



GENESEO
THE STATE UNIVERSITY OF NEW YORK

Restart Geneseo Plan

(Updated November 9, 2020)

Planning campus operations during COVID-19 is a dynamic process. The sections below contain the initial "Restart Geneseo" plan submitted to SUNY on June 23, the addendum approved August 9, and subsequent updates that were added following new information, guidance and/or direction from the State of New York and the Governor's Office.

Introduction

SUNY Geneseo is located in the Finger Lakes Region, which has met Governor Cuomo's seven metrics for restarting and is currently in phase three of reopening. The College has a strong relationship and is in regular contact with the Livingston County Department of Health; the College has also been in close contact with the University of Rochester Medical Center regarding potential institutional approaches in support of public health and campus safety. These factors place SUNY Geneseo in an advantageous situation for reopening in the fall.

With a recognition that state and federal guidelines may require adjustment of this plan, the College currently proposes a comprehensive approach to testing students at the start of the fall semester, screening on an ongoing basis, and appropriate testing as needed throughout the academic year. The College understands that there are potential risks for employees who meet criteria defined by the Centers for Disease Control and Prevention (CDC) as a vulnerable population. Employees will use the College's Request for Reasonable Accommodation Policy and Procedure to seek an accommodation related to COVID-19; these will be administered by Human Resources and the Office of Diversity and Equity and requests for reasonable accommodation will be reviewed in alignment with the essential functions of the employee's position. The College also will work to ensure that academic policies are adjusted to dissuade symptomatic students from attending classes and risking transmission of illness.

To discourage within-term student travel, the College has amended its academic calendar to eliminate the traditional fall break in mid-October. This eliminates a four-day weekend and redistributes the off-days to mid-week dates at the end of the fourth and eighth week of the semester. This realignment, along with the Thanksgiving holiday in week twelve of the semester, segments the fall semester into modules that can help facilitate a within-term transition if needed. Faculty are also being strongly encouraged to design remote-ready courses that will meet the needs of students and faculty who are unable to physically be on campus for a variety of reasons.

The College envisions enhanced public health measures across campus to limit the risk of transmitting illness. These include: required use of face coverings in all classrooms and in any public space where social distancing cannot be maintained; a daily health screening that includes a self-administered temperature check; strong recommendations that all members of the campus community obtain early flu vaccinations (the college is exploring the feasibility of requiring flu vaccinations, with allowances for contractual, health, religious, and other exceptions); access to hand sanitizer stations in all public spaces; and the implementation of hygiene measures and physical distancing in all classrooms, commons spaces, and high-traffic areas. This will include designating entrance/exit points, creating appropriate signage to indicate traffic flow, marking floors consistent with social distancing guidelines, and posting updated room usage information in all common areas.

The College has a Coronavirus Incident Leadership Team, which has responsibility for immediate action management of issues related to the COVID-19 pandemic. The College also has several planning committees and work groups focusing on specific issues, including the academic experience, the student experience, financial sustainability (with subcommittees on human resources expense control, procurement expense control, revenue generation, and operations), infectious disease testing and screening, and data monitoring. Senior campus leaders oversee each entity, with student, faculty and union leader participation. The full structure and membership are available upon request.

Overview

COVID-19 Cases in the Region

Visit the college's [COVID-19 dashboard](#) to see an updated list of active cases on SUNY Geneseo's campus.

Visit the [Livingston County Department of Health](#) website for the latest information on COVID-19 in Livingston County.

Visit the [New York State Department of Health's Novel Coronavirus](#) webpage for the most up-to-date information about COVID-19 cases in New York State.

COVID-19 Dashboard

The college's [COVID-19 dashboard](#) informs the campus community about new lab-confirmed COVID-19 cases involving Geneseo students who are in the Geneseo community and employees who've been on campus during their potentially contagious period.

No identifying information is shared about a person who tests positive for COVID-19, to comply with federal health privacy regulations. Any individuals who've had a risk of exposure by meeting the criteria for close contact are notified directly through contact tracing by the Livingston County Department of Health.

COVID-19 cases are updated once each business day, Monday through Friday by noon, when there are new cases. Any lab-confirmed cases on a weekend are included on the next business day's count.

For the latest information, visit the [COVID-19 Updates and Resources](#) website.

COVID-19 Metrics for Two-Week Emergency Shutdown

Per NYS Governor directive, if there are 100 active COVID-19 positive cases in a two-week period, all academic courses will be remote for two weeks and all activities will cease. For details, see [Supplemental Guidance for COVID-19 Containment at Higher Education Institutions During a Public Health Emergency](#).

COVID-19 Infection Rate Thresholds for the Suspension of In-Person Learning

Beginning with the 14-day period starting August 28, 2020 to September 11, 2020, and going forward on a two-week rolling basis, whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days. During such period, in-person athletic events, extracurricular programs, and other non-essential student activities must be suspended, and dining hall(s) and other on-campus food services must be converted into take-out or delivery models, as appropriate. Essential on-campus functions are authorized to continue as described in the “Limitations of On-Campus Activity” section below.

Limited on-campus activity means:

- All campus dining and food services options must be converted to takeout/delivery only.
- All classes must be delivered remotely. However, an institution—in consultation with the local health department(s)—may conduct certain in-person activity such as clinical, laboratory, or other in-person activity required to obtain or maintain professional licensure or research activity which must be conducted in-person, only if public health and safety can be maintained.
- In-person athletics, extracurricular programs, and non-essential student activities must be suspended. However, in-person essential student services (e.g., medical care, mental health, counseling) should not be suspended but may consider call-ahead or appointment only operations.
- Residential facilities must remain open. Only those students who have been identified as contacts of a positive case will be required to quarantine and only positive cases will be ordered into isolation.
- If a decision is made to close the higher education institution location for the duration of the semester/academic year to in-person learning, then the residence hall(s) will be closed. In such instances, institutions may provide for limited on-campus housing for students who may otherwise lack access to secure housing, if approved by the local health department(s). In such cases where residential facilities remain open, strict social distancing requirements will be imposed.

Restart Communications Plan

The following is based on recommendations outlined in the NYS documents *Reopening New York Higher Education Guidelines* and *Department of Health Interim Guidance for Higher Education During the COVID-19 Public Health Emergency*.

The Communications Department is a service support arm for the COVID-19 Incident Leadership Team (CVILT). It is not responsible for determining the need for or the content of communications (i.e., the words in emails, signs, or website). Its role is to implement the communications needed by other departments who require emails, signage, web updates, etc.

- Messages that need to be communicated to the college's main audiences (students, parents/guardians, employees, visitors) must be supplied from the appropriate department (such as student health and counseling, facilities, student and campus life, CAS, academic affairs) to the Communications Department, which will then coordinate the editing, design/layout, and distribution of that message. Methods of communication will include but are not limited to email, campus signage, and web page updates.
- The College will communicate with students, parents or legal guardians, employees, and visitors about reopening-related instructions. These communications will include but are not limited to on-campus signage, new and updated web pages, regular emails detailing updates to the restart plan, and social media posts, and will be developed in collaboration with the Communications Department.
- The Communications Department will collaborate with appropriate Geneseo departments and divisions—especially student health and counseling, facilities, student and campus life, CAS, and academic affairs—to produce signage encouraging all students, employees, and visitors to adhere to CDC and DOH guidance regarding the use of PPE, especially face masks, and maintaining a physical distance of six feet.
- Student Health and Counseling will designate an individual in their department to serve as the main campus contact upon the identification of positive cases among students; Human Resources will designate someone to serve the same function for positive cases among employees. Those coordinators will be responsible for subsequent communication. They will be responsible for answering public health questions from students and employees. If feasible, the coordinators should also work closely with local health departments and other higher education institutions to monitor public health conditions and jointly develop monitoring strategies.
- In the event of a positive test, the designated campus public health coordinators from Student Health and Counseling and Human Resources will communicate containment protocols and safety measures to the campus community. Communications will include but are not limited to emails and web page updates, developed in collaboration with the Communications Department.
- Should a campus-wide shutdown become necessary, shutdown protocols and safety measures will be communicated regularly to internal and external campus communities via the SUNY Geneseo website, email, and social media. All

communications will be developed in collaboration with the Communications Department.

In-House Departmental Communication Request Process

The responsibilities of the communications department include helping other departments evaluate their communication needs, determine the best platform and timing for their messages and audiences, and accomplish their communication goals.

- Departments are responsible for determining their own communication needs and sharing them with the Communications Department.
- All requests and content **must** be pre-approved by the requesting department's leadership.
- Departments must coordinate signage orders through the director of environmental health and safety.
- Communications requests should include all written content (i.e., all the words in draft, not just the ideas), the format or platform for the communication, and the number of printed copies (if applicable).
- Communications' staff members are available to advise departments on their communications needs at any time in the process.
- All requests will be edited for content and style according to their format and platform before being shared with web or print designers.
- Requests may include but are not limited to signage, posters, emails, web pages, videos, or social media posts.
- Departments that are likely to require communication assistance include but are not limited to Student and Campus Life, Student Health and Counseling, Housing, CAS (campus dining, transportation, laundry, refuse/recycling, etc), Facilities, Academic Affairs.

Examples of Possible Departmental Communications

Content may include, but is not limited to: Restart plans and instructions; protective health practices and monitoring; cleaning and disinfection instructions; shared-living guidelines; dining hall access and options; academic instruction plans; etc.

- Signs (all signage requests must go through the director of environmental health and safety)
 - Floor spacing stickers

- Physical distancing signs
- Maximum room capacity signs
- Mask-required signs
- Directional signs (separate IN and OUT doors; foot traffic direction)
- Health screening reminders
- Entry limitations (e.g., residents only in dorms)
- Closed signs (e.g., workout center, pool, other closed areas during COVID-19)
- General health reminder posters
- Emails
 - Email to parents/guardians
 - Email to students before arriving to campus
 - Allstaff email to employees
- Web page creation or updates
- Social media posts
- Videos

College Communications Staff and Areas of Expertise:

Restart communication project requests should be submitted through [Jira](#). For consultations please contact the appropriate person for your needs:

- Signage, fliers, small posters: Brian Bennett (bennettb@geneseo.edu)
- Email and other written material: Monique Patenaude **and** Robyn Rime (patenaude@geneseo.edu, rime@geneseo.edu)
- Web pages: Kristy Barkan (barkan@geneseo.edu)
- Social media: Betsy Harris **and** Kristy Barkan (bharris@geneseo.edu, barkan@geneseo.edu)
- Videos: Mat Johnson (johnsonma@geneseo.edu)

Academics

Academic Calendar 2020–21

The College has amended the [academic calendar](#) to ensure the health and safety of the campus and to help facilitate a rapid transition to remote learning if necessary. The traditional fall break has been eliminated and we have added two Rejuvenation Days in the middle of week four (September 30) and week eight (October 27). The Thanksgiving holiday

occurs as normally scheduled at week 12. Rejuvenation Days in the Spring 2021 semester replace spring break.

Geneseo will transition to fully online learning following the Thanksgiving break. All courses will be delivered online with no face-to-face component after the Thanksgiving break through the end of the fall semester.

Fall 2020 Calendar:

- August 23: Early move-in (on request only)
- August 26–27: New student move-in
- August 28–29: Continuing student move-in
- August 31: First day of classes
- September 7 Labor Day
- September 30: Rejuvenation Day
- October 27: Rejuvenation Day
- November 25–27: Thanksgiving Break
- November 30: Remote classes begin
- December 21: Last day of classes

Intersession 2021:

- January 4–29

Spring 2021 Calendar:

- January 31: New Student Orientation
- January 31: Residence halls open
- February 1: First day of classes
- March 2: Rejuvenation Day
- March 24: Rejuvenation Day
- April 22: Rejuvenation Day
- May 12: Last day of classes

Academic Density Planning: Policy for Scheduling Modifications

Responsible Parties should take measures to reduce interpersonal contact and decrease density on campus, through methods, such as:

- adjusting class or work hours, where appropriate and possible;
- staggering schedules and allowing more time between classes to reduce congestion in walkways and buildings (DOH Item p1C2D)

Recommendation on reducing density in buildings during passing times

This is part of an and/or sequence in the NYSDOH guidelines report rather than a firm requirement, and we believe that we have reduced congestion through the process of changing course modalities that will limit in-person contact in academic buildings. Approximately 45% of courses will be online, and the great majority of remaining classes will be hybrid, meeting at most half of the enrolled students at a time. Smaller classrooms in buildings are not being used and we are planning to hold some larger classes in nontraditional, low-traffic spaces in Doty, Wadsworth and Blake A. Advantages: The net effect will be to reduce walkway congestion to about 25% of normal.

This is approved.

Approved by Cabinet 27 July 2020

Recommendation on creating cohorts for hybrid classes

Faculty teaching hybrid or face-to-face courses will be provided with clear guidance on the reduced capacity in their assigned classrooms and will be required to define rotating cohorts to ensure compliance. This approach allows maximum flexibility (e.g., the faculty member could elect to meet with cohorts in Tuesday/Thursday class on alternating days or could meet every day with half of the students during the first half of the class and half during the second). Advantages: accommodates different pedagogical approaches, the specific needs of specialized courses (e.g. labs or performance-based courses), and instructor preferences in determining how to constitute cohorts. Disadvantages: requires faculty compliance and some type of oversight; may confuse some students about their scheduled time to attend in-person courses. This is approved with some internal discussions to finalize specifics and manage communications to faculty.

Approved by Cabinet 27 July 2020

Academic Density Reduction: Policy for Delivery Method Modifications

Responsible Parties should consider a mix of traditional in-person and remote classes depending on student needs (e.g., vulnerable populations), technological capabilities, and/or immediately following historically high-travel periods (e.g., limiting in-person classes during holiday travel periods), among other measures to reduce in-person congregation. (DOH Item p1C1)

- As of 7/21/2020, all courses have been designated as online, hybrid, or face-to-face and all courses with enrollments over 50 have been moved online. Course modality is visible to all students.
- Vulnerable population students and students with technology access issues have been invited to work with the Office of Dean for Planning and Advising to modify schedules to meet their needs; all students can self-adjust schedules beginning on 8/3/2020.
- Students with technology needs are also supported by CIT, which assists with identifying resources and solving internet access problems. Knights' Online Academic Learning Assistance will roll out this fall, ensuring that students always have a centralized way to ask any questions about taking online courses at Geneseo. [CIT's support modules](#) also have many tips for navigating and succeeding when students use the Canvas Learning Management System, whether for online or in-person courses.
- Faculty have been advised to design courses as "[remote-ready](#)" to ensure continuity of operations in the event of a mid-term change in modality and to ensure that students who cannot be on campus can access courses and stay on track to degree completion.
- Classroom density has been reduced to accommodate 6-foot distancing and [information on classroom capacity](#) has been broadly shared with faculty and chairs/deans. All room assignments have been right-sized to ensure that the full enrollment can be accommodated (for fully face-to-face courses) or that smaller cohorts not exceeding capacity can be rotated (for hybrid).
- The College has amended the academic calendar to ensure the health and safety of the campus and to help facilitate a rapid transition to remote if necessary. The traditional fall break has been eliminated and we have added two "rejuvenation days" in the middle of week four (Sept. 30) and week eight

(Oct. 27). The Thanksgiving holiday occurs as normally scheduled at week 12. If conditions do not support in-person classes after Thanksgiving break, the balance of the semester will be completed remotely.

Academic Program Planning

Below is the college's plan for academic continuity. All students are invited to return to campus for modified in-person and online instruction.

Classes are offered in multiple formats including in-person, hybrid, and online. Hybrid courses rely on a “flipped” approach that moves some activities outside the classroom, such as assigning lectures as homework via video or other media, and utilizes classroom time for discussion, small group work, and other highly engaged activities. Due to limited classroom capacity, hybrid courses may also involve a rotation of cohorts throughout the week.

Modified versions are available for academic experiences that typically require in-person or hands-on work, including curricular-based high-impact, applied, and integrative learning experiences (e.g., labs, performances, student teaching and practica, internships and other community-based learning, and student activities). Equitable access is ensured for students who may not be able to participate in person.

Library operations and space usage have been revised to accommodate physical distancing and sanitization. Materials are regularly cleaned and circulation is limited. Courses maximize the use of Open Educational Resources (OER). Remote research consultations and instructional sessions have been expanded, and options for alternative forms of group study have been increased.

Student academic support has been expanded, including instructional modules that focus on study skills and growth-mindset; resource modules that orient students to online instruction; technical support and online concierge services; training for tutors and other academic support positions; and usage of the campus early alert system to coordinate care for students who encounter challenges.

Outreach to student cohorts who need additional support has been prioritized by conducting campaigns through the campus early alert system, enhancing cohort-based support programs, and revising processes and follow-up for students who self-identify concerns.

Faculty have developed “remote-ready” fall semester courses that will ensure that the curriculum is accessible to students who may need to access classes online. The courses are easily adaptable to changes in public health conditions during the semester. Remote-ready design makes use of the Canvas learning management system to deliver course materials, prioritizes accessibility, and reflects best practices in online course instruction.

Recording Attendance at In-Person Courses for Contact Tracing

For in-person sessions of classes, faculty should record daily attendance of students present for the purpose of contact tracing. Attendance may be kept in Canvas or a separate log (e.g., Excel spreadsheet); with student consent, faculty may also choose to photograph the classroom to preserve a record of attendance. Faculty do not need to centrally submit attendance records, but should have them available if requested by Department of Health contact tracers.

Recording of class attendance should be done in a way that is consistent with the principles outlined in the 30 July Senate [resolution on attendance for the 2020-21 academic year](#). Faculty should also inform students that attendance is not being used for grading purposes, but only in cases where contact tracing becomes necessary.

Responding to Student Non-Compliance in the Classroom

ACADEMIC PLANNING RECOMMENDATION: Responding to Student Non-Compliance in the Classroom

NOTES: These are recommended protocols for faculty who encounter a non-compliant student in a classroom setting. This has been reviewed by the Provost’s Office, the University Police Department, and the Dean of Students. If Cabinet adopts these as a recommended college approach, the Provost’s Office will communicate these protocols to faculty.

Note that these have been written with faculty in mind, but we recommend that similar messaging should be shared with staff who encounter students. Academic Planning can generate a similar document, but we need guidance on the recommended protocol for a student who refuses to comply (scenario 3 below), since dismissal of class is not relevant.

Responding to Student Non-Compliance with COVID-19 Expectations within Courses that Involve In-person Contact

[Adapted from the University at Albany]

The college has actively communicated with students through a variety of mediums (social media, emails, the Restart Geneseo website, posters/signage across campus, etc.) to inform them of the important community expectations that members of the campus community are required to follow to maintain health and safety during the pandemic. These expectations are outlined on the [Restart Geneseo](#) website and the [#OneKnight Health and Safety Promise](#) encourages all students to publicly commit to adhering to these critical guidelines.

Although we believe that most students understand the importance of these guidelines and will take seriously the ways that their conduct reflects our institutional value of civic responsibility, we recognize that there may be situations in which a student neglects to follow through on public health requirements such as wearing a face mask. In most cases, this can be addressed through an educational approach that stresses the seriousness of these guidelines while engaging the student with compassion. As much as possible, we want to defuse situations without disruption to other students' learning experiences and without escalation. **In particular, we want to avoid situations in which University Police are expected to resolve situations or remove students from the classroom.**

Please note that there is some misinformation circulating about exemptions from face mask requirements connected to interpretations of the Americans with Disabilities Act (ADA). At this time, the ADA does not cite a blanket exemption from face covering requirements for individuals with disabilities, and has not issued documentation to support this exemption (e.g., 'ADA cards'/letters/flyers). Please refer to the [ADA and Face Mask Policies Guide](#) for more information. Students who report they cannot wear a face mask due to a medical or mental health disability must be referred to the Office of Accessibility Services (access@geneseo.edu).

An educational approach to intervening in cases of non-compliance

On the rare occasions that you identify a student in your classroom who is not following public health requirements, below are suggestions that may be helpful in addressing the student's behavior.

1. **Initially speak to the student in a firm but compassionate manner.**

Students who are not following the college's COVID-19 expectations should be instructed to do so for the sake of their health and the health of others. Most students will likely apologize and comply with your request.

Some examples of this initial interaction include:

- I see that you do not have a face mask on today. Could you please put your mask on to help protect the health of others in the room?
- I see that you're sitting in a seat that is marked off to ensure 6-foot physical distancing. Please move to any other seat that is not marked. This will help keep others in the classroom safe.

An example of a subsequent interaction addressing a student who is repeatedly not complying with classroom expectations is as follows:

- I really want you to be part of this class but for that to happen, I need you to comply with the college's expectations regarding wearing a face mask in the classroom. Unfortunately, if you continue to not wear a face mask I am going to have to ask you to leave class today.

2. **If the student forgets their mask, offer guidance to assist the student in resolving the issue.**

If you learn that the student has forgotten their face mask, explain to the student that to ensure everyone's safety that they need a face mask to remain in the classroom. Disposable masks will be available on campus. When the student obtains a face mask, they can return to class.

An example of such an interaction is as follows:

- Thanks for letting me know you forgot your face mask. Unfortunately, college requirements in the pandemic don't allow you to be in the classroom without a mask. Once you obtain a mask you're welcome to return to class [and direct students to options for obtaining a disposable face mask.

3. If the student refuses to wear a face mask after a request, de-escalate the immediate situation and dismiss class. An extended debate or argument about a student refusal to wear a face mask will only escalate the situation (as will a request for University Police or another college officer to remove the non-compliant student from the classroom). Should a situation occur in which a student refuses to wear a face mask after several requests or become aggressive, the best course of action is to defuse the immediate situation and protect the health of yourself and other students by dismissing class. Please file an [incident report](#) with the Dean of Students to report a Student Code of Conduct violation.

An example of this type of interaction is:

- I understand that you are unwilling to wear a face mask in my classroom, but this is a college requirement during the COVID-19 pandemic. If you are unwilling to wear a face mask, you may choose to leave the classroom or I will have no choice but to dismiss class for this session.

Reporting Violations

Students who comply after an initial or secondary request, should not be reported.

On the rare occasion that a student repeatedly does not follow your instructions to comply with the COVID-19 expectations, or if the student is disruptive to your class, please contact Lenny Sancilio, Dean of Students, either through [email](#), phone call 585-245-5706, or by filing an [incident report](#), to report a Student Code of Conduct violation. The Dean of Students will review the report, contact the instructor for additional information or clarification (if necessary), and then follow-up with the student.

If you feel that a student poses an **immediate threat to the safety of faculty, staff, or students** (note that a refusal to wear a face mask, while disruptive, would not constitute an immediate threat), please call the UPD dispatch at 245-5222.

Important Resources

Dean of Students	For a phone consultation: (585) 245.5706
	To file a report: Incident Report

University Police Department (UPD)	(585) 245-5222
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Study Abroad 2020–21

Faculty-led study abroad programs have been suspended until Fall 2021. These are programs led by Geneseo faculty, which include 1–8 weeks abroad. Planning and logistics are handled in house, with housing, transportation, and other operations (meals, entrance to cultural sites, etc.) organized by study abroad staff. Programs generally include two Geneseo employees, referred to as “program leaders” (one teaching faculty and one program administrator drawn from the faculty or qualified professional staff).

The Study Abroad Office is going forward with the assessment and review of all "partner" programs. There are students with current applications to study abroad for Spring 2021. The Study Abroad Office has been in correspondence with SUNY Office of Global Affairs (OGA) on the restart of study abroad programs. System-wide guidance on required benchmarks to restart study abroad programs is under development as of September 29, 2020, and being shared with the Office of the Governor.

In partner one-directional programs, a Geneseo student takes courses for a semester or summer at a partner institution. Study Abroad assists the student with application and placement, but once the student has arrived on site, their needs are supported by the host institution. Although most of these programs align with the fall and spring semester calendar, some are offered during summer session

In partner exchange programs, a Geneseo student takes courses for a semester at a partner institution and the partner institution sends a student to our campus. Study Abroad collaborates with ISSS and other campus offices to monitor and assist international students on our campus and the host institution meets the needs of our students attending their institution. These programs align with Geneseo’s fall and spring semesters.

Two-Week Emergency Shutdown: Academics

In the event that the campus has to switch to online-only instruction for two weeks during 2020-21, academic instruction will generally follow the procedures outlined in the [May 2020 AA Planning Summary](#). These have been modified to reflect the August 28, 2020 [Supplemental Guidance for Covid-19 Containment at Higher Education Institutions during the Public Health Emergency](#).

Instructional Continuity

- Deliver all courses online. Two previously shared documents that can help with the transition to fully online instruction are "[What does it mean to be remote-ready?](#)" and "[Three steps to prepare for online teaching](#)".
- Record online contingency plans for any course with in-person elements. In response to the situation at Oneonta, faculty with any in-person learning components have already been asked to document their specific plans for a two-week suspension of in-person classes in a Google form, and these are being collected by the Provost's Office.
- Record continuity plans for all courses. Given the potential that a two-week suspension of courses may be accompanied by community transmission beyond students, all faculty will be asked to develop a course continuity plan that documents course learning outcomes, activities and assignments, and an end-of-semester roadmap to be used if the assigned faculty member is unable to teach for a period of time. In the event of illness or other incapacity, faculty should also plan to share Canvas access with their chair or other designated colleagues.
- Following SUNY's instructions, the Provost's Office, in consultation with Health and Counseling and the Livingston County Department of Health, will review requests for time-sensitive, in-person activity related to research and/or professional licensure that can be completed with full adherence to public health and safety requirements. Because changes in the Supplemental Guidance provisions could further limit permitted activities, exemptions would be granted on a severely limited basis and only in cases where no alternative is available.
- Conduct all course-related activities (e.g., office hours, review sessions, study groups) online.
- Special cases:
 - Student teaching and practicums:

- We are following NYSED guidance on alternative activities in place of in-school experiences and waiting for further instruction.
 - Student teachers follow the calendar and modality of their cooperating teachers. If Geneseo goes online, student teachers will continue to follow the expectations of their school placement.
 - All other in-school experience will become virtual, as needed, consistent with campus operations.
- Internships: Site supervisors will provide guidance on whether and under what conditions students are able to participate in in-person activities in their organizations. Students who cannot be accommodated by the employer for remote activities will be provided with alternate arrangements by the College; the Office of Career Development can work with any student to preserve credit if an internship is canceled or there are no remote options (similar provisions were made in spring 2020).

Academic Support Services

- Modify library operations for remote-only services
 - Curtail circulation of physical materials in Course Reserves and from IDS.
 - Provide support to electronic resources only.
 - Provide online research help, library instruction, and other instructional services remotely.
- Student Academic Support
 - Move all tutoring and academic support services (e.g., advising and academic coaching) online.
 - Meet with Learning Center Coordinators/Tutoring Coordinators to assure readiness to use Navigate (or articulate an alternative plan).
 - Create training guides for faculty advisors to use Navigate for appointment scheduling for remote academic advisement.
 - For suspension lasting longer than two weeks, modify existing initiatives (e.g. GPS, EAB Navigate alerts, and peer support programs) to conduct remote outreach to students who are struggling, who have ceased work in classes, or who need assistance in navigating college policies and procedures remotely.
 - Solicit faculty feedback earlier via Navigate to identify students who disappear from classes or are earning grades lower than "C"; utilize APMs, GPS guides, and DAPA staff to outreach with assistance in communicating, finding resources, and practicing success strategies.

Facilities

- There are online card readers on the exterior of every academic building on campus with the exception of Blake Hall. Blake Hall will be locked to all students. Student access to other academic buildings will be curtailed centrally via an online system.
- Maintain faculty and professional staff access to academic buildings, but strongly encourage work from home arrangements unless there is a critical need to be on campus (e.g. maintenance of lab or research projects).
- Special considerations:
 - Animal research labs and maintenance of specialized equipment: As in Spring 2020, this will be coordinated at the department-level through the designation of faculty or instructional support professional staff. The Vice Provost will oversee department work on these issues.
 - Frontline, student-facing offices: Student-facing offices (e.g., DAPA, Registrar, academic departments) will either have a staff member report to answer phones and route inquiries or establish phone forwarding provisions.

Travel Policy for Research

All travel that includes students must be [approved](#) by the Provost's Office. All individual and group field research trips must be day trips only that occur within the governor-designated Finger Lakes Region.

Campus and Student Life

Athletics

SUNY Athletic Conference (SUNYAC) announced in July that, in response to ongoing health and safety concerns associated with the COVID-19 pandemic, its member institutions will suspend fall sports competition. It also announced that winter conference and non-conference schedules will be delayed until January 2021.

SUNY Geneseo is working to identify alternative athletics and recreation program options for the campus community.

See "Athletic and Workout Facilities" under Facilities for more information.

Club Sports

Student club sports are limited for Fall 2020 in compliance with [Reopening New York Sports and Recreation Guidelines](#) and in congruence with NCAA and SUNYAC protocols. A phased plan is being followed for student club sports that meet the NYS descriptions of Moderate-risk sports and Lower-risk sports. Student club sports that meet the NYS description of Higher-risk sports are not allowed.

Competitive tournaments of multiple games, meets, matches, or scrimmages requiring travel will not be allowed as per [Reopening New York Sports and Recreation Guidelines](#).

The Student Association has been consulted about student club sports that they fund and/or insure.

Athletics Resocialization Action Plan

This document is intended as a resource to use in coordination with applicable government and related institutional policies and guidelines. It remains subject to further revision as available data and information continues to emerge and evolve. This action plan was developed based on the completion of New York State Phase Four of a fully open campus, both in-person classes and the residential experience authorized by New York State and SUNY for the entire fall 2020 semester.

Geneseo follows the guidelines provided by the NCAA Core Principles of Resocialization of Collegiate Sport, which assumes the following three phases:

Phase One:

- Gating criteria have been satisfied for a minimum of 14 days: daily communication between athlete and medical staff on symptom status.
- Daily monitoring by Certified Athletic Training (ATC) staff or virtual monitoring by Health Services.
- Teams may conduct virtual or in-person meetings with physical distancing; group activities limited to 10 or fewer individuals.
- All balls and other equipment used in practice will be cleaned daily.

Phase Two:

- Gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase One.
- Daily monitoring by ATC staff.
- Teams may conduct meetings, strength & conditioning workouts, and skill work with no contact and social distancing employed; group activities limited to 50 or fewer individuals.
- All balls and other equipment used in practice will be cleaned daily.

Phase Three:

- Gating criteria have been satisfied for a minimum of 14 days since the implementation of Phase Two.
- Daily monitoring by ATC staff.
- Practices may be conducted with shared equipment and contact allowed; social distancing employed where possible.
- Intercollegiate competition may begin based on standard ATC acclimatization guidelines.

Operational & Procedural Adjustments

Athletic Training

1. Required COVID-19 education for all student-athletes prior to arrival on campus:
 - Social media platforms—daily reminders to wear masks and practice social distancing
 - Signage (i.e. CDC poster “Stop Spreading the Germs”)
2. Screening Procedures for Student-Athletes
 - COVID-19 screening form sent to student-athletes each day
 - Student-Athlete Health History Form includes COVID-19 questions for both new and returning student-athletes
 - Screening forms completed daily by student-athletes and reviewed by athletic training staff
3. Clinic Policy & Procedures
 - Screening Policy & Procedures posted in the Athletic Training Centers

- Clinic hours of operation posted.
- Treatment by appointment only unless an emergency
- Triage clinic set-up for acute injuries
- Injury treatments only: no self-treatment or “feel-good” treatments (sitting out of practice may be an option)
- In-season treatments and therapy only: no non-traditional athletes or off-season athletes except by appointment for post-operative protocol; athletes must “show and go” for non-traditional practices
- Cleaning will be employed by the custodial staff

4. Athletics Staff Policy & Procedures

- Determined by Human Resources
- COVID-19 screening form prior to return to campus
- Daily COVID-19 screening form, including temperature checks
- Adjustments to be made once Campus Policy & Guidelines have been established
- Follow state and local recommendations for a positive COVID-19 test

Team Practice Planning

All student-athletes will complete their health screen prior to participating in any athletically-related activity, including treatment in the athletic training room.

- Follow all CDC requirements
- Reduce social density in preparing for practice
- Masks to be worn within a group or inside any building
- Reduce multiple teams utilizing the same locker room or athletic training space
- Morning practices could be an option to eliminate class conflicts
- Practice schedules will need to be modified to accommodate student-athlete treatments in athletic training rooms while maintaining CDC requirements
- Last minute changes to practice schedule will be unacceptable
- Athletes with chronic ankle instability will be encouraged to purchase braces prior to returning to campus to avoid the need for daily ankle taping
- Teams will be assigned specific athletic training space based on projected practice times
- Certified athletic trainers will work with their assigned teams and assist other teams as needed
- Cleaning time will be built into overall facility schedule

- Water coolers, in-line water stations or portable fountains will be made available at each practice site; every athlete must use their own water bottle and they are responsible for washing and bringing it with them daily; no common water bottles will be used; athletes must use their own water bottles

Home Athletic Event Planning

Event Management

- Events are staffed primarily by students in a work study or practicum capacity.
- All students are regularly screened by the campus.
- A small number of individuals are hired from outside the campus if needed for specialized positions (i.e. public address announcer).
- All employees that are unwell will not report to work.
- Event staff will be scaled down to essential roles to ensure a successful event while minimizing the number of individuals working together
- All workers are required to be cleared by Human Resources prior to working on campus
- All workers will complete a questionnaire about symptoms and overall health prior to working an event
- All workers will be required to wear a mask and will follow recommended guidelines for washing and sanitizing hands
- All equipment used by workers needed to run the event will be sanitized before and at the conclusion of the event
- Workers will adhere to social distancing in work spaces and confined areas
- Game balls will not be used for pregame warmup activities

Hydration

- Water coolers or portable fountains will be made available at each game site; every athlete must use their own water bottle and they are responsible for washing and bringing it with them daily; no common water bottles will be used; athletes must use their own water bottles
- Cups will be made available for visitors for indoor events

Officials

- Officials will be discouraged from using locker rooms for pre-game, halftime and post-game.

- If absolutely necessary, officials will be assigned a small coaches' locker room, but towels will not be provided
- Athletic training services for officials will be limited to emergencies only; officials will be asked to bring their own supplies for heat, ACE wraps, etc.
- Officials are discouraged from shaking hands with coaches, student-athletes and event staff

*Recommendation for this information to be distributed to all officials' assignors in advance.

Visiting Teams

- Assumption is visiting team's institutions have similar or comparable screening protocols and travel policies. Our COVID-19 Prevention Policies will be shared with all visiting teams in advance.
- We will utilize a "show and go" approach to avoid locker room use, with the exception of equipment intensive sports
- Teams will wear masks and adhere to social distancing when in the locker room
- Teams will be discouraged from showering at the conclusion of the event
- A dedicated locker room will be designated for each visiting team and will be sanitized prior to and immediately after use
- Home equipment used during pregame warmups will be sanitized after use; steps will be taken to reduce the cross contamination of equipment during warmups when possible (i.e. utilize separate balls for each team during volleyball warmups)
- Satellite athletic training space for visiting teams; a designated taping and triage area may be identified for pre-game taping and emergent conditions only; similar screening and temperate checks prior to admittance
- Post-game meals in Merritt Athletic Center or Schrader Hall will be discouraged for all teams (i.e. tailgate)

*Recommendation for a conference-wide policy on post-game meals.

Spectators

- Recommend a gradual introduction to spectators for all home athletic events; initially no fans allowed in the venue to focus on the health and safety of student-athletes and essential personnel
- Resumption of spectators to be determined by CDC, state and local guidelines
- Situation will be fluid to allow for any changes

- Campus Emergency Management and University Police will determine whether we open public restroom facilities based on cleaning schedules
- Concessions availability will be determined by CAS
- All venues will have CDC and NYS approved signage posted throughout, which include social distancing, wearing masks and general health
- Spectators will be instructed to stay home if they do not feel well

Weight Room Protocols

- Patrons will be advised to practice social distancing; masks will be required
- Explore designated entrance and exit only doors to reduce congregations
- Restrict hours of operation and regulate schedule to ensure cleaning is possible between groups
- Increase the number of wipes and spray bottles available in the facilities for individuals to use
- Add hand sanitizing stations at the entrance and exit of facilities
- Strength & conditioning staff will receive training on proper cleaning and sanitization techniques and will complete COVID-19 related training modules prior to working
- Biostatic cleaning may be employed by the custodial staff (consider using a fogger)
- Staff will complete daily self-evaluation questionnaire about general health prior to reporting for work; sick employees will not report

Equipment Room Protocols

- Recommend limited use of the equipment room until proper cleaning and sanitization can be established to handle the volume of equipment, practice gear and uniforms laundry our teams require
- Student-athletes will be encouraged to come to practice dressed in practice gear whenever possible
- Equipment Room Manager will determine procedure for the return of game day laundry to the equipment room
- Equipment Room Manager will work closely with the athletic training staff to ensure proper cleaning of towels and supplies used in the clinic

Cleaning Protocols

- Schedules will need to be created to coordinate the cleaning/sanitization of all indoor and outdoor spaces between use; considerations of shared spaces with academics
- Work with facilities to identify high traffic and high touch areas that will need to be frequently disinfected
- Work with the Equipment Room Manager to develop a procedure for cleaning towels, ace wraps, etc. in a timely manner
- Clorox/Lysol wipes or similar products should be made available and used in communal areas and academic areas after each use
- High touch surfaces should be cleaned with Clorox/Lysol wipes or similar product (fogger daily in athletic training clinic)

Programmatic Adjustments

NCAA Resocialization Plan will be followed for all teams and playing seasons (including non-traditional segment).

All student-athletes must complete the NCAA 28-day Resocialization Plan prior to intercollegiate competition:

Fall Teams: Student-athletes return to campus early to complete 28-day plan prior to traditional segment

Winter Teams: Student-athletes follow Student Health Services protocol to return to campus and then complete 28-day resocialization plan prior to traditional segment

Spring Teams: Student-athletes follow SHS protocol to return to campus and then complete 28-day resocialization plan prior to non-traditional segment

Physical Space Adjustments

Athletic Training Areas

Disposal of PPEs

- Multiple trash cans located throughout, including one outside the entrance and exit of athletic training center
- Washing stations (sinks with mounted soap dispensers) located immediately to the right as you enter the athletic training center

Cleaning & sanitizing equipment

- Tables: use Clorox wipes or bleach solution (Isoquin) with paper towels after every patient
- Sanitary Hydration: every athlete must have their own water bottle that they are responsible for washing and bringing with them daily
- Equipment: athletes in non-equipment intensive sports are responsible for cleaning and storing equipment and come to practices prepared to avoid locker room use
- Computers: use Clorox wipes or bleach solution (Isoquin) with paper towel after each use
- Biostatic cleaning once or twice a day to sanitize the entire athletic training center and satellite spaces as needed
- Custodial staff will need to clean the athletic training center and satellite spaces daily (the same way the Student Health Center is cleaned daily)

Satellite Athletic Training Spaces

- Proposal to transition Workout Center aerobic room to athletic training areas with specific teams assigned to each space (in addition to the main athletic training clinic space) to assist with appropriate social distancing for treatments and pre-practice or game situations
- Custodial schedule for cleaning will include all of these spaces

Signage

Merritt Athletic Center, Schrader Hall the Stadium Complex and all outdoor athletic facilities will have signage throughout approved by the CDC and NYS which includes social distancing, use of masks, symptoms of COVID-19, etc.

Sanitizing Stations

Hand sanitizing dispensers should be placed at key entrances to both indoor and outdoor facilities, as well as high-contact areas such as the athletic training room, weight rooms, classroom corridors, locker rooms, pool deck, etc.

Policy Adjustments

Staff and Student-Athlete Education

- Social media education campaign throughout the fall and spring semesters
- Student-Athlete Advisory Committee (SAAC) and/or team captains can assist with promotion of education plan with teammates
- All athletics staff members must complete any required Human Resources, OSHA or Campus Health & Safety Education prior to returning to work
- Continued communication (weekly/daily basis) with all athletics staff and student-athletes via email, MRD, Blackboard and/or virtual meetings regarding changes to policy and procedures as well as updated CDC or institutional guidelines related to COVID-19

Team Travel

- Follow federal, state and local public health recommendations, including our campus working group
- Temperature check prior to away game departure by athletic training staff (athlete with fever in excess of 100.4 degrees will not travel)
- Masks must be worn on bus
- Follow bus company policies for social distancing and seating arrangements
- Develop procedures to handle a student-athlete or coach becoming sick while on an away trip (recommendation that sick individual does not travel back to campus with team on bus/van)

Communication Plan

Widespread messaging can accomplish two essential goals: (1) patrons will learn that new rules are in place for their protection, which will eventually lead to greater compliance and (2) transparently detailing new sanitary practices will help anxious people feel more comfortable in public.

Before reopening, we must communicate our new health procedures and expectations, such as social distancing, face mask requirement, longer wait times, etc. All safety messaging should be positive, practical and proportionate.

- Signage in all athletic venues - post health rules at all entrances, attractive signage throughout as reminders, located where patrons are more likely to be standing or moving slowly

- Social media campaign (SUNY Geneseo Athletics and all team accounts)
- Website (main college page, athletics page)
- Emails & push notifications (campus-wide) sent at regular intervals to remind our key constituents of health rules and expectations
- Mobile apps - add health rules and education information to the most popular mobile apps on campus
- Staff or key constituents - encourage compliance of health and safety rules in a friendly way while modeling good behavior

Bus Services

Regional Transit Service (RTS) provides busing services for the SUNY Geneseo campus. All applicable state, regional, and local safety precautions related to COVID-19 are enforced. This includes a face mask requirement while boarding and riding the bus, reduced occupancy for buses (currently 50 percent), and an increased number of vehicles on heavily used routes as necessary to ensure capacity can meet demand.

Campus Events and Gatherings

Most traditionally held in-person events and gatherings are virtual for Fall 2020 and are limited to SUNY Geneseo community members.

For all in-person events and gatherings, Geneseo campus community members are expected to practice personal prevention: hand washing or sanitizing, staying home when sick, wearing a mask, and maintaining six feet of physical distance.

College-sponsored small group activities adhere to New York State group-size limits (currently less than 50 people, and no more than [25% of maximum occupancy for indoor](#) or no more than [33% of the maximum occupancy for outdoor](#)) and guidelines from the Centers for Disease Control and Prevention and New York State. Student organization meetings, rehearsals, and practices are following a phased plan.

Department and employee small-group meetings adhere to NYS group-size limits (currently less than 50 people, and [no more than 25% of maximum occupancy for indoor](#)) and guidelines from the CDC and NYS.

Event and Gathering Risk Classifications

Low-risk events are virtual-only activities, events, and gatherings. Geneseo continues to support and offer virtual events through virtual programming methods and social media

that build connections and add to the Geneseo experience. Registered student organizations conduct executive board and general body meetings and activities virtually with the option to submit a plan for small group activities. Guest presenters/lecturers must be conducted virtually.

Moderate-risk events are smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least six feet apart, wear cloth face masks, and do not share objects.

High-risk events are medium and large in-person gatherings where it is difficult for individuals to remain spaced at least six feet apart and attendees from outside the local area. Events of this nature will be prohibited during the fall semester. Performances linked to an academic course will be planned in consultation with Academic Affairs.

Miscellaneous Gatherings

Student Organization Fundraising: Registered student organizations interested in hosting in-person fundraisers must adhere to the procedures and guidelines outlined in the Student Events and Gathering Phased Plan. Student organization fundraisers should use electronic money exchange.

Study Spaces: Students are encouraged to take advantage of good weather conditions and the campus's beautiful outdoor spaces to study. Students may use designated and accessible indoor spaces to study while adhering to no more than 25% of maximum occupancy and engaging in personal prevention: handwashing, staying home when sick, wearing a mask, and maintaining six feet of physical distance.

Travel: Student organization travel for activities that are related to the mission and purpose of the group will be limited to the Finger Lakes Region as outlined by [NYS](#) for Fall 2020 and must be approved through Student Life.

Student Events and Gathering Phased Plan (In compliance with DOH, NYS, and CDC)

Phase 1: August 31–September 20, 2020

In-person student organization events are on hold through September 20. For guidance with on-campus cultural and religious observances, please contact Student Life at life@geneseo.edu. Registered student organizations and moderate- or low-risk club sports can develop and submit their plans for small-group activities that adhere to NYS group-size limits and the CDC and NYS guidelines. Plans must be submitted to Student Life by

September 14. Plans will be reviewed by Student Life and Scheduling and Events by September 20

Phase 2: September 21–December 14, 2020

Registered student organizations may host events as long as they comply with the institution's current safety measures and policies and the proposed plan has been approved by Student Life. Failure to adhere to the submitted plan and NYS and CDC guidelines and comply with the [institution's current safety measures and policies](#) may result in revocation of registration or other sanctions consistent with the college's Student Code of Conduct. Approved plans for events and gatherings may begin starting September 21. Registered student organizations planning small-group events and gatherings will need to meet with Student Life to review and confirm proper precautions to help protect against the spread of COVID-19.

Financial Aid, Student Activity Fees, and Billing

Via the [CARES Act Emergency Grant](#), Geneseo has received \$2,276,062 from the Department of Education pursuant to the Certification and Agreement for Emergency Financial Aid Grants to Students. The funds are used for [eligible students](#) who have been [impacted](#) by the disruption of campus operations due to the COVID-19 pandemic.

The [One Knight Student Aid Emergency Fund](#) assists Geneseo students who are facing financial emergencies that affect their academic and personal lives due to the COVID-19 pandemic. The fund offers one-time need-based grants on a case-by-case basis.

Students whose families have experienced a loss of income due to the pandemic stay-at-home orders may complete a [Special Conditions Request Due to COVID-19](#). The Office of Financial Aid uses an estimated income to recalculate eligibility for federal financial aid.

Athletic fees are still in place for academic year 2020–21. While there are no competitive sports for Fall 2020, Geneseo offers services for both in-person and online students that help improve health, safety, and general wellness, including fitness training and outdoor recreation. The fees also support continued team practices as well as recruitment.

The Student Performance Fee is still in place for academic year 2020–21. The fee helps the College purchase the rights for several musicals for the musical theatre program. These productions are intended to be virtual and eventually live or live-streamed. The fee also helps the College purchase audio equipment to enhance live-streaming capabilities for

concerts by Chamber Singers, Festival Singers, Geneseo Symphony Orchestra, Wind Ensemble, and Jazz Ensemble. The ensembles and the musical theatre productions involve many students from outside the music department. The fee also covers piano tuning, upkeep, and repair for the 53 pianos throughout campus, which are used not just by music faculty and majors, but by students from across campus. The theater and dance program is also producing virtual events; fees help pay for costumes, video production, stage props, set construction, and more.

In the event that Residential Life terminates housing due to public health concerns, the College will provide refunds on the campus housing based on a prorated schedule.

Please visit [Financial Aid FAQ](#) for information on financial aid and billing for the Fall 2020 semester.

Guest and Visitor Policy

Public interactions on campus are limited. This means:

- No uninvited visitors or guests are allowed on campus at this time.
- Invited guests (those invited to campus by a member of the college community for a college business-related function) must abide by all campus and building-specific protocols.
- Invited guests must fill out a [Visitor Screening Questionnaire](#) upon arrival.
- Students, faculty, and staff must present student/institutional identification (IDs) to enter on-campus buildings.

Mandatory Sanctions for COVID-19 Violations

SUNY Chancellor Malatras has issued a comprehensive emergency directive to address violations of COVID-19 safety protocols at SUNY's state-operated campuses and community colleges.

This emergency directive implements a SUNY-wide policy intentionally focused on the current public health emergency. It creates uniform sanctions to help SUNY balance the need to protect the public health of students, faculty, staff, and community members with students' rights to remain within the educational environment. Its goal is to ensure a fair and consistent approach to policy violations by students throughout the SUNY system.

Please note that even with this uniform, mandatory sanctioning, all students maintain the due process rights guaranteed to them by the federal and New York State constitutions, New York State law, SUNY regulations, and University-wide and campus policies. Students are presumed not responsible until the institution makes a finding based upon the preponderance of evidence. ([Read the full SUNY policy.](#))

The sanctioning policy that follows takes effect at 8 a.m. on October 1, 2020. This addendum complements Geneseo's Student Code of Conduct.

Due Process Prior to Conduct and Interim Actions:

1. Geneseo may use interim suspension or other interim action for students who commit a COVID-19-related violation during the pendency of the investigation and adjudication process as provided by its Code of Conduct.
2. Geneseo shall determine whether students can participate in their coursework remotely during the investigative and adjudicative process.
3. Due to the continuing health threat presented by a student under investigation enrolling in another institution without such institution's knowledge, during the pendency of such an investigation and adjudication, a hold shall be placed on a student's transcript and release thereof.
4. Geneseo's [Amnesty](#) and Good Samaritan policies and principles that are already in campus policy to encourage disclosure of violations of federal, state, or local law or campus policy or participation in an investigation or adjudication of such a violation may apply to potential violations of the provisions of this policy.
5. Geneseo may consider a student's financial and other exigent circumstances in resolving a violation.

Generally and as it relates to this policy, students shall retain all rights to expression as protected under the First Amendment. This policy shall apply equally to all students, regardless of membership in a protected class.

Multiple findings of responsibility, even for lower-level offenses, may result in graduated levels of sanction, up to and including permanent dismissal. Additionally, findings of violations during periods when a campus is partially or completely closed (or on pause), under the standards established by the New York State Department of Health and SUNY Chancellor, may result in elevated levels of sanction. All sanctions established in this policy serve as the minimum, and campuses have discretion to enact higher sanctions where merited.

A finding of responsibility and applied sanction of suspension or dismissal shall, consistent with SUNY policy, leave the respondent ineligible for refund of tuition, room, board, or fees, and the student will be responsible for all amounts owed.

I(A) - COVID-Positive Intentional Violations

For students who know that they have tested positive for COVID-19, from one or more positive tests, or students who know they have had close contact with someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and then intentionally expose other students by any means—including, but not limited to, visiting with the COVID-19 positive-tested person in an enclosed area or inviting that person to the student's room, apartment, or other enclosed space, sharing food or other personal items, or hosting a gathering of any size

Possible sanctions:

- suspension from academic access (including distance learning) and housing for no less than one calendar year
- permanent dismissal from SUNY Geneseo

A student suspended or dismissed from a SUNY campus for a positive intentional violation shall be ineligible for admission to any other SUNY institution during the pendency of their sanction.

I(B) - Failure to Self-Isolate

For students who have been directed by the institution or the state or local Department of Health to self-isolate (because they have tested positive for COVID-19) on or off campus, and then engage in any conduct that would violate such isolation order—including, but not limited to, intentionally leaving isolation, exposing other individuals, including students (whether in isolation or not) by visiting with them in an enclosed area, by inviting them to the student's room, apartment, or other enclosed space, by sharing food or other personal items, or by hosting a gathering of any size

Possible sanctions:

- suspension from academic access (including distance learning) and housing for no less than one calendar year
- permanent dismissal from SUNY Geneseo

A student suspended or dismissed from SUNY Geneseo for a failure to self-isolate violation shall be ineligible for admission to any other SUNY institution during the pendency of their sanction. Failure to follow the directions of state or local Health Departments or the provisions of Executive Orders (including but not limited to New York State on Pause) may also result in fines, criminal prosecution, or referral to relevant government agencies.

I(C) - Failure to Quarantine

For students who have been directed by SUNY Geneseo or the state or local Department of Health to complete a quarantine period (mandatory or precautionary), on or off campus, and then engage in any conduct that would violate such quarantine order

Possible sanctions:

For residential students

- suspension from housing with continued access to academic program via remote learning only (if available and as subject to campus policy and process)
- academic and housing suspension
- permanent dismissal from SUNY Geneseo

For non-residential students

- suspension from academic access to campus of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic suspension
- permanent dismissal from SUNY Geneseo

Failure to follow the directions of state or local Departments of Health may also result in fines, criminal prosecution, and referral to relevant government agencies.

II(A) - Prohibited On-Campus Gathering (Hosts)

For students who host an on-campus gathering of any size, whether indoor or outdoor, that violates or exceeds campus housing policy and/or the [current limitation published by SUNY Geneseo](#), Executive Order, or the state or local Department of Health

Possible sanctions:

- suspension from housing of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic and housing suspension of at least one year
- permanent dismissal from SUNY Geneseo

For covered gatherings, all individuals who are on the housing contract or living at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, or advertising the event.

II(B) - Prohibited On-Campus Gathering (Attendee)

For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that violates or exceeds campus housing policy and/or the [current limitation published by SUNY Geneseo](#), Executive Order, or the state or local Department of Health

Possible sanctions:

For residential students

- suspension from housing with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic and housing suspension
- permanent dismissal from SUNY Geneseo

For non-residential students

- suspension from academic access to campus of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic suspension
- permanent dismissal from SUNY Geneseo

III(A) - Prohibited Off-Campus Gathering (Hosts)

Acts that occur off campus in violation of physical distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to continued functioning of SUNY Geneseo.

For students who host an off-campus gathering of any size, indoor or outdoor, that exceeds the [current limitation published by SUNY Geneseo](#), Executive Order, or the state or local Department of Health

Possible sanctions:

- suspension from in-person attendance at SUNY Geneseo of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- suspension of at least one year,
- permanent dismissal from SUNY Geneseo

For covered gatherings, all individuals who are on the lease (or a member of their family who is on the lease), pay rent, or live at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, or advertising the event.

III(B) - Prohibited Off-Campus Gathering (Attendee)

Acts that occur off campus in violation of physical distancing requirements under law, regulation, order, or campus policy present significant health and safety threats on campus and have a nexus to the continued functioning of SUNY Geneseo.

For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that exceeds the [current limitation published by SUNY Geneseo](#), Executive Order or the state or local Department of Health

Possible sanctions:

For residential students

- suspension from housing with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- suspension from in-person attendance at Geneseo of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic and housing suspension
- permanent dismissal from SUNY Geneseo

For non-residential students

- suspension from in-person attendance at SUNY Geneseo of at least one year with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic suspension
- permanent dismissal from SUNY Geneseo

IV - Face Mask and Social Distancing Requirements

For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of SUNY Geneseo, Executive Order, or the state or local Department of Health

Possible sanctions:

- suspension from housing with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic and/or housing suspension
- permanent dismissal from SUNY Geneseo

V - Contact Tracing

For students who repeatedly fail to comply, whether intentionally or unintentionally (unless it can be shown that the student was genuinely not reached by contact tracers through no failure on their part), with COVID-19 contact tracing efforts conducted by SUNY Geneseo or the state or local Department of Health

Possible sanctions:

- suspension from academic and/or housing access with continued access to academic programs via remote learning only (if available and as subject to campus policy and process)
- academic and/or housing suspension
- permanent dismissal from SUNY Geneseo

VI - Failure to Comply with Campus Health Protocols

For students who fail to attend at least two scheduled appointments, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under Geneseo's published protocol, SUNY Geneseo shall undertake conduct action to enforce compliance.

Possible measures:

- interim suspension
- administrative measures to electronically deactivate card access and restrict access to any buildings with the exception of access required to obtain health care services

Students whose access has been restricted shall be ineligible to attend in-person classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus.

Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and students may revive full access by obtaining a diagnostic or surveillance test or by submitting negative results of a diagnostic or surveillance test, as applicable. SUNY Geneseo shall notify students of the reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and conduct action.

For students who fail to submit their daily health screening via SUNY Geneseo's supplied portal for at least three consecutive days, without sufficient excuse, Geneseo shall undertake conduct action to enforce compliance.

Possible measures:

- interim suspension
- administrative measures to electronically deactivate card access and restrict access to any buildings

Students whose access has been restricted shall be ineligible to attend in-person classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus.

Restricting access to the campus and revoking parking privileges are not disciplinary in nature, and students may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this

deficiency shall be considered trespassing and may result in investigation and conduct action.

VII - Student Athletes

For student athletes, in addition to the other provisions of this policy, a finding of responsibility for any violation detailed above in Sections I, II, and/or III, or repeated violations of other provisions above, may also include, at a minimum

Possible outcomes:

- loss of privilege to compete in intercollegiate athletics at Geneseo in the current academic year or longer
- temporary or permanent removal of leadership roles
- permanent loss of athletic eligibility at Geneseo

For student athletes found responsible for any violation detailed above in Sections I(A), I(B), or I(C)

Additional possible outcomes:

- permanent loss of the privilege of competing in intercollegiate athletics at Geneseo
- temporary or permanent removal of leadership roles

Such consequences may also impact NCAA or other conference or association eligibility (pursuant to applicable rules).

VIII - Student Organizations

For registered student organizations, whether on or off campus, academic, social, athletic, or of any other nature, that have one or more members who know that they have tested positive for COVID-19, from one or more positive tests, or members who know they have had close contact with someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and are found to have hosted a gathering of any size, indoor or outdoor, on campus or off campus, that exceeds the current limitation published by SUNY Geneseo, Executive Order or the state or local Department of Health

Possible outcomes:

- de-registration and a report to a national organizing body (if applicable)

- permanent ineligibility for registration

For registered student organizations, whether on or off campus, academic, social, or of any other nature, that are found to have hosted a gathering of any size, indoor or outdoor, that exceeds the current limitation published by SUNY Geneseo, Executive Order or the state or local Department of Health

Possible outcomes:

- de-registration and a report to a national organizing body (if applicable)
- organizational suspension for at least one year
- permanent ineligibility for registration

For student members of an organization found to have engaged in conduct described in either paragraph of this section, who themselves individually organized or participated in such a gathering,

Additional possible outcomes:

- loss of membership and/or officer status in the organization (where applicable)

Town-Gown Interactions

SUNY Geneseo understands that positive town-gown relations are essential to a successful return to in-person operations and is fortunate to have a strong foundation on which to build. The College will continue to organize video conference sessions as needed with local leaders, including the Village Mayor, Town Supervisor, County Administrator, and Livingston County Chamber of Commerce President & CEO or their designees. The College is also participating in regularly scheduled meetings with County Department of Health leaders and the County Administrator and Deputy County Administrator.

Two-Week Emergency Shutdown: Student Life

Student Engagement

If required to go fully remote for two weeks, all in-person activities will be suspended and the college will add a programming model for Geneseo students. This plan is contingent on funding.

Monday - Thursday Programming:

These events are based on 4 central themes. They seek to provide students with safe and light-hearted opportunities to fill their time during the quarantine. These will primarily be passive events, offered on a variety of social media platforms. They will be updated daily through Instagram Stories, but also archived through Instagram Story Highlights, and on our Facebook and Instagram. There is a small budget for providing gift cards or prizes to students who engage in the activities.

Friday Programming:

Each weekend, we aim to provide a higher-production social opportunity for students. These will be events offered at a specific time and date. They will be advertised throughout the week (with a sign-up list if needed) for students to engage socially. There is a larger budget to support professional vendors.

Passive Events:

These are simple ways to engage students passively in their social media feed throughout the week. They might have minor active elements, but primarily will be focused on positive and light content to engage in during stay-at-home orders.

DIY to Go:

We compile DIY activities that can be delivered to the residence halls for distribution.

MacVittie College Union

For emergencies only, access will be limited to full-time employees and arrangements will be made with Starbucks for outside pick-up.

Employee Info

Telecommuting

The pilot telecommuting programs for CSEA, DC 37, UUP, PEF and M/C represented employees are extended through January 1, 2021.

It is important for supervisors to continue to ensure employee work plans are up-to-date and documented in accordance with the Alternate Work Location Agreements identified in March and/or August 2020. In cases where a modified approach is used for employee work

assignments, the supervisor should have documented the schedule for on campus and remote work consistent with the provisions in the [NYS Temporary Telecommuting Program](#). Performance programs should also be modified for situations where significant changes to the work plan are made.

This program references the alternate work agreements currently in place for professional and support staff and does not apply to faculty who are teaching remotely this semester.

As much as possible, the College wishes to assist with an employee's need for flexibility in granting remote work location arrangements, most especially given the newly formulated plans for K through 12 education. Our goal is to grant requests to the greatest extent possible while maintaining the College's obligation to the health, safety and quality education of our students. As a reminder, our campus plans can be found on our [COVID Resources and Information](#) website.

Facilities

[HVAC-SummerPrepChecklist-for-FallReopening-SUNY-071320](#)

Athletic and Workout Facilities

Indoor Athletic Facilities

Until further notice, athletic spaces in the Merritt Athletic Center and Schrader Hall are closed to the student, faculty, staff, and greater Geneseo community populations as social distancing, face masks, and occupancy limits cannot be adequately supervised. These athletic spaces include the Louise Kuhl Gym (closed for renovations), Merritt Pool (closed for renovations), Ira S. Wilson Ice Arena (including the jogging track), racquetball courts, and the Schrader student-athlete weight room (closed due to New York State guidelines).

Student-athletes may access Merritt, Schrader, and College Stadium for athletic department related activities, which may include team training sessions, scheduled visits to the sports medicine office, or individual meetings with coaches as per guidelines established in the [COVID-19 Updates & Resources](#) and Geneseo Athletics Reopening documents.

Outdoor Athletic Facilities

Spaces will reopen in line with state and campus guidelines, starting with the college tennis courts, college track, and open athletic fields (Onondaga, Saratoga, Lower Merritt, Upper

Merritt, Monroe, and Letchworth Fields) for informal, socially distant activities with allowable group sizes (as per Campus Events and Gatherings policies found on the [COVID-19 Updates & Resources](#) page) and limitations on contact sports. Users should maintain physical distancing, practice good hand-washing hygiene, and use hand sanitizer stations (if available) located at the venues. Please note the outdoor basketball courts are not available to the public. The intramural and recreation office may be able to schedule, advertise, and supervise limited formal activities in line with state and campus guidelines.

Building Use and Access

All College buildings are locked and must be accessed using a Geneseo ID card until further notice. This includes the MacVittie College Union. Credit union patrons must call 585-245-5700 for access.

Fraser Hall Library, opening this fall, is closed to the public until further notice.

Events by external organizations, such as youth hockey, blood drives, etc., are determined by the individual with oversight of the requested facility in consultation with Scheduling and Special Events, Health and Counseling, and the vice president of the area.

Classroom/Lab Capacity and Protocols

All classrooms for in-person and hybrid courses were reviewed and reorganized for capacity within parameters of proper public health physical-distancing guidelines. The College also identified additional spaces on campus that may be utilized for instructional purposes. Many larger classes have moved online, thus increasing classroom availability. All in-person and hybrid courses are assigned classrooms appropriate for social distancing.

The College follows public health guidelines for sanitation and hygiene in classrooms and labs. These include:

- Face masks are required in all instructional spaces. Capacity signage is posted and furniture has been reduced and reconfigured to allow for physical distancing.
- Classrooms and research labs are cleaned and sanitized regularly, and appropriate sanitation supplies (e.g., disinfectant wipes and hand sanitizer stations) are available. Where feasible, additional protective equipment (e.g., plexiglass shields) are installed.
- Faculty are taking attendance in case contact tracing becomes necessary.

For more information, please see the Office of the Provost's [Fall Academic Plans](#).

Cleaning and Disinfection Protocols

Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19. These procedures have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations, and guidance available from safety and industry associations. It is expected all employees, students, visitors and contractors will follow these procedures to protect their own health as well as other members of the campus community. These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

Custodial Department Cleaning and Disinfection Procedures

The following procedures describe the cleaning procedures to be followed by the Custodial Department.

Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

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

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

Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products found on the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Examples of frequently touched surfaces include:

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

Particular focus is paid to areas of higher traffic such as vending machines, elevator buttons, doorknobs, handrails etc. These high-use areas should receive cleaning of restrooms and water fountains and disinfection of high-touch surfaces at least twice per day.

Backpack sprayers, Clorox electrostatic sprayers and hand held foggers are being used on a rotating schedule to provide a quicker disinfection of surfaces throughout academic and res hall buildings.

Cleaning and Disinfection for Re-Occupancy of Buildings

This section is intended to address the re-occupancy for administrative functions and limited academic course offerings anticipated for the Summer and Fall of 2020.

Non-academic spaces will gradually return to use during the NYFORWARD Phased Recovery Period, with certain academic spaces anticipated to return to use in the Summer and Fall of 2020. The following section describes the cleaning and disinfection procedures necessary for re-occupancy of vacated spaces. Once buildings and departments have been

re-occupied, they should receive the same level of cleaning and disinfection described above.

CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need normal routine cleaning to reopen the area.

Facilities Services must be provided with at least one week of notice prior to re-occupancy of an area in order to allow time to properly clean and disinfect the space. Notice should be provided by submitting a request in the Work Order System. Facilities Services will notify the requestor when the space is approved for re-occupancy and will maintain a listing of requests and approved areas. Once re-occupied, the space will remain on the routine cleaning and disinfection schedule as described in the sections above.

SUNY Geneseo spaces will be cleaned and disinfected as follows prior to re-occupancy:

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

- Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout the building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.)
- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied

Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

Custodial Department Personal Protective Equipment

Personal Protective Equipment (PPE) and practices for routine enhanced cleaning and disinfection:

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

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

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

Face: A face covering or mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. While face coverings

may not prevent the wearer from becoming infected, they might help prevent the spread of COVID-19 from people who have the virus and are unaware.

When wearing a face covering, employees should:

- Make sure that they fit snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting
- Replace disposable surgical-style facemasks when torn, dirty or wet. Supplies are limited and replacements may not be readily available
- Do Not become complacent with other protective measures
 - Avoid touching the mask or face
 - Continue to be vigilant with thorough and frequent hand washing
 - Practice respiratory etiquette and cover coughs or sneezes
 - Frequently disinfect high touch surfaces and shared equipment
 - Practice physical distancing – even when wearing masks

If an employee is not able to wear a facemask for medical reasons, the employee should contact Environmental Health and Safety. No additional documentation is required. If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask.

Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)

Administrative Spaces

Building occupants could use disinfectant wipes or spray provided by Facilities Services to frequently disinfect high touch surfaces in their own work space or shared spaces such as:

- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Service counters

- Light switches
 - Break area refrigerator and microwave handles
 - Vending machine buttons
 - Door handles and push bars
 - Copy machine controls
 - Shared tools and equipment
1. Disinfecting Wipes
 - If surface is visible dirty, use one wipe to wipe it clean and then discard
 - Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label
 - Discard all wipes in trash
 - Wash hands thoroughly or use an alcohol-based hand sanitizer
 - Let the surface dry before using it
 2. Disinfection Spray
 - If needed, pre-clean to remove visible dirt
 - Spray disinfectant liberally to thoroughly wet surfaces. Leave for 10 MINUTES to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface
 - Dispose of used paper towels in trash
 - Wash hands thoroughly or use an alcohol-based hand sanitizer

Academic Spaces

Instructors and students could use disinfecting supplies provided to disinfect their own learning spaces and high touch surfaces in the room before and after using the space:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Door knobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies.

Personal Protective Equipment

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water is not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

Cleaning and Disinfection Logs

Cleaning and disinfection logs listing the date, time, location, scope of cleaning and name of person cleaning must be maintained.

1. A general log should be kept for each building by the custodial department
2. A log should be posted in each restroom and completed by the custodial department

Appendix A: Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

In the event of a suspected or confirmed case of COVID-19, the following steps should be taken to disinfect the space:

- Determine whether the individual was symptomatic while on campus, the length of time since the individual was last on campus and the date when symptoms appeared.
- For individuals who were present on campus within the last 7 days, identify locations the individual occupied in the 48 hours prior to the start of symptoms (Human Resources, Department Head, Registrar, Scheduling assistance may be needed to help identify).

Examples may include areas such as:

- Employee's office, departmental spaces
- Break areas, copy rooms, common rooms
- Restrooms throughout building
- Meeting rooms
- Classrooms
- Cafeterias
- Other spaces

The extent of any office, department or building closures should be determined by reviewing the information gathered in steps one and two and available guidance from the New York State Department of Health and the Centers for Disease Control:

Guidance from the New York State Department of Health indicates people who eventually develop symptoms of COVID-19 are believed to be able to spread the virus for up to 48 hours prior to developing any symptoms. Therefore, the increased cleaning and disinfection described in these procedures should be considered for all locations in which an individual routinely spent time in the 48 hours prior to showing symptoms of COVID-19.

Guidance from the CDC advises that the virus that causes COVID-19 has not been shown to survive on surfaces longer than seven days. Therefore, 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.

Closing the space(s) frequently occupied by the potentially infected individual for at least 24 hours prior to cleaning should be strongly considered and may be required by the Health Department. Decisions on building and campus closures will be made in conjunction with the Health Department for confirmed cases. Decisions on building closures and scope of cleaning should be communicated to the Health Department for suspect cases.

1. Implement the closure of spaces by notifying occupants and posting signs on spaces. Open doors and windows, if possible. Campus e-mails or notification systems should be considered in the event of a building or campus closure.
2. Determine if the college or the college's vendor will conduct the disinfection
3. Define scope of areas to be disinfected and develop strategy. The exact scope will be determined after identification of the locations occupied by the potentially infected individual, with consultation of available guidance from the Health Department, SUNY and the CDC, and approval of the local Health Department. The scope will typically include a thorough disinfection of all spaces (offices, classrooms, bathrooms, common areas, etc.) used by the potentially infected person as well as frequently touched surfaces (stair rails, door handles, elevator buttons, etc.) throughout the entire building or buildings occupied by the potentially infected individual during the 48 hours prior to diagnosis or symptoms. The order of disinfection should generally go from clean to less clean or from areas the individual may have only passed through to spaces where the potentially infected individual spent significant portions of the day, e.g. common hallways to office suites to offices. The disinfection order should end with a restroom or other location with running water to allow for washing hands after removal of PPE.
4. Disinfection team should be assembled and provided with personal protective equipment. A training review should be provided on PPE donning and doffing, disinfecting materials and scope/methods of disinfecting.
5. One or more supervisors should be designated. These supervisors will observe 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 scope developed in step 6.
6. Clean and disinfect the spaces using the following procedures:

Step 1: Cleaning: Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Step 2: Disinfection: Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Products meeting the EPA criteria for use against SARS-CoV-2 should be used for disinfection. If not available, a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) should be used in a spray bottle. Prepare the bleach solution daily or as needed.

Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes following any dilution instructions and ensuring adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

Backpack sprayers, Clorox electrostatic sprayers and hand held foggers will be used to disinfect all surfaces in the rooms the individual spent significant time in. As well as frequently touched surfaces throughout the entire building.

Personal Protective Equipment and Practices

Gloves – Disinfection workers will wear disposable nitrile or latex gloves while cleaning and disinfecting after a COVID-19 case. Gloves should be changed after disinfecting each room if significant time was spent in the room, as often as needed to avoid contaminating spaces. Hand washing with soap and water should be performed for at least 20 seconds before putting on and after removing gloves.

Goggles – Goggles will be worn while pouring or mixing any chemical products. Goggles will be worn during disinfection. During this period of increased precaution, reusable goggles/face shields should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling or disinfecting goggles.

Tyvek Suits and Boots – Tyvek suits and boots will be worn during disinfection in spaces the individual has occupied. The suits will prevent the employee's clothing from coming into contact with any dried droplets on surfaces. Boots will help prevent tracking any materials from room to room. Tyvek suits should be changed out at the end of the shift, or if visibly wet or dirty. Tyvek boots should be changed out after disinfecting but before leaving any spaces the individual spent significant time in.

N95 Respirators – While N95 respirators are not required by the Department of Health or CDC to be worn during disinfecting after a COVID-19 case, EHS strongly encourages their use, with appropriate training and fit-checks. Note: assessment may be updated to required, with additional requirements for medical clearance and fit-testing.

PPE donning and doffing should follow procedures in Appendix B.

Training

Any SUNY Geneseo employee performing cleaning following a potential infection, including temp employees, must have received Fire and Life Safety, Hazard Communication, Personal Protective Equipment and Bloodborne Pathogens training as well as a special training module on Safe COVID-19 Disinfection Procedures. Any contracted cleaning company must have received similar training from their employer and may require additional training from SUNY Geneseo EHS.

Appendix B: Department-Specific Cleaning and Disinfection Procedures

Certain departments and locations conduct additional cleaning and disinfection. These procedures should be in compliance with any guidelines specific to their operations and the requirements of this procedure. At a minimum, department-specific procedures must specify the cleaning and disinfection of frequently touched surfaces and the use of products meeting the EPA criteria for use against SARS-CoV-2. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Department-specific procedures should be provided to the Environmental Health and Safety Department for inclusion in this Appendix.

Health Services (Health Services Staff)

In addition to services provided by the custodial staff cleaning and disinfection of frequent touch and common waiting areas in both the Lauderdale and South Village Health centers will be completed hourly by Student Health and Counseling staff using products meeting EPA criteria for use against SARS-CoV-2. A log of this being completed will be kept at the front desk in each health center.

Exam rooms will be cleaned and disinfected by the staff member who has seen the patient in that room (or their designee) after each visit is completed. This will include all areas touched and equipment that has been used will be completed using appropriate products for use against SARS-CoV-2. Complete air drying of such areas and equipment will be observed prior to the area being used for another patient. This process will occur for all visits, regardless of chief complaint.

Athletics Spaces (Athletics Department)

Fitness Rooms (Health, Physical Education and Exercise Studies Department)

Personal Protective Equipment and practices for routine cleaning and disinfection when there are no cases of COVID-19 should follow the individual department procedures or EHS Personal Protective Equipment assessment. In general, nitrile or latex gloves should be worn when disinfecting surfaces in healthcare and athletic facilities and safety goggles should be worn when mixing or pouring chemicals. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. EHS should be contacted for further assistance in selecting PPE and training in proper use.

Care should be taken to not touch the outside of the glove while removing. Hand washing with soap and water should be performed for at least 20 seconds after removing gloves.

Fire Drills

This guidance applies to fire drills and occupant response to activation of fire alarms in all residence situations at SUNY, including quarantine and isolation areas. Fire and life safety remain a priority and must be addressed even as COVID is being addressed. There is no relaxation of any New York State Fire Code provisions regarding fire drills and occupant alarm response because of COVID.

1. All required drills need to be completed according to the frequency and timing required by the Code.

2. Occupants must use the closest safe exit path in the event of a fire emergency or drill. This

requirement will preempt any temporary COVID-related designation of single direction corridors or stairs. This must be stressed in all orientations and evacuation plans.

3. Upon alarm, all persons should exit the building without delay, preferably wearing face coverings and maintaining social distance. Do not significantly delay evacuation for those reasons.

4. All persons requiring evacuation assistance, including those in quarantine and isolation, must

implement their approved evacuation plan upon activation of the alarm. (These plans must be updated as necessary to reflect relocation of the student because of quarantine or isolation needs.)

5. All occupants must report to their assigned muster point per the campus plan. Face covering and social distancing should be maintained at those points, where possible.
6. Occupants of quarantine and isolation areas may muster at a separate designated location, as stated in the campus plan and isolation/quarantine orientation.
7. Quarantined and isolated students must participate in the drills and actual alarms.
8. Campus may not impose any delay in response or insert a verification process for alarms in any area, including quarantine or isolated areas.

This does not create additional burdens past the current Code requirements, but reminds that there is no current COVID-related relaxation of the New York State Fire Code requirements for fire alarm response and drills. Any interpretations will defer to the language of the Code and official interpretations. This guidance will be updated if there is additional information provided by appropriate authorities.

PPE Supply Maintenance

This provides information related to the plan for maintaining oversight of Personal Protective Equipment (PPE) inventory level, the anticipation of PPE demand, the plan for PPE procurement and distribution, and the plan for employees to wipe common surfaces.

The Director of Environmental Health & Safety, is the Group Leader of the Logistics/Supplies Group. They are responsible for maintaining and overseeing the campus PPE inventory levels. They have developed and maintains a Google spreadsheet that captures various types of PPE including masks (cloth, paper disposable, see through disposable, flame resistant, N95s), face shields, gloves, sanitizers, dispenser stations, thermometers, sneeze guards, disposable lab coats and suits, spray bottles, goggles, wipes, disinfecting spray, one-way floor signs and 6 foot apart floor circles. He updates this spreadsheet on a weekly basis at a minimum. This spreadsheet is located and shared through the Google Drive software. The spreadsheet identifies the current quantity of stock, provided by Central Stores, each of the PPE items currently available in the Central Stores and the quantity of stock that have been ordered and awaiting to be received. The spreadsheet has estimated the number of students/faculty/staff on campus and estimated the expected need for PPE for these groups based on discussions with affected personnel. Based on an estimated anticipated demand, the spreadsheet identifies if there is an excess or shortfall in the PPE supplies.

The procurement of the PPE and restocking inventory will be the responsibility of Chuck Reyes and the Facilities Business Manager. The PPE vendors are identified on the excel spreadsheet. The PPE inventory will be held in storage at the Facilities Central Stores. As inventory leaves Central Stores for campus distribution, and when in-stock supplies fall below his inventory supply thresholds, Reyes reorders additional supplies via the Facilities Business Manager or Purchasing.

Facilities Service has developed a system through WebTMA where academic departments are able to order additional COVID-19 PPE supplies when needed. Distribution of PPE supplies is conducted by Facilities Service staff (custodial, Central Stores, moving crew).

Employees wipe common surfaces by using spray bottles with disinfectant solution and paper towels. Spray bottles and paper towels are distributed and restocked throughout campus and to all classrooms by the Custodial staff. In addition to faculty/staff wiping down surfaces as needed for their personal use during the day, custodians conduct enhanced cleaning in all classrooms at least once daily.

Signage

All signage requests must go through the Director of Environmental Health and Safety in the Facilities Department. Examples of the kinds of signs available are listed below.

Floor Stickers (Facilities)

Thanks for Practicing Physical Distancing/6 feet Apart

One Way (with Arrow)

Facilities Signage

Masks Are Required in All Academic Buildings and Common Areas (8.5" x 11," 11" x 17")

Area Closed Due to Mask Non-Compliance (8.5" x 11," 11" x 17")

Basketball Court Use Restricted to Geneseo Students Only (8.5" x 11")

Geneseo Student, Faculty and Staff Use Only (8.5" x 11," 12" x 18")

Recreational Facility Use Restricted to Geneseo Students (8.5" x 11")

Space Reserved to Accommodate Physical Distancing (both sizes)

Hand Dryers Have Been Turned Off, Use Paper Towels (8.5" x 11", 5.5" x 8.5")

Do Not Enter/Use Designated Entrance (8.5" x 11," 11" x 17")

Do Not Exit/Use Designated Exit (8.5" x 11," 11" x 17")

Do Not Move Furniture/Area Adjusted for Physical Distancing (8.5" x 11," flat and table tent)

Do Not Use This Desk/Area Adjusted for Physical Distancing (8.5" x 11," flat and table tent)

Down Only Staircase (8.5" x 11," 11" x 17")

Up Only Staircase (8.5" x 11," 11" x 17")

Entrance Only (8.5" x 11," 11" x 17")

Exit Only (8.5" x 11," 11" x 17")

Entrance Only (Front)/Exit to the Right (Back) Double Sided (8.5" x 11")

Exit Only (Front)/Enter to the Right (Back) Double Sided (8.5" x 11")

One Person Per Ride (Elevator)/Please Yield to Accessibility Needs (8.5" x 11")

Narrow Corridor/Keep Right (8.5" x 11," 11" x 17")

Narrow Staircase/Keep Right (8.5" x 11," 11" x 17")

Please Wash Hands With Soap and Water (8.5" x 11")

Temporarily Closed for Cleaning and Disinfecting (8.5" x 11")

Please Keep This Area Clear (11" x 17")

Health Tips: Don't Gather In Groups/Physical Distance/Wash Hands (11" x 17")

Room Capacity (editable) with contact phone #s (8.5" x 11")

Building Accessibility, Open Hours (editable) version 1 (8.5" x 11")

Building Accessibility, Open Hours (editable) version 2 (8.5" x 11")

Face Masks 101 (11" x 17")

One Person in Lobby At a Time (8.5" x 11," 11" x 17")

Please Keep This Area Clear (8.5" x 11," 11" x 17")

Please Wipe Down Equipment After Use (8.5" x 11," 11" x 17")

Residence Life Signage

Access to Residence of This Hall Only (8.5" x 11," 11" x 17")

Bathroom Restricted to Residents in Rooms ##-## (editable) (8.5" x 11," 11" x 17")

Bathroom Use Limited to 50% (8.5" x 11," 11" x 17")

Kitchen Use Limited to 50% (8.5" x 11," 11" x 17")

Laundry Use Limited to 50% (8.5" x 11," 11" x 17")

Have You Completed Your Daily Screening? (8.5" x 11," 11" x 17")

Residents Do Not Need to Wear Masks Inside Their Rooms (8.5" x 11," 11" x 17")

Wear Your Mask When Not in Your Room (8.5" x 11," 11" x 17")

Elevator Use Limited to One Resident and One Helper (8.5" x 11," 11" x 17")

Alcohol-based Hand Sanitizers are Flammable (8.5" x 11," 11" x 17")

If You're Sick, Stay Home, Rest and... (11" x 17")

One Knight at a Time (8.5" x 11," 11" x 17")

Please Wait Behind This Line (8.5" x 11," 11" x 17")

Stay a Sink Apart (8.5" x 11," 11" x 17")

Stay a Stall Apart (8.5" x 11," 11" x 17")

Move-in Roadway Signage for Residence Life and University Police (all 21" x 21")

Central Check-In Moved to College Union

Check-In This Way (four different directional arrows)

Entrance This Way (four different directional arrows)

Have ID Ready

Health Screening Checkpoint Ahead

Good Luck With Move-In

Keep Line Moving

Please Remain in Car and Wear Mask for Screening

Basic Health Tips

Welcome

Exit

Enter

Station 1

Station 2

Station 3

Station 4

Station 5 (Trailers)

Unload Zones Overall Directional

Unloading Zone (20 Minute Limit) Livingston & Steuben Directional

Unloading Zone (20 Minute Limit) Allegany, Monroe & Putnam Directional

Unload Zone South Onondaga

Unload Zone North Onondaga (two different directional arrows)

Unload Zone Wayne Hall

Unload Zone Nassau Hall

Unload Zone Genesee Hall

Unloading Zone 20 Minute Limit Long-Term Parking in Lots R, E, and H

Unloading Zone 20 Minute Limit Long-Term Parking in Lots J and U

General Health Care Reminders (11" x 17" posters and 16x9 digital format)

Victor E. Knight Hand Washing

Victor E. Knight Face Masks

Victor E. Knight Daily Health Check

Victor E. Knight Physical Distancing

Admissions Signage

Please Remain in Car, Call office to be escorted in (21" x 21")

Restrooms Directional; Please Remember to Wash Hands for 20 Seconds (8.5" x 11")

RSVP'd Guests Only Permitted to Enter (8.5" x 11", 11" x 17")

Computing and Information Technology (CIT) Signage

Equipment Disabled to Allow for Physical Distancing (8.5" x 11," 11" x 17")

Study Abroad Office Signage

Director Availability (8.5" x 11")

Study Abroad Office/Please Enter Through Main Entrance (8.5" x 11")

Study Abroad Office/This Entrance Temporarily Closed (8.5" x 11")

Only One Visitor at a Time (8.5" x 11")

General Instructions to Visitors (11" x 17")

Welcome Instructions (11" x 17")

Theatre Department Signage

No Food or Drinks in Theatre (8.5" x 11," 11" x 17")

Please Wipe Down All Surfaces in Practice Room (8.5" x 11," 11" x 17")

Study Spaces

Students are encouraged to take advantage of good weather conditions and the campus's beautiful outdoor spaces to study.

Students may use designated and accessible indoor spaces to study while adhering to no more than 25% of maximum occupancy and engaging in personal prevention: handwashing, staying home when sick, wearing a mask, and maintaining 6-feet of physical distance.

Transportation and General Delivery Services

Drivers and service personnel will practice all safety actions and protocols as indicated for other staff. All buses, vans, and other campus vehicles are cleaned and disinfected as outlined in CDC guidelines for bus transit operators.

Health and Safety

Employee Training

SUNY Geneseo requires all college employees to complete [COVID-19 training](#) to better understand the new policies and procedures designed to combat COVID-19.

Face Mask Requirements

All members of the campus community are required to wear a face mask in accordance with the [COVID-19 Face Masks and Prevention Measures](#) policy. The College has a [form](#) to report employees policy violations to Human Resources. Students who do not comply with the face mask policy are subject to a Student Code of Conduct violation.

Face masks are required in public locations where six-foot distancing cannot be maintained. Face masks are also required in all instructional spaces, including classrooms, lecture halls, and laboratories, and all common areas, including residence halls and all buildings.

The College follows guidelines for public health, sanitation, and hygiene as recommended by the CDC, New York State, and state and local Departments of Health (DOH). Health and Counseling Services will work with SUNY System and Livingston County Department of Health experts to determine the quantity and type of face masks to be made available. We intend to offer a variety of face masks to our campus community to meet the broad needs.

Distribute masks to students.

SUNY Geneseo Environmental Health and Safety has distributed two face masks to every employee. The College uses a mix of reusable cloth and disposable face masks. The College makes reasonable accommodations for face masks for students and employees, such as utilizing clear face shields/masks to support those who rely on lip-reading.

Misinformation is circulating about exemptions from face mask requirements connected to interpretations of the Americans with Disabilities Act (ADA). The ADA does not cite a blanket exemption from face mask requirements for individuals with disabilities and has not issued documentation to support such an exemption (e.g., "ADA cards"/letters/flyers). Please refer to the [ADA and Face Mask Policies Guide](#) for more information.

Any students or family members with concerns about wearing a face mask on campus due to a disability should contact the Office of Accessibility at access@geneseo.edu or 585-245-5112.

Employees working on campus who have not received a mask and would like one for work purposes should direct their request and/or questions to Chuck Reyes at reyes@geneseo.edu.

Flu Clinics

In an effort to provide flu vaccines to students and staff at SUNY Geneseo, the Department of Student Health and Counseling has contracted with an outside vendor. Wegmans, via their Pharmacy Business Partnership, will be on campus to provide flu vaccines on the following dates, times and locations.

- Thurs 9/24 1-4 Union Ballroom
- Thurs 10/1 1-4 Knightspot
- Weds 10/7 1-4 Knightspot
- Weds 10/14 1-4 Union Ballroom
- Weds 10/21 1-4 Knightspot
- Weds 10/28 1-4 Knightspot

As in previous years the availability of flu vaccines will be conveyed to students and staff via many channels.

The number of flu clinic times this year has been increased to 6, due to the belief that more people will be seeking to protect themselves. We believe that compliance with receiving the vaccine will increase with the additional availability.

Wegmans program will follow all current guidance available at the time of these clinics that is available from both the CDC, local health departments and any campus specific rules.

Social distancing and masking will be required.

PPE, in accordance with Wegmans requirements, will be required to be worn by all immunizers.

Facility requirements include room size, waiting area to allow spacing of 6 feet designated by floor markers. Organization of room to provide that only immunizers (Wegmans employees) come within 6 feet of students/staff while receiving vaccines.

Prior to the event, cleaning and disinfection by the hosting facility (SUNY Geneseo) should take place roughly one hour prior to set-up.

Wegmans employees will be responsible to disinfect their work areas during the event between each immunization.

Pre-Arrival Testing Protocol

Faculty and Staff

The College encourages employees to be tested prior to returning to campus. A question about testing is included in the Employee Information and Training module which employees who work onsite must complete daily. The data will provide a general baseline of the number of employees tested prior to their return to work.

Students

In order to return to campus, all residential and off-campus students are required to:

1. Take a COVID-19 test no earlier than 14 days before their arrival in Geneseo
2. [Submit a negative test result](#) to Student Health and Counseling before their arrival in Geneseo
3. Quarantine for seven days prior to their arrival in Geneseo
4. Submit a screening questionnaire based on symptom self-reporting.

It is strongly recommended that the test be performed within the week prior to entering the mandatory seven-day, pre-arrival quarantine to ensure you have enough time to receive your test results and complete your quarantine. Please note that antibody test results will not be accepted. For a list of testing centers, visit the [New York State Department of Health](#).

Students who test positive in their pre-arrival test will be required to isolate at home until released by their county health department. It will be the student's responsibility to send that release to the Dean of Students office once it is granted.

Students also will undergo a health screening upon arrival on campus and use a web-based health screening app daily.

Students Traveling from Out of State or International Locations

All students traveling to Geneseo from another country or from a state on the NYS Travel Advisory list are required to quarantine for 14 days. This applies to all students, whether they live on campus or off campus. All such students must complete the online [NYS Traveler Health Form](#) and submit a screenshot of it to the College before entering their quarantine period. Resident (on-campus) students should email screenshots to Residential Life at reslife@geneseo.edu; off-campus students should email them to the Dean of Students at deanstu@geneseo.edu.

Resident (on-campus) students may quarantine on campus, and the [Move-In Day & Time Request Form](#) has places to indicate out-of-state or international travel plans. Resident students who need to return to campus early for a mandatory 14-day quarantine may arrive as early as August 9 and will receive separate directions from the College.

The College ensures that all classes are available to quarantining students.

Vulnerable Populations

Students who are high risk due to underlying medical conditions should coordinate with their primary care physician and/or medical specialist to determine whether coming to campus is appropriate. Those students will provide Health and Counseling Services with updated information on their medical condition, including who they seek treatment from, medications they are prescribed, etc. The Office of Accessibility in conjunction with campus physician Dr. Steven Radi and the Office of Residence Life will work with these students on defining reasonable accommodations. The College's plans for remote-ready courses ensure that students who are not able to physically be on campus are able to maintain progress toward their degree. The medical needs of vulnerable student populations is also being taken into consideration if any of these students present COVID-19 symptoms. Health and Counseling Services will collaborate with the University of Rochester Medical Center to maintain current data on hospital space.

Daily Health Screening

The College has developed a [web-based tool](#) for daily employee- and student-screening to identify individual exposure and symptoms related to COVID-19. This tool has been made available to all employees and students. A paper questionnaire exists for those unable to use the web-based tool. This screening includes self-administered daily temperature checks for employees who are on campus.

Students are required to complete a daily health screening and receive an email prompt to do so every morning. Students can sign up to receive text alerts through the health portal

to receive a text reminder. We encourage students to sign up for text alerts. Instructions are as follows:

1. Go to the health portal at myhealth.geneseo.edu
2. Select the Profile link on the left navigation menu
3. Scroll to Text Messaging and select Edit
4. Enter mobile number with area code
5. Check the box "I would like to receive text messages"
6. Select mobile phone carrier
7. Select Continue (this must be done to enable text messaging)
8. Review the information
9. Select Continue
10. Select Confirm

If a student indicates via the screening that they are experiencing symptoms, the Health Center staff will contact them. Students may also call the Health Center directly if they have any questions to talk with a nurse.

Testing will be available in Lauderdale Health Center for symptomatic students. Students are asked to call 585-245-5736 if experiencing respiratory or COVID-19 symptoms. Health Services will also be working closely with Livingston County Department of Health who will be providing all contact tracing.

Pooled Surveillance Testing

Students In conjunction with [SUNY Upstate Medical University](#), Geneseo conducts pooled surveillance testing of approximately 500 students per week. Students are selected at random to participate in the pooled testing, which involves saliva-based samples. Selected students are required to complete the process in order to remain eligible to participate in any on-campus activities, including in-person classes and residential living. All efforts will be made to accommodate student schedules. The pooled testing is conducted in the MacVittie College Union Ballroom.

Employees SUNY, UUP, CSEA, PBANYS and PEF have established an agreement regarding mandatory COVID-19 testing for represented employees. The College is working to incorporate testing protocols, using the Upstate methodology for those individuals, information about which is forthcoming. A list of possible testing site locations can be found on the [Human Resources webpage](#). The College does not have the authority to

unilaterally mandate employee testing. However, staff who are coming to work on campus are required to complete a [daily screening](#) within one hour of arrival on campus.

Testing, Quarantine, and Isolation

Definitions

Precautionary Quarantine – person meets one or more of the following criteria:

- has traveled to or from an international territory or a state on the [NYS Travel Advisory List](#) issued by the Governor, but is not displaying symptoms
- is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms
- is believed by the Livingston County Department of Health to require quarantine

Mandatory Quarantine – person has been in close contact (6 feet or less) with someone who is positive but is not displaying symptoms for COVID-19; a person has traveled internationally or to a state on the [NYS Travel Advisory List](#) and is displaying symptoms of COVID-19.

Mandatory Isolation – person has tested positive for COVID-19, whether or not displaying symptoms for COVID-19.

Testing Protocols

The campus currently uses Quest Lab PCR for testing. In addition, a rapid testing option through Quidel Sofia 2 SARS CoV-2 Antigen is being evaluated with SUNY. The College is exploring additional testing resource capacities with the Noyes Health-University of Rochester Medical Center and the Department of Health.

Employees are encouraged to be tested prior to returning to campus. A question about testing appears on the Employee Information and Training module, which employees need to complete as part of their return to onsite work. The data provides a general baseline of the number of employees tested prior to their return to work.

Current protocol requires reporting symptomatic employees to SUNY and quarantining them prior to test results.

Students who are symptomatic may get tested on campus. For more information on how to access health services during COVID-19, please see the [Health Services web page](#).

All students who are tested are required to quarantine until results are completed. Students tested on campus should bring a packed bag to their testing appointment; if the test is positive, they will not return to their residence hall. Results from tests administered on campus are shared with the student via phone, the secure messaging feature of Point and Click (an electronic medical record program), or in person in the case of rapid testing.

If the results are negative and the student has no symptoms, they may be released from quarantine. If they continue to have symptoms, they must continue to quarantine until the symptoms resolve.

Off-campus testing is available. The following are some of the locations:

- Noyes Health in Dansville offers a drive-thru testing site. A physician order is required, and insurance will be billed.
- Monroe Community College in Rochester is free and available to all New York State residents. The drive-thru testing site is by [appointment only](#).
- Livingston County Department of Health will accept symptomatic individuals who have no insurance. They will also provide tests to students who are identified as contacts of a person in isolation.

Student test results are reported by the contracted outside lab to both the Student Health and Counseling Center and the DOH in the student's home county as indicated on their Classroom Safety insurance. (Insurance billing requires the address of the carrier of the insurance. We cannot use the student's local address for this unless the policy is in their name.)

Isolation and Positive Test Protocols

Anyone with a positive test is required to isolate from the date of test results, not the onset of symptoms date.

Human Resources and Student Health and Counseling communicate directly with the Livingston County DOH regarding positive cases. A student's or employee's local DOH is notified of positive results and is responsible for daily communication with that person.

Employees who test positive and are required by the DOH to quarantine or isolate are provided with 14 calendar days of leave without charge to accruals. They should notify their supervisor that they are sick and inform Human Resources of their medical condition.

Residential students who test positive must isolate in Jones Hall (for a period consistent with CDC guidelines, 10 days from the onset of symptoms and fever-free for a minimum of 24 hours). Isolation rooms have pillowcases, sheets, pillows, towels, wipes, hand sanitizers, mini shampoo, conditioner, body soap and body wash, as well as care kits and entertainment packages. Students in isolation receive an email from Residence Life explaining how they can acquire other items they may need while in Jones Hall.

Students in isolation receive instructions about safe hygiene, sanitization, and movement restrictions. Their health is monitored daily by the Livingston County Department of Health, and the College provides necessary services such as meal delivery, laundry and disposal services, and self-care kits to students isolating in Jones Hall. Medical intervention is provided as needed through Health and Counseling Services and external partners (e.g., ambulance transportation to the University of Rochester Medical Center).

Students also have the option to go home for their isolation. Students going home must travel in a private vehicle and must not use public transportation. In all cases of a residential student testing positive, the campus will consult and follow the guidance of local health departments.

Students who obtain a positive test result from an external testing site must alert Student Health and Counseling at 585-245-5736 and send your test results to palmer@geneseo.edu. The Health Center will provide the test result to the Livingston County Department of Health (LCDOH) to commence contact tracing.

Off-campus students who test positive will isolate in an off-campus dwelling. Such students are required to follow these guidelines:

- Do not go out in public, and do not have visitors.
- Remain inside of a home or hotel room for the duration of your isolation.
- Have separate living quarters and bathrooms for each person or family group in a dwelling. If a separate bathroom is not possible, coordinate with other residents and wipe down all surfaces after use.
- Complete a Daily Health Screening at myhealth@geneseo.edu.
- Arrange food delivery independently of SUNY Geneseo through vendors such as Instacart.
- Coordinate laundry and garbage with another person if necessary; they do not require special handling.
- Check in daily with the Livingston County DOH. Student Health and Counseling Services will also check in and provide health guidance as needed.

Quarantine for Students

The Livingston County Department of Health notifies any students who are required to quarantine.

Roommates or close contacts of students who test positive are required to quarantine for 14 days. Residential students must quarantine in Jones Hall. Off-campus students are required to remain in their off-campus residence until given further information on quarantining.

Students who experience COVID-19 symptoms after hours or on weekends should isolate in their room until able to secure testing at the Health Center. If it's during the week (Sunday–Thursday), the student can call the Health Center the following day; if during a weekend (Friday–Saturday), then the following Monday.

Students in quarantine receive instructions about safe hygiene, sanitization, and movement restrictions. A Residence Life staff member and Dean of Students will check in with students within 24 hours or less of quarantining to provide support and ensure they have everything they need. The student's RA will check in daily with the quarantined resident. The College provides necessary services such as meal delivery, laundry and disposal services, and self-care kits to students quarantined on campus. Medical intervention is provided as needed through Health and Counseling Services and external partners (e.g., ambulance transportation to the University of Rochester Medical Center).

The Livingston County Department of Health will do twice daily health screens with all quarantined students, including quarantined students arriving from another country, traveling recently to a state on the NYS Travel Advisory, or residing in a state on the NYS Travel Advisory. They will email the students legal paperwork that informs them of the need to quarantine and for how long, and they will email a discharge letter to students once they are released from quarantine. Students will be responsible for forwarding this letter to the Health Center's email health@geneseo.edu; Health Center staff will inform Residence Life of the lifted quarantine.

Quarantine for Employees

If a traveling Geneseo employee is returning from a [level two or three country](#) and is currently asymptomatic, the employee should remain home and contact Human Resources as soon as possible prior to returning to work. These situations will be evaluated on a case-by-case basis and addressed directly with the individual.

If a Geneseo employee has been exposed to COVID-19, they should first contact their health care provider for guidance and then contact Human Resources.

Contact Tracing

Contacts of a student who has tested positive must alert Student Health and Counseling. Contacts of an employee who has tested positive must alert Human Resources. Human Resources and Student Health and Counseling communicate directly with the Livingston County DOH regarding positive cases.

Contact tracing for employees who test positive is coordinated by the DOH across counties based on where the employees reside.

A student's local DOH is notified of positive results and contacts Livingston County DOH for contact tracing and makes a report to the state DOH tracking system. The student's local DOH also provides a note of clearance when students are released from isolation.

The Medical Director in Student Health and Counseling or their designee reports positive rapid test results to the Livingston County DOH for tracking and contact tracing. If a rapid test is negative but suspected as false by the clinician, a nasal swab PCR test is performed.

Contacts of a contact—i.e., someone who had no direct contact with the positive individual—is not in need of quarantine.

Fifteen University Police Department officers and two Human Resources staff members have also completed the Johns Hopkins training for contact tracing and would be available to assist the Department of Health upon request should conditions merit.

Student Health and Counseling Services

- Basic operations focus on good hygiene practices and limiting potential exposure to the coronavirus. Lauderdale is the main center for sick visits (as well as non-sick as needed/necessary). South Village Health Services sees all non-sick visit types on a predetermined schedule.
- Student Health and Counseling operates by appointment only. Phone screening and triage are in place for all students who call with concerns, and those with scheduled appointments are screened for COVID-19 symptoms. Symptomatic students follow specific guidelines to avoid interacting with other patients and are treated by a designated clinician.

- All Health Service appointments follow physical distancing requirements and minimize interactions among patients. Waiting areas are coordinated to ensure appropriate spacing and staggered appointment start times. Masks are available at all entry points and are required at all times; hand sanitizers are located throughout the building. All patient encounters include temperature screening.
- Counseling Services is exploring the implementation of teletherapy services. Students in immediate emotional crisis are assessed and follow the same entry/triage procedures as Health Services. Students in immediate emotional crisis are assessed and follow the same procedures as Health Services to enter the building and meet with a triage/crisis counselor.
- The College continues to work with external partners on supplemental medical services, including Trillium Health providing PrEP. Reproductive Health Services are available Mondays and Thursdays from 8 a.m. to 4 p.m. in Lauderdale Health Center and in South Village Health Center on Fridays from 8 a.m. to 4 p.m. All students are contacted prior to their appointment to complete pre-screening.
- The College recognizes that additional mental health and/or educational resources may be required to adequately serve students impacted by stressors related to COVID-19.

Education and Monitoring After Restart

The campus developed procedures for reducing the risk of transmission by:

- Amending attendance requirements in courses to dissuade symptomatic students from attending classes.
- Communicating expectations to employees: Anyone with symptoms of COVID-19 should not come to campus until they have consulted with a medical practitioner and/or received testing. Those who test positive will quarantine for 10–14 days. Those who have come into contact with a positively tested employee will self-quarantine in accordance with DOH guidelines and monitoring procedures.
- Communicating expectations regarding daily temperature checks before arriving on campus or attending classes.
- Training supervisors to send symptomatic employees home with follow-up to Human Resources for tracking, medical documentation, and DOH notification for contact tracing.
- Following DOH guidance on contact tracing for contract (vendor) employees who test positive for COVID-19 when symptomatic.
- Exploring options for managing external visitors to campus.

- Providing ongoing education to students about and reinforcement of expectations regarding healthy practices, hygiene and sanitation, PPE usage, and civic responsibility.

Testing and Fall Wind-Down Plan

Testing Dates

Monday, November 16–Friday November 20
8 a.m.–6 p.m. Monday–Thursday; 8 a.m.–3 p.m. Friday

Who Will Be Tested

Students: All students who we have determined via card swipe have accessed on-campus facilities or services in the two weeks prior to testing. This includes residing on campus, campus facilities entrance (all buildings are locked and accessible by card swipe), use of campus printers/copiers, on-campus dining and vending purchases. Exceptions will only be made in accordance with SUNY guidelines (fully remote students with no on-campus engagement, documentation of a negative COVID-19 test within a 10-day window, documentation of previous positive COVID-19 test). Students are expected to fully comply and participate in testing. The Code of Conduct states that students must comply with COVID related policies and procedures and, based on Geneseo’s integration of SUNY Uniform Sanctioning, persons found responsible for failing to comply with health protocols may receive disciplinary action that includes deactivated card access, restricted access to campus buildings, revocation of parking privileges, inability to attend classes, and up to an interim suspension as outlined in [Section VI](#).

Employees: A random selection of the approximately 589 employees with an on-campus work obligation but significantly increase the total number tested as indicated below. We will also strongly encourage and test those additional employees who wish to voluntarily participate. We expect the number of employees on campus after the Thanksgiving break to be substantially reduced.

Number of Tests Per Day

Students: All students who meet the above criteria, with the ability to accommodate a maximum of 1,000 tests per day

Employees: Approximately 50 per day mandatory, plus voluntary participation

Testing Process

We will continue to utilize the Upstate Medical University pooled saliva testing.

Quarantine and Isolation

Existing quarantine and isolation protocols will remain in effect. Residential students testing positive for COVID-19 or who have known exposure to COVID-19 within 14 days before fall closing and who need to remain on campus (in consultation with Livingston County Department of Health) will be housed in Jones Hall, the college's designated facility for quarantine/isolation. Residents will be contacted by Health and Counseling and Residence Life via telephone and email with instructions for quarantine/isolation and meal service. Residents in quarantine and isolation are required to comply with health checks through the Livingston County Department of Health (LCDOH).

Restriction of Activities

Classes will remain in session throughout the testing period and will end as previously scheduled on Tuesday, November 24. Beginning November 30, all classes will be fully remote. We expect to maintain our residence hall visitation policy that currently restricts students to intra-residence hall visitation only. Our fitness center will remain open in accordance with our plan approved by LCDOH. We expect to begin scaling back in-person student activities the week of November 16 and will have limited in-person activities after the Thanksgiving break.

Emphasis of Safety Protocols

All messaging to students and employees regarding pre-departure testing will incorporate reminders that individuals should be attentive to limiting their contact with others, wearing proper face masks, and practicing social distancing, and that such measures should continue post departure as well. Students who have received a negative test result and who have completed their in-person courses will be advised that they may depart campus as soon as possible.

Post-Thanksgiving Protocols

Most students will be going home at the Thanksgiving break and remaining home for the remainder of the fall semester. A limited number of students, with extenuating

circumstances, will be approved to remain in on-campus housing during the break and for the remainder of the fall semester. Residential students with an approved need to return to campus after departing campus for the holiday will be required to adhere to a period of precautionary quarantine, followed by COVID-19 testing. Weekly surveillance testing of these students will continue through the conclusion of the semester. We will also continue weekly surveillance testing of employees with an on-campus work assignment. Beginning November 30, all classes will be fully remote and in-person student activities will be limited.

Residence Life

Dining Hall Protocols

Campus dining service operations follow room capacity, sanitization, and physical distancing compliance standards. Table spacing and the number of chairs have been adjusted to increase spacing for dine-in service. Guests are not permitted to change the layout of tables or chairs while dining in restaurants and cafes. Physical distancing is maintained while in the queue for kiosks, station lines, and pick up areas, with floor markings and signs indicating six feet of distance between guests. Distancing guidelines in dining facilities apply regardless of whether students live together.

Masks are required for entry to dining centers and must be worn by employees and diners at all times, except when seated to eat. Where possible, separate entrances and exits have been established, and queues are kept to a minimum with distancing indicators in place throughout.

Meals are individually plated. High-touch areas such as self-service stations have been adjusted (such as offering prepackaged individual servings of condiments) to increased health and safety protocols and additional precautions such as protective barriers and sanitizer stations have been installed.

Online ordering, take-out options, and delivery services have been added to reduce volume in dine-in facilities. Staffing plans for dining facilities have been restructured to reduce the possibility of contagion between teams. Catered events utilize pre-packaged meals.

Move-In Plan, Fall 2020

Move-In Location, Dates, and Timeframe

Check-In will be centralized at College Stadium (Parking Lot S).

New student move-in is Wednesday, August 26 and Thursday, August 27. Returning student move-in is Friday August 28 and Saturday August 29. All students get a three-hour window between 8 a.m. and 4 p.m.

Precautionary quarantine is August 9–12.

Early arrival (for student workers and those with extenuating circumstances) is August 23, 10 a.m.–2 p.m.

Definitions

Move-In: A series of dates and times when residents will move their belongings and themselves into our residence halls; the act of moving into your new residence hall room.

Check-In: The place residents will go to collect their key, ID, welcome packet, and Community Bag. It is also where they will meet some college staff, get information about the days ahead, and complete a health screening.

Move-In Map: This is the college map augmented with driving directions to the Check-In location and various Unload Zones where residents will go to unload their vehicle and meet their RAs and other Residence Hall staff.

Unload Zones: These are tents where residents and their helper can drop their belongings for safe keeping while they unload their vehicle.

Housing Assignments and Move-In Assignments

Housing assignments will be delivered to each resident's SUNY Geneseo email address on August 1. In this message, students will receive a campus move-in map and information about how to prepare for a safe and healthy move-in experience. In addition, residents will be able to indicate their preference for Move-In date and time based on whether they are a new or returning student. Within a week, each student will know their assigned move-in date and time. Residence Life will use logic and empathy to schedule student arrival in an effort to maintain low density at Check-In, Unload Zones, and in the residence halls. By doing so, we hope to maximize physical distance between students and their helpers.

Driving Directions to Check-In

Residents and their helper(s) will drive to Lot S (College Stadium Parking Lot) from campus entrances at Rt 63 or Main St. Drivers will follow the parking lot roadway to the Check-In tent. Drivers should use the college-issued campus Move-In map.

Move-In Health and Safety Guidelines

- Each resident can bring two helpers to campus, but one must remain in or near their vehicle at all times. Only the resident and one helper are permitted in the assigned residence hall at a time. Helpers can switch on and off.
- Students or helpers may not come to campus if they have been ill with any respiratory symptoms or fever or currently diagnosed with COVID-19.
- Physical distancing practices must be maintained.
- Elevator use is limited to one resident and one helper.
- Face masks are mandatory and must be worn at all times.
- High-contact surfaces should be disinfected regularly (wipe door knobs and cart handles with disinfectant wipes; handlers should use hand sanitizer before and after use of carts).
- Frequent hand cleansing is recommended.
- Overnight on campus accommodations will not be available to helpers.

At the Check-In station near College Stadium entrance there will be:

- Floor markers every 6 feet identifying safe personal space
- Directional signage to indicate entrance and exit flow
- Plexiglass barriers for check-in tables to protect staff and students
- Staff donning face mask and gloves (extra face masks will be on hand)
- Hand sanitizer stanchions will be in front of the check-in table

Move-In Health Screening Information and Procedures

A staff member from Student Health and Counseling or Geneseo First Response (GFR) will approach the vehicle to complete a health screening and touchless temperature scan for all vehicle occupants. Once the screening is complete, a Residence Life staff member will ask for the resident for their name and identification.

Residence Life staff will hand the student a clipboard to sign paperwork needed to obtain their student ID. While the student is reviewing the paperwork and signing, the Residence Life staff member will get the student's welcome packet, which should include orientation

schedules, campus maps, room key, ID card, etc., and their Community Bag. All parties (staff, students, and helpers) will don a face mask. If a student or their helpers have a fever or answer “yes” to any screening questions, they will be given alternate instructions for move-in. This may include moving the students directly into Jones Hall for quarantine or sending the student home.

Check-In

- No one should leave their vehicle unless given explicit permission.
- All students and visitors within a vehicle be screened prior to move-in; screening will include the following measures: checking for mask, reviewing health screen questions, taking a temperature using a touchless thermometer, and collecting the attestation of completion of the 7-day precautionary quarantine. In any case where a student within a vehicle is unable to pass the screening, they will be encouraged to return home to quarantine but will be able to precautionary quarantine in Jones while waiting for test results.
- Students and visitors will be encouraged and told that if they will exhibit COVID-related symptoms (cough, shortness of breath, fever) they are to stay home. Students who absolutely cannot return home must enter precautionary quarantine in Jones Hall.
- Students are allowed to bring two helpers with them, but one must stay in or at their vehicle at all times. Helpers may switch on and off as long as one remains in or at their vehicle. Masks will be available to hand out to people who do not have one.
- Failure to comply may result in removal of authorization to be on campus property and/or termination of the applicable lease/permit/contract.
 - All residents and helpers will be politely asked to put on a face mask at check-in and keep it on during the duration of the move.
 - If a resident/helper is seen without a mask, whoever notices the violation first will politely remind them of our health and safety protocol.
 - If there is noncompliance after the educational conversation, the violation will be elevated to the next level. Example: RA -> AC/RD -> dRL Director Staff -> VP -> UPD.
- When students and their helpers arrive, wristbands will be provided to show compliance with Health Screening and the Attestation. Students and/or helpers who report an inability to wear a mask will be given a face shield. If they refuse to wear it, they will be asked to leave.

Health Screening and Attestation at Check-In

- All students and their accompanying helpers should complete the health screening questions and attestation BEFORE they leave FOR campus on move-in day, to mitigate or limit the possibility of a student or helper arriving ON campus with potential COVID-19 symptoms.
- Student Health and Counseling (SH&C) Staff will provide temp checks and health screening on Wednesday, Thursday, and Friday. Geneseo First Response (GFR) will shadow Health Center staff on these days. GFR will take over for Saturday check-in after shadowing on the previous move-in days.
- Questions asked of the student and helpers at their vehicle:
 1. Name
 2. Temperature taken
 3. Have you had any of the following symptoms in the last 24 hours?
 - a. Fever (temperature over 100 degrees)
 - b. Shortness of breath
 - c. Cough
 4. Any contact with someone diagnosed with COVID-19 in the past 2 weeks?
- If a student arrives on campus with symptoms Wednesday, Thursday, or Friday, SH&C can assess and provide a test if necessary. If this happens on Saturday, they will be offered the ability to utilize Noyes/URMC. They will immediately need to be quarantined.
- Students will be asked to turn in a [SUNY attestation](#) as part of the health screening. Extras will be available for those that forget to bring with them. Students will need to attest to the following:
 - They are not ill.
 - They quarantined for 7 days prior to arrival to campus.
 - They will abide campus guidelines once they arrive.

Face Mask (PPE) Monitoring

- Masks must be worn inside by anyone present at check-in and in public spaces where people will come in contact with each other. To ensure that everyone who is on campus has a mask, it will be communicated that all staff are required to don a mask and will be provided with one. Each resident will be given two masks and a bottle of hand sanitizer at check-in. (These items will be placed in the Community Bag given to residential students. Faculty, staff, and non-residential residents will

receive these items in a more compact bag.) There will be a small supply of masks for helpers who did not bring their own

- It is permissible to go without a face mask under certain specific circumstances:
 - Employees who are unable to wear masks due to a medical or other health condition should consult with Human Resources to discuss reasonable accommodations. A face shield is available through Human Resources.
 - Students who are unable to wear masks due to a medical or other health condition should consult with Accessibility Services to discuss reasonable accommodations.
 - Helpers who are unable to wear a mask must don a face shield. All visitors are expected to abide by campus rules or be subject to immediate removal. If they would like to apply for an accommodation, their request will be reviewed. In the meantime, they will not be able to be present at Check-In, in a Residence Hall, or outside on the SUNY Geneseo campus and must depart. Per ADA, it is not a reasonable accommodation to not wear a face shield.
- Failure to comply may result in prosecution for violations of New York State Law. Certain additional actions may also be appropriate:
 - Students may receive a disciplinary conduct referral to the Student Conduct Office for further action and/or, including but not limited to removal from on-campus housing.
 - Helpers may lose authorization to be on campus.

Departing Check-In

After checking in, students will exit Lot S and head to their designated unloading area. Student Life, IRC, OLS, and UPD Officers will be stationed around the parking lot to answer questions and share information.

Once they exit Lot S, each student and their helper(s) will drive to their respective unload zone. These specific zones will be highlighted on the campus move-in map.

Residence Hall Arrival and Move-In

Once the student and their helper reach the unload zone, they will empty their belongings under the unload zone tent. A staff member will monitor the unload zone while students and helpers move their items. This staff member will be at a table, sitting in a chair, with a barrier (plastic clear shower curtain). There will be 15 marked unload areas. These will be marked by cones and be under the move-in tent. The staff member monitoring the tent will

use a wipe board to track whose items are in what numbered unload area. They will also indicate if the student has borrowed a cart on this board.

A few carts will be available at the unload zones for use. A marked station with disinfectant wipes and hand sanitizer will be provided so that after the cart is used, it can be sanitized properly between uses. Students and their helpers will be encouraged to bring their own carts for use. Students who live in Livingston Hall will be made aware that the building does not have an elevator and should plan accordingly.

Once unloaded, the student should locate their room and fill out their room condition report (RCR), which will be available electronically to them via sympathy residence moments after check in, and the helper(s) should park the vehicle. After completing the RCR and parking the vehicle, students and their helper will move items directly into their room. Locations for parking will be noted on the move-in day map, and signage will be placed for further direction. Signage external and internal to the hall will be placed to make finding rooms easier for students and their helper.

If students or helpers have questions or need assistance, Residence Life staff members will be available at the hall service desk or via duty phone to assist. Additionally, each RA room will have FAQ sheets about the residence hall and campus resources.

Resident Assistant Responsibilities During Move-In

- Resident Assistants (RAs), while practicing physical distancing, should be visible and present at all times during the move-in dates to assist with answering questions and resolving unanticipated issues.
- RAs need to be wearing a mask at all times they are outside of their rooms.
- RAs will be assigned shifts for portions of the day. These shifts will include staffing the service desks as an information hub, monitoring unload zone tents, and assisting with central move-in at S Lot. Shifts will be assigned by the supervisor area, with the exception of Erie whose shifts will be shared with Monroe, Livingston, and Steuben, and the Saratoga Terrace team who will work with the Onondaga and Wayne team. Shifts will be assigned on a rotating basis determined during an in-hall session with their ARD or supervisor in advance of move-in dates.
- In the morning of all move-in dates, RAs will prop open all exterior doors that students and families will use to move in student belongings. RAs remain in their respective hall service desk unless assisting with centralized Check-In or attending to the unload zone area for their hall.

- Assistant Director of Housing Operations will provide the set up for the unload zone/move-in tent. All staff should assist in making sure the unload zones/move-in tent for their respective residence hall is set up based on the provided diagram.

Unload Zone Stations

- Students and move-in helpers will be directed to the Unload Zone for their residence hall. The RA/RAs assigned to the Unload Zone will sit at a table behind a shower curtain for protection and social distancing. At the table, the RA(s) will assign students a location to unload under the tent to temporarily leave their belongings, on a provided diagram. The RA(s) should write down the name of the student and their assigned hall and room number next to their corresponding belonging drop off space that is assigned.
- Students should be assigned a location to unload and place belongings temporarily while their move-in assistant can park their vehicle and return to the tent to assist the student. The student will then be permitted into the residence hall to find their room and complete their Room Condition Report (RCR) while awaiting the return of their moving helper. The RA(s) should watch over all student belongings under the tent while students and helpers are away from the belongings. When a student AND moving helper return to the tent, they should check in again with the RA(s) to claim and begin moving their belongings into their room. NOTE: We cannot allow the moving assistant into the building without being accompanied by the student. We cannot provide a student's room number to anyone other than the resident who will need to provide appropriate identification.
- At the tent, the student can also sign out/borrow a cart from the RA. A separate moving cart sign out sheet will be provided. The RA should write down the name and room number of the student borrowing the moving cart. The RA should provide instructions that the resident needs to return the cart to the tent. There will be a table provided with the necessary items to properly disinfect the carts. It will be the responsibility of the student/helper to properly disinfect the cart before use and upon return.
- The RA(s) must remain at the tent their entire shift and should wait to switch until another RA is taking over for them. If the student assigned to the move-in tent needs to use the restroom or otherwise leave their post, they should contact their duty phone to ask for coverage.

Service Desk Station

- RAs who are at the service desk should greet students and move-in helpers.
- The door to the service desk should remain closed.

- Students needing to request items or who have questions should approach the sliding glass panes or plexiglass partitions. If a student or move-in helper approaches the service desk without a mask, the RA should kindly and patiently ask the individual to put on their mask.
- Should a student request to borrow an item located at the service desk, the RA will fill out a sign-out sheet with the name and room number.
 - Please use safe handling measures when distributing and recollecting items. Set the item down on a ledge or surface and allow the individual to pick it up, thus having no direct contact with the individual.
 - When recollecting the item, have the individual place the item on the surface and let go, then you may recollect the belonging.
 - Be sure to disinfect the item using the provided disinfectant at the service desk before returning the item to its location.
 - Remove/cross-out the individual's name once the item has been returned.
- When an RA(s) is on a shift at the service desk, they will also be responsible for answering their hall's on-call duty cell phone to answer any questions, assist students/families, or report an issue to their supervisor.
 - After move-in day times conclude (4 pm), the RA on Duty for that evening should take the cell phone to answer questions that may occur after that time.
 - All RA staff should remain available to assist within their hall until 8 pm (with exception for meals). This means that they should not go off campus or to other areas of campus until that time.

Any resident who wanted their bed lofted/raised or bunked would have needed to request this prior to Move-In weekend. Facilities will not bunk beds once students have arrived. No mallets are available for students to borrow.

Area Coordinator/Resident Director Responsibilities During Move-In

All ACs and RDs should expect to be available between 7:30 a.m. and 6 p.m. to assist with move-in. While move-in occurs from 8 a.m. until 4 p.m., there will be some need for set up and take down within their areas and at central check-in.

ACs and RDs will receive shifts at central check-in from the Assistant Directors of Residence Life prior to Move-In. At central check-in, AC and RD staff members will use their laptop to check students in on sympathy residence as they reach the move-in tent and receive their move-in day packets. If an AC or RD is not scheduled to go to central check-in, they may be asked to support their colleagues' areas. If not scheduled for either central check-in or area support, they will be

asked to be in their offices or service desks to support student staff members. ACs and RDs will be expected to be on call during all four days of check-in.

Move-Out Plan

The Residence Life move-out plan factors in physical distancing for Residence Life and Facilities Services staff.

Emergency Closing

Residence Life plans to manage closing similarly to the way they coordinated student departure in preparation for remote learning pre- and post-Spring Break 2020. They will send a form to students to determine the day and time residents and their helper prefer to depart from the residence halls. Residents will be assigned a date and time based on their preference and time slot availability. This information will be emailed to the resident. Please note: It is not possible for residents or their helper to stay overnight on campus in the residence hall room.

Departure

Residents may depart between [DATES](#) during their scheduled time. In order to facilitate a smooth, safe, and successful move, students will complete a form to let Residence Life know when they are departing. If their plans change, they must email Res Life. Residents must also:

- Wear a mask and use hand sanitizer.
- Bring their key with them.
- Use helpful moving items such as a cart, tubs, boxes, etc.
- Leave their key on their desk using the key envelope provided once move-out is complete.

By the morning of [DATE](#), the following will occur:

- Doors will be propped open and card access granted
- Carts will be put in the lobby of residence halls
- Hand sanitizer will be placed in the lobby of residence halls

- Garbage bags will be placed in the lobby of residence halls
- Brooms will be placed in the lobby of residence halls
- Staff may not be visibly present in the residence halls; residents may use the contact information posted for questions

Trash Disposal

- Trash bags will be provided outside the service desk for resident use. Once these are depleted, they will no longer be available.
- Signs posted around the hall will direct residents where to dispose of trash. Residents are requested to please follow the directions to reduce the workload for cleaning staff.
- Large items must be placed on the loading dock. Large items are considered anything that does not fit in a trash bag or is heavier than 20 pounds.
- Small trash items must be put into a bag and placed in a trash room.

Room Condition and Damage Reporting - Tracking and Charging

Once the room is clear of items, residents may indicate any room damages they wish to report by writing them on the sheet attached to the door and placing the document on the desk in the room. If for some reason the resident still has a key from their previous residence, they should leave the key on the desk in the room.

Residence Life will enter the rooms of residents who indicated that they were not returning to campus for Spring 2021 a few days after resident departure. Residence Life will collect keys and inventory space for items left behind and complete an RCR. After [DATE](#), billing will begin for those who left items behind in their rooms. The removal charge is set by Facilities Services. Residence Life charges \$32 per day for those who stay past the closing date. A grace period will be granted to those who request an extension in advance.

Emergency Move-Out Fall 2020

The health and safety of our student population is paramount. If the decision is made to close the residence halls and have residents return to their permanent residence, the following Residence Life Closing Plan, factoring in physical distancing for Residence Life and Facilities Services staff, will be executed.

Quick Facts

- Residents will be notified of emergency move-out via email, postings, and staff communication.
- Residents will complete a form to indicate their departure plan: date, time, return information.
- Residents will be able to indicate a need to remain on campus due to extenuating circumstances.
- Residence Life will track occupancy.
- Residence Life staff members will be present in hall service desks during closing procedures.
- Carts will be available for resident use.
- Residence hall entrances will be unlocked for smooth departure.
- Resident card access will be shut down following departure.
- Residents will not be able to return to the residence hall once access has been removed.
- Residents should bring their key and a note to remember their code with them.
- **IMPORTANT:** Residents who are checking out of the residence hall (moving out permanently and not returning for Spring 2021) must remove all personal items at this time, complete a Room Condition Report (RCR) short form, and leave their key.

Residence halls will close for the remainder of the Fall 2020 semester and will not reopen until Spring 2021. While dates are subject to change, those who currently reside in a campus residence will be able to move back to campus on January 31 after 9 a.m.

Residents will not need to complete a formal residence hall check-in, but will need to:

- complete a 7 days quarantine prior to move-in from January 24–30
- submit a negative COVID-19 test result within 14 days prior to January 31
- provide a signed Attestation dated January 31 or the date of the resident's return

Note: It is strongly suggested that residents take the COVID-19 Test prior to their quarantine period.

Residents will be permitted to leave their belongings in their current room but will not have access to them after their departure. Upon departure, residents should plan to double check that they have everything they need with them. Residence Life or other college staff will not be entering student rooms to retrieve forgotten items for residents. Resident

rooms will only be entered under NYS directive or for emergencies (fire, flood, electrical or chemical concern, etc.). Residents should bring their student ID card, room key, and suite code (if applicable) with them when they depart.

Departure Regulations

- Only the resident and their one helper are permitted in their residence hall to help with departure
- Helpers may not come to campus if they have been ill with any respiratory symptoms or fever
- Residents and helpers must wear a mask at all times in public areas
- Physical distancing is mandatory
- Elevator use is limited to a resident and roommate or resident and helper
- Limit person-to-person contact
- Helpers should use the public restroom

Residents who are not planning to return to Geneseo for Spring 2021 due to transfer or graduation should:

- Follow all departure regulations
- Communicate their plans to the Department of Residence Life and their AC/RD
- Pack all belongings and dispose of or donate unwanted items
- Place their key in the provided key envelope and leave it on their desk once the room is clear. Extra envelopes are available at each service desk.
- Report any room damages on the RCR short form sheet attached to the door.
- Place both the RCR short form and the key envelope on their desk in the residence hall room.

Every resident should communicate their departure/move out plans by **MONTH DAY** at 12 p.m. Neither SUNY Geneseo nor its affiliates are responsible for lost or damaged items.

Extenuating Circumstances

Students who cannot return home because of extenuating circumstances need to complete a Request to Remain on Campus - Remote Learning form.

- Extenuating circumstances are deemed to only include:
 - International students or students who cannot return to their permanent residence outside the U.S.
 - Any student who faces housing insecurity (homelessness or a precarious living situation)
 - Life safety concerns
 - Access to technology
- Extenuating circumstances do not include:
 - Being from an area with known COVID-19 transmission or living with vulnerable populations
 - Participation in study groups, clubs, or organizations
 - Holding a work study position or other on-campus or off-campus job

Departure Plan

Residents will be notified of a need for an emergency departure. Residents will have 48 hours to depart or request to remain on campus for extenuating circumstances. Those residents who are departing from the residence, must complete a Residence Hall Move-Out Fall 2020 form to indicate their departure date and time.

- Departure options:

<ul style="list-style-type: none"> ○ Day 1, Month #: 8–10 a.m. ○ Day 1, Month #: 10 a.m.–12 p.m. ○ Day 1, Month #: 12–1 p.m. ○ Day 1, Month #: 1–2 p.m. ○ Day 1, Month #: 2–3 p.m. ○ Day 1, Month #: 3–4 p.m. ○ Day 1, Month #: 4–5 p.m. ○ Day 1, Month #: 5–6 p.m. ○ Day 1, Month #: 6–7 p.m. ○ Day 1, Month #: 7–8 p.m. 	<ul style="list-style-type: none"> ○ Day 2, Month #: 8–10a.m. ○ Day 2, Month #: 10a.m.–12 p.m. ○ Day 2, Month #: 12–1 p.m. ○ Day 2, Month #: 1–2 p.m. ○ Day 2, Month #: 2–3 p.m. ○ Day 2, Month #: 3–4 p.m. ○ Day 2, Month #: 4–5 p.m. ○ Day 2, Month #: 5–6 p.m. ○ Day 2, Month #: 6–7 p.m. ○ Day 2, Month #: 7–8 p.m.
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Move-out will be monitored by the Residence Life staff. Residence Life will staff the service desk in each residence hall. They will work shifts one person at a time. RAs will practice physical distancing to change shifts, wear gloves and face mask, and wipe all surfaces with

disinfectant wipes or disinfectant spray and paper towels prior to leaving the service desk. AC/RD will be in their office or in the residence hall throughout move-out days.

The College and Residence Life will need to make appropriate exceptions when necessary to account for equitable opportunities for student success and safety. The College and Residence Life will need to be flexible and ready for change in direction

CHECK OUT PROCEDURE FOR RAs

1. Residents should either:
 - a. Make an appointment to check out with RA or RD/AC
 - b. Come to the service desk during duty hours to check out
 - c. Utilize key envelope and check out form provided on your door
 - d. Email to confirm departure prior to instruction and set up a plan to return key/pick up any remaining items.
2. What RAs will need:
 - a. Computer
 - b. Printed roster for checkout*Print via Symplicity (most accurate)
 - c. 2 different colored highlighters
 - d. Key envelopes with attached check out waiver
 - e. Pen(s)
3. Check-Out Form
 - a. Checking out means that the student should be leaving in the near future. However, they do not have to have their room completely clear or turn in their key at the time of this check out. After completing express check out, they can return their key in the envelope given to them by handing it in directly to a staff member, or as a last resort, sliding it under the service desk door. Encourage them to also groupme message or email their RA to confirm they have left campus/ to hand in their key.
 - b. Explain what this check out means. The waiver states that before they leave they will remove all their belongings from their room and leave it clean, and they take responsibility for any damages to the room. Do not tell students that they will NOT be charged for damages during check out.
 - c. Take a brief trip to the student's room to see if there are any obvious damages that you can discuss with the student.
 - d. If there are any damages to the room that the student wants to take responsibility for, they can fill out a damage responsibility form on symplicity.

- i. They log onto sympathy (student)→ more→ contracts
 - ii. Forms should be completed before the resident leaves campus
 - iii. Any damages left unclaimed will be split evenly between the residents of the room.
- e. If the resident is turning in the key there, log into sympathy (staff) and go to the moving manager→ move out, search for the resident, and click the magnifying glass to the left of their name.
- f. Enter the proper date that the student is checking out; the date is currently automatically set to December 22.
- g. Have them sign the waiver and before they seal their key envelope and confirm that the key they are returning is the one assigned to them at check-in. If they have lost or damaged their key, note that in the move-out form. They will receive an email and charge on their account to replace the key. The charge will be \$120.
- h. Saving the move-out form will create the resident's check-out RCR, which you can complete at another time by logging onto sympathy→ room condition.
- i. If the resident is not turning in their key at the time of express check out, DO NOT save their move out form on sympathy. Only complete the sympathy form once you receive the key from the students.
- j. After the resident receives their key envelope, highlight their name with one color on the printed roster in the service desk. If you also receive their key at this time, highlight with the other color as well. Once an entire room/suite is highlighted in both colors, you should be able to complete the RCRs for it. If it is before the building officially closes, be sure to knock loudly and clearly before entering the room.

4. Regular Check Out

- a. Residents must be completely moved out of their room in order to do regular check out.
- b. Log onto sympathy(staff) and go to moving manager→ move out, search for the resident, and click the magnifying glass to the left of their name.
- c. Give the resident their key envelope, but before sealing the envelope, confirm that the key they are returning is the one assigned to them at check-in. If they have lost or damaged their key, note that in the move-out form. They will receive an email and charge on their account to replace the key.
- d. Save the move out form. It will create the resident's check out RCR.

- e. Go with the resident to their room and complete the RCR with them present (reference Point 5 on how to complete RCRs).
- f. If there are any damages to the room that the resident wants to take responsibility for, they can fill out a damage responsibility form on Symplicity.
- g. Residents who leave the building on time can appeal damages, regardless if they did express or regular checkout.
- h. Once the RCR is complete, submit the form and the resident is free to leave.
- i. Be sure to highlight the resident's name in both colors on your check out roster.

5. Check-Out RCRs

- a. Log onto Symplicity (staff)
- b. Go to 'Room Condition' on the left side panel
- c. Change the tab toward the top of the screen to 'check out'
- d. The tab just below 'check out' should be 'pending'
- e. Filter the list for your hall and floor
- f. Complete each individual resident's RCR, not just one per room. RCRs for roommates should look very similar if not identical, as it is the same room. In the RCR, you should not be noting uncleanliness, only physical damages.
- g. Note separately (via Google docs or paper) any damages/uncleanliness that is beyond normal wear and tear
- h. Save and submit each RCR

6. Damage Videos

- a. For all damages that are beyond normal wear and tear, a damage video should be completed so ResLife has a record of the damage that they can provide as evidence if a resident appeals damages to their room.
- b. Each damage video should be started outside of the suite/room, capturing the suite/room number to authenticate that the video is of a particular room. If you are completing a damage video for a bedroom inside a suite, start outside the suite and walk to the bedroom, also capturing the bedroom number.
- c. Video the damage(s) to the room thoroughly. Damages can include excessive mess/property that was left. You can give descriptive information by talking in the video.

- d. Rename the videos to the hall and room number. Example, Suffolk 202A.
Send all the completed videos to your AC. ACs add videos to Damage Videos folder.

Residence Hall Access

Residence hall access is limited to assigned residents, residence hall staff, custodial workers, and cleaning staff. Parents, friends, family, non-residents, off-campus students, and others are not allowed to enter the residence halls. Residents are not permitted to visit another resident's room (even within the same residence hall). Bathrooms are only to be used by assigned residents.

The College will use a phased approach to increase access within and to the residence halls if COVID-19 cases remain low. Masks must be worn throughout the phase transitions.

Phase Guidelines

- If there are policy violations, the permissions will return to Phase I.
- COVID-19 diagnoses will impact the advancement of phases.
- Violations of other residence hall regulations or conduct standards will impact the advancement of phases or result in returning to a more restrictive phase. Policy violators will be held accountable individually and will lose privileges. Broad policy violations will result in loss of visitation privileges for the entire residence hall population and returning to the previous phase.
- Bathroom use within a suite or corridor is not permitted by anyone who is not an assigned resident regardless of phase.

Phase I: August 26–September 24

- Residence hall access will be limited to those who are assigned to that particular building.
- Guests, visitors, and other students or residents are not permitted to enter a residence hall that is not the one to which they are assigned.
- Residents are not permitted to visit another resident's room or suite (even within the same residence hall).

Phase II: September 29 (evaluated weekly; ongoing basis)

- Residence hall access will be limited to those who are assigned to that particular building.
- Guests, visitors, and other students or residents are not permitted to enter a residence hall that is not the one to which they are assigned.
- Residents are permitted to visit another resident's room within the same building. This permission is dependent upon the comfort and expressed approval of roommates and suitmates. Parameters for visitation:
 - Corridor-style residents (Livingston, Monroe, Onondaga, Putnam, Steuben, Seneca, Wayne) can have one resident from the same residence hall in their room.
 - Suite-style residents (Allegany, Erie, Genesee, Monroe, Nassau, Ontario, Suffolk, Wyoming) can have resident visitors equal to or less than 150% of the capacity of the space.
 - 8-person suite may have four resident visitors in the suite (12 residents total in the suite)
 - 6-person suite may have three resident visitors in the suite (9 residents total in the suite)
 - 5-person suite may have two* resident visitors in the suite (7 residents total in the suite) *rounded down
 - 3-person suite may have two* resident visitors in the suite (5 residents total in the suite) * rounded up
 - Townhouse residents may visit other townhouse residents.
 - 5-person suites may have two townhouse resident visitors in the townhouse (7 residents total in the townhouse)
 - 4-person suites may have two townhouse resident visitors in the townhouse (6 residents total in the townhouse)

Phase III: November 2-semester closing

- Residence hall access will be limited to those who are assigned to that particular building. Guests, visitors, and off-campus students are not permitted to enter a residence hall.

- Residents are permitted to visit another resident's room within the same building. This permission is dependent upon the comfort and expressed approval of roommates and suitmates. Parameters for visitation are the same as Phase II.
- Residents are able to invite another resident into their residence hall to engage socially while physically distanced in a residential community space. Community spaces are defined as lounges, lobbies, classrooms, libraries, kitchens, laundry rooms, conference rooms, or seating areas in hallways.

Residence Hall Health and Safety

Guidance from the Livingston County Department of Health recommends focusing on hygiene, sanitation, and management of high-usage spaces.

A limited number of Superior Singles were made available. [Medical Singles](#) were also made available, upon request, for those who qualify through our Office of Accessibility Services.

The restroom use plan is based on hygiene recommendations from DOH/CDC. Bathrooms are limited to 50 percent occupancy and are only to be used by residents in that particular section of the residence hall floor (suite and townhouse residents have their own bathrooms and only need to abide by the 50 percent occupancy rule).

Students living in suite-style residence hall units share common spaces in the suites in small, family-style groups. Common spaces are arranged to meet physical distancing standards and their usage is restricted in accord with DOH/CDC guidance. Disinfecting measures are in place for any shared items (e.g., games, cooking utensils, moving carts, and cleaning equipment).

Residence hall program participation is managed, including limiting the number of attendees and using an RSVP system to track and cap attendance.

Safety measures (physical distancing, mask use) are required for all regular business in residence halls, including staff meetings, training, programming, student conduct interventions, and duty and crisis response.

Thanksgiving Break: Residence Life

Geneseo will transition to fully online learning following the Thanksgiving break through the end of the fall semester. Residence halls will be available for those students who need to remain at Geneseo through and after the Thanksgiving holiday, and possibly during the

winter break. Our preliminary plan calls for those who will live or receive services on campus to undergo post-arrival quarantine and testing.

ALL students, in particular residential and off-campus students with a dining plan, must fill out [this survey](#) no later than **October 1**.

Where applicable and upon request, residential and meal plan credits will be offered. Residential room rent credits will be based on a prorated adjustment and meal plans will be based on individual student declining plan balances. Students will receive an email with links to further details and the required request forms. Completed forms need to be submitted by October 10 to obtain the credits. Room credits will be posted to accounts before November 1 and meal plan credits will be posted before the end of the semester. For those receiving refunds, direct deposit will be strongly encouraged for timely processing.

Two-Week Emergency Shutdown: Residence Life

Residence Life Operations

Capacity and visitation limits are in place. Mask wearing and physical distancing parameters have been enacted. Enhanced cleaning protocols are being carried out. Education, communication, and accountability measures will continue.

Residence Life staff will perform building walkthroughs and submit maintenance requests. To uphold safety standards, RAs will continue to serve their community through on-call responsibilities (Duty). RAs will complete nightly rounds of their residence hall and be present at the building Service Desk to take in person and phone inquiries, respond to residents in need or crisis, and support UPD/GFR.

Residence Life professional staff members and advance peer leaders will continue to hold office hours to meet with residents and Resident Assistants. They may be virtual or in person. Staff, floor, and hall meetings will be held in a virtual format both synchronously and asynchronously. Individual and conduct meetings may be held in body or virtually. All Resident Assistant student engagement experiences will be held virtually.

During a period of remote learning, residents may leave the residence hall to enjoy the outdoors or leave the campus for individual reasons.

Using the following residence hall amenities will be permissible:

- laundry room
- trash room
- kitchen
- bathrooms
- lounges (seating occupancy limited to 25%)
- vending machines
- water refill station

The following residence hall amenities will **not** be permitted:

- visitation between residence halls and within rooms
- loaning of equipment
- organized, non-essential in body events and activities

Other Services

Food service will continue to be managed through [CAS](#). Communication about service plans will need to be shared with Residence Life. Once received, Residence Life will support information dissemination to residents. Per the NYS guidelines, all meals will be converted to “take-out” or delivery.

Residents will continue to follow guidelines set in place by [Student Health & Counseling](#).

[Facilities Services](#) custodial staff will continue executing their enhanced cleaning plan in the Residence Halls.

Residence Life staff will help to promote virtual programming offered by [Student Life](#).

Two-Week Emergency Shutdown: Restaurant and Cafes

Last revised September 3, 2020

Service description

All dine-in service and kiosk ordering will be suspended, and facilities will operate on a take-out only basis. Orders will be submitted online or at the counter, and menu options will be simplified due to service style.

- Retail Units

- All fresh prepared and packaged – decrease customization
- Mobile ordering for Smoothies/Ice Cream only (specific locations)
- Mobile Ordering only for Starbucks
- Pay One Price
 - Change Letchworth and Red Jacket to POP at all times
 - Station buffets still set up – servers place food into take out containers – one way traffic pattern
 - Salads, desserts and beverages packaged for takeout also

Hours of Operations

Mary Jemison

Monday thru Friday, 11:00am – 3:00pm and 4:00pm – 7:00pm

Letchworth/Food Studio North

Monday thru Friday, 7:30am – 2:00pm and 5:00pm – 8:00pm

Saturday and Sunday, 9:00am – 2:00pm and 5:00pm – 8:00pm

Red Jacket

Monday thru Friday, 7:30am – 2:00pm and 5:00pm – 8:00pm

Saturday and Sunday, 9:00am – 2:00pm and 5:00pm – 8:00pm

Starbucks – hours which match the college union (Mobile Order only)

CAS operations adjustments

- Guest counters will be in place at all locations to monitor capacity and customer flow (iPad and app)
- Pre-purchasing paper goods for a 3 week period to ensure adequate inventory to support take-out needs; will be stored at Palmers and ready for Geneseo at anytime

Resources Required for Reopening

Financial Sustainability

- If the fall semester requires our students to be online without a residential option, it will create a very significant negative financial impact on top of that already

experienced. Financial subsidization and/or further support for even deeper expense reductions will be needed with urgency.

- We will need increased support and allowances/flexibility for new revenue generation options to build back financial sustainability.
- We will need to invest in increased marketing to help demonstrate our campus openness, caring for, and safety for incoming students.

Facilities and Supplies

- Sanitation guidelines may require minimization of sharing of facilities equipment, which would require additional equipment purchases or lost time due to necessary cleaning protocols.
- If campus operations are limited, closed buildings will require ongoing maintenance, including costly flushing, testing, and water treatment.
- Continued funding of the Fraser Library renovation is necessary to keep our temporary library solution on track and available for use.
- Resources to support renovation changes and furniture upgrades will be needed for student/community service areas (note: this is beyond what is considered PPE, for example costs associated with signage, plexiglass shields, conference room table dividers, etc.).
- As our reliance on online courses increases, we will need to increase investment in technology and networking.
- There will be an ongoing need to track and replace critical health and hygiene supplies such as PPEs, hand sanitizer, and disinfectant supplies.

Staff

- Adequate broad-scope training for faculty, staff and students on new campus protocols will be needed. Operations supervisors will need training to be able to monitor and instruct staff in appropriate protocols and procedures.
- Additional support for labor relations discussions and/or shared SUNY human resource solutions that our campus will be able to leverage.
- Resources to support employee contact tracing needs.
- Additional resources for mental health support for faculty, staff and students. Support (perhaps in collaboration with other entities) to hold de-stressing events and to help people gradually increase their community contacts.

Other

SUNY system guidance and legal counsel advice on:

- The college's role in tracking private travel by students and employees and managing visitor access to our campus.
- The feasibility of requiring flu vaccinations (or a COVID-19 vaccine if it becomes available) for all students and employees.
- How the campus, acting reasonably and in good faith, can limit exposure to legal liability in a timely manner to include protections related to the system of federal and state workers compensation. This may include federal safe harbor from liability for illness or the spread of illness when good faith efforts are made to comply with applicable state, local and federal public health standards.

Additional Information and Resources

General

- [CDC Coronavirus Disease Situation Summary](#)
- [CDC Guidelines if Sick](#)
- [How to Wear, Clean, and Remove Face Coverings](#)
- [Latest Updates from the College](#)
- [Restart Geneseo Plan](#)
- [WHO Coronavirus Disease](#)

Students

- [CIT Technical Support Live Chat](#)
- [Coping with Crises or Tragic Events](#)
- [Financial Aid FAQ](#)
- [Interpersonal Violence Resources During COVID-19](#)
- [Library Services Information](#)
- [N95 Respirators vs Other Face Coverings](#)
- [STAR-NY Online Tutoring](#)
- [Student Counseling Services](#)
- [Student Health and Counseling](#)
- [Student Resources for Remote Learning](#)
- [Voting During COVID-19](#)

Employees

- [COVID-19 Employee FAQs \(HR\)](#)

- [COVID-19 Related Resources for Employees](#) (HR)
- [COVID-19 Information and Training for Employees](#) (HR)
- [Daily COVID-19 Screening Survey](#)
- [Request for Reasonable Accommodation Form](#)
- [Resources for Remote Teaching](#)
- [Resources for Working from an Alternate Location](#)
- [Visitor COVID-19 Screening Survey](#)