



HARTWICK  
COLLEGE

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## **Hartwick College Covid-19 Operating Plan:**

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

*Update: February 3, 2021*

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## **Section 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 and fall 2020 semesters. 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 in 2021.

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 and continually 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 current plan supports our intention to have students return to our Campus in January of 2021 and continue their studies through May 2021. This Operating Plan will allow us to do so in a way that helps to assure their continued health, the health of our employees and the health of our greater community.

## **Section 2: THE HARTWICK HEALTHY CAMPUS STEERING COMMITTEE**

The College has created the Hartwick Healthy Campus Steering Committee to oversee the ongoing implementation of the COVID-19 Operating Plan. 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 COVID-19 Operating 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.
- Monitor and remain aware of changes in local, state, and federal requirements related to higher education and auxiliary activities. Recommend changes in College operations to the Strategic Response Team (SRT) to assure continued 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.

**Section 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 4 of NYS Reopening. As of December 19 2020 there had been 1692 total confirmed cases of COVID-19 in Otsego County, with 10 deaths (<https://www.otsegocounty.com/press%20release%2012-19.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>)

**Section 4: STUDENT AND EMPLOYEE PHASED RETURN AND DEPARTURE DATES AND PROCESS FOR THE JANUARY TERM 2021 and SPRING TERM 2021**

- For January Term 2021 students will return to campus in cohorts between January 12 and January 14, with staggered move-in times to ensure that a distance of 6 ft. can be maintained among individuals. Students have been notified of their specific return date and

time. **Students must enter campus via the West Street entrance and proceed directly to the screening checkpoint.**

- Students returning to campus for Spring Term 2021 who were not on campus for January Term 2021 will also return to campus in cohorts. after February 10. Students will be notified of their specific return date and time in mid-January 2021.
- Students who are taking in-person classes in January Term or Spring Term 2021 will be required to provide the College with evidence of a negative result from a SARS-COV-2 PCR testing or a rapid antigen test upon arrival to campus. These results must be linked to a test that was performed within a maximum of 72 hours prior to arrival on the Hartwick campus. All students (including those who live on campus and those who live off campus but will attend in-person classes) must provide this evidence.
- Students who tested positive over the course of the fall semester will be contacted by the Perrella Health Center with specific details regarding expectations for their testing.
- Students and employees who travel from states that, as designated by the State of NY, are under a mandatory order to quarantine upon arrival in NYS, will quarantine for 10 days or will meet the NYS modified standard for testing “out” of quarantine. All students in a single residential “unit” will be quarantined, as necessary, together, no matter their state of origin. [NB: Employees who choose to travel to a designated state must secure the approval of their supervisor for remote work upon their return. Employees who fail to secure this approval may be placed on unpaid leave.]
- For the January 2021 Term all residential students will be placed in initial quarantine upon their arrival. On day four of their quarantine each student will take a COVID-19 test and upon a negative test result they will be able to exit quarantine when all residents of their room/living space also have a negative result. This process will also be followed by all students who return for campus based study in the spring term only. Students who are in the initial quarantine period in their on-campus housing assignment will be provided meals and academic, medical, psychosocial and other support as needed. Transportation to/from necessary medical visits will be facilitated.
- All residential students will return on the College-set schedule of controlled return.
- Students seeking to study remotely in JTerm and/or Spring must apply for and be approved for remote study. **Students who are approved for remote study will not be permitted to enter campus or use campus facilities for any reason. There will be no exceptions.**
- All students, including international students, will be required to leave campus no later than noon on Sunday May 30.
- Hartwick employees will be tested for the COVID-19 infection upon return to campus after January 1 and regularly thereafter. Employees who test negative may continue campus-based work in January 2021. All essential employees (including all faculty and other student-facing employees, campus safety, and maintenance personnel) will be expected to work in person on campus. Some employees will be granted permission to work remotely based upon their request to do so because of medical conditions that place them at higher risk of negative consequences related to COVID-19 infection. Some non-essential employees will be asked to continue full- or part-time remote work as a way to protect essential employees from unnecessary risk of infection. Supervisors will communicate specific schedules with employees. **Employees who are granted full-time remote work status and are not in the regular campus-based testing cycle will not be permitted to return to**

campus for any reason. There will be no exceptions.

## Section 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.) The deadline for new employees to read and sign is on or before the first day of employment; for new students, February 10th. 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 J Term and spring term communications with students and families. Peer Health Educators, 50/50 peer counselors, resident advisors, student experience staff, and other key student groups will engage in a campaign to educate and inform.
- Students received wellness kits upon their return to campus in the fall, including PPE (face masks, personal thermometers, Kleenex, hand sanitizer) and educational materials.
- **Students are asked to remain on campus for as much of the JTerm and Spring term as possible. Students are discouraged from traveling during the terms of study.** 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 including mandatory quarantine. Students should complete the [Travel Declaration Form](#) before leaving campus.

- 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

### **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.
- All students who are taking in-person classes in January Term or Spring Term 2021 will be required to provide the College with evidence of a negative result from a SARS-COV-2 PCR testing or a rapid antigen test upon arrival to campus. These results must be linked to a test that was performed within a maximum of 72 hours prior to arrival on the Hartwick campus. All students (including those who live on campus and those who live off campus but will attend in-person classes) must provide this evidence.
- Students and employees who travel from states that, as designated by the State of NY, are under a mandatory order to quarantine upon arrival in NYS, will quarantine for 10 days or will meet the NYS modified standard for testing “out” of quarantine. All students in a single residential “unit” will be quarantined, as necessary, together, no matter their state of origin. [NB: Employees who choose to travel to a designated state must secure the approval of their supervisor for remote work upon their return. Employees who fail to secure this approval may be placed on unpaid leave.
- For the January 2021 Term and Spring Term 2021 all residential students will be placed in initial quarantine upon their arrival. On day four of their quarantine each student will take a COVID-19 test and upon a negative test result they will be able to exit quarantine when all residents of their room/living space also have a negative result. This process will also be followed by all students who return for campus based study in the spring term only. Students who are in the initial quarantine period in their on-campus housing assignment will be provided meals and academic, medical, psychosocial and other support as needed. Transportation to/from necessary medical visits will be facilitated.
- For information on testing throughout January and Spring terms, see the subsection below, “Campus-based testing”.

### Screening for All Members of the Campus Community

- Screening of students, faculty, staff, contractors and others working on-campus for the College will occur on a daily basis. Responses will be reviewed on a daily basis. The #CampusClear app can be obtained at no cost from the Apple iOS store or from the Google Android store. Search for “campusclear.”
- Read through the screening questions carefully; they will ask a variety of questions. Be aware that the questions and their order of appearance on the screen might change.
- Screening checkpoints are stationed at select campus entrances, the West Street and Anderson entrances, where appropriately trained screeners confirm that an individual has completed the required self-screening and take an objective, non-invasive temperature

measurement for each individual arriving on campus. Employees and students will show the screener the “Good to Go” display on their cell phone.

- From January 4 through January 10, the West Street entrance to campus will be the only entrance open. Screening checkpoints will be staffed continuously from 8:00 AM to 9:00 PM 7am-5pm Mon-Fri, and 9am-5pm on Saturday, closed on Sunday during this period.
- After January 10, with the exception of the Controlled Move-In (January 13-14), staffing at checkpoints will be continual according to the following schedule and until further notice:
  - **West Street (Main) Entrance:** Monday-Friday, 7:00 AM to 10:00 PM, Saturday 9:00 AM to 10:00 PM, and Sunday 9:00 AM to 5:00 PM.
  - **Anderson Entrance:** Monday-Friday, 7:00 AM to 7:30 PM.
- Randomized, objective screening of students will be conducted daily at different times and locations.
- 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.
- 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 pre-authorized 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  $\geq 100.4$ ; #CampusClear will generate instructions for the individual who has a positive screen on how to respond (by self-quarantining, notifying health providers 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.
- 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.
- To facilitate screening and minimize community spread of the virus, most non-residential buildings will be closed to access after 10pm until further notice. Special hours will be designated for the Stevens-German Library and Golisano Hall.
  - Golisano Hall will be open until midnight, 7 days per week, for individual and group work, **with masks worn at all times.**
  - The Stevens-German Library will be open to Hartwick College students and employees according to the following schedule:
    - Monday through Thursday: 8:00 am to midnight
    - Friday: 8:00 am to 5:00 pm
    - Saturday: 12:00 pm to 6:00 pm
    - Sunday: 12:00 pm to midnight
- Students who are quarantining in their rooms while they await COVID-19 test results will be provided meals and academic, medical, psychosocial and other support as needed.



Transportation to/from necessary medical visits will be facilitated. The College will facilitate testing for those who have had a positive screen.

- 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-19-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](#) by January 13, 2021. 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 WellNow
    - Students will be required to self-quarantine until a required test is conducted and results are available (see p. 10 for **Protocol for Students who test positive for COVID-19**)
- To assist in the effort to minimize community spread of disease, students are encouraged to monitor their own temperatures and symptoms and begin self-quarantine if symptoms emerge.
- The Office of Health Promotion in collaboration with 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.

#### **Campus-based Testing**

- After the initial post-arrival quarantine, between January 16-17 all students (residents and commuters) will undergo a campus-based SARS-CoV-2 RT PCR test. Testing date will be assigned.

- After January 17, until the end of the 2021 Spring Term, all students participating in campus-based learning will be tested for COVID-19 every week; a student's tests will alternate between a PCR test, and a rapid test.
- Hartwick employees will be tested for the COVID-19 infection with a campus based PCR COVID-19 test upon return to campus after January 1 and once every week thereafter. Employee testing will follow this cycle: Week 1: PCR; Week 2: Rapid; Week 3: Rapid; starting Week 4 the cycle will repeat until the end of the Spring Term 2021. Employees who test negative may continue campus-based work. All essential employees (including all faculty and other student-facing employees, campus safety, and maintenance personnel) will be expected to work in person on campus. Some employees will be granted permission to work remotely based upon their request to do so because of medical conditions that place them at higher risk of negative consequences related to COVID-19 infection. In addition, some non-essential employees will be asked to continue full- or part-time remote work as a way to protect essential employees from unnecessary risk of infection. Supervisors will communicate specific schedules with employees. **Employees who are granted full-time remote work status and are not in the regular campus-based testing cycle will not be permitted to return to campus for any reason. There will be no exceptions.**
- **Missed tests**
  - If you are going to miss a test for a foreseen reason, speak with your supervisor. Your supervisor must approve (in writing) your move to Hartwick testing in the next available testing slot. The test observer will be asked to sign a [form](#) stating that you took the test. Remember: If you travel out of state, you are compelled to follow New York State requirements for testing and quarantine.
  - For an unplanned miss of your test, you will have the choice to get your own test and provide evidence, or take the test on campus for a fee. Fees and other sanctions for repeated test that are missed are as follows:
    - First miss: \$65 fee if the make-up test is taken on campus
    - Second miss: \$65 fee if the make-up test is taken on campus and a letter of warning
    - Third miss: \$65 fee if the make-up test is taken on campus and a three-day unpaid suspension to be served at a time of the College's convenience
    - Fourth miss: Dismissal
  - If on your testing day you have symptoms that cause the Campus Clear app to deny you access to campus, you should follow the guidance from the app: **do not enter campus**. Contact Amy Gardner at [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) to work out how best to get you back into the testing cycle.
- Individuals who have previously tested positive or who test positive during J-Term and Spring will be contacted by a member of the Perrella Health Center with specific guidelines on their expectations related to further testing.

- **Vaccination does not alter the testing requirement for any member of the Hartwick community.** It is not known at this time whether the vaccines prevent infection itself or only minimize the chance of illness in the case of infection. The College will continue to monitor public health guidance on testing and infection mediation after vaccination. Until the Operating Plan is changed, you must continue to participate in the testing program after vaccination.
- Any individual with COVID-19 symptoms 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. Those with a known exposure will be required to complete quarantine according to the current NYS department of health requirements.
- **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 disciplinary action up to and including dismissal. Students who fail to comply with testing will be placed on an administrative leave and required to leave campus.**
- Members of the Perrella Health Center will follow up with individuals who have symptoms or known exposure. Individuals should alert Perrella by phone (insert number) or email at healthcenter@hartwick.edu. Individuals should self-quarantine and if off-campus not access campus until they have received direction from Perrella.
- The Director of the Perrella Wellness Center will notify the Otsego County Department of Health of any student or employee positive test results. If it is determined that there is a positive case of COVID-19 within the campus community, the campus will be notified promptly. Contact Tracing will be conducted by the Otsego County Department of Health in coordination with the Perrella Health Center staff.

### Contact Tracing

- The Director of the Perrella Wellness Center(or designee) 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 in coordination with the Perrella Health Center staff. 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 Case Management team 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.

- Positive cases who require isolation in campus based housing will be placed in designated isolation space as determined by the College. No other students will be admitted to these spaces.
- Students who are isolated will be provided meals, 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. 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.
- A copy of the official department of health release document must be submitted to the Perrella Health Center in order to be discharged from isolation.

### **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.
- Employees should contact their supervisor to notify them of the directive to isolate.
- A copy of the official department of health release document will be required to be sent to Perrella Health Center in order to return to in person work.
- Employees who test positive may receive information from the Department of Health about their own immunity from further infection. The College will continue to monitor public health guidance on testing and infection mediation after vaccination. Until the Operating Plan is changed to reflect new guidance on transmissibility after infection, you must continue to participate in all COVID-19 infection control measures, including wearing of face coverings, at all times.
- Employees who test positive will receive guidance from the Perrella Wellness Center about participation in campus based testing.

### **Results of Rapid tests vs. PCR tests**

- A positive test result from a rapid test will be treated the same as a positive test result from a PCR test. The person who tested positive will be asked to isolate, and their known contacts will be asked to quarantine.

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

- Students or employees with known exposure to a confirmed case will be required to quarantine according to the timeframe designated by the Department of Health. The current quarantine period is 10 days.
- Those who display COVID-19-like symptoms, will be referred for a COVID-19 test and will be required to quarantine until a negative PCR test result is received.

- Residential students will quarantine in a designated space or return to their permanent address.. Commuters will quarantine at their local residence or return to their permanent residence.
- Student rooms that are empty during reassignment to quarantine space will be disinfected with a CDC approved fogging agent Aramark facilities will fog with Vital Oxide.
- Employees will quarantine at home and will not be permitted to return to campus-based work until they have completed quarantine per department of health requirements.

### **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 remote work
  - a transition to remote dining
  - closing of common spaces and gyms
- 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.

### **Vaccination**

- Any student or employee who is vaccinated should provide documentation of vaccination to the Perrella Health Center.

## **Section 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 College-approved visitor. Face coverings must be worn at all times in every public space, including all classrooms, all labs, all studios, and all communal restrooms. Face coverings are required on College property, both indoors and outdoors.
  - 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, offices, 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, offices, 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 disciplinary action up to and including dismissal.
  - College-approved 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, offices, 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 has reassigned classrooms to accommodate social distancing where possible; non-traditional spaces will be identified to accommodate larger classes.
- Department chairs in the Anderson Center for the Arts and Johnstone Science Center and Theatre performance spaces will develop, oversee, and enforce all policies for social distancing in labs, studios and performance spaces in their respective buildings. All activities will cease when buildings are designated as "closed."
- In theaters and auditoriums, seats and rows are 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.
- Eating in shared enclosed spaces, such as conference rooms, is limited to one person at a time per space. Employees who don't have their own enclosed office should stagger their lunches to provide everyone an opportunity to use the common space. Standard sanitation procedures should be followed at the end of each person's use of the space.
- The Yager Museum is closed to the general public. The number of students and employees who are admitted to the Museum will be limited, and individuals 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 are installed in campus buildings to indicate 6-foot distancing and must be observed.
- Single-direction foot-traffic is 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
  - 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 have been removed as necessary from offices to ensure 6-foot social distance while facilitating work processes. In 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 has been 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. 11.
- Handwashing with soap (hot or cold water) should be done repeatedly throughout the day. Signs with CDC-approved guidelines on proper handwashing techniques are posted in restrooms.
- Hand sanitizer dispensers have been installed and maintained at each building entrance, dining and café location, fitness entrances and event spaces. Facilities custodians 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 have received 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-all HVAC capable buildings for the return of employees and students. All HVAC processes have been done in accordance with state and federal requirements and guidance.
- Portable HEPA air cleaners have been placed in selected student lounges, classrooms and common areas.
- 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.) are 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:
  - 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.
  - Academic classrooms are fogged with CDC approved fogging disinfectant prior to the day's use. Fogging agent is Vital Oxide.
- Supplemental disinfection beyond the above for administrative and academic facilities based on individual discretion and need.
  - Virex II 256, microfiber cloths are provided in classrooms, office space and at office copier 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 are required to view a training video on best practices in sanitization before January 18. Employees who do not view this training video will not be permitted to return to work and are subject to disciplinary action up to and including dismissal.



## **Requirements for those who assist confirmed 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 N-95 masks, face shields, glove, and gowns (if necessary). Approved disinfectant wipes will also be provided by the Office of Campus Safety.
  - 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).
- Student rooms that are empty during reassignment to quarantine space will be disinfected with a CDC approved fogging agent. Aramark facilities will fog with Vital Oxide. Corridors, restrooms and common areas will be fogged.

## **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 was 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 quarantine or isolation.
- Perrella administrative assistants have Plexiglas installed between them and the arrival area. All staff will be provided a cloth face covering and face shield.

- Care providers will use N-95 masks and face shields (or goggles) for direct patient assessment.

## **Section 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 J term and Spring term academic calendar to help minimize community spread of the COVID-19 virus.
- J-term instruction will occur between Monday, January 18th and Thursday, February 11th.
- Spring 2021 semester instruction will occur between February 15th and May 27th.
  - Instruction will begin on Monday, February 15th.
    - To reduce the amount of travel away from campus and back, the normal week-long break between J-term and Spring is replaced by the three-day weekend of Friday, February 12th through Sunday, February 14th.
    - Similarly, in place of the week-long spring break, there are five days off throughout the term:
      - Tuesday, February 23rd
      - Monday, March 15th
      - Friday, April 2nd
      - Thursday, April 22nd
      - Wednesday, May 12th
  - The last day of classes will be Friday, May 21st.
  - Final exams will be held from Monday, May 24th, and Thursday, May 27th.
  - Commencement exercises will be held on Saturday, May 29th.
- 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 JTerm or spring term. Students who believe that they will not be able to return for JTerm and/or Spring instruction must apply and be approved to participate in remote instruction.

### **Modes of Instruction and Assessment**

- Our default approach to JTerm and Spring Term courses will be in-person instruction.
  - Students will be permitted to participate from a remote location when necessary but are expected to fully participate while remote. Students who do not have permission for exclusively “remote” instruction will be expected to return to in-person instruction as soon as practicable.
- Faculty will be expected to create an alert in NAVIGATE and send a message to students who miss class.

- A standard alert for missed classes will be created for the use of faculty.
- An alert should be issued for a student who repeatedly attends via Zoom (or similar) when the instructor has not been informed that the student is temporarily or permanently remote.
- Faculty should be actively engaged with their students during scheduled class periods in all classes except asynchronous classes.
- Faculty must secure the permission of the VPAA to change instructional modality before changing modality.
- The college will develop a communication campaign for students to assure them of safety and safe classroom practices; faculty should reinforce these communications.
- **All faculty must be prepared to shift their class to remote only instruction if the decision is made by the College that this step is necessary.**

Each class will be offered in one of four modalities:

**In Person with Supplemental Online instruction (IPSO):** this course is taught in person and offers supplemental online activity designed to enrich the classroom environment; online enhancements may be synchronous or asynchronous. The faculty member is always present. This modality is accessible to all in-person and exclusively remote students. This is the default modality for any course taught by an instructor who is teaching in person.

**Online Synchronous (OLS):** this course is taught completely online, with no in-person instruction. The faculty member routinely meets the students via Zoom (or other appropriate technology) during the course's assigned time slot, which is part of the same structure of class meeting times as the in-person classes. This modality is accessible to all in-person and exclusively remote students. This is the default modality for any course taught by an instructor who has been approved to teach remotely. OLS designation requires advance approval of the VPAA. A limited number of sections will be approved for this instructional modality.

**Online Asynchronous (OLA):** this course is taught completely online, with no in-person instruction. There is no assigned meeting time when all students and the instructor are expected to be online simultaneously. Students move through the course completing assignments (and receiving feedback) by a series of deadlines established by the instructor. The instructor has office hours during which they are reachable in real-time via email, Zoom, or similar; outside of office hours, the instructor responds to student email queries within a reasonable time. During Fall and Spring terms, this designation is reserved for courses where this modality is necessary. OLA designation requires advance approval of the VPAA. This modality is accessible to all in-person and exclusively remote students. A very limited number of sections will be approved for this instructional modality.

**In Person only (IPR):** this course can only be taken in person and all instruction will be in person. IPR designation requires advance approval of the VPAA. This modality is not accessible to exclusively "remote" students. A very limited number of sections will be approved for this instructional modality.

- **Faculty are expected to take attendance in all classes at every meeting. Failure to take attendance will result in disciplinary action up to and including dismissal.**
- To aid with contact tracing, all classes must 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 are approved for remote learning 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. Note that if a student was registered for a course which has since been designated as “IPR”, a schedule adjustment may be necessary.
- If a student or instructor tests positive for COVID-19, Perrella Health Center will collaborate with the local health department to determine what individuals in the classroom will need to quarantine. If the instructor needs to quarantine, the instructor will work with the department chair and the VPAA regarding the format for instruction while the instructor is in isolation.
- 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.
- Only roommates may carpool together.

### **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 spring 2021, 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 spring 2021, 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.

## Internships

Internships are an important part of a Hartwick education, providing real-world work experience to complement what students learn in the classroom.

At the same time, the current pandemic situation means that face-to-face interactions represent risks that weren't present before.

Hartwick College continues to support students participating in internships while doing what we can to minimize the increased risk associated with in-person interactions.

In arranging an internship:

- Consider a virtual internship. In some situations, these are high-value experiences. Contact Peter Bennett, director of career development, to explore this possibility.
- When arranging an in-person internship, consider the nature of the risks entailed.
  - How many people will the student be interacting with?
  - What is the setting in which the interactions will happen? Is it an enclosed space? Is there good ventilation? How many people are in the space?
  - What infection-control measures are in place where the interactions will be happening?
- Under no circumstances may an internship involve bringing to campus people who are not part of our testing and screening protocols.
- If an in-person internship is arranged, the Hartwick College supervisor of the internship (i.e., faculty or staff member) must review with the student the safety guidelines below.

[Safety guidelines for in-person internships](#)

A Hartwick College student doing an internship that involves in-person interaction with people outside of the campus community is required to acknowledge and adhere to the following guidelines.

1. At all times when interacting with the public off campus, follow the same safety protocols as when you are on campus.
  - a. Wear your mask.
  - b. Maintain a 6-foot distance or have barriers.
  - c. Observe hygiene (e.g., washing or sanitizing hands).
2. Discuss with your Hartwick College internship supervisor the frequency, duration, and nature of interactions with people off campus that the internship entails.
  - a. Assess whether there can be modifications that would reduce the risk.
  - b. Assess whether the remaining risk is reasonable.
    - i. For comparison, an in-person Hartwick student has numerous contacts with others on campus: classmates, people in their residence halls, faculty in their classes, and staff in various roles. But all of those people are in the College's screening and testing program, which reduces the risk that any of them are silently carrying the virus. The interactions with people off campus may be briefer and fewer, but they will generally be with people not in the College's screening and testing program, and thus they represent a higher risk of carrying the virus

### **Technology Support for Instruction, Instructors and Students**

- Instructors will be equipped with appropriate technology to accommodate the modality of their given course.
- The College will make classroom modifications to support the technology needed for online and hybrid/blended instruction.
- The Technology Resource Center (TRC) has provided instructors with appropriate training in the use of all College supported instruction enabling technology.
  - TRC will work with OAA to develop 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 organized 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 is 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 Stevens-German Library is open to Hartwick College students and employees according to the following schedule:
  - Monday through Thursday: 8:00 am to midnight
  - Friday: 8:00 am to 5:00 pm
  - Saturday: 12:00 pm to 6:00 pm
  - Sunday: 12:00 pm to midnight

### **The Center for Student Success**

Professional staff in the Center for Student Success (CSS) 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.
- Students are encouraged to pre-order textbooks.
  - Textbooks will be available for pick-up in Room 317, 3rd floor of Dewar Hall. Please adhere to social distancing when picking up your textbooks.

### **International Students**

- International students, as all students, who are unable or unwilling to return to campus can apply for remote instruction for January and Spring 2021 terms. Students must be approved for this status prior to the beginning of the term.

- International students, as all students, will be required to leave campus no later than May 29, 2021 at 5pm. The College will not provide housing between May 29, 2021 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](mailto:globaleducation@hartwick.edu) by January 13 2021.

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

**Responsible Positions:** Senior Vice President for Enrollment & Student Success, 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 Perrella 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 triaged and assisted to obtain care as appropriate from the Perrella Health Center or 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 JTerm and spring 2021.
  - Personal Counseling appointments can be made by contacting 607-431-4120.
- **Psychiatric Nurse Practitioner** appointments will be offered remotely for J-term and spring 2021.
  - 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 returned to campus, Residential Life and Student Experience staff members participated 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 was primarily done remotely with limited in-person training that complied with all social distancing requirements.
- Education at the beginning of each 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. Persons assisting students with their return to campus for January and/or Spring term will not be permitted in the residence halls or check-in location.

### 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.
- 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.
- Once a student has completed their initial quarantine period they will be able to visit other students' rooms in their own residence hall as long as no room resident or room guest is in quarantine.

-- All students must wear their masks while visiting other rooms.

-- The maximum number of students in a room is equal to the number of residents in a particular room as visitors (i.e. a single room can only have one guest; a double occupied room can have a maximum of two guests)

-- The College reserves the right to suspend this policy if necessary to ensure the safety of the Hartwick College community.

- Students found in violation of the guest/visitation policy will receive the following consequences:

- If students violate this policy, they will be referred to the Assistant Vice President for Student Experience or designee and will be required to study remotely (with no warning) or two weeks.

-- Students found to have allowed Hartwick students from a different residence hall into their building will be referred to the Assistant Vice President for Student Experience or designee and will be required to study remotely (with no warning) for two weeks.

- Students found to have allowed an off campus individual into their residence halls will be referred to the Assistant Vice President for Student Experience or designee and will be required to complete the remainder of the semester remotely.

- Students found to be in violation of the Social Compact will be subject to the following sanctions:

-- If a student is compliant and immediately corrects the situation (i.e. pulling up their mask or increasing distance from another) there will be no further action taken.

-- If a student refuses to comply with a request to correct the situation will be referred to the Assistant Vice President for Student Experience or designee for a sanction. They will receive a warning for their first violation of the policy, and will be required to study remotely for two weeks for any further violations of the policy.

-- Students living off campus who are found to be in violation of any section of the Social Compact and/or related campus policies will be referred to the Assistant Vice President for Student Experience or designee for appropriate sanctions. The sanctions will be determined based on the violation(s).

-- Students who live on campus and when off campus are found to be in violation of any section of the Social Compact and/or related campus policies will be referred to the Assistant Vice President for Student Experience or designee for appropriate sanctions. The sanctions will be determined based on the violation(s).

-- Violations of the hosting of on- or off-campus large gatherings (a gathering that is determined to be non-compliant with federal/state/local guidelines and policies) will be referred to the Assistant Vice President for Student Experience or designee. This should

result in the responsible students being placed on administrative leave with no academic engagement.

-- If any social compact violation has additional code of conduct infractions they will be dealt with through the documented code of conduct process.

- Traffic flow in 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 May 29, 2021

- Based on the J term and spring term academic calendar (please see above) students will leave the campus no later than 5pm on May 29, 2021 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 May 29, 2021 and the beginning of the next residential term.**

#### **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 have been 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 are used.
- Online ordering has been established for take-out and grocery ordering through a Blackboard POS update. Information on online ordering is available at <https://www.hartwick.edu/campus-life/dining/>.
- 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. Occupancy will be tracked through The Commons with a banner system that will track guests entering and exiting the dining hall and will display a green or red light outside of the entrance to the commons to notify guests if there is available occupancy.
- Lexan dividers have been installed at all tables throughout the dining hall.
- All dining facilities will be cashless.
- Six-foot distance markers have been placed around dining food stations and all diners are expected to comply with these demarcations

- All appropriate health and sanitization protocols are 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 process for preparing the department and institution to offer a safe environment for student-athletes to practice and compete together.

### Winter and Spring 2021 sports

- The nature of a spring 2021 competitive season for fall 2020 sports will respond to conditions and guidance available at that time.
- Determinations on intercollegiate competition for winter 2020/21 and spring 2021 sports will respond to guidance from the NCAA, Empire 8, CDC, and New York State.

### Fan attendance

- Hartwick’s athletic conference, the Empire 8, will defer to institutional policies on fan attendance at competitions. Until further notice, no spectators will be permitted at Hartwick College athletic events.
- The approach to fan attendance will be reevaluated periodically and changes will be made 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 should fans be permitted. Proper signage will be present at all athletic venues. Masks will be worn at all times unless otherwise specified.
- 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 schedule that will allow for cleaning of all facilities after use.

### Locker room access

- Locker rooms will be closed until deemed safe and appropriate to be opened. When/if reopened, locker room use will comply with required social distancing and cleaning protocols.
- If/when competitions are allowed to resume, visiting locker room access will be determined on a sport-by-sport basis and may not be made available to visiting institutions. Hartwick College will make that determination based on the best and safest practice for our community..
- Officials will not have access to locker rooms unless given expressed permission by the Director of Athletics for a valid reason. Officials will report directly to the playing venue.

#### Use of recreational facilities

- Recreation and fitness facilities will be open to Hartwick College students and employees **only** until further notice. Outside group rentals will be suspended.
- Students who are approved for remote learning and are not living in campus-approved housing will not be permitted to access campus facilities or in-person campus activities. Commuter students are recognized as living in campus-approved housing. Remote employees are not permitted to access the campus athletic or other facilities.
- Hartwick students who are living in campus-approved housing 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 students 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 used spaces after each use.
- Aramark Facilities have trained coaches and staff on the proper approach to sanitization.

#### Athletic Facilities Management: Game Day Operations if competitions resume

- Seats in athletic venues will be marked appropriately to maintain social distancing standards if fans will be allowed. Until further notice, fans will not be permitted.
- If and when spectators are permitted, all admitted fans 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 is available at the entrance and at multiple locations within each venue.
- Exterior trash containers are 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 if locker rooms are made available.

#### 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 will offer remote-engagement opportunities or similar quality when possible.
- 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 when appropriate
  - Continue to work with agencies and companies who provide alternative programming efforts to allow for maximum participants virtually.
- Students who choose remote learning and are not living in campus-approved housing will not be permitted to access campus facilities or in-person campus activities. College approved Commuter/Off-campus students are recognized as living in campus-approved housing.

## **Section 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, and safety measures that should be taken prior to departure and 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 in campus-approved housing will be screened and have their temperatures taken daily when arriving on campus. Approved and designated Commuter/Off-campus students are considered to be living in campus-approved housing.
- **Students who choose remote learning and are not living in campus-approved housing will not be permitted to access campus facilities or in-person campus activities. There will be no exceptions.**
- 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. These students are subject to the Student Code of Conduct and sanctions related to the Social Compact.**

## Section 10: CAMPUS VISITORS

- Until further notice, the Hartwick Campus is closed to the public. Only the following individuals are permitted to enter the Hartwick College campus, including the Pine Lake Environmental campus:
  - Hartwick College residents,
  - Hartwick College commuter/off-campus students,
  - Hartwick College employees,
  - Scheduled Admissions or College Advancement visitors
  - People making regularly scheduled deliveries (ex. USPS, Fed Ex, UPS, Pepsi),
  - People making food deliveries,
  - People who have received authorization directly from the Vice President for Academic Affairs, the Vice President for College Advancement, the Senior Vice



President for Enrollment & Student Success, the Vice President for Finance or the President.

- **The campus is closed to all others.**
- A Visitor is defined as an individual who is not a current employee, resident, or student of the college.
- 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 above: Screening).
- All visitors must be screened. No visitors may arrive after the College entrance checkpoints have closed for the day (10:00 pm Monday-Saturday, 5:00 pm Sunday). After the College entrance checkpoints are closed, the Bresee parking lot may be accessed by vehicles for pick-up or drop off of passengers, or for food deliveries. Vehicles must use the West Street entrance, proceed directly to the Bresee parking lot, text or call their party, and all vehicle occupants must remain inside the vehicle. Vehicles must exit via West Street.
- Visitors who exhibit or report symptoms or contacts with COVID-19 positive/suspected positive individuals 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.

## Section 11: TRAVEL AWAY FROM CAMPUS

- Hartwick College will adhere to federal and state guidelines on travel.
- **Students are asked to remain on campus for as much of the JTerm and Spring term as possible. Students are discouraged from traveling during the terms of study.** 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 including mandatory quarantine. Students should complete the [Travel Declaration Form](#) before leaving campus.
- Only roommates are permitted to ride together in a vehicle.

### Travel to States on the New York State Mandatory Quarantine List

- New York State mandated a 14-day quarantine for travelers to NY who come from states with significant community spread. As of December 17 New York State is permitting travelers to test out of this mandatory 14-day quarantine. To do so, travelers from any state

that is not contiguous with New York State must obtain a diagnostic Covid test within three days of departing that state, quarantine for three days upon arrival in New York State, and obtain another diagnostic Covid test on day four of their quarantine. If both Covid tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test. Hartwick College will apply the same policy. If, after the start of the term, a student or employee leaves campus and travels to a state that is not contiguous with New York State, and remains in that state for at least 24 hours, then that student/employee will not be permitted to return to campus until the mandatory quarantine has been completed, or until the student/employee has tested out of the mandatory quarantine early by meeting the criteria defined by New York State. The quarantine must be completed in NYS or in another state not then included on the NYS quarantine list. If the student/employee is not able to test out early, they will need to certify in writing that the quarantine period has been completed and identify the location (city and state) where it was completed. Employees will need the permission of their supervisor to work from home during quarantine. An explanation of the New York State requirement can be accessed here:

<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>.

#### **College-sponsored Recruitment, Scholarship, Research and Advancement Related Travel**

- All College-sponsored (funded, unfunded) travel (for students and all employees) is 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.

## **Section 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 are 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 are 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 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 is 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 are required to view a training video on best practices in sanitization before January 18. Employees who do not view this training video will not be permitted to return to work and are subject to disciplinary action up to and including dismissal. All new employees are required to view a training video on best practices in sanitization on or before their first day of employment.
- Restrooms
  - Facilities custodians for academic, administrative and athletic buildings disinfect high-touch areas at the beginning and end of each shift.
- Supplemental disinfection beyond the above for administrative and academic facilities based on individual discretion and need.
  - Virex II 256, microfiber cloths are provided to administrative areas, in classrooms, and at office copier 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
- Academic classrooms are fogged with CDC approved fogging disinfectant prior to use. Fogging agent is Vital Oxide.
- 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-19-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. These include Aramark Food Service, Student Government Association vans, the Pine Lake shuttle, and health transport vehicles operated by the Campus Safety Office.

- 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, drivers are required to 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 and guidelines on proper cleaning and disinfection procedures will be provided by Aramark Facilities Management and will be maintained in each college-owned/leased vehicle. The office responsible for a vehicle (ex. Aramark Food Service, Student Experience, Pine Lake, Campus Safety) will be responsible for monitoring and restocking disinfecting supplies in that vehicle.
- Aramark Facilities will create sheets for logging each cleaning and disinfection, which will be maintained in each college-owned/leased vehicle. Drivers are responsible for logging each cleaning and disinfection they complete (driver's name, date time of disinfection). These logs will be collected regularly by the office responsible for a vehicle and submitted to the Healthy Campus Steering Committee.
- 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](mailto: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 office mail will continue to be delivered to office area mailboxes located in the Clark Hall copy/Mail Center. Packages for faculty and staff will be available for pick-up at the Copy/Mail Center in Clark Hall.
- Flat mail will be delivered to student mailboxes in Dewar Hall. Students will pick up packages in Dewar Hall.
- Mail and packages will be delivered to students who are quarantined in campus residence halls.
- 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.

## **Section 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
- all meetings with alumni and donors
- meetings of the Alumni Association Board, and
- meetings of the Board of Trustees.

## **Section 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 COVID-19 Operating Plan.
- The COVID-19 Operating Plan website will be placed uppermost on the left side of the website navigation bar.
- COVID-19 Information is found under the Reopening Our Campus website as a secondary website.
  - The Reopening Our Campus website hosts Frequently Asked Questions for returning to Campus as well as Campus policies and procedures for reopening.
  - The website links 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 are placed on this website.
- The content of the Reopening Our Campus website will 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 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; and
      - 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 for new employees. Responses will be automatically logged into an embedded online form.
    - 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 spring 2021 term and beyond will be coordinated by the office of the Vice President for Academic Affairs/Dean of Faculty.
  - All syllabi will include standard language on the College's requirements for social distancing, PPE, personal hygiene and remote instruction.
- The campus community has 24-hour, seven-day-a-week access to the COVID-19 Updates website on the College's webpage that lists the most current information regarding the number of new cases, active cases and total cases for the semester.
- If it is determined that there is a positive case of COVID-19 within the campus community, the campus will be notified promptly.
- 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.

## **Section 15: LEGAL & HUMAN RESOURCES**

**Responsible Positions:** Chief Human Resources Officer, Title IX Coordinator/Compliance Officer, Assistant Director of Human Resources

### **Screening and Admittance to Campus**

- 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.

### **COVID-19 Testing**

- All Hartwick College employees who work on campus will be tested every three weeks; see details above (Testing)
- Employees who refuse to obtain a test will not be permitted to campus and will be subject to disciplinary action up to and including termination.

### **Vulnerable Populations**

- 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.
- The College will look at all concerns to determine whether the employee may need a reasonable accommodation including permission to continue to work remotely.
- 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.
- The College will look at all concerns to determine whether the employee may need reasonable accommodation including permission to continue to work remotely.

### **ADA Compliance and Considerations**

- Hartwick College complies with the Americans with Disabilities Act nondiscrimination standards for employees and job applicants.
- 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.
- Hartwick College will recall employees to campus-based employment based on legitimate, non-discriminatory business reasons such as essential jobs, skill sets, etc.
- 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.
- 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 support, 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 if/when it is extended).
- 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.

## **Section 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/temporary 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.
- If 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 following all guidance and requirements outlined in the COVID-19 Operating Plan, including:***

- *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;*
- *Participate in the COVID-19 testing program;*
- *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](mailto:healthcenter@hartwick.edu);*
- *Comply with the College's COVID-19 Operating 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 COVID-19 Operating 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 disciplinary action up to and including dismissal.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Permission for a COVID-19 Test Following a Planned Absence

If you have missed a scheduled COVID-19 test appointment for reasons approved by your supervisor, please use this form to obtain a test at the Chesebro Room on the day of your return to campus.

Please fill out the first part of this form with your name and the name of your supervisor and then take it with you to the Chesebro Room on the day of your test.

After the test, return this form to your supervisor.

### Part 1

\_\_\_\_\_ has missed a previous COVID-19 test appointment for reasons approved by \_\_\_\_\_ (Supervisor).

### Part 2

To the Testing Assistant: Please administer a test for this person at the earliest time possible in the testing schedule and then complete the confirmation below.

Test administered \_\_\_\_\_ (date)

Testing Assistant \_\_\_\_\_ (signed)

## Appendix B

### Table of Updates to the COVID-19 Operating Plan

1/4/2021: Section 7, under “Academic calendar”, dates of break days corrected, from February 24th to February 23rd, and from March 9th to March 15th

1/4/2021: Section 6, under “Social distancing and related density reduction,” added a bullet about employees eating in enclosed common spaces (e.g., conference rooms)

1/4/2021: Section 4, a bullet added explaining that students who have been away from campus for more than 24 hours need to repeat the controlled move-in process.

1/5/2021: in sections 4 and 5, for students or employees traveling from states designated by New York State as requiring quarantine, the duration of quarantine has been changed from 14 days to 10 days, to reflect the current regulations.

1/5/2021: in section 5, under “Students/employees with known exposure to a confirmed case or who have symptoms”, the first bullet has been extended with the words, “according to the timeframe designated by the Department of Health. The current quarantine period is 10 days.”

1/7/2021: in section 5, under “Campus-based testing”, new language clarifying that vaccination for Covid-19 does not change the obligation to participate in Covid-19 testing

1/8/2021: in section 14, under “Campus communication content”, removed language about daily email updates with case counts; replaced with language that there is round-the-clock access to the count on the college’s web page

1/18/2021: in section 7, after the subsection on “Student Teaching/Clinical Experience,” a new subsection on internships

1/18/2021: in section 5, after the subsection on “Protocol for employees who test positive for COVID-19”, a new subsection on rapid tests vs. PCR

1/27/2021: in section 5, in the subsection on “Screening, testing, tracing and campus-based health care support”, the information about testing was duplicative of material later in the document, and so it was replaced with a reference to that later section

1/27/2021: in section 5, in the subsection on “Campus-based testing”, the bullets about student testing and employee testing have been altered to reflect the use of rapid tests in between the PCR tests

1/27/2021: in section 5, in the subsection on “Campus-based testing”, a new top-level bullet has been added about missed tests, with sub-bullets addressing different reasons for missing a test

1/29/2021: in section 5, in the subsection on “Protocol for employees who test positive for COVID-19”, there is new language about: contacting your supervisor regarding isolation; the need to continue following infection-control protocols on campus after recovery from COVID-19; and guidance from Perrella Wellness Center regarding participation in campus-based testing.