State University of New York at New Paltz
Fall 2020 COVID-19 Plan

Letter to Chancellor Johnson and Vice Chancellor/Provost Laursen

June 23, 2020

Dear Chancellor Johnson and Vice Chancellor/Provost Laursen,

State University of New York at New Paltz is pleased to submit this report and recommendations for our Fall 2020 re-opening plans during the COVID-19 outbreak. In the report, the full SUNY New Paltz plan begins on page 10 and the Appendix: SUNY Checklist begins on page 80.

This report and its recommendations have been compiled by:

Co-chairs:

Kris Backhaus, Dean, School of Business
Shala Mills, Assistant Vice President for Graduate & Extended Learning

The SUNY New Paltz COVID-19 Planning Team consists of the following:

- Donald P. Christian, President
- Barbara G. Lyman, Interim Provost
- Shelly Wright, Chief of Staff and Vice President for Communication & Marketing
- Stephanie Blaisdell, Vice President for Student Affairs
- Michele Halstead, Vice President for Administration and Finance
- David Eaton, Vice President for Enrollment Management
- Tanhena Pacheco Dunn, Vice President for Human Resources, Diversity & Inclusion, Chief Diversity Officer
- Erica Marks, Vice President for Development & Alumni Relations & Executive Director, SUNY New Paltz Foundation
- John Reina, Chief Information Officer
- Scott Schulte, Director of Emergency Management
- Laurel M. Garrick Duhaney, Associate Provost for Strategic Planning & Assessment
- Shala Mills, Assistant Vice President for Graduate & Extended Learning
- Kris Backhaus, Dean, School of Business
- Laura Barrett, Dean, School of Liberal Arts & Sciences
- Dan Freedman, Dean, School of Science & Engineering
- Jeni Mokren, Dean, School of Fine & Performing Arts
- Michael Rosenberg, Dean, School of Education (to June 12, 2020)
- Rene Antrop-Gonzalez, Dean, School of Education (from June 15, 2020)
- Rich Winters, Director of Community & Government Relations
- Matt Skillman, Director of Digital Media

Other voices in our decision-making and planning include:

- Jack Ordway, Director, Student Health Services
- Lucy Walker, Assistant Vice President for Institutional Research
- Beth Vargas, Executive Director, Center for International Partnerships

- Melissa Kaczmarek, Director of Communication
- Andrew Bruso, Assistant Director of Communication
- Matthew Alfultis, Emergency Preparedness Specialist
- Mike Malloy, Director, Environmental Health & Safety
- Chrissie Williams, Assistant Director of Media Relations/Magazine Editor
- Dante Cantu, Executive Director, Center for Student Success
- Stella Turk, College Registrar
- Kate Bohan, Lead Instructional Designer
- Mark Colvson, Dean, Library
- Faculty (Academic Deans have been meeting regularly with their chairs and faculty)
- Student Leadership, including Executive Committees of the Student Association and Residence Hall Student Association
- Faculty Senate
  - Anne Balant, Presiding Officer of the Faculty 2019-20
  - Reynolds Scott-Childress, Presiding Office of the Faculty 2020-21
  - Executive Committee Members
- UUP Representative employees according to their job scope and expertise.

Following review and certification of the plan by SUNY, further input will be sought from faculty, staff, and students in addressing additional considerations for implementation, including an extension of our academic year monthly meetings with UUP local chapter Executive Committee members, faculty governance executive committee members, student governance executive committee members through the summer.

Sincerely,

Donald P. Christian, President

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PART I: INTRODUCTORY COMMENTS

Introduction

The COVID-19 global public health crisis calls upon us in higher education to serve as leaders in a variety of ways. In higher education we are especially well-suited to contribute to the body of scholarship and research that helps us navigate:

- the science behind this pandemic as well as the scientific approaches toward its treatment and cure,
- the social and public policy challenges associated with addressing a health crisis that impacts individuals, families, local communities, counties, states, and nations, and does so in disproportionate ways for low-income communities and communities of color,
- the economic challenges the pandemic has created for individual households, small and large businesses, governmental and non-profit organizations, and global businesses and supply chains,
- the psychological challenges associated with the disruption and loss of health, life, and security due to this crisis, and
- the ethical challenges associated with making difficult choices amidst competing needs and values.

Higher education not only lends expertise toward addressing these challenges, but we are in a unique position to educate and prepare traditional and adult learners to understand these challenges and to equip those individuals to join forces in building solutions and healing communities as we move forward from this crisis.

We understand our critical social and economic role in the life of our community and our state, and we know that our able response to this COVID-19 crisis will provide a valuable role model for other organizations and institutions.

With these and other factors in mind, we provide this summary of planning, which continues to evolve, as we prepare to support the success of our students during this pandemic.

Guiding Principles

The guiding principles for our Fall 2020 re-opening plan are the on-going fulfillment of our mission in a fiscally responsible way that maintains the health and safety of our students, faculty, staff, and the New Paltz Community. This adheres to SUNY's five guiding principles which we incorporate here:

- Put safety First – when making financial decisions, safety comes first;
- Protect the core academic areas of excellence;
- Maintain our fundamental mission of the broadest possible access to world-class teaching, research, and scholarship;
- Sustain academic programs and achieve operational efficiencies;
- Demonstrate agility in responding rapidly to workforce needs.

We acknowledge and incorporate by reference here the May 25, 2020 SUNY document, Campus Restarting – Risks and Recommended Mitigation Measures and its focus on:

- Exposure
- Surveillance Capacity
- Coping Capacity

We follow the Interim Guidance for Higher Education During the COVID-19 Public Health Emergency issued by the New York State Department of Health, the Reopening New York Higher Education Guidelines, and the Reopening New York Checklist for Higher Education Institution Reopening Plans.

We respond directly to SUNY's June 18, 2020 Checklist for Certifying Compliance with Governor Cuomo's Re-opening Higher Ed Guidance which asks us to report on the following items associated with restarting on-campus activities and operations:
1. Repopulation of the campus
2. Monitoring
3. Containment
4. Return to remote operations ("shutdown")

Health and Safety Focus
Our plan focuses on reducing risk and enhancing safety through:

- Reduced density
  - Staggered work schedules
  - Revised class schedules
  - Prioritization of on-campus activities poorly suited for remote settings
  - Move to remote options where the activities are well-suited for remote settings
  - Prepared pivot options and plans:
    - To increase density if COVID-19 conditions improve
    - To further decrease density if COVID-19 conditions worsen
- Behavioral modification
  - Testing, monitoring, and tracking
  - Handwashing
  - Use of PPE
    - Masks
    - Face shields
    - Work-station shields
- Health and safety protocols
  - Cleaning protocols
  - Spatial rearrangements
    - Reduced density and 6-foot distance seating in classrooms, dining spaces, communal offices, and gathering spaces
    - Reduced occupancy in the residence halls
  - Attentiveness to vulnerable populations with high health risk

Recognizing Vulnerable Populations
We are aware that some populations are more vulnerable to COVID-19 than others. We are also a campus deeply committed to principles of equity and inclusion. As a result, we know that the vulnerabilities associated with COVID-19 also include issues of marginalization and alienation and may be exacerbated by the anger, fear, and anxiety that have accompanied recent events across the country.

Our plan is attentive to all of these vulnerabilities, and our approach in addressing these challenges will evolve as we assess changing health recommendations and higher education trends as the summer and fall progress.

Process

Our plan is the result of careful deliberation and consultation across the campus, SUNY system, local community, county, and state. The COVID-19 Planning Team has met regularly since the outbreak of COVID-19. Initially, these were daily meetings of 2-4 hours. By May these evolved into meeting as a group three times a week for 1-2 hours and then meeting in smaller groups (ex: Cabinet, Academic Deans, Emergency Management team, Communication team, Enrollment Management team, Budget team…) for more targeted planning work. As appropriate, special teams were created for specific planning tasks (e.g., to create an Events Rubric to guide decisions regarding proposed in-person events or gatherings).

President Christian and designated liaisons have met regularly with state and community leaders, SUNY system leadership, and other SUNY campus leaders. We have closely followed the Governor's press conferences. President Christian and Interim Provost Lyman have met regularly with Academic and Student Leadership. We have surveyed students, both through a campus survey and as part of a larger system survey. Planning group members and others have participated in a wide range of SUNY conference calls, web conferences, and webinars. Planning team members have stayed abreast of the national conversation through higher education news outlets and aggregators as well as regular news media, and planning group members have widely shared insightful higher education and news coverage and commentary. Planning group members have also consulted with and paid close attention to the work colleagues are doing on other campuses across the country.

Scenario Planning

We initially considered four possible scenarios for the Fall semester ranging from a return to normal operations to the on-going closure of all but the most essential operations. After reviewing all the scenarios (see chart below) in the context of expert health advice and guidance from the state of New York and SUNY, the best option appears to be a combination of scenario 3 and scenario 4A – a planned return to campus in the Fall with social distancing and PPE with contingency plans for a mid-semester pivot to fully remote if conditions require.

Scenario 1	Scenario 2	Scenario 3	Scenario 4
Normal Operations	**Fully Remote Campus**	**Social Distancing and PPE**	**Mid-semester Pivot**
COVID-19 runs its course and we resume normal operation as a residential campus with similar classroom/online instruction ratio as in prior years	COVID-19 remains a public safety threat and we must continue a 100% remote learning approach	COVID-19 alters social interactions for the foreseeable future resulting in some or all of the following changes: • Reduced Residence Hall occupancy due to social distancing requirements • Reduced maximum classroom occupancy due to social distancing requirements	**A. Normal Start/Mid-semester Pivot to Remote** COVID-19 seems to be under control and the college returns to normal operation – but is forced mid-semester to shift back to remote-learning as the pandemic resurges during the Fall semester.

Scenario 1	Scenario 2	Scenario 3	Scenario 4
		• Increased number of online or hybrid classes • Remote work and staffing rotations as appropriate	**B. Remote Start/Mid-semester Pivot to Normal** COVID-19 remains a public safety threat and we must continue a 100% remote learning approach; however, situation improves mid-semester and we resume normal operation as a residential campus with possible additional social distancing requirements
Unlikely, given current expert predictions and governmental guidance.	Possible, but unlikely given current expert predictions and the move toward re-opening state-wide and nationally.	Likely scenario given expert predictions and governmental guidance.	Scenario 4A seems highly possible given expert predictions of a "second wave" of COVDI19 in the late Fall. Scenario 4B seems less likely given current expert predictions and the move toward re-opening state-wide and nationally.

We then considered three options for the Residence Halls with the Scenario 3 Social Distance and PPE option in mind – Full Occupancy, Double Occupancy, or Single Occupancy/Shared Bathroom. Full Occupancy is not an option with social distancing guidelines in place. In either Double or Single Occupancy options, it would be necessary to prioritize access to the reduced number of available rooms.

For Double Occupancy, priority would go to:

- First Year Students
- Students with lab and studio needs
- Educational Opportunity Program students
- International Students
- Students with vulnerable home situations or no/limited access to technology

For Single Occupancy, priority would go to:

- STEM and Arts majors with lab and studio needs
- International Students
- Students with vulnerable home situations or no/limited access to technology

Groups	Full occupancy	Double occupancy (2,900 students)	Single occupancy/share bathroom (1,226 students)
First Year Students	Not possible	Priority	Not possible
Second, third, fourth year and higher students	Not possible	Space available	Not possible

Groups	Full occupancy	Double occupancy (2,900 students)	Single occupancy/share bathroom (1,226 students)
STEM and Arts majors with lab and studio needs	Not possible	Priority	Priority
International Students	Not possible	Priority	Priority
Students from far distances away	Not possible	Space available	Not possible
Students with vulnerable home situations or no/ limited access to technology	Not possible	Priority	Priority
Other	Not possible	Space available	Not possible

After examining these scenarios, we concluded that double occupancy with Awosting Hall reserved for quarantine space seemed the most viable option for a balance of social distancing protocol and student interaction with peers.

PART II: ACADEMIC PROGRAMMING

Academic Program Planning

Given that the health and safety of our campus community is paramount, our planning centers on a flexible academic program delivery model that can be expanded or contracted as COVID-19 conditions change. We have examined scenarios that range from a fully online/remote model to a normal operational model; scenarios that begin with remote instruction and shift to seated instruction and vice versa; and scenarios that include various levels of campus density. After investigating these scenarios, we have laid out a plan that incorporates guidance from the Governor's New York Forward Advisory Group, the New York State Department of Health, and from conversations with our Regional Control Room.

Our goal is to provide high-quality learning experiences in ways that maximize the health and safety of faculty, students, and staff. To achieve this goal, we must:

- provide faculty with sufficient time and resources to prepare course deliveries that:
  - are pedagogically appropriate and of high quality,
  - accommodate faculty and students who may need a mix of remote, online, and face-to-face courses, and
  - minimize disruption in the event of COVID-19 resurgence during the Fall 2020 semester,
- schedule courses in ways that:
  - optimize seated instruction,
  - reduce density, and
  - maintain appropriate safety protocols particularly for faculty and students who are especially vulnerable.

Thus, we plan to provide a mix of remote, online, and face-to-face courses to reduce on-campus density and better manage person-to-person interaction. The following is a summary of this plan:

- We will prioritize the provision of face-to-face instruction for select laboratory, studio, clinical and equipment-essential courses with appropriate social distancing.
- We will relocate lecture and seminar-style courses to classrooms that allow adequate social distance.
- Faculty teaching seated courses have the option to teach the first week of classes remotely.
- We will move courses that are too large to be accommodated safely to online instruction.
- Research activities will continue, and those that are lab-based will be conducted under strict social distancing, PPE, and cleaning protocols.
- We have encouraged our faculty to prepare for both online and seated modalities with the understanding that another pivot to distance learning may become necessary.
  - We are providing ongoing training to faculty on online/remote teaching to help them prepare for contingency scenarios.
  - We are also preparing additional training for students to assist them with online learning.
  - Our IT resources are well-aligned to support substantial distance learning.

- We will accommodate health concerns of faculty who may be vulnerable to COVID-19 or who have family members with compromised health conditions by having them teach remotely and online and participate in service and research activities virtually.
- We also propose to change our academic calendar and course schedules to accommodate these course changes and enable an early on-campus end to the semester.
- This academic plan has been developed in concert with our residence hall plan, to facilitate students having appropriate access to campus housing in correspondence with their course schedule.

Academic Calendar

We will make changes to our academic calendar and course schedules as follows:

- Eliminate Fall Break and increase the number of instructional days by using Labor Day and Columbus Day as instructional days, and
- End on-campus instruction and presence for the fall semester on Wednesday, November 25, 2020 to reduce the possibility of reinfection from Thanksgiving travel, moving the final exam period online after Thanksgiving.

Classroom Population Density

SUNY New Paltz has far less non-residential space than other SUNY comprehensive campuses, reflecting a deficit of more than 500,000 gross square feet. This is a severe constraint on our ability to reduce density and achieve social distancing for on-campus courses. We have conducted a review of campus instructional spaces to determine class capacities. Using a social distancing parameter of 36 square feet per student, we have:

- identified for closure classrooms that are too small to provide appropriate social distancing,
- identified new capacity guidelines and seating arrangements for classrooms that are large enough to provide appropriate social distancing, and
- identified spaces on campus that can be converted for instructional use, reconfiguring these spaces to allow safe social distancing for students and faculty.

Given the dramatic reduction in available space, our prioritization of seated course offerings will be as follows:

Priority 1

Preference will be given to lab and studio courses that ideally should be taught in a seated format.

- Each school/college has provided a list of the courses they recommend be taught online: course number and name; number of sections; course cap/enrollment.
- Each school/college has listed these priority courses in hierarchical order from most to least urgent.
- Schools/colleges for which it is appropriate have provided suggestions for social distancing in labs and studios (e.g., hybrid model relying on virtual labs for every other session).

Priority 2

Secondary preference given to experiential learning experiences required for licensure, accreditation, etc.:

- Each school/college has provided information for experiential learning that requires classroom space: course number and name; number of sections; course cap/enrollment.
- Each school/college has provided potential obstacles and recommendations for overcoming them.

Priority 3

Strong consideration has been given to first-year students to ensure that some of their classes are seated. We have prioritized General Education (GE) and gateway major courses for larger classrooms that can accommodate lectures with social distancing (i.e.: CSB Auditorium; College Hall 115; Elting Gym 203; LC-S; Studley Theatre; VH Gym.)

Course Type	Seated	Hybrid/Blended	Fully Remote/Online	Pivot Plan • Increase density • Decrease density	Other Considerations and Possibilities
Larger lecture Classes			Most should be fully remote except those identified under the three priorities and for which appropriate larger classrooms can accommodate lectures with social distancing. Consider hybrid models for larger lecture classes that are in-person priorities – splitting the large section into multiple seated sections for the in-person gatherings. Support faculty with sections of 60 or more with stipends and Graduate Assistant support.	No pivot necessary for online. Hybrid models will be prepared to pivot to synchronous remote if necessary.	
Small Lecture Classes and Seminars	Seated sections: • Will be assigned to classrooms with social distancing parameters. • Will, as possible, be scheduled as hybrid (with reduced seat time). • Will, in consultation with faculty and	These courses should be developed as Blended. In consultation with Deans to ensure a healthy mix of seated/remote sections, faculty may choose seated or online synchronous delivery.		Sections that start with seated synchronous, can readily move to online synchronous if necessary.	Possible use of outdoor classroom spaces where possible and appropriate.

Course Type	Seated	Hybrid/Blended	Fully Remote/Online	Pivot Plan • Increase density • Decrease density	Other Considerations and Possibilities
	Academic Deans, prioritize courses with content that particularly benefits from seated delivery. • Will, in consultation with faculty and Academic Deans, prioritize courses that ensure a healthy mix of seated/remote offerings within majors/programs/colleges.				
Labs	Classroom changes, split sections, extended hours or reduction in class sizes will be used to ensure social distancing.	Components of labs that can be delivered online will be delivered in that format to decrease the amount of time needed in the lab space.	Where remote labs are possible, programs will assemble home lab kits.	Where possible, remote lab kits may enable students to complete labs. Incomplete grades may be necessary where remote lab work is not possible.	
Clinical Experiences	The Speech Language Clinic will operate with PPE and reduced density as possible within state and local health and safety guidelines for audiology services only. Only remote speech services will be provided			Simulated clinical experiences (using Simucase) and teletherapy can replace seated clinical experiences as needed.	
Studios and Performing Arts	Priority for seated studio and performing arts courses has been given to courses that require specialized equipment. Classroom changes, split sections, extended hours or reduction in class sizes will be used to ensure social distancing.		Courses that can be delivered in a fully remote or hybrid format have been moved to that format.	Where possible, remote studio kits may enable students to complete creative projects. Incomplete grades may be necessary where remote creative work is not possible.	

Course Type	Seated	Hybrid/Blended	Fully Remote/Online	Pivot Plan • Increase density • Decrease density	Other Considerations and Possibilities
Student Teaching and Fieldwork	Opportunities for face-to-face student teaching will depend upon decisions made by local school districts.		Where possible and where supported by the school district and approved by NYSED, students will do remote student teaching.		
Other Considerations			In addition to the above-listed pedagogical and programmatic priorities, the final Fall schedule will take into consideration of "vulnerable populations on campus and individuals who may not feel comfortable returning to campus."[1]		

Internships, Fieldwork, and Clinics

Internships

SUNY New Paltz adopts the guidance of SUNY system legal counsel regarding internships, to wit:

1. Ensure that students are aware of alternative choices (for non-licensure programs)
2. Remain in contact with participating students to ensure that appropriate protocols are in place
3. Contact placement sites and ensure that appropriate protocols are being followed
4. Amend affiliation and internship agreement templates.[2]

Speech, Language and Hearing Center

Safety will be the guiding principle regarding face-to-face interaction in the clinic, and we will ensure adequate PPE, social distancing, and lower density than in typical semesters. We may rely wholly or partially on simulated clinical experiences (Simucase) and teletherapy. The audiology clinic will maintain a limited schedule within the constraints of social distancing and lower density. The speech clinic will operate remotely with no in-person services.

Fieldwork and Student Teaching

We will continue to be guided by the four assumptions we used in our Spring 2020 program plan as a guide where appropriate in Fall 2020.

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[1] Memorandum from Chancellor Johnson, Checklist for Certifying Compliance with Governor Cuomo's Re-opening Higher Ed Guidance (June 18, 2020)

[2] "Further Guidance on Internships During COVID-19 Crisis" (Memo to Tod A. Laursen, Provost from Sandra Casey, General counsel-in-Charge, June 12, 2020).

1. Each program is to offer a menu of options for alternative instruction that are intended to maintain rigor as well as to meet program learning outcomes and student teaching/internship/practicum competencies.
2. Each option is to contain detailed instructional activities for the candidates, as well as procedures for supervision and accountability.
3. As it is difficult to quantify the number of hours or days necessary to meet the variety of program alternatives, program coordinators and student teaching supervisors are to contextualize and individualize assignments considering each student's tasks, placements, and situation.
4. A feedback loop involving Dean's Office staff ensures quality control.

This planning acknowledges that placements in student teaching depend upon what is allowed by the school districts. Options include:

- Working with cooperating teachers in the district, if allowed by the district,
- Participate in remote home education assistance (RHEA) where approved,
- Participate in remote instructional activities/tutoring/clinical/administrative experience where approved, and
- Complete approved assignments and professional development related to ATLAS Video Lessons.

Study Abroad
We will follow SUNY guidance on international mobility and study abroad experiences, operating under the current understanding that New Paltz students' study abroad is suspended for Fall 2020. Internationalization efforts that will continue this Fall include the SUNY Collaborative Online International Learning (COIL) Global Commons, other COIL opportunities, Global Engagement Program, and Living and Learning Communities.

Auditing
Auditing is suspended for Fall 2020. Auditing is prohibited for online courses and most of our courses will be offered online for Fall 2020. Social distancing guidelines are limiting our available classroom spaces, requiring us to prioritize matriculated and non-matriculated students over auditing students in seated classes.

Classroom Safety: Classrooms, Lecture Halls, Studios, Labs, and Clinics
Classroom safety is a high priority. Basic requirements for classroom safety will include:

- Classrooms too small for social distancing will be closed.
- Classrooms, lecture halls, studios and labs will be scheduled and arranged to allow for social distancing of 36 square feet per person.
- Masks or face coverings will be required in classrooms, lecture halls, studios, and labs whenever occupied by more than one person.
- Individuals who arrive to a classroom, lecture hall, studio, or lab without appropriate face coverings will be required to leave until they are able to return with a face covering.
(*Note: All first-year and new transfer students will be provided a branded mask upon check-in. Commuter students will be able to pick up a mask at public offices (e.g., parking, student accounts, Card ID office) to be announced. Faculty who are teaching in-person classes will also be*

given access to a small supply of masks to distribute to students as needed. Faculty will be provided with face shields upon request.)

- Although custodial staff will clean daily, using CDC-approved disinfectant on high-touch surfaces, students, faculty, and staff will be encouraged to supplement custodial cleaning by:
  - Keeping hands thoroughly washed,
  - Wiping desktops, lecture stands, keyboards and other surfaces with disinfectant spray, paper towels and wipes provided in the classroom, and
  - Keeping a personal supply of wipes with which to clean immediate work areas before and after use.

Students, faculty, and staff will be informed through email, orientation, signage and other communication strategies of health and safety standards. (See **PART VII: HEALTH AND SAFETY PROTOCOLS** for more details about those standards. See **Education and Training** in Part VI for more information about education and training efforts. See **Safety Signage and Messaging** for more information about public postings and safety reminder messages.).

Students, faculty, and staff will be expected to adhere to applicable protocols, subject to appropriate penalties for violation. (For information about accountability for faculty and staff, please see **Behavioral Guidelines: Accountability and Enforcement**. For information about accountability for students, please see **Student Rights and Responsibilities**.)

Faculty Advising/Office Hours

Faculty should move their office hours and academic advising to remote office hours and advising via telephone, WebEx, Blackboard Collaborate, or email. This is especially true for faculty who have offices in Jacobson Faculty Tower (JFT), which has a high density of offices available primarily via elevator access, which may put students, faculty, and staff at unnecessary risk of extended exposure in close quarters.

Remote Work Considerations

Our plan includes consideration "for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities."[3]

ADA Considerations

Faculty, staff, and students who have health issues that may raise particular concerns regarding COVID-19 should file appropriate documentation for accommodations under the Americans with Disabilities Act. Faculty and staff should work with their physician and the division of Human Resources Diversity & Inclusion and students should work with their physician and the Disability Resources Center to complete appropriate paperwork and make an appropriate accommodation plan.

Non-ADA Considerations

The college has already begun to assess course offerings and determined that a majority of course delivery will need to be through remote or hybrid delivery (70-75%) to be in alignment with state and national health guidelines for social distancing and population density. Likewise, the college has already approved many faculty requests to move courses to remote or hybrid delivery. These requests have

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[3] Quoted from Memorandum from Chancellor Johnson, Checklist for Certifying Compliance with Governor Cuomo's Repopening Higher Ed Guidance (June 18, 2020).

generally stemmed from faculty who have training and a high degree of comfort with these modalities. The College is prioritizing about 25-30% of its courses for in-person delivery – primarily lab and studio-based courses as well as General Education and gateway courses in the majors. Of those courses not yet moved to remote or hybrid delivery, the college will assess which courses are prioritized as seated and in-person instruction. Once determined, faculty responsible for instruction in those courses will be consulted to understand individual concerns about teaching in-person. The college will undertake these conversations and requests with care and reasonable consideration. Not all requests to move to remote instruction can be accommodated through flexibility in scope of obligation and/or scheduling as some courses cannot be adjusted or staffed differently. However, there will be a process to solicit these concerns and to attempt to address them within the operational needs of the college.

Students who are at high risk or are otherwise concerned about their safety in seated classrooms should speak with their advisor to choose online courses.

Faculty, staff, and students should consult with their Department Chair and Academic Dean regarding opportunities/conditions for procuring or taking home equipment, supplies, or other resources for remote use. Faculty may make a Remote Teaching Technology Request. Students may learn more about Access to Campus Technology Remotely through the Sojourner Truth Library website, distance learning tools through the student TeamDynamix site, and may request assistance through the IT Service Desk.

Training and Technology for Remote Teaching and Learning

Faculty Training

We have created an 8-module contingency training program in our Blackboard Learning Management System (Bb LMS). All faculty have been enrolled in this Bb training program since May. The program focuses on preparing faculty for Blended delivery (with asynchronous as well as synchronous seated or online elements) to facilitate moving courses to fully remote or hybrid formats and also to facilitate any pivot needed for fully seated courses during the fall 2020 semester. All faculty teaching seated courses have been informed of the imperative to be prepared for a possible pivot to remote instruction if COVID-19 requires it, and, therefore, they are strongly encouraged to complete the training. We are supporting the training with webinars, online drop-in hours, and one-on-one training.

We are developing a Fellows program to add peer mentoring for additional support. During Summer 2020 we will identify faculty across schools/colleges whose experience will likely be of benefit to colleagues who are new to remote learning. Faculty identified as fellows will receive a stipend and extra training in exchange for:

- Sharing one or more of their online/hybrid courses (sans students) as a model course for others to view
- Assisting with training sessions and drop-in hours
- Working one-on-one with faculty and/or Teaching Assistants/Graduate Assistants who need assistance.

Student Onboarding

We have surveyed our current students about their COVID-19 experience this Spring and we have analyzed that data to inform our decision-making. Our survey results confirmed that about 1/3 of our undergraduate students had never taken an online or hybrid course prior to the Spring 2020 pivot to

remote education. Our graduate students were better prepared for online education, with about 80% having previously taken online or hybrid courses. 56% of the undergraduate students and 44% of the graduate students responded that they would access onboarding content if it were available to them. This data confirms that just as we are preparing our faculty for an increased number of online/hybrid/remote offerings and for another possible pivot to online, we also need to prepare our students. We are, therefore, planning onboarding materials to assist our students.

Technology

Faculty/Staff

The institution is purchasing web cameras and additional USB wireless adapters for faculty and staff who need to work from home. Faculty and staff may apply to take desktop computers and monitors home to facilitate work. Faculty may make equipment and software requests.

SUNY has provided 100 laptop computers for students. Priority is for Educational Opportunity Program (EOP) students and those eligible for Pell grants. Students who need technology or software for educational purposes may work with faculty/chairs/deans to apply for technology loans and support.

Academic Support Services for Students

We conducted an inventory of current services available to our students, identifying places where we may need additional financial support as a result of COVID-19.

Research, Scholarship, and Creative Activity

Many faculty and students engage in research, scholarship and creative activities that can continue relatively uninterrupted despite COVID-19 restrictions. Where faculty and students are able to do this work from home, they should do so until our public health crisis ends and a full and robust return to campus is possible.

Sponsored Programs and Research Compliance

The Office of Sponsored Programs and Research Compliance remains open, whether in person or remotely, to assist with identifying, securing, and managing external funding for research and creative activities as well as assisting with research integrity and compliance.

Online Materials and Sojourner Truth Library

Online databases and resources available publicly or through our Sojourner Truth Library digital holdings and subscriptions are available to students and faculty to facilitate this work whether they are conducting their research on campus or remotely. Similarly, whether campus is fully open and accessible or whether we are working remotely, the Sojourner Truth Library staff can assist faculty and students with checking out materials from our collection or arranging inter-library loan.

Critical Research

Some research on our campus involves COVID-19 research and maintenance of critical research instruments, data, and equipment to serve public health interests (e.g., the Hudson Valley Additive Manufacturing Center and 3D Printing Lab have been engaged in 3D design and printing of PPE such as face shields). To preserve the integrity and functionality of sensitive and often expensive research instruments, data and equipment, faculty, staff, and students involved in critical research should work with their Academic Dean and the Director of Emergency Management to continue critical research and maintenance using applicable safety protocols.

Time-Sensitive Research

Some research, although not "critical" in nature, may nonetheless be time-sensitive. Such research may include research that is near completion or is seasonally driven, research where junior faculty or students are close to a critical milestone (ex: degree competition, end of term of appointment, tenure decision, or research nearing the end of a grant period). Faculty, staff and students involved in critical research should work with their Academic Dean and the Director of Emergency Management to determine whether their time-sensitive research should be considered "priority" research and, if so, under what conditions that work can continue using applicable safety protocols.

Studios and Performance Spaces

The production of creative work will continue. To keep a safe social distance, studio and performance spaces will be rearranged when possible. When a studio or performance space cannot be rearranged due to fixed work areas or equipment, they will have a reduced or staggered occupancy, or remote instruction. All courses which require singing will be offered remotely. Students will be provided with a mix of supply lists they will purchase on their own, take home kits, and loaned equipment as needed. Studios and performance space will have scheduled outside of class work times allowing students access to the spaces, while controlling how many people are in each at a given time. Campus cleaning protocols will be instituted in the spaces, as well as requiring masks, face shields, and protective barriers, where appropriate.

Human Subjects Research, Fieldwork and Clinical Settings

Human Subjects Research that can be conducted without in-person contact may continue throughout COVID-19 contingency scenarios; however, human subjects research that requires in-person contact must be guided by safety considerations and any such research that moves forward must include appropriate social distancing, use of face coverings, and other applicable precautions.

Sojourner Truth Library

The following considerations underlie all library scenario planning.

- The library is a nexus for group work, meetings, and events. Use is heavily collaborative, and students feel comfortable reorganizing the furniture to suit their needs. The Library frequently hosts public events.
- Many library staff have regular contact with large numbers of people. Nearly all offices are multi-person. Library faculty and staff collaborate widely and interact regularly professionally and socially (in the staff lounge and other spaces).

These factors increase the possibility that the Library could serve as a transmission vector in re-outbreak. Therefore, we would continue all safety protocols as much as possible until a vaccine and/or highly effective treatment exists.

The Library explored four scenarios, each of which would heavily emphasize acquiring/accessing materials compatible with online instruction. This will likely reduce the efficiency of Library spending since these materials can be 25-50% more expensive than print. We will begin with the Library's scenario 3 as outlined below. As condition allow, we may be able to move to less restrictive scenarios.

Public Use of Spaces

- Eliminate public events and public meetings in Library lobby, conference room, in accord with campus guidelines.
- Continue to encourage social distancing by reducing seating on each floor.
- Work with campus to limit the number of people in the building at one time (e.g., by use of door monitor).
- Possibly limit library hours to ensure adequate staffing.
- Create separate entrance and exit doors.

Collections, Equipment Safety

- Establish and publish guidelines for cleaning/sanitation of spaces and materials.
- Student staff would be assigned regular cleaning in Library Classroom, Library Conference Room.
- Establish quarantine protocols for returned items. These would vary by material type (e.g., laptop/tablet computers; DVDs; impermeable/glossy book covers; cloth books; CDs etc.)
- Coordinate with Campus IT on appropriate safety protocols for public computers (e.g. washable keyboard covers; removing/disabling PCs sufficiently to ensure social distancing, etc.).
- Publish guidelines for use of public computers.

Library Faculty & Staff

- Eliminate in-person meetings.
- Stagger scheduled work hours to minimize population density.
- Continue voluntary telework arrangements as consistent with meeting core mission.

Materials/Equipment Needed

- Plexiglass dividers at public counters.
- Hand sanitizer, masks, protective face shields, disposable gloves.
- Appropriate cleaning materials.

PART III: STUDENT LIFE

In keeping with the mission of our institution and recognizing the importance of quality co-curricular activities as part of a student's learning experience, we will develop appropriate ways to create community and provide a rich campus life for students within the safety guidelines necessary for the evolving situation. This will include the residential life experience as well as a blend of small, socially-distanced face-to-face gatherings and events and creative virtual programming.

Student Health and Safety

PPE

Residential students will be encouraged to bring their own masks and thermometers; however, we will provide a mask and a thermometer to students who need them. All first-year and new transfers will be provided a branded mask. Commuter students will be able to pick up a mask and/or thermometer at public offices (e.g. parking, student accounts, Card ID office) to be announced. Faculty who are teaching in-person classes will also have a small supply of masks to distribute to students as needed.

Education and Training

Messaging will go out to all students providing them with guidelines for returning to campus that will include information about:

- Social distancing
- Face coverings
- Personal hygiene and cleanliness
- Symptom reporting
- Compliance

Our campus physician is preparing an orientation session for students that would also cover these points.

Safety Practices and Protocols

All students must be clear about requirements for maintaining safe social distancing. The current guidance is that we should maintain at least 6 square feet of distance where a space is occupied by more than one person with whom they are not living.

- Students should follow guidelines on hygiene, including handwashing
- Students must wear masks using the following protocols:
    o Indoors when not in a private space such as in individual residence hall rooms
    o Outdoors when social distancing cannot be maintained
    o Any time when interacting in close proximity with the public
    o In all classrooms, lecture halls, studios, laboratories, or other instructional spaces
    o While traveling between classrooms and offices in buildings
- Students must observe and adhere to floor markers indicating 6-foot safety distances
- Activities in common spaces should be limited to state gathering-size guidelines in place at the time and maintain required social distancing of 6 square feet per person
- Students are encouraged to keep a personal supply of disinfectant or cleaning wipes with them and use them frequently to keep the spaces around them clean.

Pre-Arrival Quarantine

New students will be required to quarantine for 7 days at home prior to coming to campus, and for 14 days if they have traveled to one of the states on the list designated by New York at https://coronavirus.health.ny.gov/covid-19-travel-advisory. This is in addition to measures and practices students will be expected to observe during the first 7 days on campus and which will reinforce safe behavior and compliance expectations going into the fall. This precautionary measure is intended to protect our campus community and we will expect strict compliance with this directive.

When a Student Becomes Ill

When we receive notice that a student has tested positive for COVID-19, we will follow this protocol.

- Residential students with a confirmed diagnosis will be relocated to an on-campus quarantine facility.
- Commuter students will be directed to quarantine at home.
- We will use our tracing protocol to notify classmates and faculty members of their potential exposure.
- It is very likely that their classrooms and other spaces will have received routine cleaning and disinfecting between the time of exposure and the time that the positive case is reported, so further cleaning is not required. In the event the space has not been cleaned and disinfected, the Office of Emergency Management will identify campus facilities that were potentially affected and direct that those spaces be secured through our electronic access control and Facilities Operations personnel. The space will be placarded by the Office of Environmental Health & Safety to prevent unwanted entry. After 24 hours of closure the space will be cleaned and disinfected as per established protocols, utilizing CDC and Health Department guidance, and using EPA registered COVID-19 effective disinfectant. Upon completion, the space will be permitted to be re-occupied.
- The building that houses those affected rooms will receive cleaning and disinfecting of high touch surfaces as a matter of ongoing custodial procedures. If 7 days have passed since the positive case was last in a given space, additional cleaning and disinfecting will not be required.

Student Rights and Responsibilities

Under the Division of Student Affairs, the Director of Student Conduct will take primary responsibility for enforcing student rights and responsibilities. The Student Handbook has been amended to call attention to the expectation of both residential and commuter students' adherence to COVID-related safety protocols.

Ongoing student conduct matters, including Title IX education and enforcement, will be handled remotely:

- Assist in creation of online sexual violence prevention program "Let's Talk About Consent" (August)
- Conduct online interviews and training sessions for Student Advocates, and students nominated to serve on the Judicial Hearing Committee
- Prepare materials to educate students about Virtual Community Standards, Conduct in the time of Coronavirus
- Work with the Title IX Coordinator on education related to the new Title IX regulations

- Conduct WebEx meetings for appointments with individual students (addressing their concerns), Initial Conference meetings where students respond to conduct violation charges, and Student Conduct Hearings in front of hearing boards
- Create a step-by-step user guide to participating in WebEx Conduct meetings with specific instructions for students, support persons, witnesses, and committee members, including implementation of the Virtual Modification Waiver Form recommended by SUNY Counsel's Office, and acknowledgement of Confirmation of Rights
- Serve as a member of well-being cluster to provide intervention and education to improve student health (mental, physical, emotional)
- Disruptive Behavior Incident Reporting Forms from faculty will be addressed via phone and WebEx (including inappropriate behavior in the virtual realm)

Testing and Monitoring

Pre-Arrival Screening

- Two weeks prior to arriving on campus (for residence or classes), all students will be required to self-report current CDC-recognized COVID-19 symptoms or exposure to confirmed COVID-19 cases using either the Daily Office COVID-19 Screening SUNY app or an online reporting system we are developing in-house. If the student's responses indicate symptoms or exposure, they will receive an automated response notifying them that they are required to be tested prior to arrival. A positive test will require the student to quarantine as per CDC guidelines. Residential students will quarantine in Awosting Hall. Non-residential students will quarantine at home or at another off-campus location.
- All international students who have been in another country on or after July 31, 2020 will be tested as soon as possible upon their arrival on campus and will be quarantined for 14 days upon their arrival (regardless of test results).

During Campus Residency Monitoring

Students will be required to complete an on-line health screening each day. This screening questionnaire will require students to take and report their temperature, ask them to indicate the presence of COVID-19 symptoms and ask them to report any exposure to confirmed cases. If indicated by answers, the individual will be directed to quarantine and obtain medical guidance.

COVID-19 Testing

Where the need for testing is required or indicated, Student Health Services (SHS) will offer some COVID-19 testing and will also be able to write prescriptions for community testing sites. We intend to purchase the Sofia2 antigen testing system, which allows us to have results in 15 minutes, however, a negative test may require a secondary PCR test, which will be provided either by Student Health Services or local testing site.   We are currently in discussion with Nuvance Health and have identified an outdoor/indoor location for a County testing center to be located on campus allowing for testing of students and others. Positive cases in the campus population will be reported to the local health department. Student Health Services will report student cases. Students arriving to campus from out of the country will be required to have COVID-19 testing as soon as possible upon arrival as per state guidelines.

	Symptom/Exposure Screening Questionnaire	Testing	Tracing	Quarantine	State and Local Authority Guidelines and Reporting Requirements
Students Living on Campus	Yes*	Student Health Services (SHS)	Yes	Separate residence hall designated for quarantining students who have tested positive or have been exposed	Student Health Services to County Health
Students Taking Seated Courses	Yes*	SHC	Yes	Instructed to quarantine as warranted at home (non-residential)	SHC to County Health
Students Using Campus Facilities	Yes*	SHC	Yes	Instructed to quarantine as warranted at home (non-residential)	SHC to County Health
Faculty Teaching Seated Courses	Yes	Physician or Testing Center	Yes	Instructed to quarantine as warranted at home	Emergency Management to County Health
Faculty/Staff Running Labs, Studios, Clinics	Yes	Physician or Testing Center	Yes	Instructed to quarantine as warranted at home	Emergency Management to County Health
Faculty/Staff Using Campus Facilities	Yes	Physician or Testing Center	Yes	Instructed to quarantine as warranted at home	Emergency Management to County Health

Residence Halls

Capacity

As described in **Scenario Planning** in the Introduction to this Master Plan, we explored multiple scenarios for residential life and concluded that the best option was double occupancy for a total of 2,900 residential students.

Quarantine Space

We will reserve Awosting Hall as a quarantine space for residential students who must be quarantined due to confirmed or suspected COVID-19, direct exposure to COVID-19, international or other travel where CDC recommends quarantine, or any other purpose as indicated by applicable CDC, State Department of Health, or Ulster County guidelines.

Residential students with a confirmed diagnosis or exposure who live in corridor-style housing will be relocated to Awosting as will their roommate. The facility can accommodate 33 people who have been exposed but not confirmed COVID and/or up to 211 confirmed COVID cases. Once students move out of quarantine the space they occupied will be thoroughly cleaned.

While quarantined, residential students will be provided with a refrigerator/microwave, food, support, wellness checks, and laundry and trash services. Length of quarantine and conditions for return to campus activities will follow official CDC and New York state guidelines.

Housing License and Safety Compliance

Residential students will sign a housing license addendum advising them of public health policy, expectations of the College concerning those policies, and potential consequences for not complying with policies. Guidance on College health policies will be issued to all students prior to the start of classes. Under the Division of Student Affairs reorganization, the new Director of Student Conduct will take primary responsibility for enforcing student rights and responsibilities.

Move-in and Occupancy

If we are able to communicate to students by July 1, residential students will be encouraged to drop off belongings on designated days in July and early August prior to residence hall opening day, allowing families to participate in the college move-in ritual while reducing contact. If students do not choose this option, they will be limited to one support person (family member or friend) to assist them on move-in days in August. We will assign move-in days (either a morning or afternoon appointment) to each student to ensure that no more than one third of the hall's occupants will be allowed in the hall at one time. We will split up assignments by floors/wings to keep students socially distant and will split roommates up as well so it will be one student with one support person in each room at a time.

- Sunday, July 19: College/Shango, Bliss, Scudder, Ashokan, Shawangunk, Esopus, Ridgeview.
- Wednesday, July 22: Bouton, Capen, Gage, Mohonk, Minnewaska, Lenape
- Sunday, July 26: College/Shango, Bliss, Scudder, Ashokan, Shawangunk, Esopus, Ridgeview
- Wednesday, July 29: Bouton, Capen, Gage, Mohonk, Minnewaska, Lenape
- Wednesday, August 5: College/Shango, Bliss, Scudder, Ashokan, Shawangunk, Esopus, Ridgeview
- Sunday, August 9: Bouton, Capen, Gage, Mohonk, Minnewaska, Lenape
- Optional sixth day – Thursday, August 20 (no family or friends allowed in any hall for any reason).

Students will return to campus in stages to allow for a quarantine period at reduced residence hall occupancy. Students will be required to quarantine for a period before the start of seated classes per the governor's guidance for reopening of colleges and universities. International students must quarantine for two weeks upon arrival

- Aug 1: Residential International students move into Quarantine hall then into permanent housing on Aug 16
- Aug 16: Resident Advisors and other student staff
- Aug 16-18: First year and transfer students
- Aug 20-23: Priority residential continuing students
- Aug 24: First day of classes

Events and gatherings will be offered remotely or in "pods" by residence hall floor for first year students.

Once students move into the residence halls, travel is discouraged and anyone traveling internationally once the semester begins will be required to quarantine for two weeks off campus.

Visitors
Residence hall visitors will not be allowed on campus except with administrative approval. Visitors will be required to self-report COVID-19 symptoms and exposure. A positive response will deny access to visitors.

Safety Protocols
Social distancing will be maintained by erecting transparent barriers at the front desk of each residence hall. Face coverings will be required when outside of individual rooms. Disinfection of high-touch surfaces will be conducted at least daily.

Plan for Mid-Semester Pivot
We will monitor our quarantine space capacity and rate of use and work with county health officials and SUNY in determining whether conditions have triggered the need to pivot to remote learning. If a pivot is warranted, quarantining students will be allowed to remain on campus, while non-quarantining students will be evacuated over a 72-hour period in coordination with student families, public transportation, state, and local health officials.

Students who are international, who do not have other safe living conditions, or who have limited or no access to technology will be allowed to remain on campus. All activities, in and outside of the classroom, will be offered remotely.

International Student Concerns
New and returning international students, coming from their home country, will be asked to return to campus on August 1, 2020. International Programs has contracted with a company to transport new international students from the airport to campus in accordance with CDC guidelines. International residential students will be tested as soon after their arrival as possible and will be required to be quarantined in the designated residence hall for 14 days. After 14 days if a student is symptom free, they will be moved to their permanent residence hall assignment. International students living off campus will also be tested as soon as possible after their arrival and will be required to quarantine for

14 days in their off-campus residence. Both residential and non-residential international students will receive specific guidance on quarantine responsibilities prior to their arrival. Residential international students will be allowed to remain in the residence halls until the completion of the semester should remote learning be necessary.

Dining[4]

Enjoying meals with other students in the campus dining hall is a key factor in supporting positive mental health and creating a sense of community, which has long been considered a vital element of the college experience.

Safety Protocols

Restaurants, cafeterias, food courts, will adopt the following policies:

- Limit occupancy for in-house dining to meet current protocols established by the Governor's office;
- Ensure 6 feet of distance between workers and customers except at the moment of payment or exchange of goods;
- Arrange for contactless pay options, pickup, or delivery wherever possible;
- Provide hand sanitizer and wipes to staff and customers;
- Frequently sanitize high-touch areas like credit card machines, keypads, and counters;
- Require infection control practices such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage;
- Place conspicuous signage at entrances and throughout the food business alerting staff and customers to the required 6 feet of distance;
- Require workers and customers to wear cloth face coverings and require workers to wear gloves. If a customer refuses, they must be denied entry, but another method of pickup should be provided.

Phased Approach

Sodexo plans to move in steps toward a "new normal" that safeguards health while allowing campus activities to resume. Their phased approach enables dining teams to proactively support each level of this transition with appropriate tools and techniques that strictly follow local, state, and federal guidelines. We will begin the semester in the most restricted way, with all food venues operating as grab and go. Sodexo is purchasing 6,000 reusable containers that will hold up to 5 pounds of food. Students will use these containers in an "assembly line" type set up in the dining venues with one-way traffic through the food options. When possible, one door to the venue will be for entry and another will be an exit. As conditions allow, we hope to progress from this more restrictive approach toward a more relaxed option where dining rooms can be staged for social distancing and pre-packaged menu items can be self-serve, and, finally, to an even more relaxed phase where the dining rooms can be open for full service with social distancing.

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[4] This section is largely quoted from A Guide to Campus Dining Safety in the Wake of COVID-19, a proposal put together for SUNY New Paltz by our food service provider, Sodexo.

resident dining menu

micro-strategy will be determined by the specific needs of each campus. The menu portfolio has been engineered for modularity so that it can be tailored to optimize the guest experience, regardless of the service model changes that the "new normal" may bring to campus life.

The Phases of Reopening

Restricted	Relaxed	New Normal
Dining Room is Closed to seating	Dining Room is staged for Social Distancing	Dining Room is open for full service
Menu is pre-packaged TO GO served by Staff	Prepackaged menu items can be self-served	Implemented Social Distancing

The Menus
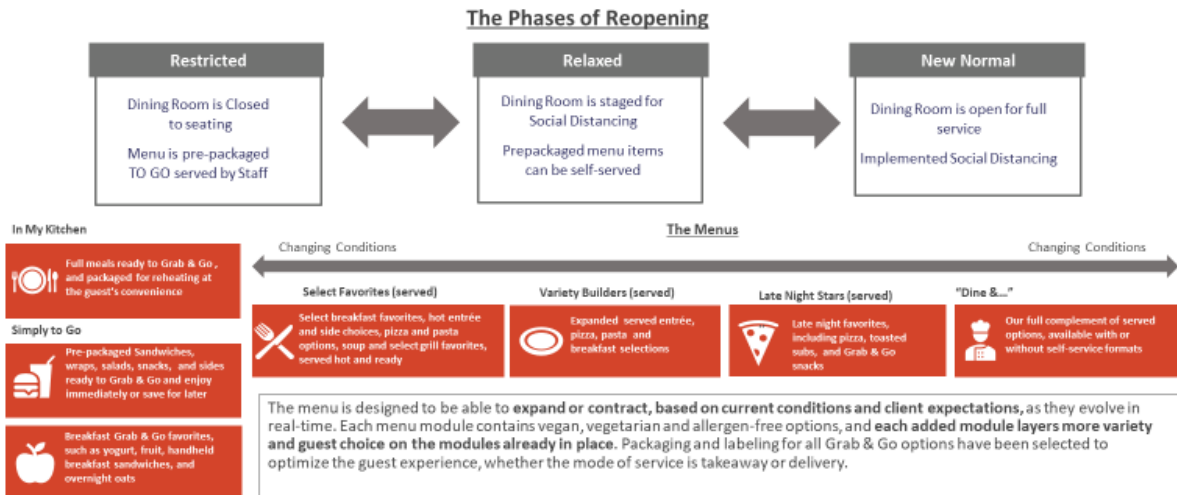
As guests enter the Peregrine dining room, they will experience:

- Touchless entry options, if practicable, along with enhanced sanitation procedures in the entryway, including hand sanitizing stations
- A welcome center displaying instructions for the floor traffic pattern, a menu format at each station, and any other safety and service expectations required
- A friendly greeting by staff, standing behind a plexiglass barrier and equipped with appropriate PPE, at the checker stand
- Augmented signage – at eye level – that includes floor decals to reinforce traffic patterns and social distancing
- Floor decals and consistent signage to reinforce traffic patterns and social distancing
- A clockwise travel pattern that allows them to efficiently move from the Welcome Station to their selected stations
- Stations, attended by uniformed staff, who are wearing and using appropriate PPE
- Staff frequently sanitizing serving stations to ensure safety and instill confidence
- Efficient station designs for each menu module to ensure quality selection and service and optimal sanitation standards
- Meal packaging that is appropriate to the specified menu item, along with wrapped utensils, napkin, and portioned condiments, if there is no seating
- No personal refillable containers to be utilized in the dining room, to ensure safety for our staff and guests
- Menu toppings and condiments to be portioned by the attendant
- Reusable dishware and utensils, if available, to be stored behind the service area and distributed by the attendant in a sanitary fashion

- Adjustments in seating availability, due to local government regulations, and set capacity of the space

SODEXO Branded Services

Sodexo has reformulated their Sodexo brands with guest/staff safety and experience as top priorities. Simplified menus minimize ingredient shortages and enable staff to focus on additional sanitization protocols. Updated grab-and-go options, mobile pre-order, and contactless payment systems limit person-to-person contact. New value meals help encourage participation.

In-House Concepts (Sub Connection, Nesters, Pomodoro's and Npress)

These locations will open with a core five-week retail cycle menu that includes student favorites and some new options.

Convenience Stores & Micro Markets (Nester& Roost)

With safety and sanitation at the forefront, c-stores and micro markets will have increased sanitation protocols and will manage traffic flows and number of guests to ensure this critical service meets the needs of our students.

On-Site Third Party and Local Partners

We will work with third-party vendors (sushi and Chick-n-bap) to ensure there is an open line of communication to the expectations of how operations will run on campus in partnership with Sodexo.

retail service level phases

rise with sodexo

TOUCHPOINTS	Phase 1: Restricted No Self-Service	Phase 2: Relaxed Restricted Limited Self-Service Packaged Only	Phase 3: Back to New Normal Limited Self-Service Non-Packaged
Guest Communication	Taking Care OF Business 1.0 Campaign REPEAT Communication	Taking Care OF Business 1.0 Campaign REPEAT Communication	Limited Time Offers
Fast Casual	Limited optimized menus. Packaged options only. Pick-up areas within station. Guest facing signage and messaging (phase 1). CPG served.	Limited optimized menus. Packaged options only. Pick-up areas within station. Guest facing signage and messaging (phase 2). CPG self-serve.	Optimized menus. Plated options available. Pick-up areas within station. Guest facing signage and messaging (phase 3). CPG self-serve.
Coffee Shops	All self-serve beverages and food to be served by a barista. Condiments and utensils to be served by a barista.	All self-serve beverage and food to be served by a barista. Condiments and utensils to be served by a barista.	Drip coffee back to self-service or as pre-COVID service style. Entire coffee area sanitized every 30 minutes.
Convenience Stores	Limited optimized menus. Packaged options only. Pick-up areas within station and locker pop ups. Contactless payment. Social distancing signage and guidelines.	Limited optimized menus. Packaged options only. Pick-up areas within station and locker pop ups. Contactless payment. Social distancing signage and guidelines.	Limited optimized menus. Packaged options only. Pick-up areas within station. Contactless payment.
External Brands	Follow all guidelines for each external brand. Focus on 8 top revenue brands.	Follow all guidelines for each external brand. Focus on 8 top revenue brands.	Follow all guidelines for each external brand. Focus on 8 top revenue brands.
Dining Area	Dining areas Closed	Dining areas staged for social distancing guidelines, tables and chairs disinfected every 30 minutes	Dining areas staged as pre-COVID, tables and chairs disinfected every 30 minutes

operational overview – fast casual

rise with *sodexo*

Fast Casual	Phase 1 Restricted & Phase 2 Relaxed Take Out and Delivery Only	New Normal Seating at Normal or Reduced Occupancy
Dine-In Areas/Food Court	Dine-in areas Closed, Take-out only; Made to Order items must be pre-ordered	Dining area open at normal seating capacity; take-out and delivery service available
Social Distancing/Occupancy	Use signage at the entrance that indicates maximum occupancy. Place a staff member at the door to control occupancy	Return to normal occupancy levels
Traffic Patterns	Place floor decals 6' apart moving the traffic in one direction	Remove floor decals
Fountain Beverages and Coffee Stations	Closed, served by attendant	Available with increased cleaning schedule
Beverage Refills/Consumer Reusable Cups	Attendant will pour refill into new cup and hand to guest; guests' reusable cups cannot be used	Available with increased sanitizing of self-serve dispensers
Condiments/Cutlery	Single serve cutlery available on request, attendant to provide	Return to bulk condiment service with increased cleaning schedule
Grab and Go (Whole Fruit, Desserts, Snacks)	Whole fruits such as apples and desserts must be wrapped	Whole fruits such as apples and desserts must be wrapped
POS/Cashier and Order Kiosks	Place plexiglass barriers at each register	Remove plexiglass barriers
Contactless Payment	Pre-ordering and payment encouraged through Bite+ app. Place signage at POS for contactless payments where Google & Apple Pay can be used	Pre-ordering and payment encouraged through Bite+ app. Place signage at POS where contactless payments like Google Pay & Apple Pay can be used
Take-Out	Create separate pick-up areas near the entrance or curbside. Staff can expedite orders to customer and keep pick-up area organized	Continue the use of designated order pick-up areas inside
Delivery	Mobile ordering through Bite+ app, delivered to designated areas on campus	Mobile ordering through Bite+ app, delivered to designated areas on campus
Packaging	Orders are packed with tamper evident labels with customer's name clearly marked	Orders are packed with tamper evident labels with customer's name clearly marked
Vending/Pop Up Markets	Consider U-Markets, pop ups, and convenient concepts to reduce traffic in retail locations at peak times	Consider the use of U-Markets, pop ups, and convenient solutions to reduce traffic in retail locations at peak times

Support Student Success

The 2020-21 academic year will be like no other, however, SUNY New Paltz is well poised to rise to the occasion and support student success during these challenging times. We are aware that specific groups of students are more vulnerable to marginalization/alienation, academic challenges, and attrition. These groups include students who are the first in their families to attend college, students with high financial need, students of color, students with disabilities, students with mental health concerns including those students grieving a loss, students on academic probation, international students, LGBTQ students, students who are primary care givers, and victims of interpersonal violence. Further, to the degree that remote learning is necessary during a portion of the year, students in research-intensive, performance, studio and other applied learning courses or programs will need additional and creative support to accomplish learning objectives. With these and other factors in mind, we provide this summary of planning, which continues to evolve, as we prepare to support the success of our students during this pandemic.

Library Services

The Library is collecting data on required course materials and will make as many as possible available for remote access. For those materials that cannot be made accessible, alternative content will be provided in consultation with faculty. Research help for students will be delivered via online resource guides, real-time and asynchronous librarian consultations. Library liaisons to academic departments

will coordinate access to resources, information literacy/management instruction, and research help as needed via chat, email, web conferencing, etc.

Advising

Our advising program is an integrated, whole student advising and resource support system that guides students from entry to graduation. By using a case management model for student advising, we will maintain proactive communication with students. Starfish, our advising platform, facilitates communication among instructors, advisors and students, enabling early intervention if students encounter difficulties. We use Starfish to administer an intake survey to enable us to channel information about resources and support students might need. For example, students who identify as having issues of food and/or housing insecurity can be referred to the appropriate resources. The survey is administered prior to the beginning of each semester.

Starfish also enables us to conduct early and mid-semester academic progress surveys. This data is used for outreach and coaching support for students. Advisors are also available for drop-in hours, either in-person or remotely.

We are offering a remote orientation program this summer for incoming students that includes remote advising and registration. Peer advisors will supplement advisors' efforts to provide support through the summer. Our orientation program will be offered through the VisualZen platform and will have a robust set of modules to support student onboarding.

Academic Support

- Academic Success Program: The Academic Success Program is a voluntary academic recovery program designed to provide individualized support to students placed on academic warning or academic probation. Students in academic jeopardy are often referred to it via the Academic Standing & Appeals process.
- Center for Student Success (CSS) (learning center): CRLA-certified peer-based academic support services include subject tutoring (targeting historically challenging courses), success coaching, writing support, as well as online tutoring and writing support. The CSS had demonstrated efficacy in promoting equitable student outcomes. The CSS will offer tutoring in the Fall, remotely as well as face-to-face where possible and preferable using social distance and mask guidelines.

Career Services

The Career Resource Center will adhere to strict social distancing and PPE protocols. Career fairs, employer information sessions, and alumni networking programs will be conducted virtually. Workshops will be provided both virtually and in person (or a combination of the two). If in person, strict adherence to social distancing policies will be followed. Appointments will take place virtually unless there are issues related to access and communication that require an in-person meeting. In the event that an in-person meeting is necessary, the CRC will only allow two students in the office at one time, such meetings must be pre-scheduled, masks will be required, proper social distancing will be enforced, students will be asked to wait in the lobby outside of the CRC, and such appointments will not include the sharing of documents and/or computer screens (e.g., resume and cover letter reviews). Drop-in hour will be offered virtually via WebEx.

Educational Opportunity Program (EOP)

In light of the uncertainties of COVID-19 and the fall semester, the Educational Opportunity Program (EOP) program at SUNY New Paltz will continue to provide a virtual experience to all our students and colleagues across campus and beyond.

Technology will play an essential part in all aspects of the student's experience. Incoming EOP students have been provided with laptops by SUNY, and continuing students were provided either with a campus or SUNY loaner laptop in the spring, as requested. EOP students will be given priority for student housing in the fall and will therefore have access to on-campus technology resources.

Counseling and advising will continue using WebEx and Starfish as the key platform to advise our students. In-person counseling will be limited to specific student cases and only when a student and advisor are following all the safety protocols instituted by the college and our department. Students will be made aware of the safety measures that our office will be using. In the spring we instituted a WebEx drop-in time so that students could get personal attention without an appointment. This practice was very successful and will continue next year.

We will continue to use WebEx and social media platforms like Instagram, Tik-Tok, and Facebook to provide a robust programming experience.

Students will be onboarded using Blackboard Collaborate Ultra during Summer Orientation for a smooth transition to the fall when we teach the EOP Freshman Seminar course using this platform. Tutoring will also be provided remotely through Blackboard Collaborate Ultra.

EOP is well prepared to provide services for these high-risk students that build a sense of belonging along with academic support and intrusive advising.

Scholars Mentorship Program

In the event SUNY New Paltz is unable to carry out normal on-campus, in-person instruction in the Fall semester 2020, the Scholars Mentorship Program (SMP) will be able to transition its teaching-learning, advising, and active student engagement components to interactive modules in an online/virtual environment. We will execute a plan consistent with the guidelines imposed by the state, county and local executive and health officials. This plan will include, but is not limited to, the objectives specified in the summary.

SMP courses will utilize Blackboard Ultra, WebEx, and Zoom to seamlessly deliver instruction to its students. Adjunct instructors have gained some experience with this platform in the prior Spring term and will be encouraged to continue professional development through the Office of Instructional Technology.

SMP student support will utilize Starfish to aid student progress and will have online/virtual advisement when academic concerns arise. These concerns can be monitored through Starfish alerts, emails from professors, and the monitoring of mid-term evaluations. Because of the high achieving nature of the students engaged with SMP, the intrusive advisement model is only employed when students have shown patterns of concern.

SMP events will move to the online/virtual platform as well. Events, such as faculty and peer mentor matching and connecting, could also make a seamless transition to this virtual environment. Most of

the matching and connecting has been accomplished using online technology over the last three years. Other events, such as the Speaker Series, cultural activities, and community building, can be executed virtually to continue to facilitate the holistic student experience. SMP will also utilize its student leaders, such as Liaisons, Managers and Student Assistants to aid with fostering a sense of community in the online environment until we return to an on-campus setting.

Additionally, SMP, in collaboration with Student Development, will be participating in the campus-wide Summer 2020 virtual orientation, and will utilize the platform to inform incoming first year students of the advantages of the program.

SMP is positioned to continue providing all its support and resources in an online/virtual environment and is committed to deliver its program effectively whether in the traditional on-campus/in-person setting or in an online/virtual setting.

AC2 and CSTEP

The AC² (AMP & CSTEP Community) Program at SUNY New Paltz is a program of academic support and enrichment for students intending to major in the STEM (science, technology, engineering, mathematics) fields and certain majors leading to licensed professions including biology, chemistry, computer science, geology, engineering, mathematics, physics, psychology, and science/math education. The goal of the program is to increase the number of economically disadvantaged and traditionally underrepresented students who earn degrees in these areas.

AMP is an alliance of two- and four-year SUNY institutions funded by the National Science Foundation with the goal of increasing the number of underrepresented minority students completing STEM degrees. C-STEP (Collegiate Science and Technology Entry Program) is funded by the New York State Department of Education to increase the number of historically underrepresented and economically disadvantaged undergraduate and graduate students who complete professional or pre-professional programs of study that lead to professional licensure and/or careers in mathematics, science, technology and health-related fields.

These programs provide tutoring, study groups and enrichment activities, which will continue in either seated or virtual formats depending on guidelines and activity type.

Students with Disabilities

The Disability Resource Center (DRC) is preparing for a combination of on-campus and online classes. The DRC will still be proctoring tests for those on-campus students with disabilities. Large DRC testing rooms will use half of the available desks and computer stations to follow social distancing guidelines.

We are looking at the possibility of installing cameras and monitors to replace student proctors in the testing rooms. This would not only be a cost savings, but it would allow us to follow the social distancing guidelines.

Students with disabilities are a vulnerable population online even more than they were in traditional classes. Many students will face new issues; some will find that the difficulties they have always experienced are exacerbated by the feelings of isolation and disconnect in an online environment. Many students will also discover new disability-related barriers to learning online. Students with Mental Health-related disabilities, ADHA, Learning Disabilities and chronic health conditions who seek face to

face support are at a higher risk of experiencing both academic difficulties and feelings of isolation and disconnection from the campus community. The lack of structure will make online learning extremely challenging, and we must develop support services to help our students create structure and stay organized while working independently.

How will we keep students engaged if they are living at home and taking online classes? We will replace much of what we do in person with WebEx sessions and videos, including:

- New Student Intake meetings
- Documentation review (in which we discuss barriers and determine accommodations on a case by case basis)
- Navigating New Paltz video (focused on questions about online learning)
- Face to face weekly meetings
- ASD academic support meetings
- Office Hours
- Test prep sessions
- Stress Reduction Sessions
- Group study sessions
- Academic Support sessions

In order to ensure that students feel connected with limited in-person contact, the DRC will offer expanded remote engagement opportunities, including:

- Virtual game nights
- Social media development
- Lunch gatherings on WebEx
- Online learning support services
- Social group get-togethers on WebEx with a variety of topics
- ASD group meetings on WebEx

The DRC will continue to assist students in the following services:

- Advocacy
- Outreach to faculty to help both students and faculty with accommodations
- Finding alternate format textbooks or converting textbooks when the needed formats are not readily available.
- Note taking support
- Test proctoring tests for in-person classes
- Student meetings (WebEx)
- Serving as a campus resource for all issues involving disabilities and accommodations including offering training related to disabilities and accommodations

Student Health Services

Student Health Services (SHS) will try to decrease student anxiety/fear by encouraging activities that should decrease the effect of COVID-19 on this campus. These activities seem simple but are our only

preventative measures at present. They include: stay home if sick, social distance, wear a face covering in public, and clean hands frequently.

The SHS procedures are aimed at decreasing the risk of COVID-19 spread. These changes will be presented during our virtual orientation. If a student becomes ill, we will care for them. We will be using more telemedicine.

The SHS will be open Monday through Friday. Walk-ins will not be allowed, and all access will require an appointment. A Triage nurse will be available for a phone assessment and based on that encounter, students will be advised:

- Self-care measures
- Offered a telemedicine appointment with a physician
- Offered an in-person appointment
- Directed to an Emergency Department if symptoms warrant a referral.

Masks will be required for appointments and no one will be allowed to accompany a student to their appointment. Students will be taken directly to an examination room where hand cleaning protocols will be required of the student at the beginning and end of their office visit.

If COVID-19 seems unlikely after a provider visit, we will reassure the student and treat their problem.   If COVID-19 is likely, we will make sure the student is tested. We will then work with the Local Health Department to quarantine/isolate the student the required days to decrease spread on campus. We will monitor the students in isolation and treat further as required.

Mental Health Services

We recognize that student mental health needs have increased during the pandemic, and that more students than ever before are attempting to succeed academically while living through traumatic circumstances. We have reorganized the Division of Student Affairs to supplement the Psychological Counseling Center's (PCC) intervention services to allow for more outreach and prevention implementation and coordination. The new Assistant Vice President and Dean of Students position will oversee all aspects of wellness, including supervision of the PCC. The position also oversees a Wellness Committee comprised of students, faculty, and staff to support students through activities, modeling and messaging on mental health along with other wellness issues. The Student Association is forming a new Mental Health Committee in the fall, and the PCC will partner with them to further expand support efforts.

The PCC, Institute for Disaster Mental Health (IDMH), and SUNY have made training available to faculty, staff and students on both Psychological First Aid and suicide prevention (QPR). SUNY's Mental Health Matters website, https://www.suny.edu/mental-health/, offers online QPR training, while the PCC and IDMH have and continue to offer workshops for target groups through the Faculty Development Center, Orientation Leaders, Resident Advisors, staff training and more. An enhanced, online Crisis Response Protocol/Reporting Form will be provided for faculty, staff, and students to report students of concern and incidents of bias. An expanded Behavioral Intervention/Care Team composed of key student affairs and academic affairs staff will be established and will meet regularly via WebEx to support students with chronic needs. SUNY and the PCC offer 24/7 crisis triage.

The PCC will continue to offer clinical services both remotely and in person. Assessment of the PCC physical/structural design for creating an environment that is COVID-19 standard conforming led us to conclude that both the nature of the work conducted, and the physical design of our space would place both students and center's staff at significant health risk. The average office size is approximately L13x13W. In a typical clinical session, students are often uncontrollably emoting and likely projecting droplets as they remove their mask to clear their nasal passage (constantly coughing and nose blowing). Therefore, the waiting room space and the office space are both too confined to maintain the degree of required social distancing on a continuum. Considering these limitations, the majority of clinical services will be offered remotely using Doxy.Me. Services will include individual, group therapy and crisis-related assessment and intervention. The Association for University and College Counseling Center Directors (AUCCCD) recently issued a paper (May 19, 2020) entitled *COVID-19 and Safely Delivering Mental Health Services As Campuses Re-open* on factors for consideration in delivery of mental health services for college/university. It subscribes to that of the public health-informed approach to returning to that of pre-COVID-19 conventional manner of service provision.

To deliver in person services, the PCC staff will be staggered on a rotational basis with an average of 2-3 staff members (including the Administrative Assistant) physically present at the office five days a week during normal business. The office door will remain locked with clearly delineated and highly visible instructions directing students to call and ring bell for access. The center's Waiting Room is one of the largest spaces in that a reasonable degree of social distancing can be exercised with a maximum capacity of two people. In January 2019, a glass partition of significant height was installed in the waiting room area as a safety and privacy barrier between the Administrative Assistant's desk area and students. Therefore, that space will be temporarily converted to a triage room for students in acute emotional distress (suicidal/homicidal/psychotic), walking-in or escorted, who warrant direct and immediate assessment. The office Conference Room will be modified as a second triage room. Using some cost saving strategies that will be easily reversible post COVID-19, this room will be transformed into a triage room in the likely event we have two urgent situations at the same time. Using PVC piping, a transparent shower curtain will be hung from the ceiling to floor across the room as a divider thereby allowing the counselor to directly observe non-verbal presentations/behaviors and personalizing the interaction/experience for the student. Given the center's two entrances (main entrance and back entrance), access to the conference room triage space will be through the back entrance.

Students who come directly to the PCC experiencing significant emotional distress but not of life-threatening nature, may be directed to wait in place or return to their room and wait. While waiting to be contacted for triage, they will be directed to self-help phone apps to aid in self de-escalating/regulating their anxiety.

 The center remains committed to promoting its visibility, accessibility, and the wellness of students through outreach, prevention and collaboration with faculty and other key offices using various social media platforms.

The center's two consulting psychiatrists will continue to provide remote services, maintaining clinical documentation and most importantly, having access to titanium which can only be done through the college's issued computer.

Athletics, Recreation and Wellness

The Athletics and Wellness Center and Elting Gym will be open for recreational activities for students only each day for different periods of time. We will schedule blocks of time to clean the open facilities to ensure a safe environment. We envision moving some of the equipment in the fitness curve, as well as spin bikes, into Elting Gym to help with social distancing guidelines. We will seek to conduct group exercise and aquatics programming where we can. We imagine being open for periods like 7:00 am - 10:00 am; 11:30 pm - 2:00 pm; 3:00 pm - 7:00 pm; 8:00 pm - 10:00 pm.

We will offer virtual wellness programming to all students. Our goal is to offer synchronous rather than pre-recorded classes to increase a sense of connection amongst participants. Additionally, many of these classes could be conducted outside, in person, when the weather cooperates. Further, we will promote an e-sports and e-intramural presence for students to participate.

We will explore the possibility of conducting movie nights (especially in the early part of the fall) when it may take place outside or in the Hawk Center, our arena.

While it remains to be seen whether we will be able to offer Fall or other sports this year, coaches would continue to provide workouts for student-athletes to complete independently or in groups following safety protocols. Coaches would also continue to conduct the Hawks Leadership Academy (as well as assess its impact in terms of the learning objectives).

Staff will supervise and maintain a safe environment for all who use the facilities or participate remotely.

Student Engagement

Welcome Week and New Student Programs

Our welcome week will include a variety of virtual programs including meetups and additional modules to prepare students for the start of classes. We will use the VisualZen platform to support International Student Orientation in August and January Transfer programs. Programs that can be held with appropriate social distance, like outdoor movies, are being planned. Virtual Orientation Leaders and Peer Mentors will meet virtually with their students. To maintain our connection with parents, we will provide a Parent's Newsletter rather than a parent's weekend.

Residence Life

Logistics for move-in and safety protocols in the residence halls can be found in a separate Residence Life section. Engagement is a fundamental aspect of a residential campus, and Residence Life, in partnership with the Residence Hall Student Association, will offer robust programming and opportunities to connect through WebEx/Zoom and in small in-person gatherings when possible while observing public health policy.

Campus Programming and Involvement

The office will continue the Virtual Engagement Team pilot program with the use of Work-Study funds (not all funds will be required for student union operations). This team will be trained and be able to work remotely. The goal will be to increase student engagement virtually. If possible, we would utilize Campus Auxiliary Service (CAS) programming funds to support virtual programming efforts – many of which can be contracted by outside agencies or incentivize programs created by our team. We would also like to explore contracting with a software company that specializes in virtual fairs so we can connect students, especially new students, with existing clubs and opportunities on campus at a Virtual

Club Fair. This software could be used for other modes of engagement with the center and other campus offices. Where possible, we will explore hosting on-campus events where students can participate individually (make-your-own novelty events) or easily done socially distanced events (like a Bingo Night or Paint/Sip programs in the MPR. No common/shared/buffet-style food would be provided at any event – only individually packaged items.

Community and Civic Engagement
We will host a virtual service fair in September and continue to develop virtual service opportunities with our community partners and modeled by other virtual service programs (Community Service Made Easy). All mentor groups and UlsterCorps Board meetings will be held virtually. Workshops on how to remotely volunteer will be conducted online and the use of social media will increase promotion. Voter engagement efforts can largely be conducted virtually by educating students of their resources and choices as informed citizens. It may be worth exploring a TurboVote partnership (funding required) to support voter engagement initiatives. There will be expectations to continue hosting the polling location on campus and we will work with the Ulster County Board of Elections in this effort. Additional coordination with the food pantry may be required and may provide an on-campus service opportunity with safety precautions put in place.

Fraternity and Sorority Life
We anticipate, and have heard, that national organizations are pushing and expecting chapters to conduct recruitment and New Member Education activities in the Fall. We will need to shift our efforts to support a virtual model that will include a virtual recruitment fair, virtual collection of paperwork using the ENGAGE system, and conduct the mandatory college trainings related to hazing and Title IX. All governance meetings will be conducted virtually. We would like to explore developing a preventative statement related to chapter recruitment and education during this time to reduce any possibility of in-person gatherings and risk management concerns. We are exploring a suspension of any chapter expansion despite having two interest groups seeking college recognition.

Leadership Education
The emerging leaders' program will be shifted to online and virtual. We will increase our Emerging Leaders' mentors to meet the challenge of a virtual model. Stepping Into Diversity will be suspended for 2020-2021. We will also explore hosting 1-2 leadership speakers exclusively for our virtual community with the use of CAS funds.

Off-Campus and Commuter Students
We will conduct virtual orientations for new students who intend to retain commuting as their student status. We will also develop a virtual training for students selecting to live off-campus with particular attention to tenant-landlord relations and how to be a good neighbor and community member.

Student Association
Advisement for student government will continue to operate virtually and governing boards will be encouraged to host their governing meetings virtually, as well. Elections are still slated in September with constitutional amendments and the Mandatory Student Activity Fee (MSAF) vote. This is feasible, but we would encourage advocacy with SUNY system to push the MSAF vote to Spring 2022 at the next regularly scheduled vote. Budget considerations are being developed by the Student Association Business Office and will require further approval from the student governance bodies.

Student Clubs and Student-Hosted Programs

The ENGAGE software will continue to exist and be a significant resource as we promote these opportunities. We have opened access to students that have paid the pre-enrollment deposit (previously you had to have an active class schedule) to increase students exploring campus life – we will push this during our virtual orientation programs. Student clubs will be invited to host virtual programs with no significant review process. In anticipation that some level of in-person events may be considered, we will develop policies that reflect expectations of social distancing which will include reduced room capacities, no shared food or supplies, and training prior to hosting an in-person event (developed in consultation with EHS). We will encourage clubs to utilize web-based solutions for meetings and general information sessions. The Humanities Building has designated club meeting spaces after 5PM on weekdays and on weekends. We will establish rules to permit clubs to host 1 meeting a month in person and in rotation week-by-week to minimize foot traffic in this area. Groups with physical exercise, performance, and musical rehearsal/practices will be restricted to online due to increased risk with these activities. Student events will be restricted to students only with ID checked at the door; outside events may not be advertised to non-students/off-campus. No events or meetings shall take place in a Residence Hall facility.

Student Union

Facility hours will be adjusted to meet at least the minimal needs of food service and a small window for programming time. There will be a need for student union managers (who are provided housing as compensation) to assist with building supervision. Should the managers not be able to return with housing compensation, we would need to re-define the role to permit work-study funds to be utilized for this purpose. Gathering spaces and rooms will have modified layouts to promote social distancing. We will request floor signage and plexiglass partitions for the HE Welcome Desk in the Atrium. Safety and cleaning measures will be put in place for shared/communal equipment (i.e. - club keys, portable computer carts, etc.).

The Center for Student Media

The Center for Student Media (CSM) will offer virtual weekly meetings with editorial board/executive boards for The Teller, The Oracle, WFNP, Hawk Studios. The Oracle and Teller will continue to publish, weekly and monthly respectively, and will share critical information with CSM advisors electronically. WFNP will issue microphone 'wind screens' to all students doing live radio in studio. Hawk Studios can shoot safely from a distance or talk show style with one host and one camera operator rather than doing movies and documentaries. Oracle is working on the searchable PDF format so things are 'packaged' rather than just individual stories to the website. Advisors for Hawk Studios will host digital workshops via Zoom/WebEx to demonstrate editing, videography, etc. to help students develop skills remotely. All CSM professional staff will hold weekly virtual office hours for drop-ins and general assistance.

Substance Abuse and Prevention

The College Prevention Coordinator will:

- Conduct STEPS motivational interviewing sessions for students referred through the conduct process through phone and/or WebEx
- Continue to provide virtual NARCAN trainings

- Provide educational prevention programming as appropriate (Virtual VapeEscape, Virtual Jeopardy, etc.)
- Continue the 'Take Back' project for students to dispose of unwanted prescription drugs (with new social distancing parameters included)
- Coordinate NP Safe Coalition meetings
- Engaged in Community Outreach (compliance checks and party patrols) when bars & restaurants are operational
- Continue to meet grant objectives as prescribed by grantor.

University Police Department

Since UPD staff are still physically needed to be on campus and our jurisdiction is limited to the actual physical location of the campus, we will only slightly modify our daily operating procedures. Officers will continue to conduct foot and vehicle patrols of the campus ensuring that all property and people including staff, visitors, and those students still on campus are protected.

As for community outreach, whether from a safe social distance or virtually, we will look into doing video PSA's, online safety programs via WebEx or similar, and perhaps some type of informal outreach via WebEx to check in, like a virtual Coffee with a cop, or town hall.

 Ride-a-longs will no longer be permitted, and the Student Escort will have to be on foot and is subject to student staffing shortages.

PART IV: TRAVEL, EVENTS AND COMMUNITY SPACES

Travel

Work-related Travel

All work-related travel through June 30, 2020, has been cancelled. Work-related travel after June 30, 2020, will be very limited and will require pre-approval by the applicable Dean and Provost or Vice President. All pre-approved travel requisitions must be submitted to the travel office prior to travel taking place. If travel is not pre-approved, it will not be reimbursed. All Travel cards have been deactivated to discourage fraudulent activity.

Study Abroad Travel

We will follow SUNY guidance on international mobility and study abroad experiences, operating under the current understanding that New Paltz students' study abroad is suspended for Fall 2020. Internationalization efforts that will continue this Fall include the SUNY Collaborative Online International Learning (COIL) Global Commons, other COIL opportunities, Global Engagement Program, and Living and Learning Communities.

Personal Travel

International

Any employee or student anticipating travel to CDC Level 2 or 3 countries is strongly discouraged from doing so. The College is mandating that any students or employees with travel plans out-of-state or internationally for official campus business register their plans. SUNY and New York state guidelines require anyone returning to the U.S. from another country to receive COVID-19 testing. Anyone traveling to another country will be required to notify their local health department, self-quarantine for 14 days and will not be permitted to come to campus for two weeks upon their return.

Domestic

Those with personal travel plans out-of-state are strongly encouraged to register as well. While redundant, plans also should be reported to supervisors and shared with vice presidents. Travel to states experiencing high rates of infection is particularly discouraged.

Campus Events

Any proposed live event or gathering must comply with current public health policy. Events and gatherings enhance the curricular and co-curricular experience, alumni, and community engagement, and are a valuable aspect of an institution of higher learning. At the same time, we must mitigate risk to protect the core mission of the institution and whenever possible events and gatherings should be offered remotely. We will consider the following criteria in determining whether to allow in-person events or gatherings:

	Low priority for approval	Medium priority for approval	High priority for approval
Could the event be offered virtually	Can be offered virtually	Would be very difficult or only somewhat as effective	It is not possible or would not be effective if offered virtually
Health risk level related to COVID-19	Interactions are sustained, indoors, and other factors make risk factors difficult to manage	Interactions are sustained but outdoors and/or otherwise manageable risk factors	Interactions are quick and/or outdoors, and/or there is minimal contact with students/staff/ faculty
Relevance to the academic mission	Little or no connection to higher learning	Some connection to higher learning	Directly supports higher learning
Value to the institution	Does not engage students, staff, faculty, alumni, or community in a way that benefits the institution	Engages students, staff, faculty, alumni, or community in a way that has some benefit to the institution	Direct benefit to the institution
Third party requests, First Amendment duties as a public agency	Not connected to civic engagement	Some connection to civic engagement	Directly related to civic engagement

Campus groups considering holding a face-to-face event or gathering must submit a brief narrative addressing the five elements of the event rubric to the appropriate office responsible for space assignments (Records and Registration, Center for Student Engagement, Conference Services, Athletics and Wellness Center, Residence Life, etc.) for clearance at least 30 days prior to the event. If additional review is required, the appropriate office will forward the request to the COVID-19 planning group to make a final determination on the priority and safety of the event. The organization will be notified of the decision at least 10 days prior to the event. As circumstances change, previously approved events may be deemed too high risk and will need to be held virtually.

Campus Meetings
Campus clubs and organizations as well as campus committees and other meetings must follow social distancing guidelines, selecting spaces that will accommodate existing group size and social distancing protocols and making use of face coverings while indoors. Where possible and appropriate, meetings should be held via web conference.

Samuel Dorsky Museum of Art
The Samuel Dorsky Museum of Art will reopen in September on a typical fall exhibition schedule. The museum will operate at reduced capacity with a maximum number of occupants allowed in each gallery at a time. Museum staff and visitors will be required to wear masks and adhere to social distancing. The museum will hold events and outreach virtually and in person, adhering to current guidelines for group gatherings. If necessary, due to reduced student staffing, the museum may be open one less day per week.

Kirk Planetarium and Smolen Observatory

The Kirk Planetarium and Smolen Observatory are part of regular outreach to the community and should be continued as much as possible. Due to social distancing requirements, however, we will not be able to host planetarium shows. Observatory events are outdoors and can be held with social distancing.

Children's Center

The Children's Center of New Paltz, Inc. is not presently open. When the center does reopen, it will follow all COVID-19 protocols set forth by the CDC, the New York State Office of Children and Family Services, our licensing agency, and SUNY New Paltz. This includes but is not limited to the following:

- We will conduct and document daily health screenings of all children, staff, parents, and students (temperature check, questions about health such as cough, etc.).
- Children will be dropped off outside, and after the health check, they will be escorted to their classroom by a staff member. The same will occur at pick up, eliminating the need for parents to enter the center.
- All staff will wear face masks. For children over the age of 2 years, it is not required but recommended.
- We will limit group size to 10 children and 2 adults.
- We will use social distancing whenever possible.
- We will not combine classrooms or groups.
- We will limit indoor activities to approximately 15 minutes.
- We will limit nap and story time.
- We will clean and sanitize toys throughout the day.
- We will clean all surfaces throughout the day.
- If a child becomes sick while under our care, a parent must be available to pick the child up within 30 minutes. The child will remain separate from the group until picked up.
- If a staff member, child, parent, or student tests positive for COVID-19, the center will close, have a deep cleaning, and open as instructed based upon applicable health guidelines.
- We will maintain constant monitoring of direct and indirect contact.

Lifetime Learning Institute

The campus provides classroom space to the Lifetime Learning Institute (LLI) on a space-available basis at no cost to LLI. Due to class scheduling changes needed to maintain appropriate social distancing, classroom space is limited for Fall 2020 and, as a result, LLI will not be able to use classroom space. We encourage LLI to make use of readily available web-conferencing tools to facilitate their class sessions. We will continue to otherwise support LLI's programming through the website and email announcements. We will continue to provide administrative support for the LLI through our Campus Auxiliary Services (CAS).

Open Spaces on Campus

The New Paltz campus has a variety of walking paths as well as outside sports fields and courts. Walking paths will remain open to the public with the requirement that those using these spaces maintain social distancing and wear a mask when they cannot maintain social distance. Sports fields and courts are for

campus-only use unless conditions change that would enable us to expand their use to community members.

Wellness Center

The campus' Wellness Center plan is centered on a campus-only philosophy, with any future expanded use by community members guided by health and safety considerations as they evolve. With limits on classes, it is the intention of the department to live stream wellness classes as much as possible so that student, faculty, and staff can participate virtually synchronously. Intramurals will take place outdoors where social distancing can be maintained. The office will also consider individual programming that may allow for the use of the Hawk Center, our arena, in the evening. Finally, there will be a push to promote eSports as a significant offering for students

The following table summarizes areas, hours, capacity and access.

Area	Hours	Capacity	Access	Comments
East Curve (AWC)	7:00 am – 9:00 am 11:00 am – 1:00 pm 3:00 pm – 5:00 pm 7:00 pm – 9:00 pm	15 people per hour	Sign Up will be through program "IM Leagues" which the department uses for sign-ups for intramurals.	Will open for two-hour blocks so that thorough cleaning can happen.
West Curve (AWC)	6:00 am – 8:00 am 10:00 am – 12:00 noon 2:00 pm – 4:00 pm 6:00 pm – 8:00 pm	15 people per hour	Sign Up will be through program "IM Leagues" which the department uses for sign-ups for intramurals.	Will open for two-hour blocks so that thorough cleaning can happen regularly.
Elting Gym	9:00 am – 10:00 pm	10 – 15 people in each quadrant dependent upon the activity. No more than two quadrants would be in activity at the same time to allow for cleaning time there.	Sign Up will be through program "IM Leagues" which the department uses for sign-ups for intramurals.	Elting will be broken up into four quadrants. One quadrant will be where spin bikes are located. Another quadrant would be available for fitness classes. Other half of the gym will contain equipment moved from AWC curves to allow for social distancing guidelines.
Indoor Track/ Racquetball Courts/ Student Athlete Lounges	CLOSED			Cannot ensure safety protocols for the space.

Area	Hours	Capacity	Access	Comments
Elting Pool	11:30 am – 1:30 pm 3:00 pm – 4:30 pm (HS) 6:00 pm – 8:30 pm (Hawks)	Up to12 people per 45-minute block with no more than 6 men and 6 women in a locker room at a time.	Sign Up will be through program "IM Leagues" which the department uses for sign-ups for intramurals.	Will open for recreation swimming during this period.
Dance Studio	Wellness classes when outdoors is not permissible. A class lasts for 45 minutes and is spaced by 90 minutes before the next class could take place.	12 people at a time.	Sign Up will be through program "IM Leagues" which the department uses for sign-ups for intramurals.	Wellness classes would be scheduled for outdoors as much as possible using areas immediately outside of the AWC, the west field and the area between the track and the north tennis courts. Outdoor activities will have to follow the same weather (heat index or cold weather) protocols that are used for intercollegiate sports.
Room 101	Dependent on intercollegiate athletics.	8 – 10 people at a time	Through appointment with the Athletic trainers	This will be working space for the athletic training staff to treat and to prepare student athletes for practices and competitions.
Locker Rooms	CLOSED	Open only for special groups like visiting teams as a place to shower and change after a competition.	Arranged through the Event Manager for that sport.	Locker rooms would not be open for general usage. Any use of that space would be coordinated through the Senior Associate Director of Athletics, who would adhere to social distancing and campus policies.

Intercollegiate Athletics

Student-athletes will not return to campus until all students are permitted to return. Any attempt for fall sport teams will begin the phased approach on Monday, August 24, 2020 consistent with NCAA Resocialization of Intercollegiate Sport Guidelines and the ACHA. Student-athletes will not be permitted

to begin competitions until the weekend of September 26 at the earliest. The focus, at this time, is for fall sports to play the contest minimums for NCAA sport sponsorship with a focus on SUNYAC games. The SUNYAC has amended the playing schedule to east/ west divisions to reduce overnight trips. More information is currently under development by the Athletic Directors. The Hawk Center will continue to be used for intercollegiate athletics and some potential Intramural activity as appropriate.

PART V: HUMAN RESOURCES, DIVERSITY AND INCLUSION

We know that many employees are concerned and uncertain about returning to work. Some are concerned about protocols and practices that will be in place to keep the campus community safe. Others may have concerns about how returning to work impacts work-life dynamics as some employees are caring for elders and children while working remotely.

Hiring and Salary Increases

The State of New York has mandated a hiring freeze and the parameters have been set by the Office of the Budget. Under these parameters, there is to be no net increase in FTE or salary expenditure. Exceptions are for those positions that contribute to revenue generation or are critical to mission, health, and safety.

All requests for staffing or salary increases must be submitted to the Vice President of the area involved and will be reviewed by Cabinet in accordance with the parameters articulated in the directive from the state budget office. SUNY campuses are given local control of hiring decisions but must document the decision-making process which is then incorporated into the documentation that must be submitted for consideration by cabinet.

Education and Training

Training will be required for all employees before returning to campus for work.

- All employees must complete a general training video (approximately 12 minutes) prior to returning to work on campus.
- Individual departments may have additional safety protocols that need to be incorporated. Supervisors are encouraged to contact the Office of Environmental Health & Safety to discuss any additional safety protocols, training, or personal protective equipment that may be needed as a result of COVID-19.

Safe Work Practices

To foster a safe work environment, we will follow the following protocols.

Telecommuting Plan

Currently, a telecommuting program is in place for employees in all negotiating units until October 2nd. Supervisors and employees will work together to continue telecommuting plans and staggered campus schedules to the extent that these plans meet operational needs. These plans can of course be updated as employee needs and operational needs change. Human Resources Diversity and Inclusion (HRDI) is available to help with questions or with altering of telecommuting plans. Updated plans will be sent to HRDI. Some units on campus will be deemed essential and will return to campus presence (while maintaining social distancing and using provided PPE) to prepare for operations and instructional needs as students and other employees return to campus this fall.

ADA Accommodations

Some employees may need accommodations or are high risk for COVID-19.

- The Americans with Disability Act (ADA) allows for employees to self-identify need for accommodations if they (or a family member in the home) are in a high-risk category based upon a

preexisting medical conditions, immunocompromised status, or disability. Employees who wish to discuss ADA accommodations will be directed to the college's ADA process.[5]

- Accommodations are dependent on the specific needs of the individual employee. HRDI will work with the employee directly to guide the ADA process and will work with departments to ensure accommodation requests are met appropriately.

Social Distancing in Offices and Workspaces

All employees must be clear about requirements for maintaining safe social distancing. The current guidance is that we should maintain at least 6 feet of distance where an office space is occupied by more than one person.

- Divisions will complete a social distancing assessment of their office area(s) and as warranted, reach out to the Office of Emergency Management (OEM) with questions and for guidance on how to address the needs in that office.
- Offices must seek guidance from OEM before inviting any visitors to campus.
- Employees must wear masks using the following protocols:
    o Indoors when not in a private space such as an individual office
    o Outdoors when social distancing cannot be maintained
    o Any time when interacting in close proximity with the public
    o In all classrooms, lecture halls, studios, laboratories, or other instructional spaces
    o While traveling between offices and riding in elevators.
    o Employees who have work functions that require medical grade respirators (University Police, Student Health Services, etc.) will be provided with N95 respirators.
    o Gowns, goggles, and face shields are in stock and available to employees at Student Health Services and University Police.
    o Faculty will be provided with face shields upon request.
- Offices will be encouraged to continue to use practices that avoid or reduce the frequency of in-person interaction (ex: use email, phones, and web conferencing for meetings and use lock boxes or trays outside of offices for deliveries).
- Where 6 feet of distance is difficult or impossible to maintain in the office space, divisions will explore whether furniture can be reconfigured to maintain distance and still preserve functioning.
- In areas where proximate interactions are unavoidable, clear barriers will be used.
- In service areas where standing in queue is sometimes unavoidable, floor markers will indicate 6-foot safety distances.
- Waiting areas for individuals visiting campuses offices will be eliminated and offices must develop alternative procedures for those waiting for appointments.
- Lunch breaks in common eating areas or break rooms should maintain required social distancing of 6 feet per person.
- Employees are discouraged from sharing other employees' tools, desks, or equipment and are encouraged to clean and disinfect tools, desks, and equipment between uses.
- Cleaning and disinfecting supplies can be obtained through OEM by request from the supervisor of the area.

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[5] https://www.newpaltz.edu/hr/accommodations-ada/

Identifying and Monitoring Vulnerable Staff

- We are exploring various tools to help screen and monitor. Among the tools we are exploring are:
  - A chatbot for health screening developed by Microsoft and Upstate Medical University
  - A dashboard for risk assessment and monitoring developed by Upstate Medical University in collaboration with SUNY System Administration and NYS Department of Health
  - A smartphone app to monitor social distancing developed at University at Buffalo
  - An online health screening tool developed by SUNY System CIO team
- Employees will be required to complete a daily health screening for any day they are planning to work on campus. As per the Reopening New York Checklist for Higher Education Institution Reopening Plans, this daily health screening will ask, at minimum:
  - About any COVID-19 symptoms in past 14 days,
  - Positive COVID-19 tests in past 14 days, and/or
  - Close or proximate contact with confirmed or suspected COVID19 case in past 14 days.
- Employees who identify as having raised temperature (above 100 degrees) or any common COVID symptoms would not be permitted to report to campus to work and would be referred to Benefits for support and guidance.
- Employees who report a temperature or symptoms but who feel able to work remotely until these conditions resolve are to be accommodated and would not be required to use time. Employees are encouraged to seek medical attention if temperature and symptoms worsen or do not resolve.
- Some employees who report temperature or symptoms may not be well enough to work remotely. We will follow the campus-specific guidance in the New York state payroll bulletins.[6]
  - If an employee is quarantined, they receive 14 calendar days of leave (in addition to any accrued sick leave). This does not have to be continuous.
  - In the case that an employee does not qualify for quarantine leave, an employee can use sick, FEPSLA or unpaid time.
- Face coverings are required for use of elevators. Elevator rides should be limited to two individuals at a time.
- Encourage employees to maintain office cleanliness. Desk and office spaces are easier to clean if there is less clutter or collection of personal items. Employees will be responsible for cleaning and disinfecting their own desk, office common spaces, work equipment and partitions.
- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- To the extent that disinfectant is available on the open market, the College will provide disinfectant wipes and other cleaning supplies. Please plan accordingly so that FOC has time to address your request.

Employee Support

- Supervisors are encouraged to check-in regularly with employees to discuss their challenges, concerns or questions.

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[6] See https://www.osc.state.ny.us/state-agencies/payroll-bulletins/state-agencies/1837-new-paid-leave-action-reason-codes-and-earnings-code-related-COVID-19.

- Supervisors will make it clear that they understand that needs may change in the lives of their employees and that they are open to hearing from their staff and supporting changing needs and transitions.
- HRDI is a partner in supporting employees and supervisors.
- Employee Assistance Program (EAP) is another resource for support.
- HRDI and EAP are promoting webinars to support stress and change management needs.
- Our Institute for Disaster Mental Health (IDMH) has conducted some webinars, and HRDI is working with IDMH to produce a 3-session webinar on mental health, self-care and returning to work.

Being Prepared: Pause and Pivot

In the event of the need for a mid-semester pivot due to COVID-19, all employees who have returned to on-campus work must be ready to pivot to remote work.

- Residence Halls will have a 72-hour window for residence hall evacuation.
- Instruction of all classes will pause for 7 calendar days before resuming.
- Employees will have 7 calendar days to remove items from their workspaces that they may need for remote work.

Behavioral Guidelines: Accountability and Enforcement

SUNY Employee Relations has confirmed that employees are required to participate in screening practices as identified by the employer and are required to use PPE and maintain social distancing in accordance with health guidelines. Employees who fail to adhere to these parameters may be subject to disciplinary action.

PART VI: HEALTH AND SAFETY PROTOCOLS

Testing, Screening, Tracing

Screening

Students, faculty, and staff will be required to complete an on-line health screening each day they visit campus. This screening questionnaire will ask individuals to indicate the presence of COVID-19 symptoms and/or any exposure to confirmed cases. If indicated by answers, the individual will be directed to quarantine and obtain medical guidance. Remote, online submissions will be priority, while supervisor-led written forms will be utilized for employees without access to computers.

Health screening assessment responses will be reviewed daily and the review will be documented.

Testing

PCR testing will be offered when indicated through local testing facilities for faculty and staff, and on-campus testing for students. Faculty and staff are directed to report positive test results to HRD&I, while students are directed to notify Student Health Services (SHS). Positive cases in the campus population will be reported to the local health department. SHS will report student cases. Office of Emergency Management will report employee, visitor, and contractor cases. We intend to purchase the Sofia2 antigen testing system, which allows us to have results in 15 minutes. The test is FDA approved, and while sensitivity is only 80% at this time it is hoped that the accuracy will improve quickly.

Testing responsibility

We do not plan to test students or employees before the semester begins, with the exception of international students. We are screening all students and employees using a self-report system before they arrive on campus, and before anyone enters campus or class every day.

Testing Frequency and Protocols

Students and employees will be tested for cause, defined as experiencing a COVID-19 symptom(s), exposure to COVID-19, or international travel. Students will be tested on campus through Student Health Services. We intend to purchase the Sofia2 antigen testing system, which allows us to have results in 15 minutes, however, a negative test may require a secondary PCR test, which will be provided either by Student Health Services or local testing site. Staff or faculty members reporting a COVID-19 symptom or exposure will be referred for PCR testing. We are currently in discussion with Nuvance Health and have identified an outdoor/indoor location for a County testing center to be located on campus allowing for testing of faculty, staff, students, and community members.

We will proactively monitor for symptoms of COVID-19 and influenza-like illness through our daily online health screening reporting, described below.

Students

Two weeks prior to coming to campus residential and commuter students will be required to self-report current CDC-recognized COVID-19 symptoms or exposure to confirmed COVID-19 cases using either the Daily Office COVID-19 Screening SUNY app or an online reporting system we are developing in-house. If the student's responses indicate symptoms or exposure, they will receive an automated response notifying the student that they are required to be tested prior to arrival. A positive test will require the student to quarantine as per CDC guidelines.

Employees

Employees will be required to complete the on-line health screening before returning to work each day. Employees without access to computers will complete supervisor-led written forms. This screening questionnaire will ask individuals to indicate the presence of COVID-19 symptoms and/or any exposure to confirmed cases. If indicated by answers, the individual will be directed to quarantine and obtain medical guidance.

Tracing

SUNY New Paltz will utilize the New York State Contact Tracing Program in cooperation with the local Department of Health for positive cases that occur on campus. We will have no less than 3 contact tracers within the campus community to meet the requirement of 30 tracers per 100,000 population.

Tracing and Monitoring After Re-opening

Residential students with a confirmed diagnosis or exposure will be relocated to an on-campus quarantine facility. While quarantined, residential students will be provided with a single-use room equipped with a refrigerator/microwave and single use bathroom, food, support, wellness checks, and laundry and trash services. Non-residential students, faculty and staff with a confirmed diagnosis will be asked to quarantine at home. Length of quarantine and conditions for return to campus activities will follow official CDC and New York state guidelines.

	Medical Screening Questionnaire	Testing	Tracking	Isolation Procedures	State and Local Authority Guidelines and Reporting Requirements
Students Living on Campus	Yes*	Student Health Services (SHS)		Separate residence hall designated for quarantining students who have tested positive or have been exposed	
Students Taking Seated Courses	Yes*	SHS		Instructed to quarantine as warranted at home (non-residential)	
Students Using Campus Facilities	Yes*	SHS		Instructed to quarantine as warranted at home (non-residential)	
Faculty Teaching Seated Courses					
Faculty/Staff Running Labs, Studios, Clinics					
Faculty/Staff Using Campus Facilities					

*waiting for legal guidance, but this is included in the CDC recommendations for IHE

PPE

While engineering and administrative controls are considered more effective in minimizing exposure to hazards, including SARS-CoV-2, PPE may also be needed to prevent certain exposures. Correctly using PPE can help prevent some exposures, however, it should be utilized in coordination with the implementation of other prevention strategies, where appropriate. Examples of PPE that New Paltz will procure and provide to faculty, staff, students, and visitors as appropriate include gloves, goggles, face shields, face coverings and masks, and partitions/barriers. Social distancing, respiratory hygiene, hand washing, alcohol-based hand sanitizer, and other non-pharmaceutical interventions will remain standard practice institutionally. Signage outlining proper hand washing, social distancing, respiratory etiquette, face coverings will be posted in conspicuous areas throughout campus, particularly in high-traffic areas and public-facing locations.

PPE specific to job tasks or educational settings will continue to be determined and updated through risk assessments for workers and students, and information on PPE effectiveness in preventing the spread of COVID-19 as determined by current CDC guidance.

All faculty, staff, students, and visitors will be provided with face coverings. Training on proper use and maintenance will be provided. Gloves will be provided to limited locations where efficacy has been determined. N/R95, N/R99, or N/R100 respirators will be prioritized and utilized by Student Health Services staff and University Police for interactions with potentially ill individuals, while procedure masks will be used for low-risk operational tasks. Gowns, goggles, and face shields are in stock and available to employees at Student Health Services and University Police.

Division and College leaders have utilized a flow chart to identify areas which require specialized PPE. Primary focus has been on instituting social distancing where possible, by altering workplace and educational processes to maintain 6 feet of space between individuals, utilizing remote technology options where practicable, and utilizing telework and online forms to prevent face-to-face interactions. In areas where proximate interactions are unavoidable, face coverings and/or barriers will be utilized. Points of sale, Check-in desks, Residence Life Housing Offices, and public-facing administrative offices will be provided with clear barriers, in addition to utilizing socially distant queues.

While classrooms have been reconfigured to allow for required social distancing, face coverings will continue to be required in all classrooms, and faculty will be provided with face shields upon request. Face coverings will be available in areas with greater density, like computer labs, library, food service venues, athletic and wellness areas, etc. Employees will continue to follow any in-place Executive Order requiring face coverings when social distancing is not possible, and face coverings will remain available for employees at the Mail Room. Students will be able to obtain face coverings from their Resident Assistant in their Residence Hall.

Custodial Services

- Develop a detailed cleaning and disinfecting plan outlining daily, weekly, periodic cleaning practices for each type of occupancy on campus, (common space, assembly, classroom, lab, bathroom, etc.)
- Disinfect frequently used items and surfaces as much as possible.
- Focused cleaning and disinfecting of high touch surfaces including doorknobs, handrails, light switches, elevator buttons, etc.
- Refill soap dispensers, paper towel dispensers, and hand sanitizer stations regularly.

- Coordinate third-party disinfecting for residence hall rooms and offices of infected campus community members
- Secure facilities as directed by OEM

Cleaning Protocol

The following procedures describe the cleaning procedures to be followed by the Custodial Department during the COVID-19 PAUSE period and subsequent re-occupancy. All procedures are in effect until further notice and subject to change at any time due to new or updated guidance.

We will adhere to the hygiene, cleaning and disinfection requirements from the Centers for Disease Control and Prevent (CDC), and Department of Health (DOH). We will maintain logs that include the date, time and scope of cleaning and disinfection.

Routine Cleaning

Routine cleaning shall be continued according to custodial departmental standards and includes actions such as:

- Cleaning high-contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as directed by the custodial supervisor, in order to allow for greater focus on high-risk locations. Cleaning measures such as vacuuming, removing trash, sweeping, or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

Ongoing Enhanced Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using CDC approved disinfectant. Effective disinfection requires that the surface first be pre-cleaned of any visible dirt or grime. Disinfectant has a contact time of 10 minutes. It must be allowed to sit for 10 minutes before wiping off in order for a surface to be disinfected.

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails

- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Portable electrostatic sprayers are available to be used to provide a quicker disinfection of surfaces throughout a building. This unit should only be used by custodial employees who have received training from their supervisor.

Effective disinfection with Protexus Sprayer and PUR Tabs requires that the surface first be pre-cleaned of any visible dirt or grime. Four 3.3 g tabs per quart are required for Protexus Sprayer and the sprayed solution must be allowed to sit for 1 minute before wiping off in order for a surface to be disinfected.

Cleaning and Disinfection for Re-Occupancy of Buildings

Areas that have been unoccupied for 7 days or more only need routine cleaning to reopen the area.

A. Spaces in buildings that have remained partially occupied throughout PAUSE
- As feasible, remove soft and porous materials in high-traffic areas.
- Conduct routine cleaning of all spaces to be reoccupied
- Vacuuming carpeting in high-traffic areas
- Clean and disinfect all bathrooms
- Clean and disinfect high-touch surfaces in common spaces such as hallways, stairways, and lobbies throughout building (e.g., door handles, stair rails, water fountains, elevator buttons, etc.)
- Clean and disinfect high-touch surfaces in departments or office areas occupied during PAUSE (e.g., breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.)
- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied
B. Buildings that have remained unoccupied for at least seven days with entrances and rooms/offices secured (other than an occasional brief entry)
- As feasible, remove soft and porous materials in high-traffic areas.
- Conduct routine cleaning of all spaces to be reoccupied
- Clean and disinfect all bathrooms
- Clean and disinfect high-touch surfaces in common spaces such as hallways, stairways, and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied. (This may be the departments responsibility)

Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above. Particular focus should be paid to the Student Union, The Wellness Center, Lecture Center, Humanities, Library, and high-traffic areas. As these higher use areas are reoccupied, they should receive cleaning of restrooms and disinfection of high-touch surfaces at least twice per day.

Cleaning and Disinfecting areas impacted by infected individuals

We will follow the system-wide plan that pertains to the cleaning of infected areas:

- Close off areas used by infected persons.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the infected persons, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been appropriately disinfected, it can be opened for use.
    - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routine cleaning and disinfection. This includes everyday practices that campuses and communities normally use to maintain a healthy environment.

Occupant Personal Protective Measures

We will follow system-wide guidance on personal protective measures:

- Faculty, staff, and students will be encouraged to prepare and take action to protect themselves and others. Follow the guidance and directives on community gatherings from your state and local public health authorities.
- Campus will encourage social distancing by asking faculty, staff, and students to stay at least 6 feet (2 meters) apart from others and wear cloth face coverings in any shared spaces, including spaces restricted to faculty and staff only.
- We will consider any special needs or accommodations for those who need to take extra precautions, such as older adults, people with disabilities, and people of any age who have serious underlying medical conditions.
- Campus will limit staff entering residents' rooms or living quarters unless it is necessary. Use virtual communications and check-ins (phone or video chat), as appropriate.
- Use physical barriers, such as plexiglass partitions, or extra tables or chairs, to protect front desk/check-in staff who will interact with students, visitors, and the public.
- Provide COVID-19 prevention supplies for faculty, staff and students in common areas, such as soap, disinfectant, microfiber cloths, disinfecting wipes, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets, and, if possible, medical masks or cloth face coverings that are washed or discarded after each use. Provide members of the campus community with written (electronic and hard copy) instructions explaining how to properly use disinfectants. Bottles and spray triggers are increasingly difficult to find, therefore it is important to place orders early to allow for ample lead-time.
- Campus will provide soap, disposable paper towels and wastebaskets in all restrooms, and provide signage that electric hand dryers are not to be used.
- Consider any special communications and assistance needs of your staff and residents, including persons with disabilities.

PPE Plan for Custodial Staff

Hands

Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

Eyes

Chemical goggles should be worn if splashing of chemicals into the eye is possible, especially during mixing or pouring of chemicals. During this period of increased precautions, goggles should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling goggles.

Face

A face mask is required to be worn when cleaning and disinfecting and at all times except when eating or drinking, when more than six feet away from others in an outdoor space and when working alone in a workspace such as an office, vehicle, shop, lab or mechanical space. Masks must still be worn in common areas such as hallways, lobbies, restrooms, and kitchens even when no one else is present.

Cleaning Solutions

Where appropriate (does not cause damage to equipment) an alcohol-based solution (greater than 60% alcohol) will be provided to disinfect shared instruments. For delicate equipment, Environmental Health & Safety will provide (as best as is obtainable) an adequate supply of quaternary ammonium cation liquid (spray) disinfectant (EPA-registered) for use on shared instruments. Students shall clean and disinfect these instruments before and after each use.

Transportation, Mail and General Delivery Services

Transportation

We do not operate our own transportation services. Facilities crew members drive in individual vehicles to allow social distancing.

Mail Services

Pre COVID Environment

Four full FTE and a handful of very part-time students delivered and picked up from 105 campus offices in 26-30 buildings each day. This was in addition to all student mail and packages. Packages were scanned and department representatives signed for each one. There were four walking routes and one van route.

Current COVID Environment

- Four full FTE on a rotating shift, with one person in per day, to receive, process and handout all mail and packages.
- All campus offices pick up mail and packages when they are on campus.

COVID Environment with Increased Campus Density

As social distancing public health guidelines are maintained into the fall, we will continue our current processes including:

- Adhering to SUNY and CDC guidelines for safety. This includes sanitizing all equipment frequently, wearing masks and gloves and installing barriers at the window.
- Contactless delivery for packages, which is more time consuming because every name needs to be input by Mail Services personnel instead of a quick swipe and signature.
- Providing work for student help that is consistent with safe working conditions and updated Student Work Study policies, once those are determined.
- Requiring all campus offices to pick up mail at the HAB basement window for Mail Services. Mail staff will also work with Emergency Management to create a layout for this space that includes floor stickers spaced out appropriately to establish safe social distancing. The staff will work with Design on additional signage needs as well. The process of picking up mail is also very time consuming for everyone, since the departments need to stand on the same line as the students, due to one window area. If the College experiences significant increases in employee and student density, Mail may resume building deliveries, and will require sufficient PPE to do so.

Return to Remote Operations (Shutdown)

Operational Activity

Should we be directed by our Regional Control Room, SUNY, the Department of Health or other body to shut down and return to remote operations, we will follow the following protocol:

- Implement the instructional "Pause and Pivot" procedure, in which all instruction is halted, pivoted to remote delivery and resumed in 7 calendar days. Under these circumstances, the academic calendar would be adjusted to add back the lost instructional days
- HRDI will issue directions to employees regarding telecommuting policies, equipment for home offices, and other issues pursuant to SUNY and state directives and collective bargaining agreements
- Facilities, maintenance, custodial and other essential functions will operate to ensure the health and safety of any employees who must remain on campus. Facilities will maintain appropriate staffing levels to provide essential cleaning and other services for those who remain on campus. They will rotate staff on and off duty on a weekly basis to prevent the entire workforce from potential infection at once. Enhanced cleaning and disinfecting practices will remain in effect.
- All activities will revert to virtual modality. IT services will provide support to faculty, staff, and students to continue all functions remotely. This includes but is not limited to hardware, software, WiFi, internet and other technical support. They will continue to enhance existing support and training services available to the campus community.

Move-out

If directed to shut down and return to remote operations, we will follow this protocol for resident students

- Asymptomatic students will be notified that they must depart campus in coordination with families, public transportation, state, and local health officials. If practicable, this will include a weekend, to ease scheduling for families (ideally within 72 hours)
- Quarantining students will be allowed to remain on campus
- International students and students who do not have other safe living conditions or have limited or no access to technology will be allowed to remain on campus.
- Students will be allowed to leave behind belongings until a later date, when it is safe to return to campus to retrieve them

PART VII: COMMUNICATION AND COMMUNITY

Communications and Outreach

We will draw from our strong town/gown relationships and close working relationships with county officials as we work to safely re-open the campus. Coordination of Health and Safety with the local Region Control Room, Department of Health, local hospitals and clinics, and government is conducted as follows:

	New Paltz Contact
Region Control Room	President Don Christian, directly and through his designees Rich Winters (Director of Community & Government Relations) and Shelly Wright (Chief of Staff and Vice President for Communication & Marketing)
Department of Health	President Don Christian, through his designees Scott Schulte (Director of Emergency Management and Jack Ordway (Director, Student Health Services)
Local Hospitals/Clinics	President Don Christian, through his designees Scott Schulte (Director of Emergency Management and Jack Ordway (Director, Student Health Services)
Governmental Liaison • New Paltz • Ulster County • New York State	President Don Christian, through his designees Rich Winters (Director of Community & Government Relations) and Shelly Wright (Chief of Staff and Vice President for Communication & Marketing)
Media and Public Statements	President Don Christian, through his designee Shelly Wright (Chief of Staff and Vice President for Communication & Marketing)
Communication with SUNY	President Don Christian and designees as appropriate to SUNY communication
Intra-campus Communication	• Official Statements: President Don Christian, through his designee Shelly Wright (Chief of Staff and Vice President for Communication & Marketing) and the Office of Communication and Marketing • Daily Digest: Coordinated through the Office of Communication and Marketing

The campus has developed a comprehensive communication roadmap that includes a set of communication goals and key messages for its re-opening plans designed to inform key campus stakeholders within the SUNY New Paltz ecosystem during the pandemic. These goals and messages are designed to build and maintain trust and enhance our relationships with these important stakeholders, consistent with our pre-coronavirus communication and marketing strategies. New Paltz aims to be transparent and timely in sharing its decisions and rational for decisions while preserving its reputation as a top-tier public comprehensive university. Given that New Paltz is part of a statewide system of higher education, these communication efforts will be guided by and coordinated with SUNY, the Governor's Office and local and state health departments. This plan also outlines available and appropriate communication channels for reaching these audiences. More specific messaging will be drafted and vetted by appropriate parties once definitive plans for re-opening are determined.

Communication Goals

- Recognizing that our campus is part of a statewide system of higher education, coordinate communication efforts with SUNY and Office of the Governor, consistent with their guidance regarding the pandemic and higher education.

- Communicate regularly and speak with one institutional voice
- Maintain public trust
- Convey our commitment to high standards of care, safety and well-being of our students and employees
- Share the truth and the risks of reopening; be able to explain how we will keep everyone as safe as possible while acknowledging that we expect cases on campus.
- Keep plans conditional enough that if they change, they won't be seen as a broken promise.
- Enhance parent contacts and outreach (health and safety, both prevention and care for residential students who become symptomatic, is a key parental concern)
- Explain the how of decision making – demonstrate we have students' and employees' best interests in mind
- Inoculation theory: Prepare our stakeholders for what might happen by giving them a bit of bad news/reality in advance. (We will have COVID cases if we re-open, even with precautions, lower density and social distancing.)
- Acknowledge the anxiety and uncertainty everyone is feeling, as well as the fact that COVID has impacted members of the campus community and their families differently. Also acknowledge the enthusiasm and hope of starting a college experience.
- Take the time and care to check on our students and employees.
- Explain why education costs what it does: intensive human and capital resources required (even with remote learning)
- Educate everyone about value of a college degree and the risks of stopping out even if the experience begins or ends remotely; special forms of learning that may occur remotely.
- Keep faculty in the loop and consult with them. Listen to their concerns.
- Keep community and community and regional leaders informed. Listen to their concerns.

Audiences/Relationships to Attend To

1. Returning Students
   a. Native
   b. Transfer
   c. Residential
   d. Commuter
   e. International
   f. Educational Opportunity Program (EOP)/Scholars Mentorship Program (SMP)
2. Student Governance
3. New Students
   a. First-year
   b. Transfer
   c. International
   d. Residential
   e. Commuter
   f. Educational Opportunity Program (EOP)/Scholars Mentorship Program (SMP)
4. Parents (limited contact list)
5. Prospective Students (Hudson Valley , other NY, out of state, international)
6. Prospective Parents

7. Guidance Counselors
8. Faculty/Staff (Retirees; Wonks; Administrative Council)
9. Union Leadership
10. Faculty Governance
11. Alumni and Alumni Council
12. College Council
13. Foundation Board, Capital Campaign Council, other donors and supporters
14. Town/Gown Committee (incl. Village Mayor, Town Supervisor, School Superintendent, Chamber Director, New Paltz Police Chief, New Paltz Fire Chief, UPD Chief, College President, Chief of Staff, VP for Student Affairs, Student Association rep, Local Emergency Management Committee Chair, New Paltz Rescue Squad President)
15. SUNY Administration (Chancellor, Provost, Comm/Gov't Rel, Emergency Management, Employee Relations, SUCF, Counsel)
16. County Executive
17. County Health Department
18. Mid-Hudson Region Control Room
19. Mid-Hudson Regional Economic Development Council
20. State Legislators
21. Governor's Office
22. State Health Department
23. Federal Legislators
24. Visitors
25. MEDIA
26. Courtesy or collaborative contacts with Mid-Hudson higher education leaders
27. New Paltz Tavern Owners Group

Messaging

- Share public health precautions we are taking as a campus community (everyone)
- The majority of our students want to return for face-to-face instruction and our viability and future as an institution of higher learning depends upon it, even if fear held by some students and parents may make remote learning more attractive. (internal and external audiences)
- We are educating students/employees/visitors about importance of washing hands, social distancing, cleaning, and PPE. (everyone)
- Our decisions about fall semester are fact-based and data driven. (Internal and external)
- Assuring the community and county that we are educating students about coronavirus, how the virus is transmitted, social distancing precautions, handwashing, PPE, etc. (New Paltz community members and leaders)
- We have great students. High-caliber students. Academically talented and socially responsible students for the most part. Confident that our students will take this pandemic and their responsibilities to self and others seriously. Individual freedom for everyone means there may be some that will need more education than others or will need reminders. Set high expectations for individual behavior (Community members and leaders)
- How we plan to fulfill our primary educational mission (everyone)

- How we are fulfilling our mission to be a community resource (external primarily, but also internal audiences)
- How we are supporting the local and regional economy (external primarily, but also internal audiences)
- How we are contributing to economic development in HV (external primarily, but also internal audiences including program development to support evolving workforce needs)
- Governor, SUNY, state, and local health officials will guide us (everyone)
- If a second outbreak occurs, we will need to pivot to protect people (everyone)
- Communicating the academic plan for fall 2020, after the governor issues guidance for higher education (everyone)
- In the event of budget cuts, consult, share rationale for cuts. (internal first, external second)
- Keep pointing out what makes New Paltz unique/distinctive. We are here for our students. We will support them in their educational experience. We will continue to offer a welcoming and nurturing campus culture and an exceptional sense of community. (students, parents, prospects, community stakeholders)
- Point out how we are adapting to the new normal. We are a learning campus culture. Outline actions taken in spring 2020 to demonstrate how the campus acted quickly and will continue to do so as the situation evolves (external and internal)
- Are there programs we offer that are particularly appropriate to market right now, given the region's and state's needs during and post-COVID-19? (Prospective students/parents/community; current students and outside prospects for grad programs)
- We value transparency and we will let people know what's happening in coordination with governor/SUNY/health officials.
- Committed to preserving our high-quality offerings; strong ROI, even amid pandemic
- Others as they arise

Channels
- Daily Digest
- E-blasts
- Website (FAQs)
- Student and Faculty Handbooks
- Social media/Live events on social
- Video
- NP Alerts (texting)
- Connect alumni e-newsletter/print and online alumni magazine
- News media (earned, paid and outdoor)
- Posters on campus
- On-campus digital signage
- WebEx and Zoom sessions
- Phone calls
- Other

Timing and sequence
In advance of fall plan being finalized: Reassurance that we are preparing for a variety of scenarios.

For rollout of fall plan: To be determined, dependent upon timing of Governor's decision-making about SUNY reopening.

Marketing and Recruitment

Student recruitment planning with Admissions, Office of Communication and Marketing, Graduate and Extended Learning and International Programs is ongoing and we are pivoting to recruit a fall 2021 class largely in a virtual format, utilizing website, video platforms, imagery and social media using existing staff and student temps to create and distribute content.

Special Communication Considerations for International Students

Communication of Fall 2020 plan to continuing and newly admitted international students:

- When and how will we communicate our fall plan to our international students and our international university partners?
- By encouraging students to plan for "fall as normal" we are also encouraging them to move forward with plans to apply for visa and purchasing flights expecting the usual August start date?
- Should we recommend deferrals for spring semester or encourage international students to plan for "fall as normal"?
- Should we provide information for students who are not native English speaker in their own languages? Which language are more important for translations of the following:
  - Housing agreements
  - Quarantine requirements
  - Screening, testing, and tracing protocols
  - Social distancing requirements
  - Medical information including health Insurance, treatment,

Town/Gown Interactions

We maintain strong relationships with the local government and business community and will continue to keep an open line of communication and cooperation. For several decades, the College/Community has maintained monthly meetings with a Town/Gown Committee (including the Village Mayor, Town Supervisor, School Superintendent, Chamber Director, New Paltz Police Chief, New Paltz Fire Chief, University Police Department (UPD) Chief, College President, Chief of Staff, Vice President for Student Affairs, Student Association representative, Local Emergency Management Committee Chair, New Paltz Rescue Squad President). This group will serve as an important conduit to the community for communication and problem solving. Another such group is the more than 20-year-old Tavern Owners organization, which includes college officials and local tavern owners who encourage responsible and lawful consumption of alcohol and appropriate civic customer behavior.

Community use of indoor campus facilities (ex: museum, library, health and wellness facilities, theatre and performing arts centers, Literacy Center, Speech and Hearing Clinic, planetarium, etc.) and public events (ex: conferences, presentations, etc.) will be limited this fall in order to mitigate risk of spread. See earlier sections of the plan for specific opening plans regarding facilities typically open to the public. In many cases, these facilities will be open only to students and employees. Community use of facilities and events are being determined on a case-by-case basis as appropriate to maintain health and safety in

alignment with local, state, and national safety protocols and guidelines appropriate to the facility use and type of engagement and consistent with our core educational mission.

A commitment to social justice is a strong campus ethos for SUNY New Paltz. Connecting that ethos to this serious public health crisis, we will educate and engage our students, faculty, and staff around the imperative of paying attention to their own and others' health, including that of the New Paltz community.

Safety Signage and Messaging

Social distancing measures and personal wellness initiatives will be communicated throughout the campus, utilizing a broad array of platforms including posters and digital media. Signage outlining the requirement for face coverings will be on entrance doors; reminders to maintain social distancing will be posted in areas of congregation, (food service, elevators, break rooms, etc.); hygiene protocols will be outlined in bathrooms and other conspicuous areas; social distancing floor markings will be placed in queues; office spaces will note social distancing methods at their suite entrance to prevent unnecessary entry.

PART VIII: RESOURCES FOR REFERENCE

National

- Schools During the COVID-19 Pandemic (CDC Decision Tree)
- Workplaces During the COVID-19 Pandemic (CDC Decision Tree)
- Colleges, Universities, and Higher Learning: Plan, Prepare, and Respond (CDC)

New York State

- New York Forward and Regional Monitoring Dashboard
- Interim Guidance for Higher Education During the COVID-19 Public Health Emergency issued by the New York State Department of Health
- Reopening New York Higher Education Guidelines
- Reopening New York Checklist for Higher Education Institution Reopening Plans

State University of New York

- SUNY COVID-19 Information
- SUNY COVID-19 Research Administration Guidance
- Campus Restarting – Risks and Recommended Mitigation Measures
- Checklist for Certifying Compliance with Governor Cuomo's Re-opening Higher Ed Guidance
- Campus Restarting: Recommendation for COVID-19 Screening, Testing and Surveillance
- Procurement of Testing Options (SUNY Memorandum, July 9, 2020)
- Creating Safe and Resilient Campuses: Suggestions for Reopening and Reimagining Colleges and Universities in New York (The Commission on Independent College & Universities in New York)

Other

- The New Communication Plan? Overcommunication: In the midst of a pandemic, there's no such thing as too much transparency (*The Chronicle of Higher Education)*

Appendix: SUNY Checklist for Restarting On-Campus Activities and Operations

Repopulation of the Campus

Capacity to Maintain Social Distancing

The capacity to maintain social distance is based on our plan to reduce density on campus by reducing the number of seated courses and relocating seated courses to larger spaces allowing 36 square feet per student, reducing the number of students in residence halls, eliminating large gatherings, restricting access of non-New Paltz community members to campus, reconfiguring office spaces, encouraging telework where appropriate, and restricting the use of public spaces for gatherings. We have established guidelines to restrict the use of campus vehicles to one occupant at a time.

Our plan is predicated on the expectation that masks will be worn by everyone on campus when six feet of social distance cannot be maintained, or when they are in sustained contact no matter their proximity. Our measures are described in greater detail in the remainder of this document.

PPE

We are providing reusable and disposable masks to all employees of the institution. Face coverings will also be provided for students, faculty, staff, and visitors who do not have a mask when accessing facilities. We are using a combination of procedure masks, bandanas, and cloth masks as determined by market availability. Commuter students can pick up a mask and/or thermometer at public offices (e.g. parking, student accounts, Card ID office) to be announced. Faculty who are teaching in-person classes will also have a small supply of masks to distribute to students as needed. Face shields will be available for faculty upon request.

Employees who have work functions that require medical grade respirators (University Police, Student Health Services, etc.) will be provided with N95 respirators. Gowns, goggles, and face shields are in stock and available to employees at Student Health Services and University Police.

In areas where proximate interactions are unavoidable, clear barriers will be used.

The practices of social distancing, respiratory hygiene, hand washing, alcohol-based hand sanitizer (60% or more alcohol) and other non-pharmaceutical interventions will remain standard practice institutionally. Signage outlining proper hand washing, social distancing, respiratory etiquette, and face coverings will be posted in conspicuous areas throughout campus, particularly in high traffic areas and public-facing locations.

Masks or face coverings are required indoors when not in a private space such as an individual office, outdoors when social distancing cannot be maintained and anytime when interacting in close proximity with the public. Specifically, face coverings will be required in all classrooms, lecture halls, studios, laboratories, or other instructional spaces. Faculty will be provided with face shields upon request.

Screening and Testing
Students

Two weeks prior to coming to campus residential and commuter students will be required to self-report current CDC recognized COVID-19 symptoms or exposure to confirmed COVID-19 cases using either the

Daily Office COVID-19 Screening SUNY app or an online reporting system we are developing in-house. If the students' responses indicate symptoms or exposure, they will receive an automated response notifying the student that they are required to be tested prior to arrival. A positive test will require the student to quarantine as per CDC guidelines.

Employees

Employees will be required to complete the on-line health screening before returning to work each day. Employees without access to computers will complete supervisor-led written forms. This screening questionnaire will ask individuals to indicate the presence of COVID-19 symptoms and/or any exposure to confirmed cases. If indicated by answers, the individual will be directed to quarantine and obtain medical guidance.

Residential Living

We will reduce Residence Hall density to single and double occupancy only to allow housing for 2,900 students. Social distancing will be maintained by erecting transparent barriers at the front desk of each residence hall. Face coverings will be required when outside of individual rooms. Disinfection of high-touch surfaces will be conducted at least daily.

Residential students will sign a housing license addendum, to include public health behavior expectations which include: non-residents not allowed in residence halls, no guests in room – even within the same residence hall, and social distancing and/or masks when outside of rooms, with judicial sanctions for non-compliance, up to and including denial of campus residence. Guidance on College health policies will be issued to all students prior to the start of classes

A residence hall has been set aside for quarantine space with single room occupancy and single use bathrooms to be used for students who test positive for COVID-19 or have exposure to COVID-19. The rooms are equipped with refrigerators and microwaves and a system has been developed to provide daily food delivery, laundry, and trash service. Students' health will be monitored by Student Health Services, and students will be provided with over the counter medication and a thermometer for daily monitoring.

If we are able to communicate to students by July 1, residential students will be encouraged to drop off belongings on designated days in July and early August prior to residence hall opening day, allowing families to participate in the college move-in ritual while reducing contact. If students do not choose the early drop off belongings option, then they will be limited to one support person to assist them with their move-in. We will assign move-in days (either a morning or afternoon appointment) to each student to ensure that no more than one third of the hall's occupants will be allowed in the hall at one time. We will split up assignments by floors/wings to keep students socially distant and will split up roommates as well so it will be one student with one support person at a time.

Students will be encouraged to bring their own masks and thermometers; however, we will provide a mask and a thermometer to students who need them. All first-year and new transfer students will be provided a branded mask upon check-in. Students will return to campus in stages to allow for a quarantine period at reduced residence hall occupancy beginning August 1 with international students, then in phases to include resident advisors, first-year and transfer students and ending on August 23 with continuing students.

Operational Activity

Instructional

We will provide a mix of remote, online, and face-to-face courses for the purpose of reducing on-campus density. We will offer 25-30% of our courses in a face-to-face modality. Specifically, we will prioritize the provision of face-to-face instruction with reduced density for select laboratory, studio, clinical and equipment essential courses. We will relocate lecture and seminar-style courses to classrooms that allow 36 square feet per student and will move courses that are too large to be accommodated safely to online instruction. Research activities will continue, and those that are lab-based will be adjusted to allow social distancing.

Instructional and lab space will have demarcations to identify seating and equipment usage protocols. For example, classrooms will have markers to identify the appropriate location of desks and chairs. In rooms with attached seating, chairs will be roped/taped off to prevent students from using them. Lab workstations will be identified in a similar manner.

We will also make changes to our academic calendar and course schedules as follows:

- Eliminate Fall Break and increase the number of instructional days by using Labor Day and Columbus Day as instructional days, and
- End on-campus instruction and presence for the fall semester on Wednesday, November 25, 2020 to reduce the possibility of reinfection from Thanksgiving travel, moving the final exam period online after Thanksgiving.

As conditions remain fluid, we have encouraged our faculty to prepare for both online and seated modalities with the understanding that another pivot to remote learning may become necessary. We are providing ongoing training to faculty on online/remote teaching to help them prepare for contingency scenarios. We are also preparing additional training for students to assist them with online learning.

Shared Spaces

The Athletics and Wellness Center and Elting Gym will be open for recreational activities for the campus community only. Equipment will be moved to provide adequate social distancing. Opening hours will be divided into blocs to allow for intermittent cleaning during the day, with a thorough cleaning in the evening. Group fitness classes will be conducted in small groups with adequate social distancing (>36 sq. ft per person). With limits on classes, the department will live stream wellness classes. Intramurals will take place outdoors where social distancing can be maintained.

Dining Facilities

The provision of safe and healthy dining services on campus is a priority. Sodexo has developed a phased approach that enables dining teams to support the reopening process while strictly adhering to local, state, and federal guidelines. We have developed multiple scenarios for dining services. We will begin with the most restricted approach with pre-packaged take-out service only and will then transition to more relaxed formats as state guidelines allow. Dining services is prepared to offer the following options:

- In-restaurant dining restricted: Menu is pre-packaged for take-out and is served by staff members

- Relaxed restrictions: Dining rooms are staged for socially distanced seating. Prepackaged menu items can be self-served
- New normal: dining room is open for full service with social distancing

Menus will be expanded or contracted depending on current conditions and customer needs. Safety protocols in all dining areas will include but are not limited to: touchless entry options, additional hand sanitizing stations, floor traffic patterns, plexiglass barriers and personal protective equipment (PPE) for staff members, meal packaging with wrapped utensils, no personal refillable containers in the dining room, and adjustments in seating availability.

Outdoor Shared Spaces
The New Paltz campus has a variety of walking paths as well as outside sports fields and courts. Walking paths will remain open to the public with the requirement that those using these spaces maintain social distancing and wear a mask when they cannot maintain social distance. Sports fields and courts are for campus-only use unless conditions change that would enable us to expand their use to community members.

Restart Operations
We have the following protocol for reopening buildings prior to the start of the fall semester. In general, the following processes will be conducted:

- As feasible, remove soft and porous materials in high-traffic areas.
- Conduct routine cleaning of all spaces to be reoccupied
- Vacuum carpeting in high-traffic areas
- Clean and disinfect all bathrooms
- Clean and disinfect high-touch surfaces in common spaces such as hallways, stairways, and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
- Clean and disinfect high-touch surfaces in departments or office areas occupied during PAUSE (e.g. breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.)
- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied

Because we did not close any buildings during PAUSE, we do not need to restart any water, ventilation, or heating systems.

Extracurricular Activities Including Intramurals and Student Performances
We have established a policy to determine which, if any, extracurricular programs can be held on campus. The policy balances safety concerns, specifically the ability to provide appropriate social distancing with the need to provide enriching experiences for students. We have developed a rubric that evaluates events on five factors: could the event be held virtually, relative health risk presented by the event, relevance to academic mission, value to institution and third-party requests.

Campus groups considering holding a face to face event or gathering must submit a brief narrative addressing the five elements of the event rubric to the appropriate office responsible for space assignments (Records and Registration, Center for Student Engagement, Conference Services, Athletics

and Wellness Center, Residence Life, etc.) for clearance 30 days prior to the event, with the understanding that changing conditions may impact plans at any time.

Vulnerable Populations

We are aware that specific populations (students, faculty, and staff) are more vulnerable to the health risk of COVID-19. Moreover, some vulnerable student populations are also more likely to experience marginalization/alienation, academic challenges and attrition and students of color will be coming to our campuses with heightened anger, fear, and anxiety in the wake of recent events across the country. These concerns about equity and inclusion add an additional dynamic in our goal of supporting vulnerable populations.

Our approach will evolve as we assess changing health recommendations, campus needs, and higher education trends as the summer progresses, but will, in general, focus on the following:

- Our plan outlines the array of services we will continue to provide students to support their academic success, physical and mental health, safety, and belongingness.
- Students who are at high risk or are otherwise concerned about their safety in seated classrooms will be advised to visit their advisor to choose online courses.
- To the degree that remote learning is necessary during a portion of the year, students in research-intensive, performance, studio and other applied learning courses or programs will need additional and creative support to accomplish learning objectives.
- Students with disabilities will work with our Disability Resource Center to access the services they need to be successful either in a seated class or remotely.
- We will continue to administer our student crisis fund program and campus food pantry.
- We have an ADA accommodation procedure in place to support faculty and staff who, for medical reasons, cannot safely return to campus.
- Faculty who do not feel comfortable returning to campus but for whom ADA accommodations are not applicable should visit with their Academic Dean about possible flexibility in scope of obligation and/or schedule within the operational needs of the college.
- Faculty, staff, and students should consult with their Department Chair and Academic Dean regarding opportunities/conditions for procuring or taking home equipment, supplies, or other resources for remote use.

Hygiene, Cleaning and Disinfection

Our Custodial Department adheres to the following procedures. All procedures are in effect until changes are required due to updated guidance.

We will adhere to the hygiene, cleaning and disinfection requirements from the Centers for Disease Control and Prevent (CDC), and Department of Health (DOH). We will maintain logs that include the date, time and scope of cleaning and disinfection.

Routine Cleaning

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high-traffic areas

- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Ongoing Enhanced Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using CDC-approved disinfectant. Effective disinfection requires that the surface first be pre-cleaned of any visible dirt or grime. Disinfectant must be allowed to sit for 10 minutes before wiping off for a surface to be disinfected.

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Portable electrostatic sprayers are available to be used to provide a quicker disinfection of surfaces throughout a building. These units will be used only by custodial employees who have received training from their supervisor. Effective disinfection with Protexus Sprayer and PUR Tabs requires that the surface first be pre-cleaned of any visible dirt or grime. Four 3.3g tabs per quart are required for Protexus Sprayer and the sprayed solution must be allowed to sit for 1 minute before wiping off for a surface to be disinfected.

Cleaning Solutions

Where appropriate (does not cause damage to equipment) an alcohol-based solution (greater than 60% alcohol) will be provided to disinfect shared instruments. For delicate equipment, Environmental Health & Safety will provide (as is obtainable) an adequate supply of quaternary ammonium cation liquid (spray) disinfectant (EPA-registered) for use on shared instruments. Students using this equipment will be trained how to clean and disinfect these instruments before and after each use.

Residence Halls

Our Custodial Department has developed policies for cleaning of residence halls consistent with CDC guidance. The following are the key elements of the policy:

- Provide COVID-19 prevention supplies for staff and residents in common areas, including soap, alcohol-based hand sanitizers, tissues, trash baskets and cloth face coverings that are washed or discarded after each use

- Provide cleaning kits and training for students to clean up after they use a space within any area of their residence hall. This covers times between scheduled custodial cleaning
- Clean shared bathrooms twice per day using an EPA/DEC listed disinfectant
- Continuously stock bathrooms with soap and disposable paper towels, and provide signage that electric hand dryers are not to be used
- Provide instructions to residents for bathroom hygiene and safety regarding shared surfaces, using totes for personal items
- Provide personal hygiene and handwashing signage in bathrooms and around the residence halls
- Clean and disinfect shared areas including laundry facilities, elevators
- Provide disposable gloves, soap for washing hands and household cleaners and EPA/DEC listed disinfectants for residents and staff to clean and disinfect buttons, knobs and handles of laundry machines, laundry baskets and shared laundry items. Provide cleaning kits through RA offices
- Post guidelines for doing laundry including washing instructions and handling dirty laundry

Monitoring

Testing Responsibility

All international students who have been in another country on or after July 31, 2020 will be tested as soon as possible upon their arrival on campus and will be quarantined for 14 days upon their arrival (regardless of test results). We are screening all other students and employees using a self-report system before they arrive on campus, and before anyone enters campus or class every day.

Testing Frequency and Protocols

Students and employees will be tested for cause, defined as experiencing a COVID-19 symptom(s), exposure to COVID-19, or international travel. Students will be tested on campus through Student Health Services. We intend to purchase the Sofia2 antigen testing system which allows us to have results in 15 minutes, however, a negative test may require a secondary PCR test, which will be provided either by Student Health Services or local testing site. Staff or faculty members reporting a COVID-19 symptom or exposure will be referred for PCR testing. We are currently in discussion with Nuvance Health and have identified an outdoor/indoor location for a County testing center to be located on campus allowing for testing of faculty, staff, students, and community members.

Faculty and Staff are directed to report positive test results to HRDI, while students are directed to notify Student Health Services (SHS). Positive cases in the campus population will be reported to the local health department. SHS will report student cases. Office of Emergency Management will report employee, visitor, and contractor cases.

We will proactively monitor for symptoms of COVID-19 and influenza-like illness through our daily online health screening reporting, described below.

Early Warning Signs

We will work in tandem with the state and local departments of health to identify any increasing rates of infection or hospitalizations. Alternatively, if we run out of quarantine space, it will trigger the need to move to remote instruction and evacuate resident students from campus.

Tracing

We will utilize the New York State Contact Tracing Program in cooperation with the local Department of Health for positive cases that occur on campus. We will have no less than 3 contact tracers within the campus community to meet the requirement of 30 tracers per 100,000 population. HRDI will conduct tracing for faculty and staff. Student Affairs professionals will conduct tracing for students.

Screening

Daily screening will be conducted through our online health screening process that is required of each student and employee before visiting campus or leaving their on-campus residence. Because the daily self-screening process includes a temperature check, we will provide thermometers to employees and students as needed. Health screening assessment responses will be reviewed daily and the review will be documented.

Containment

Isolation

Residential students who live in corridor-style housing and have been exposed to COVID-19 or are symptomatic but have not had a confirmed diagnosis will be relocated to an on-campus quarantine facility, along with their roommate. Based on current guidelines, this will be a 14-day isolation period.

Quarantine

Residential students with a confirmed diagnosis who live in corridor-style housing will be relocated to an on-campus quarantine facility, along with their roommate. The quarantine facility can accommodate 33 people who have been exposed but not confirmed to have COVID-19 and/or up to 211 confirmed COVID cases. Once students move out of quarantine the facility will be thoroughly cleaned.

While quarantined, residential students will be provided with a refrigerator/microwave, food, support, wellness checks, and laundry and trash services. Non-residential students, faculty and staff with a confirmed diagnosis will be asked to quarantine at home. Length of quarantine and conditions for return to campus activities will follow official CDC and New York state guidelines.

Students Confirmed or Suspected to Have COVID-19

Resident students suspected to have COVID-19 will be relocated to a quarantine facility together with their roommate, if they live in corridor-style housing, while they await confirmation of the COVID-19 diagnosis. Students in quarantine will be provided with a refrigerator/microwave, food, support, wellness checks, and laundry and trash services.

Resident students with a confirmed COVID-19 diagnosis will be quarantined as per quarantine guidelines. Students quarantined on campus will be provided with a refrigerator/microwave, food, support, wellness checks, and laundry and trash services.

Commuter students will quarantine at home.

Hygiene, Cleaning and Disinfection

Our Custodial Department has the following policy for cleaning and disinfecting areas impacted by infected individuals.

- Close off areas used by infected persons.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the infected persons, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines
- Once area has been appropriately disinfected, it can be opened for use
- If more than 7 days has passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection. This includes everyday practices that campuses and communities normally use to maintain a healthy environment.

As with the normal policy, we will provide COVID-19 prevention supplies for faculty, staff and students in common areas, such as soap, disinfectant, microfiber cloths, disinfecting wipes, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets, and, if possible, medical masks or cloth face coverings that are washed or discarded after each use. Further, we will provide members of the campus community with written (electronic and hard copy) instructions explaining how to properly use disinfectants. Finally, we are conscious of any special communications and assistance needs of staff and residents, including persons with disabilities.

Communication

Social distancing measures and personal wellness initiatives will be communicated throughout the campus, utilizing a broad array of platforms including posters and digital media. Signage outlining the requirement for face coverings will be on entrance doors; reminders to maintain social distancing will be posted in areas of congregation, (food service, elevators, break rooms, etc.); hygiene protocols will be outlined in bathrooms and other conspicuous areas; social distancing floor markings will be placed in queues; office spaces will note social distancing methods at their suite entrance to prevent unnecessary entry. The campus will also share protocols and safety measures via text message, email, web notices and phone calls, where necessary. The campus will follow protocols for promptly communicating positive COVID-19 cases, building closures and cleanings established this spring.

Return to remote operations (Shutdown)

Operational Activity

Should we be directed by our Regional Control Room, SUNY, the Department of Health, or other body to shut down and return to remote operations, we will follow the following protocol:

- Implement the instructional "Pause and Pivot" procedure, in which all instruction is halted, pivoted to remote delivery, and resumed seven calendar days later. Under these circumstances, the academic calendar would be adjusted to add back the lost instructional days
- HRDI will issue directions to employees regarding telecommuting policies, equipment for home offices, and other issues pursuant to SUNY and state directives and collective bargaining agreements
- Facilities, maintenance, custodial and other essential functions will operate to ensure the health and safety of any employees who must remain on campus. Facilities will maintain appropriate staffing levels to provide essential cleaning and other services for those who remain on campus. They will rotate staff on and off duty on a weekly basis to prevent the entire workforce from potential infection at once. Enhanced cleaning and disinfecting practices will remain in effect.

- All activities will revert to virtual modality. IT services will provide support to faculty, staff, and students to continue all functions remotely. This includes but is not limited to hardware, software, WiFi, internet and other technical support. They will continue to enhance existing support and training services available to the campus community.

Move-out

If directed to shut down and return to remote operations, we will follow this protocol for resident students.

- Asymptomatic students will be notified that they must depart campus in coordination with families, public transportation, state and local health officials. If practicable, this will include a weekend, to ease scheduling for families (ideally within 72 hours)
- Quarantining students will be allowed to remain on campus
- International students and students who do not have other safe living conditions or have limited or no access to technology will be allowed to remain on campus.
- Students will be allowed to leave behind belongings until a later date, when it is safe to return to campus to retrieve them

Communication

The campus has developed a comprehensive communication roadmap that includes a set of communication goals and key messages for its re-opening plans designed to inform key campus stakeholders within the SUNY New Paltz ecosystem during the pandemic, especially students, parents, employees, community leaders, elected officials, alumni, governing boards and local media. These goals and messages are designed to build and maintain trust and enhance our relationships with these important internal and external stakeholders, consistent with our pre-coronavirus communication and marketing strategies. New Paltz aims to be transparent and timely in sharing its decisions and rationale for decisions while preserving its reputation as a top-tier public comprehensive university and doing our best to ensure the health and safety of our campus community. Given that New Paltz is part of a statewide system of higher education, these communication efforts will be guided by and coordinated with SUNY, the Governor's Office, and local and state health departments. This plan also outlines available and appropriate communication channels for reaching these audience (signage, floor markings, e-blasts, our website, FAQs, texting, social media and live social Q and A sessions, virtual meetings, media releases, phone calls, etc.). The Office of Communication and Marketing will draft more specific messaging – to be vetted by appropriate parties -- once definitive plans for re-opening are approved by SUNY.