

**HARTWICK COLLEGE COVID-19 PLAN**  
**Updated: September 8, 2023**  
**Hartwick College Strategic Response Team**

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## **Vaccine policy**

Effective March 1, 2023, Hartwick College has lifted the mandate that all students, faculty and staff be vaccinated against COVID-19. While vaccinations are no longer required, they are highly encouraged.

The College's vaccination mandate was based on evidence early in the roll-out of the vaccines that vaccination significantly slowed the spread of COVID-19, and so one person's vaccination served to protect others around them. Current evidence does not clearly support that effect but still shows that it is a factor in limiting the severity of the disease if one gets infected. To reduce interruptions to the operation of the College, we continue to strongly encourage all students and employees to be up to date on their vaccinations.

Regardless of Hartwick College's policy, those students and employees engaged in our nursing program will need to continue to abide by the rules and regulations of clinical and healthcare sites, and students engaged in internships or placements will also need to abide by the vaccination policies and requirements of their host sites.

Questions regarding policies for clinical facilities should be directed to the Hartwick College Nursing Department. Questions regarding other placements should be directed to the hosting organization.

The full vaccination policy is available on the COVID-19 Updates webpage [here](#).

## **General safety protocols**

1. The goal of Hartwick College's safety protocols is to minimize the risk to individuals and the campus community while creating a vibrant living and learning environment.
2. CDC and local health department recommendations will be considered and campus policies will be 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. Management of those infected with COVID-19 is becoming similar to managing influenza and other viral illnesses.
5. 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 testing before returning to work.

## **Masking**

1. Masks in indoor or outdoor settings are not required on the Hartwick College campus.

- a. The exception: while masks are no longer required for entry to Perrella Wellness Center in accordance with changes to New York State masking requirements, anyone experiencing COVID-19 type or respiratory symptoms should wear a mask. If the individual does not have a mask, one will be provided on request.
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. Any employee or student who wishes to wear a mask may do so, even if vaccinated.
4. Individual faculty will continue to have the discretion to require that students wear masks within their instructional or office settings.
5. Students and professional staff will continue to have the discretion to require the wearing of masks in their respective living or office settings.
6. If individuals think their situation requires an exception to this policy, they should discuss it with their respective senior leadership team (SLT) member.

### **Cleaning and disinfection protocols**

1. Hartwick College has implemented a series of cleaning and disinfection protocols. Daily cleaning and disinfection is an integral part of all routine custodial services.
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 are available for use in the 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 at \$5 per test. 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. Any employee who experiences symptoms of COVID-19, regardless of vaccination status, must inform their immediate supervisor and Human Resources.
  - a. Faculty should contact their department chair.
  - b. Department chairs should contact the VPAA.

2. Obtain a COVID test or consult with a healthcare provider and follow their guidance regarding the necessity for testing before returning to work.

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

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 should also wear a mask indoors and out in any setting where they will encounter 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 symptoms develop, students should 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.
6. For more on what to do if you're exposed to COVID-19, visit the [CDC website](#).
7. There is no contact tracing or quarantine procedure for those exposed to someone with COVID-19. Those testing positive are encouraged to notify their close contacts and those potentially exposed individuals are encouraged to monitor themselves for the onset of symptoms and be tested if symptoms develop.

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

1. Employees should monitor themselves for any symptoms of COVID-19 for 10 days after exposure. Symptoms to watch 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 before returning to work.
5. There is no contact tracing or quarantine procedure for those exposed to someone with COVID-19. Those testing positive are encouraged to notify their close contacts and those potentially exposed individuals are encouraged to monitor themselves for the onset of symptoms and be tested if symptoms develop.

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

1. Students should report their positive test results to Perrella Wellness Center. During non-business hours, students should contact the Campus Safety dispatch desk staff at 607-431- 4201, who will notify the Perrella director (or designee if the director is unavailable).

2. The center will continue to maintain a list of those students who have tested positive and their isolation location and duration.
3. Five days of isolation is necessary for students who have a positive COVID-19 test. Day one of the isolation is the first full day following the onset of symptoms or the positive test, whichever came first. Isolation continues through 11:59 p.m. on day five.
4. Students testing positive will be encouraged to return home using private transportation for the duration of their isolation.
  - a. At the discretion of the health center director in collaboration with residential life and administrative staff, students who test positive and are unable to return to their home will need to discuss their circumstances with the Perella Health Director (or designee).
  - b. Those needing College-designated isolation space will be housed on the 4th floor of Oyaron Hall.
  - c. Students who are isolated will be provided support as needed.
  - d. Upon entering isolation, students will be let into the building and given a key to their room. Upon the end of isolation, the student will be expected to return the key to Perrella Health Center.
  - e. The isolated students will be restricted to ONLY the 4<sup>th</sup>-floor area of Oyaron and are not to be on any other floors.
  - f. Individuals not in isolation will not be allowed to enter the 4<sup>th</sup> floor of Oyaron Hall.
  - g. The student in isolation will not need to mask within the assigned residential space.
  - h. Students utilizing on-campus isolation space will be expected to bring all necessary linens, toiletries, medications, comfort items, and items to meet academic needs.
  - i. Students should contact Perella directly with any medical needs. When Perella is closed, students should call Campus Safety for any significant medical needs. Campus Safety will contact the health center director or designee regarding how the medical needs will be met.
  - j. 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.
  - k. **Nutritional needs** for those in isolation on campus will be met via a preselected meal dropped outside their assigned room at lunch and dinner times. During the dinner drop, students will be provided with items for the following morning's breakfast.
  - l. Refrigeration will be available on Oyaron's 4<sup>th</sup> floor to store small amounts of perishable items.
  - m. Students MAY NOT order delivery/Door Dash/Uber Eats or have friends deliver food during isolation.

- n. The student is expected to place all food remains and garbage in the containers provided and to remove all food/garbage from the room at the end of their isolation time.
  - o. When a student is identified as completing their isolation on campus, the director of Aramark Dining will be notified by email and will reach out to the student with information on ordering meals. During their isolation period, students will be given information on how to make their meal choices and the deadline for making selections. Students who do not make their meal selections by the deadline may not receive a meal delivery until the next scheduled delivery time.
  - p. The student is responsible for notifying Aramark of any necessary nutritional accommodations and any significant dietary allergies.
  - q. During the five-day post-isolation period of masking, students are encouraged to continue to utilize take-out for their meals and eat in a location where they will not have close contact with others but may enter the dining hall masked to self-select meal items.
5. 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 updated with their courses.
    - b. Students will not necessarily have the option to attend classes remotely.
    - c. Depending on the class and the time of the semester, faculty may have different approaches to working with the student.
    - d. If a faculty member needs verification, the student may forward the email they received when they were placed in isolation.
  6. No other students will be admitted to designated isolation spaces.
  7. Following the completion of isolation, it is necessary for students who have tested positive to wear a well-fitting mask for an additional five days. During that time, as long as they are masked, they can engage in all usual activities, including participation in post-COVID-return to athletics protocols developed by the athletic trainers and team physician.

### **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 their isolation period. Management of isolation and return to work will be managed through Human Resources through the collection of isolation attestation forms and leave time. Perrella will maintain a running list and monitor for any notable trends.
2. Five days of isolation is necessary for employees who have a positive COVID-19 test. Day one of the isolation is the first full day following the onset of symptoms or the positive test, whichever came first. Isolation continues through 11:59 p.m. on day five.
3. At the end of their isolation period, employees should download the New York State [attestation form](#) to attest to having completed the isolation.

- a. Employees should fill in the form 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. Following the completion of isolation, it is necessary for employees who have tested positive to wear a well-fitting mask for an additional five days. During that time, as long as they are masked, they can engage in all usual activities.

### **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 (J 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 and to-go meals at all regular meal times.
2. If conditions require, Dining Services will move to all disposable to-go meals.
3. The dining facilities layout may also be modified as conditions require.
4. Dining Services has implemented a schedule of increased cleaning and sanitation.
5. Students 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.

**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.
3. When necessary, we will limit capacity or access in response to changing health conditions.