

Appendix to Restart Plan SUNY Geneseo

This restart plan is based on the latest information to-date in a very dynamic environment. Processes and procedures listed below are expected to continue to be updated as new information becomes available.

Part I: Repopulation of the campus

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

Our plans for repopulation are designed to adhere strictly to social distancing. Campus public areas, including offices, residence halls, and classrooms, will be carefully reviewed and pandemic response safety and restriction signage will be posted where appropriate, including egress and ingress directions. Classrooms and laboratories, in particular, will have clear capacity signage and courses will be scheduled with social distancing as a requirement. Access to furniture will be limited to ensure physical distancing. Our Return to Work planning document, which includes employee phase-in information, requires every office to develop a plan to ensure social distancing at all times. All staff on campus are required to review a safety video before returning to campus. All programming will be carefully monitored with procedures to manage participation, limit attendance, and ensure disinfection of all shared items. Our restroom plan follows CDC hygiene and social distancing recommendations. Elevators, stairwells, and smaller offices will be posted with clear social distancing directions.

Provisions have been made to ensure social distancing during student move-in. This includes limiting access points and phasing student arrival times, limiting the number of guests who assist with move-in, and securing additional move-in equipment that will allow for maximum social distancing.

Campus Auxiliary Services is coordinating with Regional Transit Service (RTS) for social distancing on bus and train service to campus. All campus transportation will adhere to safety protocols and social distancing including vans, buses, and other vehicles. Disinfectant spray and wipes will be installed in all fleet vehicles. Signage is being developed.

PPE will be made available to all students and employees. All those associated with move-in will be directed to wear facial coverings in public spaces. See below for more information about PPE.

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

The College will follow guidelines for public health, sanitation, and hygiene as recommended by the CDC, New York State, and State and Local Departments of Health (DOH). SUNY Geneseo Environmental Health and Safety is currently distributing needed masks for our campus. A logistics plan to distribute face coverings to faculty, staff, and students is under development. The current supply of disposable and cloth masks will be supplemented through a procurement plan under review in coordination with regional SUNY campuses.

Health and Counseling Services will work with SUNY System and Livingston County Department of Health experts to determine the quantity and type of face coverings to be made available. We intend to offer a variety of face coverings to our campus community to meet the broad needs. We expect to use a mix of reusable cloth and disposable face coverings. We are preparing to make reasonable accommodations for face coverings for students and employees, such as utilizing clear face shields/masks to support those who rely on lip-reading. We will require face coverings in public locations where six-foot social distancing cannot be maintained. Face coverings will be required in all instructional spaces including classrooms, lecture halls, and laboratories, and in all common areas including residence halls and all buildings.

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

The College is coordinating with regional health partners to ensure thorough and effective screening and testing. Our current plans call for all incoming students to be tested 7-14 days prior to return to campus and provide documentation of a negative test for SARS CoV-2. Students who test positive will be prohibited from returning to campus until they satisfy CDC requirements to re-enter the public. Health and Counseling Services will collect the results, maintain a compliance list, and scan results into the medical records. The College's Office of International Student and Scholar Services will identify and implement a protocol to ensure the safe return to campus for international students that takes into consideration precautionary quarantine expectations for those returning from outside the U.S.

Employees will be encouraged to be tested prior to returning to work. Employees will be required to review an online module that provides information about new policies, procedures, and protocols related to health and safety in the COVID-19 work environment. The online module will require employees to certify they've reviewed the information and that they have viewed the training video developed for NYS employees. As part of the Employee Information and Training module, employees will be asked if they've been tested for COVID-19. The data will provide a general baseline of the number of employees tested prior to their return to the worksite.

After students and employees have returned safely to campus, the College has developed a web-based tool for employee- and student-screening that will occur on a daily basis to identify individual exposure to COVID-19 and/or symptoms related to COVID-19. A paper questionnaire also exists for those who are not able to use the web-based tool. Human Resources (HR) has a current protocol in place for reporting symptomatic employees to SUNY and isolation prior to testing results. HR will communicate directly with the Livingston County Department of Health (DOH) regarding positive cases; contact tracing and employee testing will be coordinated by the DOH across counties based on where the employees reside. On-campus students who are symptomatic or have been exposed to COVID-19 will be quarantined until results are available. We will encourage students who test positive to return home, but we will also have quarantine space available for positive students in a separate residence hall. Off-campus students who are symptomatic or have been exposed to COVID-19 will be expected to self-isolate at their off-campus residence. Employees who test positive will be expected to quarantine at home under the care of their primary care physician and the guidance of the local DOH where the employee resides.

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

As a primarily residential campus, we understand the importance of educating our residential student population regarding COVID-19. Therefore, we will provide ongoing education about and reinforcement of expectations regarding healthy practices, hygiene and sanitation, PPE usage, and civic responsibility.

Residential living operations will be revised to ensure adequate physical distancing, hygiene measures, sanitation, and management of high-usage spaces such as restrooms. While the DOH has endorsed our use of double residency rooms, we will make available an increased number of single-occupancy rooms to accommodate students with underlying health issues or other concerns related to COVID-19. We have a process in place for requesting singles that will be adapted to accommodate the pandemic. Students can request to be exempted from the residency requirement due to medical reasons if a student wishes to reside at home. All faculty have been instructed to develop remote-ready classes to meet the needs of students who are unable to participate in face-to-face settings due to health concerns.

Guests including students living in other residential halls will be prohibited. Access to furniture will be limited in common spaces and safety signage and restrictions will be posted to promote physical distancing standards. Some common space usage may be prohibited. Procedures will be implemented to manage participation in residence hall programs, including RSVP systems to track and cap attendance. Common disinfection measures will be implemented for high-touch spaces. A restroom-use plan will be developed to ensure adherence to DOH and CDC recommendations. Physical distancing and other safety measures will be implemented for all regular business, including staff meetings, training, programming, student conduct interventions, and duty and crisis response. We will require face coverings in all common/public areas in residence halls when six-foot distancing cannot be maintained.

Our existing Code of Conduct permits us to adjudicate behavior that jeopardizes the health and/or safety of others or equates to a failure to comply with a directive.

The College has established protocols for organizing living arrangements for students who must be isolated or quarantined. Jones Hall will be used for the sole purpose of housing students who are exposed to or test positive for COVID-19, with separate quarters for those who have tested positive and those who have been isolated due to contact with an infected party. Our campus will leverage the established, effective practices utilized by SUNY Brockport for quarantining students in response to this pandemic. Students in isolation and/or quarantine will receive instructions about safe hygiene, sanitization, and movement restrictions. The health of quarantined on- and off-campus students will be monitored daily by the Livingston County DOH and the College will provide necessary services such as meal delivery, laundry and disposal services, and self-care kits. Medical intervention will be provided as needed through Health and Counseling Services and external partners (e.g., ambulance transportation to the University of Rochester Medical Center).

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

The College has developed a remote-ready plan (details of which are available upon request) for curricular and co-curricular programs. This plan—which expects that all classes and activities be designed to include online delivery—is intended to accommodate students who will choose to engage with the institution remotely and to prepare us for the possibility of a rapid change to online within-term.

The College will offer a blend of face-to-face, online, and hybrid courses (approximately one-third in each modality). Classrooms, laboratories, and all instruction spaces will adhere to guidelines for social distancing with appropriate signage and adjustments to furniture. Large enrollment courses will be proactively converted to online or online-hybrid models. All face-to-face and hybrid classes will be carefully scheduled in classrooms to meet social distancing guidelines. Hybrid classes will divide students into smaller groups to accommodate face-to-face meetings as often as possible. Adjustments will be made to class schedules to allow for increased time for social distancing between classes. We are also reconfiguring and adding flexibility to high-impact experiences that are difficult to conduct remotely (e.g., labs, performances, student teaching and practica, community-based learning, and student activities) and expanding remote internship and career development opportunities for students.

Student support services will be expanded to include increased instructional modules focused on study skills, growth-mindset, and skills specific to online learning; increased technical support and online concierge services; additional training for tutors and other academic support positions; and accelerated usage of the campus early alert system to coordinate care for students who encounter challenges. We have developed a free online team-taught multidisciplinary course focused on the pandemic entitled *Social Change in New York: After Crisis*, open to all incoming students. We have also created several free faculty-led [Ready for Success bridge study groups](#) designed to ensure scaffolding for both continuing and new students in Math, Chemistry, Physics, Music, and Economics.

We are actively monitoring student research opportunities this summer with these protocols in place. All student research will be reviewed and approved by the Director of Sponsored Research and the Vice Provost.

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

As part of our restart operations, Facilities will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health and maintain logs that include the date, time, and scope of cleaning and disinfection. They will identify cleaning and disinfection frequency for each facility type and assign responsibility. Facilities will conduct regular cleaning and disinfection of spaces across campus, including restrooms. More frequent cleaning and disinfection will occur for high-risk areas used by many individuals and for frequently touched surfaces. Facilities will refer to the Department of Environmental Conservation (DEC) and use products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

Building reopening plans include flushing all water fountains, sinks, and toilets. HVAC ventilation will follow COVID-19 ASHRAE guidelines. Additional measures such as UV installations on air handling equipment specifically for large areas (dining halls, lecture halls, and recreational centers) are currently being evaluated to determine their fit in our response protocol. Checklists are being developed with assistance from the Office of Capital Facilities to ensure all required pandemic response preparation steps are fully met. Resources include ASHRAE, CDC, and Department of Health guidelines for re-opening of Facilities. Procedures for increased frequency cleaning and disinfection have been developed by area type and use. Procurement of premixed approved cleaning agents is ongoing. Installation of “touchless” paper towel dispensers for public and Residence Hall common bathrooms is also ongoing.

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

We will implement college-wide strategies to promote engagement and conversations across experiences that may otherwise be siloed, including a campus-designated theme year, and push strategies to connect curricular and co-curricular experiences. We will continue to collaborate with Geneseo's Student Association leadership in developing these programs.

The College will train Residence Assistants, Assistant Resident Directors, and the Inter-Residence Council to design events that follow health guidelines and are remote-ready. Some residence hall and living-learning community events will be remote and/or remote-ready prior to the start of the semester

We have redesigned many elements of New Student Orientation and Weeks of Welcome programming to include pre-arrival remote delivery of content. We have created remote-ready options for engagement activities that help onboard new students.

We will require appropriate physical distancing and face coverings at all in-person events and gatherings and ensure appropriate facilities cleaning as directed by federal, state, or local guidelines/policies. We will also arrange specific gathering and meeting spaces to allow physical distancing and investigate the installation of plexiglass barriers at service points. We are preparing guidelines for campus programs where attendance limits or enhanced public health, sanitation, and hygiene measures may be required and we are developing methods for increased remote participation. Such events include convocation, performances, information and involvement fairs, GREAT Day (a College-wide student research event), cultural dinners, late-night programs, and club and organization events. We have guidelines for recreational and social facilities (e.g., college union, fitness center, athletic facilities, residence hall lounges) that adhere to social distancing and provide hand sanitizing and cleaning supplies for typical touch spots. Athletic activities and competitions will be held in accordance with NCAA and SUNYAC guidelines. Intramural activities will be limited to those that can be safely offered based on social distancing. We will proactively convert some workshops and events to online or online-hybrid models. Career development and work-ready activities will include remote-ready options. We will provide support to student organizations to regroup, restart, and develop remote-ready programming for the 2020-21 academic year.

The Dean of Students has convened a College and Community group to discuss the reintegration of off-campus students into the village community in a healthy and safe manner. The Coordinator of Fraternal Life and Off-Campus Services will work with this population of students to encourage adherence to CDC and DOH guidelines.

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

Students who self-identify as high-risk will provide Health and Counseling Services with updated information on their medical condition including who they seek treatment from, medications they are prescribed, etc., and will assist with documentation. The Offices of Accessibility and Residence Life will work with these students on defining reasonable accommodations. The College's plans for remote-ready courses will ensure that students who are not able to be physically on campus will be able to maintain progress toward their degree. The medical needs of vulnerable student populations will also be taken into consideration if students present COVID-19 symptoms. Health and Counseling Services will be working with the University of Rochester Medical Center on providing current data on hospital space so that we can ensure treatment for students that may need additional medical services.

Employees whose health condition falls within one of the CDC High-Risk Categories or are pregnant may seek a Temporary COVID-19 Workplace Adjustment using the SUNY Geneseo Reasonable Accommodation request process. Requests will be reviewed by the Office of Diversity and Equity in consultation with the Human Resources Department.

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

Custodial services will adhere to hygiene, cleaning, and disinfection requirements from the CDC and Department of Health and as communicated by SUNY System Facilities management. Campus facilities services will maintain logs that include the date, time, and scope of cleaning and disinfection. They will identify cleaning and disinfection frequency for each area type including instructional spaces, residence halls, restrooms, and other facilities and assign responsibility. Facilities will conduct regular cleaning and disinfection of spaces across campus, including restrooms. More frequent cleaning and disinfection will occur for high-risk areas used by many individuals and for frequently touched surfaces such as restrooms, vending, kiosks, loaned equipment, laundry, and entry/egress hardware. Facilities will refer to the Department of Environmental Conservation (DEC) and use products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

Per CDC guidelines, the College will also implement environmental design changes including modification of room layouts, seating options, floor markings, and physical barriers for all facilities (including dining). Guidelines for ventilation (including dining spaces) will continue to follow CDC and ASHRAE guidelines.

Facilities is significantly increasing the number of hand-sanitizer stations available throughout common areas and will use touch-free dispensers where possible. The campus will place receptacles around the institution for disposal of soiled items, including PPE. Facilities will provide disposable wipes to employees so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use. Where practicable facilities will install touch-free amenities (e.g. water fountains, trash receptacles, paper towel dispensers). The campus will seek to use paper towel dispensers in lieu of air dryers and leverage UV lighting technology. As layout of the building permits, communal bathrooms use will be limited to minimize cross-contamination and assist with traffic control. The campus will seek to restrict storage of personal items within communal bathrooms.

Dining operations are being adjusted to reinforce physical distancing, hygiene, and sanitation. Masks will be 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 will be established and queues will be kept to a minimum with distancing indicators in place throughout. Table spacing and numbers of chairs will be adjusted to increase spacing for dine-in service. High-touch areas such as self-service stations will be addressed through measures ranging from replacement (such as individual servings of condiments) to increased health and safety protocols (protective barriers, sanitizer stations). Online ordering, take-out options, and delivery services are being added to reduce volume in dine-in facilities. Staffing plans for dining facilities will be restructured to reduce the possibility of contagion between teams.

Part 2: Monitoring

Testing responsibility: *Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing be for surveillance, event-driven, or a combination of*

both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks.

Our current plans call for all incoming students to be tested 7-14 days prior to return to campus and provide documentation of a negative test for SARS CoV-2. Students who test positive will be prohibited from returning to campus until they satisfy CDC requirements to re-enter the public. Health and Counseling Services will collect the results, maintain a compliance list, and scan results into the medical records.

Employees will be encouraged to be tested prior to returning to work. As part of the return to campus procedures employees will complete the Employee Information and Training module. The module asks employees if they've been tested for COVID-19. The data will provide a general baseline of the number of employees tested prior to their return to the worksite.

Once students and employees are on campus, testing will be event-driven (symptoms or exposure), as recommended by the Livingston County DOH. The College has developed a web-based tool for employee- and student-screening that will occur on a daily basis to identify individual exposure to COVID-19 and/or symptoms related to COVID-19. A paper questionnaire also exists for those who are not able to use the web-based tool. This screening includes self-administered daily temperature checks.

Protocols for minimizing potential exposure also include amended class attendance policies to dissuade symptomatic students from attending class; communication of expectations that symptomatic students and employees should self-quarantine until tested; and required quarantining of 10-14 days for those who test positive or who have come into contact with someone who has tested positive.

The campus presently has a testing protocol for students in place that utilizes Quest Lab PCR testing. Additional rapid testing through Quidel Sofia 2 SARS CoV-2 Antigen is being pursued. Testing of students will be administered by SUNY Geneseo's Health and Counseling Services. Tests will be procured through campus procurement in coordination with SUNY to leverage group buying capabilities where possible. Employees will be referred to their health care provider or regional testing center. The College is consulting over the summer with the University of Rochester Medical Center and the Livingston County DOH to determine additional student testing resource capacities through their facilities. The College will procure tests itself or do so in partnership with SUNY.

Human Resources (HR) has a current protocol in place for reporting symptomatic employees to SUNY and isolation prior to testing results. Employees may not return to work without medical certification of a negative COVID-19 test. HR will communicate directly with the Livingston County DOH regarding positive cases; contact tracing and employee testing will be coordinated by the DOH across counties based on where the employees reside.

Best practices for monitoring continue to evolve and the campus will adjust our plans as appropriate.

Testing frequency and protocols: *Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to proactively monitor for symptoms of COVID19 and influenza-like illness, as well as protocols around group testing, if applicable.*

As stated above, the College has developed a web-based tool for employee- and student-screening that will occur on a daily basis to identify individual exposure to COVID-19 and/or symptoms related to COVID-19. A paper questionnaire also exists for those who are not able to use the web-based tool. This screening includes self-administered daily temperature checks. Exposed and/or symptomatic students and employees will follow the protocols for testing articulated above.

Students with symptoms of or a positive test for COVID-19 who are living off campus or commuting would be expected to self-isolate. The Livingston County DOH is responsible for follow-up contact tracing and daily health check-ins. College Health and Counseling Services will also check-in with these students and provide health guidance as needed.

Although the Livingston County DOH has contact tracers and has indicated to the College that it does not expect campus personnel to conduct this work, fifteen officers in the University Police Department have completed the Johns Hopkins training for contact tracing and two members of Human Resources staff have completed the training.

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

Students and employees, who are local residents, with symptoms or a positive test for COVID-19 will be reported to the Livingston County DOH. The Livingston County DOH is responsible for follow up contact tracing and daily health check-ins.

The College has also developed and is refining a warning system, including a set of metrics (available upon request), for monitoring and responding to increases in positive cases of COVID-19 among students and employees. These metrics, which include elements like absenteeism and capacity in the residence hall identified for quarantine, are intended to support decision-making by the College, such as a need to modify campus density.

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

The Livingston County DOH is responsible for follow up contact tracing and daily health check-ins for students (both residential on off-campus). College Health and Counseling Services will also check-in with these students and provide health guidance as needed. Contact tracing and employee testing will be coordinated by the DOH across counties based on where the employees reside.

Although the Livingston County DOH has contact tracers and does not expect campus personnel to conduct this work, fifteen officers in the University Police Department and two members of the Human Resources staff have completed the Johns Hopkins training for contact tracing.

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

The College has developed a web-based tool for employee and student screening that will occur on a daily basis to identify individual exposure to COVID-19 and/or symptoms related to COVID-19. The campus' screening tool includes self-administered daily temperature checks. A paper questionnaire is available for those who are not able to use the web-based tool and will also be used for visitors (including on-site vendors) to campus.

Sponsoring departments will be required to ensure that visitors complete the paper screening questionnaire and confirm that appropriate guest procedures are followed through an attestation in writing on the visitor form. The availability and expectations for the use of the paper questionnaire for visitor screening will be included in communicating re-population guidelines to the campus community. Completed forms will be sent to Human Resources for recordkeeping.

Part 3: Containment

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

The College has established protocols for organizing living arrangements for on-campus students who must be isolated or quarantined. Jones Hall will be used to house students who are exposed to COVID-19, awaiting test results for COVID-19, or test positive for COVID-19, with separate quarters for those who have tested positive and those who have been isolated due to contact with an infected party. Students in isolation/quarantine will receive instructions about safe hygiene, sanitization, and movement restrictions. Students who have tested positive for COVID-19 will be encouraged to return home (we will have policies for those who cannot leave quickly such as international students and those with no other safe housing options). For those who remain in quarantine on campus, their health will be monitored daily by the Livingston County DOH and the College will provide necessary services such as meal delivery, laundry and disposal services, and self-care kits. Medical intervention will be provided as needed through Health and Counseling Services and external partners (e.g., ambulance transportation to the University of Rochester Medical Center).

Students with symptoms of COVID-19 who are living off campus or commuting would be expected to self-isolate at their off-campus residence. Off-campus students who test positive for COVID-19 would be encouraged to return to their permanent residence while recovering. The Livingston County DOH is responsible for follow up contact tracing and daily health check-ins. College Health and Counseling Services will also check-in with these students as they are made known to us and provide health guidance as needed.

Employees with symptoms of or a positive test for COVID-19 will be expected to self-quarantine at home.

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

See above.

Our campus will also leverage the established, effective practices utilized by SUNY Brockport for quarantining students in response to this pandemic including protocols for meal deliveries, limited-touch laundry services, and waste removal.

Students confirmed or suspected to have COVID-19: *Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System*

recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home.

These plans are addressed above.

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

Custodial services will adhere to hygiene, cleaning, and disinfection requirements from the CDC and the Department of Health and maintain logs that include the date, time, and scope of cleaning and disinfection. They will identify cleaning and disinfection frequency for each facility type and assign responsibility. Facilities will conduct regular cleaning and disinfection of spaces across campus, including restrooms. More frequent cleaning and disinfection will occur for high-risk areas used by many individuals and for frequently touched surfaces. Facilities will refer to the Department of Environmental Conservation (DEC) and use products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

Facilities or contracted services will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces. Our campus will leverage the established, effective practices utilized by SUNY Brockport for quarantining students in response to this pandemic including protocols for meal deliveries, limited-touch laundry services, and waste removal.

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

Communication of containment protocols to students and parents/families in advance of students returning to campus is critical and we will do so via direct email messaging and placement of the protocols on our [COVID-19 web page](#), which is serving as our central repository for updated information on our planning/response. We have email lists for all students and parents/families and subset lists for on-campus students and off-campus students. As needed, we also will employ our social media channels in advising them of our containment protocols with links to the web page. President Battles, or her designee, will share the containment protocols in advance with local government leaders (village mayor, county executive, town supervisor, county health department director) and if a containment procedure commences, will contact those leaders advising them that such a containment has begun and will keep them advised on the progress, as needed. The president's participation on the Livingston County Reopening Task Force has provided a valuable mechanism for sharing the College's progress in responding to the pandemic and will continue to be utilized for sharing of plan elements. As well, the College has organized regular meetings with key Livingston County leaders, including the County Administrator, Deputy County Administrator, Public Health Director and Director of Patient Services. These sessions have also provided and will continue to provide a means for recurring check-in, consultation, and exchange of information, including the College's plans.

The President, or designee, will keep other key college constituents apprised of the plan and notify them, as needed, if a containment procedure has begun. Constituents include - College Council members (who also share plans in advance), the Geneseo Foundation Board, emeriti, and the SUNY Geneseo Alumni Association Board. College Communications and Marketing will keep SUNY System communication leadership apprised of the progression of the containment procedure, if activated. The director of media relations will coordinate responses to news media inquiries in the event of containment activation and work closely with the College's digital media team in formulating responses to inquiries on social media and email to facilitate rumor control and quell misinformation.

Part 4: Return to remote operations

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

The College has developed and is refining a warning system, with metrics (available upon request) for monitoring and responding to increases in positive cases of COVID-19 among students and employees. This system, which includes elements like absenteeism and capacity in the residence hall designated for quarantine, is intended to support decision-making by the College, such as a need to modify campus density.

All faculty have been asked to prepare remote-ready and modular courses to ensure a smooth transition to fully remote instruction at any point during the semester. Approximately one-third of our courses will already be fully online, thus helping to make a potential transition easier. Our adjusted calendar for fall 2020 includes the reallocation of our fall break (normally held in October) into two “rejuvenation days” at four weeks and eight weeks. These days can be used to accommodate the pivot to all-remote coursework if needed. The College has planned a remote-ready reconfiguration for all academic experiences that typically require face-to-face or hands-on work, including curricular-based high-impact practices. We will also implement college-wide strategies to promote engagement and conversations across classes that may otherwise be siloed. We will modify all library operations for remote-only services and provide increased support for electronic resources, online research assistance, and other instructional services.

Student support services will be adapted to create an integrated program to conduct regular remote outreach to students who are struggling, who have ceased work in classes, or who need assistance in navigating college policies and procedures remotely. Specifically, we will enhance cohort-based support programs that provide opportunities for peer-to-peer engagement for subsets of vulnerable students. All tutoring and academic support services (e.g., advising and academic coaching) will be transitioned to online. We plan to modify existing initiatives such as Geneseo Points of Support, EAB Navigate Early Alert, and Student-Association-sponsored peer support programs to online delivery.

Student activities including programming, events, student organizations, leadership workshops, and all other programs, will be rapidly transitioned to remote using the assessment of spring 2020 experiences. Athletics will be canceled and coaching staff will be assigned responsibilities for outreach to student-athletes or temporarily reassigned to other student support functions.

Residence life will develop protocols to determine which students need to retain access to campus housing including housing and/or food insecurity, abusive home life, students with internet or technology needs, and international students. We will refine and utilize spring 2020 policies regarding student conduct in residence halls, dining, health and counseling access, and safety. Staffing levels will be adjusted, and staff will be reassigned to student support services where possible and appropriate. We will implement an engagement plan to remain in contact with residents at home, building off our successful efforts developed in spring 2020. We will develop processes for supporting virtual Living-Learning Communities and virtual roommates.

We will provide online campus-wide health education and awareness programming (e.g., added financial stress, abusive home environments exacerbated by remote learning, isolation, and depression). Where feasible, there may be potential to provide support to the general campus and community. University Police will transition to primarily property protection model versus community service model.

Campus facilities will revise and implement spring 2020 protocols including limiting student and general public access to campus facilities. We will prepare for significant disruption of Campus Auxiliary Services (CAS) and identify alternate funding streams for critical CAS functions such as refuse/recycling, ID service, and financial agent services. We will identify potential facilities for shut down to save utility costs.

Human Resources will work with the Governor's Office of Employee Relations and SUNY System to clarify employee roles and responsibilities in a no-density (fully remote) scenario including remote work requirements, including essential/nonessential categories. We will implement Alternate Work Location plans for employees deemed eligible for working at home. We will continue discussions with relevant groups including UUP, College Senate, Academic Council, regarding the impact of this scenario on employee evaluation and advancement.

Plans developed and lessons learned from spring 2020 will be used. Students will be released in phases, if possible, to allow for appropriate social distancing and scaling of resources. Critical services, including dining, housekeeping, and facilities, will be scaled down as needed in a manner consistent with the number of students remaining on site. On-site students will be consolidated into an appropriately-sized service area to allow for social distancing and efficiently serve a smaller population. Dining facilities will fully transition to online ordering with take-out service only, as consistent with recommendations from the state. Essential employees remaining on campus (including the mailroom, human resources, procurement and finance staff) will change shifts and rotations to allow for social distancing and reduced risk. Employees not needed on campus will work from home as assigned. Administration will continue to coordinate with the Student Association to foster continued student engagement/community/activities beyond the classroom as changes are required.

Move-Out: *For residential colleges and universities, plans should address how students will safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students and students that have no other safe housing option.)*

Residence Life can initiate a formal move-out plan for an intra-semester evacuation of students from campus that could be executed within 48 hours if conditions warrant. Residence Life successfully performed an expedited departure plan during spring 2020. The staff is equipped to complete a residence hall move-out following those protocols. Students will receive move-out plan guidance from Residence Life staff. They will be instructed to bring home as much as possible and encouraged to pack all belongings; one helper will be permitted depending on the circumstances. Departure and occupancy will be tracked by department staff. Auxiliaries will work with RTS busing availability to transportation hubs (bus and train stations and airport). Many students are likely to use their own/family transportation.

Extenuating circumstances will be considered for residents who are not able to depart, following protocols developed for spring 2020. Residence Life will monitor those requests and make housing and other service arrangements for those who are approved to remain in residence, including international students and students that have no other safe housing option. See prior section for additional details on services provided.

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

Rapid and efficient communication to both on and off-campus students and parents/families will be critical to ensuring a safe and effective transition to partial or full-remote operation. To maximize our reach with instructions, directives, advice, etc., we will employ both face-to-face communication (via residence hall staff for on-campus students) and direct messaging technologies to all students and parents/families via all-student listserv email messaging and, if necessary, the Everbridge (New York Alert) emergency communication system. Everbridge sends direct texts and emails to those who have opted-in to the system and broadcasts the same message verbally across the outdoor campus environment through large speaker arrays. We have email lists for all students and parents/families and also subset lists for on- and off-campus students. Concurrently, we will compound message diffusion by populating our dedicated COVID-19 web page with the most current information on returning to remote operations. This web page will serve as the key central repository for updated information on our initiatives. In addition, we will utilize our social media channels (Facebook, Twitter, Instagram, etc.) in delivering timely messages by linking to the COVID-19 web page. President Battles or her designee will apprise and share our plan in advance with local government leaders (village mayor, county executive, town supervisor, county health department director) and as soon as possible after a return-to-remote-operations plan is activated, will contact those leaders advising them that activation has begun. The President, or designee, will keep those leaders apprised on the progression of the plan. We also will keep other key college constituents apprised of the plan and notify them if it's activated. Constituents include - College Council members (who also share plans in advance), the Geneseo Foundation Board, emeriti, and the SUNY Geneseo Alumni Association Board. College Communications and Marketing will keep SUNY system communication leadership apprised of the progression of the plan, if activated. The director of media relations will coordinate responses to news media inquiries in the event of plan activation and work closely with our digital media team in formulating responses to inquiries on social media and email to facilitate rumor control and quell misinformation.