SUNY Erie Executive Summary
COVID 19 Taskforce Reopening Plan
COVID 19 Task Force:
The Incident Management Team (IMT) of the COVID 19 Task Force coordinates with Erie County Emergency Management, Erie County Public Works, Erie County Department of Health, Erie County Sheriff’s Office, NYSP, DHS, other law enforcement agencies, Erie County Social Services, Kaleida Health, Catholic Health, and other agencies. The IMT meets with many of these agencies daily. The COVID 19 Task Force meets daily to resolve issues requiring action. Suspected cases of COVID 19 are worked through the contact tracing team, IMT, and the Erie County DOH. Kaleida Health, Catholic Health, and ECMC Emergency Managers update the college Emergency Manger regularly. The Task Force includes the following teams:

1. Incident Management: Emergency Manager, Dean of Students, EHS Director
2. Communications: Communications Director, Senate President
3. Academic: Provost, Associate Provost, Academic Deans
4. Student Life: Deans of Students, Chief Diversity Officer
6. Human Resources: VP Human Resources, Faculty Union Executive Leadership
7. Information Technology: CIO and ITS staff

Academic Program Planning:
When determining how classes need to be conducted, the below matrix has been utilized:

- Category 1- Classes that must be delivered face-to-face (e.g., applied, professional skills-related labs, clinicals & internships (health, engineering & technology))
- Category 2- Classes that can be delivered remotely online, but would be preferred to be delivered face-to-face (e.g., natural science labs)
- Category 3- Classes that can be delivered remotely online (e.g., lecture, lecture/discussion).

SUNY Erie is planning for the following in the fall 2020 semester
1. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only Category 1 courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity.

Depending on the severity of the pandemic, SUNY Erie will be prepared to move all instruction, (i.e., Lectures and labs) remotely. Critical labs may be re-sequenced in the semester-by-semester program plan, moving lecture-based courses, remotely delivered, to the Fall 2020 semester. Any onsite learning will be conducted with appropriate social distancing, increased disinfecting protocols, and appropriate PPE where necessary.

Repopulation of the Campus

- A small number of students will arrive on July 6 (students completing hands-on applied lab requirements needed from Spring), and allow us to use this small group to observe and modify our classroom protocols for maximum effectiveness
- Indoor campus spaces are being adapted with appropriate signage, floor decals, and the addition of plastic barriers at transaction points.
- Classrooms have been assessed for reduction to capacities that allow 6 feet between all students, allowing students to de-mask after arriving to their seat. (See appendix 1 and 2)
- SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.
• SUNY Erie will require all those capable to wear face coverings when social distancing cannot be maintained (exceptions granted for those under the age of 2 or those with medical restrictions)
• Campus transportation shuttles are adapted to only seat passengers every other row (50% capacity)
  Students will be required to wear masks to and from class when inside buildings
• SUNY Erie has modified its’ fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity

Personal Protective Equipment (PPE)

• SUNY Erie has an approved mask and face covering policy that all faculty and staff are expected to follow
• SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.
• Each student is asked to bring a pair of two-ply cloth face coverings with them to campus
• Face coverings, or face shields will be provided to all faculty and staff, as requested
• PPE (gloves, face coverings) is required and supplied along with training for all Dining Services personnel
• PPE requirements and protocols have been communicated to all delivery drivers and vendors
• The PPE stockpile is housed in the maintenance department and procured through the purchasing department. All PPE requests can go to the Director of Housekeeping and Maintenance for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering
• A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests of the college

Monitoring: Screening & Testing

Testing

• In lieu of mass testing every student, SUNY Erie will apply a robust monitoring system that includes pre-screening (questionnaire), symptom surveillance, contact tracing, and containment

Screening

• SUNY Erie is currently utilizing a campus checkpoint whereas every visitor, student, staff or faculty member is temperature screened and questioned on symptom surveillance prior to admission to campus. This checkpoint will continue until a surveillance software is selected and implemented. The surveillance software will be in place prior to the start of the fall 2020 semester.
• Educational material will be sent out to all students and employees prior to arrival, links to this information will also be made available on the college’s website; medical educational materials will include information about the virus, symptoms, who is at risk and tips for proper sanitation; mental health educational materials will include information about managing and coping with emotions and concerns due to COVID-19

Tracing
• SUNY Erie has identified a contact tracing team and has begun using certification training offered by John Hopkins Bloomberg School of Public Health. SUNY Erie will have more than 9 people certified to serve as contact tracers

Containment Isolation/Quarantine
• Since SUNY Erie is a non-residential campus if a commuter student at any of our campuses is tested due to symptoms and needs to quarantine, they will be asked to leave the campus and do so at home
• A small number of students who contract housing at another local college will follow their quarantine housing procedures.

Suspected or Confirmed Cases
• Students with the ability to return home after confirmation or suspicion of contracting COVID-19, will be encouraged to return home
• If students are unable to return home due to (1) lack of appropriate transportation while ill, or (2) circumstances at home that are unsafe or unsuited for recovery at home, students will be placed in the quarantine or isolation at the expense of the college through a hotel or other temporary housing location through our student emergency fund/CARES funding, which we did exercise during closure of the spring semester.
• If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure

Academic Program Planning

Classroom Safety
• All face to face class locations have been assessed and proper social distancing protocols have been established including class occupancy reduction and 40-50 square feet per student
• Face coverings or face shields, will be provided to all faculty
• Cleaning supplies will be placed in teaching areas to supplement custodial activity: approved disinfectant and paper towels will be available for faculty to wipe area
• Each classroom and lab area will utilize the appropriate spacing and social distancing per SUNY guidance. Every department will report the reconfigured spaces and capacities through their Deans for review and verification. The Deans will submit them to the IMT. Any space that can
be repurposed to assist in face to face instruction, will be utilized if possible. All spaces that are not usable under these protocols will be secured to reduce cleaning costs.

Course Scheduling

- Courses meeting face to face have been modified to reflect a reduction of classroom occupancy of 50% and 40-50 square feet per student.

Schedule Modifications

- SUNY Erie has modified its’ fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity.

Student Services

- Any meetings requiring small in-person groups will be moved to larger lecture hall classrooms when online options are not available.
- Virtual tutoring will be available for students.
- Hallway chairs will be removed, and signage will be posted expressing face covering requirements.
- Appointments for testing will be strictly enforced so that physical distancing in the testing rooms can be maintained; faculty will alert the Student Access Center (SAC) of testing schedules.
- Professors will be encouraged to continue use of digital exams, when possible, to reduce multiple paper transfer.

Technology Services

- Signage will be posted directing visitors to wear a mask, honor physical distancing expectations, and handwashing. A supply of masks and hand sanitizer will be accessible. All offices are sufficiently distanced apart.
- Helpdesk technicians will be required to wear a mask and use hand sanitizer when working with a client. Staff will be required to wipe down computers with sanitary wipes.
- Technicians will be required to wear masks and use hand sanitizer when working on a client’s computer. They will also be required to wipe down the computers and peripherals that they are working on.

Library

- All library resources will be available virtually and will not be face to face.
- Library will be open for computer services only.
- Appropriate signage will be placed at the Library front entrance stating rules for entrance.
- The maximum capacity of persons in the building will be determined either locally or by NY State/SUNY and the number of people in the building will be regulated by registering at the entrance. All students and visitors entering the building during operating hours will access the building at the main entrance.
• Desktop computer workstations will be placed at intervals in order to ensure recommended physical separation.
• Hand sanitizer/wipes stations available at or near computer workstations. Students are advised to use sanitizer before and after keypad use. Locations for stations will be identified and shared.
• Course reserves will be available electronically, as much as is practicable. Faculty needs for the fall semester are being identified now.
• Signage will be posted requiring visitors to wear a mask, honor social distancing, and washing hands.

**Student Life**

**Occupancy-related Guidelines**

• Events will be held virtually where practical.
• Outdoor venues will be primary in-person social gathering space for students socializing outside “family unit.”
• Indoor gatherings will be regulated based on NYS guidance for such gatherings at time/date of occurrence.
• Student Engagement staff will utilize recommended guidelines to screen all participants of any sanctioned in-person events. The department and staff will use meticulous attendance practices to support any future contact tracing efforts, including scanner-based sign-ins.
• Signage will be added requiring the use of face coverings, event expectations, and cautionary guidance.
• Hand sanitizer stations, disposable masks, and approved supplies to disinfect will be available at the entrance and exit to approved events.
• Water fountains will be shut off, pending NYS guidance. Bottle refill stations will remain and will be cycled in for updated cleaning protocols.
• Common rooms, lounges, and event spaces will be reduced capacity based on NYS guidance.
• Where possible, doors will be left open to reduce doorknob transmission.
• For 2020-21, any person riding in an elevator must be masked.
• Video content will be used for virtual orientation programming to educate and sensitive students to campus expectations
• Convocation, Student Employment Fair(s), and other events will include social distancing and/or may be virtual.
• All activities will be approved by the COVID-19 Taskforce to ensure that they can have proper physical distancing and sanitation.
• Increased staffing and timing between events to allow for cleaning, attendance taking and proper sanitization.
• Event spaces will be reduced capacity based on NYS guidance
• Student Conduct will adapt the Student Code of Conduct to address specific levels of Covid-19 “failure to comply” violations such as, occupancy violations, social distancing, PPE use, violations of Isolation and quarantine, and trespassing in areas under Isolation and quarantine through Dean of Students office
Dining and Transportation

Dining Services

- PPE (gloves, face coverings) will be required and supplied along with training of all Dining Services personnel.
- Cleaning protocols have been created including detail-cleaning on high-contact areas including disinfecting seating area after every customer seating.
- Hand sanitizers are available for customer use.
- Customer queuing areas for entry to each eatery have been redesigned to meet physical distancing requirements (i.e.: one-way traffic, use of floor decals).
- Every customer exit area has been redesigned to meet distancing and traffic requirements.
- An online ordering system has been established for delivery or pick-up options or allowing only Kats Cash or credit card with limited cash sales taken.
- All self-service areas eliminated (i.e.: buffets and salad bars).
- Separate to-go/takeout area for all eateries have been created.
- All service will be paper service (no china or silverware).
- Seating area is redesigned by removing all self-service areas (i.e.: salad bar) and with limited seating congruent with New York State phase requirements (e.g. 50%).
- Hours of operation will be extended or staggered as needed.
- PPE requirements and protocols have been communicated to all delivery drivers and vendors.

Campus Store

- PPE (gloves, face coverings) will be required and supplied (by the store-separate business) along with training of all personnel.
- Customer queuing area for entry into Store has been redesigned to meet physical distancing requirements (i.e.: one-way traffic, use of floor decals for demarcation of every six (6) feet).
- Textbooks and required course materials must be pre-ordered and pre-paid online.
- Alternative pickup areas for textbooks and required course materials have been designated outside of store to reduce density.
- The number of customers allowed inside store will be limited and managed by Store staff.
- The inside of the Campus Store is redesigned for traffic flow and eliminates self-service areas.
- All payment transactions will be recommended via contactless card method (Kats Cash or credit card with limited cash sales taken).
- Hours of operation will be extended or staggered as needed.
- PPE requirements and protocols have been communicated to all delivery drivers and vendors.

Transportation

- PPE (gloves, face coverings) will be required, along with training of all transportation vendors.
- Seating on all buses or vans have been redesigned by blocking every other row of seats to equal approximately 50% bus seating capacity. The transportation system will adapt to changing requirements for ridership.
- Cleaning protocols have been created including detail-cleaning on high-contact areas along with disinfecting seating area after every bus run, at the responsibility of the transportation vendor.
- Hand sanitizer is available on all buses. Hours of operation will be extended or staggered as needed meeting DOT driver regulations.

Facilities (Cleaning & Sanitation)

Much of the current plan for Facilities comes from research completed within documents from DOH, CDC, NYS, WHO, ASHREA, OSHA, SUNY Office of Environmental Health and numerous other
trusted sources. Hard copies of those documents are on file with the Director of Facilities in the Maintenance Department at SUNY Erie, South Campus. For a copy of any of those documents, please contact the Facilities Services Office. This document was also completed in conjunction with a similar document through the SUNY Office of Capital Facilities (OCF). When the SUNY OCF document is complete, ASC will also reference that for guidance here on our campuses.

General

- All Facilities Staff will wear masks as per ASC, CDC, DOH, and WHO guidelines. If staff does not have their own mask or face covering, disposable masks will be provided.
- Other PPE (gloves, face shield, gowns, etc.) will be available for Facilities Staff needs, for situations that are dictated or prescribed per ASC, CDC, or DOH.
- Physical Distancing is still expected. Current guidelines will remain in effect with shift change and break and lunch times split. If guidelines change, we will adjust to match.
- All Facilities Staff will continue to be reminded of hand and personal hygiene via timely "news and notes" emails from the Facilities Director and/or Facilities Supervisors and increased signage.
- All Facilities Staff will be expected to clean and disinfect their own break rooms, tools, and equipment (vehicle) regularly. Cleaning supplies will be provided.
- Typical Shifts (A, B, C) may need to be adjusted to meet the needs of other departments as they adapt to new standards.
- The use of fans (air/cooling) in un-ventilated, shared areas will be disallowed.
- If a suspected or positive case appears on campus and the individual is placed in an on-campus isolation/quarantine space, the Facilities Department will use the following procedure:
  - Bathrooms will be equipped with all necessary cleaning supplies to allow for self-clean of all their spaces.
  - Facilities staff will not enter the building. If an issue arises, the staff will try to assess the issue through closed windows or via teleconferencing with the occupant.
  - If occupant is unable to help us address the issue and it is jeopardizing life safety, we will don all proper PPE and enter the building to address the issue.
  - Entrance will only take place after occupant has opened all windows in the space and moved to another location within the building while the Facilities Staff is in the building.
- The PPE stockpile is housed at the facilities building and procured through the purchasing department. All PPE requests can go to the Director of Facilities for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering.
- A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests and residents of the college.
- Facilities Services strongly encourages all Faculty, Staff, and Students to open doors and windows to allow for fresh air but will remind everyone to secure them when leaving the space.

Custodial

- The maintenance staff typically cleans at a level above what current guidelines suggest with the exception of multiple cleanings of high touch areas, vent louvers, and specific locations. An
enhanced cleaning and disinfecting procedure to include all added areas will be enacted and enforced.

- Self-Clean Stations consisting of a disinfecting spray and paper towels or disinfecting wipes will be set-up/installed in bathrooms, classrooms, computer rooms, and other high traffic areas.
- Custodial will disinfect classrooms between classes with an appropriate procedure and when scheduling allows.
- Weekly inventories will be maintained for cleaning products. Stockpiling supplies will be necessary in case a disruption occurs in the supply chain.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure.
- The Director of Environmental Health and Safety will ensure all cleaning staff members are current on all trainings for the equipment and the products in use.
- Given the additional cleaning that is required, the cleaning staff would move to a priority cleaning system where areas with high density will be the main focus. The use of a priority cleaning list will help to manage expectations while informing occupants of the cleaning level for each occupied space.

Maintenance

- With extended building closings or reduced use, maintenance will maintain weekly water flushing at all sinks, toilets, showers and water outlets in all buildings. This will help eliminate the risk of other water borne issues which may result from periods of unused systems.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened, if possible. After the time has elapsed, the Trades Staff will be allowed to enter and perform any maintenance needed. If a life safety issue arises before the 24-hour period has passed, any trades staff entering the space will be required to wear all proper PPE.
- The bubblers on all drinking fountains will be disconnected or capped, allowing the bottle filler portion to still function.
- The maintenance staff will install transparent panels/barriers at many locations around campus. The locations are to include areas like teaching stations and spaces where individuals will be located in a position making social distancing difficult.
- Maintenance will install and maintain all required signage
- With limited water usage, all floor drains will be primed twice a month.

Heating Plant

- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened, if possible. After the time has elapsed, the Heating Plant Staff will be allowed to enter and perform any maintenance needed. If a life safety issue arises before the 24-hour period has passed, any Heating Plant staff entering the space will be required to wear all proper PPE.
- In all buildings, the Heating plant department will add an extra changing of air filters changes.
- Assessing potential value in installing UV lights in air duct. (Note: scientific research on this is not complete. When complete, if results show this to be ineffective, it may be removed from the plan).
- Increase outside air changes per hour to a level that does not produce mold or create other health related issues but does allow for a higher volume of outside air.

**Health & Wellness**

**Health Center**

- Spacing, masks, hand sanitizer will be provided in the lobby.
- Students with non-COVID-19-related medical issues will enter by appointment only, be escorted by nurse to exam room and then escorted out.
- Only one student at a time will enter the seating area inside the Health Center. This will be known as the triage area.

**PPE Needs**

- Health Center will need the following supplies N95 Masks, face shields, gowns. Staff will reassess burn rates as the semester starts and needs grows or wane.

**Scheduling/Services Adaptations**

- The Health Center will no longer be a walk-in facility, students will need to call in advance to schedule an appointment and a screening will take place for both medical and counseling related appointments.
- All counseling services will be offered virtually unless imminent danger is a concern.

**Employee Support**

**Administrative Compliance**

- Working from home will be the norm and not the exception. Employees will be on campus when only ebbs and flows of their work are necessary.
- The COVID 19 Incident management Team and HR will provide full contact tracing system for campus wide employees Implementing an exposure response plan
- HR will provide access to EAP and other counseling services for employees when necessary
- COVID Training will be provided to all employees
- Information will be provided to all employees regarding symptom surveillance/reporting
- HR will provide guidance on testing sites for all employees
- All employees will be provided a face covering

**Employee Behaviors**

- Employees will practice social distancing and maintain a distance of six feet or more from each other.
- Employees will wash their hands according to CDC guidelines
• Employees will avoid the use of multi-touch devices such as shared computers in meeting rooms.
• Employees will be required to wear a face covering when 6 feet distancing cannot be maintained this includes bathroom use as well anytime the employee exits their workspace.

**Personnel Protective Equipment**

• All employees will have necessary PPE to do their jobs.
• All employees will wear face coverings in the workplace as per the CDC guidelines
• Face coverings and other necessary PPE equipment will be provided to all employees

**Cleaning Workplace Facilities, Equipment and Layout**

• Risk assessments on work sites
• Routine cleaning protocol
• Cleaning supplies with all employee access
• Detailing cleaning procedures

**Policies and Preparedness**

• HR will update relevant policies as needed:
  o Mask Wearing
  o Accommodation
  o Response to positive tests
  o Telecommuting

**Athletics**

**Team Activities**

• Due to the increased risk of high-risk contact sports SUNY Erie has made the decision to suspend all athletics for the fall 2020 semester.
• Spring 2021 athletic programs will be revaluated in September 2020.

**Communications & Outreach**

The Communications Director will prepare communications for keeping everyone informed (staff, students, faculty). The website is the central point of information, updated regularly. Established points of contact are established through the IMT and the COVID 19 Task Force. Marketing and Communications will work with facilities to procure and distribute social messaging signage. Trainings will be provided on proper handwashing and cleaning protocols to all faculty, staff and students. To further encourage information flow, communication tactics include:

• Emergency RAVE Alert System
• Email
• Website Updates including a dedicated COVID-19 page
• Videos
Resources Required to Reopen

SUNY Erie will procure and maintain an inventory of a minimum of 90 days of PPE to include masks, gloves, face shields, and other items. Facilities will procure and maintain an inventory of sanitizer, towels, and other cleaning supplies. Facilities will also work with staff and the IMT to procure plexiglass where needed for required spaces and offices. Operations will coordinate with the IMT to purchase signage and messaging decals. Prior to reopening, ECC will provide face masks to faculty, staff, and students. Appropriate screening protocols will be in place based on Department of Health guidance and campus population density.

Reopening Timeline

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>6-Jul</td>
<td>Campus begins with soft re-opening, staff gradual return</td>
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<tr>
<td>3-Aug</td>
<td>Campus staff increase to no more than 50%, onsite work is only as needed, remote work will be encouraged and the norm for most departments for the remainder of the semester</td>
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<tr>
<td>4-Sep</td>
<td>Fall semester begins, most classes remote, limited labs on campus</td>
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SUNY Erie

SUNY Erie Executive Summary

COVID 19 Taskforce Reopening Plan
Appendix – SUNY Erie Checklist for Restarting On-Campus Activities and Operations

1. **Repopulation of the Campus** planning should include:

   - **Capacity to maintain social distancing.** Phasing and quantity of student, faculty and staff repopulation factors such as ability to maintain social distancing in public spaces and residence halls, Personal Protective Equipment (PPE) availability and availability of safe transportation

     - A small number of students will arrive on July 20 (students completing hands-on applied lab requirements needed from Spring), and allow us to use this small group to observe and modify our classroom protocols for maximum effectiveness
     - Indoor campus spaces are being adapted with appropriate signage, floor decals, and the addition of plastic barriers at transaction points.
     - Classrooms have been assessed for reduction to capacities that allow 6 feet between all students, allowing students to de-mask after arriving to their seat.
     - SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.
     - SUNY Erie will require all those capable to wear face coverings when social distancing cannot be maintained (exceptions granted for those under the age of 2 or those with medical restrictions)
     - Campus transportation shuttles are adapted to only seat passengers every other row (50% capacity)
     - Students will be required to wear masks to and from class when inside buildings
     - SUNY Erie has modified its’ fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity

   - **PPE.** Plans should obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide re-usable facial coverings to students and will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls)

     - SUNY Erie has an approved mask and face covering policy that all faculty and staff are expected to follow
     - SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.
     - Each student is asked to bring a pair of two-ply cloth face coverings with them to campus
     - Face coverings, or face shields will be provided to all faculty and staff, as requested
     - PPE (gloves, face coverings) is required and supplied along with training for all Dining Services personnel
     - PPE requirements and protocols have been communicated to all delivery drivers and vendors
     - The PPE stockpile is housed in the maintenance department and procured through the purchasing department. All PPE requests can go to the Director of Housekeeping and
Maintenance for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering

- A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests of the college

**Screening and testing.** Plan should discuss how campus will screen and or test students and employees and what actions will be taken if students and employees test positive

- In lieu of mass testing every student, SUNY Erie will apply a robust monitoring system that includes pre-screening (questionnaire), symptom surveillance, contact tracing, and containment
- SUNY Erie is currently utilizing a campus checkpoint whereas every visitor, student, staff or faculty member is temperature screened and questioned on symptom surveillance prior to admission to campus. This checkpoint will continue until a surveillance software is selected and implemented. The surveillance software will be in place prior to the start of the fall 2020 semester.
- Educational material will be sent out to all students and employees prior to arrival, links to this information will also be made available on the college’s website; medical educational materials will include information about the virus, symptoms, who is at risk and tips for proper sanitation; mental health educational materials will include information about managing and coping with emotions and concerns due to COVID-19

**Residential living:** Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place

- SUNY Erie is not a residential campus.

**Operational activity:** Identify how classes, shared spaces, and activities may be adapted or not in various phases of repopulation and operations (e.g. identify which classes will offer alternate approaches such as A/B schedules or remote instruction; use of shared spaces in residence halls)

- SUNY Erie has modified its’ fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity
- All face to face class locations have been assessed and proper social distancing protocols have been established including class occupancy reduction and 40-50 square feet per student
- Face coverings or face shields, will be provided to all faculty
- Cleaning supplies will be placed in teaching areas to supplement custodial activity: approved disinfectant and paper towels will be available for faculty to wipe area
- Each classroom and lab area will utilize the appropriate spacing and social distancing per SUNY guidance. Every department will report the reconfigured spaces and capacities through their
Deans for review and verification. The Deans will submit them to the IMT. Any space that can be repurposed to assist in face to face instruction, will be utilized if possible. All spaces that are not usable under these protocols will be secured to reduce cleaning costs.

**Restart operations:** Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed)

- All Facilities Staff will wear masks as per ASC, CDC, DOH, and WHO guidelines. If staff does not have their own mask or face covering, disposable masks will be provided.
- Other PPE (gloves, face shield, gowns, etc.) will be available for Facilities Staff needs, for situations that are dictated or prescribed per ASC, CDC, or DOH.
- Physical Distancing is still expected. Current guidelines will remain in effect with shift change and break and lunch times split. If guidelines change, we will adjust to match.
- All Facilities Staff will continue to be reminded of hand and personal hygiene via timely "news and notes" emails from the Facilities Director and/or Facilities Supervisors and increased signage.
- All Facilities Staff will be expected to clean and disinfect their own break rooms, tools, and equipment (vehicle) regularly. Cleaning supplies will be provided.
- Typical Shifts (A, B, C) may need to be adjusted to meet the needs of other departments as they adapt to new standards.
- The use of fans (air/cooling) in un-ventilated, shared areas will be disallowed
- If a suspected or positive case appears on campus and the individual is placed in an on-campus isolation/quarantine space, the Facilities Department will use the following procedure:
  - Bathrooms will be equipped with all necessary cleaning supplies to allow for self-clean of all their spaces.
  - Facilities staff will not enter the building. If an issue arises, the staff will try to assess the issue through closed windows or via teleconferencing with the occupant.
    - If occupant is unable to help us address the issue and it is jeopardizing life safety, we will don all proper PPE and enter the building to address the issue.
    - Entrance will only take place after occupant has opened all windows in the space and moved to another location within the building while the Facilities Staff is in the building.
  - The PPE stockpile is housed at the facilities building and procured through the purchasing department. All PPE requests can go to the Director of Facilities for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering.
  - A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests and residents of the college.
- Facilities Services strongly encourages all Faculty, Staff, and Students to open doors and windows to allow for fresh air but will remind everyone to secure them when leaving the space
  - If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened, if possible. After the time has elapsed, the Heating Plant Staff will be allowed to enter and perform any maintenance needed. If a life safety issue arises before the 24-hour period has passed, any Heating Plant staff entering the space will be required to wear all proper PPE.
In all buildings, the Heating plant department will add an extra changing of air filters changes. Assessing potential value in installing UV lights in air duct. (Note: scientific research on this is not complete. When complete, if results show this to be ineffective, it may be removed from the plan). Increase outside air changes per hour to a level that does not produce mold or create other health related issues but does allow for a higher volume of outside air.

**Extracurricular activities including intramurals and student performances:** Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration

- Events will be held virtually where practical.
- Outdoor venues will be primary in-person social gathering space for students socializing outside “family unit.”
- Indoor gatherings will be regulated based on NYS guidance for such gatherings at time/date of occurrence.
- Student Engagement staff will utilize recommended guidelines to screen all participants of any sanctioned in-person events. The department and staff will use meticulous attendance practices to support any future contact tracing efforts, including scanner-based sign-ins.
- Signage will be added requiring the use of face coverings, event expectations, and cautionary guidance.
- Hand sanitizer stations, disposable masks, and approved supplies to disinfect will be available at the entrance and exit to approved events.
- Water fountains will be shut off, *pending NYS guidance*. Bottle refill stations will remain and will be cycled in for updated cleaning protocols.
- Common rooms, lounges, and event spaces will be reduced capacity based on NYS guidance.
- Where possible, doors will be left open to reduce doorknob transmission.
- For 2020-21, any person riding in an elevator must be masked.
- Video content will be used for virtual orientation programming to educate and sensitive students to campus expectations
- Convocation, Student Employment Fair(s), and other events will include social distancing and/or may be virtual.
- All activities will be approved by the COVID-19 Taskforce to ensure that they can have proper physical distancing and sanitation.
- Increased staffing and timing between events to allow for cleaning, attendance taking and proper sanitization.
- Event spaces will be reduced capacity based on NYS guidance
- Student Conduct will adapt the Student Code of Conduct to address specific levels of Covid-19 “failure to comply” violations such as, occupancy violations, social distancing, PPE use, violations of Isolation and quarantine, and trespassing in areas under Isolation and quarantine through Dean of Students office
Athletics

- Due to the increased risk of high-risk contact sports SUNY Erie has made the decision to suspend all athletics for the fall 2020 semester.
- Spring 2021 athletic programs will be revaluated in September 2020.

Vulnerable Populations: Include considerations for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities

- Accommodations for students will be handled by the Student Access Center (SAC). SAC will evaluate the background information to render a decision on the appropriate accommodations.
- Human Resources will process accommodative requests by employees.

Hygiene, cleaning and disinfection: Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management

- The maintenance staff typically cleans at a level above what current guidelines suggest with the exception of multiple cleanings of high touch areas, vent louvers, and specific locations. An enhanced cleaning and disinfecting procedure to include all added areas will be enacted and enforced.
- Self-Clean Stations consisting of a disinfecting spray and paper towels or disinfecting wipes will be set-up/installed in bathrooms, classrooms, computer rooms, and other high traffic areas.
- Custodial will disinfect classrooms between classes with an appropriate procedure and when scheduling allows.
- Weekly inventories will be maintained for cleaning products. Stockpiling supplies will be necessary in case a disruption occurs in the supply chain.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure.
- The Director of Environmental Health and Safety will ensure all cleaning staff members are current on all trainings for the equipment and the products in use.
- Given the additional cleaning that is required, the cleaning staff would move to a priority cleaning system where areas with high density will be the main focus. The use of a priority cleaning list will help to manage expectations while informing occupants of the cleaning level for each occupied space.

2. Monitoring includes policies to track health conditions on campus, including:

Testing responsibility. Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks

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• In lieu of mass testing every student, SUNY Erie will apply a robust monitoring system that includes pre-screening (questionnaire), symptom surveillance, contact tracing, and containment

**Early warning signs:** Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials

• SUNY Erie will remain in constant contact with the Erie County Department of Health
• SUNY Erie is currently utilizing a campus checkpoint whereas every visitor, student, staff or faculty member is temperature screened and questioned on symptom surveillance prior to admission to campus. This checkpoint will continue until a surveillance software is selected and implemented. The surveillance software will be in place prior to the start of the fall 2020 semester.

**Tracing:** Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments

• SUNY Erie has identified a contact tracing team and has begun using certification training offered by John Hopkins Bloomberg School of Public Health. SUNY Erie will have more than 9 people certified to serve as contact tracers

**Screening:** Develop plans for regular health screening of employees, students and visitors.

• SUNY Erie is currently utilizing a campus checkpoint whereas every visitor, student, staff or faculty member is temperature screened and questioned on symptom surveillance prior to admission to campus. This checkpoint will continue until a surveillance software is selected and implemented. The surveillance software will be in place prior to the start of the fall 2020 semester.
• Educational material will be sent out to all students and employees prior to arrival, links to this information will also be made available on the college’s website; medical educational materials will include information about the virus, symptoms, who is at risk and tips for proper sanitation; mental health educational materials will include information about managing and coping with emotions and concerns due to COVID-19

3. **Containment** plans should address response to positive or suspected cases as well as preventative policies and practices, including:

**Isolation:** Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g. residence halls, hotels, home)

• Since SUNY Erie is a non-residential campus if a commuter student at any of our campuses is tested due to symptoms and needs to quarantine, they will be asked to leave the campus and do so at home
• A small number of students who contract housing at another local college will follow their quarantine housing procedures.

**Quarantine:** Identify how exposed persons (residential and non-residential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports

• Since SUNY Erie is a non-residential campus if a commuter student at any of our campuses is tested due to symptoms and needs to quarantine, they will be asked to leave the campus and do so at home

• If students are unable to return home due to (1) lack of appropriate transportation while ill, or (2) circumstances at home that are unsafe or unsuited for recovery at home, students will be placed in the quarantine or isolation at the expense of the college through a hotel or other temporary housing location through our student emergency fund/CARES funding, which we did exercise during closure of the spring semester

**Students confirmed or suspected to have COVID-19:** Residential institutions need to include plans for serving students who are awaiting test results and are in isolation or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home

• Students with the ability to return home after confirmation or suspicion of contracting COVID-19, will be encouraged to return home

• If students are unable to return home due to (1) lack of appropriate transportation while ill, or (2) circumstances at home that are unsafe or unsuited for recovery at home, students will be placed in the quarantine or isolation at the expense of the college through a hotel or other temporary housing location through our student emergency fund/CARES funding, which we did exercise during closure of the spring semester

• If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure

**Hygiene, cleaning and disinfection:** Develop strategies for cleaning and disinfection of exposed areas

• If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure.

**Communication:** Develop plans to share protocols and safety measures taken by the institution

The Communications Director will prepare communications for keeping everyone informed (staff, students, faculty). The website is the central point of information, updated regularly. Established points
of contact are established through the IMT and the COVID 19 Task Force. Marketing and Communications will work with facilities to procure and distribute social messaging signage. Trainings will be provided on proper handwashing and cleaning protocols to all faculty, staff and students. To further encourage information flow, communication tactics include:

- Emergency RAVE Alert System
- Email
- Website Updates including a dedicated COVID-19 page
- Videos
- Social Media Postings

4. **Return to remote operations (“Shutdown”)** includes contingency plans for ramping down and/or closing the campus, including:

   - **Operational Activity:** Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel.

   - If a complete closure is needed, based on guidance from SUNY and the Erie County Department of Health, SUNY Erie is prepared to move all remaining classes/labs to either remote or incomplete status. MOUs are in place to move all non-essential employees to 100% remote. Essential employee access to campus will be determined on a priority status.

   - **Communication:** Develop plans to communicate internally and externally throughout the process.

SUNY Erie will use the same communication mediums to provide information to the SUNY Erie community on the change in operations. These tactics include:

- Emergency RAVE Alert System
- Email
- Website Updates including a dedicated COVID-19 page
- Videos
- Social Media Postings