



Re-opening Hartwick College in the wake of COVID-19:

A Plan to Assure the Continuation of a High Quality Hartwick College Education
And the Welfare of our Community

Updated: July 10, 2020

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1. THE HARTWICK COLLEGE MISSION AND ITS IMPORTANCE IN ADDRESSING THE COVID-19 HEALTH CRISIS

Throughout its history, Hartwick College has demonstrated resilience in times of broad, societal transformation. As the higher education sector grapples with the challenges created by the COVID-19 pandemic, Hartwick College appraised the situation early and responded rapidly to the crisis to assure that we would continue to deliver high-quality education, albeit remotely, for all students for the spring 2020 semester. For our next steps into the uncertain future of COVID-19, we are taking a proactive approach to be assured that we are ready for whatever comes.

With our mission to integrate a liberal arts education with experiential learning to inspire curiosity, critical thinking, creativity, personal courage and an enduring passion for learning, Hartwick College is uniquely well-positioned to succeed in this unprecedented time. Our strength as an institution is our ability to put our mission into practice – using critical thinking and creativity to develop a comprehensive plan to assure all students are supported to succeed.

Our focus on resuming our residential experience is based on empirical facts. Students who have a residential experience during college tend to complete more credit hours and have higher grade point averages; get involved and become part of the campus community; show greater gains in student development and interpersonal self-esteem; and persist and graduate with greater frequency.

Moreover, residential students contribute greatly to Oneonta and the surrounding region as noted in the January 2019 survey by the Commission on Independent Colleges and Universities that reported Hartwick College generated an estimated \$123 million in total economic impact on the Mohawk Valley. More than \$49 million was a result of direct spending by the institution.

This plan has been developed through wide participation of faculty and staff and continual liaison with the NYS, Oneonta, and Otsego County governments and with Fox Hospital and Bassett Healthcare. The Council of Independent Colleges and Universities has also provided important advice. The resulting plan supports our intention to have students return to our Campus in August 2020, and to do so in a way that helps to assure their continued health as well as the health of our employees.

2. THE HARTWICK HEALTHY CAMPUS STEERING COMMITTEE

The College has created the Hartwick Healthy Campus Steering Committee to oversee the ongoing implementation of the reopening of the campus. The President has appointed a chair and members.

Membership: Heidi Tanner, Chair; Osa Mede, Vice-Chair. Members include: Mary Allen; JR Bjerklie; Betty Powell; and Matt Sanford

Responsibilities of the Healthy Campus Steering Committee:

- Oversee the ongoing implementation of the Reopening Plan, including tactical and unit-level plans.
- Observe the conduct of processes called for by the Plan.
- Inventory and assure the modification of facilities as called for by the Plan.
- Staying current with changes to local, state, and federal requirements related to higher education and auxiliary activities and recommending changes to College operations in alignment with these requirements and/or as warranted by changing conditions. These proposals will be submitted to the Strategic Response Team until further notice.
- Report regularly to the SRT on the implementation of the Reopening Plan. Identify any problems or delays and propose changes as needed.

3. OUR CONTEXT: PUBLIC HEALTH CONDITIONS IN OTSEGO COUNTY AND ONEONTA, NY

Hartwick College is located in the Mohawk Valley region, which is currently in Phase 3 of Reopening. As of June 22, 2020, there had been 74 total confirmed cases of COVID-19, with 5 deaths. There were 0 remaining hospitalizations due to COVID-19 (<https://www.otsegocounty.com/press%20release%206-22letter.pdf>). The relatively low population density of the region is conducive to social distancing. As of the 2010 census, the population of Otsego County was 62,259, with a population density of 62.2 people per square mile. The estimated population in July 2019 had declined to 59,493. The population of the city of Oneonta was 13,901 according to the 2010 census, with a population density of 3,187.6 people per square mile. The July 2019 estimated population showed a slight increase, to 13,907. (Source: <https://www.census.gov/quickfacts/otsegocountynewyork>) Currently, 50% of hospital bed capacity is available, and 58% of ICU bed capacity is available. (Source: Regional Unpause Dashboard: <https://forward.ny.gov/regional-unpause-dashboard>)

4. STUDENT AND EMPLOYEE PHASED RETURN AND DEPARTURE DATES FOR THE FALL 2020 TERM

- Students will return to campus in cohorts between August 22 and August 30, with staggered move-in dates to ensure that a distance of 6 ft. can be maintained among individuals. Students will be contacted by the College regarding their specific return date.
- Students and employees who travel from states that are designated by NYS as having a high rate of community spread, and are designated, by the State of NY, under a mandatory order to quarantine upon arrival in NYS, will be quarantined for 14 days. All students in a single “unit” will be quarantined, as necessary, together, no matter their state of origin.

- All residential students will be free to return on the College-set schedule of controlled return. Students who choose not to return will be permitted to participate in fall instruction through distance education.
- Students who believe that they will not be able to return for fall instruction should contact The Registrar's Office via this [form](#).
- All students, including international students, will be required to leave campus no later than noon on Saturday November 21. In order to limit community spread of the COVID-19 virus, the College will not provide housing between November 21 and the start of the next in-person academic term.
- Under Phase II of NY Forward Reopening, Hartwick employees have begun to transition from remote to campus-based work in June 2020. By the week of August 17, we anticipate that the majority of employees (except those who are members of a vulnerable population) will return to campus-based work. Supervisors will communicate specific schedules with employees.

5. OUR SHARED HEALTH COMPACT, SCREENING, TESTING, TRACING, MANAGING A CAMPUS OUTBREAK

Responsible Positions: Director of Perrella Health Center, Director of Campus Safety, Aramark Facilities, the Office of the Registrar, Director of Wellness and Health Promotion

Education on COVID-19 Protocols and Accountability

Our Social Compact: A Healthy Hartwick College. All students and employees will be asked to comply with all College-required practices designed to limit the spread of COVID-19. These practices adhere to guidance from the CDC and the Department of Health. To assure that every member of our community is informed about our shared expectations, every student and employee will be asked to read and sign a document entitled [Our Social Compact: A Healthy Hartwick College](#) (Appendix A.) This document articulates the requirement to comply with all College instructions related to COVID-19 (including self-screening, social distancing, and self-isolation following a positive screen), the steps we will take if the incidence of illness increases, and acknowledges the risk of COVID-19 infection.

- The Office of Wellness and Health Promotion will coordinate and implement a multi-pronged communication/education program that will include video, social media, material distribution, posters, campus radio and TV PSAs, etc. for all students, employees and families. This program will review expectations, protocols that are required to limit community spread of the virus, and personal accountability that will be required to return to and remain on campus.
- Education will be incorporated into summer communications with students and families. Peer Health Educators, 50/50 peer counselors, orientation leaders, resident advisors, student experience staff, and other key student groups will engage in a campaign to educate and inform.
- Students will receive wellness kits upon their return to campus including PPE (face masks, personal thermometers, Kleenex, hand sanitizer) and educational materials.

- **Students are asked to remain on campus for as much (all, if possible) of the semester as possible.** Students who must leave campus will be offered a consultative travel risk assessment through the Office of Wellness and Health Promotion. This travel risk assessment will help the student consider the risks associated with traveling to a specific destination, safety measures that should be taken prior to departure and safety measures that should be taken upon return to the campus. Students who leave campus are subject to all local, county and state guidelines for social distancing, face coverings and other health guidelines.
- Any student or employee who feels that they are at a higher risk for infection and disease should make their concerns known as soon as possible.
 - Students should contact the Perrella Wellness Center at 607-431-4120.
 - Employees should contact their supervisor and complete the [Employee Remote Work Request Form](#).

Screening, testing, tracing and campus-based health care support

- Hartwick College will adhere to all NY State requirements on COVID-19 screening, testing, and tracing.
- Students and employees will not be required to be tested prior to arrival on campus. If testing becomes a NY State requirement, students and employees may be required to provide evidence of having been tested within the three days prior to the date of their arrival on campus. Students who arrive without this evidence will be directed to local testing services. Students who are tested before and after their arrival must provide their test results to the Perrella Wellness Center within 7 days of arrival.
- Students and employees who travel from states that are designated by NYS as having a high rate of community spread, and are designated, by the State of NY, under a mandatory order to quarantine upon arrival in NYS, will be quarantined for 14 days. All students in a single “unit” will be quarantined, as necessary, together, no matter their state of origin.

Screening for All Members of the Campus Community

- Screening of each student and employee will occur on a daily basis. Every day, students and employees will receive a prompt to complete self-screening through the #CampusClear app. An automated alert will be generated for each student or employee who has not been screened in 24 hours. If self-screening is not completed, facilitated screening will be conducted. The #CampusClear responses will be reviewed on a daily basis, and this review will be documented.
- Screening questions include:
 - Have you had any of the following COVID-19 symptoms in the past 14 days? (Fever of 100.4 or above, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss or taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) *
 - In the past 14 days, have you had a positive COVID-19 test? *

- Have you had any close contact (being within approximately 6 feet (2 meters)) of a COVID-19 case; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) by a confirmed or suspected COVID-19 case in the past 14 days *
- Screening checkpoints will be stationed at each campus entrance where appropriately trained screeners will confirm that an individual has completed the required self-screening and take an objective, non-invasive temperature measurement for each individual arriving on campus. Staffing at checkpoints will be continual during hours of operation at all campus entrances until further notice.
- Randomized, objective screening of students will be conducted daily at different times and locations.
- To facilitate screening and minimize community spread of the virus, most non-residential buildings will be closed to access after 8pm until further notice.
- Screeners at checkpoints will be provided with appropriate PPE, including face masks and face shields to ensure coverage of mouth, nose, and eyes; alcohol wipes; and gloves. Additionally, screeners at checkpoints will be supplied with a written set of directions and a personal-use thermometer to provide to anyone with a positive screening if they do not already have their own thermometer.
- Individuals with a positive screen will be required to return to their residence (students, to their rooms; employees, to their homes) to self-quarantine and to await follow-up with a health provider.
- Individuals arriving on campus will be screened at specified checkpoints upon arrival; all occupants of a single vehicle will be treated as a 'family unit'. Non-campus residents, employees or visitors, who screen positive will be denied entry to campus and will be provided CDC-based guidance to self-quarantine and follow-up with a health provider.
- An alert will be sent to the Director of the Perrella Wellness Center for each positive screen. A positive screen is defined as a positive response to a screening question and/or a temperature ≥ 100.4 ; #CampusClear will generate instructions for the individual who has a positive screen on how to respond (by self-quarantining, notifying health provider and the Perrella Health & Wellness Center).
- Any individual with a positive screen or known exposure will be required to provide a negative molecular diagnostic COVID-19 test result before being permitted to resume face-to-face activities on campus.
- Employees who do not participate in daily screening will not be permitted to return to work and will be subject to unpaid suspension.
- Between 8:00 am and 5:00 pm Monday through Friday, students who are feeling sick and/or experience Covid-like symptoms should call the Perrella Wellness Center at 607-431-4120. After 5:00 pm Monday through Friday, or on weekends, students should call Campus Safety at 607-431-4111, and Campus Safety will notify the on-duty Student Experience professional staff.

Student Health Screening: Before and After Arrival

- All students will be required to complete and submit an electronic Health Screening [Form](#) between three and six days prior to arrival. Health Center staff will review all responses and follow up directly with any student who provides any answer of concern.
 - Questions include:
 - Name, Arrival Date, Where arriving from (and any connections)
 - Mode of transport to campus
 - Any COVID-19 symptoms within the last 14 days; if yes, temperature (self-reported)
 - Any quarantine within past 14 days
 - Any contact with a known or suspected Covid-positive person within the past 14 days; if yes, when and where.
 - If symptoms or any concerns result from the review of information provided on the pre-arrival form, the student will be directed to obtain a COVID-19 test or will be assisted to set up testing via Bassett Health Network (using Covid hotline) or WellnessNow
 - Students will be required to self-quarantine until a required test is conducted and results are available (see p. 9 for **Protocol for Students who test positive for COVID-19**)
- To assist in the effort to minimize community spread of disease, personal-use thermometers will be provided to every residential student. Students are encouraged to monitor their own temperatures and symptoms and begin self-quarantine if symptoms emerge.
- The Perrella Wellness Center will provide ongoing education on the components of the signed Social Compact: A Healthy Hartwick College and how to stay healthy and practice self-care.
- If a vaccine becomes available, students should arrange to secure the vaccine from their health care provider.

Testing

- Any individual with a positive screen or known exposure will be required to be tested for COVID-19 and provide a negative test result before being permitted to resume face-to-face activities on campus.
- All testing will be coordinated with local health care providers.
- Employees who are referred for testing but who refuse to obtain a test will not be permitted to return to work and will be subject to unpaid suspension. Students who fail to comply will be placed on an administrative leave and required to leave campus.
- Between 8:00 am and 5:00 pm Monday through Friday, a member of the Perrella Wellness Center will follow up with each individual who has a positive screen within two hours of receiving the alert. After 5:00 pm Monday through Friday and on weekends, the Student Experience professional staff will follow up with each individual who has a positive screen. Follow-up (at least two calls per day) will continue until COVID-19 test

results are reported. Students will be required to self-quarantine until test results are available. Employees will not be permitted to return to campus until test results are available.

- The Director of the Perrella Wellness Center will notify the Otsego County Department of Health of any student or employee positive test results. Contact Tracing will be conducted by the Otsego County Department of Health.

Contact Tracing

- The Director of the Perrella Wellness Center will notify the Otsego County Department of Health of any student or employee positive test results.
- Contact Tracing will be conducted by the Otsego County Department of Health. Students and employees will be contacted by the Otsego County Department of Health and are expected to cooperate with the Department of Health personnel.
- The Otsego County Department of Health will perform contact tracing subsequent to a positive test result. A member of the Healthy Campus Steering Committee and/or Case Manager will assist the Otsego County Health Department with notification of close contacts when requested. Confidentiality will be maintained as required by federal and state law and regulations.

Protocol for Students who test positive for COVID-19

- Students who test positive for COVID-19 will be:
 - Asked to return to their home if travel distance is three hours or less
 - Isolated on campus in a College-designated space if return home is not practical.
- The College's property at 37 Clinton Street in Oneonta as well as one wing of Smith Hall have been designated as isolation spaces. No other students will be admitted to these spaces.
- Students who are isolated will be provided meals, linens, towels, academic, medical, psychosocial and other supports as needed. A COVID-19 Hartwick College-assigned Perrella Wellness Center staff member will assist infected residential students with transport to the designated isolation space and with obtaining essential personal items from their primary residence. Safe transportation to/from necessary medical visits will be facilitated.
- The College will coordinate needed advanced medical care, for students who test positive, are in isolation, or are awaiting test results, with local health care providers.

Protocol for Employees who test positive for COVID-19

- College Employees who test positive for COVID-19 will be directed to isolate at home and notify their healthcare provider.

Students/employees with known exposure to a confirmed case or who have symptoms

- Students or employees with known exposure to a confirmed case, or who display COVID-like symptoms, will be referred for a COVID-19 test and will be required to self-quarantine.
 - Residential students will self-quarantine in their assigned rooms. Commuters will self-quarantine at their local residence or return to their permanent residence.
 - Employees will self-quarantine at home and will not be permitted to return to campus-based work until they can provide negative COVID-19 test results.

Campus outbreak of COVID-19

- The College will work with the Otsego County Department of Health to determine if an outbreak has occurred, and the Otsego County Department of Health (or other local health department as appropriate) will determine if an outbreak has occurred. If an outbreak occurs, appropriate steps will be taken to further restrict social contact and control community spread and our response will be coordinated with state and local officials in responding to the outbreak. These steps may include:
 - Immediate return to remote instruction, with students remaining on campus or returning to their homes;
 - Immediate return to work from home;
- All on campus protocols will be reevaluated in light of the outbreak.
- The College President will communicate with students and employees about the College's response if an outbreak occurs.
- The Office of Marketing Communications will be the main point of contact for questions about the outbreak.

6. INFECTION CONTROL, EDUCATION, AND SUPPORT FOR STUDENTS AND EMPLOYEES

PREVENTING THE SPREAD OF COVID-19: FACE COVERINGS, DENSITY REDUCTION, SOCIAL DISTANCING AND CAMPUS-BASED HEALTH SUPPORT

Face coverings

- To assist in the effort to minimize community spread of disease, reusable face coverings will be provided to every student. Reusable face coverings will also be provided to every employee who does not have their own face covering or who desires this covering, at no cost to the employee.
- Face coverings are required for every student, employee and visitor. Face coverings must be worn at all times in every public space, including all classrooms, all labs, all studios, and all communal restrooms.
- Students who do not have face coverings or do not have face coverings appropriately placed will not be admitted to buildings and/or individual classrooms, labs, studios and/or dining facilities. There will be no exceptions.

- Employees who do not have face coverings or do not have face coverings appropriately placed will not be admitted to buildings and/or individual classrooms, labs, studios and/or dining facilities. There will be no exceptions. Employees who refuse to wear a face covering where required will not be permitted to return to work and will be subject to unpaid suspension.
- Visitors who do not have face coverings or do not have face coverings appropriately placed will not be admitted to buildings and/or individual classrooms, labs, studios and/or dining facilities. There will be no exceptions.

Social distancing and Related Density Reduction

- A six-foot social distance among individuals should be maintained at all times.
- In classrooms, labs, and studios, furniture and fixtures will be redistributed where possible to provide 6-foot social distancing among individuals. **Face coverings must be worn while in any campus building and/or public space, even when a six-foot distance is thought to be possible.**
- The Registrar's Office will reassign classrooms to accommodate social distancing where possible; non-traditional spaces will be identified to accommodate larger classes. Large classes may also be delivered exclusively via remote instruction.
- Department chairs in the Anderson Center for the Arts and Johnstone Science Center will develop and oversee policies for social distancing in labs and studios in their respective buildings. All activities will cease when buildings are designated as "closed."
- In theaters and auditoriums, seats and rows will be taped off to maintain 6 ft. social distance among individuals (every two rows, and every sixth seat within a row, staggered in between rows). For performances, until further notice, seating will be limited to members of the campus community with advance reservation required; performances will be simulcast via video.
- The Yager Museum will be closed to the general public. The number of students and employees who are admitted to the Museum will be limited, and visitors must maintain a 6-foot social distance. Furniture and fixtures will be removed to ensure 6-foot social distancing. All interactive/hands-on exhibits will be removed.
- As appropriate, markings will be installed in campus buildings to indicate 6-foot distancing and must be observed.
- Single-direction foot-traffic will be designated in some spaces and as appropriate. These traffic patterns will be clearly marked and must be observed. Signage will be visible at:
 - Specific doors such as Entrances or Exits for each building
 - Specific stairwells as Up or Down stairwells
 - ADA compliance will be maintained
- **Note that the number of building Entrances will be limited to facilitate screening.**
- Elevator use will be restricted. Use by individuals with ADA needs will be prioritized. Signs will be posted indicating occupancy limits for elevators: 2 persons per elevator will be the maximum capacity, though some may be designated as single person use until further notice. Individuals are required to wear masks in elevators.
- Furniture and fixtures will be removed as necessary from offices to ensure 6-foot social distance while facilitating work processes. Offices with public-facing reception areas

(ex. Admissions, Cashier's Office, Library Circulation Desk, Payroll), Plexiglas shield or similar barriers will be installed when deemed necessary and advisable.

- Furniture will be removed and rearranged in common areas (lounges, study areas) to ensure 6-foot social distancing.

Personal Hygiene/Hand Sanitizing and Personal Protective Equipment

- All individuals on campus (students, employees, and visitors) will be required to wear an approved face covering except when eating, drinking, or when alone in an enclosed, private space (including student rooms or a vehicle). See p. 10-11.
- Handwashing with soap (hot or cold water) should be done repeatedly throughout the day. Signs will be posted in restrooms with CDC-approved guidelines on proper handwashing techniques.
- Hand sanitizer dispensers will be installed and maintained at each building entrance, dining and café location, fitness entrances and event spaces. Facilities custodians will inspect and fill hand sanitizer dispensers routinely through the day.
- Students and employees should follow CDC guidance and refrain from touching their face (eyes, nose, and mouth) to limit the inadvertent spread of the virus.
- Employees will receive training that adheres to CDC guidance on how to adequately put on, take off, clean (as applicable), and discard PPE.

Sanitizing of Surfaces and Building Preparation

- Ventilation systems have been safely restarted in some buildings anticipation of the return of employees. Ventilation systems will be safely restarted for all remaining buildings in anticipation of return of students. All processes have been done in accordance with state and federal requirements and guidance.
- Hartwick College has not shut down the water supply to buildings, so no restart sequence will be necessary.
- Every member of our community can help to reduce community spread of the virus by:
 - keeping their own hands clean; and
 - assisting with the sanitization of high touch surfaces after their use.
- High-touch surfaces (door handles, restroom fixtures, etc.) will be sanitized regularly during hours of operation with CDC-approved disinfectants (Virex II /256, Oxivir wipes, Ethanol (70%) or a solution of household bleach and water).
- Facilities custodians will:
 - perform routine cleaning and disinfection to have areas ready each morning;
 - disinfect high-touch surfaces in restrooms at the beginning and end of their shift;
 - routinely empty trash in restrooms; and
 - provide supplemental disinfection of all high-touch surfaces in the Perrella Health & Wellness Center and Residence Halls near the end of their shift.
- Supplemental disinfection beyond the above for administrative and academic facilities based on individual discretion and need.
 - Virex II 256, microfiber cloths to be provided to admins and at office common areas for individual use based on need and conditions.

- Virex II 256 can be used to provide disinfection of likely touched areas after a guest or visitor leaves an office, reception area or common area.
 - Areas of likely touch
 - Desk top
 - Door knob
 - Chair
 - Common high touch office areas and equipment
 - Copier
 - Thermostats
 - Entry doors
 - Conference tables
- Procedure for supplemental disinfection
 - Spray Virex II 256 on area to be disinfected
 - Wipe with microfiber cloth after 10 minutes or let evaporate
 - Facilities management will provide disinfectant and microfiber cloth
- Additional disinfection materials available as needed upon request to Aramark facilities
- Supplemental disinfection at events
 - Aramark will provide supplemental disinfection of high touch areas before and after events.
- Supplemental disinfection for high touch areas in all athletic areas
 - Coaches will sanitize high touch areas after practices, scrimmages, games.
 - Disinfectant and microfiber cloth will be kept in coaches' offices
- Facilities management will provide training for faculty and staff to implement increased sanitization in their respective areas.
- All employees will be required to view a training video on best practices in sanitization before August 20 2020. Employees who do not view this training video will not be permitted to return to work and are subject to salary reduction.

Requirements for those who assist test-positive, suspected, and/or probable contact individuals

- All individuals who must be in contact with confirmed cases to facilitate transportation, testing, treatment, or for other reasons will be required to wear PPE.
 - PPE will include gowns, N-95 masks, face shields, and gloves. Approved disinfectant wipes will also be provided. These materials will be provided by Perella Wellness Center.
- In Residence Halls where students with known exposure or COVID-like symptoms are self-quarantined, restrooms will be cleaned and garbage cans emptied three times per day. Air recirculation will be inspected and any concern regarding potential aerosol spread through air circulation will be addressed where applicable (i.e. filters changed according to CDC and ASRAE guidelines).

The Perrella Wellness Center: Campus-based healthcare support for students

- A Hartwick College staff assistant will support the Perrella Wellness Center in its work to increase health monitoring, complete required reporting and guide our community members in their response to COVID-19.
- The Perrella Health and Wellness Center will support students through telemedicine when possible (including counseling services).
- Students will be pre-screened in advance for in-person appointments. Students will check-in for their appointments remotely. A revised “walk-in” policy will be shared with students at or before the time of their return to campus.
- Waiting room density has been reduced and appointment times are staggered to reduce the number of people waiting. Whenever possible, the student will be ushered directly into the exam room upon arrival to further reduce density in the waiting area.
- Furniture and fixtures in the waiting area will be removed/reconfigured to ensure separation of well and sick individuals, and to maintain 6 ft. social distancing among all individuals. The waiting area will have resin chairs that will be sanitized regularly.
- The Director of the Health Center will remain in regular contact with Otsego county public health officials, hospital officials and emergency room managers to maintain most up to date information on issues related to care of COVID-19 or patients under surveillance. Updates will be provided to the Hartwick community as needed and practicable.
- A new entrance and exit path for patients has been established to provide one-way foot traffic within the Perrella building.
- All patients and staff will maintain social distancing within the Health Center. Students who are unwilling to maintain social distance or wear a mask within the Wellness Center will be referred to their primary care provider and denied service at the Wellness Center
- The Perrella Wellness Center will provide all needed PPE (isolation gowns, procedure masks, face shields, N95 masks), hand sanitizer, and sanitizing wipes to individuals who are assisting students in self-quarantine or mandated isolation.
- Perrella administrative assistants will have Plexiglas or similar material installed between them and the arrival area. All staff will be provided a cloth face covering plus face shield.
- Care providers will use N-95 masks and face shields (or goggles) for direct patient assessment.

7. ACADEMIC CALENDAR, INSTRUCTION AND INSTRUCTIONAL SUPPORT

Responsible Positions: Provost/VPAA, Office of the Registrar, Faculty Chair, the Center for Student Success, Director of Information Technology

Academic Calendar

- Modifications have been made to the fall academic calendar to help minimize community spread of the COVID-19 virus

- Fall 2020 semester instruction will occur between August 31 through December 10.
 - Instruction will begin Monday, August 31
 - In-person instruction will end Friday, November 20
 - There will be no breaks during the fall 2020 semester until Thanksgiving Break
 - Classes will be conducted on Labor Day, September 7
 - Thanksgiving Break will be Monday, November 23 through Sunday, November 29
 - One week of remote instruction will be conducted Monday, November 30 through Friday, December 4.
 - Final exams will be conducted remotely between Monday, December 7 and Thursday, December 10
- Remote instruction accommodations will be made for students who are unable to return to campus to resume in-person classes or who become ill during the fall term. Students who believe that they will not be able to return for fall instruction should contact the Office of the Registrar at registrar@hartwick.edu.

Modes of Instruction and Assessment

- Classes will be structured to allow for concurrent in-person and distance education. This will help reduce in-person congregation and provide safe alternatives for students who are not comfortable returning to campus to participate in educational activities.
- The Office of Academic Affairs will assume the responsibility to work with academic department chairs to identify courses that cannot effectively be delivered remotely. These courses will be moved to spring 2021 and all students enrolled in them will be informed of the change. Alternate courses that are more conducive to concurrent in-person and distance education will be added to the fall 2020 course schedule.
- Classes will adhere to their originally scheduled days and times for in-person instruction. If synchronous instruction is part of the instructor's plan for distance learning, synchronous instruction will also adhere to the class's originally scheduled days and times. If scheduling exceptions must be made, students will be notified in advance.
- To aid with contact tracing, all classes will have assigned seating for students and the recording of attendance will be mandatory. All syllabi will clearly list the course policies, and description and schedule of assigned work for both modes of instruction (in person and distance). All syllabi will also specify how students can meet instructors during office hours, both in-person and remotely.
- Students who remain at home, or who must return home due to illness or because of campus closure as mandated by state authorities, will be permitted to take their classes remotely.
- Instructors are encouraged to find the methods of concurrent learning that they think will be most effective for their course.
- Faculty who do not wish to conduct their courses in person due to concerns related to Covid-19 should contact the Office of Human Resources.
- If a student or instructor in a class tests positive for Covid-19, that class may shift to remote instruction until further notice.
- All syllabi will include standard language on the College's requirements for social distancing, PPE, personal hygiene and remote instruction.

Advising/Office Hours

- Advising (in-person and remote) will continue in a mode agreed upon by advisor and advisee. Masks must be worn during in-person advising.
- Instructors will be available for office hours both in their offices on campus and remotely via Zoom; all syllabi will specify how students can meet instructors during office hours, both in-person and online.

Clinical/Nursing Instruction

- The Hartwick College Nursing Program will adhere to the regulations set forth by NYSED and Hartwick's clinical affiliates. The modes of clinical instruction in nursing will be shared with students and nursing instructors when determined.

Student Teaching/Clinical Experience

- The Hartwick College Teacher Education Program (HTEP) will adhere to the regulations set forth by NYSED regarding Educator Preparation Programs (EPPs). The modes of student teaching and other clinical experiences will be shared with students and education program instructors when determined.
- If permitted by NYSED for fall 2020, and if area P-12 programs are able to support the opportunity, the Hartwick College Teacher Education Program will place student-teachers and students participating in other clinical experiences in classrooms with local partners.
- Student-teachers and students participating in other clinical experiences will adhere to all requirements for infection control as articulated by NYSED and the host institutions in which they are placed.
- If classroom placements are not permitted by NYSED for fall 2020, the Hartwick Teacher Education Program will design hybrid experiences that will include a combination of some or all of the following as appropriate:
 - remote instruction;
 - online support for their collaborating teachers;
 - analysis of case studies from the ATLAS video library (all National Board-Certified Teachers);
 - participation in simSchool, where students practice classroom management in a virtual classroom populated by student avatars; and
 - weekly zoom meetings with the field placement coordinator, student teaching supervisor and department chair.

Technology Support for Instruction, Instructors and Students

- Instructors will be equipped with appropriate technology to accommodate a learning environment for in-person, distance and hybrid/blended versions of each course.

- The College will make classroom modifications to support the technology needed for online and hybrid/blended instruction.
- The Technology Resource Center (TRC) will provide instructors and students with appropriate training in the use of all College supported instruction enabling technology.
 - TRC will oversee the development of an Online Learning Induction Module to prepare students to learn successfully in the online mode.
- The Office of Academic Affairs and the Faculty Development Committee will organize faculty information sharing and other professional development opportunities in support of effective teaching methods for concurrent in-person and online instruction.

Library Support of Instruction and Learning

- The Stevens-German Library will be closed to the general public until further notice.
- Reference Librarians will support remote learning by:
 - offering consultations via chat and email;
 - designing videos and LibGuides for library instruction; and
 - offering to digitize archival or reserve materials needed for courses.

The Center for Student Success

Professional staff in the Center for Student Success (CSS) will support student learning through:

- offering consultations via chat, email, Navigate and phone;
- offering in-person consultation by appointment and mutual agreement.
 - In-person meeting participants will be required to wear masks and maintain 6-foot social distancing.

AccessAbility Services

- AccessAbility Services will work with instructors and TRC to assure that online instructional content will adhere to all ADA requirements.
- AccessAbility Services will offer students:
 - consultations via chat, email, Navigate and phone
 - in-person consultation by appointment and mutual agreement

Bookstore Support

- The Hartwick College Bookstore will adhere to NY State guidelines for social distancing.
 - As appropriate, floor markings will be installed to indicate 6-foot distancing and must be observed.
 - Single-direction foot-traffic will be designated in some spaces and as appropriate. These traffic patterns will be clearly marked and must be observed.
 - Plexiglas sneeze guards will be installed at registers.
- Employees and customers will be required to wear masks while in the store; signs will be posted with instructions about the requirement to wear masks.

- Most merchandise is available for online ordering. Members of the Hartwick College community are encouraged to place orders online or via phone for curbside pick-up.
- Students are encouraged to pre-order textbooks.
 - Textbooks will be available for curbside pick-up according to scheduled appointments during the busier, first weeks of the semester.

International Students

- International students, as all students, who are unable or unwilling to return to campus will have the opportunity to complete their courses through distance learning.
- International students, as all students, will be required to leave campus no later than Saturday November 21 at noon. The College will not provide housing between November 21 and the start of the next in-person academic term.
- International students who have special concerns should contact the Office of Global Education & Service Learning at globaleducation@hartwick.edu by August 1 2020.

College-Related Travel

- Hartwick College will adhere to federal and state guidelines on travel.
- College-related (funded, unfunded) travel (for students and all employees) is suspended. College-funded travel will remain suspended until further notice.

8. STUDENT CAMPUS LIFE: Health Care, Employment, Return to Residential Life, Dining, Athletics and Student Gatherings

Responsible Positions: Vice President for Enrollment Management & Student Experience, Assistant Vice President for Student Experience, Director of Residential Life, Director of the Perrella Health Center, Director of Wellness & Health Promotion, Director of Athletics, Aramark Food Service Director

Student Appointments to Address Health Needs

- Students are asked to use telemedicine services available to students through Healthiest You before scheduling appointments and when possible.
- Students must make an appointment to use Wellness Center services. Appointments can be made by calling 607-431-4120.
 - Routine health needs will be scheduled in blocks to avoid community spread.
 - Some routine services may be referred to off-campus providers.
- Students with active illness will be referred directly to off-campus providers.

Student Appointments to Address Emotional Support, Mental Health, and Counseling Needs

To reduce community spread:

- **Personal Counseling** appointments will be offered remotely for the fall of 2020.
 - Personal Counseling appointments can be made by contacting 607-431-4120.

- **Psychiatric Nurse Practitioner** appointments will be offered remotely for the fall of 2020
 - Psychiatric Nurse Practitioner appointments can be made by contacting 607-431-4120.

Student Employment

- Students who are eligible to work on campus and who are hired for employment will be required to adhere to all required health and safety policies and practices, including, but not limited to, wearing of a face covering, maintaining social distance, and proper and frequent handwashing.
- Student workers who become ill, who believe that they are ill, or who believe that they have been in contact with a person who is COVID-19 positive must notify their supervisor.
- When possible, student employment responsibilities should be completed remotely. This approach is strongly encouraged.

Return to Residential Housing, including the Pine Lake Environmental Campus

The training of residential life staff and student residents

- Before students return to campus, Residential Life and Student Experience staff members will participate in educational sessions on requirements of students and employees including social distancing, maintaining public health, sanitization, the wearing of face coverings, the College's expectations for student comportment, and related issues prior to student leader training.
 - Student leader training will primarily be done remotely with limited in-person trainings that will comply with all social distancing requirements.
- Education at the beginning of the semester will be provided through passive, virtual and in-person means to ensure that students understand the community's expectations and all requirements for limiting spread of the virus.
 - Professional and paraprofessional staff will have primary responsibility to ensure student education as reflected in this Reopening Plan.

Student resident move-in procedure

- The College has a medical accommodation process in place for residential students. Students who are immunocompromised or have an underlying health condition will be accommodated as advised by the campus medical director/director of Perrella Health Center.
- There will be a controlled resident student "move-in" process that will:
 - limit the number of students moving in to any one space at a time;
 - limit the number of helpers assisting with move-in;
 - extend the period of move-in
 - allow for sanitization between move-in times and
 - be staggered between the floors within buildings

- During move-in students and families are expected to wear face coverings and follow social distancing guidelines. Students or family members without face coverings will not be permitted in the residence halls and will be required to remain in their vehicles and/or leave the campus.

Expectations of student residents within their residence hall

- Students and staff are to wear face coverings and maintain all appropriate social distancing guidelines when outside their own room.
- Students are not permitted to bring people who are not their roommates into their rooms.
- Until further notice, only the residents of a residence hall may access the common areas of that residence hall. This policy will be re-evaluated periodically.
- Students not adhering to the established protocols will be placed on an administrative leave and required to leave campus.
- Traffic flow within each residential building will be clearly marked to indicate entrances and exits from the building. All students must comply with designated foot traffic directions.
- Common spaces such as lounges, restrooms, study areas and kitchens will be available for student use. The number of students in the space will be limited based on the size of the space. Signage indicating occupancy and reminders to keep social distance will be posted in each space. Markings indicating a need for 6-ft. social distancing will be installed in common spaces as appropriate and must be observed.
- Facilities management will assure that additional cleaning and sanitizing protocols will be implemented in the residence halls.

Vacating the residence halls on or before November 21 2020

- Based on the fall academic calendar (please see above) students will leave the campus no later than noon on Saturday November 21, 2020 and will not return to campus until the next term of in-person instruction begins. **No student will be allowed to remain in the residence hall between November 21, 2020 and the beginning of the next residential term. Due to the uncertainty associated with COVID-19, students will be asked to remove all valuables and items necessary for the period that begins November 21.**

Dining Modifications and Options

- One-way entrance and one-way exit foot-traffic patterns have been established in the main dining facility and in the convenience store/grill location.
- All self-service stations have been eliminated in the main dining area. All meals will be served meals.
- Two hand washing/sanitizing stations installed for access to more frequent hand washing while in the dining hall. One will be ADA compliant.
- Pre-packaged flatware, napkins and condiments and single use plate ware will be used.

- Online ordering has been established for take-out and grocery store ordering through a Blackboard POS update. Information on online ordering will be provided as soon as the system is updated.
- A Meals To-Go kiosk station has been established in the Johnstone Science Center to provide a food and beverage service option that reduces the need for students and employees to travel across campus for dining.
- Occupancy in each dining area will be limited based on state guidance.
- All dining facilities will be cashless.
- Six-foot distance markers will be placed around dining food stations and all diners are expected to comply with these demarcations
- All appropriate health and sanitization protocols will be followed.

Athletics

Approach and guidelines.

- All athletic activity (acclimatization, training, conditioning, practice, and competitions) will be conducted in a manner that follows College, NCAA, CDC, and NYS guidelines to assure reduced risk of virus transmission.
- Any Athlete, employee, official, or fan who refuses to follow the guidelines as established and communicated by Hartwick College will be removed from the activity, competition or venue.
- Athletics will follow the NCAA recommended “Core Principles of Resocialization”, a 3-phase process for preparing the department and institution to offer a safe environment for student-athletes to practice and compete together.

Fan attendance

- Hartwick’s athletic conference, the Empire 8, will defer to institutional policies on fan attendance at competitions. Until further notice, Hartwick will allow only Hartwick students to attend athletic competitions. Students will be required to follow all face covering, social distancing and other policies that may be in place at the time.
- The approach to fan attendance will be reevaluated periodically and changes will be made (e.g. no fans; other fans in addition to students) as appropriate.
 - If/when Visitors are allowed into competitions, they will be required to follow policies established for Visitors, including screening, the wearing of face coverings and social distancing.

Sporting Venues

- The College will reduce seating capacity to assure required social distancing. Proper signage will be present at all athletic venues.
- Fans will be expected to bring and wear face coverings at all times.
- Management of space and cleanliness for fitness and athletic facilities will be in accordance with NCAA, CDC, NYS and conference guides.

- The Department of Athletics will develop and manage a block schedule that will allow for cleaning after practices and events and will ensure no close contact of teams.

Locker room access

- Locker rooms will be closed during Phase 1 of the NCAA guidelines. When reopened, locker room use will comply with required social distancing and cleaning protocols.
- Outside competition will not begin until the successful completion of phase 3. When competitions are allowed to resume, visiting locker room access will be determined on a sport-by-sport basis.
- Officials will not have access to locker rooms
 - Officials will report directly to the venue in which they will officiate
 - Any exceptions that are deemed necessary will be made with the approval of the Athletic Director and will be made on a case-by-case basis.
 - Officials are required by the Empire8 and Hartwick College to administer and bring with them documentation of 24- and 48-hour pre-screening tests and will be screened upon arriving on campus.

Use of recreational facilities

- Until further notice, all recreation and fitness facilities will be open to Hartwick College students and employees only. Outside group rentals will be suspended.
- Hartwick students and employees may use recreational facilities under restricted conditions:
 - A use plan will be established and provided to the Hartwick College community via email;
 - Number of participants admitted to a recreational space will be limited;
 - Use will be closely monitored to assure compliance with all social distancing requirements.

Athletic Training

- The use of all athletic training facilities will adhere to the NYS Department of Health, NCAA, and Empire8 requirements.
- Satellite training rooms will be established to help manage and reduce density and traffic flow.
 - A staggered block schedule will assist with the scheduling of the athletic training staff.
 - Athletic training rooms will be supplied with appropriate PPE that will be used under the supervision of Athletic Trainers.
- Personal Protective Equipment will be used to protect student and professional staff. Signage to educate about safety precautions will be posted prior to the re-opening of the semester.

Athletic Facilities Management: Sanitization Procedures

- Maximum capacity will be reduced for all athletic facilities including, but not limited to, fitness centers, pools, tracks, gymnasiums, locker rooms, etc.

- Facilities and fitness equipment will be thoroughly and continuously cleaned. A cleaning protocol is in place to ensure continued cleaning and upkeep between use.
- The Department of Athletics requires team-associated employees to disinfect all equipment and spaces after each use.
- Aramark Facilities will train coaches and staff on the proper approach to sanitization.

Athletic Facilities Management: Game Day Operations

- Seats in athletic venues will be marked appropriately to maintain social distancing standards.
- All admitted fans (students only until further notice) will be required to bring and wear face coverings at all times and until further notice.
- Signage indicating face coverings and social distancing protocols will be present in all athletic venues.
- Hand sanitizer will be available at the entrance and at multiple locations within each venue.
- Exterior trash containers will be covered.
- Protocols for safe fan management will be implemented.
- Outer restroom doors at sports venues may be propped to encourage minimum contact with surfaces.
- Outer locker room doors will be propped open in advance of teams that are exiting their playing venue to return to the locker room.

Athlete Health and Well-Being

- All student athletes must comply with student screening and testing protocols outlined elsewhere in this plan.
- Block scheduling of team practices will be implemented to reduce cross-team contact
- Fitness center block schedule will reduce overlap and impose a 10min buffer between individual use.
- The training room staff will notify the College Health Center if a student-athlete shows any symptoms for COVID-19.

Student Gatherings on Campus and on the Pine Lake Environmental Campus

The nature of student gatherings

- Until further notice, student groups (clubs, associations etc.) will conduct organizational meetings through remote means only.
- When/if in-person meetings or events are permitted, limits to the size of gatherings will be imposed to comply with State and federal guidelines. In addition:
 - Specific employees and/or students will be assigned to oversee engagement opportunities to ensure adequate support and assure that proper social distancing and protocols are followed.

- Those providing oversight will review “how-to” videos on event scheduling and planning including proper social distancing and protocols.
- Event organizers expecting a high number of potential attendees will develop and employ a fair registration process that will provide equal access to all who are interested in the event. Event organizers will be responsible for admitting only the number of participants allowed in accordance with Federal, State and College guidelines.
- In-person event proposals and registrations must include specific logistics related to social distancing, sanitation, and alternative access.
- All in-person events must offer remote-engagement opportunities or similar quality.
- Consider increasing the length of events to allow for additional participants under social gathering guidelines.
- Group organizers will be required to record attendance at all events.
- Event organizers must ensure privacy and safety for all virtual events by requiring moderators.
- Event organizers must utilize the Presence online calendar system (in Hartlink) that supports room reservations, facilities, media, and catering requests
- The Director of Student and Community Engagement will
 - provide documentation to all employees and students on how to schedule events under these new guidelines.
 - Create documentation with clear expectations and steps to planning an activity or event on and off campus to meet all proper social distancing guidelines and protocols.
 - Create several videos/modules on how to navigate and use our student engagement tool to maximize planning of events to meet the new expectations.
 - Broadcast larger events to other locations on campus for open viewing
 - Continue to work with agencies and companies who provide alternative programming efforts to allow for maximum participants virtually.

9. EXTRACURRICULAR ACTIVITIES, CLUBS, STUDENT ORGANIZATIONS, COLLEGE-SPONSORED EVENTS, AND OFF-CAMPUS RESIDENTS

Training for events management and club/organization travel

- Employees in the Division of Student Experience will partner with the Student Government Association to conduct training required for student clubs and organizations regarding events management under current conditions.
- College-sponsored (funded, unfunded) travel (for students and all employees) is suspended. College-funded travel will remain suspended until further notice.
- When college-sponsored travel resumes, students/student groups will be offered a consultative travel risk assessment through the Office of Wellness and Health Promotion. This travel risk assessment will help the student/student group consider the risks associated with traveling to a specific destination, safety measures that should be

taken prior to departure and safety measures that should be taken upon return to the campus.

Public Events and Alumni Events

- Hartwick College will adhere to New York state requirements and CDC guidance on when/if gatherings are permitted and the size limitations of those gatherings. When gatherings are permitted, traditionally larger scale admissions and advancement events will be offered in smaller group settings.
 - Individual visits will be encouraged.
 - Virtual events are being expanded.

Students Who Reside Off-Campus: Expectations

- Students who reside off campus will be screened and have their temperatures taken daily when arriving on campus.
- To reduce the extent of community spread of the COVID-19 virus, **students who are living off-campus in non-College housing are urged to abide by all social distancing and health guidelines established by the State of New York and articulated by the College.**

10. Campus Visitors

- Until further notice, Visitors are welcome on campus only with an advance appointment.
 - Exceptions include persons making regularly scheduled deliveries (ex, USPS, Fed Ex, Pepsi, and UPS).
- A Visitor is defined as an individual who is not a current employee or student of the college. Visitors include prospective students and their families, candidates for employment, contractors, vendors, alumni, and other individuals coming to campus for meetings.
- Visitors are subject to the same guidelines as the campus community. In addition all visitors must register their presence in the visitor log located at the College entrance checkpoints when they arrive on campus.
- Visitors are subject to current screening rules (see p. 6-7).
- Visitors who exhibit or report any of these symptoms or contacts will not be permitted on campus and will be asked to leave campus without delay
- Visitors must wear face coverings at all times. The College asks visitors to arrive on campus with an appropriate face covering. Disposable masks are available at the campus check-in location.
- Visitors must agree to adhere to social distancing, hand washing and all hygiene protocols while on campus.
- Admissions and College Advancement visitors will be subject to Campus Visitor Guidelines.

11. COLLEGE SPONSORED TRAVEL

Recruitment, Scholarship, Research and Advancement Related Travel

- College-sponsored (funded, unfunded) travel (for students and all employees) is suspended. College-funded travel will remain suspended until further notice.
- When College-sponsored travel resumes, approval of travel will be made based on a travel risk assessment of the area being traveled to. Employees will be given safety measures to review prior to and after return to the campus.

12. INFRASTRUCTURE AND CAMPUS SERVICES

Campus Safety, General Sanitization, Vehicle Use, Construction Operations, Information Technology Operations, Delivery, Mail, Copy, and Telephone Services and Support

Responsible Positions: Director of Campus Safety, Aramark Facilities Director, Vice President for Finance, Facilities Liaison/Administrative Specialist

Campus Safety Operations

To reduce community spread of the virus:

- Campus Safety officers will reduce/limit contact with persons as a means of social distancing. The public may see a reduction in the amount of interpersonal interactions as well as the amount of time during any police contact.
- Officers will maintain high-visibility patrols to deter crime on campus.
- Officers will not respond to medical calls unless the situation is potentially life-threatening, or EMS personnel are requesting assistance.
- Officers will not travel in an ambulance during a medical transport.
- Campus Safety dispatch may ask for additional details surrounding medical calls to help screen for potential infectious disease cases to guide responders.
- Campus Safety will avoid transporting any non-departmental persons to limit exposure to other persons and avoid having to implement decontamination processes for vehicles.

Facilities Maintenance and Cleaning

General Sanitization plan:

- Sanitize high touch areas regularly and as needed during the hours of operation
- Virex II /256, Oxivir wipes or a solution of household bleach and water is CDC approved for disinfection
- CDC guidelines will be followed:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- The following high touch areas will be regularly sanitized using EPA approved disinfectants consistent with Aramark QL+ Spacecare (Quality Level plus)
 - Restrooms and Shower rooms
 - Offices and conference and event spaces
 - Corridors
 - Classrooms
 - Common areas, lounges, meeting rooms.
 - Soft furniture will be lightly sprayed by Facilities custodians using Virex II/256
 - Furniture will be allowed to air dry, approx. 10 minutes
- Hand sanitizers have been installed at each building entrance, dining and café location, fitness entrances and event spaces.
- Facilities custodians will perform routine cleaning and disinfection in anticipation of each morning opening, including:
 - Inspection and filling of hand sanitizers and restroom hand soap dispensers as needed.
- Disinfection for high-touch common areas in all residence halls will be completed by facilities custodians near the conclusion of each shift
- Facilities management will provide PPE (gloves), disinfectant, and microfiber cloth to be stored in the offices of faculty, staff, coaches, and building captains.
- All employees will be required to view a training video on best practices in sanitization before August 20, 2020. Employees who do not view this training video will not be permitted to return to work and are subject to salary reduction.
- Restrooms
 - Facilities custodians for academic, administrative and athletic buildings will disinfect high-touch areas at the beginning and end of each shift.
 - Faculty/staff will take their disinfectant and disinfect areas touched after using restrooms.
- Supplemental disinfection beyond the above for administrative and academic facilities based on individual discretion and need.
 - Virex II 256, microfiber cloths to be provided to admins and at office common areas for individual use based on need and conditions.
 - Virex II 256 can be used to provide disinfection of likely touched areas after a guest or visitor leaves an office, reception area or common area. Areas of likely touch include:
 - Desk tops
 - Door knobs
 - Chairs
 - Common high touch office areas and equipment, such as:
 - Copiers
 - Thermostats
 - Entry doors
 - Conference tables
- Procedure for supplemental disinfection
 - Spray Virex II 256 on area to be disinfected

- Wipe with microfiber cloth after 10 minutes or let evaporate
- Additional disinfection materials available as needed upon request to Aramark facilities
- Supplemental disinfection at events
 - Aramark will provide supplemental disinfection of high touch areas before and after events.
- Supplemental disinfection for high touch areas in all athletic areas
 - Coaches will sanitize high touch areas after practices, scrimmages, games.
 - Disinfectant and microfiber cloth will be kept in coaches' offices

Construction/Renovation Operations

Construction and renovation activities on campus will continue to follow NYS regulations as published for NY Forward Phase I, with any subsequent updates, and will adhere to all required protocols regarding:

- Social distancing
- Personal protective equipment
- Cleaning and hygiene
 - Hand hygiene
 - Shared tools and surfaces
- Communication, including:
 - Signage
 - Regarding Training and awareness
 - Logging of contacts
 - Reporting of COVID-positive tests and scans to the Perrella Wellness Center

Transportation: Use of College Owned Vehicles

This section addresses the operation of vehicles other than those operated by Public Safety or Facilities.

- People who are known or suspected to have COVID-19 are permitted to occupy non-emergency vehicle services, such as passenger vans, accessible vans, and cars, for transportation to receive **essential medical care**.
- When transporting a known confirmed positive passenger, it is recommended that drivers wear an N95 respirator or facemask (if a respirator is not available) and eye protection such as a face shield or goggles (as long as they do not create a driving hazard)
- Passengers must wear a facemask or cloth face covering. 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.
- Occupants of vehicles should avoid or limit close contact (within 6 feet) with others. The use of larger vehicles such as vans is recommended when feasible to allow greater social (physical) distance between vehicle occupants.

- Drivers must practice regular [hand hygiene](#), avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers who would not otherwise be riding together on the same route.

Vehicle cleaning and disinfection

- 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.
- Disinfectant will be provided by Aramark Facilities Management and will be maintained in each college-owned/leased vehicle.
- Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle.
- When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.
- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. Appropriate disinfectants include: PA's Diluted prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. **Never mix household bleach with ammonia or any other cleanser.**
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#)
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- 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 with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

Technology Resource Center Operations

- The Technology Resource Center will conduct as much of its work as possible via electronic communications: phone calls, email, and Zoom. Students, faculty, and staff are asked to contact the TRC by one of those modes of communication. If the TRC

determines that equipment needs hands-on attention for diagnosis or repair, arrangements for delivery of the equipment or TRC staff travel to an office will be made.

- Protocols for difficulties with classroom or computer lab equipment remain unchanged. The TRC will dispatch staff to address the problem.
- IT department staff will participate in most campus meetings or consultations with faculty and staff via Zoom sessions. Some of the staff will continue to work from home to the extent possible and consistent with normal provision of services.

Deliveries, Mail, Copy and Telephone Services

Clark Hall is the home for these services and will operate with the following modifications from normal procedures:

- Telephone: Requests for telephone service change or support should be directed to 607-431-4985 or email telecom@hartwick.edu. Students, faculty, and staff are asked to make contact by phone or email and not to visit the Telecom Office except by prior arrangement.
- USPS mail will continue to be delivered to campus administrative and academic offices. Flat mail will be delivered to student mailboxes in Dewar. Students will pick up packages in the Clark Hall mailroom. Employee packages will be delivered to their offices.
- Copy and print services will continue to be available on a drop-in basis. Persons coming to the Copy Center in Clark Hall will be required to observe 6-foot social distancing and to wear face coverings.

13. MEETINGS RELATED TO THE BUSINESS OF THE COLLEGE.

Until further notice, all meetings that support the work of the college will be conducted remotely by videoconferencing. This includes:

- departmental meetings
- meetings of student organizations
- all meetings of employees
- meetings of the Alumni Association Board, and
- meetings of the Board of Trustees.

14. COMMUNICATIONS

Responsible Positions: Leader, Lead Strategists: Vice President, College Advancement; Alumni Relations: Assistant Vice President, College Advancement; Editorial and Creative Director; Digital and Social Media Director; Corporate, Foundation and Government Relations Director; Writer and Media Relations Manager; Graphic Designers; Social Media Manager; Web Editor

Communication Message Development and Modes of Communication

Our primary goal is to ensure the safety of our campus for all internal and external audiences, including but not limited to our students and their parents and families; prospective students and families, alumni, friends, donors, visitors, vendors, community and governmental leaders.

- The College will create informative printed materials, videos, web and social media content that will foster one- and two-way communications. These will include readily available copies of the College's Reopen Plan.
- The Reopening Our Campus website will be placed uppermost on the left side of the website navigation bar.
- Current COVID-19 Information will be moved under the Reopening Our Campus website as a secondary website so as to continue its functionality.
 - The Reopening Our Campus website will host Frequently Asked Questions for returning to Campus as well as Campus policies and procedures for reopening.
 - The website will link to CDC and New York state guidelines for safety, best practices, and related health and safety requirements.
 - The weekly College Presidential videos and Presidential communications related to reopening will be placed on this website.
 - A "Report a Concern" link will allow campus members to report a concern—such as how to report that a friend may be ill or someone is not wearing a face covering—via this confidential [form](#) that will be linked to an online report for triage, assignment, and response tracking by the appropriate Senior Leadership Team member.
 - Until further notice a weekly student survey will be sent to current students to determine needs they may have. Survey results will be linked to an online report for triage, assignment, and response tracking by the appropriate Senior Leadership Team member.
- The Reopening Our Campus website will then be linked to and disseminated through a variety of scheduled and as-needed communications to internal and external audiences through our existing platforms:
 - Current students: texts and emails with embedded web links in the Navigate software;
 - Prospective students: text with embedded web link and email in the TargetX (Salesforce) software;
 - Parents and Families, Alumni and Donors: email in the iModules software and US Postal Service for letters;
 - Faculty and Staff: ZHD email lists as well as divisional and Conversations with the President zoom meetings;
 - Social Media: Hartwick College main channels as well as student class-specific channels and alumni channels; and
 - Email, phone calls, US Postal Service for letters: College communications with community and governmental leaders.
 - For consistency, the "Hartwick Cares" email and text address will continue to be used for all audiences. Multiple team members within College Advancement

have 24/7 access to this email account and can deliver messages 24/7. Similarly, team members have 24/7 access to the website and social media channels

- The College seeks and welcomes input from students and parents and families of current students to ensure that our plans address concerns they may have.

Campus Communication Content

- We will communicate to employees and students how and when they may return safely to campus via text and email with embedded links to the Reopening Campus website content, such as informational videos and FAQs.
 - This information will include the timeline for return to campus, new procedures and expectations on campus (such as but not limited to social distancing/PPE protocols, campus visitors, and nonessential travel), and any potential revisions to the academic calendar, campus breaks, and final exam schedules for the fall semester.
 - Safety considerations for preventing the spread of COVID-19 will also be included.
 - Our email and text communications will outline:
 - what students and employees should do if they suspect exposure for themselves or others or become ill
 - how student and employee health will be monitored daily (such as but not limited to a daily temperature check and answers to health-related questions).
 - what students and employees should do to self-isolate and procedures to follow if they test positive for COVID-19.
 - what additional measures students and employees in vulnerable populations should take including discussion with their faculty and supervisor regarding remote instruction/work.
 - The “Our Social Compact: A Healthy Hartwick” will be sent via email with a required return signature and associated deadline. Responses will be automatically logged into an embedded online form. Reminder messaging will first be sent electronically and then via phone calls for those who do not respond.
 - New procedures for residential housing, dining hall and common areas as well as cleaning and disinfection protocols will be communicated with students and employees via email and text with embedded links to Reopening Our Campus website.
- Academic communications that may be necessary for the Fall 2020 term and beyond will be coordinated by the office of the Provost and Vice President for Academic Affairs
 - All syllabi will include standard language on the College’s requirements for social distancing, PPE, personal hygiene and remote instruction.
- Students, employees, and local community partners will receive a communication about what will happen should an outbreak of COVID-19 occur on campus as well as how a campus closure will be handled. If an outbreak/shutdown does occur, students,

employees and community partners will receive specific communications from the Emergency Management Team in partnership with the Strategic Response Team.

Community and Governmental Leaders Communication Content

- Communication with community and governmental leaders has occurred and will continue to occur through email, phone calls, letters, zoom meetings or other appropriate distance communications. The College will inform them about plans, schedule/dates, and contingencies.
 - Once a return-to-campus date is determined, the College will communicate the academic calendar for the fall semester as well as new health and safety procedures and policies with embedded links to the Campus Reopening website.

15. LEGAL & HUMAN RESOURCES

Responsible Positions: Chief Human Resources Officer, Title IX Coordinator/Compliance Officer, Human Resources Coordinator

- As noted above, all employees will be screened daily; see details on p. 6-7.
- Employees who are not admitted to campus must contact their supervisors and Human Resources to report that they will not be working on campus. Employees should work with their supervisor and with Human Resources on details for leave time usage.

Vulnerable Populations (Students and Employees)

- Hartwick College will recall employees to campus-based employment based on legitimate, non-discriminatory business reasons such as essential jobs, skill sets, etc.
- Employees may raise individual concerns about their ability to return which may be related to their own underlying health condition that puts them at a high risk for contracting COVID-19 or concern related to living with a family member with a high risk for contracting COVID-19. The College will look at all concerns to determine whether the employee may need a reasonable accommodation including permission to continue to work remotely.
- Individuals who have concerns about their ability to return and who would like to be considered for continued remote work should complete the [Employee Remote Work Request Form](#) and discuss their concerns with their supervisor
 - In light of Covid-19 and its effect on many individuals, the College will make every effort to accommodate individuals based upon their individual needs and circumstances.

ADA Compliance and Considerations

- Hartwick College complies with the Americans with Disabilities Act nondiscrimination standards for employees and job applicants. Similar to what has been said above, employees may raise concerns about their ability to return to work which may be

related to their own underlying health condition which puts them at risk for contracting Covid-19.

- Hartwick College may provide reasonable accommodations, including permission to work remotely, to employees and will establish the interactive process with any employee who needs an effective accommodation to perform their job responsibilities.

Diversity, Equity, and Inclusion during COVID-19

- Hartwick has continued its efforts to be an inclusive and welcoming place to learn and work during the COVID-19 Crisis.
- Human Resources ensures that all employees complete implicit bias training and harassment prevention training which are required within the first 30 days of employment and annually thereafter.
- All search committee participants are required to complete inclusive recruitment training prior to serving on any College search.

Title IX compliance during COVID-19

- Hartwick College has continued to enforce and follow its Sexual Misconduct Policy and will continue to do so remotely as necessary. A transition to virtual meetings for providing support, conducting interviews, investigations, and hearings has been made. Meetings may require a password or login and attendance is monitored. Our policy includes reporting and support contacts and continues to be available online and monitored daily. As we update our policy to be compliant with the 2020 Title IX regulations, we will also review processes for ensuring privacy and due process for the parties as they review evidence in a remote environment.
- Training and awareness for students, employees, and key personnel will continue as usual with sessions usually conducted in person, occurring through video conferencing as needed. Awareness campaigns will continue remotely through video conferencing and promotion on our Hartlink activities site while in person activities are not possible. We will continue to work with Opportunities for Otsego, local and state law enforcement, regional medical providers, and state and national programs to provide supports, education, and awareness.
- Hartwick College Sexual Misconduct policy definitions include online and virtual behaviors and we are prepared to address any behavior we have jurisdiction over, while providing support and resources for those we do not. Reports of any suspected policy violation may be made through our online reporting form, by email, phone, or in person (when possible). Campus Safety remains available on campus and supports remain available virtually or as provided in local communities. Adjustments for social distancing will be made while adhering to our policy and commitment to our campus community.

Sick and Other Employee Leave Policy Issues

- Hartwick College provides clear policies and information on sick and other leave including provisions for Emergency Paid Sick Leave (NYS) and Emergency Paid Sick Leave

and Expanded Family Medical Leave procedures (federal Families First Coronavirus Response Act).

- The Human Resources staff are available to discuss the various leave time needs with employees and their supervisors. In addition, Human Resources provides ample resources for employees who wish to review available options in addition to discussions with Human Resources and their supervisor. Human Resources is able to clearly discuss compliance with legal requirements such as FMLA, PFL, and ADA.

16. CAMPUS PLAN FOR FURTHER CURTAILMENT OF ACTIVITIES OR CLOSURE

Responsible positions: Emergency Management Team; the Strategic Response Team

The College is prepared for an orderly further curtailment of activities or closure if needed due to a resurgence of COVID-19 infections. The College may choose to close, or closing may be mandated by State or local authorities. Based upon campus conditions and/or conditions in the surrounding area.

Criteria for Curtailment or Closure

- The College will work with the Otsego County Department of Health to determine if an outbreak has occurred and if closing is required. If an outbreak occurs, appropriate steps will be taken to further restrict social contact and control community spread and our response will be coordinated with state and local officials in responding to the outbreak. These steps may include:
 - Immediate return to remote instruction, with students remaining on campus or returning to their homes;
 - Immediate return to work from home;
- All on-campus protocols will be reevaluated in light of the outbreak.
- An outbreak may result in immediate curtailment of activities or closure.
- A governmental directive to close based on overall public health considerations or other criteria.

Scenarios and Actions Related to Necessary Curtailment or Closing

- The College's decision and actions will be communicated to all concerned. If an outbreak/shutdown does occur, students, employees and community partners will receive specific communications from the Emergency Management Team in partnership with the Strategic Response Team.
- Employees (all or some portion) will work from home as assigned by their Supervisors.
- Faculty will move immediately to implement remote instruction.
 - Instruction will shift to "remote" for the duration of the partial closing.
 - In-person meetings of classes will be suspended until further notice.
- Campus gatherings will be restricted.

- Some campus facilities, such as the Campbell Fitness Center and all athletic venues, will be closed.
- Essential campus services including dining, campus safety, technology support and facilities maintenance will continue unless otherwise restricted by a governmental authority.
- State, County, or City authorities require the College to close, suspending on-campus operations.
 - The College's decision and actions will be communicated to all concerned.
 - Students whose homes are within 3 hours travel from will be instructed to return home within 48 hours.
- Students with homes farther than 3 hours travel will be instructed to return home at the earliest time for which they can make travel arrangements.
- Students who are unable to return home will be accommodated on campus. Those students will need to apply for permission to stay on campus via an online form that will be made available.
- The policy "Stewardship of Student Possessions" will guide the handling and storage of possessions students leave in their rooms.

Appendix A

Our Social Compact: A Healthy Hartwick College

In response to the COVID-19 pandemic, Hartwick College is committed to implementing the best practices of health and safety on campus. These practices are recommended by health or governmental authorities, and/or are practices specific to our community that we believe are essential for our community to welcome students and employees back to campus for the fall term. We have confidence that every member of our community will see the necessity of adhering to these practices; even so, it is important to note that students or employees who are unwilling to uphold these standards will not be allowed to return to/remain on campus.

Being part of the Hartwick community allows us the opportunity to support and be supported by one another. This pandemic elevates the importance of our commitment, and has heightened the need for additional compassion and care. We ask all students and employees to acknowledge their willingness to protect their own health and the health of others by signing/affirming that they have read, understand, and agree to this Compact to help assure a Healthy Hartwick College.

Out of care and concern for all students and colleagues, I commit to:

- *Practice self-care;*
- *Wear a facemask in all public spaces on campus;*
- *Practice six-foot physical distancing and respect personal space;*
- *Practice good hygiene (frequent handwashing; coughing/sneezing into bend of the arm or tissue);*
- *Greet others without shaking hands;*
- *Participate in daily screenings including temperature checks;*
- *Disinfect my living space and personal items on a regular basis;*
- *Help mitigate the spread of germs by taking care when using doors, railings, and other high contact areas;*
- *Stay home/in my residence hall/Pine Lake room when I am not feeling well and report my not feeling well to healthcenter@hartwick.edu;*
- *Comply with the College's Plan regarding virtual or outdoor meetings with social distancing;*
- *Comply with local, state, and federal guidelines on COVID-19 when off campus.*

I understand that COVID-19 is a highly contagious virus and, as such:

- *even if I follow all of the safety precautions above, including those recommended by the CDC, and other federal and state health departments, it is possible to develop and contract the virus, either while I am on or off-campus; and*
- *even though the College is following the coronavirus guidelines issued by the CDC and federal and state health departments to reduce the spread of infection, I can never be completely shielded from the disease; and*
- *if I fail to adhere to required health and safety guidelines as outlined in the College's ReOpening Plan I am subject to sanctions based on my campus role. Students can be placed on administrative leave and be asked to leave campus. Employees can be asked to leave campus and are subject to unpaid suspension.*

Name _____

Signature _____

Date _____

Appendix B

Table of Updates to the Reopening Plan

Date	Page	Update
7-10-2020	38	Appendix B created to track revisions to Reopening Plan and linked to Table of Contents.
7-10-2020	20	Under <u>Expectations of student residents within their residence hall</u> , “Students are not permitted to bring people who are not their roommates into their rooms” replaced “Students will be advised to not enter a residence hall that is not their own”.
7-10-2020	20	Under <u>Expectations of student residents within their residence hall</u> , new bullet added: “Until further notice, only the residents of a residence hall may access the common areas of that residence hall. This policy will be re-evaluated periodically.”
7-10-2020	37	Appendix A reformatted to fit Our Social Compact: A Healthy Hartwick College