

SUNY Geneseo Executive Summary Revised 6.22.20

INTRODUCTION

This executive summary was prepared in response to an unprecedented pandemic when guidance and standards were still evolving. It represents the best information available at the time of writing and is subject to further change as new information comes in.

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.

1. RESTARTING ON-CAMPUS OPERATIONS

1a. Campus Planning Task Force:

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.

1b. Academic Program Planning:

The College has a comprehensive plan for academic continuity in a variety of scenarios. For all scenarios, **the College has strongly recommended remote-ready planning** (available upon request) for curricular and co-curricular programs to prepare for within-term changes in circumstances. Large enrollment courses are also being proactively converted to online-hybrid models. The College is **reconfiguring and adding flexibility to high impact experiences** that are difficult to conduct without face-to-face interactions and **expanding remote internship and career development opportunities for students**.

Full density plans (preferred) assume that even if normal operations are resumed, some members of the campus community will engage with the institution remotely and the College should be prepared for a rapid change within-term. Specific elements include:

- Redesign of **high-impact/integrative and applied learning experiences and activities** (e.g., labs, performances, student teaching and practica, internships and other community-based learning, and student activities) to ensure equitable access for students who may not be able to participate face-to-face.
- **Revision of library operations and space usage plans** to accommodate physical distancing and sanitization, limit circulation and regularly clean materials, and increase options for alternative forms of group study.
- **Expansion of student academic support.** These include expansion of instructional modules focused on study skills and growth-mindset; creation of resource modules that orient students to online instruction; expansion of 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.

Reduced density plans (implemented if outbreak conditions are moderate) assume that the campus provides some face-to-face instruction for a reduced residence hall population plus some students living in the village or commuting. Specific elements include:

- **Deliver online or online-hybrid instruction in all courses that cannot meet physical distancing requirements**, with flipped teaching and/or rotation of cohorts reducing classroom density.
- **Offer expanded options for academic experiences that typically require face-to-face or hands-on work**, including curricular-based high-impact, applied, and integrative learning experiences that cannot be delivered in reduced density.
- **Revise library processes** by reducing circulation of interlibrary loan (IDS) and collection materials, maximizing use of Open Educational Resources (OER) in courses, and increasing remote research consultations and instructional sessions.
- **Prioritize outreach to student cohorts who may need additional support** 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.

No density plans (implemented if outbreak conditions are severe) assume very little or no face-to-face interaction and closure of campus residence halls (with accommodations for those students who need more time to depart such as international students and those who do not have a safe home environment). Specific elements include:

- **Deliver all courses online** and online versions of academic experiences that typically require face-to-face or hands-on work.
- **Implement College-wide strategies to promote remote engagement** and conversations across experiences that may otherwise be siloed.
- **Offer remote-only library services**, including curtailment of the circulation of physical materials in the collection and from IDS, providing support to electronic resources only, and providing all research help and library instruction online.
- **Support student academic success in online learning by enhancing cohort-based support programs** and **offer all tutoring and academic support services online**.
- **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 through the campus early alert system.

1bi. Classroom Density: All classrooms have been reviewed to determine capacity within parameters of proper social distancing guidelines. We have also determined what additional space may be utilized for additional instructional purposes. A full space inventory is available upon request. We are currently developing plans to ensure that all of our face-to-face and hybrid courses are assigned appropriately-sized classrooms that allow for social distancing. Because we have proactively moved many larger classes to fully online, we have increased classroom availability.

1bii. Instructional and Research Lab Protocols: Under the leadership of the Facilities Services Department, the campus will prepare guidelines for public health, sanitation, and hygiene measures in public spaces as recommended by appropriate external agencies. These include:

- Ensure adherence to guidelines for classroom capacity based on size, including appropriate capacity signage, and removal or reconfiguration of furniture to allow for social distancing.
- 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.

1c. Restarting On-Campus Operations

In general, the campus will ensure that all operational planning is consistent with current guidance, including federal, state, local, System, and industry-specific regulations. A critical need is to provide ongoing education about and reinforcement of expectations regarding healthy practices, hygiene and sanitation, PPE usage, and civic responsibility.

- **1ci. Residence Halls:** Returning students to campus residence halls will require adequate professional and paraprofessional staff as well as dedicated space to isolate students who test positive and/or have been exposed to the virus. Operations will be revised to ensure that there is adequate physical distancing, hygiene measures, and broad public awareness of public health measures. Guidance from the Livingston County Department of Health does not recommend reducing the density of the residence hall population but instead focuses on hygiene, sanitation, and management of high-usage spaces such as restrooms. Specific plans include:
 - Instruct students to bring thermometers and face masks to 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.

- Prohibit guests from residence halls, including those living in other residence halls.
 - Arrange residence hall common spaces to meet physical distancing standards and/or restrict usage of common areas in accord with DOH/CDC guidance; for residence hall programs, implement procedures that manage participation, including limits on number of attendees and an rsvp system to track and cap attendance, and implement common disinfecting measures for any shared items (e.g. games, cooking utensils, moving carts, and cleaning equipment).
 - Develop a restroom use plan that factors in hygiene recommendations from DOH/CDC.
 - Implement physical distancing and other safety measures for all regular business, including staff meetings, training, programming, student conduct interventions, and duty and crisis response.
 - Residence hall move-in requires special planning to ensure adequate physical distancing and safety. Provisions include limiting access points and staggering arrival times, limiting the number of guests who assist with move-in, and, if feasible, securing additional move-in equipment that will allow for maximum social distancing and sanitization.
 - The College has established protocols for organizing living arrangements for students who must be isolated or quarantined. Jones Hall will be used to house students who are exposed to or test positive for coronavirus, 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. The health of quarantined on- and off-campus students will be monitored daily by the Livingston County Department of Health 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).
 - The College will develop a residence hall move-out plan that can be implemented within 48 hours should health conditions necessitate a suspension of residential operations.
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- **1cii. Dining Services:** Campus dining service operations will follow external guidance on room capacity, sanitization, and physical distancing. Food service will include grab-and-go options and/or individually plated meals. Catered events will utilize pre-packaged meals for each attendee.

 - **1ciii. Personal Protective Equipment:** The College will follow guidelines for public health, sanitation, and hygiene as recommended by 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.

- **1civ. Screening, Testing, and Tracing:** The College has regularly been in contact with regional health partners to explore options for screening and testing; we also will work closely with the Livingston County DOH on contact tracing.
 - **Students:** The College's 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 (i.e., a rapid test or lab PCR; at this time IgG antibody testing has not been determined to represent immunity but may have to be considered acceptable with accompanying documentation from a primary care provider). COVID-19 testing is becoming readily available throughout New York State and should be obtainable at no cost at New-York-State-run facilities. Therefore, cost should not pose a barrier. 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.
 - **Staff/Faculty:** The College will encourage employees to be tested prior to returning to work. Employees will receive information about locations where testing can be obtained. 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.
 - **Vulnerable Populations:** Students who identify as 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. 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 Office 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 physically be 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.

- **1cv. Custodial Services:** The College will develop a schedule for increased routine cleaning and disinfection based on the [CDC/EPA guidelines for cleaning and disinfecting public spaces](#). 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 follow CDC and ASHRAE guidelines. Updated cleaning and disinfecting processes are expected to use multiple approaches best suited to the emerging needs of each area with potential solutions to include increased use of disposable paper products and UV lighting.

- **1cvi. Student Health Services**
 - **Basic operations will focus on good hygiene practices and limiting potential exposure to the coronavirus.** Student Health and Counseling Services will be the main center for sick visits (as well as non-sick as needed/necessary; depending on the patient volume, there may be a need to reserve non-illness scheduled times). South Village Health Services will see all non-sick visits (lab draws, ASTI, etc.) on a to-be-determined schedule.

- **Health Services will operate on a by-appointment basis only.** Phone screening and triage will be in place for all students who call with concerns, and those who have scheduled appointments will be screened for COVID-19 symptoms. Students who have COVID-related symptoms will follow specific guidelines to avoid interacting with other patients and will be treated by a designated clinician.
- **Health Service appointments will be organized to follow physical distancing requirements and minimize interactions among patients.** Health appointments will be 30 minutes in length and the use of waiting areas will be coordinated to ensure that there is appropriate spacing and staggered start times. Facemasks will be available at all entry points and will be required at all times; hand sanitizers will be located throughout the building. All patient encounters will include temperature screening.
- **Counseling Services will plan to provide all teletherapy services in the Fall** to allow for more access to students who need Health Services. Legal services is reviewing this process to ensure appropriate use of Zoom when providing teletherapy to students. Students who are in immediate emotional crisis will be assessed and asked to follow the same procedures as Health Services (call when they get there, getting their temperature taken) to come into the building and meet with a triage/crisis counselor.
- The College will **work with external partners on supplemental medical services.** We have several meetings scheduled in June, including Trillium Health regarding the PrEP Program and the Department of Health to discuss Reproductive Health Services plans. We are also researching telehealth options and exploring point-of-care testing options that will allow for rapid differentiation of strep, influenza A/B and COVID.
- 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 (e.g., added financial stress, abusive home environments exacerbated by remote learning, isolation, and depression).

1d. Campus and Local Communities

- **1di. Vision for Town and Gown Interactions:** SUNY Geneseo understands that positive town-gown relations are essential to a successful return to face-to-face operations and is fortunate to have a strong foundation on which to build. President Battles is serving on the Livingston County Reopening Task Force. The College has already convened and 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 (weekly or biweekly) meetings with County Department of Health leaders and the County Administrator and Deputy County Administrator through the summer, and SUNY Geneseo's Principal Administrator of Student Health and Counseling engages regularly with the County Health Department's identified point of contact. In sum, we believe we have an appropriate structure to engage productively with local leaders.
- **1dii. Transportation, Main and General Delivery Services:** 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.
- Drivers and service personnel will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). All buses, vans, or other vehicles should be cleaned and disinfected as outlined in [CDC guidelines for bus transit operators](#).

2. TRACING AND MONITORING AFTER REOPENING

Once students and staff with documented negative SARS CoV-2 tests are on campus, DOH recommended strategies for symptom/exposure-based testing will be employed. Health and Counseling Services will be able to refer members of the campus community to testing facilities as needed.

It is important to establish protocols that minimize potential contagion among students, employees, and community members. Thus, the campus will need to develop procedures for reducing the risk of transmission by:

- Amending attendance requirements in courses to dissuade symptomatic students from attending classes.
- Communicating expectations that employees with symptoms of COVID should not come to campus until they have consulted with a medical practitioner and/or received testing. Employees who test positive will quarantine for 10-14 days. In addition, employees identified as “high risk” due to contact with a positively tested employee will be required to self-quarantine in accordance with DOH guidelines and monitoring procedures.
- Employees will receive pay without charge to leave accruals in accordance with the Families First Coronavirus Response Act (FFCRA).
- Communicating expectations regarding daily temperature checks before arriving on campus or attending classes.
- Training supervisors to intervene in sending symptomatic employees home with follow up to Human Resources for tracking and appropriate medical documentation prior to return to work. The DOH will be notified for follow up and contact tracing.
- Following DOH guidance on contact tracing for contract (vendor) employees who test positive for COVID when symptomatic.
- Exploring options for managing external visitors to campus.

Protocols for Testing of Symptomatic Students: The campus presently has a testing protocol in place that utilizes Quest Lab PCR testing. Additional rapid testing through Quidel Sofia 2 SARS CoV-2 Antigen is being pursued. The college is consulting over the summer with the University of Rochester Medical Center and the Department of Health to determine additional testing resource capacities through their facilities.

Protocols for Testing Symptomatic Employees: 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 DOH regarding positive cases; contact tracing and employee testing will be coordinated by the DOH across counties based on where the employees reside.

Protocols for Isolating COVID-positive Students Living Off Campus: 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.

Use of Online Apps for Symptom Tracking: 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.

Employee Training: 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 have completed the Johns Hopkins training for contact tracing and two members of Human Resources staff have completed the training.

3. COMMUNICATION AND OUTREACH PLAN

The College continues to regularly update stakeholders on our response to the COVID-19 situation. We will continue to use the [College's COVID-19 webpage](#) to archive campus communications to campus stakeholders and will continue updating the site regularly. We will also continue to actively push out messages to our campus community (students, parents/families, faculty and staff) about restarting plans to the extent possible within SUNY's specified parameters. This will include distribution of email messages, videos, and diffusion of information through our social media platforms. Such messaging also is shared with other key College stakeholders such as our emeriti, councils and boards. Dedicated efforts to message our plans to our prospective students and parents/families will continue. We also meet regularly with our village and county leaders about our plans and keep our county health department officials apprised as we seek their guidance on public health.

During the 2020-21 academic year, we expect to undertake **extensive efforts to educate our campus community regarding promoting community health and mitigating an outbreak.** We will actively inform the campus community about procedures for returning to campus, testing and screening plans, when and where to seek medical attention, cleaning and disinfecting processes, guidelines for campus visitation, and other items related to health and safety in the learning environment.

4. 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.

5. TIME REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS

SUNY Geneseo's strong preference and intention is to return to face-to-face operations this fall, if that can happen safely. We will be as flexible as possible to ensure that outcome. However, taking into consideration logistics like hiring (or not) depending on the scenario implemented, Geneseo will be best positioned to resume fully on-campus operations if approval can be granted by or about July 1, 2020.