin the closure of residence halls
- Residential Services will use staggered move-out times over a 72-hour period to vacate the residence halls in an orderly fashion
- Alfred State will partner with a local storage company to offer students options in packing and storing belongings
- Alfred State archived all campus communications from spring 2020 and has begun drafting templates associated with a move-out process and return to remote instruction
- Communication templates for move-out and remote instruction will be maintained by Marketing Communications for quick deployment if needed