



FINGER LAKES COMMUNITY COLLEGE

COVID-19

Presidential Task Force on Re-Opening
Final Report

June 23, 2020

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Introduction

Statement from President Nye

Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region. In order to do so, it is imperative that we safeguard the health and welfare of all of our students, faculty, staff, and in an era of COVID-19 this extends to all of our community members. From the very beginning of the COVID-19 pandemic, I stated that we had two priorities. First, the health and welfare of all of our students, employees, and families. Second, ensure every opportunity for our students to succeed given the difficulty of this challenging environment. These priorities remain unchanged. Accordingly, we have developed this preventive health and safety plan to ensure we can continue to serve our community. Each and every one of us has a responsibility to learn, understand, and apply these measures so that we may continue to do what we do: transform lives and make our community stronger.

Scope

The Presidential Task Force on Re-Opening submits this COVID-19 Fall Re-Opening Final Report (“Report”) of our collective work and recommendations for restarting this Fall. The Report outlines how FLCC will meet the reopening requirements provided by [Governor Cuomo's NY Forward plan](#), specifically the [Phase 4 guidance](#) that applies to higher education. The Report describes the College’s approach to providing a safe environment for students, employees, and campus guests, and addresses phased re-populating of the campus, preventive health plans, containment measures, and shut-down plans in the event of necessity. The Report draws on guidance from the Governor’s NY Forward Plan, the State University of New York (SUNY), the regional COVID-19 oversight committee, the New York State Department of Health (NYS DOH), and the Centers for Disease Control and Prevention (CDC) related to COVID-19 best practices and requirements. This Report will be posted on the College website. The plan will be reviewed and updated when necessary due to operational insights gained through implementation of the plan and/or when new guidance is issued by the state and/or county.

Task Force Overview and Context for Work

The Presidential Task Force on Re-Opening is charged with coordinating the work of five subgroups to inform high-level recommendations on how to operationalize the College for multiple re-opening scenarios, which include fully remote, “normal” mix of face-to-face and online, and a hybrid/blended set of modalities. The task force carried out its work among the subcommittee planning groups focused on the categories of: Teaching and Learning, Student Experience, Employees, Fiscal Administration, and Facilities/Pandemic Operations. We are guided in our work by our *mission and vision* as well as a set of guiding principles that have framed our focus on the health and safety of our community:

Principle #1: A Culture of Health and Safety

Build a strong, internalized, evidence-based and accountable culture of health and safety among the FLCC community, protecting all of the FLCC faculty, staff, students, and visitors as well as the communities that host them.

- Compliance is driven by widely-shared responsibility.
- Communications strategies must consistently foster the culture of safety.
- The physical environment is or will be altered to consistently achieve safety standards.
- The norms of the culture create peer pressure on compliance reinforced by systems of accountability and, when necessary, enforcement.

Principle #2: Flexibility

Prepare all aspects of academic programs, student life, faculty and staff well-being, finances, and campus and pandemic operations to be as flexible as possible within curricular, accreditation, and licensure requirements to address the unpredictable course of the COVID-19 pandemic. Flexibility enables FLCC to take full advantage of the campus within the parameters established for health and safety. We aim to:

- Be prepared for the full return of the entire FLCC community to campus if possible.
- Be prepared to maximize the campus experience wherever practicable.
- Be prepared to fully support the mission off-campus if needed.

Principle #3: Equity and Inclusion

Implement fair and transparent processes and policies that will meet the needs of special populations and at-risk individuals to ensure that all students and employees have pathways to success.

Principle #4: Financial Health

Be mindful of the financial health of the College to continue to deliver excellence in our mission over the short and long-term.

Contact Persons

Designated site safety monitor responsible for monitoring and implementing the plan:

- Dawn M. Hess, EdD, Director of Risk Management and Environmental Health and Safety
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Designated Human Resources point of contact:

- Kate Burns, Human Resources Compliance Coordinator
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catherine.burns@flcc.edu

Task Force Roster

- **Leadership and Teaching**
 - Oversight – Provost; Functional Leads – AVP Instruction, AVP of Academic Technology & High Impact Practices, Faculty representation, Academic Senate representation, IT representative, Campus Center Director, others identified as needed.
- **Students**
 - Oversight – Provost, Functional leads – AVP Student Affairs, Director of Student Life, Chief Diversity Officer, Director of Academic Success & Access Programs, Representative from Enrollment Management, Campus Center Director, Athletic Director, student representation whenever possible, others identified as needed.
- **Employees**
 - Oversight and functional lead – Chief of Human Resources, Assistant Chief of Human Resources, union representation from Faculty Alliance, Professional Association, CSEA, FLAG, Environmental Health and Safety Representative, others as needed.
- **Fiscal Administration Oversight and Functional lead**
 - VP for Administration, others identified and needed.
- **Facilities and Pandemic Operations**
 - Oversight – VP for Administration, Functional Leads – Director of Facilities and Grounds, Director of Enterprise Risk Management & EHS, others identified as needed.

Teaching and Learning

Priorities

1. The COVID-19 health emergency presents unique challenge for the learning/classroom environment.
2. The high touch, highly interactive, and densely populated learning environment typical of FLCC is an exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19.
3. Accordingly, meticulous adherence to public health practices, including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks and face covering is critical across the learning environment.
4. FLCC must deploy and commit to primary public health controls to slow the transmission associated with COVID-19.
5. FLCC will prioritize in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory and clinical experiences.

Re-populating the Campus

1. In their course outlines, faculty will provide backup plans for face-to-face class times in the event the College is required to return to 100% remote instruction.
2. FLCC will limit the number of attendees for in-person courses/ sections. In most cases, classrooms will only be able to have 50% capacity.
3. 210 sections have moved from face-to-face to online synchronous learning, thus reducing the density in the building. Additional sections continue to be solicited with a goal of over 50% being taught in a synchronous online format.
4. The preview period will be extended from 3 days to 7 days for course access in Blackboard to allow students the opportunity to carefully review their courses prior to the start of the semester.
5. FLCC will schedule those sections which require face-to-face instruction in a manner to maximize distance between rooms wherever possible to reduce possible density issues between classes.
6. Online synchronous courses will meet at the time outlined on the current course schedule. This does not mean that your course needs to meet the full length of the current scheduled time, but you cannot schedule your course outside of the time listed in Webadvisor.
7. Classes shall meet live for at least 50% of their contact hours; with no meetings longer

than 1 ½ hours.

8. Course Outlines must identify backup plans for synchronous courses. If a faculty member or student loses connection or the technology fails, steps should be identified for students to receive the information that was missed in the live session

*The college hopes to provide Wi-Fi access for both faculty and students in some format, but currently how this will work is unknown.

Delivery Modalities

The following delivery modalities will be utilized by FLCC in Fall 2020:

Online:

Content is delivered through the internet with no scheduled class meetings. Online has become increasingly popular with FLCC students. In 2019, 42 percent of all students took at least one online course.

Synchronous Online:

Online web conference style courses meet at scheduled times so students can have real-time interaction with their professor and fellow students.

Hybrid Classes:

Part online, part on campus with scheduled in-person times and social distancing measures to provide face-to-face interactions in a safe environment.

In-Person:

Small classes for hands-on courses and experiences with social distancing measures in place.

Preventative Health

1. All students will receive a reusable cloth face-covering from the College.
2. Appropriate PPE is being considered when working with students with disabilities. The Disability Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs.

Containment

Isolation

- For non-residential students: The student will isolate at their home. The

Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.

- For residential students (The Suites at Laker Landing): Students who can will be encouraged to isolate at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.

Quarantine

- For non-residential students: The student will quarantine at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): Students who can, will be encouraged to quarantine at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.
- Support for students in isolation or quarantine will continue through virtual service delivery. Notification of extended illness to face-to-face faculty will be spearheaded through the Director of Student Health.

Shut Down

Operational Activities

- Students will receive communication about potential shut down procedures and protocols within their individual courses. The College will promote general information about this possibility in multiple areas including our COVID webpage, new student orientation and regular text/email or social media platforms.
- The College will ensure that continuity plans are established to ensure delivery of instruction at a distance and work with all appropriate outside entities to ensure academic procedures are followed. This will include MSCHE, SUNY, and NYSED

Student Experience

Priorities

- Provide high-quality education to all students with the broadest possible access, while prioritizing the health and wellness of the entire system
- Design student facing services that supports the College's flexibility in academic delivery.

- Focus on the leveraging our systems to provide personalization to influence the retention of students.

Re-populating the Campus

** Capacity to maintain social distancing*

- Using the same screening method as established for all employees and visitors, students will be asked to complete a questionnaire every day before reporting to campus.
- Reopening information will be provided to students via email notification, Text and “call-em-all” sending students to the flcc.edu/COVID page for updates on operating. The College is preparing this information in an ongoing manner and will also include information on daily self-reporting and/or monitoring protocols.
- Self-monitoring protocols will be established for the Suites at Laker Landing that mirror the College’s process.
- New Student Orientation and the Student Handbook will provide information on maintain social distancing and proper safety protocols.
- The College does not offer general transportation services. Transportation needs for athletics and/or academic support will follow the guidelines for safe distancing (limiting number of occupants) and cleaning protocols between uses.
- Guidelines for student-facing offices have been established that request appointments be made over walk-in service. Additional laptops kiosks are being requested to distribute around the campus to ensure that access to “electronic” meetings could occur if the students do not have the resources to do so while in the building.

PPE

- All students will receive a reusable cloth face-covering from the College.
- Appropriate PPE is being considered when working with students with disabilities. The Disability Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs.

Screening and Testing

- All employees and students will perform a daily health self-screening every day they are scheduled to work, or be in a building, using an online symptom screening tool which will produce a personalized dated badge to be presented by the symptom free employee/student. If an individual does not have a printer at home, they may write down, screen shot or take a photo of their personalized daily authorization to display on campus.

- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Students who do not clear the screening process will be provided instructions to contact Student Health Office for further conversation about options.
- Individuals will be escorted off campus if they do not have an individual personalized dated authorization or screening badge indicating they have passed the daily screening.
- Campus Police will maintain a log of all individuals entering campus each day which includes their name and the results of the screening.
- This log will be shared with the local health department, as necessary, for contact tracing purposes.
- In addition, we are recommending that Student Health Services ask for COVID health history from students. Individuals who have tested positive for COVID, or who have underlying health conditions, will be flagged for additional documentation, or monitoring in case of outbreak. The College is identifying a robust self-assessment mobile app / electronic health software system (PyraMed) that is essential to ensuring timely and accurate monitoring of health records and daily logs.
- Recommend that students who are living in the Suites at Laker Landing, or local “residential-type” housing, or who are participating in athletics, show asymptomatic testing results from a test prepared no more than 10 days prior to moving in or participating in first practice.

Residential Living

- The FLCC Association Housing is working with Ontario County Health Department, Student Health Office and Student Affairs to finalize occupancy (density) and Isolation & Quarantine (IQ) figures. At this point, anticipate offering 166 individual beds to students (out of a potential 353). Consideration around students with health-related concerns is being reviewed.
- Eleven residential spaces (individual bed/bathroom) are being held for IQ at this time.
- Enhanced cleaning in all common areas and on high touch surfaces consistent with enhanced cleaning practices. The elevator will be restricted to request or permission only.
- Students will be expected to sign addendum to license related to ensuring the health and safety of others and they will abide by new health protocols/regulations as set forth.
- Access will only be allowed to residents of the building. Face coverings will be required outside of personal units. Installation of hand sanitizers at entry/exit rooms.
- Students who fail to adhere to safety/security regulations will be subject to the

Student Code of Conduct and may, depending on the severity of the infraction, be removed from housing.

See:

[Appendix D: FLCC Association Housing Re-Opening](#)

[Appendix E: AVI-Foodsystem Reopening Plan](#)

Extracurricular Activities

Activities - Clubs - Events

- New Student Orientation will be exclusively online.
- All club/organization meetings will be held virtually.
- Any in-person activities will follow strict adherence to social distancing requirements and protocols. These activities will be severely limited in nature.
- Traditional events such as Laker Day will be limited to events that are virtual or hosted on-campus-owned facilities, again following protocols and guidelines for appropriate social distancing.
- Theatre/music performances will be reviewed to determine if social distancing can be accomplished. Audiences will be limited to the facilities maximum occupancy capacity.

Athletics – Intramurals

- Region III will be voting to move up fall sport intention filing from July 27 to July 7. This vote has to be unanimous as it is different from the national guidelines.
- On or before July 7, or 27th depending on the vote, all Region III institutions will need to declare if they are moving forward with sports in the fall, by sport. FLCC sports for fall include: M/W cross country, M/W soccer, M/W basketball, eSports, and Logging. We will need to know FLCC's intent about fall sports as soon as possible to see what scheduling looks like in the Region.
- Recommend that players sign risk-waivers (and parents if under 18) as well as have any athletic-related plans be reviewed by legal counsel.
- The AD at FLCC has proposed the VP of Enrollment Management that the College participate in fall sports.

Vulnerable populations

- Students who are uncomfortable with attending face-to-face will have the option of taking coursework online or in asynchronous formats. All services will be available remotely.

Preventative Health

Testing

- FLCC Student Health Office is not equipped to provide testing to students.
- Working with Ontario County Health, if an individual presents with COVID-19 related symptoms, guidance will be sought on testing recommendations.
- Recommend for residential students, and athletes, that asymptomatic testing be completed no more than 10 days prior to move-in or practice. This cost would be entirely upon the student.

Tracing

- The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of an employee, student or visitor testing positive, that we become aware of, the local health department will be notified of all employees and visitors who entered the site dating back to 48 hours before the individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

Screening

- The College will employ a daily screening measure. Students will follow the same guidelines as employees and visitors.

Containment

Isolation

- For non-residential students: The student will isolate at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): Students who can will be encouraged to isolate at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.

Quarantine

- For non-residential students: The student will quarantine at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): Students who can, will be encouraged to quarantine at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.
- Support for students in isolation or quarantine will continue through virtual service delivery. Notification of extended illness to face-to-face faculty will be spearheaded through the Director of Student Health.

Student confirmed or suspected to have COVID019

- Recommend that students complete asymptomatic testing within 10 days of arriving on campus if possible.
- Guidelines for isolating or quarantine students are outline in the Fall 2020 Re-Opening Plan for the Suites at Laker Landing (Appendix).

Communication

- The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

Shut Down

Operational Activities

- Students will receive communication about potential shut down procedures and protocols within their individual courses. The College will promote general information about this possibility in multiple areas including our COVID webpage, new student orientation and regular text/email or social media platforms.
- If the College needs to shut down, information will be posted on our learning management system as well as sent via multiple communication platforms.

Move-out

- A move-out plan has been established by the FLCC Association Housing, Inc. This is outlined in the Appendix.
- Exemptions for staying in place will be identified on a case by case basis as outlined in any communication from the State or local government agency.

Communication

- Student-facing communication on the Re-Opening plan, and adjustments to the student experience are being updated regularly on the FLCC website (www.flcc.edu/COVID).
- Communication has been tailored to meet the needs of incoming new students, their parents and returning students.
- Communication around accessing services, processes and adjustments will be updated on the website and communicated via text, email, phone campaigns and other social media avenues.

Employees

Priorities

- The health, safety and wellbeing of our faculty, staff and students is of primary concern in pursuing our mission.
- Flexibility at multiple levels during this crisis will be paramount to FLCC's continued success.
- Effective, meaningful, and diverse modes of communication across FLCC is essential.
- Maintaining a strong sense of community will make us stronger and more resilient.
- An ethic of care and compassion should be practiced at all levels at FLCC.
- Pursuing equitable solutions to the challenges FLCC faces will guide us in making difficult decisions.
- Continuous assessment of our progress is necessary to facilitate institutional nimbleness.

Re-populating the Campus

FLCC continues to operate under a temporary worksite density reduction plan, as approved by the Board of Trustees. As such, the College is using a phased approach to repopulating its campuses, with employees returning to campus beginning under the Phase 2 guidelines.

1. Return-to-work efforts should be approached with a focus on equity, sensitivity, and respect, and within the terms of collectively bargained agreements.
 - Cabinet members, in consultation with Human Resources, will support supervisors in taking a sensitive approach to the physical and emotional needs of their employees with respect to the pandemic crisis, while also supporting supervisors' ability to lead their departments.

- All supervisors should initiate conversations with their employees to assess their readiness and comfort level with physically returning to work as well as their commitment to complying with community expectations on safety protocols and helping to create a safe work environment.
- Employees' requests for flexible work schedules related to childcare should be readily accommodated to the degree possible.
- Employees who are "at-risk" due to pre-existing conditions, age, or other factors should be allowed to work remotely, if they are able to perform their duties remotely, throughout the pandemic.
- Employees being asked to return to working on campus will be given one week of advanced notice before being required to return. Cabinet members may consider requests for a delayed return date, so long as such requests are considered equitably.
- The preference or need of employees to work remotely should be considered without negative repercussions on annual reviews, consideration for renewal, promotion or other appointments, and discretionary salary increases.

2. Policies and practices related to employee work arrangements should be developed and implemented for maximum flexibility in support of the FLCC mission.
 - All work areas will maintain a density of 50% or less at all times
 - Employees who can effectively complete their jobs remotely should continue to do so, preserving the onsite density for those employees who need to be onsite
 - Build flexible work arrangements in a manner that best facilitates employee needs while meeting institutional mission and departmental business needs.
3. Employee development activities should be modified to mirror student instruction in terms of utilizing multiple modalities. For example, new employee orientation and leadership development programs will be reviewed and revised to include blended interaction.
4. The following process will be used for re-populating the campus:
Cabinet officers, or their designee, will take the following steps to invite employees back to campus:
 1. Review divisional priorities and employee rosters
 2. Identify essential work that needs to be done on campus, and the employees who need to perform it, ensuring that onsite capacity is maintained at less than 50% at all times.
 3. Review department heads' plans for ensuring proper adherence to safety protocols and social distancing
 4. If approving departmental plans, update employees' designations to "essential" if they are to work on campus for their full schedule, or as

“flex-essential” if they are to work on campus only part of their schedule

5. Direct employees to complete the return-to-work certification process (below).

Employees who have been identified to return to work on campus will take the following steps:

1. Read the College’s Re-opening Training
2. Complete the Return-To-Work certification form and send to humanresources@flcc.edu
3. Complete the online screening questionnaire every day before reporting to campus. (See Appendix D).

Human Resources will notify the employee, with a copy to the supervisor and cabinet member, that they are approved to return to campus. The notification will also include instructions with a link to complete the online daily health assessment every day before they report in to campus.

Preventive Health

A comprehensive harm reduction strategy is essential to maximize protection for faculty and staff from spreading or contracting COVID-19.

- All faculty and staff will have access to PPE and hand sanitizing products as recommended by the CDC.
- All employees will receive clear and consistent safety protocol training materials
- Faculty are encouraged to add statements in their syllabi regarding classroom norms for social distancing and PPE.
- Employees who can attend meetings virtually should do so. When scheduling meetings, all employees are encouraged to provide attendees with a virtual attendee option to accommodate individual needs.
- In-person meetings of more than 25 people are prohibited. In-person meetings of fewer than 25 attendees must still maintain required social distancing and attendees must wear masks. Meeting organizers are expected to maintain a record of in-person attendees for a minimum of 30 days.
- The community expectations are that:
 - Employees will wear a mask at all times when they are outside of their offices. Some employees interacting with students and other individuals throughout the day will need to wear a mask within their own work area. It is impossible to predict where others will be walking in the halls, stairs, elevators, or other common areas. Masks are required when navigating campus buildings.
 - Employees will be aware of and practice the safety protocols prescribed

within this plan.

All employees will complete a daily online health screening questionnaire. Employees who answer affirmatively to any of the questions will not be permitted to report to work onsite, and will be referred to Human Resources to discuss what further steps are required.

Containment

Employees will quarantine at home. If an employee discovers while they are at work that they are infected, they will be sent home from work. If their position is conducive to remote work and they are not incapacitated, they will be encouraged to work from home while quarantined until they are released by the Health Department to return. If the employee's position is not conducive to remote work, Human Resources will supply them with the appropriate leave options.

Employees who are returned to essential or flex-essential status and are performing some or all of their work on campus will be required to notify the designated Human Resources point of contact if they experience one or more of the situations listed below. In these situations, employees shall not be permitted to remain at or return to the work site until they have completed a 14-day self-quarantine period.

- Employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test,
- Employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is symptomatic,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is NOT symptomatic,
- Employees who are alerted that they have come into close (within 6 feet) with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism,
- Employees who are subject to mandatory quarantine or isolation by the local health department. Employees must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department. Even when an employee is released from mandatory quarantine or isolation by the local health department, they must still meet the 14-day self-quarantine criteria stated above.
- Employees whose responses to any of the screening questions change, such as if they begin to experience symptoms, both during work hours or outside of work hours, OR
- Employees who are symptomatic upon arrival at work or become sick during the

day.

Testing Recommendations

- Employees who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps for testing. People without a primary healthcare provider can use the Upstate Online Coronavirus Assessment Tool, or contact the Upstate Triage line at 315-464-3979. Also, the NYS DOH has an online COVID-19 screening tool and a tool to search for a testing site near you.

Shut Down

FLCC is prepared to shut down its campuses in the event of a resurgent outbreak of the COVID-19 virus. The existing worksite density reduction plan will remain in effect throughout the pandemic. As needed, Cabinet members may ramp down onsite presence within their areas to stop the spread. The order in which operations will be shut down will take the following factors into consideration:

- Location/department of the outbreak
- Severity of the outbreak
- Impact of remote operations on instruction and student services
- Effectiveness of remote operations for each department
- Risk to student and employee health posed by continued onsite operations

Consideration should be given to amending the academic calendar to allow Fall classes to conclude by the Thanksgiving break.

Facilities & Pandemic Operations

Capacity to maintain social distancing

For re-operating the campus, phasing and quantity of student, faculty and staff repopulation factors such as ability to maintain social distancing in public spaces, and Personal Protective Equipment (PPE) availability have been considered as follows:

Social Distancing Measures

- All individuals must maintain six-foot social distancing whenever possible.
- Employee work stations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between work stations consistent with [OSHA guidance](#). For example, at the One Stop Center, every other counter will be closed to maintain social distancing between service stations. If it is

not possible to adapt certain work environments, employees will be required to wear face coverings when working within six feet of another employee. Department heads must review the work areas in their department in order to determine whether additional work spaces need to be adapted. Employees must respect other employee's work spaces and not enter unless necessary and wearing face masks.

- High traffic service counters, such as the One Stop Center, will have barriers (such as clear plastic "sneeze guards") installed to minimize contact between people. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in the One Stop Center and other high traffic areas or narrow aisles, when necessary.
- All individuals must wear a face covering in elevators or other small spaces when occupied by more than one individual. Additionally, the number of people in confined areas such as elevators and vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators and in vehicles indicating the maximum capacity. Additionally, passengers in vehicles should choose seats in such a way that distance from the driver and other passengers is maximized.
- Large gatherings will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. For example, chairs will be removed from the cafeteria, and computers will be taken offline in computer labs to limit occupancy in those spaces. Additionally, employee break times will be staggered or alternative break locations will be identified to reduce employees congregating in one area. Employees are encouraged to bring their lunch from home and sharing food is prohibited.
- In person meetings must be limited as much as possible by using video or teleconferencing instead. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.

Designated Entryways and Exits

- All College buildings will have designated traffic patterns in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building. Please see Appendix A for a map showing the interim designated entryways and exits and our traffic management plan.
- If a portion of the building is used by an external entity, a separate entry and exit pathway will be created for their use if at all possible.

Face Coverings

- All individuals must have a face covering with them on campus. The face covering

must be worn when you cannot maintain six-foot social distancing, and when it is likely that you'll come into close contact with someone such as when using a hallway, stairway, elevator, or restroom.

- When classroom and lecture hall environments can maintain six-foot social distancing and the teaching/learning environment is static, face coverings may be removed. Face coverings must be replaced when leaving this static environment such as exiting the classroom and entering the hallway.
- The College will provide all students with one reusable cloth face covering and employees with two reusable cloth face coverings, which have already been procured.
- Additional disposable and replacement reusable face coverings have been procured and are available at the open entrances to each building.
- Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). See the [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared, and individuals are responsible for cleaning and maintaining their face coverings.
- Contractors are required to provide and wear their own face coverings.

Additional PPE

Additional PPE has been procured for specific tasks and includes disposable gloves, face shields, gowns or coveralls and foot coverings.

Hygiene, cleaning and disinfection

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 have been developed.

Hand Hygiene

- All individuals must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing your nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
- Signage will be posted throughout the campus to remind individuals to practice proper hand hygiene.
- If soap and water are not readily available, then an alcohol-based hand sanitizer containing at least 70% alcohol should be used. Hand sanitizer

stations are installed throughout campus, and individual hand sanitizer supplies will be provided to employees.

Enhanced Cleaning and Disinfecting Protocol

- The College will follow [NYS DOH](#) and [CDC](#) protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19. Please see Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process. See appendix C.
- COVID-19 cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the Director of Facilities at 585-785-1273.
- Employees are responsible for cleaning and disinfecting shared work stations, tools, and equipment with appropriate supplies between uses.
- Employees are instructed to not bring in personal cleaning products to the College as they may interact with other cleaning agents and could be harmful or not effective.

College Reporting and Contact Tracing

- The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of an employee or visitor testing positive, the local health department will be notified of all employees and visitors who entered the site dating back to 48 hours before the individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

Department of Health

The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately

upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

- Ontario County Public Health
 - Kate Ott, Director of Preventive Services, kate.ott@co.ontario.ny.us
 - Debra Trickey, Ontario County Emergency Management, 585.396.4310, Debra.Trickey@co.ontario.ny.us
- Wayne County Public Health
 - Diane Devlin, Director of Public Health, 315.946.5749, DDevlin@co.wayne.ny.us
- Yates County Public Health
 - Sara Christensen, Deputy Director Public Health, 315.536.5160,

Restarting operations

- FLCC is following the detailed Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process. See appendix C.
- The ventilation systems have been cleaned and filters checked. Fan coils were sprayed down with disinfectant and coil pans cleaned thoroughly. Throughout the summer, Facilities runs the domestic hot water in sinks and showers to ensure proper circulation in the system and tanks. The toilets are flushed and floor drains are watched to ensure no dry traps.

Signage and Communication

- Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, and follow hand hygiene and cleaning guidelines, and how to report symptoms of or exposure to COVID-19.
- Signage and floor decals will be placed in high-traffic areas and/or narrow areas in order to remind people of social distancing requirements. Please see Appendix B for the interim signage plan.
- The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

Fiscal Administration

Priorities

- Minimize student and staff face-to-face interactions
- Encourage use of online resources for payments, inquiries, and resolution of issues
- Ensure health and safety of students and staff when face-to-face interactions are required
- Minimize/mitigate exposure to virus transmission through physical contact with documents, materials, shipping containers, counter surfaces
- Ensure the integrity of financial transactions and documentation of approvals

Re-populating the Campus

The majority of activities related to fiscal administration are well-suited to being conducted virtually. Staff involved in fiscal operations therefore can continue to work remotely while other areas begin to return to campus. Those activities that require staff to be physically present on campus will be scheduled to minimize the continued presence of staff in the building.

Offices, such as Student Accounts, that require staff to be available daily to interact face to face with students will be set up to minimize direct contact between the staff member and the student using protocols described above under “Employees” and “Facilities and Pandemic Operations.”

All other offices responsible for fiscal administration functions (Payroll, Accounts Payable, etc.) will have staff scheduled to be physically in the office only to the extent necessary to complete specific tasks while occupancy restrictions continue in place.

The bookstore will operate virtually until instructional plans for the fall are clear, with staff coming into the building as needed to fulfill online orders. When occupancy restrictions allow, bookstore staff will return under the protocols described above under “Employees” and “Facilities and Pandemic Operations.”

Preventive Health

All offices responsible for fiscal administration will follow the protocols and guidance described above under “Employees” and “Facilities and Pandemic Operations.” In addition, to minimize exposure of staff handling documents and other physical materials, individual offices and staff members will not accept any documents or materials directly. This includes incoming and outgoing mail and interoffice mail. Instead, all will be deposited

in a specified location in the Business Services department, where it will be disinfected or allowed to sit for an appropriate amount of time before being distributed to recipients.

During the time of virtual operations, many *ad hoc* procedures have been developed to allow continuity of operations. Those procedures will continue to be followed even after staff have returned to the building. These include sending requests for information and materials via email, scanning and emailing documents, and contacting staff members via Webex or telephone rather than entering their offices.

Many of the *ad hoc* procedures are being reviewed to determine if there are better methods for implementing them, e.g. within Colleague or via Formstack. This would allow them to become standard operating procedures. Until they are converted formally, they will continue as they have been during recent months.

Containment

The protocols described above under “Employees” and “Facilities and Pandemic Operations” will be followed to ensure containment of any identified COVID 19 outbreaks.

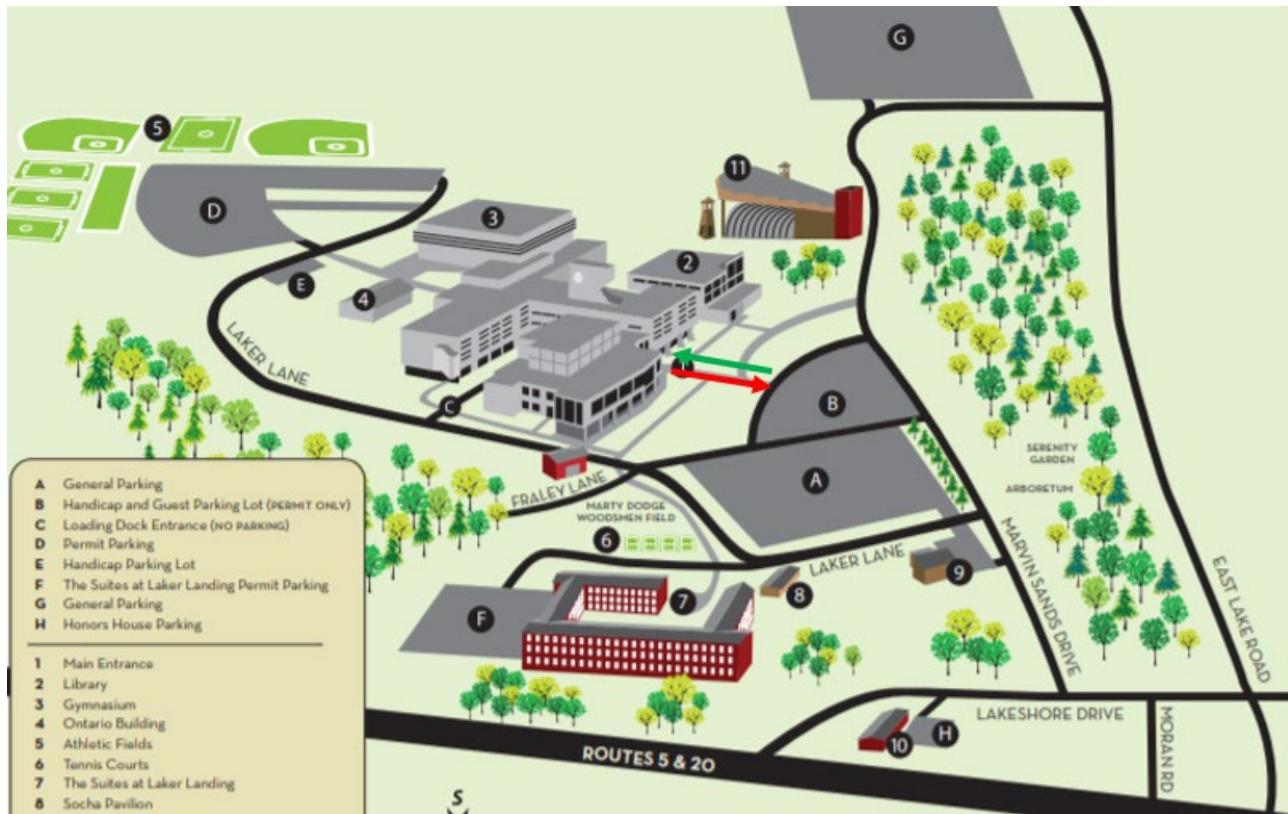
Shut Down

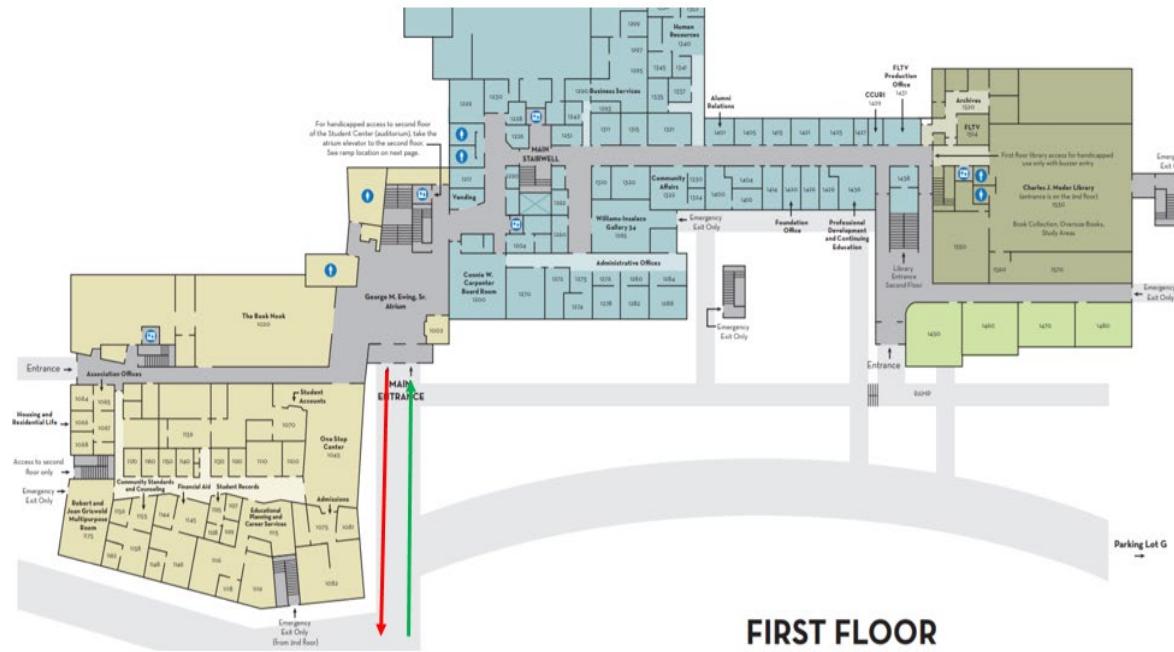
Fiscal administration activities have been functioning relatively well under remote operating conditions. Those staff who work on them will be among the last to return to campus. Should a shut-down be required before they all have returned from working remotely, there will be no interruption in operations. If a shutdown should happen after many or all are back on campus, the move back to virtual operations should be quick and relatively seamless because everyone now knows exactly what is required to establish their operations away from campus.

Appendix

Appendix A

Designated Building Entryways/Exits and Interim Traffic Management Plan for One-Point Entrance





Appendix B

Interim Campus Reopening Signage Plan

Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, and how to report symptoms or exposure to COVID-19.

For example, the NYS DOH Face Mask flyer will be posted throughout the campus:

Face Masks and Coverings for COVID-19



- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), **even when wearing a face covering.**

Putting On Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
- Remove your mask only touching the straps.
- Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
- Wash your hands again.
- When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
- Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

Signage and floor decals will be placed in high-traffic areas and/or narrow areas in order to remind people of social distancing requirements.

For example, floor decals will be placed in locations such as the library check out and information desks and the One Stop Center:



The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

Appendix C

Enhanced Cleaning and Disinfection Procedures for COVID-19

Finger Lakes Community College will follow the [New York State Department of Health Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) (March 10, 2020). These procedures will be reviewed and updated as further guidance is issued by the NYS DOH. For detailed cleaning and disinfecting procedures please refer to FLCC COVID-19 UN-PAUSE Enhanced Cleaning Protocols.

Routine Cleaning

Routine cleaning of College facilities will be rigorous and ongoing, and surfaces that are touched most frequently will be prioritized. Routine cleaning will include:

- Clean and disinfect high contact surfaces such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mop or auto-scrub floors.
- Vacuum entryways and high traffic areas.
- Remove trash.
- Clean restrooms.
- Wipe heat and air conditioner vents.
- Spot clean walls.
- Spot clean carpets.
- Dust horizontal surfaces and light fixtures.
- Clean spills.
- Clean and launder microfiber cloths.

Priority Areas

These areas will be given priority due to their high traffic.

- Restrooms
 - Clean and disinfect all restroom surfaces, fixtures, door knobs, push plates, and switches (throughout the day).
- Dining Areas
 - Clean and disinfect counters, tables, and chairs regularly (at least once daily).
- Student Service Areas, Computer Labs, Classrooms, and Other Frequently Touched Surfaces
 - Clean and disinfect frequently touched surfaces (at least once daily).

Information for Supervisors

General recommendations

- Consider what items can be moved or removed completely to reduce frequent handling or

contact from multiple people. Soft (porous) materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them.¹

- Surfaces that are not frequently touched should be cleaned and do not require additional disinfection. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths.²
- Assignments for workers with increased susceptibility for SARS-CoV-2 infection or complications from COVID-19 may require flexibility, where feasible, to help prevent potential exposures to the disease.³

Definition of suspected and confirmed COVID-19

- An individual with **suspected** COVID-19 means that person displays symptoms which include, but are not limited to, fever, coughing, shortness of breath.
- An individual with **confirmed** COVID-19 means that person has tested positive, with the test being administered by a certified health professional.

Prior to cleaning and disinfecting the following criteria must be met

- Staff members have received training that emphasizes the importance of the following:
 - Selecting, donning & doffing personal protective equipment (PPE) appropriate for the task performed and cleaning product used;
 - Proper techniques for cleaning and disinfecting;
 - Appropriate use of cleaning and disinfection chemicals, including how to use the cleaners and disinfectants according to label instructions;
 - Use and operation of any specialty equipment used for disinfecting (such as a fogger or disinfecting machine).
- Staff members have appropriate PPE that fits properly and is appropriate for the assigned task.
- The disinfectant to be used is registered with the EPA and the NYS DEC (see link below) for use against COVID-19/SARs-CoV-2. The EPA recommends following the viricidal use directions with the longest contact time on the product label -
https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Custodial staff are capable of cleaning and disinfecting the area within a one 8-hour work day.

If all of the above criteria cannot be met, Facilities and EHS will arrange for a qualified 3rd party vendor to be contracted and perform cleaning and disinfection for the affected area(s).

Cleaning areas where individuals with suspected or confirmed COVID-19 have visited or resided

¹ CDC Reopening guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

² CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

³ OSHA COVID-19 Control and Prevention <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

This cleaning protocol is aimed at limiting the survival rate of the novel coronavirus in key environments. Areas to be cleaned and disinfected will be determined by the individual's previous movements.

Prior to cleaning and disinfecting

- Close off areas visited by the person who is sick.
 - If affected areas cannot be closed off, the entire facility may need to be closed.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- The CDC recommends waiting 24 hours or as long as practical before beginning cleaning and disinfection⁴. New York State Department of Health requires that a symptomatic individual with confirmed COVID-19 has left an isolation area, the isolation area must remain vacant for a minimum of 4 hours prior to entry for cleaning and disinfection⁵.
- Assemble all appropriate PPE and equipment necessary to complete the cleaning and disinfecting, including materials necessary for disposal of cleaning supplies and PPE

Establish a doffing area

The area should:

- Be immediately outside the area being disinfected, to minimize additional potential spread.
- Be large enough to accommodate all employees involved in the cleaning and disinfecting process, including enough space to doff PPE.
- Be secured from entry by others who are not involved in the cleaning and disinfecting process.
- Include a posted copy of the [CDC PPE Sequence](#) poster highlighting instructions of the donning and doffing procedures.
- Include bags for disposal of PPE. The bags should be able to be tied closed before disposing of them with other waste.
- Include a clearly marked CLEAN CHAIR for use while doffing PPE.

Cleaning and disinfecting facilities that do not house people overnight

- Wear disposable gloves, gowns and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns, face masks and foot coverings should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a

⁴ CDC Cleaning and disinfection for community facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

⁵ NYS DOH Interim guidance for cleaning and disinfection for non-healthcare settings where individuals under movement restriction for COVID-19 are staying https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_non-healthcare_settings.pdf

suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.

- Always clean surfaces prior to the use of disinfectants, using water and soap or detergent. Clean and disinfect all areas used by the person who is sick, including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls).
- Vacuum the space if needed, using a HEPA filter, if available.
 - Do not vacuum a room or space that has people in it.
 - Temporarily turn off fans and HVAC systems servicing the room, so that particles will not circulate throughout the facility.
- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability rates⁶, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁷.

Cleaning and disinfecting facilities that house people overnight

- If the area is occupied by an individual with a suspected or confirmed case of COVID-19, cleaning of areas occupied by this individual should only proceed after consultation with the local health department.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Wear disposable gloves, gowns and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns, face masks and foot coverings should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Follow Interim Guidance [for US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
- In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-**

⁶ National Institute of Health, "New coronavirus stable for hours on surfaces" <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

⁷ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

needed.

- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability rates⁸, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁹.

Routine Cleaning Practices

Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.

Use products safely

- Pay close attention to hazard warnings and directions on product labels.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
- Read and understand all instruction labels and understand safe and appropriate use.

Clean all “high-touch” surfaces every day

- Breakroom tables and chairs, refrigerator and microwave doors and handles
- Door handles and door opener push plates
- Stair handrails
- Kitchen and bathroom faucets and fixtures, including bathroom door locks, on and under hand dryers
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains
- Shared phones, computer keyboards, mouse, tablets
- Hands-on learning items
- Drinking fountains and water fill stations
- Copy machines
- Interoffice mail envelopes
- Shared office supplies, including staplers, pens and pencils (see also “[General recommendations](#)”)

How to clean and disinfect hard (non-porous) surfaces¹⁰ (except LEXAN® barriers / sneeze

⁸ National Institute of Health, “New coronavirus stable for hours on surfaces” <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

⁹ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

¹⁰ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

guards)

- Wear disposable gloves when cleaning and disinfecting surfaces.
 - Gloves should be discarded after each cleaning.
 - Clean hands immediately after gloves are removed. See hand hygiene section.
- If surfaces are visibly dirty, they should be cleaned with detergent or soap and water prior to disinfection.
- Clean surfaces and objects that are visibly soiled.
- Clean any surfaces that may have blood, stool, or body fluids on them;
- Remove and wash clothes or bedding soiled by blood, stool, or body fluids.
- For disinfection, the following products are thought to be effective:
 - Diluted household bleach solutions; mixing 5 tablespoons (1/3 Cup) bleach per gallon of water
 - Follow manufacturer's instructions for application and proper ventilation;
 - Never mix household bleach with ammonia or any other cleanser;
 - Check the label to ensure that the bleach is intended for disinfection and is not expired;
 - Leave solution on the surface for at least 1 minute
 - Alcohol solutions with at least 70% alcohol; leave solution on the surface for at least 30 seconds¹¹
 - EPA and DEC-registered disinfectants that indicate they are effective against the human coronavirus;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
 - Follow product label instructions for PPE, safety precautions, and length of time to keep surface wet.

How to clean and disinfect LEXAN® barriers (a.k.a. sneeze guards)¹²

The College has installed transparent, physical barriers in locations where social distancing is difficult to maintain, but face to face communications are necessary for continued operations. These barriers are constructed of LEXAN® sheet polycarbonate, which requires specific cleaning methods and products to maintain the material strength and clarity. Periodic cleaning is recommended to prolong service life.

- Wear appropriate PPE
 - Disposable gloves;
 - A disposable gown or suit and face shield or face mask and goggles should also be worn if splashes or sprays are anticipated.
- Cleaning the LEXAN® barrier

¹¹ Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)

¹² SABIC Specialty Film & Sheet LEXAN® Sheet Processing Guide https://sfs.sabic.eu/wp-content/uploads/resource_pdf/1482256914-51422789-SABIC-SFS-6212-EN-LEXAN-Sheet-Processing-Guide-FINAL-Nov-2015.pdf

- Remove any protective masking as soon as possible from the surface. Do not wait longer than two weeks after installation to remove masking.
- Gently wash the barrier and stand legs with a solution of mild soap and lukewarm water, using a soft, grid-free cloth or sponge to loosen any dirt or grime.
- Thoroughly rinse the barrier with clean water to remove any cleaner residue and dry the surface with a soft cloth to prevent water spotting.
- Alternatively, the sheet can be cleaned with high-pressure water cleaner (max. 1450 psi) and / or steam cleaner (test on a small area first).
- Use of incompatible products and materials can cause structural and / or surface damage.
 - Avoid the routine use of abrasive or alkaline cleaners (such as bleach).
 - Never use alcohols.
 - Never scrub with brushes, steel wool, or other abrasive materials.
 - Never use squeegees, razor blades, or other sharp instruments to remove deposits or spots.
- **Disinfecting the LEXAN® barrier**
 - Diluted bleach solution can be used to disinfect the LEXAN® barrier, if necessary after exposure to an individual with suspected or confirmed case of COVID-19. However, the barriers themselves are not considered a “high-touch” surface, and should not be disinfected unless exposed to an individual with suspected or confirmed COVID-19. See “[How to clean and disinfect hard \(non-porous\) surfaces](#)” for bleach mixing instructions.
- Follow appropriate safety recommendations and use the product in accordance with manufacturer’s recommendations (i.e. ensure adequate ventilation), additional PPE that may be required, length of time to keep the surface wet;
- Clean and disinfect associated all “high-touch” surfaces at least every day or more often in accordance with the appropriate instructions ; including
 - **High traffic or shared workstations** (see “[How to clean and disinfect hard \(non-porous\) surfaces](#)”)
 - **Shared pens and pencils** (see “[Recommendations for shared equipment](#)” and “[How to clean and disinfect hard \(non-porous\) surfaces](#)”)
 - **Shared phones, computer keyboards, tablets** (see “[Electronics and IT assets](#)”)
 - **Other “high-touch” surfaces outlined in the routine cleaning practices**

How to clean and disinfect soft (porous) surfaces¹³

- Consider temporarily removing soft (porous) materials from high traffic areas, as they are not easily disinfected¹⁴
- Wear disposable gloves when cleaning and disinfecting surfaces.
 - Gloves should be discarded after each cleaning.

¹³ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹⁴ CDC Guidance for cleaning and disinfecting decision tool <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

- Clean hands immediately after gloves are removed. See hand hygiene section.
- Remove visible contamination, if present and clean with appropriate cleaners indicated for use on these surfaces.
- After cleaning, disinfection can be achieved by:
 - Launder items as appropriate using the warmest setting for the items and dry items completely; or
 - Use an EPA / DEC-registered disinfectant that indicates effectiveness against the human coronavirus;
 - https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Vacuum as usual. Use a vacuum equipped with a HEPA filter, if available.¹⁵

How to clean and disinfect clothing, towels, linens and other items that go in the laundry¹⁶

- Wear disposable gloves when handling dirty laundry from an ill person.
 - Gloves should be discarded after each use.
 - Clean hands immediately after gloves are removed. See hand hygiene section.
- If possible, keep soiled laundry items away from your body.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions.
 - Use the warmest appropriate water setting for the items.
 - Dry items completely.
 - Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to the appropriate guidance for hard (non-porous) surfaces or soft (porous) surfaces.
 - Consider using a bag liner that is either disposable or can be laundered.

Electronics and other IT equipment

How to clean and disinfect electronics between uses^{17 18}

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.

¹⁵ CDC Cleaning and Disinfecting Frequently Asked Questions – Is it safe to vacuum in a school, business, or community facility after someone with suspected or confirmed COVID-19 has been present?

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>

¹⁶ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹⁷ Center for Disease Control – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹⁸ Adapted from the NYS Office of Technology Services Memorandum “Use and Cleaning of IT Assets” dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Leave alcohol on the surface for at least 30 seconds.¹⁹
- Dry surfaces thoroughly to avoid pooling of liquids.

Receiving and distributing IT equipment²⁰

- Maintain social distancing when receiving and distributing IT equipment. Avoid direct contact when possible.
- Wear appropriate PPE
 - Wear disposable gloves when receiving and distributing IT equipment,
 - Gloves should be discarded immediately after use,
 - Clean hands immediately after gloves are removed. See [hand hygiene](#) section.
- Leave returned IT equipment undisturbed for at least three hours and/or wipe with an approved disinfectant before handling.
 - When using disinfectant or wipes, follow appropriate safety recommendations and use the product in accordance with manufacturer's recommendations (i.e. ensure adequate ventilation);
 - Handle IT equipment minimally within the first three days of receipt.

Received:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Leave until at least:	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

- Incoming IT equipment should be segregated and labeled based upon their arrival date.
- When practical, outer packaging should be removed and discarded immediately.

Preparing IT equipment for transfer, support services, or future use²¹

- Wipe all hard surfaces on the IT equipment with approved disinfecting wipes,
 - Wear disposable gloves when preparing IT equipment,
 - Gloves should be discarded immediately after use,
 - Clean hands immediately after gloves are removed. See [hand hygiene](#) section.
- For keyboards, compressed air will remove larger pieces of dirt or dust,
 - Do not use compressed air if equipment has been handled within the last three days.
- Secure the IT equipment in a location where it will not be handled prior to transfer or ITS support servicing.

¹⁹ Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)

²⁰ Adapted from the NYS Office of Technology Services Memorandum "Use and Cleaning of IT Assets" dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

²¹ Adapted from the NYS Office of Technology Services Memorandum "Use and Cleaning of IT Assets" dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

Non-emergency transport vehicles²²

Information for supervisors

- When transporting a known confirmed positive passenger, drivers should wear an N95 or greater respirator and eye protection, such as a face shield or goggles (as long as they do not create a driving hazard).
- The passenger should wear a face mask or cloth face covering. Face masks and cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The use of larger vehicles is recommended when feasible, to allow for greater social distancing between vehicle occupants.
- Drivers should practice regular hand hygiene, avoid touching their nose, mouth and eyes.
- Other passengers should not be transported in the same vehicle.

How to clean and disinfect non-emergency transport vehicles

- At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick.
- Open all doors and lift gates to allow for sufficient air changes to remove potentially infectious particles. Doors and windows should remain open when cleaning the vehicle.
- Wear appropriate PPE
 - Disposable gloves;
 - Disposable gown or coveralls
 - Face shield or face mask and goggles should also be worn if required by the product safety data sheet or if splashes or sprays are anticipated.
- Follow appropriate safety recommendations and use the product in accordance with manufacturer's recommendations (i.e. ensure adequate ventilation);
- **Clean and disinfect** surfaces and objects in accordance with the appropriate instructions
 - Hard (non-porous) surfaces like hard seats, arm rests, door handles, seat belt buckles, light, heat, A/C controls, doors and windows, radio and grab handles – “[How to clean hard \(non-porous\) surfaces](#)”
 - Soft (porous) surfaces such as fabric seats – “[How to clean soft \(porous\) surfaces](#)”
 - Frequently touched electronic surfaces, such as tablets or touch screens – “[Electronics and IT assets](#)”
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning.
- Wash hands immediately after removal of gloves and PPE. See [hand hygiene](#) section.

²² Cleaning and disinfection for non-emergency transport vehicles <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

- If a disposable gown was not worn, work uniforms / clothes worn during cleaning and disinfecting should be laundered in accordance with "How to clean and disinfect clothing, towels, linens and other items that go in the laundry" instructions. Gloves should be worn when handling dirty laundry.
- Wash hands immediately after handling laundry and removing disposable gloves. See hand hygiene section.

Receiving, handling, and disinfecting mail and packages^{23 24}

According to research published by the National Institutes of Health, CDC, UCLA and Princeton University, COVID-19 is detectable in aerosols (up to 3 hours), on copper (up to 4 hours), cardboard (24 hours), stainless steel (3 days), and plastics (3 days). Although the risk of transmission of coronavirus from a package is pretty low, it is not impossible.

- Avoid direct contact with the delivery person.
- Leave mail and packages undisturbed for at least three hours and/or spray with disinfectant before handling.
- Wear appropriate PPE
 - Wear disposable gloves when receiving and handling mail and packages,
 - Gloves should be discarded immediately after use,
 - Clean hands immediately after gloves are removed;
- When using disinfectant or wipes, follow appropriate safety recommendations and use the product in accordance with manufacturer's recommendations (i.e. ensure adequate ventilation);
- Handle mail and packages minimally within the first three days of receipt.
 - Note: although much incoming mail and packages are paper or cardboard, some of these materials are coated in plastic.

Received:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Leave until at least:	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

- Mail and packages should be segregated and labeled based upon their arrival date.
- When practical, outer packaging should be removed and discarded immediately.
- If surfaces are visibly dirty, disinfectants are not effective, and the surface should be cleaned using a detergent or soap and rinsed with water prior to disinfection.
- For disinfection, the following products are believed to be effective:
 - Diluted household bleach solutions;
 - Follow manufacturer's instructions for application and proper ventilation;
 - Never mix household bleach with ammonia or any other cleanser;
 - Check to ensure that the product is not past its expiration date;
 - Prepare a bleach solution by mixing:

²³ CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

²⁴ N van Doremalen, *et al.* Aerosol and surface stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1. *The New England Journal of Medicine*. DOI: 10.1056/NEJMc2004973 (2020)

- 5 tablespoons (1/3 Cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water.
- Alcohol solutions with at least 70% alcohol;
- EPA-registered disinfectants that indicate they are effective against COVID-19;
- https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

Personal Protective Equipment (PPE)

General PPE guidance

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves, gowns / coveralls and foot protection should be compatible with the products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves, gowns / coveralls and foot protection should be removed carefully to avoid contamination of the wearer and the surrounding area. Clean hands immediately after removing gloves.
- Immediately report breaches in PPE (e.g., a torn glove) or any other potential exposures to a supervisor.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Filtering face piece respirators (i.e. N95 – may only be worn by employees who fall under the College's Respiratory Protection Program, and who have successfully completed training, medical evaluation, and fit testing in the respirator that they will be wearing).

PPE – Task Selection Guide

Department	Task	PPE
Student Health Services	Suspected Case Assessment/Treatment	Gloves, N95 respirator, face shield, gown or coveralls
Campus Police	Emergency response to a person exhibiting symptoms of COVID-19.	Gloves, face mask, goggles
Custodial Department	Routine Cleaning and Disinfecting	Gloves, face mask, goggles (as needed for chemical protection)
Custodial Department	Cleaning after Suspected Case (wait at least 4 hours, preferably more than 24 hour)	Gloves, face mask, goggles, gown or coveralls, shoe covers
All other employees/tasks	All other tasks in shared spaces (updated 5/12)	Face mask

Removing (Doffing) PPE²⁵

Follow the steps below when removing personal protective equipment:

1. Enter the doffing area (if established).
2. Properly remove and dispose of gloves.²⁶
 - a. Pay special attention so that you don't contaminate your hands.
 - b. Don't snap the gloves which could cause spray.
 - c. Hold one of your wrists so that your thumb points up.
 - d. Pinch that glove and lift at the wrist, then roll it down until the glove is completely off your hand in a ball in the palm of the other hand.
 - e. Then, slide a finger down and inside the outer glove on the other hand and pull it off until it's balled around the first glove.
 - f. Dispose of the gloves.
 - g. See also CDC Doffing PPE: Remove and discard outer gloves
<https://youtu.be/S4SYqPFYjig>
3. Properly remove and dispose of coveralls, if worn.²⁷ [See instructions](#).
4. Properly remove and dispose of boot covers or foot coverings, if worn.²⁸ [See instructions](#).
5. Disinfect your shoes after disinfecting an area where an individual with suspected or confirmed COVID-19 has been.²⁹
 - a. To disinfect your shoes, sit down in the designated clean chair.
 - b. Use an EPA-registered disinfectant wipes to thoroughly disinfect all the surfaces of your shoes, moving from top to bottom and including the soles. Be sure not to touch your ankles.
 - c. See also CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html
6. Immediately clean your hands with soap and water or alcohol-based hand sanitizer (70% alcohol or greater). See the Hand Hygiene section.
7. Properly remove and dispose of goggles and face shield, if worn.³⁰ [See instructions](#). Do not touch the front of the face shield or goggles.
8. Properly remove and manage face mask.³¹

²⁵ Adapted from CDC Using Personal Protective Equipment (PPE) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

²⁶ CDC Doffing PPE: Remove and discard outer gloves https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_06.html

²⁷ CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html

²⁸ CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

²⁹ CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html

³⁰ CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html

³¹ Adapted from CDC's Doffing PPE: Remove the N95 Respirator https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_16.html

- a. Do not touch the front of the face mask while removing it.
- b. Tilt your head forward.
- c. Then, use two hands to untie the mask or remove the ear straps.
- d. Let the mask fall forward away from your face. Follow the appropriate instructions for care and storage of PPE.

9. Immediately clean your hands **again** with soap and water (preferred) or alcohol-based hand sanitizer (70% alcohol or greater). See the Hand Hygiene section.

10. Exit the doffing area.

Remove goggles / face shield³²

- a. To remove a face shield, tilt your head forward slightly, grab the strap at the back and pull it forward and over your head, which will let the face shield fall from your face. Dispose of the face shield.
- b. See also CDC Doffing PPE: Remove the face shield <https://youtu.be/0VAvEbT9qEc>
- c. To remove goggles, tilt your head forward slightly and remove goggles from the back by lifting the head band or ear pieces.³³

Remove coveralls.³⁴

- a. If your coverall has a flap covering the zipper, you must gently pull it open.
- b. Then you will need to disinfect your gloves.
- c. Next, tilt your head back and reach for the zipper at the top of the suit, using a mirror to avoid touching the skin.
- d. Grasp the zipper with two fingers of one hand without using the other hand on the front of the suit and pull down.
- e. Unzip completely. The assistant may help you unzip the coverall, if necessary.
- f. The assistant will stand behind you and grasp the outside of the coverall at the shoulders, and pull it off your body in a downward motion until the coverall is off your shoulders completely.
- g. The assistant will then reposition his or her hands and roll the suit outward and down the back in a controlled fashion, removing your arms and slowly pulling it down until it's at your waist, being careful not to touch your scrubs or skin.
- h. To get the coverall off the rest of the way, you may need to sit down in the clean chair, which will be marked clearly.
- i. Grab the coverall, and pull it away from your body, one leg at a time.
- j. Once the coverall is off completely, dispose of it.
- k. See also CDC Doffing PPE: Remove the coverall <https://youtu.be/KKC-VSh4Hsk>

³² CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html

³³ CDC PPE Sequence <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

³⁴ CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html

Remove shoe covers³⁵

- a. Sit in the designated clean chair to take off your boot or shoe covers only.
- b. Once you sit down, be careful not to touch one leg with the other.
- c. Then grasp the outside of the boot or shoe cover and pull down toward your ankle.
- d. Then, lift the boot or shoe cover over your heel, pull it off your foot and dispose of it correctly.
- e. The exact way to remove the boot or shoe covers will vary based on the manufacturer's instructions.
- f. See also CDC Doffing PPE: Remove boot covers https://youtu.be/Y_NhH8Eb3-Y

Care and storage of PPE

Reusable face masks³⁶

1. Face masks should be washed and dried daily. Hand washing and line drying are recommended by the manufacturer.
2. Before washing, tie a knot in the strings which are used for tying the mask when wearing in order to prevent them from unraveling.
3. The water used for handwashing should be as hot as comfortable.
4. Use liquid laundry detergent or typical hand soap and create a lather.
5. Rub the masks and soap lather together in your hands and rub the mask onto itself for greater than 30 seconds.
6. Rinse the mask twice in water as hot as comfortable.
7. Lay the mask on a clean, dry surface to dry.
8. If the dry mask has wrinkled so that it no longer lays flat against face, iron the mask with an iron set on medium high for cotton material.

Extended use and limited reuse of disposable face masks and filtering face piece respirators³⁷

1. Limited reuse refers to the practice of using the same disposable face mask or respirator multiple times, but removing ("doffing") when not required. The equipment is stored in between uses to be put on again ("donned"). Extended use refers to the practice of wearing the same face mask for repeated close contact encounters without removing the facemask between encounters.

³⁵ CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

³⁶ Email correspondence with John Martynec, Executive Vice President of Manufacturing and Operations, Hickey Freeman May 2020

³⁷ Adapted from CDC's Strategies for Optimizing the Supply of Facemasks <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>

2. The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
3. The facemask should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean, sealable paper bag or breathable container.
4. Perform hand hygiene with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the mask or respirator. See the hand hygiene section.
5. After coming in to contact with a person with a suspected or confirmed case of COVID-19 (as defined on page 2), disposable face masks and filtering face piece respirators should be disposed of immediately.

Hand Hygiene^{38 39}

Clean hands often

- Clean hands immediately
 - After removing gloves;
 - After contact with an ill person;
 - After blowing one's nose, coughing, or sneezing;
 - After using the restroom;
 - Before eating or preparing food;
 - After contact with animals or pets;
 - Before and after providing routine care for another person who needs assistance (for example, a child).
- Wash hands with soap and water for at least 20 seconds.
- If soap and water are not available and hands are not visibly dirty, an alcohol based hand sanitizer with at least 70% alcohol may be used⁴⁰
 - Apply the product to the palm of one hand and rub over all surfaces of your hands until hands are dry
 - If hands are visibly dirty, hand sanitizer is not effective, and hands must be washed with soap and water.
- Avoid touching eyes, nose, or mouth with unwashed hands.

Handling Waste

Handle waste properly

- Throw disposable items in the trash immediately after use.
- Used gloves and other disposable items that may have been contaminated with COVID-19 should be placed in a bag that can be tied closed before disposing of them with other waste.
- Avoid touching used tissues and other waste when emptying waste baskets.

³⁸ CDC When and how to wash your hands <https://www.cdc.gov/handwashing/when-how-handwashing.html>

³⁹ CDC Hand Hygiene Recommendations <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

⁴⁰ CDC Show me the science – when and how to use hand sanitizers in community settings

<https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

- Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

Appendix D

Fall 2020 Re-Opening Plan for The Suites at Laker Landing

Priorities

1. Keep residents healthy and safe in relation to COVID-19.
2. Keep professional & paraprofessional staff healthy and safe in relation to COVID-19 to ensure that staff can continue to assist the resident population.
3. Maintain normal operations and practices as much as possible if it does not impact the health and safety of others.

Strategies:

1. Promote resident responsibility for both own health and the health of others
2. Maximum reduction in face-to-face engagement

Occupancy/Housing

1. Full Capacity (bedroom/unit-based)
 - 353 beds (with no I/Q capacity)
 - Strict social distancing rules
 - Remove furniture from common areas in suites
 - Regular testing/temperature checks (in conjunction with College plan)
2. Low Density
 - By bathroom (ACHA)
 - 177 beds (with no I/Q capacity)
 - 77 4-bedroom suites = 2 bathrooms = 2 residents (**154 total**)
[house in A & D bedrooms]
 - 2 3-bedroom suites = 2 bathrooms = 2 residents (**4 total**)
 - 4 3-bedroom suites = 1 bathroom = 1 resident (**4 total**)
 - 11 2-bedroom suites = 1 bathroom = 1 resident (**11 total**)
 - 4 1-bedroom suites (including tour suite) = 1 bathroom = 1 resident (**4 total**)

Other Considerations

- High-risk populations
 - Residents with medical conditions (e.g., asthma, diabetes, immunosuppressive drug therapy, heart disease, HIV, and morbid obesity) are at high risk for COVID-19 illness and complications
- Assumption of risk documents
 - Residents should sign a document (addendum to License or separate agreement) stating understanding and assumption of risk, or agreed upon language/procedures through Student Health Services
- Housing rate modification

- Requires Association Board of Directors action

Operations/Maintenance

- Maintenance & Cleaning—I/Q
 - Quarantined/isolated section options
 - *Recommended:* All 2-bedroom units – 11 units (1st floor – 3, 2nd floor 4, 3rd floor – 4)
 - Maximize I/Q capacity
 - Maximize total capacity
 - Address HIPPA concerns
 - Spread throughout building, on each floor
 - C section 1st floor – 9 4-bedroom suites (36 spaces, 18 spaces per bathroom, 9 I/Q residents)
 - A/B section 1st floor – 7 units (2 1-bedroom, 1 2-bedroom, 4 4- bedroom = 20 spaces, 11 spaces per bathroom, including tour suite)
 - Maintain in own space (suitemate also to be placed under precautionary I/Q)
- Protocol
 - Protocol should be designed for the identification, communication, reassignment, and caring of the resident
- Elements
 - Signed Agreement of Understanding
 - Resident in quarantine will sign document agreeing to abide by quarantine rules, including not leaving the suite, or otherwise subject to removal from The Suites due to endangering the health and safety of other residents
 - Protocol made available to all individuals involved in the management of isolation spaces and its procedures (ACHA)
 - Isolation and quarantine rooms should be physically exclusive, have private bathroom, and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries. (ACHA)
 - Work with Student Health Services, County Health, and other appropriate agencies to monitor health (i.e., daily temperature checks/daily questionnaires) (ACHA)
- Signage
 - Placed BEFORE resident arrival to designate areas and not draw attention if resident is moved there
 - “Designated Area/Suite,” “Private Quarters,” or “Personnel Only” to avoid HIPPA & FERPA violations (ACHA)
- Services
 - Food Delivery
 - AVI deliver at designated time outside door
 - Disposable
 - Academic Services
 - Available remotely

- Counseling
 - Available remotely
- Other Support Services
 - Professional staff assist with personal needs (medication pickup, delivery of hygiene supplies, etc.). (ACHA)
- Laundry
 - Resident puts laundry in bag and leaves outside in hallway; designated staff member places in second bag before transporting to designated laundry facility and leaves fresh bag in hallway for resident
- Mail
 - RD delivers outside door one time per week
- Garbage
 - Resident places garbage bag outside door in hallway at specific day and time; maintenance staff member removes and places in second bag before transporting and disposing; leaves second bag for resident in hallway
- Maintenance
 - Resident work order request made by call or email to RD
 - Custodial and maintenance staff and live-in professional provided with and required to wear appropriate PPE (as per CDC guidelines) when cleaning or entering isolation and quarantine spaces (available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>)
 - Additional procedures to be developed
- Maintenance & Cleaning—General Resident Population
- Work orders
 - Resident work order request made by call or email to RD ONLY (elimination of in-person option)
 - Resident signs up for times or leaves phone number/email to determine when suite will NOT be occupied (in coordination with suitemate(s)) for Maintenance to enter suite and perform repair
- Cleaning/disinfecting
 - Enhanced cleaning in all common areas and on high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings.
 - Wiggle Room
 - Custodial workers should be provided appropriate PPE and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>) (ACHA)
 - FLCC Cleaning Staff to Perform Work
- Services
 - Delayed distribution of mail and packages
 - Quarantine mail and packages for three days after delivery before sorting; RD

- sorts with gloves & PPE
- Continue to utilize mailboxes
- Only professional staff (no RAs) will assist with mail and package pick-up
- Eliminate mailroom access for RAs
- Limited hours for package pick-up – M/W/F or M/F with set times
- Laundry room
 - Closed once a day for sanitizing/cleaning
 - One person inside the room at a time (but multiple people can be using the machines)
- Fitness center
 - Closed indefinitely
- Food (AVI)
 - Delivery/take-out/grab & go
 - Vending machines
 - Refill regularly (more frequently on M/F [or less?])
 - FLCC Food Pantry
 - The Suites Food Pantry
 - Work with Community Standards
 - Resident fills out request online, RD prepares in office, resident picks up from RD office on Fridays
- Garbage
 - Residents expected to take out garbage regularly
- Hallways, Stairwells, & Elevator
 - Elevator unavailable unless by permission/request (ADA/other need)
 - Two-way corridor
- Community Spaces
 - Timber Room, Lounges & Academic Lounge
 - Locked and closed (restriction may be relaxed if circumstances warrant)
 - Café
 - Unlocked, furniture removed, signage posted, stanchions erected leading only to ATM/coin machine and vending machines.
 - Cleaning
- Healthy Practices & Guidelines
 - Protective Measures for All
 - Social distancing
 - Require personal face coverings outside of personal units; provide extras at Security office (ACHA)
 - Frequent reminders of proper hand hygiene (verbal, posters, videos) with hand sanitizer widely available in common areas and rooms (ACHA)
 - Installation for hand sanitizers at each exit/entry point
 - No smoking on Suites property

- No guests
- Limited/restricted room change practice
- Single point of entry – access control (OCC)
- Protective Measures for Professional Staff
 - Reduce unnecessary engagement with residents
 - Limited hours
 - Remote work when possible
 - Closed doors (roped off with stanchions)
 - Meetings by Video/Call
 - Hand in all keys/documents to Drop Box
 - PPE: gloves, face masks & shields (gowns/booties as necessary for certain kitchen and bathroom tasks, such as clogged toilets and garbage disposal repairs)
 - Enact protective measures for high-risk staff
- Protective Measures for Student Staff (RAs)
 - Limited engagement with residents & staff (primarily video, phone, & email communication)
 - Trainings & RA staff meetings
 - Remote & online
 - PPE, face masks, gloves
 - No guests
- Communication
 - Notify Residents of Changes & Expectations
 - License/contract addendum
 - Security deposit refund policy prior to occupancy
 - Rules and Regulations addendum
 - New measures & expectations (behavior, consequences, policies, etc.)
 - Social distancing
 - Face coverings
 - Hand hygiene & cleaning/disinfecting protocols
 - COVID-19 symptom and exposure reporting
 - Resident role
 - Expectations and consequences
 - Prior to arrival
 - Atypical on-campus residential experience
 - Limited services
 - Expected & required health practices
 - Failure To Comply
 - Accountability (Conduct)
 - Reinforced with support from Community Standards
 - Endangering others (guests, social gatherings, not using PPE)

- First offense – housing probation & fine (\$50-\$100+)
- Second offense – heightened housing probation & fine (\$100-\$150)
- Third offense – suspension from housing (suspension from FLCC?)
- Communication campaigns (pre and post opening)
 - Emails, text messages, website, postcards, letters, Instagram, Facebook, other social media
- In-hall messaging
 - Poster campaign, bulletin boards, outside suite doors
 - Bathroom doors and refrigerator (how to clean and expectations)
 - Lobby monitor
 - High traffic areas—lobby, exits, stairwells, laundry rooms
- Movement within the residence hall
 - Elevator by request of permission only

Resident Preparation & Pre-Arrival

- Pre-arrival COVID-19 online training
- Video & quiz on new expectations/rules to follow in the residence hall
 - Required to take and pass by a certain grade; otherwise subject to housing conduct
- Resident health daily questionnaire
- Strongly encourage self-isolation 14 days prior to arrival on campus

Move-In

- Dates/Times
 - Strategically staggered, with multiple days and times
 - Options: by floor/by section/by room
 - 50 residents per day, beginning as early as Thursday, August 20th if residence hall is fully occupied or Tuesday, August 25th if residence hall is partially occupied
- Check-In
- Location of station
- Key distribution
- Documents
- Payment due
- Room Condition Report
- ID
- RA/professional staff interaction
- Residents, family members, and others assisting required to wear PPE
- Limit of one person assisting resident inside of the residence hall
- Traffic—parking lot distancing
- No carts available; encourage residents to bring personal carts

- Sanitation stations
- Hallways, stairwells, & elevator
- One-way signs posted on walls along hallways and corridors to limit contact
- Stairwells will be divided into “up” and “down” stairwells (i.e., central stairwell “up,” end of hallway stairwell “down”)
- Elevator unavailable unless by permission/request (ADA/other need)
- All-hall meeting
 - Live WebEx/Zoom “Events” with professional staff and RAs
 - Record and take attendance
- Section meetings
- Virtual—catch residents who missed meetings

RA Responsibilities

- Keys & Lanyards
 - Always use gloves
 - Disinfect GM key after each use
 - Switch cloth lanyard to nurse/security pull tab
 - UV light station in security office for disinfecting
- Lockouts
 - PPE
 - Eliminate handing out additional keys
- RA Training
 - Virtual/remote
- Security Office/Rounds
 - Options:
 - 1 RA on duty per night
 - 1 RA per shift with 2 RAs per night (first shift from 5 pm-8 pm; second shift from 8 pm-11 pm)
 - 1 RA desk shift 5 pm-11 pm with 1 RA holding phone overnight from 11 pm-8 am
 - Two RAs take turns on rounds- one in the office, with one on rounds
 - Always wear gloves and mask (face shield?)
 - Carry bag with extra masks for residents (PPE fanny pack)
- Simplex/Fire Alarms
 - Use masks, gloves (in case of confiscation), and shield before addressing
 - Ask residents to wear masks before entering
 - More building evacuations may be inevitable
- Evacuations
 - What does that look like?
 - How to maintain social distancing
 - Plan for providing PPE for residents who forget masks
 - Everyone spreads out and stretches in a straight line(s) across walkways

- Summer vs. winter weather challenges
- Addressing Concerns in Suites
 - Use masks, gloves, and shield before addressing
 - Ask Residents to use masks before entering or speaking too closely with RAs
 - Disperse groups of any size in hallway or lobby to maintain social distancing
 - Reiterate punitive outcomes—fine and up to eventual expulsion from The Suites
- Roommate Conflicts
 - Use video conferencing as opposed to in-person (easier to set up than all in-person)
- Health & Safety Inspections
 - Schedule when residents are NOT present in the space (have residents sign up for times)
 - PPE, gloves, and face shields
 - Recommend or offer to launder RA clothes after inspections
- Wiggle Room
 - Time slots for use (1 RA at a time)
 - Weekly cleanings
- Programming
 - No in-person programming; all remote

Residential Development/Programming

- Weeks of Welcome
- Life Workshops
- Creating an Engaging Space
 - Social media
 - Virtual weekly chats/webinars
 - Interactive games

Abbreviations

I/Q – Isolation/Quarantine

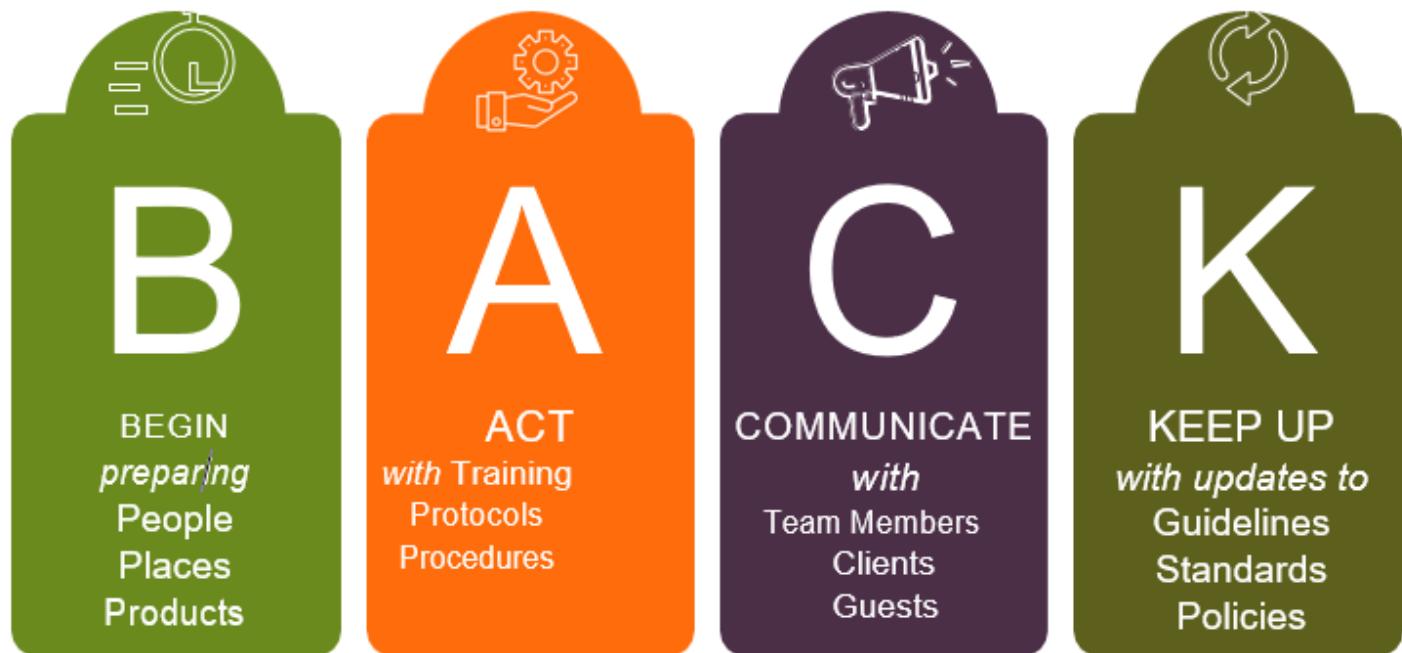
References

(OCC) – Onondaga Community College Phase 2 Re-Opening Plans Document

(ACHA) - ACHA Housing Recommendations - Many of these guidelines were developed in collaboration with the Association of College and University Housing Officers-International (ACUHO-I). Please visit the ACUHO-I website at <https://www.acuho-i.org/covid19> for additional COVID-19 resources for residence life administrators and staff.

Appendix E

AVI-Foodsystem Reopening Plan



Our Commitment

The global pandemic caused by COVID-19 has forever altered our daily lives. On behalf of the entire AVI family of dedicated team members, please know our hearts go out to all those who have been impacted by this crisis. These are unprecedented and challenging times and we continue to adapt our personal and professional lives accordingly. However, our commitment to providing exceptional service will never change.

AVI truly values the ongoing partnership we have with you and we take our commitment to serve you very seriously. Undoubtedly, COVID-19 has and will continue to change every meal experience and the ways in which we provide service. Our COVID-19 Response Team continues to monitor the changing dynamics of the coronavirus pandemic to ensure we are providing café, vending and Market C services in a **safe, responsible and effective manner**.

As we navigate through these challenging times, AVI will continue working collaboratively with our clients to ensure that appropriate changes to our service delivery and other operational aspects are managed with care and a strong commitment to our customers.

Our Plan

Welcome BACK! is AVI's comprehensive plan for reopening our clients' café, vending and Market C locations. We will continue to adapt and be responsive as guidance from federal, state and local governmental agencies and the Centers for Disease Control and Prevention (CDC) evolves.

We are communicating AVI's Welcome Back! plan with you to provide assurance that we are following a thoughtful approach to reopening our café, vending and Market C services. As always, AVI team members will continue to adhere to our clients' established safety protocols and procedures. However, we also look forward to reviewing our Welcome BACK! plan with you to collaborate on establishing the best protocols and procedures for your specific location.

We thank you in advance for your trust and partnership as we begin to welcome BACK our valued guests!



The first step in our Welcome BACK! plan is to begin preparing our people, places and products for reopening.

PEOPLE



Our team is ready to get back to serving you! As we confirm your reopening date, expected population and hours of operation at your location, we will begin immediately reactivating our workforce with the appropriate staffing levels needed.

PLACES



We will begin by thoroughly cleaning and sanitizing all food production equipment and service areas. Implementation of additional protocols and procedures, detailed on the next page, will ensure a safe and healthy environment in your café, vending and Market C location.

Prior to reopening, we will also make any other necessary adjustments to meet new protocols.

PRODUCTS



We are working closely with our supplier-partners to source the necessary inventory of supplies and fresh ingredients we will need to serve our guests and expedite service in a safe manner. We are also significantly increasing inventories of disposable single-use packaging and safety-related products.



A

ACT
with
Training
Protocols
Procedures

CAFÉ PROTOCOLS

To ensure the safety of our team members and guests, on-site managers will evaluate our culinary platforms and make adjustments accordingly. We have temporarily revised our culinary service standards as outlined below.



Suspension of:

Self-serve salad bars
Self-serve fountain drinks
Self-serve pizza/pasta offerings
Self-serve soup offerings
Self-serve grill selections
Self-serve utensils, condiments, napkins
Self-serve hot beverages/reusable cups
Other self-serve stations

Offer guests:

Increased packaged selections in refrigerated merchandisers
Additional bottled beverages in our beverage merchandisers
Clearly-marked packaged selections
Full-service experience
Full-service experience
Items distributed at point of service
Full-service experience
Evaluated on case-by-case basis

CAFÉ PROCEDURES

Each café will be required to:



- Frequently disinfect high traffic areas and touchpoints
- Ensure AVI Team Members are wearing face coverings at all times while working
- Indicate with floor markings the social distancing requirements for service and cashier areas
- Display appropriate signage communicating social distancing
- Partner with clients to establish limitations for traffic coming into the café
- Partner with clients to adjust seating to ensure proper social distancing (if permitted to be open)

VENDING AND MARKET C PROTOCOLS

- Increase sanitation of machines and touchpoints
- Ensure stock is replenished during off-peak hours to minimize contact with others
- AVI Team Members servicing accounts will maintain a 6-foot distance when replenishing stock
- Suspension of condiment packets, plates and flatware to reduce touchpoints



C

COMMUNICATE

with
Team Members
Clients
Guests

Providing effective and frequent communication is critical to our Welcome BACK! plan's success.

TEAM MEMBERS AND CLIENTS

We are continually communicating with our team members on the new operating procedures in our café, vending and MarketC locations. We will continue to keep you engaged and informed of our plans and any recommended actions related to your location.

GUESTS

We have developed a series of guest-focused marketing collateral to ensure we welcome back our guests with clear communication of the safety protocols they can expect to experience. We will also display our rotating menu choices to our guests.



K

KEEP UP
with updates to
Guidelines
Standards
Policies



GUIDELINES

As new government guidelines are released, AVI's team will quickly evaluate and revise our standards of operations accordingly.

STANDARDS AND POLICIES

The COVID-19 situation is constantly evolving and we will continue to keep our management team abreast of new standards and policies.

PARTNERSHIP WITH OUR CLIENTS

For the health and safety of your employees, below are additional safety recommendations and safety precautions to consider:

Maintaining 6-foot social distancing in café and break areas by:

- Providing floor markers as guides
- Reducing or eliminating seating in break areas
- Moving microwaves to less crowded areas
- Modifying break times to limit the number of customers in cafés and break areas

Implementing additional safety measures by:

- Providing plexiglass shields between café stations, vending machines and market kiosks
- Physical distancing of vending machines and reach-in coolers and freezers
- Providing hand sanitizer dispensers throughout facility
- Transitioning to cashless payment method

These are just a few ideas and AVI welcomes the opportunity to discuss in more detail.

We thank you for the opportunity to serve you. Your patience, understanding and partnership is appreciated and valued.

Published 05/05/202

OSHA Guidance

- OSHA COVID-19 Control and Prevention <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- Occupational Safety and Health Administration (OSHA) COVID-19 webpage <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

EPA Guidance

- US EPA – List N: Disinfectants for use against SARS-CoV-2 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Center for Disease Control (CDC) Guidance

- CDC Reopening guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- CDC – Cleaning and disinfection for community facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CDC – Cleaning and Disinfecting Your Facility <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- CDC Guidance for cleaning and disinfecting decision tool <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC When and how to wash your hands <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Cleaning and disinfection for non-emergency transport vehicles <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>
- CDC Cleaning and Disinfecting Frequently Asked Questions – Is it safe to vacuum in a school, business, or community facility after someone with suspected or confirmed COVID-19 has been present? <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>
- Adapted from CDC Using Personal Protective Equipment (PPE) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- CDC Doffing PPE: Remove and discard outer gloves https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_06.html
- CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html
- CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html
- CDC Doffing PPE: Disinfect your shoes https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_18.html
- CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html
- Adapted from CDC's Doffing PPE: Remove the N95 Respirator https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_16.html
- CDC Doffing PPE: Remove the face shield https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_08.html
- CDC PPE Sequence <https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- CDC Doffing PPE: Remove the coverall https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_12.html
- CDC Doffing PPE: Remove boot covers https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_14.html

[training/n95respirator coveralls/doffing_14.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/face-masks.html)

- Adapted from CDC's Strategies for Optimizing the Supply of Facemasks <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html>
- CDC Hand Hygiene Recommendations <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- CDC Show me the science – when and how to use hand sanitizers in community settings <https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

NIH

- National Institute of Health, "New coronavirus stable for hours on surfaces" <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

New York State Department of Health Guidance

- COVID-19 Webpage <https://coronavirus.health.ny.gov/home>
- Interim guidance for cleaning and disinfection of public and private facilities for COVID-19 dated March 10, 2020 https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf
- Interim guidance for cleaning and disinfection for non-healthcare settings where individuals under movement restrictions for COVID-19 are staying https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_non-healthcare_settings.pdf
- New York State Registered Disinfectants Based on EPA List http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Adapted from the NYS Office of Technology Services Memorandum "Use and Cleaning of IT Assets" dated March 24, 2020 http://dmna.ny.gov/covid19/docs/all/ITS_COVID19_UseCleanITAsset_032420.pdf

Other references

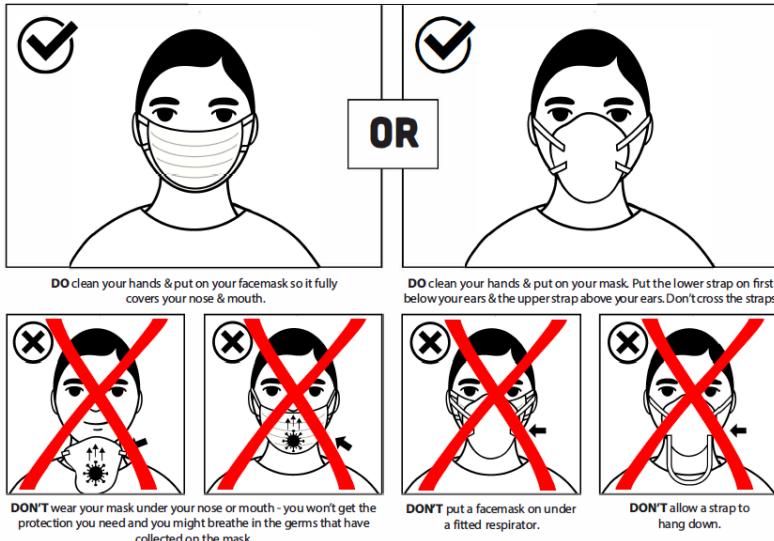
- Kratzel, et al. (2020) Inactivation of severe acute respiratory syndrome coronavirus 2 by WHO-recommended hand rub formulations and alcohol. *Emerging Infectious Diseases* 26 (7) (early release)
- van Doremalen, *et al.* (2020) Aerosol and surface stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1. *The New England Journal of Medicine*. DOI: 10.1056/NEJMc2004973
- SABIC Specialty Film & Sheet LEXAN® Sheet Processing Guide https://sfs.sabic.eu/wp-content/uploads/resource_pdf/1482256914-51422789-SABIC-SFS-6212-EN-LEXAN-Sheet-Processing-Guide-FINAL-Nov-2015.pdf

MASK UP

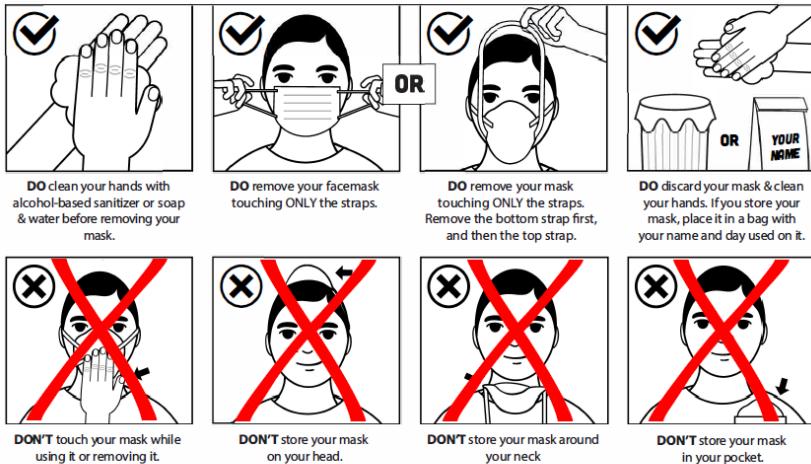
How to safely wear and store your mask to protect yourself and your community

Masks are required when interacting with students or the public

WEARING YOUR MASK



REMOVING AND STORING YOUR MASK



Adapted from design by Shanthony Art & Design | Shanthony.com

*Masks are required when interacting with students or the public

MASK UP

**How to safely wear and store
your mask to protect yourself
and your community**

Masks are required when interacting with students or the public

Caring for your reusable mask

- Face masks should be washed and dried daily. Hand washing and line drying are recommended by the manufacturer.
- Before washing, tie a knot in the strings which are used for tying the mask when wearing in order to prevent them from unraveling.
- The water used for handwashing should be as hot as comfortable.
- Use liquid laundry detergent or typical hand soap and create a lather.
- Rub the masks and soap lather together in your hands and rub the mask onto itself for greater than 30 seconds.
- Rinse the mask twice in water as hot as comfortable.
- Lay the mask on a clean, dry surface to dry.
- If the dry mask has wrinkled so that it no longer lays flat against face, iron the mask with an iron set on medium high for cotton material

Avoid direct contact with the delivery person.

- Don disposable gloves before handling mail and packages.
- Leave mail and packages undisturbed for at least three hours and spray with provided disinfectant before handling.

- **For packages**

- Label package with date received and release day.

If received	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Release day is	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday

- Avoid handle packages prior to release day.

- **For mail**

- If received on Friday, Saturday, Sunday or Monday, place in the bin labeled
 - **Friday – Monday**
 - If received on Tuesday, Wednesday, or Thursday, place in the bin labeled
 - **Tuesday – Thursday**

Appendix F

Interim Phase 2 Campus Reopening Symptom Screening Process for Summer 2020

Symptom Screening

- All employees will perform a daily health self-screening every day they are scheduled to work using an online symptom screening tool which will produce a personalized dated badge to be presented by the symptom free employee. If an employee does not have a printer at home, they may write down, screen shot or take a photo of their personalized daily authorization campus.
 - <https://flcc.formstack.com/forms/selfassessment>
 - List of questions:
 - have you knowingly been in close (within 6 feet) in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
 - have you tested positive for COVID-19 in the past 14 days; or
 - have you experienced any symptoms of COVID-19 in the past 14 days (fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell)?
- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Individuals will be escorted off campus if they do not have an employee personalized dated authorization or screening badge indicating they have passed the daily screening.

Appendix G

Checklist



CHECKLIST for Restarting On-Campus Activities and Operations

1. Repopulation of the Campus planning should include:

✓**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;

Capacity to maintain social distancing

- Using the same screening method as established for all employees and visitors, students will be asked to complete a questionnaire every day before reporting to campus.
- Reopening information will be provided to students via email notification, Text and “call-em-all” sending students to the flcc.edu/COVID page for updates on operating. The College is preparing this information in an ongoing manner and will also include information on daily self-reporting and/or monitoring protocols.
- Self-monitoring protocols will be established for the Suites at Laker Landing that mirror the College’s process.
- New Student Orientation and the Student Handbook will provide information on maintain social distancing and proper safety protocols.
- The College does not offer general transportation services. Transportation needs for athletics and/or academic support will follow the guidelines for safe distancing (limiting number of occupants) and cleaning protocols between uses.
- Guidelines for student-facing offices have been established that request appointments be made over walk-in service. Additional laptops kiosks are being requested to distribute around the campus to ensure that access to “electronic” meetings could occur if the students do not have the resources to do so while in the building.
- Reopening activities will be phased to allow for operational issues to be resolved. Cabinet officers will take the following steps to invite employees back to campus:
 - Review divisional priorities and employee rosters
 - Identify essential work that needs to be done on campus during the summer, and the employees who need to perform it
 - Review department heads’ plans for ensuring proper adherence to safety protocols and social distancing

- If approving departmental plans, update employees' designations to "essential" if they are to work on campus for their full schedule, or as "flex-essential" if they are to work on campus only part of their schedule
- Direct employees to complete return-to-work certification process (below)
- Employees who have been identified to return to work on campus will take the following steps:
- Read the College's Phase 2 Re-opening Safety Plan
- Watch and attest to completing the CDC video, 6 Steps to Prevent COVID-19: <https://www.youtube.com/watch?v=9Ay4u7OYOhA>
- Complete the Return-To-Work certification form and send to humanresources@flcc.edu
- Complete the online screening questionnaire every day before reporting to campus. (See Appendix D).

Social Distancing Measures

- All individuals must maintain six-foot social distancing whenever possible.
- Employee work stations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between work stations consistent with [OSHA guidance](#). For example, at the One Stop Center, every other counter will be closed to maintain social distancing between service stations. If it is not possible to adapt certain work environments, employees will be required to wear face coverings when working within six feet of another employee. Department heads must review the work areas in their department in order to determine whether additional work spaces need to be adapted. Employees must respect other employee's work spaces and not enter unless necessary and wearing face masks.
- High traffic service counters, such as the One Stop Center, will have barriers (such as clear plastic "sneeze guards") installed to minimize contact between people. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in the One Stop Center and other high traffic areas or narrow aisles, when necessary.
- All individuals must wear a face covering in elevators or other small spaces when occupied by more than one individual. Additionally, the number of people in confined areas such as elevators and vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators and in vehicles indicating the maximum capacity. Additionally, passengers in vehicles should choose seats in such a way that distance from the driver and other passengers is maximized.
- Large gatherings will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. For example, chairs will be removed from the cafeteria, and computers will be taken offline in computer labs to limit occupancy in those spaces. Additionally, employee break times will be staggered or alternative break locations will be identified to reduce employees congregating in one area. Employees are encouraged to bring their lunch from home and sharing food is prohibited.
- In person meetings must be limited as much as possible by using video or teleconferencing instead. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.

Designated Entryways and Exits

- All College buildings will have designated traffic patterns in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building. Please see Appendix A for a map showing the interim designated entryways and exits and our traffic management plan.
- If a portion of the building is used by an external entity, a separate entry and exit pathway will be created for their use if at all possible.

PPE

- All students will receive a reusable cloth face-covering from the College.
- Appropriate PPE is being considered when working with students with disabilities. The Disability Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs.
-

Face Coverings

- All individuals must have a face covering with them on campus. The face covering must be worn when you cannot maintain six-foot social distancing, and when it is likely that you'll come into close contact with someone such as when using a hallway, stairway, elevator, or restroom.
- When classroom and lecture hall environments can maintain six-foot social distancing and the teaching/learning environment is static, face coverings may be removed. Face coverings must be replaced when leaving this static environment such as exiting the classroom and entering the hallway.
- The College will provide all students with one reusable cloth face covering and employees with two reusable cloth face coverings, which have already been procured.
- Additional disposable and replacement reusable face coverings have been procured and are available at the open entrances to each building.
- Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). See the [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared, and individuals are responsible for cleaning and maintaining their face coverings.

- Contractors are required to provide and wear their own face coverings.

Additional PPE

- Additional PPE has been procured for specific tasks and includes disposable gloves, face shields, gowns or coveralls and foot coverings.

Screening and testing

- All employees and students will perform a daily health self-screening every day they are scheduled to work, or be in a building, using an online symptom screening tool which will produce a personalized dated badge to be presented by the symptom free employee/student. If an individual does not have a printer at home, they may write down, screen shot or take a photo of their personalized daily authorization to display on campus.
- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Students who do not clear the screening process will be provided instructions to contact Student Health Office for further conversation about options.
- Individuals will be escorted off campus if they do not have an individual personalized dated authorization or screening badge indicating they have passed the daily screening.
- Campus Police will maintain a log of all individuals entering campus each day which includes their name and the results of the screening.
- This log will be shared with the local health department, as necessary, for contact tracing purposes.
- In addition, we are recommending that Student Health Services ask for COVID health history from students. Individuals who have tested positive for COVID, or who have underlying health conditions, will be flagged for additional documentation, or monitoring in case of outbreak. The College is identifying a robust self-assessment mobile app / electronic health software system (PyraMed) that is essential to ensuring timely and accurate monitoring of health records and daily logs.
- Recommend that students who are living in the Suites at Laker Landing, or local “residential-type” housing, or who are participating in athletics, show asymptomatic testing results from a test prepared no more than 10 days prior to moving in or participating in first practice.

Symptom Screening for Employees-

- All employees will perform a daily health self-screening every day they are scheduled to work using an online symptom screening tool which will produce a personalized dated badge to be presented by the symptom free employee. If an employee does not have a printer at home, they may write down, screen shot or take a photo of their personalized daily authorization to display on campus.
- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Individuals will be escorted off campus if they do not have an employee personalized dated authorization or screening badge indicating they have passed the daily screening.
- Campus Police will maintain a log of all employees entering campus each day which includes their name and the results of the screening.
- This log will be shared with the local health department, as necessary, for contact tracing purposes.
- Please see Appendix D for the interim COVID-19 symptom screening process.

Actions Related to Symptomatic and COVID Positive Employees

Employees who are returned to their work on campus will be required to notify the designated Human Resources point of contact if they experience one or more of the situations listed below:

- Employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test,
- Employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is symptomatic,
- Employee has had close contact (within 6 feet) with a person with a confirmed case of COVID-19 for a prolonged period of time AND is NOT symptomatic,
- Employees who are alerted that they have come into close (within 6 feet) with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism,
- Employees who are subject to mandatory quarantine or isolation by the local health department. Employees must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department. Even when an employee is released from mandatory quarantine or isolation by the local health department, they must still meet the 14-day self-quarantine criteria stated above.
- Employees whose responses to any of the screening questions change, such as if they begin to experience symptoms, both during work hours or outside of work hours, OR
- Employees who are symptomatic upon arrival at work or become sick during the day.

Testing Recommendations for Employees

- Employees who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps

for testing. People without a primary healthcare provider can use the [Upstate Online Coronavirus Assessment Tool](#), or contact the Upstate Triage line at 315-464-3979. Also, the NYS DOH has an [online COVID-19 screening tool](#) and a tool to [search for a testing site near you](#). The College has also established an agreement with Rochester Regional Health to evaluate and triage student's needs.

✓**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);

- Over 70% of the course sections will move to a distance learning format, courses meeting on campus will follow strict social distancing guidelines
- Classes that meet face-to-face that have a number of students that exceeds the socially distant cap set for their classroom will meet on an A/B type schedule with students rotating between days
- Further spaces will be identified for instruction that are normally not used for this purpose (Stage 14, 1175, 4290)
- Classroom furniture will be removed to allow six feet of space between each student and between the students and the instructor
- The College will follow [NYS DOH](#) and [CDC](#) protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19. Please see Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process
- All office hours will take place virtually or we will create a space where faculty can meet with students in a socially distant environment

✓**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;

- The FLCC Association Housing is working with Ontario County Health Department, Student Health Office and Student Affairs to finalize occupancy (density) and Isolation & Quarantine (IQ) figures. At this point, anticipate offering 166 individual beds to students (out of a potential 353). Consideration around students with health-related concerns is being reviewed.
- Eleven residential spaces (individual bed/bathroom) are being held for IQ at this time.
- Enhanced cleaning in all common areas and on high touch surfaces consistent with enhanced cleaning practices. The elevator will be restricted to request or permission only.

- Students will be expected to sign addendum to license related to ensuring the health and safety of others and they will abide by new health protocols/regulations as set forth.
- Access will only be allowed to residents of the building. Face coverings will be required outside of personal units. Installation of hand sanitizers at entry/exit rooms.
- Students who fail to adhere to safety/security regulations will be subject to the Student Code of Conduct and may, depending on the severity of the infraction, be removed from housing.

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

FLCC is following the detailed Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19, which outlines the cleaning, and disinfecting process. The ventilation systems have been cleaned and filters checked. The coils were sprayed down with disinfectant and coil pans cleaned thoroughly. Throughout the summer, Facilities runs the domestic hot water in sinks and showers to ensure proper circulation in the system and tanks. The toilets are flushed and floor drains are watched to ensure no dry traps.

✓**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;

ACTIVITIES/CLUBS/EVENTS

- New Student Orientation will be exclusively online.
- All club/organization meetings will be held virtually.
- Any in-person activities will follow strict adherence to social distancing requirements and protocols. These activities will be severely limited in nature.
- Traditional events such as Laker Day will be limited to events that are virtual or hosted on-campus-owned facilities, again following protocols and guidelines for appropriate social distancing.
- Theatre/music performances will be reviewed to determine if social distancing can be accomplished. Audiences will be limited to the facilities maximum occupancy capacity.

ATHLETICS/INTRAMURALS

- Region III will be voting to move up fall sport intention filing from July 27 to July 7. This vote has to be unanimous as it is different from the national guidelines.
- On or before July 7, or 27th depending on the vote, all Region III institutions will need to declare if they are moving forward with sports in the fall, by sport. FLCC sports for fall include: M/W cross country, M/W soccer, M/W basketball, eSports, and Logging. We will need to know FLCC's intent about fall sports as soon as possible to see what scheduling looks like in the Region.
- Recommend that players sign risk-waivers (and parents if under 18) as well as have any athletic-related plans be reviewed by legal counsel.
- The AD at FLCC has proposed the VP of Enrollment Management that the College participate in

fall sports.

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

- Students who are uncomfortable with attending face-to-face will have the option of taking coursework online or in asynchronous formats. All services will be available remotely.

✓**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.

Hand Hygiene

- All individuals must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing your nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
- Signage will be posted throughout the campus to remind individuals to practice proper hand hygiene.
- If soap and water are not readily available, then an alcohol-based hand sanitizer containing at least 70% alcohol should be used. Hand sanitizer stations are installed throughout campus, and individual hand sanitizer supplies will be provided to employees.

Enhanced Cleaning and Disinfecting Protocol

- The College will follow [NYS DOH](#) and [CDC](#) protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19. Please see Finger Lakes Community College Enhanced Cleaning and Disinfection Procedures for COVID-19 which outlines the cleaning and disinfecting process.
- COVID-19 cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the Director of Facilities at 585-785-1273.
- Employees are responsible for cleaning and disinfecting shared work stations, tools, and equipment with appropriate supplies between uses.
- Employees are instructed to not bring in personal cleaning products to the College as they may interact with other cleaning agents and could be harmful or not effective.

2. Monitoring includes policies to track health conditions on campus, including:

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

College Reporting and Contact Tracing

- The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
- In the case of an employee or visitor testing positive, the local health department will be notified of all employees and visitors who entered the site dating back to 48 hours before the individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

• Department of Health

The College will work cooperatively with the Ontario County Public Health and other local health departments to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and NYS DOH will be immediately notified about a suspected case if someone fails the daily symptom screening. The local health department and DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

- Ontario County Public Health
 - Kate Ott, Director of Preventive Services, kate.ott@co.ontario.ny.us
 - Debra Trickey, Ontario County Emergency Management, 585.396.4310, Debra.Trickey@co.ontario.ny.us
- Wayne County Public Health
 - Diane Devlin, Director of Public Health, 315.946.5749, DDevlin@co.wayne.ny.us
- Yates County Public Health
 - Sara Christensen, Deputy Director Public Health, 315.536.5160, SChristensen@yatescounty.org

3. Containment plans should address response to positive or suspected cases as well as preventative policies and practices, including:

✓**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);

- For non-residential students: The student will isolate at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): Students who can will be encouraged to isolate at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.

✓**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;

Employees will quarantine at home.

- For non-residential students: The student will quarantine at their home. The Student Health Office will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students (The Suites at Laker Landing): Students who can, will be encouraged to quarantine at home. For those that cannot travel, protocols and guidelines have been established for basic needs. These are outlined in the Appendix.
- Support for students in isolation or quarantine will continue through virtual service delivery. Notification of extended illness to face-to-face faculty will be spearheaded through the Director of Student Health.

✓**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;

- Recommend that students complete asymptomatic testing within 10 days of arriving on campus if possible.
- Guidelines for isolating or quarantine students are outline in the Fall 2020 Re-Opening Plan for the Suites at Laker Landing.

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

Enhanced Cleaning and Disinfecting Protocol

- The College will follow [NYS DOH](#) and [CDC](#) protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19.
- COVID-19 cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the Director of Facilities at 585-785-1273.
- Employees are responsible for cleaning and disinfecting shared work stations, tools, and equipment with appropriate supplies between uses.
- Employees are instructed to not bring in personal cleaning products to the College as they may interact with other cleaning agents and could be harmful or not effective.

Prior to cleaning and disinfecting the following criteria must be met:

- Staff members have received training covering, and understand the importance of the following:
 - Selecting, donning & doffing personal protective equipment (PPE) appropriate for the task performed and cleaning product used;
 - Proper techniques for cleaning and disinfecting, summarized in the remainder of this document;
 - Appropriate use of cleaning and disinfection chemicals, including how to use the cleaners and disinfectants according to label instructions;
 - Use and operation of any specialty equipment used for disinfecting (such as a fogger or disinfecting machine).
- Staff members have appropriate PPE that fits properly and is appropriate for the assigned task.
- The disinfectant to be used is registered with the EPA and the NYS DEC (see link below) for use against COVID-19/SARs-CoV-2. The EPA recommends following the viricidal use directions with the longest contact time on the product label -
https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf
- Custodial staff are capable of cleaning and disinfecting the area within a one 8-hour work day. If all of the above criteria cannot be met, Facilities and EHS will arrange for a qualified 3rd party vendor to be contracted and perform cleaning and disinfection for the affected area(s).

Cleaning areas where individuals with suspected or confirmed COVID-19 have visited or resided:

This cleaning protocol is aimed at limiting the survival rate of the novel coronavirus in key environments. Areas to be cleaned and disinfected will be determined by the individual's previous movements.

Prior to cleaning and disinfecting

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- Close off areas visited by the person who is sick.
 - If affected areas cannot be closed off, the entire facility may need to be closed.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- The CDC recommends waiting 24 hours or as long as practical before beginning cleaning and disinfection⁴¹. New York State Department of Health requires that a symptomatic individual with confirmed COVID-19 has left an isolation area, the isolation area must remain vacant for a minimum of 4 hours prior to entry for cleaning and disinfection⁴².
- Assemble all appropriate PPE and equipment necessary to complete the cleaning and disinfecting, including materials necessary for disposal of cleaning supplies and PPE

Establish a doffing area

The area should:

- Be immediately outside the area being disinfected, to minimize additional potential spread.
- Be large enough to accommodate all employees involved in the cleaning and disinfecting process, including enough space to doff PPE.
- Be secured from entry by others who are not involved in the cleaning and disinfecting process.
- Include a posted copy of the [CDC PPE Sequence](#) poster highlighting instructions of the donning and doffing procedures.
- Include bags for disposal of PPE. The bags should be able to be tied closed before disposing of them with other waste.
- Include a clearly marked CLEAN CHAIR for use while doffing PPE.

Cleaning and disinfecting facilities that do not house people overnight

- Wear disposable face masks, gloves, gowns or coveralls and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns, face masks and foot coverings should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Always clean surfaces prior to the use of disinfectants, using water and soap or detergent.
- Clean and disinfect all areas used by the person who is sick, including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls).
- Vacuum the space if needed, using a HEPA filter, if available.
 - Do not vacuum a room or space that has people in it.

⁴¹ CDC Cleaning and disinfection for community facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

⁴² NYS DOH Interim guidance for cleaning and disinfection for non-healthcare settings where individuals under movement restriction for COVID-19 are staying
https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_non-healthcare_settings.pdf

- Temporarily turn off fans and HVAC systems servicing the room, so that particles will not circulate throughout the facility.
- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability rates⁴³, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁴⁴.

Cleaning and disinfecting facilities that house people overnight

- If the area is occupied by an individual with a suspected or confirmed case of COVID-19, cleaning of areas occupied by this individual should only proceed after consultation with the local health department.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Wear disposable gloves, face mask, gowns or coveralls and foot coverings for all tasks in the cleaning process, including handling trash.
 - Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
 - Gloves, gowns or coveralls, face masks and foot coverings should be removed carefully in the established doffing area to avoid contamination of the wearer and the surrounding area.
- Wear a disposable facemask and gloves when you are in the same room as an individual with a suspected or confirmed case of COVID-19 or when you touch or have contact with the individual's blood, stool, or other body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
- Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
- In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.**
- If it has been more than 7 days since the person who is sick visited or used the facility, additional disinfection for COVID-19 is not required based on SARS-CoV-2 survivability rates⁴⁵, however

⁴³ National Institute of Health, "New coronavirus stable for hours on surfaces" <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

⁴⁴ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

⁴⁵ National Institute of Health, "New coronavirus stable for hours on surfaces" <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time⁴⁶.

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

Signage and Communication

- Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, and how to report symptoms of or exposure to COVID-19.
- Signage and floor decals will be placed in high-traffic areas and/or narrow areas in order to remind people of social distancing requirements. Please see Appendix B for the interim signage plan.
- The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website, social media, campus signage, email communications, and traditional media outlets.

4. Return to remote operations (“Shutdown”) includes contingency plans for ramping down and/or closing the campus, including:

✓**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;

FLCC currently plans about 30% of courses will be conducted face to face with the rest of classes conducted in remote, synchronous, hybrid activity. Similar to what was conducted as a result of the Governor's shutdown directives this year, if and when an outbreak appears we will make a decision to ramp down to 1) 50%, 2) 25%, and 3) essential workers only. This may also be done by location, as the College has three campus centers and two additional educational locations. We will follow the same guidelines we had for the previous shutdown where employees were categorized into essential workers, non-essential workers and flex essential workers who need to come to our campus locations periodically but not every day. In terms of class instruction, if and when an outbreak occurs, we will make a decision by location of face to face instruction when to go to remote education. All classes and instructors are required to have a plan and to ensure a general statement is placed on each syllabus that students must be prepared if there is an outbreak that the class may need to transfer to remote learning activity. We will coordinate with the County Public Health Department in terms of monitoring, quarantining students residing in the College Association Residence Hall, and in decision-making regarding ramping down and or shutting down to essential workers only and fully remote operations. Key points to consider are summarized in

⁴⁶ CDC Guidance for cleaning and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

the bullets below:

- Students will receive communication about potential shut down procedures and protocols within their individual courses. The College will promote general information about this possibility in multiple areas including our COVID webpage, new student orientation and regular text/email or social media platforms.
- If the College needs to shut down, information will be posted on our learning management system as well as sent via multiple communication platforms.
- Staff involved in fiscal operations can continue to work remotely while other areas begin to return to campus. Those activities that require staff to be physically present on campus will be scheduled to minimize the continued presence of staff in the building.
- Offices, such as Student Accounts, that require staff to be available daily to interact face to face with students will be set up to minimize direct contact between the staff member and the student using appropriate distancing and mask-wearing protocols.
- All other offices responsible for fiscal administration functions (Payroll, Accounts Payable, etc.) will have staff scheduled to be physically in the office only to the extent necessary to complete specific tasks while occupancy restrictions continue in place.
- The bookstore will operate virtually until instructional plans for the fall are clear, with staff coming into the building as needed to fulfill online orders.
- Staff working in fiscal administration functions will be among the last to return to campus. Should a shut-down be required before they all have returned from working remotely, there will be no interruption in operations. If a shutdown should happen after many or all are back on campus, the move back to virtual operations should be quick and relatively seamless because everyone knows exactly what is required to establish their operations away from campus.

✓**Move-out:** For residential colleges and universities, plans should address need how students 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);

- A move-out plan has been established by the FLCC Association Housing, Inc. This is outlined in the Appendix.
- Exemptions for staying in place will be identified on a case by case basis as outlined in any communication from the State or local government agency.

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

Internal audience:

- Employees continue to receive regular email updates (currently twice a week) from the president, which highlight provisions of the plan and the reasons behind them.
- The employee newsletter contains additional information and a listing of COVID-related resources

- FLCC has 4 online town halls scheduled through the summer
- The employee intranet, calendar, and department and division meetings provide additional ways to communicate reopening plans.

External audiences:

Students/parents: The COVID-19 web page <https://flcc.edu/health-update/> is the central location for student-facing messages regarding the college's response to the pandemic and its reopening plans. The page currently provides the general direction for reopening and will gradually become increasingly specific. Students will be directed to the page via email, texts, phone calls social media and U.S. mail. The webpage includes or will include the following: an explanation of course delivery methods; modified operating arrangements for the residence hall, food services, and bookstore; health and safety information; expectations regarding preventative behaviors (social distancing, wearing masks), how to access services in-person or remotely; cleaning practices, etc.

Partners/community members: Social media updates and newsletters will direct partners and others to the website with highlights relevant for visitors and those who rent FLCC spaces. The college will also engage the traditional media and high school contacts in sharing updates about college operations.

All audiences: A common main entrance sign will be developed for consistency at all facilities. Student-facing offices will have additional signs office-specific messages, such as whether appointments are required or whether traffic patterns are in place. CDC signs regarding preventative measures will be used throughout all facilities, particularly near restrooms, eating areas, elevators and hallways.