

FINGER LAKES COMMUNITY COLLEGE COVID-19 RE-OPENING

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Statement from President Nye

Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region. From the very beginning of the COVID-19 pandemic, I stated that we had two priorities. First, protect the health and welfare of all of our students, employees, and families. Second, ensure every opportunity for our students to succeed given the difficulty of this challenging environment. Accordingly, we have developed this plan to ensure we can continue to serve our community. Each and every one of us has a responsibility to learn, understand, and apply these measures so that we may continue to do what we do: transform lives and make our community stronger.

Scope

Originally, the Presidential Task Force on Re-Opening submitted this COVID-19 Fall Re-Opening Final Plan of our collective work and recommendations for restarting in Fall 2020. Since that time, we have updated this plan. The plan outlines how FLCC will meet the reopening requirements provided by Governor Cuomo's NY Forward plan, specifically the Phase 4 guidance that applies to higher education. The plan describes the College's approach to providing a safe environment for students, employees, and campus guests,

and addresses phased re-populating of the campus, preventive health plans, containment measures, and shut-down plans in the event of necessity. The plan draws on guidance from the Governor's NY Forward Plan, the State University of New York (SUNY), the regional COVID-19 oversight committee, the New York State Department of Health (NYS DOH), and the Centers for Disease Control and Prevention (CDC) related to COVID-19 best practices and requirements. This plan will be posted on the College website. The plan will be reviewed and updated when necessary due to operational insights gained through implementation of the plan and/or when new guidance is issued by the state and/or county.

Guiding Principles and Contacts

Principle #1: A Culture of Health and Safety

- Build a strong, internalized, evidence-based and accountable culture of health and safety among the FLCC community, protecting all of the FLCC faculty, staff, students, and visitors as well as the communities that host them.
- Compliance is driven by widely-shared responsibility.
- Communications strategies must consistently foster the culture of safety.
- The physical environment is or will be altered to consistently achieve safety standards.
- The norms of the culture create peer pressure on compliance reinforced by systems of accountability and, when necessary, enforcement.

Principle #2: Flexibility

- Prepare all aspects of academic programs, student life, faculty and staff well-being, finances, and campus and pandemic operations to be as flexible as possible within curricular, accreditation, and licensure requirements to address the unpredictable course of the COVID-19 pandemic. Flexibility enables FLCC to take full advantage of the campus within the parameters established for health and safety. We aim to:
 - Be prepared for the full return of the entire FLCC community to campus if possible.
 - Be prepared to maximize the campus experience wherever practicable.
 - Be prepared to fully support the mission off-campus if needed.

Principle #3: Equity and Inclusion

Implement fair and transparent processes and policies that will meet the needs of special populations and at-risk individuals to ensure that all students and employees have pathways to success.

Principle #4: Financial Health

Be mindful of the financial health of the College to continue to deliver excellence in our mission over the short and long-term.

Contact Persons

Designated site safety monitor responsible for monitoring and implementing the plan:
Dawn M. Hess, EdD, CEP, Director of Risk Management and Environmental Health and

Safety, 585-785-1664, dawn.hess@flcc.edu

Designated Human Resources point of contact:

Kate Burns, Human Resources Compliance Coordinator, 585-785-1466,
catherine.burns@flcc.edu

Teaching and Learning

Priorities

- Meticulous adherence to public health practices, including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, and face covering is critical across the learning environment.
- FLCC will prioritize in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory and clinical experiences.

Re-populating the Campus

- In their course outlines, faculty will provide backup plans for face-to-face class times in the event the College is required to return to 100% remote instruction.
- FLCC will limit the number of attendees for in-person courses/ sections. In most cases, classrooms will only be able to have 50% capacity.
- For Fall 2020, 210 sections have moved from face-to-face to online synchronous learning, thus reducing the density in the building. Additional sections continue to be solicited with a goal of over 50% being taught in a synchronous online format.
- The preview period will be extended from 3 days to 7 days for course access in Blackboard to allow students the opportunity to carefully review their courses prior to the start of the semester.
- FLCC will schedule those sections which require face-to-face instruction in a manner to maximize distance between rooms wherever possible to reduce possible density issues between classes.
- Online synchronous courses will meet at the time outlined on the current course schedule. This does not mean that your course needs to meet the full length of the current scheduled time, but you cannot schedule your course outside of the time listed in Webadvisor.
- Classes shall meet live for at least 50% of their contact hours; with no meetings longer than 1 ½ hours.

Course Outlines must identify backup plans for synchronous courses. If a faculty member or student loses connection or the technology fails, steps should be identified for students to receive the information that was missed in the live session.

The College has joined EduRoam, a secure, worldwide roaming wireless network developed for education and research communities, and has installed Wi-Fi access points in the main parking lot.

Delivery Modalities

The following delivery modalities will be utilized by FLCC in Fall 2020 and Spring 2021:

- Online:
 - Content is delivered through the internet with no scheduled class meetings. Online has become increasingly popular with FLCC students. In 2019, 42 percent of all students took at least one online course.
- Synchronous Online:
 - Online web conference style courses meet at scheduled times so students can have real-time interaction with their professor and fellow students.
- Hybrid Classes:
 - Part online, part on campus with scheduled in-person times and social distancing measures to provide face-to-face interactions in a safe environment.
- In-Person:
 - Small classes for hands-on courses and experiences with social distancing measures in place.

Preventive Health

- Appropriate PPE is being considered when working with students with disabilities. The Disability Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs. Clear masks and face shields have been sourced and made available to student facing offices for use when communicating with students with disabilities.

Containment

Isolation

- For non-residential students: The student will isolate at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): In consultation with Ontario County Public Health, students may isolate at The Suites at Laker Landing or at home, depending upon the circumstances.

Quarantine

- For non-residential students: The student will quarantine at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): In consultation with Ontario County Public Health, students may quarantine at The Suites at Laker Landing or at home depending on the circumstances.
- Residential students (The Suites at Laker Landing) whose permanent address is outside of the State of New York will be required to follow the New York State COVID-19 Travel Advisory: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- Support for students in isolation or quarantine will continue through virtual service delivery. Notification of extended illness to face-to-face faculty will be spearheaded through the Director of Student Health.

Shut Down

The College will ensure that continuity plans are established to ensure delivery of instruction at a distance and work with all appropriate outside entities to ensure academic procedures are followed. This will include MSCHE, SUNY, and NYSED

Student Experience

Capacity to maintain social distancing

- Using the same screening method as established for all employees and visitors, students will be asked to complete a health screening questionnaire every day before reporting to campus.
- Reopening information will be provided to students via email notification, Text and “call-em-all” sending students to the ficc.edu/COVID page for updates on operating. The College is preparing this information in an ongoing manner and will also include information on daily self-reporting and/or monitoring protocols.
- Self-monitoring protocols will be established for The Suites at Laker Landing that mirror the College’s process.
- New Student Orientation and the Student Handbook will provide information on maintain social distancing and proper safety protocols.
- The College does not offer general transportation services. Transportation needs for athletics and/or academic support will follow the guidelines for safe distancing (limiting number of occupants) and cleaning protocols between uses.
- Guidelines for student-facing offices have been established that request appointments be made over walk-in service. Additional laptops kiosks are being requested to distribute around the campus to ensure that access to “electronic” meetings could occur if the students do not have the resources to do so while in the building.

Personal Protective Equipment (PPE)

- See Face Coverings in Facilities and Pandemic Operations.
- Appropriate PPE is available when working with students with disabilities. The Disability Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs. Clear masks and face shields are available to student facing offices for use when communicating with students with disabilities.

Screening and Testing

- All employees and students arriving to a NYS campus from a state with a travel advisory will be advised to complete the NYS traveler health form and provide a screen shot of the final page of the form. Students will be advised to follow up with Student Health and employees will be advised to follow up with Human Resources for any subsequent guidance.
- All employees and students will perform a daily health self-screening every day they are scheduled to be in a building, using an online symptom screening tool which will produce a personalized dated badge to be presented by the symptom free employee/student. All students residing in The Suites at Laker Landing will perform a daily health self-screening every day, regardless of their physical location. If an individual does not have a smartphone or printer, they may write down, screen shot or take a photo of their personalized daily authorization to display on campus.

- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Students who do not clear the screening process will be provided instructions to contact Student Health Office for further conversation about options.
- Individuals will be escorted off campus if they do not have an individual personalized dated authorization or screening badge indicating they have passed the daily screening.
- An electronic log of all individuals completing the daily health screen each day is maintained by the screening app. The app database includes contact information and the results of the screening. Paper screening forms are also available to individuals who request a paper form. These forms are scanned and also saved electronically.
- This log will be shared with the local health department, as necessary, for contact tracing purposes.
- In addition, Student Health Services will ask for COVID-19 health history from students. Individuals who have tested positive for COVID-19, or who have underlying health conditions, will be flagged for additional documentation, or monitoring in case of outbreak. The College is identifying a robust self-assessment mobile app/electronic health software system (PyraMed) that is essential to ensuring timely and accurate monitoring of health records and daily logs.

Residential Living

- FLCC Association Housing worked with Ontario County Health Department, Student Health Office and Student Affairs to establish occupancy (density) and Isolation & Quarantine (IQ) figures for 2020-2021. 166 individual beds (out of a potential 353, or 47% occupancy) are available to students, with each student assigned to an individual bedroom and individual bathroom.
- Twenty-two residential spaces (individual bedroom/bathroom) are available for IQ space.
- See Quarantine under Teaching and Learning.
- Enhanced cleaning in all common areas and on high touch surfaces consistent with enhanced cleaning practices. Elevator use is discouraged; decreased occupancy is posted.
- All students in license must sign an addendum to the housing license stipulating adherence to additional health and safety protocols as well as any forthcoming protocols, regulations, and directives set forth by the College, SUNY, and government.
- Access will only be allowed to residents of the building and regulatory officials on official business. Face coverings will be required outside of personal units. Hand sanitizers have been installed at entry/exits.
- Students who fail to adhere to safety/security regulations will be subject to the Student Code of Conduct and SUNY Uniform Sanctions for COVID-19 Student Violations established by the SUNY Chancellor and may, depending on the severity of the infraction, be removed from housing.

- These uniform sanctions are in effect only during the emergency response to the COVID-19 pandemic.
- See: *Appendix D: Spring 2021 Re-Opening Plan for The Suites at Laker Landing*

Activities - Clubs - Events

- New Student Orientation will be exclusively online.
- All club/organization meetings will be held virtually.
- Any in-person activities will follow strict adherence to social distancing requirements and protocols. These activities will be severely limited in nature.
- Traditional events such as Laker Day will be virtual or hosted on-campus-owned facilities, again following protocols and guidelines for appropriate social distancing.
- Theatre/music performances will be reviewed to determine if social distancing can be accomplished. Audiences will be limited to the facility's maximum occupancy capacity.

Vulnerable populations

- Students who are uncomfortable with attending face-to-face will have the option of taking coursework online or in asynchronous formats. All services will be available remotely.

Preventive Health

Testing

- FLCC conducts pooled testing (see pooled testing schedule)
- Working with Ontario County Health, if an individual presents with COVID-19 related symptoms, guidance will be sought on testing recommendations.
- See Screening and Testing under Student Experience.

Tracing

- The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of an employee, student or visitor testing positive, that we become aware of, the local health department will be notified of all employees and visitors who entered the site dating back to 48 hours before the individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Data from the daily symptom screening app will be shared with the local health department to meet this requirement as necessary.

Screening

- The College will employ a daily screening measure. Students will follow the

same guidelines as employees and visitors.

Containment

Quarantine and Isolation

- See Isolation and Quarantine in the Teaching and Learning section.

Student confirmed or suspected to have COVID-19

- See Screening and Testing under Student Experience.

Communication

- The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

Shut Down

Operational Activities

- Students will receive communication about potential shut down procedures and protocols within their individual courses. The College will promote general information about this possibility in multiple areas including our COVID-19 webpage, new student orientation and regular text/email or social media platforms.
- If the College needs to shut down, information will be posted on our learning management system as well as sent via multiple communication platforms.

Move-out

- A move-out plan has been established by the FLCC Association Housing, Inc. This is outlined in the Appendix.
- Exemptions for staying in place will be identified on a case by case basis as outlined in any communication from the State or local government agency.

Communication

- Student-facing communication on the Re-Opening plan, and adjustments to the student experience are updated regularly on the FLCC website (www.flcc.edu/COVID).
- Communication has been tailored to meet the needs of incoming new students, their parents and returning students.
- Communication around accessing services, processes and adjustments will be updated on the website and communicated via text, email, phone campaigns and other social media avenues.

Employees

Re-populating the Campus

FLCC continues to operate under a temporary worksite density reduction plan, as approved by the Board of Trustees. As such, the College used a phased approach to repopulating its campuses, with some employees returning to campus under the Phase 2

guidelines.

- Return-to-work efforts will be approached with a focus on equity, sensitivity, and respect, and within the terms of collectively bargained agreements.
- Cabinet members, in consultation with Human Resources, will support supervisors in taking a sensitive approach to the physical and emotional needs of their employees with respect to the pandemic crisis, while also supporting supervisors' ability to lead their departments.
- Supervisors initiated conversations with their employees to assess their readiness and comfort level with physically returning to work as well as their commitment to complying with community expectations on safety protocols and helping to create a safe work environment.
- Employees' requests for flexible work schedules related to childcare are readily accommodated to the degree possible.
- Employees who are "at-risk" due to pre-existing conditions, age, or other factors are allowed to work remotely, if they are able to perform their duties remotely, throughout the pandemic. Eligibility will follow FLCC's ADA process to determine reasonable accommodations.
- Employees asked to return to work on campus or any additional presence needed on campus will be given one week of advanced notice before being required to return. Cabinet members may consider requests for a delayed return date, so long as such requests are considered equitably.
- The preference or need of employees to work remotely should be considered without negative repercussions on annual reviews, consideration for renewal, promotion or other appointments, and discretionary salary increases.
- Practices related to employee work arrangements will be developed and implemented for maximum flexibility in support of the FLCC mission.
 - All work areas will maintain a density of 50% or less at all times, and must not exceed reduced occupancy limits.
 - Employees who can effectively complete their jobs remotely should continue to do so, preserving the onsite density for those employees who need to be onsite
 - Build flexible work arrangements in a manner that best facilitates employee needs while meeting institutional mission and departmental business needs.
- Employee development activities should be modified to mirror student instruction in terms of utilizing multiple modalities. For example, new employee orientation and leadership development programs will be reviewed and revised to include blended interaction.
- The following process was used and will be revisited as needed for re-populating the campus:
 - Cabinet officers, or their designee, will take the following steps to invite employees back to campus:

- Review divisional priorities and employee rosters
 - Identify essential work that needs to be done on campus, and the employees who need to perform it, ensuring that onsite capacity is maintained at less than 50% at all times.
 - Review department heads' plans for ensuring proper adherence to safety protocols and social distancing
 - If approving departmental plans, update employees' designations to "essential" if they are to work on campus for their full schedule, or as "flex-essential" if they are to work on campus only part of their schedule
 - Direct employees to complete the return-to-work certification process (below).
- Employees who have been identified to return to work on campus will take the following steps:
 - Read the College's Re-opening Training
 - Complete the Return-To-Work certification form and send to humanresources@flcc.edu
 - Complete the online screening questionnaire every day before reporting to campus.
- Human Resources will notify the employee, with a copy to the supervisor and cabinet member, that they are approved to return to campus. The notification will also include instructions with a link to complete the online daily health assessment every day before they report in to campus.

Preventive Health

- A comprehensive harm reduction strategy is essential to maximize protection for faculty and staff from spreading or contracting COVID-19.
- All faculty and staff will have access to PPE and hand sanitizing products as recommended by the CDC.
- All employees will receive clear and consistent safety protocol training materials
- Faculty are encouraged to add statements in their syllabi regarding classroom norms for social distancing and PPE.
- Employees who can attend meetings virtually should do so. When scheduling meetings, all employees are encouraged to provide attendees with a virtual attendee option to accommodate individual needs.
- In-person meetings of more than 25 people are prohibited in all spaces except the Auditorium. See addendum #1, Internal Events in the Auditorium. In-person meetings must maintain required social distancing and attendees must wear masks. Meeting organizers are expected to maintain a record of in-person attendees for a minimum of 30 days.
- The community expectations are that:
 - Employees will wear a mask at all times when they are outside of their offices. Some employees interacting with students and other individuals throughout the day will need to wear a mask within their own work area. It is impossible to predict where others will be walking in the halls, stairs, elevators, or other

common areas. Masks are required when navigating campus buildings.

- Employees will be aware of and practice the safety protocols prescribed within this plan.
- Employees who travel to states with a travel advisory who attempt to return to NYS campuses are directed to complete the NYS traveler health form and follow up with the campus HR for guidance.
- All in person employees will complete a daily online health screening questionnaire. Employees who answer affirmatively to any of the questions will not be permitted to report to work onsite, and will be referred to Human Resources to discuss what further steps are required.

Containment

Employees will quarantine at home. If an employee discovers while they are at work that they are infected, they will be sent home from work. If their position is conducive to remote work and they are not incapacitated, they are encouraged to work from home while quarantined until they are released by the Health Department to return. If the employee's position is not conducive to remote work, Human Resources will supply them with the appropriate leave options.

Employees who are returned to essential or flex-essential status and are performing some or all of their work on campus will be required to notify the designated Human Resources point of contact if they experience one or more of the situations listed below. In these situations, employees shall not be permitted to remain at or return to the work site until they have completed up to a 10-day self-quarantine period.

- Employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR awaiting results,
- Employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is symptomatic,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is NOT symptomatic,
- Employees who are alerted that they have come into close (within 6 feet) with a person with COVID-19, and have been alerted via official health department tracing, tracking or other mechanism,
- Employees who are subject to mandatory quarantine or isolation by the local health department. Employees must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department.

Testing Recommendations

Employees who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps for testing. People without a primary healthcare provider can use the Upstate Online Coronavirus Assessment Tool, or contact the Upstate Triage line at 315-464-3979. Also, the NYS DOH has an online COVID-19 screening tool and a tool to search for a testing site near you.

Shut Down

FLCC is prepared to move to remote operations for all campuses in the event of an outbreak of the COVID-19 virus. The existing worksite density reduction plan will remain in effect

throughout the pandemic. As needed, Cabinet members may ramp down onsite presence within their areas to stop the spread. The order in which operations will be shut down will take the following factors into consideration:

- Location/department of the outbreak
- Severity of the outbreak
- Impact of remote operations on instruction and student services
- Effectiveness of remote operations for each department
- Risk to student and employee health posed by continued onsite operations

Facilities & Pandemic Operations

Social Distancing Measures

All individuals must maintain six-foot social distancing whenever possible.

Employee work stations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between work stations consistent with *OSHA guidance*. For example, at the One Stop Center, every other counter will be closed to maintain social distancing between service stations. If it is not possible to adapt certain work environments, employees will be required to wear face coverings whether or not they are working within six feet of another employee. Department heads must review the work areas in their department in order to determine whether additional work spaces need to be adapted. Employees must respect other employee's work spaces and not enter unless necessary and wearing face masks.

- High traffic service counters, such as the One Stop Center, will have barriers (such as clear plastic "sneeze guards") installed to minimize contact between people. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in the One Stop Center and other high traffic areas or narrow aisles, when necessary.
- All individuals must wear a face covering in elevators or other small spaces when occupied by more than one individual. Additionally, the number of people in confined areas such as elevators and vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators and in vehicles indicating the maximum capacity. Additionally, passengers in vehicles must choose seats in such a way that distance from the driver and other passengers is maximized.
- Large gatherings are prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. For example, chairs are removed from the cafeteria, and computers are taken offline in computer labs to limit occupancy in those spaces. Additionally, employee break times are staggered or alternative break locations are identified to reduce employees congregating in one area. Employees are encouraged to bring their lunch from home and sharing food is prohibited.
- In person meetings must be limited as much as possible by using video or teleconferencing instead. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times. Limits on total number of attendees are provided in the Preventive Health section.

Designated Entryways and Exits

- All College buildings will have designated traffic patterns in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building. Please see Appendix A for a map showing the interim designated entryways and exits and our traffic management plan.
- If a portion of the building is used by an external entity, a separate entry and exit pathway will be created for their use if at all possible.

Face Coverings

- All individuals must have a face covering with them on campus. At a minimum, for employees the face covering must be worn when outside of your office, when you cannot maintain six-foot social distancing, and when it is likely that you'll come into close contact with someone such as when using a hallway, stairway, elevator, or restroom.
- The College will provide all students with at least one reusable cloth face covering and employees with two reusable cloth face coverings, which have already been procured.
- Additional disposable and replacement reusable face coverings have been procured and are available at the open entrances to each building.
- Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). See the [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared, and individuals are responsible for cleaning and maintaining their face coverings.
- Contractors are required to provide and wear their own face coverings.

Additional PPE

Additional PPE has been procured for specific tasks and includes respirators, disposable gloves, face shields, gowns or coveralls and foot coverings.

Hygiene, cleaning and disinfection

Campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management have been developed.

Hand Hygiene

- All individuals must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing your nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
- Signage is posted throughout the campus to remind individuals to practice proper

hand hygiene.

- If soap and water are not readily available, then an alcohol-based hand sanitizer containing at least 70% alcohol should be used. Hand sanitizer stations are installed throughout campus, and individual hand sanitizer supplies are provided to employees.
- Refill stations are throughout the campus to refill individual hand sanitizer bottles.

Enhanced Cleaning and Disinfecting Protocol

- The College will follow NYS DOH and CDC protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19. Please see Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process. See appendix C.
- COVID-19 cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities for all routine cleaning and disinfecting, and by individual departments who perform regular cleaning and disinfection of high touch areas.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the Director of Facilities at 585-785-1273.
- Departments are encouraged to adjust operations to minimize or eliminate the use of shared equipment. Employees are responsible for cleaning and disinfecting shared work stations, tools, and equipment with appropriate supplies between uses.
- Employees are instructed to not bring in personal cleaning products to the College as they may interact with other cleaning agents and could be harmful or not effective.

College Reporting and Contact Tracing

- The College will work cooperatively with Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department will be immediately notified about a suspected case or of any positive COVID-19 test result by someone on campus.
- In the case of an employee or visitor testing positive, the local health department will be notified of all potentially contacted individuals on our campuses dating back 48 hours before the individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier. If requested, the daily symptom screening log will be shared with the local health department to meet this requirement.

Department of Health

- See College Reporting and Contact Tracing above.
- Ontario County Public Health
 - Kate Ott, Director of Preventive Services, kate.ott@co.ontario.ny.us
 - Debra Trickey, Ontario County Emergency Management, 585.396.4310, Debra.Trickey@co.ontario.ny.us
- Wayne County Public Health
 - Diane Devlin, Director of Public Health, 315.946.5749, DDevlin@co.wayne.ny.us

- Yates County Public Health
 - Sara Christensen, Deputy Director Public Health, 315.536.5160,

Restarting operations

- FLCC is following the detailed Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process. See Appendix C.
- The ventilation systems have been cleaned and filters checked and replaced with high efficiency filters, as appropriate. Fan coils were sprayed down with disinfectant and coil pans cleaned thoroughly. Throughout the summer and campus breaks, Facilities runs the domestic hot water in sinks and showers to ensure proper circulation in the system and tanks. The toilets are flushed and floor drains are watched to ensure no dry traps.

Signage and Communication

- Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, and follow hand hygiene and cleaning guidelines, and how to report symptoms of or exposure to COVID-19.
- Signage and floor decals will be placed in high-traffic areas and/or narrow areas in order to remind people of social distancing requirements. Please see Appendix B for the interim signage plan.
- See Containment, Communication under Student Experience.

Fiscal Administration

Re-populating the Campus

The majority of activities related to fiscal administration are well-suited to being conducted virtually. Staff involved in fiscal operations therefore can continue to work remotely while other areas begin to return to campus. Those activities that require staff to be physically present on campus will be scheduled to minimize the continued presence of staff in the building.

Offices, such as Student Accounts, that require staff to be available daily to interact face to face with students will be set up to minimize direct contact between the staff member and the student using protocols described above under “Employees” and “Facilities and Pandemic Operations.”

All other offices responsible for fiscal administration functions (Payroll, Accounts Payable, etc.) will have staff scheduled to be physically in the office only to the extent necessary to complete specific tasks while occupancy restrictions continue in place.

The bookstore will continue to operate virtually until such time that it is deemed safe to open the retail store to the campus community. When occupancy restrictions allow, bookstore staff will return under the protocols described above under “Employees” and “Facilities and Pandemic Operations.”

Preventive Health

All offices responsible for fiscal administration will follow the protocols and guidance described above under “Employees” and “Facilities and Pandemic Operations.” In addition,

to minimize exposure of staff handling documents and other physical materials, individual offices and staff members will not accept any documents or materials directly. This includes incoming and outgoing mail and interoffice mail. Instead, all will be deposited in a specified location in the Business Services department, where it will be disinfected or allowed to sit for an appropriate amount of time before being distributed to recipients.

During the time of virtual operations, many *ad hoc* procedures have been developed to allow continuity of operations. Those procedures will continue to be followed even after staff have returned to the building. These include sending requests for information and materials via email, scanning and emailing documents, and contacting staff members via WebEx or telephone rather than entering their offices.

Containment

The protocols described above under “Employees” and “Facilities and Pandemic Operations” will be followed to ensure containment of any identified COVID 19 outbreaks.

Shut Down

Fiscal administration activities have been functioning relatively well under remote operating conditions. Those staff who work on them will be among the last to return to campus. Should a shut-down be required before they all have returned from working remotely, there will be no interruption in operations. If a shutdown should happen after many or all are back on campus, the move back to virtual operations should be quick and relatively seamless.

Addendum #1 Internal Events in the Auditorium

Internal FLCC events, held in the Auditorium, may host attendees in excess of the 25 person maximum for in-person meetings (defined on page 15 of the Reopening Plan), subject to the following requirements:

- Total number of occupants, including attendees, employees, and others, may not exceed 50 people.
- In-person events must maintain required social distancing.
 - Auditorium seating is arranged to support EITHER individual attendees OR groups of attendees from the same immediate party/household/family seated together. In either arrangement, at least every other row must remain unoccupied.
 - Event organizer must assign seats for attendees prior to entering the Auditorium to ensure adherence to social distancing requirements.
 - Where possible, event organizers should minimize the number of groups in each row to avoid close contact if individuals must leave the row during the event.
 - Event organizers should take restroom breaks into consideration when planning the event schedule, to prevent congregation or excess occupancy in the restrooms.
- Each individual must provide contact information:
 - At this time, FLCC is using CampusClear to track building entrants.
 - For facility use by FLCC classes, the normal practice for taking and recording attendance in classes will be used;
 - For facility use by FLCC personnel other than official classes, the event POR is responsible for establishing a process by which this attendee name and contact information will be collected and maintained for at least 30 days;
 - Cohorts of individuals should be arranged to the extent possible, based on other interactions.
- All attendees must wear appropriate face masks or coverings.
- If food will be served, all requirements of BOTH the NYS Interim Guidance for Food Service during the COVID-19 Public Health Emergency AND the NYS Interim Guidance for Movie Theaters during the COVID-19 Public Health Emergency must be met.

Minimize time in common areas / minimize congregation in common areas

- Individuals should not linger in areas occupied by more than one person;
- Event PORs are encouraged to develop plans to manage areas where lines are commonly formed or where people may congregate (e.g. check-in stations);
- Event PORs are encouraged to stagger work shifts and arrival for their employees and participants to maximize physical distancing.
- Event PORs should encourage participants to arrive just before the beginning of the event, instead of congregating.

Minimize face-to-face activities and physical contact:

- Employees at check-in or appointment desks must maintain six feet from other employees and participants/visitors/guests, unless there is a physical barrier between the employee and the other individual(s);
 - Physical barriers must not be installed without prior consultation with FLCC's Office of Risk Management and Environmental Health and Safety;
- Touchless check-in, payment, pay ahead or reserve options should be implemented.
- Separate entrances and exits should be designated, when possible.

Addendum #2 Pooled Testing for Surveillance Plan

The objective is to provide sensitive, accurate, and rapid feedback about the presence of SARS-COV-2 in saliva samples from individuals on campuses.

The pooled testing technique allows a lab to mix several samples together in a “batch” or pooled sample and then test the pooled sample with a diagnostic test. If the pooled sample is negative, it can be deduced that all individuals were negative. If the pooled sample comes back positive, then each sample needs to be tested individually to find out which was positive. Because samples are pooled together, ultimately fewer tests are run overall, meaning fewer testing supplies are used. In most cases, pooled testing also has the benefit of reducing the time needed from collecting specimens to testing results, which is critical for campus reopening. However, because samples are diluted in most pooling strategies, this could result in less viral genetic material available to detect, and there is a greater likelihood of false negative results, particularly if not properly validated. This method works well when there is a low prevalence of cases, meaning more negative results are expected.

Participation

This FLCC Pooled Testing and Surveillance plan will be updated and maintained by the Director of Enterprise Risk Management and EHS (ERMEHS), Dawn M. Hess, EdD, CEP, at dawn.hess@flcc.edu.

This FLCC Pooled Testing and Surveillance plan will be implemented by the Associate Vice President of Student Affairs, Sarah Whiffen at sarah.whiffen@flcc.edu, who will be responsible for logistics of test site setup, chain of custody of tests and the individual testing data.

Currently, FLCC has no IT platform for reporting the results of the testing. Results will be communicated by Student Health.

To participate in the SUNY Surveillance Testing program FLCC will contact Steve McClintic at McClintS@upstate.edu and indicate the following information:

- Campus name and contact person, Associate Vice President of Student Affairs
- Number of Students/Faculty/Staff to be included in the testing
- Number of collection stations anticipated (each station is predicted to handle 50+ people/hour)
- Dates of expected collections

Campus Demographics

Typical maximum on-campus density at any one time is represented by each of the following:

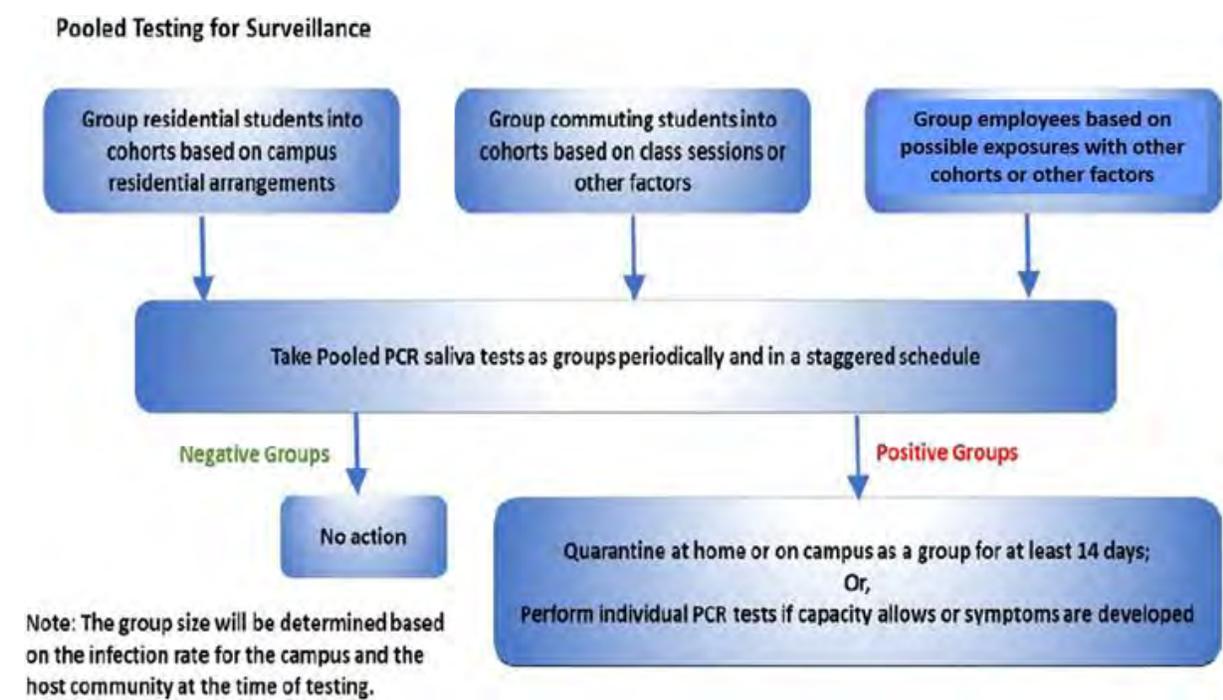
- Residential students – 166
- Non-residential students – 488
- Employees - 358
- Total - 1012
- 5% of the Total above – 51

Populations to be Sampled & Frequency

Pre-symptomatic and asymptomatic individuals can be infectious without knowing it. Pooled

testing can be effectively used for surveillance by estimating the campus situation in terms of pre-symptomatic and asymptomatic cases, and proactively preventing outbreaks when possible. By grouping individuals based on living arrangements, class schedules and office duties and schedules, groups can be established and periodically selected for pooled testing. Individuals will not be tested in more than one pool regardless of their affiliation (e.g. athletes who are also Suites residents will be tested with only one cohort pool). Based on the trend of periodic pooled testing results, an increase of active infection cases may help inform if any preventive actions need to be taken.

See the following flow chart for details.



Beginning September 2020, FLCC will aim to test approximately 500 individuals from our on-campus individuals weekly.

Students

At this time, symptomatic students will be directed to test individually at an off campus provider.

- For Fall 2020:
- Of the students residing on campus at The Suites a total of 100% of this population will be tested weekly.
- Of the students participating in active athletic teams a total of 100% of this population will be tested weekly.
- Of the students in nursing course 100 or 202 with face-to-face on campus instruction a total of 100% of this population will be tested weekly.
- Of the students in high risk face-to-face science lab classes approximately 100 to 300 will be tested weekly.
- The following student populations will be tested in cohort groups whenever possible:
 - Suites residents (166)

- Athletic Teams (~143 athletes who are not Suites residents)
 - Cross-country (8 athletes who are non-Suites residents)
 - Logging Sports (5 athletes who are non-Suites residents)
 - Basketball (10 women and 12 men athletes who are non-Suites residents for a total of 22)
 - Volleyball (9 athletes who are non-Suites residents)
 - Soccer (15 men and ~15 women athletes who are non-Suites residents for a total of 30)
 - Baseball (30-35 athletes who are non-Suites residents)
 - Softball (17 athletes who are non-Suites residents)
 - Men's Lacrosse – (16-17 athletes who are non-Suites residents)
 - Women's Lacrosse – (6-7 athletes who are non-Suites residents)
- High risk face-to-face classes
 - Nursing 100 and 202 with face-to-face instruction (~157 students who are non-Suites residents and not athletes)
 - Targeted Science Labs (485 students who are non-Suites residents, not athletes and not nursing 100/202 students)
- Additional face-to-face populations who may be tested:
 - Culinary 100 and 200 (28 students who are non-Suites residents and not athletes)
 - Art Studio Classes (28 students who are non-Suites residents and not athletes)
 - Paramedic/EMT (Geneva Campus Center sections EMCR71 sections some with start date of 9/20 – 19 students who are non-Suites residents and not athletes)
 - Massage 211 and 215 (7 students who are non-Suites residents and not athletes)
 - Theater TBD
 - Music TBD

Employees

Employee testing shall be on a voluntary basis only unless collectively bargained and agreed to as a term and condition of employment, with the understanding they may be quarantined for up to 14 days. Employees not represented by a CBA shall be tested on a voluntary basis. Employees who are within the same cohorts as the students being tested (e.g. Housing personnel with Suites residents, coaches with athletic team), are invited and encouraged to participate in the pooling at the same time their student cohorts are being tested.

Collection & Pooling Samples

Students

- Suites residents
 - All non-symptomatic Suites residents will be tested on the same day whenever possible.
 - Suitemates will be placed in same pool whenever possible.

- Athletic teams (active)
 - Non-symptomatic individuals on athletic teams will be tested as a team cohort on the same day with teammates in the same pool whenever possible.
- Targeted high risk face-to-face classes
 - Non-symptomatic individuals in targeted high risk face-to-face classes will be tested in as a class cohort in the same pool whenever possible.

Employees

See the Employees section above.

Materials Needed

1. Each collection station will need at least 4 personnel:
 - Personnel for the collection site DO NOT need a medical background (per Upstate).
 - 1-3 Greeters/Monitors to screen and assist students as they arrive
 - 2 Attendants to distribute saliva collection kits and receive completed collections
 - 1 for pooling samples (the Pooler)
2. Two tables for each collection station (one for materials to distribute to individuals being tested and one for pooling purposes)
3. Container of disinfecting lab wipes (1 per station)
4. PPE, including box of disposable paper gowns with cuffed sleeves, box of disposable gloves, face masks and facial shields or goggles (3 each per station) – SEE TRAINING INSTRUCTIONS FOR DONNING AND DOFFING PPE THE END OF THIS DOCUMENT
5. Several tables and chairs for individuals being tested to use near each collection station (spaced 10 feet apart)
6. Transportation container for pool bags of individual swabs
7. Large trash receptacles (1 per station) with bags and ties
8. Social distancing reminder marks and signs
9. Hand sanitizer stands

Upstate Medical University

Associate Vice President of Student Affairs will contact Upstate Medical for the following items which they provide:

- Large instruction cards (5)
- Barcoded swab kits (1 per student)
- Labeled centrifuge pool collection tube (1 per pool)
- Labeled collection bag (1 per pool) sufficient to hold 12 collection tubes
- Tube rack to hold 12 samples and pool collection tube (the Collection Rack) (2 per station)
- Tube rack to hold 96 full/closed pool collection tubes (the Pooled Rack) (1 per station)

- Transportation container and lid for pool bags (each containing 12 empty collection tubes)
- Transportation container and lid for pool collection tubes

PPE & Training

PPE is procured by FLCC's ERMEHS.

Training of testing site staff is developed and conducted by FLCC's ERMEHS or designee and may include the following links to instructional videos also see training for donning and doffing at the end of this document for details:

- Swabbing Technique (students): <https://vimeo.com/447268833/5229da41b6>
- Role of the Greeter and Attendants: <https://vimeo.com/447270240>
- Role of the Pooler: <https://vimeo.com/447269539>

Procedure

1. Students are informed of the process ahead of time via email and faculty/coach/Suites announcements and must participate by due date to be eligible for in-person class attendance and/or to continue to reside at the Suites or students may provide proof within 48 hours of negative COVID-19 testing within the last ten(10) days.
2. FLCC collection areas are noted in the On-Campus Location and Layout section of this document and FLCC will provide personnel to direct pedestrian traffic to and from site and manage student behavior.
3. Students report to swab site location at specific time based on last names or ID numbers or other convention as determined by FLCC.
4. Collection day is determined ahead of time for each campus based on SUNY processing lab reservation and pre-arranged by Associate Vice President of Student Affairs.
5. Prior to the day of testing, students are instructed to create a COVID-19 Surveillance Account and register on- line before testing. (<http://register.suny-covid.com/>).
6. Prior to testing, students are instructed to bring a photo ID card and their personal mobile device to the collection station
7. Students should arrive 30 minutes prior to testing at which point students are instructed not to eat or drink anything, including chewing gum, mints or lozenges, must abstain from smoking, vaping, or using smokeless tobacco products and should not have brushed their teeth or used mouthwash within the past three hours.
8. On the day of testing, students form into lines at their assigned collection stations, maintaining 6 feet distance (reminder signs will be posted).

Collection Day Procedures

1. Masked staff don gloves prior students arriving. Pooler additionally dons gown, and face shield. All staff should be wearing closed toe shoes.
2. Each student approaches Greeter station in turn and with student ID in one hand, and mobile device in other hand. (If students do not have a smartphone, FLCC will have tablets available for student use and will disinfect between students.)

3. Greeter asks the student if they are currently experiencing any COVID-19 symptoms; if yes, the Greeter instructs the student to stop, return home and contact their healthcare provider.
4. Non-symptomatic students are asked to verify that they have not eaten or drank or brushed or used other prohibited substances as instructed. If they cannot verify this, they are asked to exit and return in an hour.
5. Greeter checks if the student has a student ID and mobile device. If not, they are told to come back with both. (If a student does not have a mobile device, FLCC will have tablets available for student use and will disinfect between students.)
6. Greeter checks to make sure the student has started registration of the COVID-19 Surveillance app. Although prior to the day of testing, students were instructed to create a COVID-19 Surveillance Account and register on-line the day before testing. (<http://register.suny-covid.com/>), if the student has not registered, they are told to step aside and register before entering.
7. When prompted, student puts ID away and approaches Attendant #1.
8. Upon arriving at the assigned collection station, students use hand sanitizer.
9. Student launches their COVID-19 Surveillance Account using their own mobile device or FLCC tablet.
10. Student is prompted not to open saliva swab collection device, then handed the device.
11. Student scans or enters the saliva collection kit barcode, linking it to themselves. Scanning should be completed while the collection kit is still packaged.
12. Attendant 1 verifies the student has entered the correct barcode. To do this, student should read barcode from their mobile device or tablet, while Attendant 1 follows on the collection tube. If there are inconsistencies, student is asked to correct them before proceeding.

NOTE: Strict adherence to this procedure #12 is critically important.

13. Attendant 1 prompts student to move to Attendant 2 with their collection swab.
14. Following the guidance of Attendant 2, and instructions provided on the saliva collection kit, student collects saliva from mouth for 10-15 seconds. In order to achieve higher throughput, Attendant 2 can oversee two students at once during this process, if they are able to monitor effectively while maintaining proper social distancing.
15. Student tightly closes the tube, and shakes the tube vigorously 10x to mix with stabilizing reagent.
16. If collection is successful, student hands tube to Attendant 2. Once prompted by Attendant 2, student will finalize their registration. Otherwise, collection tube is discarded in the trash and student returns to Attendant 1's line.
17. Attendant 2 adds collection tube to Collection Rack; once 12 samples are in this rack, Pooler retrieves rack and transfers it to the pooling table. (Saliva samples should be grouped into pools of 12 wherever possible. (If on occasion it is not feasible to have a pool of 12 samples, you may create a pool with as few as 6 samples. Upstate based the price that it is offering this testing at on most pools containing 12 samples. There may be an additional charge if there is a significant number of pools with fewer than 12 samples to cover Upstate's increased costs in performing the testing. In no event should you create a pool of more than 12 samples.)
18. For each of the 12 samples in the collection rack, Pooler twists opens the lid, squeegees the liquid from the swab by twisting it against the inside of the sample

- collection tube and then transfers the entire liquid contents from the collection tube to a secondary barcoded pool tube.
19. Pooler twists closed each original sample tube **tightly** and adds it to the labeled common pool collection bag.
 20. Common pool tube stays in the collection rack until it has received samples from 12 students.
 21. With the addition of the 12th sample, the pool tube is **sealed tightly** and the exterior of the pool tube is wiped with a disinfectant wipe.
 22. Pooler verifies that the common pool tube and pool collection bag (which now contain 12 empty individual collection tubes) have the same label and places the common pool tube in the Pooled Rack; the pool collection bag (containing the 12 empty individual collection tubes) is set aside for transport to SUNY Upstate.
 23. After each pool collection is complete, the Pooler changes gloves or uses a disinfecting wipe to vigorously clean their gloves before handling the next set of pool tubes.
 24. Clean up collection site, remove PPE, wipe down face shield (and tablet if used) with a fresh disinfecting wipe, and collect waste with double glove procedure.
 25. Complete the SUNY log sheet (end of this plan) each time you return pooled tubes to the lab at SUNY Upstate. This can be filled out electronically and printed or hand written. If possible, please tape the log sheet to the side of the bin so that Upstate staff are able to read printed information through the plastic.
 26. After all pools are completed, pool tubes and pool collection bags (containing 12 empty saliva collection vials) are transported by FLCC Facilities personnel to SUNY Upstate processing lab (if UPS shipping is considered, contact surveillance.testing@quadrantbiosciences.com for UPS account). Pool sample tubes must be kept out of direct sunlight and held at room temperature.

NOTE - For next day results, the samples must be received by SUNY Upstate by 3 pm or will not be tested until the following morning. (*Tests takes about 4 hours to process. Best case would be tests delivered M-F by Noon, the test would be completed by late afternoon and resulted the next morning; therefore, an 18 hour turnaround*). SUNY Upstate can receive samples from 8 am until 7 pm at the Institute for Human Performance, 505 Irving Ave., Syracuse, NY 13210. Delivery should be made through the rear building entrance (accessible through the garage entrance facing Madison St). Free parking is provided in the garage for up to 30 minutes. FLCC should contact Rhianna Ericson via email at EricsonR@upstate.edu or by phone/text at 540-903-5514 to confirm time and date of deliveries.

Data Collection Tracking

Data collection of the daily testing schedule and daily individuals tested is managed by the Associate Vice President of Student Affairs, Sarah Whiffen at sarah.whiffen@flcc.edu.

Data management is performed with an Excel spreadsheet.

Following the overall testing plan:

- A daily pooled testing schedule is developed using an Excel spreadsheet.
- On a confidential spreadsheet, individuals in the populations to be tested are identified and organized by day of testing and cohort.

- Duplicates are removed, allowing for an individual to be tested with only one cohort weekly recognizing that an individual's affiliation may change as the semester progresses (athletic team rosters, etc.)
- Our aim is to communicate with these individuals at least one week in advance to let them know of their testing requirement, location, time and reminders of the process.
- As daily testing collection is completed, the individual's personal identification and sample identification are reconciled.
- Reconciliation of the individuals who are required for testing and those who completed the testing occurs.
- Individuals who did not show up for testing are contacted to make arrangements as detailed in this plan.

*We are exploring additional options beyond Excel for data management of our testing process.

Response to Results

Negative Pool

- All individuals in pool are presumed to be negative for COVID-19.
- SUNY Upstate will report to FLCC when a pool is negative.

Positive Pool

- SUNY Upstate will report back to FLCC when a pool is positive.
- Upon receipt of positive pool results, individuals in the pool will be required to provide individual negative COVID-19 test results to the Student Health or Office of Housing and Residential Life.
- When possible, FLCC will work with SUNY Upstate to conduct the individual tests from the pooled sample; however, individuals may provide us, via submission to Student Health or Office of Housing and Residential Life, a negative COVID-19 result from another location.

Positive Individual

- See Isolation and Quarantine section of this document in the following sections.

Off-Campus Testing

If an individual seeks an off campus individual test and does not have a primary care provider, there are two local options:

- **UR Medicine Urgent Care.**
 - Call first (585) 978-8240 to schedule an appointment
 - The address is 699 S. Main Street, Canandaigua, NY 14424 (the Old Wegmans Plaza)
- **WellNow Urgent Care**
 - Call first to schedule an appointment (315) 230-4074
 - The address is 1 White Springs Rd, Geneva, NY 14456 (Town & Country Plaza)

Isolation & Quarantine

The coordinator of the on campus isolation and quarantine process is the Housing Resident Director (RD), Gretchen Holman, who will coordinate any required moves for quarantine and/or isolation (Q/I) within the residence hall.

The backup coordinator for the isolation and quarantine process is the Assistant Director of Housing and Residential Life, Courtney Owen, who will serve in RD's absence.

There are 22 Q/I rooms available at The Suites at Laker Landing. However, it is possible that an individual currently residing alone in a suite could quarantine or isolate in place or if both suitemates must quarantine or isolate at the same time they could potentially quarantine or isolate in place.

Upon receipt of positive pooled results, individuals in the pool will be required to provide individual negative COVID-19 test results to Student Health or Housing. As stated above, when possible, FLCC will work with SUNY Upstate to conduct the individual tests from the pooled sample.

Upon receipt of positive individual test results, an individual will be instructed to follow their healthcare provider's guidance and to isolate and provide individual negative COVID-19 test results to Student Health or Housing. Off campus students will be instructed to isolate at their off campus residence. If an off campus student does not have a proper quarantine or isolation location, Ontario County Public Health will work with the student to locate temporary housing.

The following protocol will be followed for on campus Suites residents who need to quarantine or isolate:

- Intake
 - Housing will be notified by College or Ontario County Health designee that a resident has been identified for Q/I.
 - College or Ontario County Health designee will notify resident that resident is required to quarantine or isolate.
 - Housing will follow up with resident to ensure resident is prepared for Q/I and will execute Q/I detailed procedures outlined in the Housing Q/I Plan which is included at the end of this document.
- Care throughout duration
 - The Housing Isolation Guide provides residents with resources and contacts to meet the following needs: Academic, Cleaning, Food, Counseling, Mail, Garbage, Maintenance, Wi-Fi/Internet, Laundry, Transportation, and Miscellaneous and is included at the end of this document.
- Release
 - Housing will be notified by College or Ontario County Health designee that a resident has been released from Q/I.
 - Housing will notify resident when resident is released and execute Q/I detailed procedures outlined in the Housing Q/I Plan which is included at the end of this document

Should an on campus student in quarantine or isolation require non-emergency health care, Ontario County Public Health will be contacted to provide assistance.

With only 22 quarantine/isolation rooms available, FLCC does not have an IT platform for tracking remaining capacity for isolation and quarantine.

Contact Tracing

Contact tracing is managed by Ontario County Public Health for our on campus residents and our main campus:

- Kate Ott, Director of Preventive Services, Ontario County Public Health, kate.ott@co.ontario.ny.us
- Debra Trickey, Ontario County Emergency Management, 585.396.4310, Debra.Trickey@co.ontario.ny.us

Campus centers contact tracing will be managed as follows:

- Wayne County Public Health
 - Diane Devlin, Director of Public Health, 315.946.5749, DDevlin@co.wayne.ny.us
- Yates County Public Health
 - Sara Christensen, Deputy Director Public Health, 315.536.5160

On-Campus Location and Layout

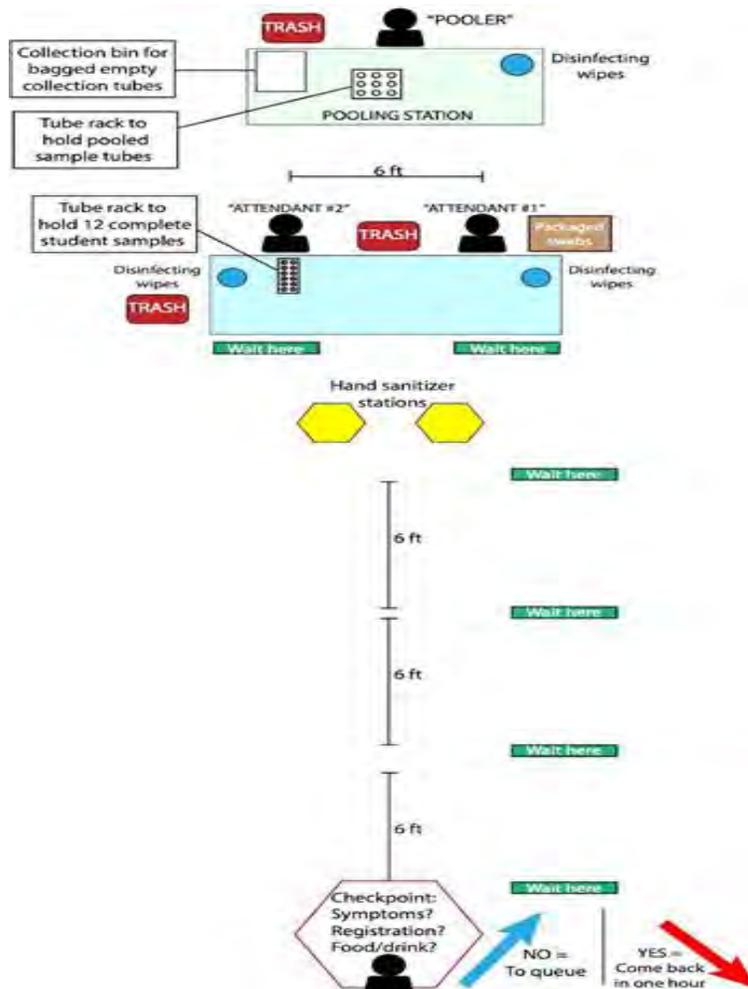
Testing Locations for Main campus may include and are not limited to:

- The Gym
- The Pavilion
- Stage 14
- Other as necessary

Campus Centers will also be locations for testing sites.

Each location will have a waiting queue spaced at six foot as necessary.

The following diagram is an example of how a collection station will be set up (NOTE - Variations of this setup might include moving the Pooling Station to a separate room in order to achieve greater social distancing around the Attendant's Station):



Waste Water Testing and Monitoring

FLCC recognizes that through ongoing sampling and monitoring of results, wastewater treatment data becomes a resource for tracking the prevalence of infections and where there may be potential spikes in COVID-19 cases. This information could prove valuable in mitigating the spread of the virus and/or to ensure we have the resources ready to respond.

The College is currently exploring the potential to conduct wastewater testing at our Suites facility as part of a wastewater monitoring program. FLCC's Enterprise Risk Management and EHS department has had several preliminary conversations with potential environmental service providers of wastewater testing, analysis and monitoring. We have begun with an internal a review of the as built drawings for our Suites residence hall. This internal review has identified one location in our Suites where wastewater testing of a clean out is possible. If we are able to proceed with testing, we would test twice per week. A positive wastewater test would cause us to quarantine our residents until we have confirmed negative results for individuals, either via individual or pooled sampling.

Donning & Doffing for Testing Protocols & PPE

The videos below were taken from the CDC's guidance for Ebola PPE. Some items referenced are not worn for COVID-19 testing.

- Donning (putting on) PPE

- Perform hand hygiene (20 second video)
- Put on isolation gown (1 minute 24 second video)
 - *inner gloves are not worn for COVID-19 testing
- Put on disposable mask (1 minute 6 second video – first 27 seconds are for donning)
- Put on face shield (41 second video)
 - N95 mask and surgical hood are not worn for COVID-19 testing.
- Put on disposable gloves (16 second video)
 - only one pair of gloves are worn for COVID-19 testing
- Doffing (removing) PPE
 - Disinfect your gloves (23 second video)
 - Doff (remove) & discard disposable gloves (51 second video)
 - Perform hand hygiene (video from donning step 1)
 - Remove & dispose face shield (23 second video)
 - The actor in this video is wearing gloves because two pair of gloves were worn. Only one pair is worn for COVID-19 testing.
 - Perform hand hygiene (video from donning step 1)
 - Remove & dispose isolation gown (54 second video)
 - The actor in this video is wearing gloves because two pair of gloves were worn. Only one pair is worn for COVID-19 testing.
 - Perform hand hygiene (video from donning step 1)
 - Remove & discard disposable mask (1 minute 6 second video – doffing procedures start at 28 second mark)
 - Perform hand hygiene (video from donning step 1)
- Protocol Summary
 - The CDC provides a PPE sequence chart at the link below which summarizes the instructions in a one page donning document and two versions of a one page doffing document:
 - <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

I acknowledge that I have read and reviewed the material above for donning and doffing PPE.

Print name: _____

Signature: _____

Date: _____

Addendum #3 Housing Quarantine/Isolation Plan

Definitions:

Q/I – Quarantine/Isolation

Quarantine- Quarantine refers to the practice of confining individuals who have had close contact with a COVID-19 case or are suspected of having contracted COVID-19 to determine whether they develop symptoms of the disease. Quarantine for COVID-19 should last for a period of 14 days. Residents identified for Quarantine will be exclusively housed unless space is unavailable or the “family unit” definition is being used to manage residents within shared units.

Isolation- Isolation refers to the practice of confining individuals who are a confirmed COVID-19 case to prevent contact with others and reduce possible transmission. Isolation for COVID-19 ends when the individual meets pre-established clinical and/or testing criteria for release from isolation, in consultation with clinical providers and public health officials. Isolation for COVID-19 should last for a period of at least 10 days. Residents identified for Isolation may be house together unless space is unavailable or the “family unit” definition is being used to manage residents within shared units.

Quarantine/Isolation Spaces:

The following spaces in The Suites at Laker Landing have been set aside for Q/I:

All eleven (11) are 2-bedroom units

104 – A/B Section

131 – D/E Section

132 – D/E Section

223 – C Section

225 – C Section

227 – D/E Section

229 – D/E Section

323 – C Section

325 – C Section

327 – D/E Section

329 – D/E Section

Protocol for Reassignment

Step 1) Student Identified as COVID-19 Positive/Suspected

- Housing is notified by College or Ontario County Health Department that a student is confirmed being positive with COVID-19.
- Isolation: In consultation with Ontario County Health Department, resident who is identified for isolation will be offered to either:
 1. Go home (if resident can leave/be picked up within 24 hours)
 - Must remain within bedroom until departure
 2. Stay at The Suites and be moved to a Q/I space in the building until the resident’s isolation timeline has been fulfilled and has met the pre-established clinical and/or testing criteria for release from isolation
- Quarantine: In consultation with Ontario County Health Department, resident who is identified for quarantine will be offered to either:

1. Go Home (if resident can leave/be picked up within 24 hours) for 14 days or until they have been confirmed negative by a test - Must remain within bedroom until departure
2. Stay at The Suites and be moved to a Q/I space in the building for 14 days or until the resident produces a negative test and has been released from quarantine
3. If quarantined within The Suites, resident to review Isolation Information and Service Guide and SUNY Uniform Sanctions for COVID-19 Student Violations with Housing staff and agree to abide by them.
 - The suitemate of a resident who is relocated for isolation or quarantine may be quarantined and/or isolated within the assigned suite if deemed necessary. The suitemate does not need to be relocated to a designated Q/I unit.
 - Multiple Q/I within a single suite:
 - o If both residents within a suite are identified for quarantine, one of the residents will be relocated to a Q/I designated unit and the remaining resident will quarantine within the assigned suite.
 - o If both residents within a suite are identified for isolation, both may remain in the assigned unit until released from isolation.

Step 2) Choosing & Prepping Room (Amenities)

- Once a resident is identified for Q/I, the closest available Q/I unit to the resident's suite will be chosen for ease and efficiency of the move.
- Amenities: The Q/I space will have the following amenities in the room before the resident's arrival:
 - o Toilet paper, shower curtain, trash can (1/bdrm) and liners
 - o Housing Isolation Guide: provides residents with resources and contacts to meet the following needs: Academic, Cleaning, Food, Counseling, Mail, Garbage, Maintenance, Wi-Fi/Internet, Laundry, Transportation, and Miscellaneous and is included at the end of this document.

Step 3) Moving the Student to Q/I Space

- Notification and Timeframe
- Once the Q/I unit is identified for the move, the student will be notified by phone and given instructions to prepare for relocation.
 - o One hour window
 - o Suggested packing list
 - o How to access Q/I unit
 - o General information
 - o Resident must don mask when packing & moving
 - o Must notify Housing once prepared to execute move
 - o Must notify Housing once relocated
- Packing List (provide suggested packing list)
 - o Enough clothing for two weeks
 - o Toiletries
 - o Linens (towels, sheets, pillow, pillowcases, etc.)
 - o Medications

- Laptop & school supplies
- Cooking & eating utensils, cups, and plate
- Food
- Access to Q/I Unit
 - RD will drop off room key to resident once resident is prepared to execute the move
 - Q/I bedrooms will be locked
- Assistance
 - Resident must move self; no assistance from staff or residents is permitted
 - Cart provided - Used cart left outside Q/I unit for pickup and disinfection
 - Escort via RD to Q/I space
- Sanitizing Follow-up
 - Elevator, door handles, etc., as necessary
 - Cart collected by maintenance and stored for sanitization

Step 4) Services for Resident (details provided in Isolation Guide)

- Academic Support
- Mail (Housing)
- Garbage (Housing)
- Maintenance (Housing)
- Food (CSC)

Step 5) Resident is Released

- Resident is released following College or Ontario County Health Directives

Step 6) Moving Resident Back to Originally Assigned Suite

- Resident must be cleared by Ontario County Health before being released from Q/I and allowed to return to assigned suite.
- Exception: A resident released from quarantine in a Q/I unit may not return to the assigned suite if the resident's suitemate is in active quarantine or isolation within the assigned suite.
- Return to Assigned Suite:
 - RD coordinates time for move
 - Cart provided
 - Keys placed in key drop box by resident

Step 7) Sanitizing Space

- Housing will notify College Facilities of need to clean and disinfect Q/I unit.
- College Facilities will clean and disinfect unit and notify Housing once complete
- Housing will refresh with TP and trash can liners, etc.

Residents Arriving from Out-of-State

Residential students (The Suites at Laker Landing) whose permanent address is outside of the State of New York will be required to follow the New York State COVID-19 Travel Advisory: arrive and quarantine as outlined in the Appendix.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Isolation Information and Service Guide

GENERAL INFORMATION

Why do I need to isolate?

Isolation slows the spread of the COVID-19 virus by decreasing your risk of passing the virus to others. Residents identified as positive for COVID-19 through a direct individual test or as potentially positive for COVID-19 through a Pooled Surveillance test are required to isolate.

Am I allowed to go out?

You are required to remain in your assigned living area until given notice that your Isolation has ended from Ontario County Public Health. During this time, you may not leave your unit except for medical appointments, including other testing.

- Do not attend in-person classes, work, worship services, public events, or leave for walks or any outdoor activity.
- If you live with a suitemate, remain in your bedroom as much as possible and limit activity in your common area.
- You must wear a mask outside your bedroom.
- If you leave your assigned living area for appointments, wear a mask and wash hands prior to departing.

When can I leave Isolation?

Residents will be notified when their Isolation has ended. Ontario County Public Health will work directly with the College, Association Housing, and residents in Isolation to determine when certain clinical criteria are met for release from Isolation. This typically occurs 10 days from the onset of symptoms or notification.

What about classes?

You are not to attend in-person classes. You must contact your instructors if you have in-person classes.

- It is NOT required of you to disclose any specifics; however, the individual instructor may ask you for an *After Visit Summary*.
- Email the instructors and inform them you are ill and unable to attend in-person. Ask for remote access (if available) and assignments.
- If you need further assistance contact Sarah Whiffen, AVP of Student Affairs (sarah.whiffen@flcc.edu or 585- 785-1284)

SELF-CARE/EMERGENCY INFORMATION

Self-Care/EMERGENCY Information

Contact a care provider if you experience other symptoms of concern or for medical consultation:

- Your Primary Care Physician
- Ontario County Public Health 585-396-4343

- New York State Coronavirus Health Hotline 888-364-3065
- Student Health Services 585-785-1297 or studenthealth@flcc.edu
- Campus Police 585-785-1211 (health emergencies)
- 911 (General Emergencies)

Fire Evacuation Requirements

Should The Suites at Laker Landing fire alarm sound, you **must** evacuate via the closest available exit.

- Be sure to wear your mask.
- Residents in Isolation are required to rendezvous across Laker Lane on the grass adjacent to A Lot. **Do not rendezvous by the tennis courts with other evacuating residents.**
- You will be notified by Housing staff when you may re-enter the building.

SERVICE/ASSISTANCE INFORMATION

Cleaning

Please regularly clean and disinfect your living area, especially the bathroom and high touch points such as doorknobs, faucet and appliance handles, light switches, and counter tops. If you run out of disinfectant cleaner, please contact housing@flcc.edu.

Food Needs

If you are in need of food, complete the Food Cupboard Request or scan the QR code: https://flcc.formstack.com/forms/food_cupboard. If you have any questions regarding the Food Cupboard, contact the Office of Community Standards and Counseling at standards@flcc.edu.

Counseling

The Office of Community Standards and Counseling offers virtual/remote services and provides links on their website to extensive information on a wide variety of personal development and mental health related topics (flcc.edu/judicial).

Call or email to set up an appointment: standards@flcc.edu or 585-785-1211.

Mail

Mail will be delivered to your door at designated times (RD will email you). There will be no means to send outgoing mail. Please let Housing know ahead of time if you are expecting any high priority packages, such as medication.

Garbage

Housing will arrange for garbage pick-up on a weekly basis. Please await further instruction. Contact housing if you need additional trash bags.

Maintenance

For any maintenance needs, please fill out the following work order or scan the QR code: <https://forms.gle/ApTYMybUZt5q9jqn8>

For Emergency Maintenance (overflowing toilet/leak, etc.) please immediately call the RD during the day (585-393-6421) or the RAs on Duty after 5pm (585-698-6931/585-698-6936).

If Maintenance needs to enter the space, you must remain inside your room until Maintenance has left, or otherwise instructed.

Wi-Fi/Internet

Having Wi-Fi or connectivity issues? Complete a Wi-Fi/Internet service request at this link or scan the QR code: <https://flcs.gigtelecom.com/form2.html>

Laundry

If you run out of laundry, contact Housing for details on available Laundry Services at cost: for Laundry Services, there is a charge \$19.50 PLUS \$1.99 per pound, with a 5 day turnaround time for quarantine, wash, dry, and delivery.

Transportation

If you do not have your own transportation and need to get to a medical or testing appointment, please contact studentaffairs@flcc.edu.

Miscellaneous Needs

Contact housing@flcc.edu for toiletries, medication pick-ups, or any miscellaneous needs not listed above.

Addendum #4 Fall Departure Plan

Required Submissions to SUNY	Please note the outline alpha-numeric sequence follows the SUNY 11 03 20 ReOpening Guidance with the Chancellor's October 26, 2020 SUNY Mandatory Testing for Fall 2020 Semester Closing Guidance
	<ol style="list-style-type: none"> 1. Fall Departure Plan - FLCC has submitted and SUNY has approved our Fall Departure plan, 11/12/2020 2. Notifications - FLCC understands that all notifications of in-person courses in approved categories and/or requests for exceptions for in-person courses to be held prior to February 1 (for both winter and spring terms) must be submitted no later than December 1, 2020 to provost@suny.edu. 3. Exceptions - FLCC understands that requests for exceptions to the spring break policy should be submitted no later than December 1, 2020 to provost@suny.edu. 4. Winter and Spring Term Plan - This updated FLCC plan for winter and spring terms will be submitted for review to Valerie Dent at Valerie.dent@suny.edu no later than December 10. 5. ReOpening Plan - FLCC understands that we need only submit changes and updates to the previously SUNY approved fall campus reopening plan, including those elements that specifically address requirements in this guidance by December 10, 2020. Note - will we include reference to the Uniform Sanctions and the updated NYS travel guidance as well as any updates to our practices/procedures. 6. Number of Students over Thanksgiving - FLCC understands that we need to submit to SUNY during the week of November 16, 2020 the number of students who will remain on campus over the Thanksgiving break. 7. Face-to-face - FLCC provided to SUNY the number of students in face to face instruction following Thanksgiving break as part of our Fall Departure Plan.
1. Testing and Monitoring	
A. Departing Campus in Fall	
Referencing the Chancellor's October 26, 2020 SUNY Mandatory Testing for Fall 2020 Semester Closing Guidance:	<p>Mandatory Testing of Students.</p> <ul style="list-style-type: none"> • Before Thanksgiving Break All students taking at least one class on campus, utilizing services on campus (e.g. library, gym, dining), or working on campus within 10 days before Thanksgiving break must receive a COVID-19 test within 10-days prior to the campus closing on-campus instruction and services for Thanksgiving break. For the purposes of this section, an antibody test would not suffice. See attached Fall Testing Schedule. • Upon Return from Thanksgiving Break

NOTE: Following Thanksgiving break, FLCC has limited face to face instruction to 26 credit courses/442 students; 15 Adult Basic Education (ABE) courses/33 students and 7 workforce courses/79 students (most workforce courses are mini 2-day courses).

- Before the End of the Semester

FLCC's testing schedule includes testing students who reside on campus, have been on campus for in-person instruction or to use campus facilities during the 2 weeks before the end of the Fall 2020 semester during the 2 weeks before the end of the semester. See attached Fall Testing Schedule.

- Failure to Test

Should a student fail to test, SUNY Uniform Sanctions will apply.

Exceptions. The following students may be exempted from the mandatory testing:

- a. Non-residential students not taking any classes on campus nor utilizing any in-person campus services (e.g. library, gym, dining)—i.e. fully remote students.
- b. Students providing documentation to the campus of a COVID-19 diagnostic result within the 10-day period.
- c. Students providing documentation to the campus of a previous positive COVID-19 diagnostic result within the prior 3 months.

Testing of Faculty and Staff. We strongly recommend faculty and staff get a test during the same period. See attached Testing Schedule.

Continuation of Comprehensive Testing. Because FLCC already has in place a more frequent and comprehensive testing program – weekly pooled saliva testing for all residents and face-to-face practicing athletes – then that extant SUNY approved testing schedule will remain. See attached Testing Schedule.

Scheduling Options to Consider. To the extent possible, and to limit potential exposure, FLCC will schedule a test as close to the student's departure date, which incorporates the time necessary to receive a test result. FLCC will consider allowing residential students to leave campus as soon as they receive a negative test in consultation with their local health department.

Emphasis of Safety Protocols. FLCC will reinforce to students that they should limit contact, wear masks, and practice social distancing upon taking their COVID-19 test and departure in order to avoid any potential exposure, and explicitly encourage them to continue to practice such precautionary measures even when they have departed from campus in the time between semesters.

If a student tests positive during the 2 weeks before the end of the semester, isolation plans are as follows:

	<ul style="list-style-type: none"> • Students who test positive and wish to isolate at home will be evaluated on a case by case basis by the county health department. • Stay at The Suites and be moved to a Q/I space in the building until the isolation timeline has been fulfilled and resident has met pre-established clinical and/or testing criteria for release from isolation. • Off campus students will follow the requirements of their local county health department related to isolation, and timing of travel and/or returning to campus.
B. Students Remaining on Campus	
	<ul style="list-style-type: none"> • FLCC will implement a process to allow students to request permission to remain on campus after the fall semester ends and/or during the winter term. • FLCC will develop a plan for those students who are pre-approved to so remain. • This plan will include daily monitoring and COVID-19 testing and any necessary isolation and quarantine protocols, including confirmation that students have access to meals and/or meal preparation facilities. • FLCC will ensure services are available with a special focus on monitoring the student’s mental and physical well-being while residing on campus by working with clubs and organizations focused on these topics (e.g. Active Minds). • Furthermore, these students will sign an acknowledgement of the rules that will govern their stay, whether it is an addendum to the housing license or another stand-alone document.
C. Returning to Campus for Winter and Spring Terms	
	<p>Students returning to campus or attending courses on campus for the winter and spring 2021 semester will be tested for COVID-19.</p> <p>FLCC will develop plans to phase in the safe return of students to accommodate the testing and other health and safety requirements. See sections below for detail.</p> <p>FLCC understands that it is strongly recommended that faculty and staff working on campus are pre-tested before returning to campus.</p>
i.	<p>All students, faculty and staff will be prescreened for travel history, COVID-19 history and COVID-19 symptoms two (2) weeks prior to return using the CampusClear app.</p> <ul style="list-style-type: none"> • Suites residents will be required to complete the daily screening app beginning on Sunday, January 10, 2021. • Off campus students coming to F2F courses will be required to complete the daily screening app beginning January 18, 2021. • Faculty and staff who are returning to campus will be required to complete the daily screening app beginning January 18, 2021. • Staff who will not break for the holiday will continue to use the daily screening app.
ii.	<p>Upon returning for winter and/or spring 2021 on-campus activities, any student who will (1) live on campus, or (2) take at least one class on campus, or (3) utilize services on campus (e.g. library, gym, dining), or (4) work on campus, must:</p>

	<p>a.) Submit an attestation that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus; and either</p> <ul style="list-style-type: none"> i. Present evidence of a negative COVID-19 test taken within three (3) days prior to return or participate in on-campus COVID-19 SUNY pooled testing prior to Spring semester beginning, or ii. Present documentation of a positive diagnostic result for COVID-19 from the prior 3-month period. <p>b.) Inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19 (this notification to campus should not replace reporting to a health care provider or local health department).</p> <p>c) The following limited exemptions may be allowed, based on health department guidance, for the seven (7) day precautionary quarantine stated above:</p> <ul style="list-style-type: none"> i. Health Professions students designated as “essential employees” may not be required to quarantine. ii. Commuter students who are employed may apply to the campus designee for a limited exemption to allow them to work during the quarantine. To qualify for the exemption, such students will need to document the COVID-19 safety protocols of their employers. Also, the exemption will only apply to their ability to work. When not working, the students will be expected to quarantine from others. Campuses must keep specific information on the number of exemptions approved for the semester and be able to report to SUNY system. FLCC will work with our local health department and seek their guidance on exemptions.
iii.	<ul style="list-style-type: none"> • FLCC will resume surveillance testing as soon as students return to campus, pursuant to the individual campus testing plans incorporated into the campus reopening plans and SUNY’s Mandatory COVID-19 Testing Program as announced on September 4th, 2020. • All students, faculty and staff who live on campus and/or plan to be on campus regularly (including instruction, co-curricular activities, and meetings) shall be tested regularly. <ul style="list-style-type: none"> ○ For Winter semester, on campus SUNY Pooled Testing for residents and employees will occur beginning on December 28, 2020. <ul style="list-style-type: none"> ▪ Residential students will be required to participate weekly testing. ▪ Face-to-face on-campus employees in CSEA and Professional unions will participate once every three weeks. ▪ Other face-to-face on-campus employees are strongly encouraged to participate in weekly testing. ▪ No athletics are active during winter semester. ○ For Spring semester, <ul style="list-style-type: none"> ▪ All face-to-face students will participate in on-campus SUNY Pooled Testing prior to Spring semester classes starting which will begin on Tuesday, January 19 and run through Friday, January 29, 2021 at Main Campus and campus centers.

	<ul style="list-style-type: none"> ▪ Suites residents will participate in weekly on-campus SUNY Pooled testing throughout the semester beginning January 25 and 26 and will then quarantine in their suite until classes begin on February 1, 2021. ▪ Residential students will be tested weekly beginning 1/25/2020 through the end of the semester. ▪ Nursing students in experiential learning and active athletes will participate in weekly on-campus SUNY Pooled testing throughout the semester beginning February 1, 2021. ▪ Face-to-face on-campus employees in CSEA and Professional unions will participate once every three weeks. ▪ All face-to-face on-campus employees are strongly urged to participate in on-campus SUNY Pooled Testing prior to Spring semester classes starting which will be offered Tuesday, January 19 and run through Friday, January 29, 2021 at Main Campus and campus centers. ▪ All face-to-face on-campus employees are strongly urged to participate in on-campus SUNY Pooled Testing weekly throughout the Spring semester at Main Campus and campus centers. ▪ For all other cohorts, non-mandatory on-campus SUNY Pooled Testing will continue weekly; however, on-campus SUNY Pooled Testing will be mandatory at least once monthly throughout the Spring semester as follows: <ul style="list-style-type: none"> • February 1 through 5 Monday through Friday at Main Campus • February 8 through May 14 Mondays through Thursdays at Main Campus and variably at campus centers.
iv.	In cases of possible exposure to COVID-19 on campus, FLCC will follow Centers for Disease Control and Prevention guidance Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs), specifically the section “Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak”.
v.	Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State will: <ol style="list-style-type: none"> 1. follow the New York State Travel Advisory (see https://coronavirus.health.ny.gov/covid-19-travel-advisory) <u>specifically</u> self-quarantine pursuant to the terms of the guidance—whether living on- or off-campus—and, 2. attest that they have submitted the New York Traveler Health form (https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form) and, 3. will follow the guidance of the governing local health department related to quarantine/isolation, testing and timing of returning to campus.
vi.	Any student, faculty, or staff testing positive for COVID-19 will: <ul style="list-style-type: none"> • isolate and • follow the New York State Department of Health Order on isolation and • follow the guidance of the governing local health department on length of said isolation and timing of return to campus.

vii.	<ul style="list-style-type: none"> FLCC will confirm there is appropriate quarantine and isolation space for on-campus residential students in accordance with the individual campus reopening plans. Details about our quarantine and isolation spaces may be found in our Spring 2021 Re-Opening Plan for The Suites at Laker Landing which is appendix D in our FLCC COVID-19 Re-Opening Plan updated for Spring 2021 and will be placed in January 2021 on our website, www.flcc.edu.health-update/. FLCC will work with the governing local health department to assist with quarantine and isolation space for off-campus students if necessary.
2. Mode of Instruction	
A. Winter 2020-21 term	
	<ul style="list-style-type: none"> Instruction for the winter term will be fully remote with the exception of courses such as clinical practicum, research and applied learning that require physical presence. FLCC will notify SUNY System Administration of any courses which fall into the above categories of requiring in-person instruction to provost@suny.edu. <p>For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to hold any other in-person instruction.</p> <p>On campus density will be minimized to the maximum extent practicable and consistent with DOH guidelines.</p> <p>For all on-campus students, faculty and staff, FLCC will maintain surveillance testing at the percentage level of our approved reopening plan. See attached Fall Testing Schedule.</p>
B. Spring 2021 Term	
Spring term classes start February 1 in order to minimize additional risks associated with influenza season.	
i.	<ul style="list-style-type: none"> If necessary, FLCC may allow students to return to campus prior to February 1 in order to meet the mandatory testing requirement outlined above.
ii.	<p>FLCC will notify SUNY System Administration of any courses which fall into the these categories:</p> <ul style="list-style-type: none"> Acceptable in-person instruction includes licensed professional practicums, teaching practicums, laboratory research, and other types of hands-on applied/experiential learning that takes place in specialized facilities and/or requires specialized equipment. For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to begin in-person instruction prior to February 1. <p>Both notification and/or requests for exceptions will be submitted no later than December 1, 2020 to provost@suny.edu.</p>
iii.	Modes of instruction will ensure safe on-campus density consistent with NYS and local county health department guidelines.

	FLCC will be prepared to execute fully remote plans if we meet the threshold for a mandatory pause on in-person instruction as outlined in the Supplemental Higher Education guidance from the New York State Department of Health (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/HigherEducationSupplementalGuidance.pdf).
iv.	If FLCC makes a mandatory pause, expectations for students will be clearly communicated to students prior to the beginning of the semester.
C. Remote Instruction	
FLCC will work together with campus governance processes and in collaboration with its faculty and support staff to ensure that remote instruction meets or exceeds expectations of regular and substantive interaction.	
i. Transparency	Before the beginning of each semester, FLCC will publish on our website the percentage of courses which will be offered in-person and virtual.
ii. Regular interaction	FLCC will ensure that there is opportunity for substantive interactions with our students on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course or competence, will monitor the student's academic engagement, and success, and will 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 monitoring or upon request by the student. Instructors are required to have 3 hours per week of live office hours and 3 more hours per week of quick response office hours (10 minutes to respond to any question posed by students).
iii. International Students	<ol style="list-style-type: none"> 1. FLCC will make all reasonable efforts to accommodate the needs of international students completing coursework from other time zones, e.g. – opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities. 2. Instructors also communicate with students via Starfish progress surveys which occur three times per semester. 3. In Fall 2020 FLCC started a mid-term grade pilot project which ensures that students truly understand their academic progress in their courses. This pilot project works by utilizing the Blackboard Gradebook, passing information to Starfish, and then having our Professional Academic Advisors reach out to students who had mid-term grades below a 70%.
iv. Substantive interaction	FLCC will engage students in teaching, learning and assessment, consistent with the content under discussion, while also including at least two(2) of the following: <ol style="list-style-type: none"> a. Direct instruction, b. Assessment and/or feedback on a student's coursework, c. Information and/or responding to questions about the content of a course or competency, d. Facilitation of group discussion regarding the content of a course or competency, or e. Other instructional activities approved by FLCC's institutional or program accrediting agency.
v. Disabilities and accommodations	<ul style="list-style-type: none"> • FLCC will continue to work with faculty to equip them with the knowledge and skill to support remote learning of students with disabilities. • FLCC will remind faculty members that the standard process for requesting academic accommodation will continue to apply, no matter the mode of instruction.

	<ul style="list-style-type: none"> FLCC has immediate captioning available in VoiceThread and utilizes Rev.com for overnight transcription and captioning services.
vi. Orientation/ training	<p>FLCC will work to ensure that all faculty and students have access to orientation/training opportunities to familiarize them with instructional technologies and remote pedagogies, especially those faculty for whom such technologies/pedagogies are new and those students in vulnerable populations:</p> <ol style="list-style-type: none"> Faculty orientation/training will be by January 23, 2021. Student training will be by January 25, 2021.
vii. Advising	<p>FLCC will continue to provide proactive and regularized advising interventions for all academic programs in such manner that prioritizes student success.</p>
viii. SUNY instructional support	<p>FLCC will utilize instructional support provided by SUNY at https://online.suny.edu/covid19/ as necessary. FLCC also utilizes the SUNY Online Helpdesk to ensure that students and faculty have the support they need in the online environment. FLCC also utilizes the SUNY Online Application Services team to ensure that our systems are stable, updated as needed, and that we have the appropriate teaching tools installed.</p>
3. Academic Calendar	
A. Spring Term Start Dates	
	<ul style="list-style-type: none"> Spring semester classes start February 1. Face-to-face instruction for spring term will not occur on campus prior to February 1. Pursuant to Section 2 above, FLCC will notify SUNY System Administration of any courses which require in-person instruction prior to February 1st (e.g. clinical practicums, research, and applied learning experiences). Any spring term start dates prior to February 1 will be requested for approval by SUNY Administration, provided all instruction occurring prior to February 1 is delivered in a fully remote format other than exceptions as previously noted in Section 2. For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to begin in-person instruction prior to February 1. Both notification and/or requests for exceptions must be submitted no later than December 1, 2020 to provost@suny.edu.
B. Spring Break	
	<ul style="list-style-type: none"> FLCC will not have a 2021 Spring Break and may build in single-day midweek 'reading days' throughout the semester as an alternative pause of instruction while discouraging/prohibiting travel away from campus. Any on-campus services in support of religious observance shall follow the density, quarantine/isolation, and face covering requirements that are already incorporated into the FLCC reopening plan.
C. Commencement	
	<ul style="list-style-type: none"> Commencement exercises ordinarily occurring at or near the close of Spring 2021 semester will be in accordance with guidance from NYS.

	<ul style="list-style-type: none"> FLCC will begin to plan and message virtual commencement and/or safely distanced methods of recognition and degree dissemination for our graduates.
4. On-Campus Activities	
A. State and Local Guidance	
	All in-person activities shall continue to follow the mandatory NYS DOH guidance for social distancing as well as the strictures of the approved reopening plan.
	To the extent possible, activities will be held outdoors or in a well-ventilated locations.
	FLCC understands that System Administration will work with campuses as State guidance changes or develops.
B. Face Coverings (Masks)	
	<ul style="list-style-type: none"> Face coverings (masks) 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 to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. Any request for a medical, religious, or other accommodation to this policy should be reviewed on an individual basis in accordance with relevant laws and campus procedures.
C. Compliance	
	FLCC understands that the Chancellor directive on compliance, implementing uniform sanctions system-wide for COVID-19 related violations, remains in effect for the Winter and Spring 2021 terms and must be referenced and incorporated into the campus reopening plan (https://www.suny.edu/media/suny/content-assets/documents/chancellor/UniformSanctions-Response-COVID-19-Student-Violations.pdf)
D. Mental Health	
	<p>FLCC will continue to strive to do the following to increase the support for mental health services among our campus community:</p> <ol style="list-style-type: none"> Promote on-campus and community-based mental health treatment and resources. Highlight peer-to-peer support strategies. Advertise the availability of crisis services, including Crisis Text Line. Members of the SUNY community can access the confidential text line 24/7 by texting Got5U to 741-741 for help. Additionally, we will promote the Middle Earth Hotline and the working with residential staff, implement the QPR training for student-staff. Publicize the availability of free online QPR suicide prevention training for students, faculty and staff.
5. Reporting	
A. Daily Dashboard	
	<ul style="list-style-type: none"> FLCC will report daily COVID-related information to the SUNY COVID-19 Tracker in accordance with the guidelines set forth by SUNY. FLCC has voluntarily maintained our own dashboard consistent with the SUNY COVID-19 Tracker at all times.

	<ul style="list-style-type: none"> • FLCC understands that if we do not keep our dashboard in sync with the SUNY COVID-19 Tracker, FLCC’s dashboard will be retired. • FLCC understands that we may provide more information on our individual dashboard than what is currently required in the SUNY dashboard, in accordance with applicable privacy and confidentiality laws, but our core numbers will be consistent with the CUNY COVID-19 Tracker.
B. Instructional Modalities	
	<p>FLCC will report to SUNY System Administration, as a continuation of fall semester reporting procedures, periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods as adjustments are made during the conduct of the academic semester.</p>
C. Student Bill of Rights	
	<ul style="list-style-type: none"> • FLCC will disseminate a clear, plain language notice on “What Students Should Know” to all students. • FLCC understands that SUNY System Administration will develop a template for campuses to customize. • This notice will provide information that includes but is not limited to: testing requirements; mandatory quarantine and isolation; uniform compliance; and the percentage of courses which will be offered in-person, and virtual so they can make informed decisions about their educational experience.
	<ul style="list-style-type: none"> • The informational “What Students Should Know” notice will include links or additional information about the specific policies. • For instance, students may be provided a copy of the Chancellor’s Uniform Sanctioning in Response to COVID-19 Student Violations and additional Campus-specific sanctioning so they are aware of the penalties for failing to comply with all COVID-19 related testing and safety protocols.

Addendum #5 Winter/Spring Academic Continuity, Health and Safety Plan

<p>Required Submissions to SUNY</p>	<p>Please note the outline alpha-numeric sequence follows the SUNY 11 03 20 ReOpening Guidance with the Chancellor's October 26, 2020 SUNY Mandatory Testing for Fall 2020 Semester Closing Guidance</p>
	<ol style="list-style-type: none"> 1. Fall Departure Plan - FLCC has submitted and SUNY has approved our Fall Departure plan, 11/12/2020 2. Notifications - FLCC understands that all notifications of in-person courses in approved categories and/or requests for exceptions for in-person courses to be held prior to February 1 (for both winter and spring terms) must be submitted no later than December 1, 2020 to provost@suny.edu. 3. Exceptions - FLCC understands that requests for exceptions to the spring break policy should be submitted no later than December 1, 2020 to provost@suny.edu. 4. Winter and Spring Term Plan - This updated FLCC plan for winter and spring terms will be submitted for review to Valerie Dent at Valerie.dent@suny.edu no later than December 10. 5. ReOpening Plan - FLCC understands that we need only submit changes and updates to the previously SUNY approved fall campus reopening plan, including those elements that specifically address requirements in this guidance by December 10, 2020. Note - will we include reference to the Uniform Sanctions and the updated NYS travel guidance as well as any updates to our practices/procedures. 6. Number of Students over Thanksgiving - FLCC understands that we need to submit to SUNY during the week of November 16, 2020 the number of students who will remain on campus over the Thanksgiving break. 7. Face-to-face - FLCC provided to SUNY the number of students in face to face instruction following Thanksgiving break as part of our Fall Departure Plan.
<p>1. Testing and Monitoring</p>	
<p>A. Departing Campus in Fall</p>	

Referencing the Chancellor's October 26, 2020 SUNY Mandatory Testing for Fall 2020 Semester Closing Guidance:

Mandatory Testing of Students.

Before Thanksgiving Break: All students taking at least one class on campus, utilizing services on campus (e.g. library, gym, dining), or working on campus within 10 days before Thanksgiving break must receive a COVID-19 test within 10-days prior to the campus closing on-campus instruction and services for Thanksgiving break. For the purposes of this section, an antibody test would not suffice. See attached Fall Testing Schedule.

Upon Return from Thanksgiving Break: FLCC's testing schedule includes testing students who reside on campus, have been on campus for in-person instruction or to use campus facilities after the Thanksgiving break during the Fall 2020 semester during the first week after Thanksgiving Break. See attached Fall Testing Schedule

NOTE: Following Thanksgiving break, FLCC has limited face to face instruction to 26 credit courses/442 students; 15 Adult Basic Education (ABE) courses/33 students and 7 workforce courses/79 students (most workforce courses are mini 2-day courses)

Before the End of the Semester: FLCC's testing schedule includes testing students who reside on campus, have been on campus for in-person instruction or to use campus facilities during the 2 weeks before the end of the Fall 2020 semester during the 2 weeks before the end of the semester. See attached Fall Testing Schedule.

Failure to Test: Should a student fail to test, SUNY Uniform Sanctions will apply.

Exceptions. The following students may be exempted from the mandatory testing:

- a. Non-residential students not taking any classes on campus nor utilizing any in-person campus services (e.g. library, gym, dining)—i.e. fully remote students.
- b. Students providing documentation to the campus of a COVID-19 diagnostic result within the 10-day period.
- c. Students providing documentation to the campus of a previous positive COVID-19 diagnostic result.

Testing of Faculty and Staff: We strongly recommend faculty and staff get a test during the same period. See attached Fall Testing Schedule.

Continuation of Comprehensive Testing: Because FLCC already has in place a more frequent and comprehensive testing program – weekly pooled saliva testing for all residents and face-to-face practicing athletes – then that extant SUNY approved testing schedule will remain. See attached Fall Testing Schedule.

Scheduling Options to Consider: To the extent possible, and to limit potential exposure, FLCC will schedule a test as close to the student's departure date, which incorporates the time necessary to receive a test result. FLCC will consider allowing residential students to leave campus as soon as they receive a negative test in consultation with their local health department.

Emphasis of Safety Protocols. FLCC will reinforce to students that they should limit contact, wear masks, and practice social distancing upon taking their COVID-19 test and departure in order to avoid any potential exposure, and explicitly

encourage them to continue to practice such precautionary measures even when they have departed from campus in the time between semesters.

If a student tests positive during the 2 weeks before the end of the semester, isolation plans are as follows:

Students who test positive and wish to isolate at home will be evaluated on a case by case basis by the county health department.

Stay at The Suites and be moved to a Q/I space in the building until the isolation timeline has been fulfilled and resident has met pre-established clinical and/or testing criteria for release from isolation.

Off campus students will follow the requirements of their local county health department related to isolation, and timing of travel and/or returning to campus.

B. Students Remaining on Campus	
	<p>FLCC will implement a process to allow students to request permission to remain on campus after the fall semester ends and/or during the winter term.</p> <p>FLCC will develop a plan for those students who are pre-approved to so remain.</p> <p>This plan will include daily monitoring and COVID-19 testing and any necessary isolation and quarantine protocols, including confirmation that students have access to meals and/or meal preparation facilities.</p> <p>FLCC will ensure services are available with a special focus on monitoring the student's mental and physical well-being while residing on campus by working with clubs and organizations focused on these topics (e.g. Active Minds)</p> <p>Furthermore, these students will sign an acknowledgement of the rules that will govern their stay, whether it is an addendum to the housing license or another stand-alone document.</p>
C. Returning to Campus for Winter and Spring Terms	
	<p>Students returning to campus or attending courses on campus for the winter and spring 2021 semester will be tested for COVID-19.</p> <p>FLCC will develop plans to phase in the safe return of students to accommodate the testing and other health and safety requirements.</p> <p>FLCC understands that it is strongly recommended that faculty and staff working on campus are pre-tested before returning to campus.</p>
i.	<p>All students, faculty and staff will be prescreened for travel history, COVID-19 history and COVID-19 symptoms two (2) weeks prior to return using the CampusClear app.</p> <ul style="list-style-type: none"> · Suites residents will be required to complete the daily screening app beginning on Sunday, January 10, 2021. · Off campus students coming to F2F courses will be required to complete the daily screening app beginning January 18, 2021. · Faculty and staff who are returning to campus will be required to complete the daily screening app beginning January 18, 2021. · Staff who will not break for the holiday will continue to use the daily screening app.

<p>ii.</p>	<p>Upon returning for winter and/or spring 2021 on-campus activities, any student who will (1) live on campus, or (2) take at least one class on campus, or (3) utilize services on campus (e.g. library, gym, dining), or (4) work on campus, must:</p> <p>a.) Submit an attestation that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus; and either</p> <ul style="list-style-type: none"> i. Present evidence of a negative COVID-19 test taken within three (3) days prior to return or participate in on-campus COVID-19 testing as soon as possible but no later than five (5) days of returning to campus , or ii. Present documentation of a positive diagnostic result for COVID-19 from the prior 3-month period. <p>b.) Inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19 (this notification to campus should not replace reporting to a health care provider or local health department).</p> <p>c) The following limited exemptions may be allowed, based on health department guidance, for the seven (7) day precautionary quarantine stated above:</p> <ul style="list-style-type: none"> i. Medical School and Health Professions students designated as “essential employees” may not be required to quarantine. ii. Commuter students who are employed may apply to the campus designee for a limited exemption to allow them to work during the quarantine. To qualify for the exemption, such students will need to document the COVID-19 safety protocols of their employers. Also, the exemption will only apply to their ability to work. When not working, the students will be expected to quarantine from others. Campuses must keep specific information on the number of exemptions approved for the semester and be able to report to SUNY system. FLCC will work with our local health department and seek their guidance on exemptions.
<p>iii.</p>	<p>FLCC will resume surveillance testing as soon as students return to campus, pursuant to the individual campus testing plans incorporated into the campus reopening plans and SUNY’s Mandatory COVID-19 Testing Program as announced on September 4th, 2020.</p> <p>All students, faculty and staff who live on campus and/or plan to be on campus regularly (including instruction, co-curricular activities, and meetings) shall be tested regularly.</p>
<p>iv.</p>	<p>In cases of possible exposure to COVID-19 on campus, FLCC will follow Centers for Disease Control and Prevention guidance Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs), specifically the section “Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak”.</p>

v.	<p>Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State will:</p> <ol style="list-style-type: none"> 1. follow the New York State Travel Advisory (see https://coronavirus.health.ny.gov/covid-19-travel-advisory) specifically self-quarantine pursuant to the terms of the guidance—whether living on- or off-campus—and, 2. attest that they have submitted the New York Traveler Health form (https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form) and, 3. will follow the guidance of the governing local health department related to quarantine/isolation, testing and timing of returning to campus.
vi.	<p>Any student, faculty, or staff testing positive for COVID-19 will: isolate and follow the New York State Department of Health Order on isolation and follow the guidance of the governing local health department on length of said isolation and timing of return to campus.</p>
vii.	<p>FLCC will confirm there is appropriate quarantine and isolation space for on-campus residential students in accordance with the individual campus reopening plans.</p> <p>FLCC will work with the governing local health department to assist with quarantine and isolation space for off-campus students if necessary.</p>
2. Mode of Instruction	
A. Winter 2020-21 term	
	<p>Instruction for the winter term will be fully remote with the exception of courses such as clinical practicum, research and applied learning that require physical presence.</p> <p>FLCC will notify SUNY System Administration of any courses which fall into the above categories of requiring in-person instruction to provost@suny.edu.</p> <hr/> <p>For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to hold any other in-person instruction.</p> <hr/> <p>On campus density will be minimized to the maximum extent practicable and consistent with DOH guidelines.</p>

	For all on-campus students, faculty and staff, FLCC will maintain surveillance testing at the percentage level of our approved reopening plan. See attached Fall Testing Schedule.
B. Spring 2021 Term	
	Spring term classes start February 1 in order to minimize additional risks associated with influenza season.
i.	If necessary, FLCC may allow students to return to campus prior to February 1 in order to meet the mandatory testing requirement outlined above.
ii.	<p>FLCC will notify SUNY System Administration of any courses which fall into these categories:</p> <ul style="list-style-type: none"> Acceptable in-person instruction includes licensed professional practicums, teaching practicums, laboratory research, and other types of hands-on applied/experiential learning that takes place in specialized facilities and/or requires specialized equipment. <p>For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to begin in-person instruction prior to February 1.</p> <p>Both notification and/or requests for exceptions will be submitted no later than December 1, 2020 to provost@suny.edu.</p>
iii.	Modes of instruction will ensure safe on-campus density consistent with NYS and local county health department guidelines.
	FLCC will be prepared to execute fully remote plans if we meet the threshold for a mandatory pause on in-person instruction as outlined in the Supplemental Higher Education guidance from the New York State Department of Health (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/HigherEducationSupplementalGuidance.pdf).
iv.	If FLCC makes a mandatory pause, expectations for students will be clearly communicated to students prior to the beginning of the semester.
C. Remote Instruction	

<p>FLCC will work together with campus governance processes and in collaboration with its faculty and support staff to ensure that remote instruction meets or exceeds expectations of regular and substantive interaction.</p>	
i. Transparency	<p>Before the beginning of each semester, FLCC will publish on our website the percentage of courses which will be offered in-person and virtual.</p>
ii. Regular interaction	<p>FLCC will ensure that there is opportunity for substantive interactions with our students on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course or competence, will monitor the student's academic engagement, and success, and will 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 monitoring or upon request by the student. Instructors are required to have 3 hours per week of live office hours and 3 more hours per week of quick response office hours (10 minutes to respond to any question posed by students).</p>
iii. International Students	<ol style="list-style-type: none"> 1. FLCC will make all reasonable efforts to accommodate the needs of international students completing coursework from other time zones, e.g. – opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities. 2. Instructors also communicate with students via Starfish progress surveys which occur three times per semester. 3. In Fall 2020 FLCC started a mid-term grade pilot project which ensures that students truly understand their academic progress in their courses. This pilot project works by utilizing the Blackboard Gradebook, passing information to Starfish, and then having our Professional Academic Advisors reach out to students who had mid-term grades below a 70%.
iv. Substantive interaction	<p>FLCC will engage students in teaching, learning and assessment, consistent with the content under discussion, while also including at least two(2) of the following:</p> <ol style="list-style-type: none"> a. Direct instruction, b. Assessment and/or feedback on a student's coursework, c. Information and/or responding to questions about the content of a course or competency, d. Facilitation of group discussion regarding the content of a course or competency, or e. Other instructional activities approved by FLCC's institutional or program accrediting agency.

v. Disabilities and accommodations	<p>FLCC will continue to work with faculty to equip them with the knowledge and skill to support remote learning of students with disabilities.</p> <p>FLCC will remind faculty members that the standard process for requesting academic accommodation will continue to apply, no matter the mode of instruction.</p> <p>FLCC has immediate captioning available in VoiceThread and utilizes Rev.com for overnight transcription and captioning services.</p>
vi. Orientation/training	<p>FLCC will work to ensure that all faculty and students have access to orientation/training opportunities to familiarize them with instructional technologies and remote pedagogies, especially those faculty for whom such technologies/pedagogies are new and those students in vulnerable populations.</p>
vii. Advising	<p>FLCC will continue to provide proactive and regularized advising interventions for all academic programs in such manner that prioritizes student success.</p>
viii. SUNY instructional support	<p>FLCC will utilize instructional support provided by SUNY at https://online.suny.edu/covid19/ as necessary. FLCC also utilizes the SUNY Online Helpdesk to ensure that students and faculty have the support they need in the online environment. FLCC also utilizes the SUNY Online Application Services team to ensure that our systems are stable, updated as needed, and that we have the appropriate teaching tools installed.</p>
3. Academic Calendar	
A. Spring Term Start Dates	

	<p>Spring semester classes start February 1/ Face-to-face instruction for spring term will not occur on campus prior to February 1. Pursuant to Section 2 above, FLCC will notify SUNY System Administration of any courses which require in-person instruction prior to February 1st (e.g. clinical practicums, research, and applied learning experiences). Any spring term start dates prior to February 1 will be requested for approval by SUNY Administration, provided all instruction occurring prior to February 1 is delivered in a fully remote format other than exceptions as previously noted in Section 2. For courses that do not fall within the above categories, FLCC may request specific exceptions to SUNY System Administration to begin in-person instruction prior to February 1. Both notification and/or requests for exceptions must be submitted no later than December 1, 2020 to provost@suny.edu.</p>
<p>B. Spring Break</p>	
	<p>FLCC will not have a 2021 Spring Break and may build in single-day midweek ‘reading days’ throughout the semester as an alternative pause of instruction while discouraging/prohibiting travel away from campus. Any on-campus services in support of religious observance shall follow the density, quarantine/isolation, and face covering requirements that are already incorporated into the FLCC reopening plan.</p>
<p>C. Commencement</p>	
	<p>Commencement exercises ordinarily occurring at or near the close of Spring 2021 semester will be in accordance with guidance from NYS. FLCC will begin to plan and message virtual commencement and/or safely distanced methods of recognition and degree dissemination for our graduates.</p>
<p>4. On-Campus Activities</p>	
<p>A. State and Local Guidance</p>	
	<p>All in-person activities shall continue to follow the mandatory NYS DOH guidance for social distancing as well as the</p>

	<p>strictures of the approved reopening plan.</p>
	<p>To the extent possible, activities will be held outdoors or in a well-ventilated locations.</p>
	<p>FLCC understands that System Administration will work with campuses as State guidance changes or develops.</p>
<p>B. Face Coverings (Masks)</p>	
	<p>Face coverings (masks) 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.</p> <p>Exceptions to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and social distancing is appropriately enforced, or (3) by themselves.</p> <p>Faculty and staff are likewise exempt when alone in their office or other space.</p> <p>Any request for a medical, religious, or other accommodation to this policy should be reviewed on an individual basis in accordance with relevant laws and campus procedures.</p>
<p>C. Compliance</p>	
	<p>FLCC understands that the Chancellor directive on compliance, implementing uniform sanctions system-wide for COVID-19 related violations, remains in effect for the Winter and Spring 2021 terms and must be referenced and incorporated into the campus reopening plan (https://www.suny.edu/media/suny/content-assets/documents/chancellor/UniformSanctions-Response-COVID-19-Student-Violations.pdf)</p>
<p>D. Mental Health</p>	

FLCC will continue to strive to do the following to increase the support for mental health services among our campus community:

- i. Promote on-campus and community-based mental health treatment and resources.
- ii. Highlight peer-to-peer support strategies.
- iii. Advertise the availability of crisis services, including Crisis Text Line. Members of the SUNY community can access the confidential text line 24/7 by texting Got5U to 741-741 for help. Additionally, we will promote the Middle Earth Hotline and the working with residential staff, implement the QPR training for student-staff.
- iv. Publicize the availability of free online QPR suicide prevention training for students, faculty and staff.

5. Reporting

A. Daily Dashboard

FLCC will report daily COVID-related information to the SUNY COVID-19 Tracker in accordance with the guidelines set forth by SUNY.

FLCC has voluntarily maintained our own dashboard consistent with the SUNY COVID-19 Tracker at all times.

FLCC understands that if we do not keep our dashboard in sync with the SUNY COVID-19 Tracker, FLCC's dashboard will be retired.

FLCC understands that we may provide more information on our individual dashboard than what is currently required in the SUNY dashboard, in accordance with applicable privacy and confidentiality laws, but our core numbers will be consistent with the CUNY COVID-19 Tracker.

B. Instructional Modalities

FLCC will report to SUNY System Administration, as a continuation of fall semester reporting procedures, periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods as adjustments are made during the conduct of the academic semester.

C. Student Bill of Rights

	<p>FLCC will disseminate a clear, plain language notice on “What Students Should Know” to all students.</p> <p>FLCC understands that SUNY System Administration will develop a template for campuses to customize.</p> <p>This notice will provide information that includes but is not limited to: testing requirements; mandatory quarantine and isolation; uniform compliance; and the percentage of courses which will be offered in-person, and virtual so they can make informed decisions about their educational experience.</p>
	<p>The informational “What Students Should Know” notice will include links or additional information about the specific policies.</p> <p>For instance, students may be provided a copy of the Chancellor’s Uniform Sanctioning in Response to COVID-19 Student Violations and additional Campus-specific sanctioning so they are aware of the penalties for failing to comply with all COVID-19 related testing and safety protocols.</p>

Appendix B Interim Campus Reopening Signage Plan

Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, and how to report symptoms or exposure to COVID-19.

For example, the NYS DOH Face Mask flyer will be posted throughout the campus:

Face Masks and Coverings for COVID-19



- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering.**

Putting On Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
- Remove your mask only touching the straps.
- Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
- Wash your hands again.
- When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
- Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

Signage and floor decals will be placed in high-traffic areas and/or narrow areas in order to remind people of social distancing requirements.

For example, floor decals will be placed in locations such as the library check out and information desks and the One Stop Center:



The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

Appendix C Enhanced Cleaning and Disinfection Procedures for COVID-19

Finger Lakes Community College will follow the [*New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19*](#) (March 10, 2020). These procedures will be reviewed and updated as further guidance is issued by the NYS DOH. For detailed cleaning and disinfecting procedures please refer to FLCC COVID-19 UN-PAUSE Enhanced Cleaning Protocols.

Routine Cleaning

Routine cleaning of College facilities will be rigorous and ongoing, and surfaces that are touched most frequently will be prioritized. Routine cleaning will include:

- a. Clean and disinfect high contact surfaces such as light switches, handrails and doorknobs/handles.
- b. Dust- and wet-mop or auto-scrub floors.
- c. Vacuum entryways and high traffic areas.
- d. Remove trash.
- e. Clean restrooms.
- f. Wipe heat and air conditioner vents.
- g. Spot clean walls.
- h. Spot clean carpets.
- i. Dust horizontal surfaces and light fixtures.
- j. Clean spills.
- k. Clean and launder microfiber cloths.

Priority Areas

These areas will be given priority due to their high traffic.

- a. Restrooms
 - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (throughout the day).
- b. Dining Areas
 - Clean and disinfect counters, tables, and chairs regularly (at least once daily).
- c. Student Service Areas, Computer Labs, Classrooms, and Other Frequently Touched Surfaces
 - Clean and disinfect frequently touched surfaces (at least once daily).

Information for Supervisors

General recommendations

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft (porous) materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.¹
- Surfaces that are not frequently touched should be cleaned and do not require additional disinfection. Disinfectants should typically not be applied on items used by children, especially

¹ CDC Reopening guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

any items that children might put in their mouths.²

- Assignments for workers with increased susceptibility for SARS-CoV-2 infection or complications from COVID-19 may require flexibility, where feasible, to help prevent potential exposures to the disease.³

Definition of suspected and confirmed COVID-19

- An individual with **suspected** COVID-19 means that person displays symptoms which include, but are not limited to, fever, coughing, shortness of breath.
- An individual with **confirmed** COVID-19 means that person has tested positive, with the test being administered by a certified health professional.

Prior to cleaning and disinfecting the following criteria must be met

- Staff members have received training covering, and understand the importance of the following:
 - Selecting, donning & doffing personal protective equipment (PPE) appropriate for the task performed and cleaning product used;
 - Proper techniques for cleaning and disinfecting, summarized in the remainder of this document;
 - Appropriate use of cleaning and disinfection chemicals, including how to use the cleaners and disinfectants according to label instructions;
 - Use and operation of any specialty equipment used for disinfecting (such as a fogger or disinfecting machine).
- Staff members have appropriate PPE that fits properly and is appropriate for the assigned task.
- The disinfectant to be used is registered with the EPA and the NYS DEC (see link below) for use against COVID-19/SARs-CoV-2. The EPA recommends following the viricidal use directions with the longest contact time on the product label - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Custodial staff are capable of cleaning and disinfecting the area within a one 8-hour work day.

If all of the above criteria cannot be met, Facilities and EHS will arrange for a qualified 3rd party vendor to be contracted and perform cleaning and disinfection for the affected area(s).

Cleaning areas where individuals with suspected or confirmed COVID-19 have visited or resided. This cleaning protocol is aimed at limiting the survival rate of the novel coronavirus in key environments. Areas to be cleaned and disinfected will be determined by the individual's previous movements.

Prior to cleaning and disinfecting

- Close off areas visited by the person who is sick.
 - If affected areas cannot be closed off, the entire facility may need to be closed.

² CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

³ OSHA COVID-19 Control and Prevention <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- The CDC recommends waiting 24 hours or as long as practical before beginning cleaning and disinfection⁴. New York State Department of Health requires that a symptomatic individual with confirmed COVID-19 has left an isolation area, the isolation area must remain vacant for a minimum of 4 hours prior to entry for cleaning and disinfection⁵.
- Assemble all appropriate PPE and equipment necessary to complete the cleaning and disinfecting, including materials necessary for disposal of cleaning supplies and PPE

Establish a doffing area

The area should:

- Be immediately outside the area being disinfected, to minimize additional potential spread.
- Be large enough to accommodate all employees involved in the cleaning and disinfecting process, including enough space to doff PPE.
- Be secured from entry by others who are not involved in the cleaning and disinfecting process.
- Include a posted copy of the [CDC PPE Sequence](#) poster highlighting instructions of the donning and doffing procedures.
- Include bags for disposal of PPE. The bags should be able to be tied closed before disposing of them with other waste.
- Include a clearly marked CLEAN CHAIR for use while doffing PPE.

Cleaning and disinfecting facilities that do not house people overnight

- Wear disposable face masks, gloves, gowns or coveralls and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns, face masks and foot coverings should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Always clean surfaces prior to the use of disinfectants, using water and soap or detergent.
- Clean and disinfect all areas used by the person who is sick, including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls).
- Vacuum the space if needed, using a HEPA filter, if available.
 - Do not vacuum a room or space that has people in it.

⁴ CDC Cleaning and disinfection for community facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

⁵ NYS DOH Interim guidance for cleaning and disinfection for non-healthcare settings where individuals under movement restriction for COVID-19 are staying https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_non-healthcare_settings.pdf

- Temporarily turn off fans and HVAC systems servicing the room, so that particles will not circulate throughout the facility.
- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability rates⁶, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁷.

Cleaning and disinfecting facilities that house people overnight

- If the area is occupied by an individual with a suspected or confirmed case of COVID-19, cleaning of areas occupied by this individual should only proceed after consultation with the local health department.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Wear disposable gloves, face mask, gowns or coveralls and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns or coveralls, face masks and foot coverings should be removed carefully in the established doffing area to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
- In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.**
- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability

⁶ National Institute of Health, "New coronavirus stable for hours on surfaces" <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

⁷ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

rates⁸, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁹.

Routine Cleaning Practices

Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces. Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).

Use products safely

1. Pay close attention to hazard warnings and directions on product labels.
2. Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
3. Read and understand all instruction labels and understand safe and appropriate use.

Clean all “high-touch” surfaces every day

1. Breakroom tables and chairs, refrigerator and microwave doors and handles
2. Door handles and door opener push plates
3. Stair handrails
4. Kitchen and bathroom faucets and fixtures, including bathroom door locks, on and under hand dryers
5. Light switches, buttons on vending machines and elevators
6. Handles on equipment
7. Shared phones, computer keyboards, mouse, tablets
8. Hands-on learning items
9. Drinking fountains and water fill stations
10. Copy machines
11. Interoffice mail envelopes
12. Shared office supplies, including staplers, pens and pencils (see also “[General recommendations](#)”)

How to clean and disinfect hard (non-porous) surfaces¹⁰ (except LEXAN® barriers / sneeze guards)

- Wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning.
- Clean hands immediately after gloves are removed. See hand hygiene section.
- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection.
- Clean any surfaces that may have blood, stool, or body fluids on them;
- Remove and wash clothes or bedding soiled by blood, stool, or body fluids.
- For disinfection, the following products are thought to be effective:
 - Diluted household bleach solutions;

⁸ National Institute of Health, “New coronavirus stable for hours on surfaces” <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

⁹ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

¹⁰ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Follow manufacturer’s instructions for application and proper ventilation;
- Never mix household bleach with ammonia or any other cleanser;
- Check the label to ensure that the bleach is intended for disinfection and is not expired;
- Leave solution on the surface for at least 1 minute;
- Bleach solutions must be mixed within 24 hours of use;
- Mix 5 tablespoons (1/3 Cup) bleach per 1 gallon of water.
- Alcohol solutions with at least 70% alcohol; leave solution on the surface for at least 30 seconds¹¹
- EPA and DEC-registered disinfectants that indicate they are effective against the human coronavirus;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Follow product label instructions for PPE, safety precautions, and length of time to keep surface wet.

How to clean and disinfect LEXAN® barriers (a.k.a. sneeze guards)¹²

The College has installed transparent, physical barriers in locations where social distancing is difficult to maintain, but face to face communications are necessary for continued operations. These barriers are constructed of LEXAN® sheet polycarbonate, which requires specific cleaning methods and products to maintain the material strength and clarity. Periodic cleaning is recommended to prolong service life. *The LEXAN® barriers are not considered “frequently touched” surfaces, and therefore only require cleaning when the barrier becomes soiled and disinfecting when an individual with suspected or confirmed COVID-19 has been in the area. The workspace or shared counter where the barrier is placed may be a frequently touched or high touch area, and should be cleaned and disinfected accordingly.*

- Follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation), additional PPE that may be required, length of time to keep the surface wet;
- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- **Clean and disinfect associated all “high-touch” surfaces at least every day or more often in accordance with the appropriate instructions ; including**
 - **High traffic or shared workstations (see “[How to clean and disinfect hard \(non-porous\) surfaces](#)”)**
 - **Shared pens and pencils (see “[Recommendations for shared equipment](#)” and “[How to clean and disinfect hard \(non-porous\) surfaces](#)”)**
 - **Shared phones, computer keyboards, tablets (see “[Electronics and IT assets](#)”)**
 - **Other “high-touch” surfaces outlined in the routine cleaning practices**
- Wear appropriate PPE

¹¹ Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)

¹² SABIC Specialty Film & Sheet LEXAN® Sheet Processing Guide https://sfs.sabic.eu/wp-content/uploads/resource_pdf/1482256914-51422789-SABIC-SFS-6212-EN-LEXAN-Sheet-Processing-Guide-FINAL-Nov-2015.pdf

- Disposable gloves;
- A disposable gown or suit and face shield or face mask and goggles should also be worn if splashes or sprays are anticipated.
- Cleaning the LEXAN® barrier, only as needed (when soiled)
 - Remove any protective masking as soon as possible from the surface. Do not wait longer than two weeks after installation to remove masking.
 - Gently wash the barrier and stand legs with a solution of mild soap and lukewarm water, using a soft, grid-free cloth or sponge to loosen any dirt or grime.
 - Thoroughly rinse the barrier with clean water to remove any cleaner residue and dry the surface with a soft cloth to prevent water spotting.
 - Alternatively, the sheet can be cleaned with high-pressure water cleaner (max. 1450 psi) and / or steam cleaner (test on a small area first).
 - Use of incompatible products and materials can cause structural and / or surface damage.
 - Avoid the routine use of abrasive or alkaline cleaners (such as bleach).
 - Never use alcohols.
 - Never scrub with brushes, steel wool, or other abrasive materials.
 - Never use squeegees, razor blades, or other sharp instruments to remove deposits or spots.
- Disinfecting LEXAN® barriers, as needed (when exposed to an individual with suspected or confirmed COVID-19)
 - Diluted bleach solution can be used to disinfect the LEXAN® barrier, if necessary after exposure to an individual with suspected or confirmed case of COVID-19. However, the barriers themselves are not considered a “high-touch” surface, and should not be disinfected unless exposed to an individual with suspected or confirmed COVID-19. See “[How to clean and disinfect hard \(non-porous\) surfaces](#)” for bleach mixing instructions.

How to clean and disinfect drinking fountains¹³

- Wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning.
- Clean hands immediately after gloves are removed. See hand hygiene section.
- Follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation), additional PPE that may be required, length of time to keep the surface wet;
- Inspect fountain and remove and discard any accumulated trash or debris;
- Flush the fountain lines by operating the fountain for approximately 3 minutes. Check the flow of water to make sure there is a constant stream and that the flow is at least four inches high from the spout;
- Spray disinfectant solution on the inside surfaces of the mouthpiece and protective guard;

¹³ Phurisamban, R., Gleick, P. (2017) Drinking fountains and public health – Improving national water infrastructure to rebuild trust and ensure access <https://pacinst.org/wp-content/uploads/2017/02/Drinking-Fountains-and-Public-Health-Feb-2017-1.pdf>

- With a scrub brush, clean the inside and outside of the mouthpiece and protective guard;
- Rinse the mouthpiece and protective guard;
- Wipe drinking fountain surfaces with an approved disinfectant, particularly the operating handle or button;
- For disinfection, the following products are thought to be effective:
 - Diluted household bleach solutions;
 - Follow manufacturer’s instructions for application and proper ventilation;
 - Never mix household bleach with ammonia or any other cleanser;
 - Check the label to ensure that the bleach is intended for disinfection and is not expired;
 - Leave solution on the surface for at least 1 minute;
 - Bleach solutions must be mixed within 24 hours of use;
 - Mix 5 tablespoons (1/3 Cup) bleach per 1 gallon of water.
 - Alcohol solutions with at least 70% alcohol; leave solution on the surface for at least 30 seconds¹⁴
 - EPA and DEC-registered disinfectants that indicate they are effective against the human coronavirus;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
 - Follow product label instructions for PPE, safety precautions, and length of time to keep surface wet.

How to clean and disinfect soft (porous) surfaces¹⁵

1. Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
2. Consider temporarily removing soft (porous) materials from high traffic areas, as they are not easily disinfected¹⁶
3. Wear disposable gloves when cleaning and disinfecting surfaces.
 - Gloves should be discarded after each cleaning.
 - Clean hands immediately after gloves are removed. See hand hygiene section.
4. Remove visible contamination, if present and clean with appropriate cleaners indicated for use on these surfaces.
5. After cleaning, disinfection can be achieved by:
 - Launder items as appropriate using the warmest setting for the items and dry items completely; or
 - Use an EPA / DEC-registered disinfectant that indicates effectiveness against the human coronavirus;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

¹⁴ Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)

¹⁵ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹⁶ CDC Guidance for cleaning and disinfecting decision tool <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

6. Vacuum as usual. Use a vacuum equipped with a HEPA filter, if available.¹⁷

How to clean and disinfect clothing, towels, linens and other items that go in the laundry¹⁸

1. Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
2. Wear disposable gloves when handling dirty laundry from an ill person.
 - Gloves should be discarded after each use.
 - Clean hands immediately after gloves are removed. See hand hygiene section.
3. If possible, keep soiled laundry items away from your body.
4. If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
5. Launder items as appropriate in accordance with the manufacturer's instructions.
 - Use the warmest appropriate water setting for the items.
 - Dry items completely.
 - Dirty laundry from an ill person can be washed with other people's items.
6. Clean and disinfect clothes hampers according to the appropriate guidance for [hard \(non-porous\) surfaces](#) or [soft \(porous\) surfaces](#).
 - Consider using a bag liner that is either disposable or can be laundered.

Electronics and IT equipment

How to clean and disinfect electronics between uses^{19 20}

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, control boards with levels or faders, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays (no sprays for control boards with levers or faders) containing at least 70% alcohol to disinfect touch screens. Leave alcohol on the surface for at least 30 seconds.²¹

¹⁷ CDC Cleaning and Disinfecting Frequently Asked Questions – Is it safe to vacuum in a school, business, or community facility after someone with suspected or confirmed COVID-19 has been present? <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>

¹⁸ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹⁹ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

²⁰ Adapted from the NYS Office of Technology Services Memorandum “Use and Cleaning of IT Assets” dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

²¹ Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)

- Dry surfaces thoroughly to avoid pooling of liquids.

Receiving and distributing electronic and IT equipment²²

- Maintain social distancing when receiving and distributing IT equipment. Avoid direct contact when possible.
- Wear appropriate PPE
 - Wear disposable gloves when receiving and distributing electronic and IT equipment,
 - Gloves should be discarded immediately after use,
 - Clean hands immediately after gloves are removed. See [hand hygiene](#) section.
- Leave returned electronic and IT equipment undisturbed for at least three hours and/or wipe with an approved disinfectant before handling.
 - When using disinfectant or wipes, follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation);
- Handle electronic and IT equipment minimally within the first three days of receipt.

Received:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Leave until:	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

- Incoming electronic and IT equipment should be segregated and labeled based upon their arrival date.
- When practical, outer packaging should be removed and discarded immediately.

Preparing electronic and IT equipment for transfer, support services, or future use²³

- Wipe all hard surfaces on the electronic and IT equipment with approved disinfecting wipes,
 - Wear disposable gloves when preparing IT equipment,
 - Gloves should be discarded immediately after use,
 - Clean hands immediately after gloves are removed. See [hand hygiene](#) section.
- For keyboards, compressed air will remove larger pieces of dirt or dust,
 - Do not use compressed air if equipment has been handled within the last three days.
- Secure the electronic and IT equipment in a location where it will not be handled prior to transfer or appropriate support location such as ITS support servicing.

²² Adapted from the NYS Office of Technology Services Memorandum “Use and Cleaning of IT Assets” dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

²³ Adapted from the NYS Office of Technology Services Memorandum “Use and Cleaning of IT Assets” dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

Cleaning methods for bibliotheca solutions (Library)²⁴

This quick guide describes the recommended cleaning and disinfecting procedure for bibliotheca solutions in regards to Coronavirus Disease 2019 (COVID-19). Included are recommended disinfectant products that are safe for use with bibliotheca solutions and approved by the US Center for Disease Control and Prevention (CDC) and the US Environmental Protection Agency (EPA).

This section of the cleaning guide covers all bibliotheca solutions including selfChecks, remoteLocker, smartShelf, security detection systems, mobile and staff solutions. For details on how to clean the bibliotheca flex AMH solution, please refer to the specific section at "[Disinfecting flex AMH systems](#)".

Important considerations before cleaning

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Select only non-abrasive cleaning cloths to avoid scratching touchscreens.
- Do not get liquids inside the unit. If liquids get inside the unit, have a qualified technician determine whether it is safe to power the unit back on.
- Avoid highly concentrated (70%+) alcohol, bleach or ammonia solutions, as these may cause discoloration.

Cleaning/disinfecting procedure

- Dampen a clean, non-abrasive cloth with a mild soap-and-water solution. Ensure excess moisture is squeezed from the cloth.
- Clean the surfaces and allow them to dry.
- Dampen a new clean, non-abrasive cloth with your chosen disinfectant. Ensure excess moisture is squeezed from the cloth. Or use recommended pre-dampened wipes.
- Disinfect the surfaces and allow them to dry.
- For disinfectant solutions that are safe for use with bibliotheca solutions, see below.

Disinfectant solutions safe for bibliotheca solutions (excluding flex AMH)

- Household bleach solution (1/3 cup bleach per gal. of water)
- Isopropyl alcohol (70% solution)
- More info from the CDC on disinfecting procedures for COVID-19 can be [found here](#).

US EPA-recommended disinfectants safe for bibliotheca solutions including registration number.

Clorox Disinfecting Wipes	Reg. No. 5813-79
Clorox Healthcare Bleach Germicidal Wipes	Reg. No. 67619-12
Clorox Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes	Reg. No. 67619-25

²⁴ Adapted from Disinfecting bibliotheca products – Quick reference guide for disinfecting bibliotheca products in response to the COVID-19 pandemic <https://www.bibliotheca.com/wp-content/uploads/2020/04/G-LBQG1063EN.001-Disinfecting-bibliotheca-products.pdf>

Lysol Brand Clean & Fresh Multi Surface Cleaner (20% cleaner solution to water ratio)	Reg. No. 777-89
Purell Professional Surface Disinfectant Wipes	Reg. No. 84150-1
Sani-Cloth Prime Germicidal Disposable Wipes	Reg. No. 9480-12

More information about from the EPA on recommended disinfectants for COVID-19 can be [found here](#) and from the NYS Department of Environmental Conservation can be [found here](#).

Do NOT use the following materials when cleaning/disinfecting your bibliotheca solutions

- K5902137 (451920612602) MDRC-1219 (TS) 18/05/2017 19 4
- Methyl or Ethyl > 35%
- Thinner or Benzine
- Strong alkalis
- Strong solvents
- Acids
- Detergents with fluoride or ammonia at concentration > 1.6%
- Abrasive cleaners
- Detergents with abrasives
- Steel wool, steel blades or cloth with steel threads
- Sponges with abrasives
- 409

Disinfecting flex AMH systems (Library)²⁵

Please follow this guide carefully to clean your flex AMH system as improper cleaning procedures and solutions (e.g. bleach) could permanently damage your flex AMH system. This guide also applies to legacy AMH devices.

General Preparation

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Fill up a squirt bottle with a 70% Isopropyl alcohol solution. It is critical that you do not use another solution as many other cleaning solutions can damage components of the AMH system such as the bands or sorter belts.
- Use the spray bottle to moisten a non-abrasive microfiber cloth. Make sure the cloth is clean from dirt so it will not cause scratches. Ensure that the cloth is only damp and not dripping.
- When cleaning the AMH system:
 - **DO NOT** clean any of the light reflection sensors or the reflectors in the system with Isopropyl alcohol. This can permanently damage them and/or shift them from their calibrated position, making the AMH system inoperable.
 - **DO NOT** spray any cleaning fluid directly into electronic components.

²⁵ Adapted from Disinfecting bibliotheca products – Quick reference guide for disinfecting bibliotheca products in response to the COVID-19 pandemic <https://www.bibliotheca.com/wp-content/uploads/2020/04/G-LBQG1063EN.001-Disinfecting-bibliotheca-products.pdf>

- **DO NOT** soak any electronic equipment with cleaning fluid.

Flex AMH bookDrop

- Use the solution and cleaning cloth to clean the stainless-steel front of the device as if you were cleaning a window or table.
- After cleaning the stainless-steel front, you may use a generic stainless-steel cleaning solution to remove possible streaks.
- It is not required to power down the system during the cleaning procedure.
- It is recommended to clean the slide from the inside using the alcohol solution and cleaning cloth.

Stacking Carts and bins

- All stacking carts and bins can be cleaned in the same way as the flex bookDrop, using the relevant cleaning products to buff out any streaks. Make certain to wipe down the handles carefully.
- To clean the felt mat in the bins, spray the felt mat with a fine mist of the alcohol solution and let dry overnight.

Flex AMH patronFeeder & staffFeeder

- Before beginning the cleaning and disinfection process of the flex AMH patronFeeder & staffFeeders, make sure to power them down or hit an e-stop button to avoid conveyor belts from starting unexpectedly.
- To clean the front of the patron return, use the solution and cleaning cloth to clean the glass front of the device as if you were cleaning a window.
- To clean the computer monitor of the staff return, use the solution and cleaning cloth to clean the monitor like you would an ordinary computer monitor.
- To clean the conveyor belts, use the solution and cleaning cloth to wipe down the top section of the conveyor belt.
- When the top section has been wiped down, use the palm of your hand to slowly push the belt forward.
- As new areas of the belt become exposed, wipe them down as well.
- You can use the seam of the belt to verify that the entire belt has been wiped down.

Flex AMH Conveyor Belts, bulkSeparator StartDevice, & bulkSeparator EndDevice

- Before beginning the cleaning and disinfection process of the flex AMH Conveyor Belts, bulkSeparator StartDevice, and bulkSeparator EndDevice, make sure to power them down or hit an e-stop button to avoid conveyor belts from starting unexpectedly.
- To clean the belts, use the solution and cleaning cloth to wipe down the top section of the belt.
- When the top section has been wiped down, use the palm of your hand to slowly push the belt forward.
- As new areas of the belt become exposed, wipe them down as well.
- You can use the seam of the belt to verify that the entire belt has been wiped down.

Sorters

- Before beginning the cleaning and disinfection process of the flex AMH sorters, **make sure to power them down or hit an e-stop button** to avoid the bands or rollers from starting unexpectedly.
- The rubber bands can be cleaned similar to the conveyor belts.
- The rollers can only be wiped from top, **do not rotate them manually as this could cause injury.**

Post-disinfection process

- After the cleaning process has been completed, please:
- Ensure that all surfaces have been completely air-dried before switching the system back on.
- No moisture or other residue should be visible on the system anymore.
- To turn the system back on, reset the system by either releasing the e-stop button that was pressed earlier and acknowledging that the system is ready to be turned on via the power reset button, or by using your standard power-up procedure.

Cleaning methods for music recording consoles, audio equipment, and musical equipment²⁶

Music recording consoles, audio equipment, and musical equipment pose specific challenges for cleaning and disinfecting between users, due to their complex construction and incorporation of multiple electronic components. Cleaning and disinfecting of this type of equipment is difficult and will require considerable time to complete effectively. Of note for all equipment – leaving any solution on the console or equipment long enough to be effective against COVID-19 could cause damage to the equipment.

General Cleaning Methods and Precautions

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- Follow all safety precautions appropriate for the cleaner being used, such as wearing gloves and ensuring proper ventilation.
- Clean only the external surface of the equipment. Do not attempt to use these procedures to clean any internal electrical or electromechanical surfaces. Some equipment front panels may not be accessible, such as the small gaps between panels and fader recess.
- Where possible, turn off and disconnect the device before you start cleaning. Wipe it with a dry microfiber cloth to remove dust and dirt.
- DO NOT spray anything directly onto the equipment.
- The alcohol based solution should always be put onto a microfiber cloth, then wiped on the surface. Make sure the cloth is damp and not wet.
- Take care to avoid using too much pressure and use a smooth, steady pressure to avoid damaging switches and display windows.

Solid State Logic (SSL) Duality Console

The following guidelines and recommendations for the regular cleaning and sanitizing of SSL

²⁶ All instructions for music recording consoles, audio equipment, and musical equipment from conversations between the Recording Studio Manager and manufacturer representatives.

equipment apply only to the external surface of the equipment. They do not apply to any internal electrical or electromechanical surfaces. Some equipment front panels may not be accessible, such as the small gaps between panels and fader recess.

Sanitization lowers the number of germs on surfaces or objects to a safe level; it does not eradicate all germs.

Safety:

Where possible, turn off equipment before cleaning. Precautions should be taken when cleaning, such as wearing gloves and ensuring proper ventilation.

Do not use:

Harsh or abrasive cleaners of any kind will prematurely deteriorate the surface and switch caps of SSL equipment. The following cleaners should be avoided:

1. Nail polish remover or any acetone based solution
2. Ammonia based cleaners
3. Glass cleaners – on surfaces other than glass
4. Bleach based cleaners
5. Abrasive or powdered cleaners
6. Disinfectant wipes
7. Silicon based solvents

Do use:

Cleaning solutions containing at least 70% alcohol. 70% alcohol solutions require a contact time of 30 seconds to be effective against COVID-19, however leaving the solution on the console for this length of time could potentially damage the equipment.²⁷ Care should be taken to prevent damage to equipment and equipment should be dried thoroughly to eliminate pooling.

- Alcohol solutions should never be sprayed directly onto the equipment, instead they should be sprayed onto a clean microfiber cloth which can then be used for wiping.
- For touch screen glass only, use Aztec Chemicals Reflect glass cleaner.

API Vision and 1608 Consoles²⁸

This manufacturer does not provide printed guidance or recommendations for cleaning and disinfecting of equipment. Common sense practices should be used.

Cleaning solutions containing at least 70% alcohol. 70% alcohol solutions require a contact time of 30 seconds to be effective against COVID-19, however leaving the solution on the console for this length of time could potentially damage the equipment. Care should be taken to prevent damage to equipment and equipment should be dried thoroughly to eliminate pooling.

Alcohol solutions should never be sprayed directly onto the equipment, instead they should be sprayed onto a clean microfiber cloth which can then be used for wiping.

²⁷ Solid State Logic recommends a solution of one part isopropyl alcohol to one part distilled water. Per the SSL guidance, higher concentrations of alcohol do not generate more desirable bactericidal, virucidal or fungicidal properties. Because there is no stated concern of damage to the equipment at concentrations above 50% alcohol, and the CDC recommendations are for solutions of 70% or better isopropyl alcohol in order to be effective, the recommendation has been increased to 70% alcohol.

²⁸ Based on conversation between the Recording Studio Manager and API

Allen and Heath SQ7 Console (Auditorium)²⁹

Cleaning solutions containing at least 70% alcohol. 70% alcohol solutions require a contact time of 30 seconds to be effective against COVID-19, however leaving the solution on the console for this length of time could potentially damage the equipment. Care should be taken to prevent damage to equipment and equipment should be dried thoroughly to eliminate pooling.

Alcohol solutions should never be sprayed directly onto the equipment, instead they should be sprayed onto a clean microfiber cloth which can then be used for wiping.

Microphones

An appropriate disinfecting spray intended for use with microphones should be used. The cleaning solution cannot be sprayed directly onto the microphone grill itself, as there is potential to ruin the capsule. Disinfecting solution should be sprayed onto a clean microfiber cloth which can then be used to wipe the microphone surface.

Microphone stands and cables, patch cables, floor monitor speakers, pianos, keyboards, amplifiers, etc.

As there are many of these, access to the equipment should be minimized to reduce the need for additional cleaning and disinfecting. Equipment should be cleaned and disinfected before and after use following the guidelines above.

Non-emergency transport vehicles³⁰

Information for supervisors

- Record completion of all cleaning and disinfecting using the [FLCC COVID-19 Cleaning and Disinfecting Log](#).
- When transporting a known confirmed positive passenger, drivers should wear an N95 or greater respirator and eye protection, such as a face shield or goggles (as long as they do not create a driving hazard).
- The passenger should wear a face mask or cloth face covering. Face masks and cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The use of larger vehicles is recommended when feasible, to allow for greater social distancing between vehicle occupants.
- Drivers should practice regular hand hygiene, avoid touching their nose, mouth and eyes.
- Other passengers should not be transported in the same vehicle.

How to clean and disinfect non-emergency transport vehicles

- At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick.
- Open all doors and lift gates to allow for sufficient air changes to remove potentially infectious particles. Doors and windows should remain open when cleaning the vehicle.

²⁹ Based on conversation between the Recording Studio Manager and Applied Audio

³⁰ Cleaning and disinfection for non-emergency transport vehicles <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

- Wear appropriate PPE
 - Disposable gloves;
 - Disposable gown or coveralls
 - Face shield or face mask and goggles should also be worn if required by the product safety data sheet or if splashes or sprays are anticipated.
- Follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation);
- **Clean and disinfect** surfaces and objects in accordance with the appropriate instructions
 - Hard (non-porous) surfaces like hard seats, arm rests, door handles, seat belt buckles, light, heat, A/C controls, doors and windows, radio and grab handles – “[How to clean hard \(non-porous\) surfaces](#)”
 - Soft (porous) surfaces such as fabric seats – “[How to clean soft \(porous\) surfaces](#)”
 - Frequently touched electronic surfaces, such as tablets or touch screens – “[Electronics and IT assets](#)”
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning.
- Wash hands immediately after removal of gloves and PPE. See [hand hygiene](#) section.
- If a disposable gown was not worn, work uniforms / clothes worn during cleaning and disinfecting should be laundered in accordance with “[How to clean and disinfect clothing, towels, linens and other items that go in the laundry](#)” instructions. Gloves should be worn when handling dirty laundry.
- Wash hands immediately after handling laundry and removing disposable gloves. See [hand hygiene](#) section.

Receiving, handling, and disinfecting mail and packages^{31, 32}

According to research published by the National Institutes of Health, CDC, UCLA and Princeton University, COVID-19 is detectable in aerosols (up to 3 hours), on copper (up to 4 hours), cardboard (24 hours), stainless steel (3 days), and plastics (3 days). Although the risk of transmission of coronavirus from a package is pretty low, it is not impossible.

- Avoid direct contact with the delivery person.
- Leave mail and packages undisturbed for at least three hours and/or spray with disinfectant before handling.
- Wear appropriate PPE
 - Wear disposable gloves when receiving and handling mail and packages,
 - Gloves should be discarded immediately after use,
- Clean hands immediately after gloves are removed;
- When using disinfectant or wipes, follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation);
 - Handle mail and packages minimally within the first three days of receipt if possible. If not possible to wait three days, wait at least 24 hours.
 - Note: although much incoming mail and packages are paper or cardboard,

³¹ CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

³² N van Doremalen, *et al.* Aerosol and surface stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1. *The New England Journal of Medicine*. DOI: 10.1056/NEJMc2004973 (2020)

some of these materials are coated in plastic, and COVID-19 has been shown to live up to three days on plastic surfaces.

- For packages that contain perishable materials that must be refrigerated or frozen or contain live specimens that must be cared for should be disinfected using the appropriate disinfectant wipes or spray and then processed and delivered to the ordering department following normal business procedures. **If a spray is used, it should be applied to a rag and then wiped on, rather than spraying directly on the package.** Where possible, the outer packaging should be removed and discarded as soon as possible.

Received:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Leave until at least:	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

- Mail and packages should be segregated and labeled based upon their arrival date.
- When practical, outer packaging should be removed and discarded immediately.
- If surfaces are visibly dirty, disinfectants are not effective, and the surface should be cleaned using a detergent or soap and rinsed with water prior to disinfection.
- For disinfection, the following products are believed to be effective:
 - Diluted household bleach solutions;
 - Follow manufacturer’s instructions for application and proper ventilation;
 - Never mix household bleach with ammonia or any other cleanser;
 - Check to ensure that the product is not past its expiration date;
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 Cup) bleach per gallon of water; or
 - 4 teaspoons bleach per quart of water.
 - Bleach solutions must be mixed within 24 hours of use
 - Alcohol solutions with at least 70% alcohol;
 - EPA-registered disinfectants that indicate they are effective against COVID-19;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

Personal Protective Equipment (PPE)

General PPE guidance

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves for all tasks in the routine cleaning process, including handling trash.
- Gloves, gowns / coveralls and foot protection should be compatible with the products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves, gowns / coveralls and foot protection should be removed carefully to avoid contamination of the wearer and the surrounding area. Clean hands immediately after removing gloves.
- Immediately report breaches in PPE (e.g., a torn glove) or any other potential exposures to a supervisor.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual’s blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine. Filtering face piece respirators (i.e. N95 – may only be worn by employees who fall

under the College’s Respiratory Protection Program, and who have successfully completed training, medical evaluation, and fit testing in the respirator that they will be wearing).

PPE – Task Selection Guide

Department	Task	PPE
Student Health Services	Suspected Case Assessment/Treatment	Gloves, N95 respirator, face shield, gown or coveralls
Campus Police	Emergency response to a person exhibiting symptoms of COVID-19.	Gloves, face mask, goggles
Designated Volunteers	Transport of individuals with suspected or confirmed case of COVID-19.	Gloves, N95 respirator, face shield or goggles
Suites at Laker Landing – Residential Director & Maintenance Staff	Face-to-face support of individuals in quarantine / isolation.	Gloves, N95 respirator, face shield or goggles
Suites at Laker Landing – Maintenance Staff	Emergency entry into isolation / quarantine residence, when entry can’t be delayed for at least 4, preferably more than 24, hours.	Gloves, N95 respirator, face shield or goggles
Custodial Department	Routine Cleaning and Disinfecting	Gloves, face mask, goggles (as needed for chemical protection)
Custodial Department	Cleaning after Suspected Case (wait at least 4 hours, preferably more than 24 hour)	Gloves, face mask, goggles, gown or coveralls, shoe covers
All other employees/tasks	All other tasks in shared spaces (updated 5/12)	Face mask

Removing (Doffing) PPE³³

Follow the steps below when removing personal protective equipment:

- Enter the [doffing area](#) (if established).
- Properly remove and dispose of gloves.³⁴
 - Pay special attention so that you don’t contaminate your hands.
 - Don’t snap the gloves which could cause spray.
 - Hold one of your wrists so that your thumb points up.

³³ Adapted from CDC Using Personal Protective Equipment (PPE) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

³⁴ CDC Doffing PPE: Remove and discard outer gloves https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_06.html

- Pinch that glove and lift at the wrist, then roll it down until the glove is completely off your hand in a ball in the palm of the other hand.
- Then, slide a finger down and inside the outer glove on the other hand and pull it off until it's balled around the first glove.
- Dispose of the gloves.
- See also CDC Doffing PPE: Remove and discard outer gloves <https://youtu.be/S4SYqPFYjig>
- Properly remove and dispose of coveralls, if worn.³⁵ [See instructions.](#)
- Properly remove and dispose of boot covers or foot coverings, if worn.³⁶ [See instructions.](#)
- Disinfect your shoes after disinfecting an area where an individual with suspected or confirmed COVID-19 has been.³⁷
 - To disinfect your shoes, sit down in the designated clean chair.
 - Use an EPA-registered disinfectant wipes to thoroughly disinfect all the surfaces of your shoes, moving from top to bottom and including the soles. Be sure not to touch your ankles.
 - See also CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html
- Immediately clean your hands with soap and water or alcohol-based hand sanitizer (70% alcohol or greater). See the [Hand Hygiene](#) section.
- Properly remove and dispose of goggles and face shield, if worn.³⁸ [See instructions.](#) Do not touch the front of the face shield or goggles.
- Properly remove and manage face mask.³⁹
 - Do not touch the front of the face mask while removing it.
 - Tilt your head forward.
 - Then, use two hands to untie the mask or remove the ear straps.
 - Let the mask fall forward away from your face. Follow the appropriate instructions for [care and storage of PPE.](#)
- Immediately clean your hands **again** with soap and water (preferred) or alcohol-based hand sanitizer (70% alcohol or greater). See the [Hand Hygiene](#) section.
- Exit the doffing area.

³⁵ CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html

³⁶ CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

³⁷ CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html

³⁸ CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html

³⁹ Adapted from CDC's Doffing PPE: Remove the N95 Respirator https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_16.html

Remove goggles / face shield⁴⁰

- To remove a face shield, tilt your head forward slightly, grab the strap at the back and pull it forward and over your head, which will let the face shield fall from your face. Dispose of the face shield.
- See also CDC Doffing PPE: Remove the face shield <https://youtu.be/0VAvEbT9gEc>
- To remove goggles, tilt your head forward slightly and remove goggles from the back by lifting the head band or ear pieces.⁴¹

Remove coveralls.⁴²

- If your coverall has a flap covering the zipper, you must gently pull it open.
- Then you will need to disinfect your gloves.
- Next, tilt your head back and reach for the zipper at the top of the suit, using a mirror to avoid touching the skin.
- Grasp the zipper with two fingers of one hand without using the other hand on the front of the suit and pull down.
- Unzip completely. The assistant may help you unzip the coverall, if necessary.
- The assistant will stand behind you and grasp the outside of the coverall at the shoulders, and pull it off your body in a downward motion until the coverall is off your shoulders completely.
- The assistant will then reposition his or her hands and roll the suit outward and down the back in a controlled fashion, removing your arms and slowly pulling it down until it's at your waist, being careful not to touch your scrubs or skin.
- To get the coverall off the rest of the way, you may need to sit down in the clean chair, which will be marked clearly.
- Grab the coverall, and pull it away from your body, one leg at a time.
- Once the coverall is off completely, dispose of it.
- See also CDC Doffing PPE: Remove the coverall <https://youtu.be/KKC-VSh4Hsk>

Remove shoe covers⁴³

- Sit in the designated clean chair to take off your boot or shoe covers only.
- Once you sit down, be careful not to touch one leg with the other.
- Then grasp the outside of the boot or shoe cover and pull down toward your ankle.
- Then, lift the boot or shoe cover over your heel, pull it off your foot and dispose of it correctly.

⁴⁰ CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html

⁴¹ CDC PPE Sequence <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

⁴² CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html

⁴³ CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

- The exact way to remove the boot or shoe covers will vary based on the manufacturer's instructions.
- See also CDC Doffing PPE: Remove boot covers https://youtu.be/Y_NhH8Eb3-Y

Care and storage of PPE

Reusable face masks⁴⁴

- Face masks should be washed and dried daily. Hand washing and line drying are recommended by the manufacturer.
- Before washing, tie a knot in the strings which are used for tying the mask when wearing in order to prevent them from unraveling.
- The water used for handwashing should be as hot as comfortable.
- Use liquid laundry detergent or typical hand soap and create a lather.
- Rub the masks and soap lather together in your hands and rub the mask onto itself for greater than 30 seconds.
- Rinse the mask twice in water as hot as comfortable.
- Lay the mask on a clean, dry surface to dry.
- If the dry mask has wrinkled so that it no longer lays flat against face, iron the mask with an iron set on medium high for cotton material.

Extended use and limited reuse of disposable face masks and filtering face piece respirators⁴⁵

- Limited reuse refers to the practice of using the same disposable face mask or respirator multiple times, but removing (“doffing”) when not required. The equipment is stored in between uses to be put on again (“donned”). Extended use refers to the practice of wearing the same face mask for repeated close contact encounters without removing the facemask between encounters.
- The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
- The facemask should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean, sealable paper bag or breathable container.
- Perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the mask or respirator. See the hand hygiene section.
- After coming in to contact with a person with a suspected or confirmed case of COVID-19 (as defined on page 2), disposable face masks and filtering face piece respirators should be disposed of immediately.

⁴⁴ Email correspondence with John Martynek, Executive Vice President of Manufacturing and Operations, Hickey Freeman May 2020

⁴⁵ Adapted from CDC's Strategies for Optimizing the Supply of Facemasks <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

Hand Hygiene^{46 47}

Clean hands often

- Clean hands immediately
 - After removing gloves;
 - After contact with an ill person;
 - After blowing one's nose, coughing, or sneezing;
 - After using the restroom;
 - Before eating or preparing food;
 - After contact with animals or pets;
 - Before and after providing routine care for another person who needs assistance (for example, a child).
1. Wash hands with soap and water for at least 20 seconds.
 2. If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer with at least 70% alcohol may be used⁴⁸
 - Apply the product to the palm of one hand and rub over all surfaces of your hands until hands are dry
 - If hands are visibly dirty, hand sanitizer is not effective, and hands must be washed with soap and water.
 3. Avoid touching eyes, nose, or mouth with unwashed hands.

Handling Waste

Handle waste properly

- Throw disposable items in the trash immediately after use.
- Used gloves and other disposable items that may have been contaminated with COVID-19 should be placed in a bag that can be tied closed before disposing of them with other waste.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

⁴⁶ CDC When and how to wash your hands <https://www.cdc.gov/handwashing/when-how-handwashing.html>

⁴⁷ CDC Hand Hygiene Recommendations <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

⁴⁸ CDC Show me the science – when and how to use hand sanitizers in community settings <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

Appendix D Spring 2021 Re-Opening Plan for The Suites at Laker Landing

Priorities

- Keep residents healthy and safe in relation to COVID-19.
- Keep professional & paraprofessional staff healthy and safe in relation to COVID-19 to ensure that staff can continue to assist the resident population.
- Maintain normal operations and practices as much as possible if it does not impact the health and safety of others.

Strategies:

- Promote resident responsibility for both own health and the health of others
- Maximum reduction in face-to-face engagement

Occupancy/Housing

- **Low Density**

- 166 beds
 - 77 4-bedroom suites = 2 bathrooms = 2 residents (**154 total**)
[house in A & D bedrooms]
 - 23-bedroom suites = 2 bathrooms = 2 residents (**4 total**)
 - 43-bedroom suites = 1 bathroom = 1 resident (**4 total**)
 - 41-bedroom suites (including tour suite) = 1 bathroom = 1 resident (**4 total**)

- **Q/I Space**

- 22 beds
 - 11 2-bedroom suites = 1 bathroom = 1 resident (22 total)
 - 1st floor – 3, 2nd floor - 4, 3rd floor– 4
 - Maximize I/Q capacity
 - Maximize total capacity
 - Address HIPPA concerns
 - Spread throughout building on each floor

Other Considerations

- High-risk populations
 - Residents with medical conditions (e.g., asthma, diabetes, immunosuppressive drug therapy, heart disease, HIV, and morbid obesity) are at high risk for COVID-19 illness and complications
- Assumption of risk document
 - All residents must sign an addendum to the housing license stating understanding and assumption of risk and agreeing to abide by all current and future health and safety protocols and directive.

Operations/Maintenance

- Maintenance & Cleaning—I/Q
 - Quarantine/Isolation College Facilities staff responsible for cleaning vacated I/Q space per CDC guidelines for cleaning and disinfecting facilities (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)
- Protocol
 - Protocol designed for the identification, communication, reassignment, and caring of the resident

- Elements
 - Resident in Q/I will agree to abide by quarantine/isolation rules, including not leaving suite; failure to follow rules subjects resident to removal from The Suites due to endangering the health and safety of other residents
 - Protocol made available to all individuals involved in the management of isolation spaces and its procedures
 - Isolation and quarantine rooms are physically exclusive, with private bathrooms
 - Work with Student Health Services, County Health, and other appropriate agencies to monitor health
- Exterior Identification
 - A marker is placed in the Q/I unity window facing outward to assist County Health in identifying unit during external on-site visits.
- Services
 - Food - Resident in need of food completes the Food Cupboard Request or scans the QR code: https://flcc.formstack.com/forms/food_cupboard.
 - Academic Services - Available remotely
 - Counseling - Available remotely
 - Other Support Services - Professional staff assist with personal needs (medication pickup, delivery of hygiene supplies, etc.)
 - Laundry - Resident puts laundry in bag and leaves outside in hallway; designated staff member places in second bag before transporting to designated laundry facility and leaves fresh bag in hallway for resident
 - Mail - RD delivers outside door one time per week
 - Garbage - Resident places garbage bag outside door in hallway at specific day and time; maintenance staff member removes and places in second bag before transporting and disposing; leaves second bag for resident in hallway
 - Maintenance
 - Resident work order request made by call or email to RD
 - Custodial and maintenance staff and Resident Director provided with and required to wear appropriate PPE (per CDC guidelines), including N-95 mask, when cleaning or entering isolation and quarantine spaces (available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>)

Maintenance & Cleaning—General Resident Population

- **Work Orders**
 - Resident work order request made by calling or completing online request (elimination of in-person option)
 - Arrangements will be made for Maintenance to perform work. Additional protective measures will be observed including residents remaining in bedrooms or leaving suite while work is performed.
- **Cleaning/disinfecting**
 - Enhanced cleaning in all common areas and on high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic

- buildings, including Resident Assistant work room
 - Custodial workers provided appropriate PPE, including N-95 mask, and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)
 - FLCC Cleaning Staff to Perform Work
- **Services**
 - Delayed distribution of mail and packages
 - Quarantine mail and packages for twenty-four hours after delivery before sorting
 - RD sorts with gloves & PPE
 - Continue to utilize mailboxes
 - Only professional staff (no RAs) will assist with mail and package pick-up
 - Eliminate mailroom access for RAs
 - Limited hours for package pick-up – dependent on RD availability
 - Laundry rooms
 - Closed once a day for sanitizing/cleaning
 - One person inside the room at a time (although multiple residents may use the machines simultaneously)
 - Fitness center - Closed indefinitely
 - Food
 - Grocery delivery/take-out
 - Grocery shopping
 - Food truck serving breakfast and lunch on campus weekdays when classes are in session
 - Vending machines in The Suites
 - Refrigerated food
 - Snack
 - Beverage
 - FLCC Food Pantry - Resident in need of food completes the Food Cupboard Request or scans the QR code:
https://flcc.formstack.com/forms/food_cupboard.
 - The Suites Food Pantry - Resident fills out request online, RD coordinates with Community Standards and Counseling office and prepares in office, and resident picks up from RD office on Fridays
 - Garbage - Residents expected to take out garbage regularly
- **Hallways, Stairwells, & Elevator**
 - Elevator use is discouraged; decreased occupancy is posted
 - Two-way corridor
- **Community Spaces**
 - Timber Room, Lounges & Academic Lounge - Locked and closed (restriction may be relaxed if circumstances warrant)
 - Café - Unlocked, limited and spaced furniture, signage posted
- **Healthy Practices & Guidelines**

- Protective Measures for All
 - Social distancing
 - Require personal face coverings outside of personal units; provide extras at Security office
 - Frequent reminders of proper hand hygiene (verbal, posters, videos) with hand sanitizer widely available in common areas and rooms
 - Hand sanitizers at each exit/entry point
 - No smoking on Suites property
 - No guests
 - Limited/restricted room change practice
 - Single point of entry – access control
- Protective Measures for Professional Staff
 - Reduce unnecessary engagement with residents
 - Limited hours
 - Remote work when possible
 - Closed doors (roped off with stanchions)
 - Meetings by video/phone
 - Return all keys/documents in drop box
 - PPE: gloves, face masks, N-95 masks, shields, gowns, booties as required
 - Enact protective measures for high-risk staff
- Protective Measures for Student Staff (Resident Assistants)
 - Limited engagement with residents & staff (primarily video, phone, & email communication)
 - Trainings & RA staff meetings
 - Remote & online
 - PPE, face masks, gloves
 - No guests
- **Communication**
 - Notification of Changes & Expectations
 - Housing license and addendum
 - Rules and Regulations changes
 - New measures & expectations (behavior, consequences, policies, etc.)
 - Social distancing
 - Face coverings
 - Hand hygiene & cleaning/disinfecting protocols
 - COVID-19 symptom and exposure reporting
- **Resident role: Expectations and Consequences**
 - Prior to arrival (new residents)
 - Atypical on-campus residential experience
 - Limited services
 - Expected & required health practices

- SUNY Uniform Sanctions in Response to COVID-19 Student Violations
 - Guests, social gatherings, not using PPE
<https://www.suny.edu/media/suny/content-assets/documents/chancellor/UniformSanctions-Response-COVID-19-Student-Violations.pdf>)
- Communication campaigns (ongoing)
 - Emails, text messages, website, postcards, letters, Instagram, Facebook, other social media
 - In-hall messaging
 - Poster campaign, bulletin boards, outside suite doors
 - Bathroom doors and refrigerator (how to clean and expectations)
 - Lobby monitor
 - High traffic areas—lobby, exits, stairwells, laundry rooms

Resident Preparation & Pre-Arrival

- Residents whose permanent address is outside of the State of New York will be required to follow the New York State COVID-19 Travel Advisory: arrive and quarantine as outlined in the Appendix. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- Beginning on January 10, 2021 (14 days prior to Spring 2021 residence hall reopening) all residents must pre-screen daily for travel history, COVID-19 history, and COVID-19 symptoms.
- Residents must submit an attestation that they have completed a seven (7) day precautionary quarantine prior to returning to campus; and either
 - Present evidence of a negative COVID-19 test taken within three (3) days prior to return or participate in on-campus COVID-19 testing as soon as possible but no later than five (5) days of returning to campus, or present documentation of a positive diagnostic result for COVID-19 from the prior 3-month period.
- Residents must inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19 (this notification to campus should not replace reporting to a health care provider or local health department)
- Residents must undergo regular surveillance testing as dictated by the College’s testing schedule for residential students.

Move-In

- Sunday, January 24, 2021
 - New residents (estimated 10-20): by appointment
 - Check-In
 - Location of station
 - Key distribution
 - Documents
 - Payment due
 - Room Condition Report
 - ID
 - RA/professional staff interaction
 - Residents, family members, and others assisting required to wear PPE

- Limit of one person assisting resident inside of the residence hall
- Traffic—parking lot distancing
- No carts available; encourage residents to bring personal carts
- Sanitation stations
- Hallways, stairwells, & elevator
- One-way signs posted on walls along hallways and corridors to limit contact
- Stairwells will be divided into “up” and “down” stairwells (i.e., central stairwell “up,” end of hallway stairwell “down”)
- Elevator use is discouraged; decreased occupancy is posted
- All-hall meeting
 - Live WebEx/Zoom “Events” with professional staff and RAs
 - Record and take attendance
- Section meetings
 - Virtual—catch residents who missed meetings
- Returning residents: assigned to staggered blocks of time in which to return

RA Responsibilities

- Keys & Lanyards
 - Always use gloves
 - Disinfect GM key after each use
 - Switch cloth lanyard to nurse/security pull tab
 - UV light station in security office for disinfecting
- Lockouts
 - PPE
 - Eliminate handing out additional keys
- RA Training - Virtual/remote
- Security Office/Rounds
 - Options:
 - One RA on duty per night
 - One RA per shift with two RAs per night (first shift from 5 pm-8 pm; second shift from 8 pm-11 pm)
 - One RA desk shift 5 pm-11 pm with one RA holding phone overnight from 11 pm-8 am
 - Two RAs take turns on rounds- one in the office, with one on rounds
 - Wear gloves and mask, as necessary
- Simplex/Fire Alarms
 - Use masks, and gloves (in case of confiscation)
 - Ask residents to wear masks before entering
 - More building evacuations may be inevitable
- Evacuations
 - How to maintain social distancing
 - Plan for providing PPE for residents who forget masks
 - Everyone spreads out and stretches in a straight line(s) across walkways
- Addressing Concerns in The Suites

- Use masks and gloves
- Ask residents to use masks before entering or speaking too closely with RAs
- Disperse groups of any size in hallway or lobby to maintain social distancing
- Reiterate punitive outcomes - reference uniform SUNY sanctions
- Roommate Conflicts - Use videoconferencing as opposed to in-person
- Health & Safety Inspections
 - Coordinate with residents
 - PPE, masks, gloves, and face shields
 - Recommend RA launder clothes after inspections
- Resident Assistant Work Room
 - Time slots for use (one RA at a time)
 - Weekly cleanings
- Programming - No in-person programming; all remote

Residential Development/Programming

- Life Workshops
- Creating an Engaging Space
 - Social media
 - Virtual weekly chats/webinars
 - Interactive games

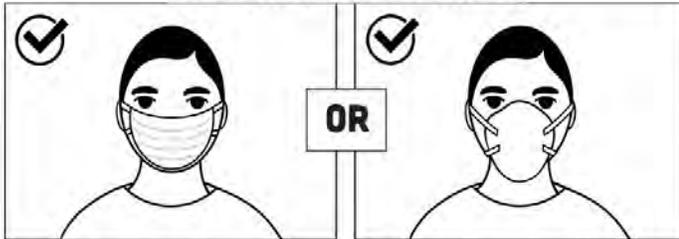
Appendix E Masks, Packages & Mail

MASK UP

How to safely wear and store your mask to protect yourself and your community

Masks are required when interacting with students or the public

WEARING YOUR MASK



DO clean your hands & put on your facemask so it fully covers your nose & mouth.

DO clean your hands & put on your mask. Put the lower strap on first below your ears & the upper strap above your ears. Don't cross the straps.



DON'T wear your mask under your nose or mouth - you won't get the protection you need and you might breathe in the germs that have collected on the mask.



DON'T put a facemask on under a fitted respirator.

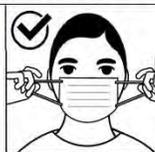


DON'T allow a strap to hang down.

REMOVING AND STORING YOUR MASK



DO clean your hands with alcohol-based sanitizer or soap & water before removing your mask.



DO remove your facemask touching ONLY the straps.



DO remove your mask touching ONLY the straps. Remove the bottom strap first, and then the top strap.



DO discard your mask & clean your hands. If you store your mask, place it in a bag with your name and day used on it.



DON'T touch your mask while using it or removing it.



DON'T store your mask on your head.



DON'T store your mask around your neck.



DON'T store your mask in your pocket.

Adapted from design by Shanthony Art & Design | Shanthony.com

*Masks are required when interacting with students or the public

Caring for your reusable mask

- Face masks should be washed and dried daily. Hand washing and line drying are recommended by the manufacturer.
- Before washing, tie a knot in the strings which are used for tying the mask when wearing in order to prevent them from unraveling.
- The water used for handwashing should be as hot as comfortable.
- Use liquid laundry detergent or typical hand soap and create a lather.
- Rub the masks and soap lather together in your hands and rub the mask onto itself for greater than 30 seconds.
- Rinse the mask twice in water as hot as comfortable.
- Lay the mask on a clean, dry surface to dry.
- If the dry mask has wrinkled so that it no longer lays flat against face, iron the mask with an iron set on medium high for cotton material.

Packages and Mail

- Avoid direct contact with the delivery person.
- Don disposable gloves before handling mail and packages.
- Leave mail and packages undisturbed for at least three hours and spray with provided disinfectant before handling.

Packages

- Label package with date received and release day.
- Avoid handle packages prior to release day.

If received	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Release day is	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

Mail

- If received on Friday, Saturday, Sunday or Monday, place in the bin labeled
 - Friday – Monday
- If received on Tuesday, Wednesday, or Thursday, place in the bin labeled
 - Tuesday – Thursday

Appendix F References

OSHA Guidance

- OSHA COVID-19 Control and Prevention <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- Occupational Safety and Health Administration (OSHA) COVID-19 webpage <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

EPA Guidance

- US EPA – List N: Disinfectants for use against SARS-CoV-2 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Center for Disease Control (CDC) Guidance

- CDC Reopening guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- CDC – Cleaning and disinfection for community facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CDC – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- CDC Guidance for cleaning and disinfecting decision tool <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC When and how to wash your hands <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Cleaning and disinfection for non-emergency transport vehicles <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>
- CDC Cleaning and Disinfecting Frequently Asked Questions – Is it safe to vacuum in a school, business, or community facility after someone with suspected or confirmed COVID-19 has been present? <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>
- Adapted from CDC Using Personal Protective Equipment (PPE) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- CDC Doffing PPE: Remove and discard outer gloves https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_06.html
- CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html
- CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

- CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html
- CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html
- Adapted from CDC's Doffing PPE: Remove the N95 Respirator https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_16.html
- CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html
- CDC PPE Sequence <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html
- CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html
- Adapted from CDC's Strategies for Optimizing the Supply of Facemasks <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>
- CDC Hand Hygiene Recommendations <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- CDC Show me the science – when and how to use hand sanitizers in community settings <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

NIH

- National Institute of Health, “New coronavirus stable for hours on surfaces” <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

New York State Department of Health Guidance

- COVID-19 Webpage <https://coronavirus.health.ny.gov/home>
- Interim guidance for cleaning and disinfection of public and private facilities for COVID-19 dated March 10, 2020 https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf
- Interim guidance for cleaning and disinfection for non-healthcare settings where individuals under movement restrictions for COVID-19 are staying https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_non-healthcare_settings.pdf
- New York State Registered Disinfectants Based on EPA List http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Adapted from the NYS Office of Technology Services Memorandum “Use and Cleaning of IT Assets” dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

Other references

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- Van Doremalen, **et al.** (2020) Aerosol and surface stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1. ***The New England Journal of Medicine***. DOI: 10.1056/NEJMc2004973
- SABIC Specialty Film & Sheet LEXAN® Sheet Processing Guide
https://sfs.sabic.eu/wp-content/uploads/resource_pdf/1482256914-51422789-SABIC-SFS-6212-EN-LEXAN-Sheet-Processing-Guide-FINAL-Nov-2015.pdf