

FLCC COVID-19 Pooled Testing for Surveillance

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OVERVIEW & PURPOSE

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 plan has been developed and 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 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 at any one time of each of the following:

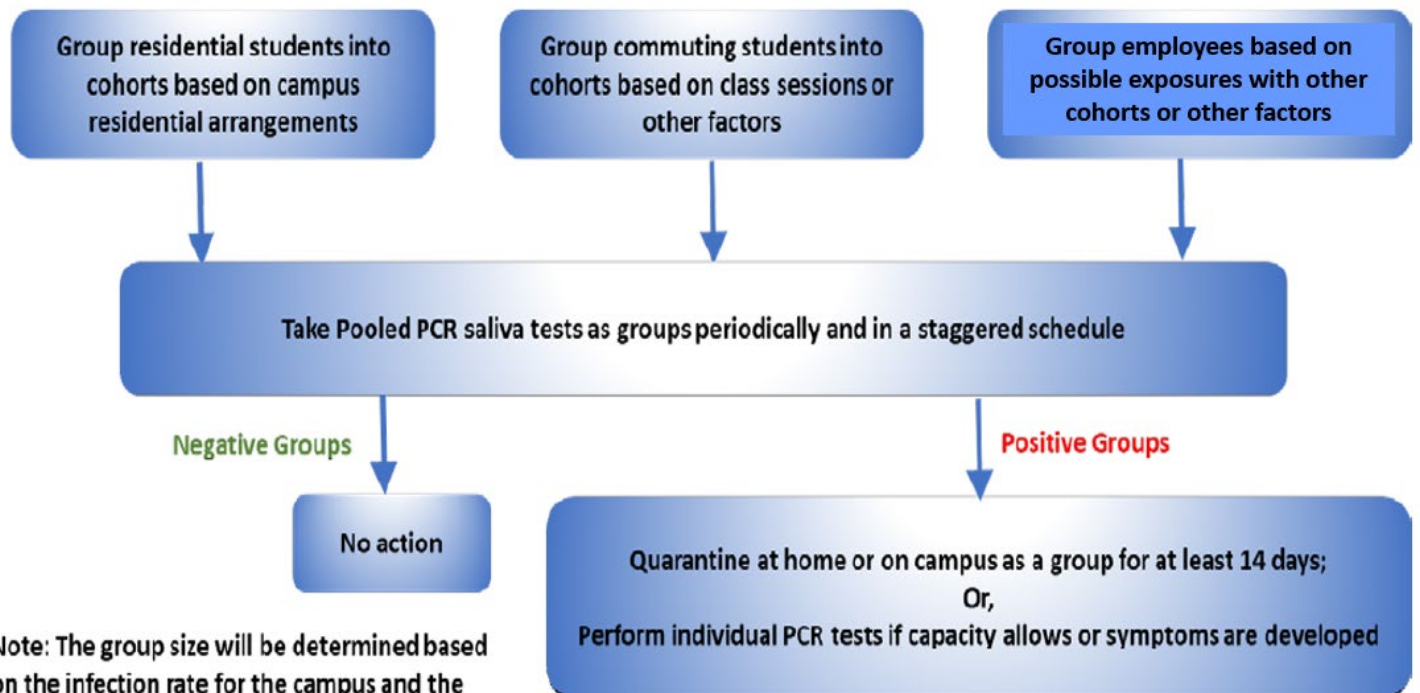
- Residential students – 166
- Non-residential students – 488
- Employees - 358
- Total - 1012
- 5% of the Total above – 51

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.

Pooled Testing for Surveillance



Note: The group size will be determined based on the infection rate for the campus and the host community at the time of testing.

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 as well. Employees who are within the same cohorts as the students being tested (e.g. Housing personnel with Suites residents, coaches with athletic team), should be invited and encouraged to participate in the pooling at the same time their student cohorts are being tested.

COLLECTION AND 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

Non-symptomatic employees will be invited and encouraged to participate in the pooling at the same time their student cohorts are being tested whenever possible.

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 DRESSING 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 will be procured by FLCC’s ERMEHS.

Training of testing site staff will be 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 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-1 Surveillance Account and register online the day before testing. (<http://register.suny-covid.com/>).
6. Prior to the day of 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 smart phone, 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 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-1 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 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 document) 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 Housing management.
- 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 Housing management, a negative COVID-19 result from another location.

Positive Individual

See Isolation and Quarantine section of this document.

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** (closest option) but they only test if an individual has symptoms after being evaluated by one of their providers.
 - Call first (585) 978-8240 to schedule an appointment
 - Hours are 8:00am – 8:00pm Monday – Friday, 9:00am – 5:00pm Saturday - Sunday
 - The address is 699 S. Main Street, Canandaigua, NY 14424 (the Old Wegmans Plaza)
 - An individual **MUST** bring a copy of their insurance card
 - If an individual does not have insurance, let them know, and complete a sliding scale fee application
 - This will reduce the cost based on individual's income
- **WellNow Urgent Care** will do testing even if an individual does not have symptoms (asymptomatic testing)
 - They do 2 different types of test, for active COVID-19 testing, individuals must have PCR testing, not antibody testing
 - Calling first is recommended, but not mandatory (315) 230-4074
 - Hours are 8:00am – 8:00pm 7 days a week
 - The address is 1 White Springs Rd, Geneva, NY 14456 (Town & Country Plaza)
 - Individuals **MUST** bring a copy of their insurance card
 - There is **NO** assistance for individuals without insurance coverage

- If an individual is getting an asymptomatic test, a provider evaluation is not required
- If an individual is getting a test because they are experiencing symptoms, an evaluation by one of their providers is necessary before a test can be ordered.

ISOLATION AND QUARANTINE

The coordinator of the isolation and quarantine process is the Housing Resident Director, 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.

FLCC has 22 quarantine/isolation rooms available. 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 management. 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 for up to 10 days and provide individual negative COVID-19 test results to Student Health or Housing management. 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 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 would 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

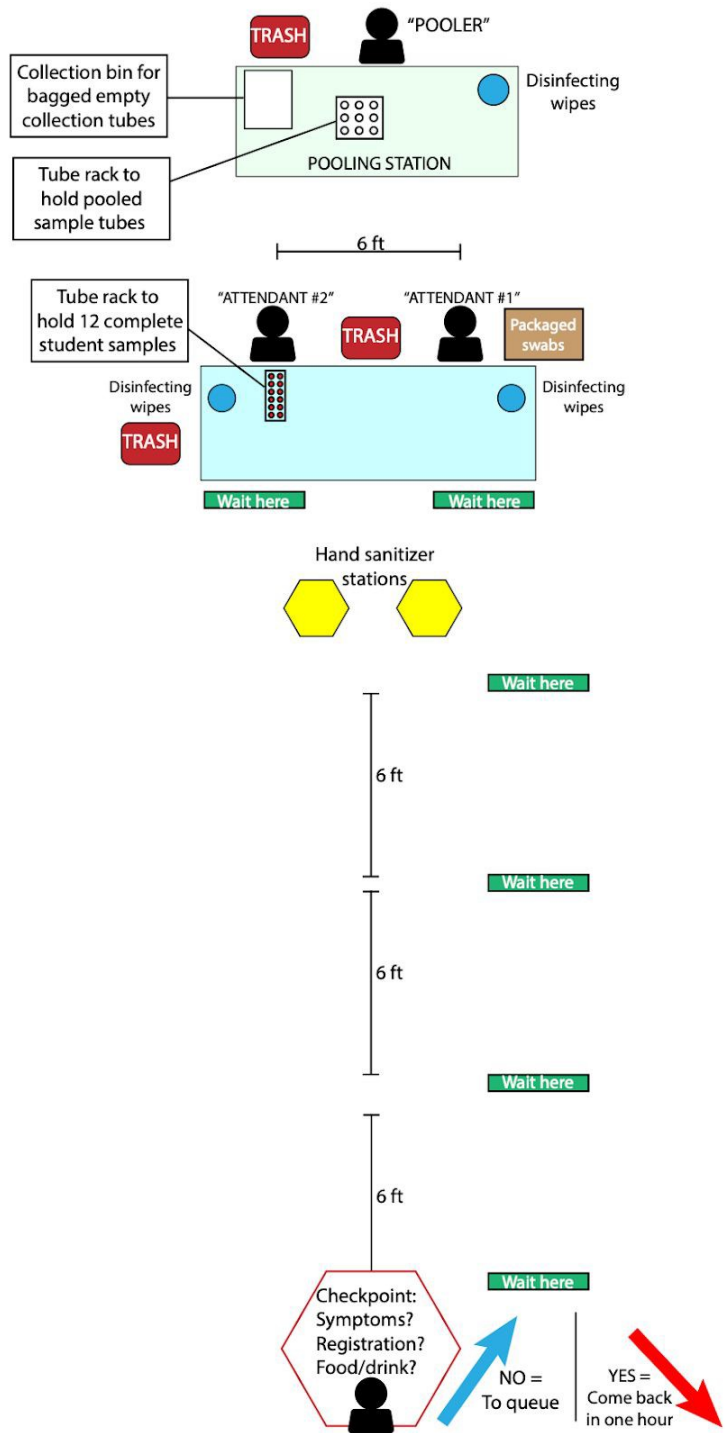
Testing Locations for Main campus may include and are not limited to:

- The Gym
- The Pavilion
- Other as necessary

Campus Centers will also be locations for testing sites.

Each location will have a waiting que 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:



WASTEWATER TESTING & 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 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 PROTOCOLS FOR POOLED TESTING PPE

The videos below were taken from the CDC's guidance for Ebola PPE. Some items referenced are not worn for COVID 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 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 testing.
 - [Put on disposable gloves](#) (16 second video)
 - only one pair of gloves are worn for COVID 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 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 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 _____

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 have been identified and set aside for Q/I:
 - All eleven (11) 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 positive/suspected

- Housing is notified by College or Ontario County Health Department that a student is confirmed being positive with COVID-19.
- Isolation: Resident who is identified for isolation will be offered to either:
 1. Go Home (if they 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 their Isolation timeline has been fulfilled and has met the pre-established clinical and/or testing criteria for release from isolation
 3. If isolated within The Suites, resident to sign Agreement of Understanding
- Quarantine: Resident who is identified for quarantine will be offered to either:
 1. Go Home (if they 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 they produce a negative test and have been released from quarantine
 3. If quarantined within The Suites, resident to sign Agreement of Understanding
- 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:
 - 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.
 - 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 as for Q/I, the closest available Q/I unit to their 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 their arrival:
 - Toilet paper, shower curtain, Tash can (1/bdrm) and liners
 - Assistance Guide: List of Contacts, Food Services, Garbage, Laundry Service (paid by student), Mail, Academic Services, Counseling Services, Hygiene Supply/Medication Needs

Step 3) Moving the Student to Q/I Space

- Notification and Time Frame
 - Once the Q/I unit is identified for the move, the student will be notified by phone and given instructions to prepare for relocation.
 - Only 1 hour window
 - Suggested packing list
 - How to access to Q/I unit
 - General Information
 - Resident must don mask when packing & moving
 - Must notify Housing once prepare to execute move
 - Must notify Housing once relocated
- Packing List (Provide Suggested Packing List)
 - Enough clothing for 2 weeks
 - Toiletries
 - Linens (towels, sheets, pillow, cases, etc)
 - Medications

- Laptop/school supplies
- Cooking & eating utensils (cups/plates/utensils) & food
- Access to Q/I unit
 - RD will drop off room key to resident once resident is prepared to execute their move
 - Q/I bedrooms will be locked
- Assistance
 - Resident must move themselves, 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

- 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 their assigned suite.
- Exception: A resident released from quarantine in a Q/I unit may not return to their assigned suite if their suitemate is in active quarantine or isolation within the assigned suite.
- Return to Assigned Suite:
 - RD Coordinate time for move
 - Cart will be provided
 - Keys will be 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:

In accordance with guidance and directives from the Governor of New York, all residents whose permanent address is out-of-state, will be required to arrive on Monday, August 14, 2020 for a mandatory quarantine period and are required to remain in the quarantine unit and comply with all directives from County Health and Association Housing for the duration of the quarantine period.



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@fccc.edu.

Food Needs

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

Call or email to set up an appointment: standards@fccc.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.gigatelecom.com/form2.html>



Laundry

If 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.

**SUNY Surveillance Testing
Pooling Log Sheet**

School Name: _____
Date: _____

Contact Name: _____
Total number of pool tubes returned: _____

Pool	Serial number (e.g., AAA-1001)
1	
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Pool	Serial number (e.g., AAA-1001)
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Notes for lab staff-