Bringing Brockport Back Committee

Report on:

RESTARTING ON-CAMPUS OPERATIONS

UPDATED August 05, 2020

THIS REPORT WAS DEVELOPED BY THE BRINGING BROCKPORT BACK COMMITTEE
and has been endorsed by President Macpherson and her Cabinet
In accordance with the SUNY Chancellor memo issued on June 19, 2020, the SUNY Brockport plan has been updated to include additional requested information, including the required checklist.

<table>
<thead>
<tr>
<th>SUNY Checklist Requirement &amp; Plan</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Repopulation of the campus</strong></td>
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<tr>
<td><strong>Capacity to maintain social distancing</strong></td>
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<tr>
<td>1) The majority of employees continue to telecommute to work, while we await continued guidance from NYS. Some staff members have already returned to work as part of the phased re-opening of NYS.</td>
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<tr>
<td>2) SUNY Brockport is hopeful the “Telecommuting Policy,” currently in place until Oct. 2, will be extended through the end of the Fall 2020 semester. This would allow the College to continue to reduce density significantly.</td>
<td>2) See page 27 of Chancellor report.</td>
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<td>3) SUNY Brockport has completed a “Classroom Population Density Study” that has established spacing, maximum occupancy, and layout of academic and non-academic space. Additionally, a <strong>Physical Space Planning Team</strong> has been established to continue this work throughout the semester.</td>
<td>3) See page 21 of Chancellor report.</td>
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<tr>
<td>4) SUNY Brockport has developed a strong “Social Distancing and Masking Policy.” Faculty members will be provided a face shield that covers all sides of their face to be used in teaching settings, and two face coverings to use outside of classrooms. Students will be provided with two face coverings upon arrival on campus. A request process has been developed to request additional or replacement masks through the Environmental Health &amp; Safety Office. Included in this policy is a list of strategies that will be used to prevent congregation of individuals and ensure that a distance of at least six feet is maintained among individuals on campus, to the greatest extent practicably possible and when in a classroom setting or meeting.</td>
<td>4) See page 21 of Chancellor report.</td>
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<td>5) SUNY Brockport has developed a transportation policy that places restrictions on occupancy limits for all modes of transportation. Included in this policy are protocols for boarding and disembarking in a manner that maintains social distance between individuals.</td>
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<td><strong>PPE</strong></td>
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<td>SUNY Brockport has developed a Face Covering and Social Distancing policy requiring all individuals to wear an acceptable face covering, except when:</td>
<td>Face Coverings and Social Distancing Policy</td>
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<td>• working alone in an enclosed space.</td>
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<td>• wearing one is prohibited by law or regulation while performing a job duty.</td>
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• in a situation where imminent threat or danger is present and wearing a mask would inhibit communication that is necessary for the safety of the individual or other individual(s).
• outdoors and social distancing restrictions can be consistently maintained (not when there is a high likelihood of passing someone on a walkway, such as when traveling in between class periods).
• unable to medically tolerate one. Individuals who are unable to wear a face covering due to a documented medical condition or other health reason will be given a reasonable accommodation. Students will contact the Office of Student Accessibility Services. Employees will contact the Office of Human Resources.

“Face covering required” signage will be posted on the entrances to all buildings.

Students and employees will be provided with two re-usable face coverings. Faculty will also be provided with a re-usable face shield that covers all sides of their face to be used as face covering in teaching spaces. This face shield, or alternative PPE that meets OSHA guidelines, will be required to be worn when teaching. A supply of disposable face masks will be maintained and provided to both students and employees when needed.

A plan for monitoring PPE supply levels and for requesting new or replacement PPE is in place. Students and employees will request PPE by contacting the Facilities Service Center. A process for distributing PPE for full campus re-opening is under development.

Employees and students will be required to complete a virtual training on how to put on, take off, clean, and discard PPE. Residential students will receive the training during the housing assignment process. Training will be included as part of campus life preparation programming for non-residential students. Staff will receive training as part of the Human Resources Return to Work process.

PPE protocols will be included in all employee return to work documentation, in student course syllabi, and on the campus webpage. PPE protocol signage will be posted throughout the institution.

Employees who are required to wear more protective PPE than a face covering based on the nature of the work that they are doing will be required to do so and will be provided with the appropriate PPE.

Physical barriers will be installed in locations where social distance is not feasible, including places where transactions must occur, and in locations where it is necessary to meet OSHA guidelines.
All individuals seeking to engage in research and academic activities in laboratory, studio, workshop or off-site facilities, are required to complete an application and receive approval prior to conducting these activities. The application process includes the submission and approval of a safety plan that aligns with all campus policies and protocols for personal protective equipment, social distancing, cleaning, disinfecting, and hygiene.

**Screening and testing**

1) **SCREENING**: SUNY Brockport has developed a robust daily “Symptom Checker” that is required of all faculty/staff/students. See the monitoring section of this appendix for more information on this process. Additionally, the College has created a “Wellness Team” that will assist in tracking and monitoring patterns.

2) **TESTING**: The Monroe County Public Health Department’s ongoing and very clear message to SUNY Brockport is that, at this time and for the foreseeable future, the Finger Lakes Region does not have the capacity to conduct regular testing of non-symptomatic individuals or testing of individuals as part of a “screening process.” SUNY Brockport has processes in place related to antigen and/or PCR testing on campus for students through our Health Center. Employees who require testing are directed to their Primary Care Physician or a local NYS DOH test site (as available).

Screening and testing students:

1. There are not sufficient testing resources in our area to offer pre-arrival or arrival testing for COVID. Instead, all students will be screened. If symptoms exist, students will be instructed to get a test with their health provider and produce a negative test result prior to arriving on campus (moving-in residence halls or attending classes).

2. All students will be screened within 14 days prior to arriving on campus.
   a. Students with positive test results will be required to remain at home for 14 days and submit a negative result before returning to campus.
   b. This will be monitored by the Wellness Team, Hazen Health Center, and Residential Life, or their designees.

3. Once on campus, students will be screened daily:
   a. A screening questionnaire, as described above, will be used. A daily reminder email will be distributed.
   b. Students have been instructed to bring a thermometer from home; those without will be provided with one.
   c. Students responses will be monitored by the Wellness Team, Hazen and Res Life (or their designees).

1) See page 23 of Chancellor report.
i. If a student has not submitted their results by noon, they will be contacted.

ii. Negative responses will be tabulated daily.

iii. Students with positive responses will be contacted and screened to determine if testing is necessary.

4. Student testing will be arranged by Hazen staff.
   a. Students requiring testing will receive testing at Hazen (antigen or PCR) or sent to a NYS lab for free PCR testing.

5. While awaiting test results, students will be placed in isolation.
   Students with positive tests will be instructed to go home.
   a. In the event a student is unable to return home, a determination will be made as to the best place for isolation by Hazen staff (and Res Life if a residential student).
   b. Once determined, the student will be placed in isolation for a minimum of 10 days based on the progression of symptoms and any additional testing.
   c. Support services will be arranged (i.e. meals) for on campus students.
   d. Administration will be notified to alert faculty of the student’s circumstances.

6. All positive tests will be managed in conjunction with the Monroe County Department of Public Health (MCDPH).
   a. Contact tracing will be initiated by MCDPH.
   b. Daily monitoring of the student will be initiated by MCDPH in partnership with Hazen staff.

7. Once cleared by Hazen staff, the student may resume usual activities.

Screening and testing for Faculty/Staff:

- **Daily symptom checking:** Employees are required to complete the daily symptom checker. Supervisors will be notified by email when their employee completes the form. Supervisors will be required to follow up with any employee who does not comply. Any positive responses will be automatically sent to Human Resources (HR). The supervisor will receive an email indicating their employee answered yes to one of the questions (but will not be told specifics). HR will follow up with the employee directly to review their answers and symptoms.

- **Testing:** If the employee is reporting symptoms related to COVID, they will be referred to their physician and will need to follow up with HR before returning to work. They will be placed on self-quarantine. Employee shall remain in self-quarantine at home until the COVID test results are received by HR. If the employee tests negative, they will be cleared to return to campus. If the employee tests positive, they will be instructed to go home and given the determination of the best place for isolation by Hazen staff (and Res Life if a residential student). Once determined, the student will be placed in isolation for a minimum of 10 days based on the progression of symptoms and any additional testing. Support services will be arranged (i.e. meals) for on campus students. Administration will be notified to alert faculty of the student’s circumstances.
If an employee tests positive, they will be placed on a mandatory 14-day quarantine. HR will notify supervisor of the quarantine dates.

- **Cleaning:** Facilities will be dispatched to disinfect the employee’s work area based on where they told us they have been.
- **Contact Tracing:** HR will contact those employees with whom the individual says they have come in contact with and provide guidance.
- **Communication:** HR will update the tracker form which notifies SUNY and is tracked for the Governor’s Office. HR will notify Emergency Management to inform them of the positive results, dates, and level of quarantine.
- HR will “case manage” each situation and conduct follow up to ensure testing has been completed and will follow up on testing results with all employees involved.

### Residential Living

Residential Life/Learning Communities will place approximately 40% of residential students in reduced density and/or more private living formats including single rooms, Townhomes, and Eagle Hall. Returning students in Briggs, Bramley and Perry will remain in their double occupancy rooms with their assigned roommates. Mortimer will consist of all single rooms within suites for returning students. Approximately 1/3 of first year students will be offered the opportunity to have a single room, placed throughout first year residence halls to reduce overall building density. Students who will remain in double occupancy rooms will be asked to discuss and sign off on roommate agreements related to cleaning, social distancing, etc. Increased cleaning of shared spaces will occur.

Students with documented medical conditions will be placed in single rooms first.

Quarantine and isolation spaces will be set up in Gordon Hall, offering 54-100 spaces.

Only students who are assigned to live in their residence hall will be permitted to enter; guests will not be allowed at least through the fall 2020 semester.

Students will be required to agree to the Social Distancing Policy and the Housing License prior to moving on campus, as well as the Code of Student Conduct. These policies have been updated to reflect new guidance and best practices. The “Failure to Comply” Code will be utilized if students do not follow the directives of college officials, including social distancing, wearing a face cover, etc.

Residence Hall rooms are conducive to social distancing requirements. Regardless of occupancy (double or single) each residence hall room ranges...
from 141 square foot to 280 square foot per two occupants, which exceeds the minimum per CDC guidelines. Public spaces in residence halls will be limited. Those that remain open (such as laundry rooms) will have clear and sufficient signage as well as regular cleaning and disinfecting.

**Operational activity**

All department chairs have been asked to develop plans for every course. These plans must be approved by the dean, provost, and campus space team.

Delivery methods have been adjusted to allow for reduced seat count and social distancing in all instructional spaces, including labs and performance halls. Face-to-face instruction will be conducted with all students and instructors masked.

All instructors will be required to include a statement on their syllabi explaining new safety protocols, hygiene, masking requirements and social distancing as appropriate to each course — which will be reviewed by instructors on the first day of class.

All large lectures will be moved online. Asynchronous delivery methods will be utilized wherever possible to allow for maximum flexibility of all instruction and the ability to pivot rapidly to remote instruction should it be deemed necessary. All lecture, lab, and performance-based courses utilizing face-to-face instruction that cannot be accommodated in a single classroom space with appropriate distancing will be taught with a modified A/B or A/B/C schedule with maximum capacity of each session set by room size and seat count using a 40 square foot per student, every other row, and every third seat metric. Some courses will be moved to alternative instructional spaces based on enrollment and time slot availability to allow for additional seat count capacity.

When synchronous, whole class instruction is required to accomplish set course objectives, instructors will use Blackboard Collaborate (fully online) or a combination of live streamed instruction with some students in attendance and others online.

All face to face instruction will end by Thanksgiving, with the remainder of the semester taught online, in keeping with the new modified calendar.

**Restart operations**

Contractors/vendors/consultants:
The College is following SUNY’s Office for Capital Facilities guidance related to contactors/consultants/vendors on campus. We are in the process of updating our Information for Bidders (IFB) documents in which such
parties agree to accept a level of risk and adhere to New York State, SUNY and campus guidelines, requirements, and protocols.

In order to be eligible to resume or start work on campus, all contractors will be required to submit a safety plan. Only plans that align with the college’s COVID-19 social distancing, cleaning and disinfection, hygiene, and face coverings policies will be approved.

Building Status:
No buildings on campus have been completely decommissioned, with the exception of one building, Morgan Hall, that was closed prior to the COVID-19 pandemic and will not be re-opened.

Water Systems:
Water heaters that have remained on have been maintained during campus closure. Water heaters that have been turned off and drained, will be inspected, refilled, returned to service and set to the proper set point prior to re-occupancy of the space. Essential staff have been flushing toilets and running fixtures (both hot and cold) to keep water from being stagnant since the closure of campus buildings. Two weeks prior to reopening, a system wide flush of each building will occur.

Mechanical Systems:
A preventive maintenance program is in place for our heating, ventilation, and cooling (HVAC) units. Currently all buildings with air conditioning units are operational. Air conditioning units have been turned on on a routine basis to exercise the units. Air conditioning has been running in spaces where essential staff have been working and where it is needed to maintain equipment. A series of measures (outlined in the HVAC Operation Plan) have been implemented to maintain thermal environmental conditions in buildings.

Prior to restart, belt replacements, cleaning, lubing, and rebuilding of motors on all HVAC units will be completed to ensure they are running at maximum efficiency. Where possible and feasible, MERV 14 air filters will be installed. Air Handling Units in all buildings will be re-started a few days before reopening. Units will be run continuously for 24-48 hours with minimum outside air/ventilation dampers fully open and heating/cooling coils active to maintain occupied level temperature and humidity in the buildings.

During re-open, heating, ventilation, and cooling (HVAC) systems will be operated in occupied mode (including normal or peak outside air rate

HVAC Operation Plan
introduced to each space) for minimum period of 2 hours prior to occupancy in the building and for 2 hours after the building has been occupied.

A visual inspection of all buildings currently unoccupied/lightly occupied and/or with HVAC systems turned off will be conducted prior to re-opening to check for water leaks from roofing, plumbing, or other issues. Any major problems identified will be corrected prior to re-opening.

Cleaning and disinfection:
Before campus re-starts:
- All classrooms, labs, public spaces, offices and any other used space on campus will be cleaned and disinfected before the start of classes.
- All classrooms, labs, public spaces and entranceways will be provided with either a disinfecting wipe station, sanitizing station or a spray disinfectant, for use during the school year. These items will be replenished by facilities when needed.
- Areas in each building will be set up for staff and faculty to replenish their disinfecting supplies and trash liners for their personal workspaces. This area will also contain a place to deposit trash and recycling from their work area.
- All residence life buildings will be completely cleaned and disinfected before the students return. Sanitizer stations will also be set up in entrances of each building for use during the school year.
- Training will be provided by video or in person to all faculty, staff or students who will be using any of the personal protective equipment or disinfectant/sanitizers that will be used on campus before the start of the Fall semester.
- Training will be provided to all facilities workers on new systems and protocols that will be used to protect the campus from COVID-19.

<table>
<thead>
<tr>
<th>Extracurricular activities, including intramurals and student performances</th>
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<td>The following breakdown of activities outlines plans for the following types of co-curricular activities:</td>
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**Athletics:** Best practices and guidance outlined by NCAA and SUNYAC will be adhered to by the Athletics program. For example, if such activities are permitted, there will be strict limitations placed on spectators, if spectators are permitted. Our Athletic Director has been in constant contact with SUNYAC and Empire 8 conferences.
**Fitness Center:**
- Set facility up for social distancing by spacing equipment to provide a six-foot radius (as measured from the center of the main operation of the specific piece of equipment), removing and storing some pieces of fitness equipment or by disabling equipment.
- Establish one-way traffic flow, where possible, for equipment circuits, tracks, etc.
- Capacity for the fitness center will reduced to 25% (50 patrons) and will be tracked at the membership services desk.
- Encourage patrons to bring their own filled water bottles; water fountains will be limited to water bottle filling only.
- Group Exercise Plans: Offer virtual fitness classes both in the group exercise studio. Group exercise studio capacity will be determined based on the type of class and will be posted in advance.
- College Facilities Cleaning plan will be in effect for cleaning, sanitizing, and disinfecting areas

**Field House/Informal Recreation**
- Designate lanes for walkers and runners only
- Use every other lane – recommend being 15 feet apart if in same lane
- Temporarily suspend the checkout of equipment due to not being able to clean appropriately

**Programming and Events:**
- No live fine arts performances before audiences will happen in the fall, other than those specific to class.
- Virtual events will be strongly encouraged, both programmatically and to provide services.
- Reservations for space use will be reviewed to assess risk and if the meeting, program, or activity can be successful in maintaining all rules and regulations set forth by the campus, State, etc. Organizers will be asked to present a plan that includes social distancing, face covering, disinfecting and handwashing components. Entry and exit plans, capacity, traffic flow, staffing needs, number of attendees and capacity will be additional elements.

**Student Organizations:**
All student organizations meetings will be held virtually. All trainings for student organizations will be virtual unless another minimal risk option is identified. Spaces such as the field house or large lecture halls (Tuttle B300) may be options when face to face interaction is necessary.

**Club Sports**
Club sport offerings will be drastically reduced to comply with social distancing requirements. Some of the team's activities can be modified or
delayed until such a time that there are no restrictions on social distancing. Club sports where there can be some adaptation will be reviewed for feasibility and if they can be offered safely, but these would be strictly limited in terms of number and scope. We will require an application process that includes submission and approval of a safety plan that meets all safety guidelines in order to resume a club sport. Signage will be placed throughout each facility/event space consistent with signage placed throughout all of campus

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<th>Vulnerable populations</th>
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<td>For Employees:</td>
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<tr>
<td>• The Telecommuting Program has been extended through October 2. We will continue to allow employees to work remotely if they can complete their work from home.</td>
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<tr>
<td>• For employees who have health conditions that may prevent them from being able to return to campus, they are being referred to the ADA Coordinator.</td>
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<tr>
<td>• The employee will need to follow our regular process to request a Reasonable Accommodation and we will begin the interactive process.</td>
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<tr>
<td>• If they can perform their job at home, they will be allowed to continue to telecommute.</td>
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<tr>
<td>• The ADA Coordinator and the relevant supervisor will work together to identify alternate work locations if an employee is not able to perform work at home.</td>
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<tr>
<td>• If no such location exists, the ADA Coordinator and supervisor will discuss assignments that the employee can perform from home.</td>
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Human Resources will adhere to the following “Reasonable Accommodations” procedure.

For Students:

• Students who have health conditions that may prevent them from being able to return to campus will follow the Office of Student Accessibility Services (SAS) accommodation request process.  
• Student Accessibility Services (SAS) is operational in a multi-modal, virtual capacity for intakes and support services. Students can self-identify via email, telephone, or a virtual Teams meeting. Registration documentation is available as both an accessible PDF and a MachForm version for ease of access. The intake process can take place over the telephone or via a virtual Teams meeting.  
• Accommodation letters are developed in the interactive intake meeting and distributed electronically via email or an interactive MachForm system. Within the accommodation letter, resource links
to Library, Information and Technology Services (LITS) and Academic Systems and Instructional Support (ASIS) are included to support compliance with EIT accessibility.

- Accommodations are provided, or can be modified to provide, accessibility in face-to-face environments that require social distancing as well as in the virtual environment.

### Hygiene, cleaning and disinfection

All cleaning and disinfection will be in accordance with CDC and NYSDOH guidelines and all cleaning products and sanitation products used will be registered with the NYSDEC and EPA as effective against COVID-19. A log detailing when cleaning and disinfection occurred in a space will be maintained.

All public restrooms and community restrooms in residence halls will be cleaned and disinfected twice a day. All frequently touched surfaces, including those in restrooms and classrooms, will be electrostatically disinfected according to frequency of usage (the frequency for each facility/area is outlined in the campus enhanced cleaning and disinfection plan). Frequently touched surfaces in residences halls will be electrostatically disinfected at least 4 times per day.

Classrooms will be cleaned and disinfected daily. In addition, all students and employees will wipe their workspace prior to use with a disposable disinfectant wipe that has a one-minute kill claim for COVID-19.

Housekeeping staff will be trained on cleaning protocols. Employees and students will complete a virtual training on cleaning and disinfection protocols. Residential students will receive the training during the housing assignment process. Training will be included as part of campus life preparation programming for non-residential students. Staff will receive training as part of the Human Resources Return to Work process.

Hand sanitizer stations will be maintained at major building entrances and in high-traffic areas. Supplies for handwashing will be available in all restrooms.

Hand washing, respiratory hygiene, and cleaning protocol signage will be posted throughout the institution and in all high frequency areas, including classrooms, restrooms, and shared use spaces.
Cleaning and disinfection supplies will be available in locations where shared and frequently touched surfaces are present and for cleaning workspaces.

Drinking fountain use will be limited to water bottle filling only.

Strategies to limit the use of shared objects (e.g., laptops, notebooks, touchscreens, and writing utensils, etc.), as well as the touching of shared surfaces, such as conference tables, will be implemented where feasible.

Dining facilities: Enhanced cleaning procedures will be in place in all dining facilities. Customer touch points will be disinfected by staff whose only job responsibility is to do this task. Menus will be simplified, with a focus on popular food items. There will be an expanded mobile ordering in retail locations. Kiosks will focus on quick grab and go items.

Transportation: A transportation policy is in place that includes protocols for cleaning and sanitizing all modes of transportation and for maximizing fresh air while traveling.

Shared food and beverages (e.g., buffet style meals) among employees is prohibited on campus. Employees and students will maintain social distancing while eating meals.

### Monitoring

#### Testing responsibility

Due to capacity limitations throughout the Finger Lakes Region, we are unable to test all students, faculty, or staff prior to or during the semester. (Information related to testing capacity has been provided by the Department of Public Health.) Any testing will be event driven. For example, if an employee communicates that they are experiencing symptoms, they are instructed to remain home, contact their primary care physician (PCP), request testing, follow recommendations of PCP, and maintain communications with Brockport HR.

1. Students will be screened daily for fever and symptoms.
   a. Students with positive screens will be assessed by Hazen staff or designee via telephone or tele health.
   b. Students with screens consistent with COVID-19 symptoms will be instructed to get tested.
   c. Students can opt to get tested at a local testing site or in Hazen. A screening clinic will be conducted each afternoon in Hazen, and an Antigen POS test will be administered.
2. A positive test will set in motion the protocols for COVID.
3. A negative test will be followed up immediately by a PCR test sent to a local lab (in negotiations, ACM vs Strong Labs) and an influenza test. Students awaiting results of a PCR test will be placed in isolation pending the result (typically in 24 hours). Positive tests will set in motion the protocols for COVID. Negative tests will be re-assessed.
4. The same process will be in place for students who reach out to Hazen for illness or COVID concerns.

**Testing frequency and protocols**

1. Students will be screened for fever and COVID symptoms daily.
2. Testing will be based on:
   a. Results of daily fever and symptom checks
   b. Symptomatic students seeking care at Hazen
   c. Students identified as close contacts of a COVID+ case
3. Testing will be conducted:
   a. At a local testing site
   b. Hazen Health Center
      - Antigen POC testing, influenza POC testing and PCR testing will be employed
      - A screening clinic will be conducted each afternoon in Hazen.

Antigen Point of Service (POS) test will be administered.
1. A positive test will set in motion the protocols for COVID
2. A negative test will be followed up immediately by a PCR test sent to a local lab (in negotiations, ACM vs Strong Labs) and an influenza test

Students awaiting results of a PCR test will be placed in isolation pending the result (typically in 24 hours). Positive tests will set in motion the protocols for COVID. Negative tests will be re-assessed.

**Early warning signs**

Early warning signs and metrics have been identified. They include a variety of data sources that will be analyzed by the Wellness Team on a daily and weekly basis to identify trends. Examples include: number of student cases broken down by on/off campus, faculty/staff cases, daily symptom checking data, Monroe County health data, etc.

**Tracing**

The Monroe County Department of Public Health (DPH) has made it clear to SUNY Brockport (as well as the other six higher education institutions in Monroe County) that DOH are the lead agency for contact tracing. However, the DPH is working with each college to develop an internal tracing team on campus. SUNY Brockport will have a 5-10 member team of nursing students, led by the Director of the College’s Nursing Program. The students are required to take the Johns Hopkins’ online contact tracing training as well as CommCare training with the DPH.
**Screening**

A web-based application will regularly screen employees and students for symptoms related to COVID-19. Users will log-in and answer a short series of questions. If an individual self-identifies having experienced a symptom, they are given immediate instructions to isolate until further information is provided. Human Resources and supervisors will be notified if an employee experiences a symptom. Resident Directors will be notified if an on-campus student experiences a symptom, and Student Union & Activities (off campus student support) if an off-campus student does so.

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**Isolation**

Isolation: Students who have symptoms and are awaiting a test result, or they have a positive test
- Awaiting results
- Test positive, 10-14 days in isolation.
- Their isolation order from the county will identify the length of time
- Operationally: Students will be directed to go home. If they can’t go home they will need to go to Gordon to isolate in a single room with a single bathroom (no roommates or shared bathroom). Roommate of isolated student will receive a mandatory quarantine order from the county. They will be directed to go home or move to Gordon if they cannot go home. The other suitemates may get a mandatory quarantine order but that will be dealt with on a case by case basis.

Quarantine and isolation spaces will be set up in Gordon Hall, offering 54-100 spaces.

**Quarantine**

Quarantine: close contact with confirmed lab positive person, for more than 15 minutes, within 6 ft of one another, one of the two parties aren’t masked
- Contact tracing will indicate who will get mandatory quarantine orders from the county
- 14 day period, can be completed on day 15 if no symptoms are present
- Operationally: While awaiting test results, students may quarantine for 24 hours in their assigned room. If the student receives a quarantine order, they will be asked to go home for 14 days and can return on day 15 if no symptoms are present. If they cannot go home, they can quarantine in a suite in Gordon, single room but with another person (2 people per suite for quarantine).

Quarantine and isolation spaces will be set up in Gordon Hall, offering 54-100 spaces.
**Plan Update – August 5, 2020: NYS Travel Advisory Order**

In response to increased rates of COVID-19 transmission in certain states within the United States, and to protect New York’s successful containment of COVID-19, New York State has joined with New Jersey and Connecticut in jointly issuing a travel advisory for anyone returning from travel to states that have a significant degree of community-wide spread of COVID-19. Based upon Governor Cuomo’s Executive Order 205, issued June 25, 2020, a travel advisory ([https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states](https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states)), requiring all persons traveling from these areas to self-quarantine for 14 days, SUNY Brockport has developed quarantine procedures for all students from identified states, as well as international students. The procedures require quarantining for 14 days prior to arriving on campus as well as the completion of the **online health form** as required by New York State: [https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form](https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form).

These procedures apply for students living both on and off campus for the fall 2020 semester.

### Students confirmed or suspected to have COVID-19

Students who test positive will be strongly encouraged to go home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home. If a student will remain on campus to isolate or quarantine, the Isolation Procedures will be enacted. Supports for these students include, but are not limited to mental health and health care support via Hazen Center for Integrated Care; delivered food; a provided microwave and refrigerator; access to their own single bathroom; and access to virtual academic support via the Academic Success Center. They will also have the same access to virtual programming and community building that non-quarantine students have access to. Student will be able to request essential items during their quarantine period.

Off campus students will be supported remotely by the Hazen Center for Integrated Care. They will be strongly encouraged to quarantine at home.

### Hygiene, cleaning and disinfection

All cleaning and disinfection of exposed areas will be in accordance with CDC and NYSDOH guidelines, and all cleaning products and sanitation products used will be registered with the NYSDEC and EPA as effective against COVID-19. A log detailing when cleaning and disinfection occurred will be maintained.

In the event of a suspected or confirmed case of COVID-19, steps will be taken to determine where the individual was symptomatic while on campus.
the length of time since the individual was last on campus, and the date when symptoms appeared. The Wellness Team will be responsible for this process for students. Human Resources will responsible for this process for employees. The Facilities cleaning team, wearing appropriate personal protective equipment (PPE), will:

- Close off the areas used by the person by posting signs on the spaces and notifying occupants, where necessary
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours or as long as possible to clean and disinfect the area
- Clean and disinfect all areas used by the individual including those used 48 hours prior to showing symptoms. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary. However, routine cleaning will continue.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the individual, focusing especially on frequently touched surfaces, like door knobs, switch plates, counters, tabletops, remote controls, phones, etc.
- Reopen closed areas once they have been appropriately cleaned and disinfected.

Designated supervisors will observe disinfection and cleaning and document rooms, materials and surfaces on the “COVID-19 Disinfecting Log.” Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the cleaning plan.

Quarantine and isolation spaces:
A terminal clean of bedrooms, restrooms, and common area spaces used by individuals placed in quarantine or isolation will be completed by a Facilities cleaning team after the individual vacates the space. The cleaning team will wear appropriate personal protective equipment. After the individual vacates the space, the space will remain closed and unoccupied until the terminal clean process is completed by a cleaning team.

Designated supervisors will observe disinfection and cleaning of terminal spaces and will document rooms, materials and surfaces on the “COVID-19 Terminal Clean Log.” Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the cleaning plan.

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President Macpherson will send an initial announcement of our plans to our key stakeholders. This will cover high-level health and safety information. The “Bringing Brockport Back” website is designed to be a clearinghouse for all news, information, and resources related to how the College is managing COVID-19. It will include cleaning plans, PPE policies, and social distancing guidelines. This website will be heavily promoted off the College’s homepage. We also have a banner at the top of each of the College’s webpages that directs people to the Bringing Brockport Back site.

Any new policy or procedure is shared with faculty and staff through the Daily Eagle, the College’s daily e-newsletter. Email blasts to students will notify them of important new developments. Any health or safety matter that requires an urgent or immediate response can be pushed out as an emergency text message to our entire campus utilizing our RAVE application.

### Return to remote operations (“Shutdown”)

#### Operational Activity

Using the Early Warning Sign Metrics, campus leadership will identify if campus operations (partially or in-full) need to move to a remote format. This will require the telecommuting policy to be implemented.

Essential personnel list is updated and ready for fall 2020. Should we need to reduce campus density, this list will guide who will remain working in-person and who can work remotely.

#### Move-out

A process for mass move-out has been developed and was designed to be implemented with very little notice. Emails, texts and emergency notification alerts (RAVE) will be sent to residential students with concise and clear directions and timelines, as deemed appropriate. Parent notification will occur via email. An exemption process exists for students who demonstrate housing insecurity.

#### Communication

Our modified academic calendar for the 2020 fall semester has created room for potential “pivot days.” Should the decision be made to move to remote classes, SUNY Brockport will be able to take a three-day break in the middle of the semester in order to provide students with an opportunity to move home and faculty with an opportunity to finish preparations for online teaching. These three days were gained by opting to hold instruction on Labor Day and by eliminating mid-semester break. This plan will be well-communicated in our initial announcement and in our published academic calendar.
Any announcement to transition to remote learning will be thoroughly communicated through email (students, faculty, staff and alumni), through our website, through social media, and through local media. We will target parents through our popular “Parents of Brockport Students Facebook Group.” These communications will be transparent, relaying the data and principles that were used to make this determination.
1. Restarting On-Campus Operations

A. SUNY Brockport Campus Planning Task Force

The Bringing Brockport Back (BBB) Committee consists of six functional areas: 1) Housing and Emergency Services, 2) Student Engagement, 3) Finance & Information Technology, 4) Facilities, Planning and Environmental Health & Safety, 5) Academic Affairs, and 6) College Communications & External Partners. The Committee had representation from nearly 40 departments, including representation from Academic Affairs, Brockport Student Government, Equity, Diversity & Inclusion, Athletics, and many others.

The Committee charge was to develop a robust, multiple scenario plan that was flexible, scalable and could meet the potential challenges that SUNY Brockport would face moving forward to the fall 2020 semester. The committee set out to create proactive contingency plans that are based on New York State guidance, Center for Disease Control guidance and SUNY directives. The plans include various risk mitigation strategies that are well-coordinated to provide the safest environment possible for living and learning while offering a productive and satisfying educational experience for our students.

The BBB Committee examined three returning scenarios:

1) Both in-person classes and the residential experience authorized by NYS/SUNY for the entire fall 2020 semester.
2) Both in-person classes and the residential experience are authorized by NYS/SUNY for only part of the fall 2020 semester
3) In-person classes and the residential experience are not authorized by NYS/SUNY for the entire fall 2020 semester.

For the purpose of this report, Scenario 1 is discussed in detail because it requires the greatest degree of planning and coordination and is our preferred option for Fall 2020. Implementable plans exist for Scenarios 2 and 3, which include many of the same components of the Scenario 1 plan, and we can pivot our planning to those scenarios as needed.

Scenario 1 requires the greatest degree of planning and adjustment, as a result of the necessity to meet the “four pillars” of reopening: 1) social distancing 2) frequent handwashing 3) wearing masks or face coverings (especially when social distancing cannot be achieved) and 4) intensified cleaning and disinfecting.

Since the establishment of the on-site SUNY quarantine in March 2020, the College’s Emergency Operations Center (EOC) has been activated. Currently there is an EOC leadership group activation that consists of the College’s Emergency Manager, Director of Environmental Health & Safety, Director of Communications, and the Assistant Vice President for Planning, Assessment & Retention. These four individuals are providing oversight to SUNY Brockport’s COVID-19 response in terms of coordinating planning and mitigation efforts.

SUNY Brockport is located in the Finger Lakes Region of New York State, in Monroe County. County Executive Adam Bello is a member of the Finger Lakes Region Control Room. The Monroe County Executive’s Office held initially held conference calls Monday, Wednesday and
Friday each week with locally elected officials, area colleges and others, moving to other formats as the region went through phases 1, 2 and 3. SUNY Brockport’s Emergency Manager participates in daily calls and provides a detailed call summary to SUNY Brockport President Macpherson and Cabinet members. Additionally, President Macpherson and the College’s Emergency Manager participated in conference calls with Greater Rochester Chamber of Commerce President and CEO / Finger Lakes Regional Captain Bob Duffy. The Rochester Area Colleges Network of presidents met with Regional Control Room members Bob Duffy and Vinnie Esposito, and County Health Commissioner Mike Mendoza, on June 3.

B. Academic Program Planning

In order to offer in-person classes for the fall 2020 semester, while continuing to adhere to the pillars of safety, the Provost led a coordinated effort with faculty to develop detailed plans for delivering the academic program under these new conditions. Additional plans focused on the following areas:

- **Instruction:**
  - Review by department chairs of each course to determine necessary modifications, which will be completed by the end of June. All plans will be approved by the respective dean in each school and saved for future reference and consultation.
  - Consideration of alternate and staggered delivery to ensure density goals can be met.
  - Development of contingency plans to pivot to remote instruction, in the event that we experience an outbreak on campus or regionally.
  - Increased use of technology (videos, webcams, software, etc.) to provide instruction in hybrid, distance, or staggered learning scenarios.
  - Specific considerations for labs, performance courses, internships, practicums, etc.

- **Physical Space:** Classroom space is being adjusted in order to achieve social distancing and decrease density. This will mean in many cases fewer students being in a designated space. Faculty were asked to adjust how they will teach the same number of students in multiple locations: Amongst the questions asked were the following: Will a hybrid approach be used to let only a certain number of students into a room on a rotating schedule? Can multiple classrooms be used at a time and with the use of technology, lecture to two or three classrooms as necessary? All options were considered and integrated as necessary. See also p. 7 for more details.

- **Equipment and Supplies** – In order to comply with the safety pillars, faculty were asked to identify new equipment (such as online or technological solutions) that may be needed and then determine how to incorporate these tools into coursework.

- **Policy** – Creation or modification of existing policies that will support and assist faculty in being successful in this updated learning environment. Examples include review of policies related to S/U, academic probation, faculty promotion, attendance, grading, etc.

- **Accessibility & Inclusion:** Provide additional support for vulnerable students or students with disabilities who have to adapt to new methods of learning. Ensure access to technology if we have to pivot to a remote environment as we did in the spring.

We have modified our academic calendar in an effort to discourage travel outside of our region, which could potentially result in individuals unintentionally bringing COVID-19 into our
community. We also sought to build in some flexibility in the event circumstances call for us to again pivot to remote instruction during the middle of the semester. Below are the highlights:

- Our instruction start date (Aug. 31) remains unchanged. We are committed to this date as long as our Finger Lakes Region has transitioned to Phase Four as planned.
- Classes will be held on Labor Day (Sept. 7).
- Mid-Semester Break is cancelled.
- All instruction will move online after Thanksgiving recess, allowing students to return home for the duration of the semester.
- The extra instructional days (Labor Day and Mid-Semester Break) could be used as “pivot days.” Should the COVID-19 pandemic deteriorate, forcing us to move all classes online, those days would be utilized as “non-instructional days” at the point that decision is made. They would give our students an opportunity to move-out of campus housing and our faculty an opportunity to prepare for online teaching.
- In the event those “pivot days” are not needed, Thanksgiving break will be extended to begin on Nov. 23 and the final day of instruction will be Dec. 11.

### Classroom Population Density

The College has completed a classroom population density study using the parameters of 40 sq. feet per person, every other row empty, and every student spaced six feet apart (roughly every third seat). The results of that study have been cross-walked with a classroom technology inventory study that was completed last year.

The College’s Planning Department is currently creating “mock-up” drawings of classroom spaces, seating arrangements, etc. The Office of College Communications will then produce updated signage indicating the “new” maximum occupancy numbers for each classroom, and Facilities staff will hang the new signs outside the classrooms on campus.

Academic and non-academic space will continue to be reviewed by the newly formed Physical Space Planning Team. Objectives of this team include:

- Conducting an assessment of academic and “non-academic” spaces (i.e. meeting rooms) and other areas to determine safe social distancing parameters and uses.
  - Using social distancing guidelines, conduct assessments of all classroom spaces and determine updated classroom seating plans to safely meet social distance spacing and guidelines.
  - Using social distancing guidelines developed for classroom spaces, conduct assessments of non-academic spaces to assess possible use of space as alternative classrooms to enhance academic offerings in a safe social distancing framework.
  - Using social distancing guidelines, assess spaces outside of classroom areas, lecture halls, etc. to determine risks related to students congregating pre- and post-class sessions.
  - Using social distancing guidelines, assess locker rooms for appropriate spacing of locker use and traffic flow directions in order to maintain safe distancing protocols.
- Communicating results of findings with BBB Leadership Team on a regular basis, which will serve as a conduit to the President’s Cabinet.
ii. Instructional and Research Laboratory Protocols

Instructional and research laboratory physical spaces have adjusted occupancy limits and equipment and furniture has been reconfigured to ensure social distancing can be maintained. Social distancing protocols are in development for instructional and research laboratories that will be used by faculty to design related activities. Specific courses are being reviewed by department chairs to ensure instructional needs can be met, with the four pillars in place.

C. Restarting On-Campus Operations

 Restarting on-campus operations requires well-developed and well-communicated protocols and procedures. The EOC Leadership group and the BBB Committee have developed a number of protocols and processes. Examples include:

- College Policy – Social Distancing and Face Coverings
- COVID-19: Information for Employees Returning to Work Acknowledgement Form
- COVID-19 Employee Resource Guide
- Social Distancing and Face Covering Reporting Form
- Various internal operating procedures for departments

i. Residence Halls

As part of the BBB Committee, Residential Life/Learning Communities developed multiple scenarios to house students on campus in the fall 2020 semester and beyond. All scenarios include maximizing residential space usage to reduce density through increasing the number of students using single rooms. Designated quarantine space is associated with each scenario, along with modified procedures for check-in and the elimination of guests.

Isolation and quarantine procedures were developed in March 2020 when Brockport hosted the SUNY study abroad students; they have been updated and are part of the procedures for restarting on-campus operations.

ii. Dining Services (through Brockport Auxiliary Services: BASC)

Food service plans include best practices such as removing buffet style eating and reducing the number of students who can dine in person in each dining hall. BASC is also encouraging take-away meals. Food service is working with Facilities and Planning to identify locations to install barriers where food service employees and students interface (i.e. cash registers, food lines, etc). Online ordering capabilities will be increased.

iii. Personal Protection Equipment (PPE)

PPE allocation and distribution is managed by the College’s Environmental Health and Safety (EHS) Director. A robust College Policy has been created that clearly outlines the expected requirements of faculty, students, and staff, the process for requesting PPE, and the proper usage (donning and doffing).
The aforementioned “Covid-19: Information for Employees Returning to Work Acknowledgement Form” has been created that mirrors the PPE and social distancing expectations of the College policy. All employees will be required to sign off and acknowledge their responsibilities on the form.

The College has a cache of PPE including face masks, face coverings, gloves, hand sanitizers, and other items. EHS is working with Procurement and SUNY System Administration to secure additional PPE items to meet demand as employees and students return to campus.

The College will provide face masks to employees and students; the College is also advocating per the Governor’s Executive Order No. 202.17 for the use of reusable (washable) face coverings, in order to defray costs of ongoing mask purchases.

Additionally, our Director of Campus Services is serving on a SUNY wide team that is working on PPE purchases in bulk with other SUNY schools to secure lower pricing.

iv. Screening, Testing and Tracing

SUNY Brockport has been working closely with the Monroe County Health Department since the establishment of the SUNY quarantine site for study abroad students in March 2020. The EOC Leadership Group has maintained ongoing contacts with the County Health Department related to contact tracing, monitoring, testing (if available), and other aspects of COVID-19 response.

On May 21, our EOC Leadership Group, the Director of the Health Center, and others participated in a conference call with representatives of the Monroe County Health Department. The Health Department conveyed that testing of students on campus would present a considerable challenge because the “regional capacity for testing is maxed out.” The only people currently eligible for testing are essential workers (narrowly defined by the County) or those who are symptomatic. Therefore, the testing of our students upon return to campus to capture their “baseline” will not be possible unless there are significant changes in testing capacity and access to testing resources.

We have developed an online Daily Symptom Checker and other solutions. Part of this process includes the development of a second implementation team, the Wellness Team, that is charged with the following tasks:

- Develop and implement plans to meet testing requirements set forth by SUNY and/or the Monroe County Health Department (should testing capacity become available).
- Be available to assist or conduct contact tracing for professional staff, faculty and students (in partnership with local health department).
- Monitor daily symptom checking submissions:
  - Coordinate appropriate follow up for missing submissions.
  - Monitor trends related to people reporting symptoms; identify patterns in possible infection rates, pending an available resource (i.e. an app, track the data of hot spots individuals have been at on at campus who developed symptoms).
  - Provide recommendations to possibly begin to restrict the number of individuals allowed in hot spot areas at any given time in order to decrease density in those locations.
- Work with the BBB Committee Leadership Team and Cabinet to determine thresholds for shutting areas of the college down if we see an increase in cases as per our Early Warning Metrics.
- Communicate results with the BBB Committee Leadership Team on a daily basis, which will serve as a conduit to President Macpherson’s Cabinet, Monroe County Health Department, and SUNY.
- Explore feasibility of a password protected site (potentially in Microsoft Teams) where information can be stored.

Due to the limitations of COVID-19 testing and the resources available to the College to engage in that process, our Health Center Director has planned alternative testing strategies, including PCR testing for students on-site, as well as antigen, point of care testing that could speed results to aid in detection.

v. Custodial Services

The Office of Facilities and Planning has updated their cleaning plans to include procedures and consistent practices for “enhanced routine cleaning, disinfection and sanitization.” These practices are in accordance with the state regulatory requirements, federal guidelines, and guidance available from safety and industry associations.

Additionally, the College’s Office of Facilities and Planning developed an extensive “terminal cleaning” plan during the March 2020 quarantine of students on the Brockport campus, a plan that was implemented at the conclusion of the SUNY quarantine. In the event of a suspected or confirmed case of COVID-19, that terminal cleaning process will be used for those locations (residence hall rooms, offices, etc.) where an individual resided or worked.

vi. Student Health Services

The College’s Hazen Center for Integrated Care has ongoing working relationships with hospitals and clinics located near the campus. Hazen Center for Integrated Care includes a full-service Health Center. Staffing includes mid-level providers (NP & PA), RNs, and support staff who manage the majority (90%) of student’s medical needs, on-site. The Health Center employs a consulting MD from Hilton Healthcare, a primary care office affiliated with Rochester Regional Health system. The MD assists with higher-level cases and coordination of care within the Rochester Regional system, referrals to specialty care, etc. The Health Center maintains working relationships with Oak Orchard, a community health center, along with many other primary, urgent, and specialty care practices in the area. The Health Center performs testing, including venipuncture, on-site and contracts with ACM labs to process samples. The Health Center partners with Borg and Ide, and Strong Medicine for radiology services.

Students in need of acute and/or emergency care are referred to Strong West, a free-standing Emergency Department that is part of the University of Rochester and Strong Memorial Healthcare system, located 1.6 miles from campus. Students are transferred via ambulance or personal transport if deemed stable. The Health Center and Strong West staff meet regularly to review procedures and best practices. Students requiring surgical intervention or advanced levels of acute care will be transported by ambulance to one of the local full-service hospitals, typically Unity or Strong Memorial. All students are closely monitored and followed up by the Health Center staff.
The Health Center staff, College Emergency Management, and the local Wegmans Supermarket are planning to hold a flu vaccine clinic on campus in the fall.

D. Campus and local communities

i. Vision for “Town and Gown” interactions

Communication between SUNY Brockport and our surrounding town and village neighbors is strong due to our ongoing Town-Gown initiatives. Key members of the community meet regularly each semester, and those meetings have continued in virtual formats. These meetings provide an ongoing opportunity for President Macpherson and other college leaders to brief the community on updates related to Bringing Brockport Back. Furthermore, Brockport Mayor Margay Blackman sits on the Communications & External Partners Bringing Brockport Back subcommittee, ensuring she is up-to-date on the College’s thought process and plans.

President Macpherson and Mayor Blackman co-authored a communication to village residents in the spring, stressing the need for social distancing, face coverings, and mutual respect. The message specifically targeted college students who remained living in the village. Mayor Blackman was appreciative of the effort and has expressed a desire for future communications as more students return to the village. This has been integrated into our communication plan.

ii. Transportation, Mail and General Delivery Services

The bus shuttle service on campus, Eagle Run, has been operating since March 2020 under the following restricted guidelines, which will remain in place for the fall 2020 semester:

- 4 passengers max on 20 passenger buses (no exceptions)
- 6 passengers max on 26 passenger buses (no exceptions)
- Passengers required to maintain social distance of 6 feet
- Barriers w/placards on closed rows
- Physical partition will be placed to protect driver(s)
- No standing on bus
- Updated schedules to accommodate riders
- Buses cleaned daily and detail cleaned per NYSDOH guidance

Student mail is normally picked up by students in the student mailroom located in the Seymour Student Union. The mailroom counter is in an open area that sees heavy foot traffic and is not conducive to practicing social distancing. The Director of Student Union & Activities has developed an alternative plan for the fall 2020 semester (and beyond if necessary) to move student mail pick up to an alternative space in the Union, known as the “Gallery.” The Gallery is a large, open spaced room that will allow social distancing to be practiced. To accommodate multiple customers and to practice social distancing, the floor will be marked indicating locations to stand while in line, etc. The Director will also be working with Facilities and Planning on identifying and installing shield barriers in locations that will have staff/student interactions.

For campus-wide mail delivery, the College’s Principal Mail & Supply Clerk is currently a member of a SUNY-wide committee led by Karren Bee-Donohoe that is looking at several aspects of SUNY
schools restarting in the fall 2020 semester. In addition to the best practices that are being shared in
the “Mail Delivery” group of that committee, the following best practices are planned for mail
service throughout the college:

- The mail room location is large enough for employees to practice social distancing
- Facilities and Planning will install a barrier shield in customer counter area
- Drop off box located outside mail room checked daily by staff
- There are designated mail pick up and drop off sites throughout buildings
- Install wall pocket files in locations throughout buildings for pick up and drop off of
  mail, reducing person to person contact
- Mark floor area outside mail room in six-foot increments for those who may be waiting
to pick up mail

2. Tracing and Monitoring After Re-Opening

In recent conversations with the Monroe County Department of Public Health, contact tracing and
monitoring were discussed.

In collaboration with the Monroe County Health Department, the College has offered to train
students in the Nursing program to serve as contact tracers (via the free online training offered on the
Johns Hopkins website). The team of students could be available for contact tracing on campus and
potentially in our surrounding communities, dependent on county needs.

The Public Health Department was very interested in this partnership, but made it clear that at this
time, the Public Health Department is integrating and learning a new “Contact Tracing System”
called “CommCare.” This is a completely new system and it is not clear how or if the College team
could be integrated into the system. As the Public Health Department learns more about the system,
its functionality, etc., there may be a mechanism to allow the College to have our own contract
tracing team. Until then, contact tracing county-wide will be managed by the Monroe County Health
Department, per their directive.

Regardless of the outcome with the Public Health Department related to contact tracing, the College
is continuing to examine ways in which we can monitor symptoms, etc. on campus and take action as
necessary. The previously discussed Wellness Team is tasked with this function.

3. Communication and Outreach Plan

The College currently has an active COVID-19 website. This website will be updated to reflect all of
the steps and actions taken in the plans to return to campus for the fall 2020 semester. The updated
site will be positive and upbeat wherever possible, seeking to energize our campus constituents for
what lies ahead. Instead of organizing the site by audience, as was done previously, we intend to
organize it by topic. Examples of topic areas include: Health & Safety, Dining Services, Wellness
Facilities & Events, Returning to Campus, International & Study Abroad, Residential Life, Academic
Support, Parent Resources, Course Resources for Faculty, Returning to Work, and Latest Updates.
This should make the site easier to navigate. The website will be the central location for all
information and resources needed to make the fall 2020 semester a success. A larger
Communications Team will be established to address ongoing communication needs, as well as a
Training Team to educate various campus stakeholders on new policies and procedures.
A Welcome Back video will help set the tone for a return to campus. It will be released on social media and housed on the Coronavirus website, but only in advance of a return to face-to-face classes and a residential experience.

In addition to an enhanced website, the Office of College Communications has developed a series of PSA flyers/posters related to social distancing, maximum occupancy of spaces, handwashing, and other topic areas. These posters will be made available through the College’s Print Shop store front.

Messaging in other formats will also be utilized, including video messaging that will run throughout campus buildings on video messaging screens, audio messages, and PSAs that will be aired on the College radio station, “WBSU 89.1 The Point.”

4. Resources Required to Re-Open

- Increased Information Technology software, hardware, instructional support, webcams, microphones, etc.
- Instructional support for faculty members who have not taken courses through Academic Systems and Instructional Support (ASIS)
- Personnel Protective Equipment replenishment supplies (ongoing)
- Cleaning Products/Supplies (ongoing)
- If local testing (within the Finger Lakes region) capacity increases, support from SUNY to secure testing resources (test kits) and rapid lab processing
- Support for larger scale quarantine operations
  - SUNY Brockport is in a unique position as we have successfully stood up a quarantine operation in a matter of 72 hours. At that time we were provided with SUNY monetary reimbursement support to obtain those items necessary to manage and sustain a quarantine. That quarantine was for 34 students. When students return to campus, there is the potential to have significantly higher numbers of students quarantined at any given time. The College would again need a significant amount of monetary support to sustain those long term operations; costs are outlined here.

- SUNY HR Policies:
  - The current Pilot Telecommuting Program between NYS and the unions that represent SUNY Brockport employees has allowed workers who are capable of performing their core functions from home to remain off campus, therefore decreasing density on campus. SUNY Brockport is proposing the continuation of this program, or the ability to develop a similar Human Resources policy internally for our employees. The policy would allow those employees who can perform their core functions from home be allowed to do so. The employees would be required to develop a work plan, submit the plan to their supervisor for approval on a weekly basis, and provide any required documentation. This policy would remain in effect until the COVID-19 crisis has passed and operations can resume to normal levels.
  - The development of a staggered work hours plan. This would decrease the density on campus as offices with multiple staff may be able to stagger start/stop times of employees to decrease personnel on campus at any given time.
Support from SUNY to alter the Academic Calendar to decrease the number of holidays during the fall semester in order to have vast majority of academic instruction completed by the Thanksgiving break. As the students leave campus for the Thanksgiving break, they will not return till the start of the spring 2021 semester. The remainder of academics and final exams will be completed online for the fall 2020 semester. Sending students home prior to Thanksgiving decreases the chances of students returning from break having possibly contracted the virus outside of campus. It also allows extended time frame between semesters for thorough cleaning and disinfecting, and allows campus faculty and staff extended time to plan for the spring 2021 semester.

**Time Required for Restarting On-Campus Operations**

The Director of Facilities and Planning has indicated that a time frame of 8-10 weeks will be required to “flip” the campus for a fall 2020 reopening. Barring no unforeseen issues, Facilities has indicated that residential and academic buildings will be on target to be occupied by August 1st.

In general, other areas are in a good place to start on-campus operations well in advance of the fall start date.