

**HARTWICK COLLEGE COVID-19 PLAN**  
**Updated: October 10, 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 and employees of the College. Students and employees on campus must submit documentation of their vaccination. Vaccinations for contractors and campus visitors are not required but strongly encouraged.

The CDC and the FDA now recommend a booster for all eligible people age 5 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 full vaccination policy is available on the COVID-19 Updates webpage [here](#).

Students can send their documentation to [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu).

Employees provide their documentation [here](#).

## **Vaccine Accommodations**

1. 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.
2. The College will continue to evaluate CDC guidance for unvaccinated individuals. Requirements for unvaccinated students or employees may change as circumstances require.
3. 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.

## **Violation of vaccine accommodation policy**

1. Students and employees who have an accommodation must accept the conditions of the accommodation as circumstances may require. In the case of an alleged violation of any such conditions, 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.
  - a. Students: sanctions for violations will be determined by the associate vice president of student experience. Sanctions can range from a developmental conversation to suspension for the remainder of the current academic term.  
Employees: violation will result in unpaid leave of absence/suspension, subject to termination.

## **International students**

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

2. 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.
3. 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:
  - a. Sign a COVID-19 Vaccination Temporary Accommodation Agreement
  - b. Work with the College to get an FDA-authorized vaccine as soon as possible upon arrival in the U.S.
  - c. Until they are fully vaccinated with an FDA-approved vaccine, international students will be treated as having temporary accommodation.
4. Once the student is fully vaccinated, they are no longer operating under their COVID-19.
5. Vaccination Temporary Accommodation Agreement and can follow the same practices as all other fully vaccinated members.

### **Campus visitors**

1. When necessary, we will limit capacity or access in response to changing health conditions.
2. Vaccination is not required for contractors and campus visitors but strongly encouraged.

### **General safety protocols**

1. The goal of Hartwick College's safety protocols is to minimize the risk to individuals as well as the campus community while creating a vibrant living and learning environment.
2. 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.)
3. Restrictions or requirements may be added or relaxed as needed.
4. The updated/current plan can be found on the web [here](#).

### **Screening**

1. Members of the College community are encouraged to self monitor their health.
2. To protect the health and the health of others, employees should not come to work if they have symptoms of COVID-19. Employees should 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.

### **Masking**

1. Masks in indoor or outdoor settings are not required on the Hartwick College campus.
  - a. The exception: masks are required for entry to Perrella Wellness Center. In accordance with New York State requirements, a face mask must continue to be correctly worn by all employees, patients, and visitors in healthcare settings.
2. The College reserves the right to require masks at events as it deems appropriate. Masking requirements will be made known and must be followed.

3. Anyone experiencing symptoms, has a positive test or is exposed to someone who has COVID-19 should wear a mask.
4. Any employee or student who wishes to wear a mask may do so, even if vaccinated.
5. Individual faculty will continue to have the discretion to require that students wear masks within their instructional or office settings.
6. Students and professional staff have the discretion to require the wearing of masks in their respective living or office settings.
7. If individuals think that their situation requires an exception to this policy, they should discuss it with their divisional vice president.

### **Cleaning and disinfection protocols**

1. Hartwick College has put into place a series of cleaning and disinfection protocols. Daily cleaning and disinfection is an integral part of all routine custodial service.
2. Secondary disinfection and fogging may be put in place if warranted or required by local authorities, state or CDC mandate.
3. Virex and microfiber cloth is available for use in classroom and common areas for supplemental disinfection.

### **Protocols for suspected or confirmed cases of COVID-19**

#### **Students with COVID-19 symptoms:**

1. 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](#).)
2. 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.
3. 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.
4. Students will be advised of their date to end isolation and the process to return to their academic year living space and academic participation.
5. When they return to in-person instruction, strict masking is required for an additional five days in all settings, indoors and outdoors.

#### **Employees with COVID-19 symptoms**

1. Employees should inform their immediate supervisor and Human Resources.
  - a. Faculty should contact their department chair.
  - b. Department chairs should contact the VPAA.
1. Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.
2. 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.

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

### Student who are fully vaccinated:

1. Students should monitor themselves for any symptoms of COVID-19 for 10 days after exposure. Symptoms to monitor for can be found [here](#).
2. For 10 days after exposure, students also should wear a mask indoors and out in any setting where they will be encountering other individuals.
3. Students should continue to attend in-person classes and participate in their usual activities as long as they are without symptoms and are wearing a mask.
4. If they develop any symptoms, students should please promptly notify the Perrella Wellness Center by emailing [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) or calling 607-431-4120.
5. The CDC recommends testing 5 days following an exposure.

### Students who do not have up-to-date vaccinations:

1. They should wear their mask for 10 days after exposure.
2. Students should monitor themselves for any symptoms of COVID-19 for 10 days after exposure. Symptoms to monitor can be found [here](#).
3. If they develop any symptoms, students should notify the Perrella Wellness Center by emailing [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) or calling 607-431-4120.
4. 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.
5. For more on what to do if you're exposed to COVID-19, visit the [CDC website](#).
6. The CDC recommends testing 5 days following an exposure.

## **Employees with known exposure to a confirmed COVID-19 case**

### Employees who are fully-vaccinated:

1. Employees should monitor themselves for any symptoms of COVID-19 for 10 days after exposure. Symptoms to monitor for can be found [here](#).
2. For 10 days after exposure, employees also should wear a mask indoors and outdoors. Employees may continue to work and participate in their usual activities as long as they are without symptoms.
3. If they develop symptoms, employees should not report to campus (or if they are at work, they should go home). Employees must inform their immediate supervisor and Human Resources.
  - a. Faculty should contact their department chair.
  - b. Department chairs should contact the VPAA.
4. If they develop symptoms, employees should obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing prior to return to work.

5. 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.

Employees who do not have up-to-date vaccinations:

1. They should wear a mask for 10 days after exposure.
2. Employees should monitor themselves for any symptoms of COVID-19 for the next 10 days. Symptoms to monitor for can be found [here](#).
3. If an employee develops symptoms, they should not report to campus (or if they are at work, they should go home). They should inform their immediate supervisor and Human Resources.
  - a. Faculty should contact their department chair.
  - b. Department chairs should contact the VPAA.
4. Employees should 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. 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.

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

1. Students should report their positive test result to Perrella Wellness Center.
2. They should return to their home using private transportation.
  - a. In exceptional cases and at the discretion of the health center director in collaboration with residential life and administrative staff, students who test positive will not return to their home but will be placed in a College-designated isolation space. 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.
  - b. Students receiving these services may be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.
3. 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 to make arrangements for remaining caught up on their academic requirements.
  - a. Faculty will work with each student directly to keep them up to date with their courses.
  - b. Students will not necessarily have the option to remotely attend classes.
  - c. Depending on the class and the time of the semester, faculty may have different approaches to working with the student.

4. No other students will be admitted to designated isolation spaces.
5. If in a College isolation space, students may only receive non-contact deliveries to the front porch.

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

1. Employees should report their positive results to their supervisor, Human Resources (HumRes@hartwick.edu) and the Perrella Wellness Center (healthcenter@hartwick.edu) and begin your isolation period.
2. If a positive result was from a home/self-test, employees should report to their home county via the self-reporting form on their web page.
  - a. For Otsego County, the form can be found [here](#)
3. At the end of their isolation period, employees should go to the website **of their home county's health department** to find a form to attest to having completed the isolation.
  - a. The Otsego County Health Department COVID-19 page can be found [here](#).
  - b. Employees should download the Isolation Attestation 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)).
4. Strict masking is required for an additional five days in all settings, indoors and outdoors.

### **Student workers who have COVID-19 symptoms**

1. Get in touch with the Perrella Wellness Center at 607-431-4120.
2. Follow the instructions from the contact at Perrella.
3. Students should not report for work. They should let their supervisor know they will be out.

### **Campus life**

#### **Instruction**

1. Our intention is to provide campus-based instruction as long as it is safe to do so. Most instruction will be classroom based/in person.
2. 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.
3. If worsening pandemic conditions force the College to return to remote instruction, we will apply what we have learned since the onset of the pandemic to provide the best remote education possible.
4. When a student must be absent from the classroom due to 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.

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

### **Dining**

1. Dining Services provides on-site dining as well as to-go meals at all regular meal times.
2. If conditions require, Dining Services will move to all disposable to-go meals.
3. Dining facilities layout may also be modified as conditions require.
4. Dining Services has implemented a schedule of increased cleaning and sanitation.
5. Students who are approved for on campus isolation will be responsible for communicating directly with Aramark Dining Services to meet their nutritional needs while in isolation.

### **Athletics**

1. Hartwick athletics runs practices and competitions in accordance with College and Empire 8 conference policy and guidelines.
2. 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.

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

1. Vaccination for all campus visitors, including attendees at campus-based public events, is not required but strongly encouraged.
2. The College reserves the right to require masks on an event-by-event basis.

### **In-person meetings**

1. In-person meetings are permitted.
2. Masking requirements, appropriate for the setting and vaccination status of individuals, must be followed.
  - a. Faculty and staff can require masking in their respective classrooms, labs and offices.

### **College-related travel**

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

3. 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.
4. 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.
5. 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.