



UC SAFE

The Utica College COVID-19 Response Supporting a Return to Campus for Fall 2020

The recommendations contained herein were endorsed by the Utica College Board of Trustees on June 12, 2020. All recommendations are subject to continuing and further guidance from the State of New York.



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INTRODUCTION

The Utica College Return to Campus Task Force was tasked with developing strategic recommendations supporting the objective of resuming a residential campus at Utica College in the Fall of 2020. Specifically, the Task Force was directed to offer recommendations and strategies that are consistent with best public health and emergency management practice and current and anticipated public sector policy guidance and are appropriate for the Utica College campus setting.

Accordingly, this report details a broad-based public health and emergency response strategy – and corresponding recommendations for action – that set the necessary conditions to safely resume a residential campus experience

at Utica College, effective August 2020. The Task Force’s recommendations prioritize the health and well-being of students, faculty, staff, and the community, address and anticipate relevant directives from governmental agencies, and identify new and existing resources that must be deployed in support of this effort. The recommendations are intended to apply broadly to all campus-wide operational activities, and assume planning related to classroom teaching, residential life, and student activities. Policies and protocols impacting employees and our community will be informed by the findings and recommendations detailed in this report.



PRIMARY PLANNING ASSUMPTIONS

The following planning assumptions have informed this effort, and as such, the findings and recommendations detailed in this report.

- Utica College intends to resume a residential campus experience in the Fall of 2020.
- Colleges and universities will be permitted – by relevant public health authorities – to resume a residential campus experience, in some manner, in the Fall of 2020.
- Based on current enrollments and course registrations for Fall 2020, Utica College students and parents generally support resumption of a residential campus in the Fall of 2020.
- COVID-19 will be present in our community, and in communities across the globe, in the Fall of 2020.
- Acknowledging that the risk of student, faculty, and staff exposure to COVID-19 cannot be mitigated entirely, the Task Force's findings and recommendations assume that no student will be required to participate (on campus) in a reactivated residential experience. Likewise, no faculty or staff member will be required to participate (on campus) in a reactivated residential experience should they provide documented health or related concerns relative to the resumption of a residential experience.

RECOMMENDATIONS

RECOMMENDATIONS

HEALTH, SAFETY, AND EMERGENCY PREPAREDNESS

A. Health Promotion

- The College will create and implement a comprehensive health promotion communications effort that includes physical and digital signage, social media posts, and regular campus notifications.
- Health promotion communications will leverage a 'social media norms campaign,' potentially developed with the input of students and employees.
- The College will create and require an online educational seminar/training informing students about health behaviors expected and required during the fall semester. This seminar will communicate social distancing/physical distancing norms and emphasize expectations and enforcement of rules around social distancing with considerations of perceptions of public safety and marginalized populations, particularly as it relates to parties, social events, et cetera.
- In the context of a health promotion strategy, the College will require that all students, faculty, and staff receive the influenza vaccine unless they provided a documented medical reason not to do so. Subsequent state directive may make the vaccine mandatory.
- The College will develop and implement a communications campaign to advance the influenza vaccination as a social norm and strategy, including providing opportunities for employees and students to receive the vaccine.
- The College will establish regularly scheduled random surveys of students, faculty, and staff to monitor viral presence.
- The College will conduct residence hall-level wastewater surveillance at regular intervals. Other environmental surveillance strategies will be considered as the science advances. All surveillance data will be coordinated with the Oneida County Health Department to understand transmission dynamics in the county and within Utica College. An increasing trend in environmental surveillance would trigger freedom from disease sampling of affected residence halls.
- The College will make available rapid diagnostic point of care test capability at a site external to the Student Health Center for testing any suspected infection of COVID-19. This site will be available to students, faculty, and staff. Students, faculty, and staff may seek or obtain COVID-19 testing from another location or primary care provider. If at any time a student, faculty, or staff member tests positive for COVID-19, the individual will notify the Utica College Office of Emergency Management.
- The College will maintain a database of students, faculty, and staff who test positive for COVID-19. The database will be coordinated with the county and state COVID-19 databases. Coordination will allow for notification of any student, faculty, or staff member testing positive for COVID-19.

B. Screening, Testing, Tracing, and Surveillance

- The College will strongly recommend that students obtain a COVID-19 screening prior to their return to campus at the start of the fall semester. A positive initial screening test should lead to requiring a two-week isolation and a negative diagnostic test before access to campus is permitted.
- The College will pursue a random sample of students, faculty, and staff at the start of the semester to obtain a baseline estimate of viral prevalence in the campus community.
- The College will enact a plan to routinely screen each residence hall utilizing freedom from disease sampling to ensure no transmission among residents. If a residence hall fails the freedom from disease sampling procedure, the entire residence hall will be placed into quarantine until all students are tested for a COVID-19 infection.
- All students, faculty, and staff will be required to undergo regular health self-screenings, including a temperature check. If a fever is detected, the individual will be directed to receive a COVID-19 infection test prior to engaging in campus-based activities.
- A positive test for a COVID-19 infection will trigger contact tracing. All contacts of the infected individual in the previous 48 hours will be traced including classmates, club affiliates, social acquaintances, and room/suite/floor mates. All traced contacts will be tested using a rapid test (if available); those testing positive will be placed into quarantine and those testing negative will be placed into self-isolation. Three days following the first rapid test all self-isolated contacts will be tested a second time, with those testing positive placed in quarantine and those testing negative cleared from self-isolation. Contacts testing positive at any time will initiate contact tracing.
- Individuals traveling to a place with a travel advisory in effect will be subject to mandatory testing and/or possible quarantine before returning to campus.
- Extreme social distancing will be required if testing, contact tracing, and isolation capabilities become overwhelmed.

C. Containment, Isolation, and Quarantine

- Once a student shows signs and symptoms suspected of COVID-19 or a test result is received, the student will be required to wear a mask and advised to gather items for

a 14-day isolation period. Students will be advised at the start of the semester to have “go-bags” prepared for this possibility.

- In the event of a positive test or onset of symptoms, students will be transported by the College to the designated isolation space (Burrstone House). The student will remain in isolation per CDC isolation guidelines and will be assigned a case manager to assist in academic and other support coordination.
- Isolation and quarantine rooms will be physically separated from the main campus.
- Isolation and quarantine rooms will have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- Counseling services will be available remotely to students in isolation or quarantine as needed.
- Students placed in isolation or quarantine will have their ID cards flagged in order to enforce the isolation or quarantine. Any violation of their isolation or quarantine order will be handled through the Office of the Dean of Students.
- All students will be provided safe places to live while they require isolation or quarantine regardless of whether they live on campus or off campus.
- Faculty and staff members who were asymptomatic and test positive will be sent home from work and directed to contact their primary care providers. Departments will work with Human Resources to provide adequate support and care for that employee.
- Faculty and staff members who test positive (or are exposed to someone who tests positive) will be able to quarantine or self-quarantine without concern for interruption in their pay during that period.
- Utica College contact tracers will be tasked with locating all close contacts of all COVID-19 positive students and arranging quarantine at the location prearranged by the College. All close contacts will be tested for COVID-19. Quarantine will last for 14 days unless a modified campus quarantine procedure is approved by New York State.
- All academic activities will be delivered in a virtual environment to any isolated students.

D. Treatment and Care of Students Who Test Positive for COVID-19

- Students with any illness will be asked to notify the Student Health Center. Walk-ins will be prohibited in order to reduce possible exposures. A triage nurse or medical provider will speak with the student by phone if the student discloses

any symptoms consistent with COVID-19. Students will be told to isolate until their same day appointment.

- The Student Health Center will require all patients and staff to wear masks or face-coverings. Students with symptoms will be immediately escorted to an exam room to prevent exposure in the waiting room. Suspected COVID-19 cases will be tested with rapid PCR testing (if available).
- The College will ensure procedures meet CDC guidelines for cleaning exam rooms following each patient visit if a student is found to be COVID-19 positive following a rapid test. Providers will don full PPE for all COVID-19-related visits.
- A Student Health Center nurse will call the student in isolation daily to monitor symptoms. If symptoms progress and there is significant difficulty with breathing, persistent chest pressure/pain or confusion, the student will be transported for reevaluation at a local hospital depending on severity and time of day.
- A Student Health Center medical provider will be available at all times, to address any changes to health status experienced by an isolated student.
- The College will utilize additional precautions throughout the Student Health Center to reduce possible transmission. Precautions taken will include dividing the waiting room into well and sick visit sections, regular cleaning of common areas, and splitting of schedule (e.g. seeing well and sick visits during separate portions of the day).
- Students testing positive will be referred to necessary campus support services with a special emphasis on mental health support.

E. Personal Protective Equipment

- Masks or face coverings will be required and worn appropriately by all students, faculty, and staff members while on campus, in the presence of others, and in settings where other social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, lounges, and classrooms).
- Hand sanitizing stations should be installed throughout campus, with an emphasis on classroom buildings, residence halls, and public spaces.
- The College will develop and implement a focused procurement strategy to ensure a robust and reliable supply of PPE. This strategy will incorporate population data inclusive of faculty and staff members and assume full residential operations. Furthermore, this strategy will endeavor to source and secure a PPE inventory appropriate for a ‘rolling’ 12-month period. That is, at any given time, the College will

have in inventory or on order PPE appropriate to supply the campus community for a 12-month period.

- Athletics will have specific PPE needs and protocols. The Athletics Department will initiate a campus-wide survey of athletic team specific PPE requirements and coordinate procurement.
- The Office of the Provost will initiate a campus-wide review of laboratory specific PPE requirements and coordinate procurement.

F. Facilities Considerations

- Work and public space will be configured to allow for at least six feet between individuals (within current guidelines requiring 40 square feet of space for each individual in a room).
- Plexiglass or other barriers will be considered for workspaces where people must face each other or are unable to be six feet apart.
- Plexiglass or other barriers will be considered at high-visited areas such as reception desks and check-in points.
- Appropriate signage will be placed at entrances indicating how to proceed (avoid unnecessary access).
- Chairs and desks will be marked to ensure proper physical distancing in conference and waiting rooms.
- The College will identify allowable occupancy to control workflow and/or establish maximum attendance.
- Masks or face coverings will be available throughout campus.
- Maximum occupancy will be posted in common break areas, and areas will be configured to accommodate appropriate physical distancing.
- Sanitizing supplies will be provided for individuals to clean areas before and after use.
- Reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) will be eliminated and replaced with single use options.
- High-touch items such as magazines and common pens will be removed.
- Hand sanitizer will be available at all entrances and high traffic areas.
- The College will identify frequently touched areas (e.g. doors, cabinets, et cetera) and investigate options to implement no/reduced-touch options such as door removal, card access, foot-operated door pulls/pedals, or sensor-triggered doors.
- A valid ID card will be required for entry to all buildings, and no individual may hold or prop open exterior doors for any other person, in order to assist with contact tracing efforts.
- Departments and offices will identify usable building access points and coordinate arrival and departure times of faculty and staff to reduce congestion during typical “rush hours.”
- Visitors, guests, and pets (except approved service animals) will not be allowed access to College buildings or facilities, without prior approval from the relevant dean,

director, or the Office of Emergency Management or Office of Campus Safety.

G. Emergency Preparedness Response

- The College will establish, within the existing Emergency Management Plan and infrastructure, a specific COVID-19 emergency response team. This team will include (but not necessarily be limited to) representatives from emergency operations, the Student Health Center, Student Living and College Engagement, Campus Safety, Communications, and the College Medical Director.
- The College will temporarily establish a COVID-19 public health advisory group, composed of representatives from the medical and public health communities, for the purpose of advising College leadership regarding any COVID-19-related contingencies impacting the fall 2020 semester and beyond (if required).
- The College will require return-to-campus training to explain basic emergency preparedness operations to students, faculty, and staff. Aligned with a health promotion strategy led by the Student Health Center, the implementation of a Basic Emergency Preparedness Orientation (BEPO) will provide situational awareness for all College community members. This education will explain the hazard posed by the COVID-19 pandemic and how individuals can do their part to be safe and prepared.

H. Meetings and Events

- Where appropriate and feasible, meetings may be held in whole or in part using the extensive range of available virtual tools (e.g. Zoom, Google Hangouts, Microsoft Teams, telephone, et cetera); however, subject to state guidelines, to the greatest extent possible, a resumption of ground operations should support face-to-face meetings.
- The College will introduce a return to work phase-in process for all employees.
- In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain six feet of separation for social distancing requirements.
- Departments should remove, mark as unusable, or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

I. Student Behavior and Code of Conduct

- The Student Code of Conduct will require compliance with College and government public health directives as an enforceable requirement to remain in good standing. The Code of Conduct will be updated to the extent that it does not explicitly address this issue today.
- The Office of Student Conduct and Community Standards will develop plans to expeditiously perform student conduct investigations, informal resolution meetings, and formal hearings through video/audio conference.

- The Office of Student Conduct and Community Standards will issue periodic messages to remind students that the Student Code of Conduct includes compliance with all government/law enforcement directives regarding COVID-19 social distancing.

J. Travel Policies

- Non-essential, unnecessary personal travel for students and employees will be strongly discouraged.
- In the context of all the above, reasonable accommodations and exceptions will be provided for personal/medical/family emergencies.
- College-sponsored travel (whether domestic or international) is prohibited with the exception of essential travel approved by the appropriate vice president or the President.
- Students, faculty, and staff members returning to campus from an area where a significant risk of COVID-19 transmission exists should self-isolate for a period of 14 days.

K. Campus Visitors

- Generally speaking, permissible visitors to campus will be limited to current and prospective students, College employees, parents and families during move-in/out periods, designated vendors and service operators, and ride-hailing and food delivery drivers.
- Visitors and guests will generally be restricted from accessing residence halls and other campus facilities, unless as part of an official College tour, et cetera or without prior approval from the relevant dean, director, or Office of Emergency Management.
- Faculty, staff members, and students will be prohibited from bringing their children or family members to campus.
- Use of facilities by all outside groups including alumni, guests, pool members, high schools, and special groups will be restricted until we can fully utilize our spaces.
- Any campus visitor who has traveled internationally within the past 14 days must agree to be tested for COVID-19 prior to engaging in campus activities, or self-isolate for a total of 14 days before access to campus is authorized.

L. Campus Transportation

- Hand sanitizer will be available in every College transportation vehicle, or other means of group transportation provided or sponsored by the College.
- All employees assigned to drive College vehicles, or other means of group transportation provided or sponsored by the College, will wear a mask or face covering at all times throughout their shift.
- All passengers utilizing the College vehicles, or other means of group transportation provided or sponsored by the College, will be required to wear a mask or face covering while entering and riding the bus/vehicle and should avoid touching surfaces with their hands.

- Upon disembarking College vehicles, or other means of group transportation provided or sponsored by the College, passengers should wash their hands or use hand sanitizer with at least 60 percent alcohol as soon as possible (and before removing masks).

M. Faculty and Staff Considerations

- All faculty and staff members will be provided a mask. Masks or face covering will be required to be worn at all times when on College property, except when properly socially distanced from any other faculty, staff, student, or visitor. It will be the responsibility of every faculty and staff to ensure appropriate socially distanced practices.
- Faculty and staff members are responsible for adhering to regular personal cleaning protocols for their workspace and personal areas, which should include wiping down and sanitizing of computer, keyboard, mouse, desk, lab bench, phone, chair, et cetera.
- The College will provide sufficient cleaning materials for faculty and staff personal workspace cleaning.
- The College will accommodate employees with documented immuno-deficiencies or from at-risk populations by providing appropriate remote working plans, to be approved by their dean or supervisor and Human Resources.
- Faculty and staff who are required to (or ordinarily) regularly meet with or directly support students will ensure that they continue to be directly available to students, while adhering to the College's public health guidance including use of mask or face covering, maintaining social distancing, et cetera.
- Each school, department, or office leader will develop a plan to ensure that faculty and staff members adhere to social distancing guidelines. Plans will be reviewed with the Office of Human Resources and Office of Emergency Management.
- Faculty and staff members who receive a positive test for COVID-19, regardless of whether the test is performed on campus or through a private medical provider, are required to report the positive test to the Office of Human Resources and Office of Emergency Management. Human Resources will adopt appropriate policies and practices for reporting test results, available leave, quarantine, and return to work.

N. Student-Specific Considerations

- The College will prioritize in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, and clinical experiences.
- Remote options will be made available in the event that a rebound in local infections necessitates continued physical distancing and to support vulnerable students and faculty, students in quarantine or isolation, and students and faculty who cannot physically return to campus.

- The number of attendees for in-person courses/sections will be limited in order to maintain compliance with social distancing guidelines. Hybrid models of instruction may be used in order to comply with those guidelines.
- The College will consider hybrid instructional models whereby courses with lecture and discussion or lab sections have some or all of the lecture portions offered virtually.
- In-person attendance and seating arrangements will be closely monitored and tracked to facilitate contact tracing in the event of an exposure.
- The College will develop specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. In those instances, the College will ensure students are provided with adequate PPE, supervision, and other protections based on their risk.
- The College will develop specialized plans for courses and instruction that do not permit physical distancing and/or involve activities of higher risk. Examples include dance, theater, and performing arts.
- The College will develop attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness.
- The College will encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities.
- The College will identify resources for students with learning disabilities or difficulties with remote learning platforms.
- The College will be particularly aware of bias incidents involving the student body.

O. International Students

- A remote learning version of each course will be made available to accommodate international students who cannot be present on campus. Courses utilizing lecture capture will be recorded and provided as asynchronous content to accommodate the time differences. The College will ensure recorded academic content remains the intellectual property of the faculty member who created it, and is not used for any other purpose.
- Public health information and planning will be included in any public statements or advocacy efforts related to visas and OPT impacting international students.

P. Government Collaboration and Cooperation

- The College will develop a COVID-19-specific plan to maintain proactive and collaborative lines of communications with key government stakeholders. At a minimum, that plan will include strategy for obtaining relevant guidance and approvals to support reopening for a fall semester in a residential modality and a process for communicating our plans and developments as circumstances change.
- The College will develop a plan to leverage relationships with associations (such as the American Council of Education and the Commission on Independent Colleges and Universities) to advance the College's tactical and strategic public policy objectives supporting a resumption of residential activities on campus in Fall 2020.

ACADEMIC DELIVERY

A. Preparation of All Academic Material for a Virtual Environment

- To ensure consistency of academic delivery, Engage shells are the only recognized companion shells for all ground courses.
- Engage shells must be made available to faculty as early as possible in the Summer to allow ample time to prepare for Fall delivery.
- To ensure further consistency in academic delivery, an Engage shell template must be prepared for use in all shells to support faculty and students.
- Professional development and support for faculty must be provided in the Summer for companion shell development.
- Students should be provided additional instruction and support for learning in a virtual environment, including expectations.

B. Adjustments to Course Schedule to Support Multiple Modes of Delivery

- Each School will recommend a course schedule that balances curriculum across ground, virtual, and hybrid environments (the latter to include opportunities to address social distancing requirements by offering hybrid courses where a designated number of students may be learning course material synchronously while others are present in class, and then switching modes later in the week).
- When determining the initial delivery mode of courses, Schools must minimize disruption in the current course days and times.
- Courses designed for 16-week instruction will remain in 16-week instruction, even if transformed into complete virtual delivery.
- Determinations and adjustments to the course schedule will be completed by June 30 to allow for any necessary corrections to individual student schedules; all such adjustments must be handled by the College and not requested of the student(s).
- The Office of Academic Affairs will work with IITS to determine technology needs in specific classrooms, as well as for faculty, for hybrid course delivery, as defined above.
- Where virtual delivery is most challenging, Schools need to develop plans for alternative ground delivery (i.e. residencies, compressed or alternate delivery dates), including exploring how other institutions deliver those experiences in a virtual environment.
- Fieldwork and external academic experiences must follow federal/state/local policies, as well as the procedures of the partner site.
- The Office of Academic Affairs and Academic Departments will determine how lab courses and other extensive “hands-on” academic experiences can be delivered in both ground

and virtual environments, taking into account the cost of lab kits (which would mitigate the sharing of some supplies/materials).

- Lab enrollment may be limited to only students who require labs for their majors for the Fall term or seniors who require the lab experiences for fulfillment of Core requirements.

C. Faculty Professional Development and Support

- The Office of Academic Affairs will establish a process through which the Office of Human Resources can identify and support faculty whose individual health concerns prohibit them from teaching in a ground environment this Fall.
- The Office of Academic Affairs will establish a continuity plan should a faculty member be unable to complete an instructional assignment due to an immediate health concern.
- The Office of Academic Affairs will create a faculty peer-mentoring process where faculty more experienced in hybrid or virtual environments may assist colleagues in preparation of their courses.
- A centralized repository (i.e. website) will include all resources and information available for faculty and students regarding virtual and hybrid delivery.

D. Adjustments to the Academic Calendar

- Students will return to campus on August 17, 2020, and begin courses for the Fall semester on August 24, 2020 (one week earlier than originally planned), thus permitting ground instruction to be completed by Thanksgiving recess. This will require shortening the final summer term from eight weeks to seven weeks.
- Instructional days in the Fall semester will include Fall Break as well as the Wednesday prior to Thanksgiving.
- The remaining two instructional days required per New York State Educational Department regulations will be provided in virtual or alternative ground experience prior to Thanksgiving.
- Final exams will be provided virtually following Thanksgiving break, or in an alternative on-ground experience prior to Thanksgiving break.
- Students whose internship/externship experiences, or demonstrated need for academic or technological support may return to campus for the three weeks following Thanksgiving recess.
- The College will consider developing a robust virtual Winter semester over the extended break prior to the start of the Spring semester.
- The College will consider virtual delivery as an alternative to inclement weather course cancellations in order to ensure adherence to NYSED instructional requirements.

CAMPUS LIFE AND ENROLLMENT

A. Student Health Center Operations and Quarantine Plan

(See recommendation above concerning location of a satellite student health center operation at Burrstone House.)

- Students testing positive for COVID-19 or with symptoms and awaiting test results will be quarantined in individual rooms with individual bathrooms in Burrstone House for the duration of their illness or until they return home with family. Students will be monitored by the Student Health Center and the Oneida County Health Department (OCHD) until they are recovered and released by OCHD and the Student Health Center to return to campus. While quarantined, students will be able to continue their studies online as they are able, and a letter will be provided to their professors to be out of classes as needed for the duration of their illness. This may vary based upon the severity of symptoms and whether or not they will need to be hospitalized.
- Housing will be provided in Burrstone House for students testing positive or symptomatic and awaiting test results. Students that are suspected of exposures or contact with positive cases will self-isolate in their room with their roommates for 14 days and continue classes in the hybrid format.
- Transportation to Burrstone House will be coordinated and arranged in conjunction with the Office of Emergency Management and Campus Safety with a possible dedicated campus van or golf cart transport. Full PPE will be required for the student and transporter, with a full cleaning of the vehicle after transport.

B. Athletics

- Only students, faculty, and staff members with ID will be permitted at athletic events with appropriate social distancing restrictions. Visiting spectators will not be permitted at athletic events. Spectator restrictions may be modified or removed based on guidance from state and county officials.
- All athletic events will be live streamed, as is the College's standard practice.
- The College will adopt the NCAA Resocialization Recommendations.
- The College will adopt the Empire 8 conference-only game schedule, including a five-week conference schedule with championships during week six.
- Travel rosters will be adjusted down for this year only due to travel restrictions.
- Non-traditional sports such as baseball, softball, and lacrosse will be paused for the fall.
- The Hutton Sports and Recreation Center (Dome) and Clark Athletic Center may be utilized for cross-campus needs.

- Laundry use will be limited to athletic uniforms only. Student-athletes and others will be responsible for washing personal clothing items.
- All recreational use activity will be moved from the Clark Athletic Center gymnasium to the Hutton Sports and Recreation Center (Dome).
- Saunas in the men's and women's locker rooms will be closed until further notice.
- Pool access will be limited to student-athletes only.

C. Student Engagement

- Gatherings will be limited to the appropriate number of people as directed by the OCHD. The Office of Marketing and Communications will develop markers and signage promoting social distancing guidelines.
- The College will develop an education series about the risks of spreading COVID-19, the importance of being a good community member, and resocialization into the interim reality of the on-campus college experience.
- All events must be included on PioneerPlace, and event attendance needs to be tracked through the system.
- Addendums regarding COVID-19-related health and safety protocols will be added to housing agreements for residential students and the Student Handbook.
- The Conduct System will incorporate issues pertaining to compliance with COVID-19-related health and safety protocols.
- Use of the College 10-passenger vans must adhere to all social distancing and PPE protocols. Furthermore, groups or individuals using the vans will be responsible for sanitizing the vehicle after use.
- The shuttle service to and from the Brvenik Center for Business Education will add a third bus during the morning runs. Passengers will be required to wear masks or face-coverings.
- Tabling outside of the Dining Commons will be reduced from two tables to one.
- Guests will be prohibited from attending college events.
- Off-campus, College-sponsored events, including Leadership Weekend, will be reviewed on a case-by-case basis.
- Sales in White Hall will not take place during the Fall semester.

D. Student Living

- Students will be required to have all paperwork on file regarding health records before they are able to enter.
- Students will be asked to provide emergency contact information if it is not already on file.

- Hallways and stairwells will be designated one-way, where possible.
- Guests will not be permitted in residence halls.
- Students will be floored by gender as much as possible so more bathroom space is available during cleaning.
- Signage and education will be used for constant reminders to students regarding social distancing in the lounges, study rooms, rest rooms, hallways, and other student spaces to ensure guidelines can be maintained.
- New students will be permitted to drop off their belongings in August, after a to date to-be-determined, but prior to August 17 (when the residence halls are ready). Specific drop-off dates/time will be determined based on a schedule and communicated this summer.
 - Thirty-two students will be permitted per time slot (16 in North Hall, 16 in South Hall).
 - Each student may designate two persons to come to campus to assist with move-in.
- Returning students will be assigned move-in time slots.
 - Numbers will be determined by building size.
 - Each student may designate one person to assist with move-in.

E. Dining Commons

- Dining Commons protocols will align with all local and state guidelines, including cleaning, social distancing (including removal of 200 seats) and seating plans. Additional seating for the Dining Commons will be made available in the Pioneer Pub, Ellen Knower Clarke Lounge (first floor in Strebel), and outside.
- Biodegradable plates and reusable to-go containers will be available for students.

F. Admissions Visitation Policies

- Weekday Interviews and Campus Tours
 - Admissions visitors may visit campus beginning July 6.
 - Interviews/tours will be limited to two families per session; students and families will be asked to submit the text form.
 - Proper distancing will be maintained in the waiting area (space will be rearranged prior to opening).
 - Cynkus Family Welcome Center conference room will be utilized for interviews to ensure appropriate distance if interview rooms are booked.
 - Interview rooms will be rearranged for distancing.

- Interview sessions will be limited to one student and one counselor; following the interview session, a parent may switch places with student for continued conversation.
- Campus tour guides will be trained and educated on distancing guidelines and other health and safety protocols.
- Hand sanitizer will be made available and masks or face-coverings will be provided to admissions visitors and ambassadors.
- Walk-In visitors will be instructed to call/text upon arrival.
- Campus tours will not include residence halls; a new video series will showcase the halls.
- Large group events, until permitted by state guidelines, will continue to be held virtually.
- Saturday and Sunday Information Sessions will be limited to 10 families or 20 individuals.
 - The Office of Admissions will offer more events, including Sunday sessions, to offset size limitations.
 - If high schools are closed and teaching online, or if they will not allow admissions staff to enter their buildings, weekday sessions will be added, provided there is sufficient physical space to comply with distancing requirements.
- Walk-In Visitors
 - Proper distancing will be maintained in the waiting area (space will be rearranged prior to opening).
 - Cynkus Family Welcome Center conference room will be utilized for interviews to ensure appropriate distance if interview rooms are booked.
 - Campus tour guides will be trained and educated on distancing guidelines and other health and safety protocols.
 - Hand sanitizer will be made available and masks or face-coverings will be provided to admissions visitors and ambassadors.
- Group visits will not be permitted until further notice, when distancing requirements are resolved.
- All events that can be in virtual format will continue to be done in this manner. There are likely those who cannot or those that are uncomfortable visiting this fall, so the virtual events will mirror, to the fullest extent possible, the on-campus experience, including student led virtual tours.
- Recruitment travel will comply with all state and local guidelines as well as the protocols and policies of individual high schools.

- The Office of Admissions will create a Virtual Welcome Center for those who are not comfortable visiting campus.
 - Virtual tours will be led by Student Ambassadors.
 - Actual recorded campus tours by student ambassadors will take the place of the customary online virtual tour.
 - The Office of Admissions will host virtual interviews and information sessions.

G. Financial Aid Operations

- Satisfactory Academic Progress processes and the Catalog have been updated to reflect the updated processes due to COVID-19.
- Students can appeal for a comparison with another school if they are an incoming student with no proof of special circumstance. In the case of special circumstance, new or returning students can submit a special circumstance appeal.
- The College will continue to provide emergency grants. Needs covered include technology, internet access, supplies, and food.

H. New Student Orientation

- New Student Orientation for First-Year Students
 - Orientation will be held in a hybrid model.
 - In-person activities, icebreakers, mentoring, and engagement, where social distancing is possible, will be held in very small groups.
 - Students will begin their Orientation “track” on the day they move in.

- Virtual Information sessions will be supported by an interactive online platform.
- Academic Day component of Orientation
 - Details for Convocation will be determined at a later date.
 - Meeting with faculty will be held via Zoom, Google Hangouts, or WebEx.
- Catering and meals at Orientation
 - Grab and Go options will be made available.
 - Tent seating will be available on Strebel Lawn.
 - Scheduled times will be provided for students to enter the Dining Commons.
 - The All College Barbeque has been canceled.
- Transfer Orientation
 - Students will/have had a personal virtual one-on-one appointment with a Success Coach or faculty advisor to register for classes.
 - Students can request one-on-one appointments with a financial aid counselor.
 - Students will have access to the New Student Orientation interactive online platform, with their individual track.
 - Transfer students will be invited to all first-year student in-person activities, events, and sessions. Registration will be required for all events.

TASK FORCE MEMBERSHIP

Chair

Todd Pfannestiel, Provost and Senior Vice President for Academic Affairs

Members

Larry Aaronson, Harold T. Clark Jr. Professor of Microbiology

Kelly Adams, Vice President for Marketing and Communications

Anthony Baird, Vice President for Diversity, Equity, and Inclusion

Trisha Barone, Assistant Vice President for Presidential Affairs/Secretary to the Board

Andrew Beakman, Vice President for Legal Affairs/General Counsel

Damian Boehlert, Campus Dining Services General Manager

Dan Bollana, Executive Director of Facilities Planning and Operations

Michelle Boucher, Professor of Chemistry

Matt Carr, Vice President for College Infrastructure/Chief Information Officer

David Chanatry, Professor of Journalism

Elizabeth Crane, Executive Assistant to the President

Rob Cross, Director of Environmental Health and Conservation

Shad Crowe, Director of Emergency Management

Ann Damiano, Vice President for Institutional Effectiveness/ Dean for Assessment

David Dellecese, Director of Content Strategy

Jason Denman, Professor of English

Mary Donofrio, Advancement Communications Manager

Jim DuRoss, Facilities Site Supervisor

Timothy Ecklund, Assistant Vice President for Student Affairs/Dean of Students

Rick Fenner, Professor of Economics

Marissa Finch, Assistant Director of Student Living

Dave Fontaine, Director of Physical Education and Athletics

Bailey Ford '22

Jeffery Gates, Senior Vice President for Student Life and Enrollment

Peter Gaughan '21, Student Government Association President

Lisa Green, Vice President for Human Resources and Personnel Development

Kristin Haag, Assistant Vice President for Financial Planning and Analysis

Robert Halliday, Senior Associate Provost and Dean for Graduate Studies

Patrice Hallock, Dean of the School of Health Professions and Education

Glen Hansen, Associate Professor of Accounting

Amy Haver, Assistant Professor of Nursing

Jo Ann Hayward, Director of Operations for Academic Affairs

Isabelle LaBelle '23

Gary Leising, Professor of English

Amy Lindner, Assistant Vice President for Advancement/Chief Grants Officer

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Scott Nonemaker, Executive Director of Student Living and College Engagement

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Adam Pack, Professor of Biology

Sydney Przygoda '22

Ahmed Radwan, Associate Professor of Physical Therapy

Michael Roberts, Classroom Technology Support Specialist

Pamela Salmon, Vice President for Financial Affairs

Beth Samuels, Director of Student Success

Sara Scanga, Professor of Biology

Terri Sherman, Director of the Student Health Center and Nurse Practitioner

Polly Smith, Senior Vice President for Market Innovation and New Ventures/ Associate Provost

Shanna Van Slyke, Associate Professor of Criminal Justice

Jimmie Warren '22

Sharon Wise, Dean of the School of Arts and Sciences

