

**HARTWICK COLLEGE COVID-19 PLAN**  
**Updated: May 13, 2022**  
**Hartwick College Strategic Response Team**

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**Vaccine policy**

For the safety of the entire community, vaccination is required of all students, employees and visitors to the College. Students and employees on campus must submit documentation of their vaccination.

The CDC and the FDA now recommend a booster for all eligible people age 12 and over. In accordance with that recommendation. “Full vaccination” at Hartwick College now refers to a

full course of primary vaccination plus at least one dose of a booster as outlined in the vaccination policy.

The vaccination policy is extended through August 2022, pending further review.

The full vaccination policy is available [here](#).

Students provide their documentation [here](#).

Employees provide their documentation [here](#).

### **Vaccine Accommodations**

Some students and employees may be granted accommodations either for a documented medical reason, or based upon documentation of a sincerely held religious belief that precludes vaccination.

Persons with an approved accommodation must complete weekly surveillance testing and submit testing results to the College.

- Students granted an accommodation must continue to submit the results of a COVID-19 test to [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) no later than 5 p.m. on Thursday each week.
- Accommodated employees must send their weekly results to Weekly Test Results for Employees no later than 5 p.m. on Thursday each week.

The College will continue to evaluate CDC guidance for unvaccinated individuals. Requirements for unvaccinated students or employees may change as circumstances require.

Those approved for an accommodation have been required to sign the COVID-19 Vaccination Accommodation Policy Agreement, acknowledging the receipt of an accommodation and the corresponding expectations, as specified by the College.

Students and employees who have been granted accommodations must continue weekly surveillance testing and submit testing results to the College through August 2022, at which time we will evaluate the vaccine policy.

### **Violation of vaccine accommodation policy**

Students and employees who have an accommodation are required to take additional safety precautions.

In the case of an alleged violation of these required safety measures, an investigation will be conducted by Campus Safety. When the investigation is complete, a Violation of Vaccine Accommodation Investigation Outcome Transmittal Form will be forwarded to the appropriate person or office. If an alleged violation is confirmed, the consequence for students will be determined by the Assistant Vice President of Student Experience for failure to properly wear a face covering and suspension for the remainder of the current academic term for failure to

comply with the weekly testing requirement. For employees, violation will result in unpaid leave of absence/suspension, subject to termination.

### **International students**

Some international students will not have had an opportunity to get an FDA-authorized or WHO-approved vaccine prior to arriving at Hartwick.

The College will accept full vaccination with a WHO-approved vaccine. As appropriate, the College will work with such students to obtain an FDA-approved vaccine after they arrive.

International students who have been unable to obtain any WHO-approved vaccine may still come to campus for the start of the semester under the following conditions:

1. Sign a COVID-19 Vaccination Temporary Accommodation Agreement
2. Work with the College to get an FDA-authorized vaccine as soon as possible upon arrival in the U.S.
3. Until they are fully vaccinated with an FDA-approved vaccine, international students must follow the same safety measures as campus members with medical or religious accommodations.

Once the student is fully vaccinated, they are no longer operating under their COVID-19 Vaccination Temporary Accommodation Agreement and can follow the same practices as all other fully vaccinated members of the community.

### **Campus visitors**

Guests and visitors with up to date vaccinations are permitted on campus. These visitors include attendees at College events (athletics, concerts, True Blue Weekend, etc.), guest lecturers, performers, etc. When necessary, we will limit capacity or access as public and campus in response to changing health conditions.

All campus visitors, including attendees at campus-based public events, must be fully vaccinated for COVID-19 and will be required to provide either their vaccination card or the New York State Excelsior Pass. Full vaccination requires at least one booster shot on or before March 1, 2022.

**It is the responsibility of a visitor's host to verify the visitor's vaccination status.** In the case of an invited guest, the host is the Hartwick employee responsible for the invitation. In the case of an attendee at a public event, the host is the campus organization holding the event. Student guests, including family members, must submit their vaccination record for review and approval by Campus Safety at the time of arrival on campus. Students should escort their guest(s) to the Dispatch Office.

If a visitor requires an exception to this requirement they need [to complete this form](#) and receive official approval from the College prior to the date of the intended visit. Requests for exceptions will be reviewed by and affirmatively approved/denied by the appropriate Divisional Vice

President, Chief Human Resource Officer, Director of Campus Safety or Director of Athletics. Requests must be made at least one week in advance of the intended date of visit. The request will be denied automatically if the applicant files the request less than one week before the date of visit. No exceptions will be made for the need for approval prior to the date of visit.

Visitors at athletic events - both participants and spectators - see [here](#).

### **General safety protocols**

The goal of our safety protocols is to minimize the risk to individuals as well as our campus community while creating a vibrant living and learning environment. CDC and local health department recommendations will be considered and campus policies are continuously reviewed and/or revised based upon public health considerations (e.g. variants, prevalence of infection locally, etc.) Restrictions or requirements may be added or relaxed as needed. Our goal is to maximize educational opportunities and the student experience while minimizing risk. Updated/current plan can be found [HERE](#).

### **Screening**

The New York State Commissioner of Health has ended the designation of COVID-19 as an airborne infectious disease that presents a serious risk of harm to the public under the Hero Act. Therefore, students, staff and faculty will no longer be required to complete the daily screening through the #CampusClear mobile app, with the exception of employees in the Perella Wellness Center (a healthcare setting) who will continue to be required to screen daily.

As we know that COVID-19 is still present within our regional community, we strongly encourage members of our campus community to continue using #CampusClear to monitor their health and self-screen.

**To protect your health and the health of others, please do not come to work if you have symptoms of COVID-19. Please obtain a COVID-19 test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to returning to work.**

For staff and faculty: if you have symptoms of COVID-19:

- Inform your immediate supervisor and Human Resources
  - For faculty, that means your department chair. If you are a department chair, it means the VPAA.
- Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.
- A negative COVID-19 test needs to be provided to Human Resources prior to returning to campus unless a healthcare provider deems it not necessary and provides documentation (which will need to be shared with Human Resources) of their recommendation.

For student workers: if you have symptoms of COVID-19: :

- Get in touch with the Perrella Wellness Center at 607-431-4120.
- Follow the instructions you get from your contact at Perrella.
- Do not report for work. Let your supervisor know you will be out.

## **Masking**

- Effective March 16, 2022, the Hartwick College campus will no longer require face masks in indoor or outdoor settings for any student, employee or visitor.
- Any employee or student who wishes to wear a mask may do so, even if vaccinated.
- Individual faculty will continue to have the discretion to require that students wear masks within their instructional or office settings.
- Students and professional staff have the discretion to require the wearing of masks in their respective living or office settings.
- A well fitting mask has been determined to be a helpful tool against infection..
- If individuals think that their situation requires an exception to this policy, they should discuss it with their divisional vice president.
- For guidance specific to athletes actively engaged in practice or competition, see “Masking guidance for athletes” in the section of this document on “Athletics.”

Masks are required for entry to Perrella Wellness Center.

- In accordance with CDC guidelines and as continues to be required by New York State, a face mask must continue to be correctly worn by all employees, patients, and visitors in healthcare settings.
- As such, masking continues to be required at the Perrella Wellness Center.
- Students must remember to bring and wear a mask to their appointments with the Perrella medical staff or counselors.

The College reserves the right to require masks at events as it deems appropriate. Masking requirements will be made known and must be followed.

## **Cleaning and disinfection protocols**

Per the NYS Governor's announcement June 15, 2021, “*Additional cleaning and disinfection protocols are no longer required.*” Even so:

- Daily cleaning and disinfection remain in place as part of routine custodial service.
- Secondary disinfection and fogging will be resumed if warranted or required by local authorities, state or CDC mandate.
- Virex and microfiber cloths remain in the classroom and common areas for supplemental disinfection.

## **Suspected or confirmed cases of COVID-19**

### **Students or employees with COVID-19 symptoms**

Students: Any student who experiences symptoms of COVID-19, regardless of vaccination status, must report these symptoms and be medically evaluated. (A list of common symptoms is [here](#).) This evaluation should include a COVID-19 test. Testing of symptomatic students will be

available through the Perrella Wellness Center and will be at no cost to the individual. Students must follow the instructions given by the provider who does the medical evaluation.

Students who have symptoms should remain in their campus room or return to their home using private transportation until a negative COVID test result is received.

As you approach the end of your isolation period go to the website **for your home county's health department** and find the form for an isolation attestation.

- In Otsego County, the form is linked through the county Health Department's Covid-19 page, [https://www.otsegocounty.com/departments/d-m/health\\_department/covid19.php](https://www.otsegocounty.com/departments/d-m/health_department/covid19.php).
- A general Affirmation of Isolation Form for all of New York state can be found [here](#).

Fill in the "Isolation Attestation Form," or "Affirmation of Isolation Form," print out the form and forward it to the Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)). Await clearance from the Perrella Wellness Center before returning to in-person instruction. When you return to in-person instruction, strict masking is required for an additional five days in all settings, indoors and outdoors.

Employees: Any employee who experiences symptoms of COVID-19 must:

1. Inform your immediate supervisor and Human Resources.

For faculty, that means your department chair. If you are a department chair, it means the VPAA.

2. Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.
3. A negative COVID-19 test needs to be provided to Human Resources prior to returning to campus unless a healthcare provider deems it not necessary and provides documentation (which will need to be shared with Human Resources) of their recommendation. If your test is positive, update your supervisor, Human Resources ([HumRes@hartwick.edu](mailto:HumRes@hartwick.edu)) and the Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)) and begin your isolation period.
4. If you used a home test, go to the website **for your home county's health department** to report your test. The Otsego County Health Department COVID-19 page is at [https://www.otsegocounty.com/departments/d-m/health\\_department/covid19.php](https://www.otsegocounty.com/departments/d-m/health_department/covid19.php), where you will find a link to report a positive home test.
5. As you approach the end of your isolation period, go to the website **for your home county's health department** and find the form for an isolation attestation. (In Otsego County, the form is linked through the county Health Department's Covid-19 page, [https://www.otsegocounty.com/departments/d-m/health\\_department/covid19.php](https://www.otsegocounty.com/departments/d-m/health_department/covid19.php). A general Affirmation of Isolation Form for all of New York State can be found [here](#).)
6. Fill in the "Isolation Attestation Form," print out the form and forward it to both HR ([HumRes@hartwick.edu](mailto:HumRes@hartwick.edu)) and the Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)) and return to work. Strict masking is required for an additional five days in all settings, indoors and outdoors.

If at any time you are concerned about your symptoms, contact your healthcare provider.

### **Protocol for Students who test positive for COVID-19**

Students who test positive for COVID-19 will be:

- Required to report their positive test result to Perrella Wellness Center.
- Required to return to their home using private transportation.

In exceptional cases, students who test positive will not return to their home but will be placed in a college-designated isolation space and will be charged incremental housing and service fees as appropriate and determined by the College at its sole discretion.

Students who are isolated will be provided support as needed. A staff member will assist infected residential students with transport to the designated isolation space and with obtaining essential personal items from their primary residence. Safe transportation to/from necessary medical visits will be facilitated. The College will coordinate needed advanced medical care, for students who test positive, are in isolation, or are awaiting test results, with local health care providers. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

While in isolation, it is the student's responsibility to communicate directly with each of their faculty members to notify them of their absence from class, and how they can stay up on their work. Faculty will work with each student directly to keep them up to date with their courses. Students will not necessarily have the option to remotely attend classes. Depending on the class and the time of the semester, faculty may have different approaches to working with the student.

No other students will be admitted to designated isolation spaces.

### **Protocol for Employees who test positive for COVID-19**

College employees who test positive for COVID-19 must notify their supervisor and Human Resources, isolate at home, and notify their healthcare provider and the Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)).

As you approach the end of your isolation period, go to the website **for your home county's health department** to find a form to attest to having completed your isolation. The Otsego County Health Department COVID-19 page is at [https://www.otsegocounty.com/departments/d-m/health\\_department/covid19.php](https://www.otsegocounty.com/departments/d-m/health_department/covid19.php), where you will find a link to the Isolation Attestation Form. Download the form, fill it in, and submit it to both HR ([HumRes@hartwick.edu](mailto:HumRes@hartwick.edu)) and Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)). Strict masking is required for an additional five days in all settings, indoors and outdoors.

### **Students/employees with known exposure to a confirmed COVID-19 case**

The response to a known exposure to a confirmed COVID-19 case varies based on vaccination status and/or expression of symptoms and other conditions.

A **fully vaccinated** person with known exposure to a positive case should see below for general guidance to [students](#) and [employees](#). **Note that “fully vaccinated” includes having a booster if eligible.**

Students with known exposure to a confirmed case should mask in all settings except when sleeping or actively eating and drinking for a period of 10 days. They should also carefully monitor for any COVID symptoms. If symptoms develop or they have any questions or concerns, they should contact the Perrella Wellness Center ([healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu)) for direction. The Perrella Wellness Center staff will advise the student of required and/or recommended next steps.

As needed, the Perrella Wellness Center will confer with the Otsego County Department of Health.

If it is determined that a student needs to be placed into quarantine as a result of an exposure they will be:

- Asked to return to their home.
- Quarantined on campus in a College-designated space if they do not return to their home. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.
  - If there is a COVID exposure to a vaccinated person and they are asymptomatic, they are to monitor their symptoms and mask indoors and outdoors when social distancing is not possible. If a vaccinated person has a COVID exposure and develops symptoms, they are to monitor their symptoms, mask indoors and outdoors when social distancing is not possible, and obtain a COVID test. If the COVID test is positive, they will move to an isolation status. If the COVID test is negative, they will continue to monitor their symptoms and mask indoors and outdoors when social distancing is not possible.

No other students will be admitted to these designated quarantine spaces.

Students who are in quarantine will be provided support as needed. A staff member will assist residential students with transport to the designated quarantine space and with obtaining essential personal items from their primary residence. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

While in quarantine, it is the student's responsibility to communicate directly with each of their faculty members to notify them of their absence from class, and how they can stay up on their work. Faculty will work with each student directly to keep them up to date with their courses. Students will not necessarily have the option to remotely attend classes. Depending on the

class and the time of the semester, faculty may have different approaches to working with the student.

Students receiving COVID-related services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

## General guidance for fully-vaccinated students with known exposure

As a fully vaccinated individual, the risk to you is diminished, but it is important that you do the following:

- Monitor yourself for any symptoms of COVID-19 for the next 10 days. Symptoms to monitor for can be found by [clicking here](#).
- For 10 days, wear your mask indoors and out in any setting where you will be encountering other individuals.
- You may continue to attend in-person classes and participate in your usual activities as long as you are without symptoms and wear your mask.
- If you develop any symptoms, please promptly notify the Perrella Wellness Center by emailing [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) or calling 607-431-4120.
- The CDC recommends testing 5 days following an exposure.
- Contact Perrella Wellness Center if you have other questions or concerns.

## General guidance for students not up-to-date with vaccinations and with known exposure

It is important that you do the following:

- Quarantine for 5 days after exposure.
- Wear your mask for 10 days after exposure,
- Monitor yourself for any symptoms of COVID-19 for the next 10 days. Symptoms to monitor for can be found by [clicking here](#).
- After your 5-day quarantine, you may continue your usual activities as long as you wear your mask and are asymptomatic.
- If you develop any symptoms, please promptly notify the Perrella Wellness Center by emailing [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) or calling 607-431-4120.
- The CDC recommends testing 5-7 days following an exposure.
- Contact Perrella Wellness Center if you have other questions or concerns.

## General guidance for fully-vaccinated employees with known exposure

As a fully vaccinated individual, the risk to you is diminished, but it is important that you do the following:

- Monitor yourself for any symptoms of COVID-19 for the next 10 days. Symptoms to monitor for can be found by [clicking here](#).

- Wear your mask indoors and out in any setting where you will be encountering other individuals.
- You may continue to work and participate in your usual activities as long as you are without symptoms.
- If you develop symptoms, do not report to campus (or if you are at work, go home). Inform your immediate supervisor and Human Resources.
  - For faculty, that means your department chair. If you are a department chair, it means the VPAA.
- Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.
- A negative COVID-19 test needs to be provided to Human Resources prior to returning to campus unless a healthcare provider deems it not necessary and provides documentation (which will need to be shared with Human Resources) of their recommendation.

## General guidance for employees not up-to-date with vaccinations and with known exposure

It is important that you do the following:

- Quarantine for 10 days after exposure.
- Wear your mask for 10 days after exposure.
- Monitor yourself for any symptoms of COVID-19 for the next 10 days. Symptoms to monitor for can be found by [clicking here](#).
- Wear your mask indoors and out in any setting where you will be encountering other individuals.
- After your 5-day quarantine, you may continue your usual activities as long as you wear your mask and are asymptomatic.
- If you develop symptoms, do not report to campus (or if you are at work, go home). Inform your immediate supervisor and Human Resources.
  - For faculty, that means your department chair. If you are a department chair, it means the VPAA.
- Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.
- A negative COVID-19 test needs to be provided to Human Resources prior to returning to campus unless a healthcare provider deems it not necessary and provides documentation (which will need to be shared with Human Resources) of their recommendation.

## **Campus life**

### **Instruction**

Our intention is to continue campus-based instruction as long as it is safe to do so. Most instruction will be classroom based/in person. We are not generally using a hyflex teaching

format, where a class meets in the classroom but is synchronously accessible online, e.g., via Zoom.

If worsening pandemic conditions force the College to return to remote instruction, we will apply what we have learned over the last 20 months to provide the best remote education possible.

When a student must be absent from the classroom due to quarantine or isolation, or due to precaution if they are experiencing possible COVID-19 symptoms and have not yet been tested, the default procedure will be to handle it like other health-related absences from class. The student should inform the instructor that they will be absent for health-related reasons, and the two will work out the best way for the student to keep current in the course.

At the start of January term, we may have a significant number of students unable to attend class in person due to a positive COVID-19 test. Particularly in the context of January term, where each day's class is a more significant portion of the whole course, instructors may consider whether hy-flex or other modalities may be appropriate to keep students from falling behind.

Instructors must secure the approval of the VPAA/Dean of Faculty if they find it necessary to switch to remote-only instruction.

We are returning to typical classroom density.

## **Dining**

Dining services provide on-site dining as well as to-go meals at all regular meal times.

If conditions require, Dining services will move to all disposable to-go meals. Dining facilities layout may also be modified as conditions require.

Dining services will implement a schedule of increased cleaning and sanitation.

## **Athletics**

Hartwick athletics will resume practices and competitions with guidelines in place that are in accordance with College and Empire 8 conference policy.

As per E8 policy, all unvaccinated Hartwick travel party members will be tested within 48 hours of travel with a rapid antigen test.

Visiting institutions are required to attest that all unvaccinated and not up to date travel party members have tested prior to travel, with either a rapid test (24-48 hours) or a PCR test (72 hours). This attestation will be provided to the Head Athletic Trainer in writing.

The Empire 8 conference Presidents, Athletic Directors, and Head Athletic Trainers have all attested that their administrators, coaches, staff and student-athletes are fully informed of the Empire 8 COVID-19 Masking and Testing policies. Their attestation affirms that all Empire 8

member schools will comply with host institution protocols on matters outside of the testing and travel testing requirements.

Spectators will be permitted to attend contests.

### **Attendance at College-sponsored public events**

All campus visitors, including attendees at campus-based public events, must have up to date vaccinations for COVID-19 and will be required to provide either their vaccination card or the New York State Excelsior Pass. Full vaccination requires at least one booster shot on or before March 1, 2022.

If a visitor requires an exception to this requirement they need [to complete this form](#) and receive prior approval from the College.

The College's procedure for public events is subject to change in response to changing conditions as well as guidance from the CDC and from state and local health authorities.

The College reserves the right to require masks on an event-by-event basis.

### **In-person meetings**

In-person meetings are permitted. Masking requirements, appropriate for the setting and vaccination status of individuals, must be followed. Masking is at the discretion of the faculty, staff, or student in whose space the meeting is held.

### **College-related travel**

Hartwick College students and employees will be allowed to participate in college-sponsored travel as health conditions permit. The College is continuously evaluating the feasibility of travel.

For students and employees who have an accommodation in place and are not vaccinated, the ability to travel will depend on the willingness of the destination to accommodate an unvaccinated person. Individual accommodated students and employees are responsible for securing needed permissions and authorizations. Before finalizing any travel arrangements, confirm the requirements at your destination that may affect your ability to travel, such as: documentation of vaccination status; quarantine.

The ability for accommodated students and employees to participate in college-sponsored travel with otherwise vaccinated college students and employees will be left to the discretion of the College.

During College-sponsored travel, Hartwick College students and employees will adhere to Hartwick's guidelines if those are stricter than the guidelines of the destination. If your destination has stricter requirements in some regard, you must follow your destination's stricter requirements.