

Hartwick College Reopening Plan Summary for Employees

Hartwick College is committed to reopening for the 2020-21 academic year in the safest way possible. The only way to do this is to ensure all employees understand what is expected of them based on government regulations and the College's [Reopening Plan](#) and other guidelines. All Hartwick College employees are required to read the plan and comply with all College-related practices designed to limit the spread of COVID-19. The following information is intended to highlight important information and expectations; it is not an all-inclusive summary of the plan.

<p>Returning to Campus (p. 4-5)</p>	<ul style="list-style-type: none"> • August 22-30: The College plans to welcome students in cohorts with staggered move-in dates to ensure appropriate social distancing. • Some employees may continue working remotely. • Supervisors will consider rotating or staggering employee schedules to ensure that a distance of at least 6 ft. will be maintained among individuals. • Please speak directly with your supervisor soon about the details and procedures for your return to campus.
<p>Entering/ Exiting Campus and Daily Screening (p. 7-8)</p>	<ul style="list-style-type: none"> • August 17 - 30: Enter campus only through the West Street entrance and proceed directly to the Shineman parking lot checkpoint during the hours noted below: <ul style="list-style-type: none"> ○ August 17 - 21: Enter through West Street (main entrance), Monday - Friday, 7:30 a.m. - 10:00 a.m. ○ August 22 - 30 (Welcome Week): Enter through West Street (main entrance), Saturday (8/22) - Sunday (8/30), 7:30 a.m. - 10:00 p.m. • August 31 until further notice: Enter campus through the West Street and Clinton Street entrances and proceed directly to one of the checkpoints during the hours noted below: <ul style="list-style-type: none"> ○ In the parking lot behind Perrella Wellness Center, Monday - Friday, 7:00 a.m. - 10:00 p.m., Saturday - Sunday, 9:00 a.m. - 5:00 p.m. ○ In the Anderson parking lot, Monday - Friday, 7:00 a.m. - 7:30 p.m. • Every day, students and employees will receive a daily prompt to complete self-screening. Employees currently receive the prompt through email and should continue to follow this practice until further notice. Please note that in the near future, the daily prompt will come through the #CampusClear app. Further information will be forthcoming. • If self-screening is not completed, facilitated screening will be conducted by trained screeners who staff the checkpoints, and will also take a non-invasive temperature measurement for every individual arriving on campus. • Employees with a positive screen will be required to return home to self-quarantine and await follow-up with a health provider. Employees who are not admitted to campus must contact their supervisors and HR to report that they will not be working on campus. • Employees may not return to campus until negative test results are submitted to and reviewed by the Director of Perrella Wellness Center and you are cleared to return.
<p>Screening Questions (p. 7)</p>	<ol style="list-style-type: none"> 1. Have you had any of the following COVID-19 symptoms in the past 14 days? Fever (100.4 or above), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea 2. In the past 14 days, have you had a positive COVID-19 test? 3. Have you had any close contact (being within approximately 6 feet (2 meters)) of a COVID-19 case? Close contact can occur while: <ul style="list-style-type: none"> ○ caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, or

	<ul style="list-style-type: none"> ○ 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.
Mandatory COVID-19 PCR Swab Testing (p. pending)	<ul style="list-style-type: none"> • The College has contracted with WellNow to provide on-campus testing • 1st ROUND OF TESTING: 8/22/20 – 8/30/20 <ul style="list-style-type: none"> ○ Every on-campus employee, residential student, commuter student. ○ NOT employees approved for remote work, NOT students studying remotely. • ONGOING TESTING: 8/31/20 – 11/20/20 <ul style="list-style-type: none"> ○ ½ of on-campus employees, residential students and commuter students each week. • No cost to employee or student. • Testing site will be announced. • Every student and employee will need to register for a time; announcement will be sent.
Work Areas (p. 11-12)	<ul style="list-style-type: none"> • A 6-ft. distance among individuals should be maintained at all times. • Efforts are underway to modify work areas to facilitate 6-ft. distancing. Furniture and fixtures will be removed as necessary. • Signs are being installed for social distancing, wearing masks, hand washing, and new directions for foot traffic (in-and-out of buildings, through halls, restroom access). • In offices with public-facing reception areas, Plexiglas shields or similar barriers will be installed when deemed necessary and advisable.
Personal Protective Equipment (PPE), Personal Hygiene, and General Sanitation (p. 12-13)	<ul style="list-style-type: none"> • Face coverings are required and must be worn at all times in public spaces, including all buildings. • Employees who refuse to wear a face covering will not be permitted to be on campus and will be subject to suspension without pay. • Employees will not be required to wear face coverings in their private offices or vehicles. • Handwashing with soap and water should be done repeatedly throughout the day. • Individuals should refrain from touching their faces. • Facilities Services regularly cleans and disinfects campus spaces using EPA approved disinfectants. Supplemental disinfectant and microfiber clothes will be provided in departmental units and in College vehicles. • Employees who use college vehicles are required to clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift. • Hand sanitizer dispensers have been installed at the entrance of each building.
Training (p. 12-13)	<ul style="list-style-type: none"> • All employees will be required to complete COVID-19 Prevention Training by August 20. • PDF Version Attached. • Training obligation will be met by viewing and affirming completion. • Supervisors will verify training completion for their direct reports . • Employees who do not complete the required training will not be permitted to return to campus and will be subject to unpaid suspension.
Meetings (p. 32)	<ul style="list-style-type: none"> • Until further notice, all meetings will be conducted remotely by videoconferencing.
Student Employment	<ul style="list-style-type: none"> • When possible, student employment responsibilities should be completed remotely. This approach is strongly encouraged. • Student employees 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.
Sick & Other Employee Leave (p. 36)	<ul style="list-style-type: none"> • The Employee Handbook, insurance plan documents, and self-care and support resources are accessible on D2L. • Employees are encouraged to reach out to the HR staff for assistance in locating information or services, or to schedule a time to meet with someone from HR.

	<ul style="list-style-type: none"> All supervisors, including faculty department chairs, are required to notify OAA (faculty) or HR (staff) on a daily basis of any employee who has called in or was sent home ill. This is necessary to monitor the health of campus and to make sure HR is notified timely for offering leave benefits the employee may be entitled to under FFCRA.
<p>Travel (p. 26-27)</p>	<ul style="list-style-type: none"> All College-sponsored travel for students and employees is suspended until further notice. NY State has mandated a 14-day quarantine for travelers to NY who come from states determined to have significant community spread. Individuals who travel to a state that is on the mandatory quarantine list, and remains in that state for at least 24 hours, will not be permitted to access campus until the mandatory quarantine has been completed and the individual certifies of the completion in writing via the NYS form.
<p>Campus Visitors (p. 26)</p>	<ul style="list-style-type: none"> Until further notice, visitors are welcome on campus with an advance appointment only. Visitors will be subject to the same guidelines as the campus community and must register their presence at one of the appointed College entrance checkpoints.
<p>Notification of a Confirmed Case of COVID-19 (p. 32-34)</p>	<ul style="list-style-type: none"> Important College Communications will continue to be emailed through Hartwick Cares. If there is a confirmed case of COVID-19 on campus, a general message notifying the campus community will be sent out through the Hartwick Cares account. FAQs are located on the College's Re-opening page and will be updated as often as necessary.