Appendix G: New Paltz Winter/Spring 2021 Plan Update

SUNY New Paltz
Academic Continuity and the
Health and Safety of Students, Faculty, and Staff for
Winter and Spring Terms 2021

1. COVID-19 Testing and Monitoring

A. Departing Campus in Fall

- Our End of Fall Semester Testing Plan has been approved by SUNY. As per that plan, we are testing our entire in-person student population between November 16 and 23 and all in-person staff and faculty between November 5 and 23.

B. Students Remaining on Campus

- In the event of positive tests during our end-of-semester testing, we will continue our practice of isolating or quarantining residential students on campus as needed extending into the break. These students will continue to receive the holistic care we have been providing, including food, trash, laundry and mental health services.
- We expect that a small number of students will remain on campus after the Thanksgiving break. We will test these students for COVID-19 during their time here, with the form of that testing driven in part by the number of students needing to be tested.
- Our testing plan has been reviewed and approved by Dr. Carol Smith, Commissioner of the Ulster County Department of Health and Mental Health, along with other Ulster County officials.
- Our available quarantine and isolation space on campus will be the same as for fall semester. We have 66 rooms with individual bathrooms available in two residence halls set aside for this purpose.

C. Returning to Campus for Winter and Spring Terms Testing and Isolation Requirements

NOTE: This section was revised for Spring 2021 as per SUNY's [Surveillance Testing Supplemental Academic Continuity and the Health and Safety of Students, Faculty and Staff Policy for the Spring Term 2021](#) mandate.

Winter Session

Students, staff and faculty will be required to complete daily Health Screenings two weeks prior to their return to campus to report any symptoms, exposure, or travel, as designated by SUNY policy. There will be limited employee campus presence as we try to realize utility savings by using the telecommuting policy. Employees scheduled for on-campus presence will continue to complete a

daily screening. We will also require students to submit an attestation that they have fulfilled the seven-day quarantine before coming on to campus.

Spring Session

All students, faculty and staff who are on campus for any reason are required to be tested each week they are present this spring.

What This Means for Students

- Students must provide a negative test result within the time parameters stated by the SUNY guidance **before** engaging in any in-person programming, classes or using facilities outside of residence, dining halls and the Student Union. That means they will not be able to use the gym, library, computer labs or other spaces until they present a negative test result. Students who do not comply with their assigned surveillance test week or who fail to submit their Health Screening for three days that they have been on campus will have their card access terminated until they submit test results or submit their Health Screening three times. Residential students who do not comply with COVID regulations, including testing and Health Screening requirements, and who do not remedy the situation after a period of limited card access, will ultimately lose their campus housing. Mask wearing and social distancing, along with residential policies detailed in the housing license (including no guests allowed in residence halls) will continue to be enforced.
- SUNY is requiring all students who are on campus for any reason to be tested each week they are present this spring, according to the schedule below. This applies to those who live, work or take classes on campus, as well as those who come to campus for other reasons. For example, if you come to the Athletic & Wellness Center, a computer lab or the Library, you would need to test that week.
- Students are not mandated to test for weeks they are not physically on campus, but testing is still highly advised to protect the greater New Paltz community.
- Consequences for a lack of compliance may include card access denial, suspension from all in-person campus access, and other judicial sanctions.
- Students who have been diagnosed with COVID-19 are exempt from testing for 90 days after their positive COVID-19 test. Student Health Service must have a positive test result on file to be exempt. If you tested off campus be sure that you have submitted your positive test result to healthservice@newpaltz.edu. Only PCR test results will be accepted; rapid antigen tests are less accurate and do not meet SUNY's screening requirements.
- Students who have been vaccinated are NOT exempt from testing.
- International Students: In addition, SUNY New Paltz is preparing for the arrival of international students returning to New Paltz following the winter break as well as new students. The Center for International Programs has secured transportation from JFK International Airport directly to campus to minimize exposure. Students arriving from outside New York State will complete the required travel form and will begin a 10-day quarantine, either on campus or in their off-campus residence. COVID testing will be mandated during this time. Support from International Programs, Residence Life and Student Affairs includes an orientation program, virtual activities, and regular check-ins. Meals will be delivered to on-campus students during the quarantine period. Any changes to this plan will be communicated by the Center for International Programs as we monitor federal and state mandates.

What This Means for Employees

- SUNY also requires faculty and staff who are on campus for any reason to test each week they are present this spring, per the schedule below, as COVID-19 testing agreements between SUNY and employee bargaining units stipulate that employee testing will be done at the same frequency as student testing.
- Employees who have been diagnosed with COVID-19 are exempt from testing for 90 days after their positive COVID-19 test. Those who have been vaccinated are NOT exempt from testing. Employees with questions about this testing requirement should contact the Office of Human Resources, Diversity & Inclusion at hrdi@newpaltz.edu.

When This Mandate Takes Effect

- The weekly testing requirement will begin Monday, Feb. 8. Until that time, members of our community must comply with the "return to campus" policy, which stipulates that students, staff and faculty be tested three days before or within five days after their first time on campus this semester.
- Those who have had a consistent presence on campus over the winter break should test at least once between Jan. 8 and Feb. 5.

Off-campus Testing

- Students and employees can also satisfy the weekly testing requirement via off-campus testing. Only PCR test results will be accepted; rapid antigen tests are less accurate and do not meet SUNY's screening requirements.
- A list of testing sites in Ulster County can be found here. Please note that demand for testing in the community is very high and it may be difficult to find off-campus testing if you are asymptomatic and have no known exposure.
- Students should send off-campus test results to healthservice@newpaltz.edu.
- Employees should send off-campus test results to benefits@newpaltz.edu.

2. Mode of Instruction

A. Winter 2020-21 Term

- Fully remote Instruction for the winter term with limited off-campus fieldwork, the latter under strict safety protocols.
- On-campus density will be minimized consistent with DOH guidelines.
- Building closures for energy savings will be expanded to cover a longer timeframe than in other years.
- Surveillance testing for all on-campus students, faculty, and staff will be maintained.

B. Spring 2021 term

- Classes begin January 19 with remote instruction prior to February 1.

- Exceptions to the above, largely for studio art and science laboratory courses, have been sent to SUNY for review and approval. Students taking courses falling into this category should stay tuned for additional announcements and be prepared to possibly start those in-person experiences on January 25.
- Will maintain roughly 75% remote/at least 25% seated or hybrid distribution of modalities as we did for Fall 2020.
- Employees will continue approved ADA accommodations unless they report a change in status or identify a need to adjust current accommodation measures.
- Seated classes will maintain the social distancing guidelines established for Fall 2020.
- Procedures and plans for a possible mandatory pause are included below as **Appendix A**. In the event of a pause and pivot, the plan will be posted on our New Paltz Forward webpage and shared through email and text alert.

C. Remote Instruction
- **Transparency.** We will post on college website the percentage of courses offered in-person and remotely.
- **Regular and substantive interaction.** We will ensure regular and substantive interaction through an OSCQR-based (Open SUNY Course Quality Review) course review process and remote teaching and learning support.
  - **OSCQR Review and Expectations**
    - All faculty are expected to apply the OSCQR best practices to their remote learning environments.
    - Faculty will be asked to conduct a self-evaluation of each course being offered remotely using the OSCQR rubric that has been customized for New Paltz.
      - Faculty who are teaching a course with reduced campus presence (e.g., hybrid, where they meet in person for some of the time and online for the rest) also need to complete this self-evaluation.
      - All faculty teaching remotely are encouraged to use their self-evaluation to determine whether they may need additional training or support. These may include: New Paltz *Training: Developing a Blended Learning Course* (available to all faculty in Blackboard [Bb]), SUNY Online OSCQR supports, live or recorded campus webinars, archived support materials in the campus Knowledge Base, or one-on-one support with an instructional designer and/or one of our online teacher mentors. (See Faculty Training and Support below.)
      - Any faculty who have not been through our certification training who are teaching fully asynchronous courses will be required to submit their self-evaluation to their Chair, Associate Dean or Dean as determined by their school/college. If course remediation is necessary, the self-evaluation may additionally be submitted to the instructional design team.
    - All remote courses will include the following elements:
      - Assessment/feedback on student coursework
      - Provision of information or responding to questions about course work

- An opportunity for live office hours via phone or web-conferencing (connection beyond email exchange)
  - Remote courses should also include 2 or more of the following:
    - Direct instruction
    - Facilitation of group discussion of coursework or study groups
    - Facilitation of team projects or student presentations
    - Opportunities for feedback from students via surveys, discussion boards, or web-conferencing
    - Other means of ensuring substantive interaction not named above
- **Faculty Training and Support**
  - All faculty have 24-7 New Paltz self-help access:
    - In the Bb LMS to "Developing a Blended Learning Course" (a set of remote teaching training modules).
    - In the Bb LMS to the "Accessible Classroom Faculty and Staff Toolkit" (a set of training modules) and to the WCAG (Web Content Accessibility Guidelines) standards.
    - In the New Paltz [Knowledge Base](#)
    - In the New Paltz [Remote Teaching, Learning & Working](#) webpage
    - To the [SUNY New Paltz Help Desk and ticketing system](#) for one-on-one assistance.
  - All faculty have 24-7 SUNY Online self-help access:
    - [COVID-19 Resources](#)
    - [SUNY Support Help Desk and Self-Service Help](#)
  - All faculty may schedule a meeting with an instructional designer.
  - All faculty should contact the campus' Disability Resources Center for assistance with supporting students with disabilities.
  - All faculty are encouraged to attend an array of live and archived web-based training sessions offered by our campus and by SUNY Online.
  - We have established a team of Online Teacher Mentors to provide peer-assistance for faculty who need support.
- **Student Training and Support**
  - All students have 24/7 New Paltz self-help access in the Bb LMS to "Student Online Learning Orientation" (a set of learning modules, the completion of which leads to a certificate of completion).
  - Monitoring student engagement:
    - In addition to reaching out to students through email, faculty will use Starfish, our advising portal, to notify students and advisors when students have not shown engagement in their courses, or who have fallen behind on work, or are failing the course.
  - International Students:
    - Advisors will work with international students to make course selections that take into consideration time zone issues.
    - Faculty will also consider time zone issues when giving exams.
  - Students with Disabilities:
    - Disability Resource Center/Office of Instructional Technology will provide faculty with updated information and access to training to support students with disabilities.

- As noted above, faculty are provided information about how to accommodate students with disabilities in remote learning through the Accessible Classroom Faculty and Staff Toolkit available in Bb.
  - Advising interventions:
    - The Center for Student Success and Academic Advising will continue to provide support, both remote and in-person, that prioritizes student learning.
      - Adoption of "CircleIn," an app that enables students to create supportive online peer study groups.
      - Early and mid-term evaluation of student success with follow-up processes.
      - Increased use of Starfish flagging and tracking mechanisms.
      - Availability of tutoring in courses with high DFW grade rates.
  - Expanded availability of the Satisfactory/Unsatisfactory grade option to allow students two additional S/U grades in fall and spring, to be used after consultation with advisor.
  - Mental health support:
    - SUNY student mental health resources, including the Thriving Campus app, tele-counseling through Upstate, UAlbany hotline, and QPR training, will be actively marketed to students
    - Campus resources will continue to include 24/7 triage services, one-on-one counseling, support groups and drop-in "Let's Talk" sessions provided by our Psychological Counseling Center, peer counseling offered by OASIS/HAVEN and proactive outreach by the Psychological Resilience Advocates

3. **Academic Calendar**
   A. Spring Term Start Dates
   - Classes begin remotely on January 19. Specialized courses approved by SUNY will begin in person on January 25.
   - All other in-person courses will begin February 1.
   B. Spring Break
   - SUNY has mandated that spring break be canceled and any days off during the semester must fall on midweek days to discourage travel and possible transmission of the virus. Therefore, New Paltz will end final exams two days earlier this spring and has scheduled three, individual, "Mind, Body, Spirit" days that will be distributed as follows:
     - Tuesday, Feb. 23
     - Wednesday, March 24
     - Thursday, April 15
   C. Commencement
   - Per SUNY-wide spring guidance issued in November 2020, "Commencement exercises ordinarily occurring at or near the close of Spring 2021 semester will be considered in accordance with guidance from New York State. Campuses should begin to plan and

message virtual commencements and/or safely distanced methods of recognition and degree dissemination for their graduates."

- The SUNY New Paltz Commencement Office is currently considering various options and will communicate them with the campus community once they have been finalized. New Paltz plans will be contingent on state health department guidance at the time of Commencement.

4. On-campus Activities

No changes.

5. Reporting

No changes.

6. What Students Should Know: Transparency

SUNY System Guidance shared on November 5, 2020 requires that we provide a notice, "What Students Should Know" to all students. We await SUNY System Administration's template for campuses to customize. In the meantime, Student Affairs is drafting a communication that per SUNY guidance must include testing requirements; mandatory quarantine and isolation; uniform compliance; and the percentage of courses which will be offered in-person and virtual so they can make informed decisions about their educational experience. The notice will include specific COVID-19 policies and a copy of the Chancellor's Uniform Sanctioning in Response to COVID-19 Student Violations along with any additional campus-specific sanctions so students are aware of the penalties for failing to comply with all COVID-19-related testing and safety protocols.

The "What Students Should Know" document will be distributed to all students via the e-mail and web announcement of our spring plan; a standalone campus e-mail, a text to all students alerting them to the web location of this resource; the Daily Digest e-newsletter sent to all students and employees; via our website in its entirety, and through web-based FAQs. Residence Life also will alert all residential students to this resource.

Appendix H: Pause and Pivot Plan for Spring 2021

SUNY New Paltz is prepared to pause all in-person classes and pivot to fully remote instruction for a period of two weeks if so directed by New York State, SUNY or local health authorities.

Academics

All courses that include in-person instruction will move online for two weeks. Students and faculty will have access to resources and technical support to ensure a smooth transition.

Lab and studio classes, like other course sections, must be provided remotely during this two-week pause. Faculty are encouraged to communicate with students about what accommodations will be possible to continue course activity in a remote learning environment.

Some arts and science labs will remain open to a limited number of students. Academic departments will make these determinations on a case-by-case basis and will prioritize granting access to graduate students and undergraduate students near graduation.

Campus Life/Facilities

The campus will remain open during the pause and pivot, and all core operations will be sustained.

During this two-week pause, residence halls will remain open and all resident students will be strongly encouraged to remain on campus. Students will continue to have access to critical campus resources including dining, medical and counseling services. Our policy of not allowing visitors inside residence halls will continue.

Dining will be provided by grab-and-go only, with delivery provided for any students who are in quarantine or isolation on campus. Students can place to-go orders using the GrubHub app.

All in-person programs and events, including athletic team activities and Admissions tours of campus, will be halted during the two-week period. We will be offering virtual programming during this time to help students manage anxiety, provide support and answer questions. Students are encouraged to continue monitoring campus email and texts for more information.

While some indoor spaces will be closed, others will be open with access and capacity limitations, to provide on-campus students with places to work and use computers and other technology. The Sojourner Truth Library late-night study space and the Athletic & Wellness Center will remain open to students with capacity limits in place, according to existing protocols. Note that the Governor's Cluster Action Initiative calls for closing gyms in Red and Orange zones. The Samuel Dorsky Museum of Art would remain open only to students who need access for instructional and course completion purposes.

Human Resources

Offices will be encouraged to strictly observe low-density staffing levels or plan for fully remote staffing (where possible) for the two-week period, while ensuring continuity of business and campus operations.

The Telecommuting Pilot Program will remain in effect during the two-week pause. Employees who can perform their job duties from home will not be required to come to campus, nor will they be required to use their accumulated leave time.

Some employees who are identified as "essential" may be required to continue performing their on-campus job duties to ensure the safe operation of the College. The Office of Human Resources, Diversity & Inclusion, in cooperation with bargaining units, will notify these employees of their essential status and communicate their expected work obligations for the two-week pause.

Student workers will be able to continue in their roles during the pause and pivot. They should communicate to their supervisors that they intend to continue working, and supervisors should work with students to provide alternate work assignments that can be completed remotely. This policy will apply to Work Study students and TAs and GAs as well.

COVID-19 Testing, Tracing and Communication

On campus COVID-19 testing will continue during the pause and pivot. It will be available to all students, essential employees and others who are required to be on campus.

Any members of our community who have been directed to quarantine or isolate in place must comply with these orders.

The College will communicate details about the pause and pivot to our campus community using email, text message, institutional web pages, social media accounts, and posters and other physical media.

During the pause and pivot, we will continue publishing important news and information in our existing Daily Digest email newsletter, our online COVID-19 Dashboard and through the college text alert system.