COVID-19 RETURN TO FACILITY AND CONTINUED OPERATIONS PLAN
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Appended to this document:  
  - Capital District Educational Opportunity Center COVID-19 Return to Facility and Continued Operations Plan
Hudson Valley Community College
COVID-19 Reoccupancy Safety Plan
Revision Date: June 19, 2020

Name of Business: Hudson Valley Community College
Industry: Secondary Education
Address: 80 Vandenburgh Avenue
Troy, NY 12180
Primary Contact: Louis Coplin
Vice President for Student Affairs
Owner/Manager of Business: Dr. Roger A. Ramsammy
President
Human Resources Representative: Karen D. Paquette
Executive Director of Human Resources

As Hudson Valley Community College resumes operations following the COVID-19 PAUSE period, additional measures to protect the health of the campus community have been and will be taken college-wide and as each administrative and academic function returns to campus.

When possible, control measures have been standardized across all campus operations, with additional controls implemented for departments with a higher risk level, specific industry requirements or more complex operations.

This safety plan incorporates applicable requirements from Reopening New York “Office-Based Work Guidelines for Employers and Employees”, OSHA requirements and SUNY guidance, as available on the revision date of this plan. Non-mandatory recommendations from Reopening New York guidelines, OSHA, CDC and other bodies are incorporated, as feasible.

This plan outlines the measures and checkpoints required for each stage of the college’s re-occupancy. These measures are subject to change as additional information becomes available. This plan must be retained on the premises and made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.
Stage 0 - NY PAUSE period
Description of activities – Most college employees are working remotely or otherwise remaining off-campus. A limited number of staff remain on campus to provide services essential to maintaining the campus facilities, perform cleaning and disinfection, provide daycare to essential workers and support administrative functions and online course offerings when such work cannot be done remotely.

- Health Screening – Ongoing requirement to stay home when sick for any reason and contact College Health Services. No daily COVID-19 screening.
- Cleaning and Disinfection – Enhanced protocols in place for custodial staff and employees remaining on campus (Refer to COVID-19 Enhanced Cleaning and Disinfection Procedures)
- Social Distancing
  - Remote work required unless job/task is essential to operations and cannot be performed remotely
  - Maintain 6 foot distance whenever possible
- Personal Protective Equipment
  - COVID-19 PPE is required for a limited number of departments and tasks. Department requirements, other than the voluntary use of disposable gloves, must be reviewed and approved by EHS through a PPE Task Assessment.
  - All other department and task PPE for chemical, physical and biological hazards remain unchanged.
- Face Coverings (Community Protective Equipment)
  - Required whenever six foot distance is not able to be maintained

Stage 1 - Return to Limited Administrative Operations
Description of activities – Certain administrative functions are approved to return to campus. Contractors necessary to support college operations are approved to return. Staffing Levels remain as low as feasible, i.e. 25-50% staffing levels for each Administrative Department, with Academic Departments returning only as necessary. Students and visitors are not permitted on campus unless approved by the Vice President of the reporting chain.

- Health Screening (Refer to COVID-19 Health Screening Protocols)
  - Employees who are sick are required to stay home and contact their supervisor and College Health Services.
Daily health screening must be completed by all individuals
If possible, departments should maintain a log of every person, including workers and visitors, who may have had close contact with others to facilitate tracing in the event an individual is diagnosed with COVID-19.

**Cleaning and Disinfection (Refer to COVID 19 Cleaning and Disinfection Protocols)**
- Enhanced protocols in place for custodial staff, all custodial staff trained.
- Enhanced protocols in place for departments returning to campus, communicated to all returning employees.
- Re-occupancy cleaning and disinfection completed for returning departments
- Disinfection supplies, hand sanitizer, face masks and employee information sheets provided to returning departments
- Cleaning and disinfection logs maintained by Physical Plant
- Cleaning and disinfection logs maintained by Departments. Departments are requested to disinfect high touch and shared surfaces in their own offices and shared spaces frequently throughout the day.

**Social Distancing and Personal Hygiene (Refer to COVID 19 Social Distancing and Personal Hygiene Protocols)**
- A distance of at least six feet must be maintained between individuals at all times, unless safety or the core activity of the work requires a shorter distance.
- Any time the six foot distance is not able to be maintained, face coverings must be worn, in accordance with the COVID-19 Face Mask and Glove Protocols.
- Shared workstations must be cleaned and disinfected by the users before and after use. Shared workstations should be redesigned or eliminated, as feasible.
- Remote work should be continued as feasible and to maintain a maximum of 25-50% staffing level in any department/building and six foot separation between workstations.
- Interpersonal contact and congregation should be reduced, as feasible, through various methods such as: adjusting workplace hours, staggering arrival/departure times, staggering break times, redesigning workspaces and break areas.

**Facilities Modifications**
- As feasible, workstation locations and routine work tasks should be redesigned to ensure a space of six feet between people is maintained at all times.
  - Use job rotation, office relocation or other methods to achieve a six foot distance until modifications can be completed.
  - An exception request may be submitted if safety or core function of the work activity requires a shorter distance. Exception requests must be accompanied by justification and the measures used to protect employees. Requests must be approved by the Dean or Director of the functional area and approved exceptions provided to EHS. Exceptions will be solutioned as feasible.
- Social distancing floor markers and signs must be posted in returning areas where crowding or groups may occur (e.g. clock in/out stations, health screening stations, break areas, conference rooms, restrooms).
- As feasible, chairs should be removed or tagged out in conference rooms, break areas and gathering locations to maintain and promote six foot distancing.
- Elevator markings and signs must be posted to limit occupants

  - Occupancy Limitations
    - Reopening New York Guidelines require the total number of occupants in a space to be limited to no more than 50% of the maximum occupancy of a particular area as set by the certificate of occupancy. Additionally, gatherings are limited to a maximum of 25 persons and a six foot separation is required between individuals. In order to comply with all requirements, occupancy in any space is limited to the lowest of the following at any time:
      - 50% of the permitted capacity, for Assembly Spaces issued an operating permit
      - 50% of a department’s full staffing level
      - The maximum number that can be present in any room or space while maintaining a distance of 6 feet
      - 25 persons in a single room
      - 50% of a floor or building occupancy, if specified in the certificate of occupancy or referenced building plans
    - Non-essential common areas such as fitness rooms, lounges and game areas must remain closed.

  - Meetings and gatherings
    - In-person meetings and face-to-face contact must be eliminated to the extent possible.
      - Encourage telephone calls, conference calls or video conferencing whenever possible.
      - Essential in-person gatherings (e.g. training that cannot be done remotely) should be held outdoors whenever possible. Essential meetings must meet ALL of the following requirements
        - Maximum of 25 people
        - Maintain a six foot distance at all times
        - All people must wear a face mask (not required if outside and other requirements are met)
    - Meeting space should be cleaned and disinfected after use
    - As feasible, meeting spaces should be dedicated to a single department or group and two hours of time should elapse between meetings.
• Personal Protective Equipment
  o COVID-19 PPE is required for a limited number of departments and tasks. Department requirements, other than the voluntary use of disposable gloves, must be reviewed and approved by EHS through a PPE Task Assessment.
  o All other department and task PPE for chemical, physical and biological hazards remain unchanged.
• Face Coverings (Community Protective Equipment)
  o Required whenever six foot distance is not able to be maintained
  o Required whenever present in common or shared spaces (Refer to COVID-19 Face Mask and Glove Protocols)
  o (Refer to COVID-19 Face Mask and Glove Protocols)
  o Face coverings provided to all employees/departments
• Facilities Controls – Controls are being evaluated and implemented according to a prioritized schedule. Controls identified as being needed for Administrative Department Return have been completed in areas to be occupied:
  o Elevator crowding signs and floor markings
  o Water fountain policy and signs
  o Water lines flushed in buildings of low use
  o Cleaning and disinfection completed
  o Hand sanitizer, disinfecting supplies, instructions and logs available in returning departments
  o Modifications required for Social Distancing, see above
• Employee information and procedures
  o Face mask and glove, cleaning and disinfection, social distancing, travel, contractor, visitor and health screening protocols available. Employee COVID-19 safety sheet provided to all employees. Supervisor to review materials and any department-specific information with employees prior to return. Remote review required unless not feasible.
  o Training conducted by EHS for select departments. Training conducted via zoom or outdoors whenever feasible.
  o Handwashing signs in all restrooms in reoccupied building
  o Additional signage posted as required or recommended by NYFORWARD
• Department-specific controls
  o Any needed physical control measures identified and implemented (i.e. barriers, office rearrangements)
  o As applicable, written procedures should be developed by the department describing the following:
    ▪ Pick-ups and deliveries
    ▪ Managing physical social distancing (e.g., shift changes, lunch breaks) in situations that may not allow for 6 ft distance between individuals
    ▪ Identification of common situations that may not allow for 6 ft. of distance between individuals (e.g. shared vehicles) and measures to ensure the safety of employees in such situations
    ▪ Managing engagement with customers and visitors
- Identification of common objects that are likely to be shared between individuals and measures taken to ensure safety when using these objects
- Department-specific disinfection procedures
- Identification of any higher risk activities or unique needs and control measures needed. Consult with EHS, as needed.
  - Department level plans should be submitted and reviewed by the applicable Vice President with higher level risks or complex needs reviewed by EHS through the risk assessment process

Timeline – **Target readiness date of June 3, 2020 (NYFORWARD Phase 2 reopening date for Administrative Services).** Approval for reopening to be provided by college administration, once requirements have been met, in conjunction with Rensselaer County, SUNY or other applicable parties.

**Stage 2 – Expanded Administrative Operations and Limited Student Services**
Description of activities – Additional employees return to campus, limited student services provided on campus, limited academic offerings, increased daycare capacity. Staffing Levels remain as low as feasible, staffing levels for each Administrative and Academic Department remain less than 50%.

- **Health Screening** – Required (Refer to COVID-19 Health Screening Protocols)
  - Employees, students, contractors and visitors who are sick are required to stay home and contact their supervisor and College Health Services.
  - Daily questionnaire completed by employees, students, contractors and visitors
    - Online as feasible
  - Temperature screening required
  - If possible, departments should maintain a log of every person, including workers and visitors, who may have had close contact with others to facilitate tracing in the event an individual is diagnosed with COVID-19.

- **Cleaning and Disinfection** (Refer to COVID 19 Cleaning and Disinfection Procedures)
  - Enhanced Protocols in place for custodial staff, all custodial staff trained
  - Enhanced protocols in place for departments returning to campus, communicated to all returning employees
  - Reoccupancy cleaning and disinfection completed for returning departments
  - Enhanced procedures and supplies in place for classrooms, including faculty and student instructions
  - Disinfection supplies and hand sanitizer provided to returning departments
  - Cleaning and disinfection log maintained by Physical Plant
  - Cleaning and disinfection log posted and maintained by department in common areas. Departments are requested to disinfect high touch and shared surfaces in their own offices and shared spaces frequently throughout the day.
Cleaning and disinfection log posted and maintained by faculty in learning spaces. Faculty and students are requested to disinfect shared desks and surface in learning spaces.

- Social Distancing and Personal Hygiene (Refer to COVID 19 Social Distancing and Personal Hygiene Protocols)
  - A distance of at least six feet must be maintained between individuals at all times, unless safety or the core activity of the work requires a shorter distance. Any time the six foot distance is not able to be maintained, face coverings must be worn, in accordance with the COVID-19 Face Mask and Glove Protocols.
  - Shared workstations must be cleaned and disinfected by the users before and after use. Shared workstations should be redesigned or eliminated, as feasible.
  - Remote work should be continued as feasible and to maintain a maximum of 50% staffing level in any department/building and six foot separation between workstations.
  - Interpersonal contact and congregation should be reduced, as feasible, through various methods such as: adjusting workplace hours, staggering arrival/departure times, staggering break times, redesigning workspaces and break areas.
  - Facilities Modifications
    - As feasible, workstation locations and routine work tasks should be redesigned to ensure a space of six feet between people is maintained at all times.
      - Use job rotation, office relocation or other methods to achieve a six foot distance until modifications can be completed.
      - An exception request may be submitted if safety or core function of the work activity requires a shorter distance. Exception requests must be accompanied by justification and the measures used to protect employees. Requests must be approved by the Director or Dean of the functional area and approved exceptions provided to EHS. Exceptions will be solutioned as feasible.
    - Social distancing floor markers and signs must be posted in returning areas where crowdings or groups may occur (e.g. student services queing areas, clock in/out stations, health screening stations, break areas, conference rooms used by returning departments, restrooms, classroom hallways).
    - Elevator markings and signs must be posted to limit occupants
    - Partitions and barriers must be installed in public-facing areas reopening during this stage
    - As feasible, chairs should be removed or tagged out in conference rooms, break areas and gathering locations to maintain and promote six foot distancing.
    - Elevator markings and signs must be posted to limit occupants
Occupancy Limitations

- Reopening New York Guidelines require the total number of occupants in a space to be limited to no more than 50% of the maximum occupancy of a particular area as set by the certificate of occupancy. Additionally, gatherings are limited to a maximum of 25 persons and a six foot separation is required between individuals. In order to comply with all requirements, occupancy in any space is limited to the lowest of the following at any time:
  - 50% of the permitted capacity, for Assembly Spaces issued an operating permit
  - 50% of a department’s full staffing level
  - The maximum number that can be present in any room or space while maintaining a distance of 6 feet.
  - 25 persons in a single room
  - 50% of a floor or building occupancy, if specified in the certificate of occupancy or referenced building plans

- Revised occupancy limits should be posted for instructional spaces prior to use
- Non-essential common areas such as fitness rooms, lounges and game areas must remain closed.

Meetings and gatherings

- In person meetings and face-to-face contact must be eliminated to the extent possible
  - Encourage telephone calls, conference calls or video conferencing whenever possible.
  - Essential in-person gatherings (e.g. training that cannot be done remotely) should be held outdoors whenever possible. Essential meetings must meet ALL of the following requirements
    - Maximum of 25 people
    - Maintain six foot distance at all times
    - All people must wear a face mask (not required if outside and other requirements are met)

- Meeting space should be cleaned and disinfected after use
- As feasible, meeting spaces should be dedicated to a single department or group and two hours of time should elapse between meetings.

Personal Protective Equipment

- COVID-19 PPE is required for a limited number of departments and tasks. Department requirements, other than the voluntary use of disposable gloves, must be reviewed and approved by EHS through a PPE Task Assessment.
- All other department and task PPE for chemical, physical and biological hazards remain unchanged.

Face Coverings (Community Protective Equipment)

- Required whenever six foot distance is not able to be maintained
• Required whenever present in common or shared spaces (Refer to COVID-19 Face Mask and Glove Protocols)
  o Face coverings provided to all employees/departments
  o Face coverings made available to students and visitors

• Facilities Controls – Controls are being evaluated and implemented according to a prioritized schedule. Controls identified as being needed for Stages 1 and 2 have been completed in all areas to be occupied:
  o Elevator crowding signs and floor markings
  o Water fountain policy and signs
  o NYS required COVID-19 postings
  o Water lines flushed in buildings of low use
  o Cleaning and disinfection completed
  o Hand sanitizer, disinfecting supplies, instructions and logs available in returning departments
  o Visitor protocol signs posted
  o Student/faculty classroom disinfecting procedure and logs posted
  o Revised classroom occupancy limits posted
  o Modifications required for Social Distancing, see above
  o HVAC system controls, TBD
  o Directional arrows, designated entrance/exit doors, TBD
  o Facilities modifications needed for higher-risk activities, as determined through the EHS Risk Assessment Process

• Employee information and procedures
  o Face mask and glove, cleaning and disinfection, social distancing and health screening protocols available.
  o Employee COVID-19 safety sheet provided to all employees. Supervisor to review materials and any department-specific information with employees prior to return. Remote review required unless not feasible.
  o Training developed by EHS. Online self-directed or via zoom whenever feasible.
  o Handwashing signs in all restrooms in reoccupied buildings
  o Any additional signs posted as required or recommended by NYFORWARD guidance

• Department level or course-level procedures
  o Any needed physical control measures identified and implemented prior to return (i.e. barriers, office rearrangements)
  o As applicable, written procedures should be developed by the department describing the following:
    ▪ Pick-ups and deliveries
    ▪ Managing physical social distancing (e.g., shift changes, lunch breaks) in situations that may not allow for 6 ft distance between individuals
    ▪ Identification of common situations that may not allow for 6 ft. of distance between individuals (e.g. shared vehicles) and measures to ensure the safety of employees in such situations
    ▪ Managing engagement with customers and visitors
• Identification of common objects that are likely to be shared between individuals and measures taken to ensure safety when using these objects
• Department-specific disinfection procedures
• Identification of any unique needs and control measures.
• Procedures or controls for higher risk activities
  o Department level plans should be submitted and reviewed by Vice President with higher level risks or complex needs reviewed with EHS through the risk assessment process

Timeline – Target readiness date of July 1, 2020 (Expected NYFORWARD Phase 4 reopening date for Educational Services). Approval for reopening to be provided by college administration, in conjunction with Rensselaer County, SUNY or other applicable parties.

Stage 3 – Increased on-campus presence
Description of activities – Additional employees return to campus, additional student services and activities provided on campus, additional academic offerings. Staffing Levels remain as low as feasible, staffing levels for each Administrative and Academic Department remain less than 50%.

• Health Screening – Required (Refer to COVID-19 Health Screening Protocols)
  o Daily Questionnaire completed by employees, students, contractors and visitors
    ▪ Online as feasible
    ▪ College Health Services will review responses and follow up, as needed
  o Temperature screening will likely be required
  o Testing may be required, especially for certain higher risk areas
  o If possible, departments should maintain a log of every person, including workers and visitors, who may have had close contact with others to facilitate tracing in the event an individual is diagnosed with COVID-19.

• Cleaning and Disinfection (Refer to COVID 19 Cleaning and Disinfection Procedures)
  o Enhanced Protocols in place for custodial staff, all custodial staff trained
  o Enhanced protocols in place for departments returning to campus, communicated to all returning employees
  o Enhanced procedures and supplies in place for classrooms, including faculty and student instructions
  o Reoccupancy cleaning and disinfection completed for returning departments
  o Disinfection supplies and hand sanitizer provided to returning departments
  o Cleaning and disinfection log maintained by Physical Plant
  o Cleaning and disinfection log posted and maintained by department in common areas. Departments are requested to disinfect high touch and shared surfaces in their own offices and shared spaces frequently throughout the day.
o Cleaning and disinfection log posted and maintained by faculty in learning spaces. Faculty and students are requested to disinfect shared desks and surface in learning spaces.

• Social Distancing (Refer to COVID 19 Social Distancing and Hygiene Protocols)
  o A distance of at least six feet must be maintained between individuals at all times, unless safety or the core activity of the work requires a shorter distance. Any time the six foot distance is not able to be maintained, face coverings must be worn, in accordance with the COVID-19 Face Mask and Glove Protocols.
  o Shared workstations must be cleaned and disinfected by the users before and after use. Shared workstations should be redesigned or eliminated, as feasible.
  o Remote work should be continued as feasible and to maintain a maximum of 50% staffing level in any department/building and six foot separation between workstations.
  o Interpersonal contact and congregation should be reduced, as feasible, through various methods such as: adjusting workplace hours, staggering arrival/departure times, staggering break times, redesigning workspaces and break areas.
  o Facilities Modifications
    ▪ As feasible, workstation locations and routine work tasks should be redesigned to ensure a space of six feet between people is maintained at all times.
      • Use job rotation or other methods to achieve a six foot distance until modifications can be completed.
      • An exception request may be submitted if safety or core function of the work activity requires a shorter distance. Exception requests should be accompanied by justification and the measures used to protect employees. Requests should be approved by the Director or Dean of the functional area and approved exceptions provided to EHS. Exceptions will be solutioned as feasible.
    ▪ Social distancing floor markers and signs must be posted in returning areas where crowdings or groups may occur (e.g. student services queing areas, clock in/out stations, health screening stations, break areas, restrooms, classroom hallways, conference rooms used by returning departments).
    ▪ Elevator markings and signs must be posted to limit occupants
    ▪ Partitions and barriers must be installed in public-facing areas reopening during this stage
    ▪ As feasible, chairs should be removed or tagged out in classrooms, conference rooms, break areas and gathering locations to maintain and promote six foot distancing.
  o Occupancy Limitations
Reopening New York Guidelines require the total number of occupants in a space to be limited to no more than 50% of the maximum occupancy of a particular area as set by the certificate of occupancy. Additionally, gatherings are limited to a maximum of 25 persons and a six foot separation is required between individuals. In order to comply with all requirements, occupancy in any space is limited to the lowest of the following at any time:

- 50% of the permitted capacity, for Assembly Spaces issued an operating permit
- 50% of a department’s full staffing level
- The maximum number that can be present in any room or space while maintaining a distance of 6 feet.
- 25 persons in a single room
- 50% of a floor or building occupancy, if specified in the certificate of occupancy or referenced building plans

Revised occupancy limits must be posted for instructional spaces prior to use.

Non-essential common areas such as fitness rooms, lounges and game areas must remain closed.

Meetings and gatherings

- In person meetings and face-to-face contact must be eliminated to the extent possible
  - Encourage telephone calls, conference calls or video conferencing whenever possible.
  - Essential in-person gatherings (e.g. training that cannot be done remotely) should be held outdoors whenever possible. Essential meetings must meet ALL of the following requirements
    - Maximum of 25 people
    - Maintain six foot distance at all times
    - All people must wear a face mask (not required if outside and all other requirements met)

- Meeting space should be cleaned and disinfected after use
- As feasible, meeting spaces should be dedicated to a single department or group and two hours of time should elapse between meetings.

Personal Protective Equipment

- COVID-19 PPE is required for a limited number of departments and tasks. Department requirements, other than the voluntary use of disposable gloves, must be reviewed and approved by EHS through a PPE Task Assessment.
- All other department and task PPE for chemical, physical and biological hazards remain unchanged.

Face Coverings (Community Protective Equipment)

- Required whenever six foot distance is not able to be maintained
- Required whenever present in common or shared spaces (Refer to COVID-19 Face Mask and Glove Protocols)
- Face coverings provided to all employees/departments
- Face coverings made available to students and visitors

- Facilities Controls – Controls are being evaluated and implemented according to a prioritized schedule. Controls identified as being needed for Stages 1, 2 and 3 have been completed in all spaces to be occupied:
  - Elevator crowding signs and floor markings
  - Water fountain policy and signs
  - NYS required COVID-19 postings
  - Water lines flushed in buildings of low use. Cleaning and disinfection completed
  - Hand sanitizer, disinfecting supplies, instructions and logs available in returning departments
  - Visitor protocol signs posted
  - Student/faculty classroom disinfecting procedure and logs posted
  - Revised classroom occupancy limits posted
  - Modifications required for Social Distancing, see above
  - HVAC system controls, TBD
  - Additional directional arrows, designated entrance/exit doors, TBD
  - Facilities modifications needed for higher-risk activities, as determined through the EHS Risk Assessment Process

- Employee information and procedures
  - Face mask and glove, cleaning and disinfection, social distancing and health screening protocols available.
  - Employee COVID-19 safety sheet provided to all employees. Supervisor to review materials and any department-specific information with employees prior to return. Remote review required unless not feasible.
  - Training developed by EHS. Online self-directed or via zoom whenever feasible.
  - Handwashing signs in all restrooms in reoccupied building
  - Any additional signs posted as required or recommended by NYFORWARD guidance

- Department level or course-level procedures
  - Any needed physical control measures identified and implemented prior to return (i.e. barriers, office rearrangements)
  - As applicable, written procedures developed by the department describing the following:
    - Pick-ups and deliveries
    - Managing physical social distancing (e.g., shift changes, lunch breaks) in situations that may not allow for 6 ft distance between individuals
    - Identification of common situations that may not allow for 6 ft. of distance between individuals (e.g. shared vehicles) and measures to ensure the safety of employees in such situations
    - Managing engagement with customers and visitors
- Identification of common objects that are likely to be shared between individuals and measures taken to ensure safety when using these objects
- Department-specific disinfection procedures
- Identification of any unique needs and control measures.
- Procedures or controls for higher risk activities
  - Department level plans should be submitted and reviewed by Vice President with higher level risks or complex needs reviewed with EHS through the risk assessment process

**Timeline** – Target readiness date of August 15, 2020. Approval to proceed to be provided by college administration, in conjunction with Rensselaer County, SUNY or other applicable parties.
Academic Affairs Plan for Returning Staff: Effective July 1, 2020

Submitted to Vice President Louis Coplin and Executive Director Regina LaGatta, to be included in the Hudson Valley Community College Reentry Plan

Academic department staff will be returning to campus, in a 25%-50% phased-in approach to perform duties which require staff to be on campus to perform the effective operation unique to each academic department. Each Department Administrator/Supervisor assessed risk according to the OSHA COVID-19 Hazard Recognition resource to determine all department-specific policies and procedures; these include controls required for appropriate staffing and Social Distancing Protocols which adhere to the six-foot rule and 50% occupancy limits, Department-Specific Procedures, Classroom Procedures, Contractors and Visitors in accordance with the Hudson Valley Community College COVID-19 Re-Occupancy Safety and NYFORWARD Plans. Each Department Administrator/Supervisor will share their unique office plan, (policy and procedure), with their staff by email and a ZOOM meeting, prior to returning to campus. A copy of these Plans will remain in each academic department and will include all staff names and schedules and procedures unique to each department. Staff will be required to acknowledge by signature, that they have read and understand the document.

Each department will submit all necessary work and supply orders to Physical Plant in a timely manner in order to implement all control measures essential to provide a safe environment for employees, students and visitors effective July 1, 2020. Schedules for staff members returning to campus will be forwarded to the Department of Human Resources prior to July 1, 2020.

In the event the College is required to return to remote operations due to an outbreak of COVID-19 this fall, department-specific contingency plans are developed to ensure academic continuity as follows:

- **Division of Business and Liberal Arts**: All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line lab instruction following the successful procedures developed in the Spring 2020 semester.

- **Division of STEM**: All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line lab instruction using appropriate software following the successful procedures developed in the Spring.
• **Division of Health Science:** All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line labs following the successful procedures developed in the Spring 2020 semester. All Clinical courses will following the guidance of their program’s Accrediting Body and NYSED Office of Professions. Academic continuity for the accredited courses will follow successful procedures developed in the Spring 2020 semester and will occur via simulation, and hospital-based clinical assignments if permitted. If students are unable to complete their in-person clinical requirements in the fall, the clinical/lab course semester will be extended, to allow students to return to campus for completion when it is deemed safe without penalty to their academic progress or grade.

• **Workforce Development, External Academic Programs and TEC-Smart and Community and Professional Education and High School Programs:** The Deans and Associate Deans of these academic departments will communicate directly with all outside affiliated entities (High schools, work place locations etc.) All Lecture courses that are scheduled or are being taught on campus or at off-site in person locations will revert to remote instruction following the procedures developed in the Spring 202 semester. All lab courses will continue via simulation and on-line lab instruction using appropriate software following the procedures developed in the Spring 2020 semester.

  *Faculty/Associate Deans/Deans will address the possibility for a shutdown at the start of the semester with all students and external affiliated workforce entities and will provide department-specific information for a quick transition to distance education.*

Specific department information can be obtained from each supervisor (Vice President for Academic Affairs, Assistant Vice President, Academic Dean, Associate Dean, Director) listed below.

**Academic Departments, Deans and Department Chairpersons and Directors are listed below:**

• **Office of the VPAA:** Judith DiLorenzo, VPAA
  • **Office of the AVPAA:** Ronalyn Wilson, AVPAA
  • **Health Science Division:** Dean Patricia Klimkewicz
  • Dental Hygiene: Tammy Conway
  • Nursing and Surgical Technology: Jodi Dorrough
  • Medical Imaging: Margaret Ewart-Zapp
  • Health and Physical Education Studies: Colleen Ferris
  • Cardiorespiratory and Emergency Medicine: Patricia Hyland
  • Mortuary Science: Lori Purcell
• **STEM Division:** Dean Jonathan Ashdown  
  • Applied Technologies: George Raneri  
  • Civil Construction, Industrial and Mechanical Technologies, Mathematics and Engineering Science: Craig D’Allaird  
  • Biology, Chemistry and Physics: Peter Schaeffer  
  • **Business and Liberal Arts:** Acting Dean, AVPAA Ronalyn Wilson  
  • INS/LAS Advisement Center: TBD  
  • Teacher Preparation: Antoinette Howard  
  • Human Services and Chemical Dependency Counseling: Maryann Pepe  
  • Fine Arts, Theatre Arts and Digital Media: Scott Hathaway  
  • English Foreign Languages and English as a Second language: Tyler Kessel  
  • History, Philosophy and Social Sciences: Peter Sawyer  
  • Business programs, Public Administration, Legal Studies, Criminal Justice, Computing and Information Science and Business Advisement Center: Ricky Thibodeau  
  • Department of Distance and Online Learning: Linda Ryder  
  • Library: Brenda Hazard  
  • Learning Assistance Center: Marcy Pendergast  
  • **Workforce Development, External Academic Programs and TEC-Smart and Community and Professional Education and High School Programs:** Dean Penny Hill, Associate Deans Deborah Shoemaker and Pat Myers  
  • External Academic Programs: Assoc. Dean Patricia Myers  
  • Community and Professional Education and High School Programs: Assoc. Dean Deborah Shoemaker  
  • **Scheduling Office:** Director Erin Hatter  

**VPAA Staffing Plan:** M/W/F, Secretary, Karola Berg on campus Summer hours  
**VPAA:** M-F TBD to ensure office coverage  

**AVPAA Staffing Plan:** M/W/F, PA Antoine Johnson and NTP Amy Kennedy on campus rotating summer office hours  
**AVPAA:** M-F TBD to ensure office coverage  

**Deans will be forwarding their department staffing plans to the Office of Human Resources**  

Respectfully Submitted,  

**Judith DiLorenzo, Vice President for Academic Affairs**  
**Hudson Valley Community College**
Appendix 1
Hudson Valley Community College
Re-occupancy Protocols
As Referenced in HVCC Re-Occupancy Plan

- COVID-19 Face Mask and Glove Protocols
- COVID-19 Social Distancing and Personal Hygiene Protocol
- COVID-19 Enhanced Cleaning and Disinfection Protocol
- COVID-19 Health Screening Procedures
- COVID-19 Contractor and Visitor Protocols
- COVID-19 Travel Protocols
- COVID-19 Supply Procedure
Hudson Valley Community College  
COVID-19 Face Mask and Glove Protocols  
Revision Date: June 19, 2020

Introduction

The use of face masks is an important and essential layer of control in the Hudson Valley Community College COVID-19 Re-Occupancy Safety Plan. While face masks alone may not prevent the wearer from becoming infected with the virus that causes COVID-19, they may help prevent the spread from people who are unaware they are infected. Face masks are most effective when used in combination with other controls such as social distancing. It is expected that all employees, students, visitors and contractors will be courteous and respectful of each other’s health and wear the coverings as required. These protocols provide the college’s requirements for the effective use of face masks and other coverings.

These protocols also provide guidance on the voluntary use of gloves. Although disposable gloves are not considered a required control for most college employees and students, it is understood that individuals may desire to wear them as an added layer of control. When doing so, it is important to use them in a way to not increase the risk to oneself and others.

These protocols do not supersede personal protective equipment requirements currently in effect for higher-risk COVID-19 exposures or for other chemical and physical exposures. These protocols are in effect until further notice and subject to change as additional guidance becomes available.

Face Masks

Face masks covering the nose and mouth are required to be worn by employees, students, visitors and contractors over the age of two years old at all times while occupying common or shared campus spaces. These spaces include, but are not limited to, college-owned or leased properties, college-owned or leased vehicles, private vehicles when used for college business and any other location where college business is conducted. Face masks may be removed when working alone in a workspace (i.e. private office, cubicle with walls at least five feet high, vehicle, shop, lab, classroom or mechanical space) when no one else is present, when eating or drinking, or when more than six feet away from others in an outdoor setting. Face masks are required to be worn in common spaces such as lobbies, hallways, elevators, fitness rooms, break rooms, office suites, restrooms and kitchens even when no one else is present.

The college will provide cloth or surgical-style face masks to all employees. Employees may choose to provide their own cloth or surgical-style mask or other cloth covering that covers the mouth and nose. Students, visitors and contractors are encouraged to provide their own masks. A limited supply of masks will be available for students through student services offices and for visitors and contractors through Public Safety or their campus host. A limited supply of face masks with a clear window are also available through the Center for Access and Assistive Technologies. Masks with exhalation valves are not permitted to be worn unless covered with a face mask due to the potential for the wearer to expose others to smaller droplets containing the virus.
The college will only provide N95 masks for protection against COVID-19 to certain individuals (i.e. Health Services Medical Staff, Public Safety EMTs) performing higher risk tasks who have received training, fit-testing and medical clearance in accordance with the OSHA compliant respiratory protection program administered by the EHS Department.

If a student or employee is not able to wear a face mask or cloth covering due to medical reasons, they should notify their supervisor or instructor and the Center for Access and Assistive Technology. No additional documentation is required to be provided. As supplies permit, the employee will be issued a face shield that will be required to be worn whenever a mask is required. Visitors and contractors who are not medically able to wear a mask will be asked to use a face shield.

It is important to emphasize that avoiding exposures and maintaining social distancing is critical to slowing the spread of COVID-19, even when wearing a face mask or covering. Face coverings are not intended to be used as a primary control measure when other measures are feasible. Face coverings are intended to be used as a last resort when close contact cannot be avoided or as a supplement to other controls.

When wearing face mask or other covering, individuals should:

- Make sure that they fit snugly and cover the nose and mouth
- Avoid touching the front surface as it is the most contaminated part. Try to handle by the straps only
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet
- Replace disposable surgical-style face masks when torn, dirty or wet
- Not become complacent with other protective measures:
  - Do not touch the mask or face
  - Continue to be vigilant with thorough and frequent hand washing
  - Practice respiratory etiquette and cover coughs and sneezes
  - Frequently disinfect high touch surfaces and shared equipment
  - Practice social distancing – even when wearing masks

**Gloves**

Disposable nitrile or latex gloves are not typically required or recommended for protection against the virus that causes COVID-19 unless in direct contact with individuals who may be sick. In most other situations, frequent disinfection of surfaces and hand washing is at least as protective as the use of gloves since the virus is not transmitted through the skin. Gloves may offer some protection when handling shared objects, however it is often more effective to change the way of working to avoid the contact or to disinfect the object before and after use. If disposable gloves are used on a voluntary basis, care should be taken to avoid inadvertent exposure or spreading of contamination:

- Hands should be washed before putting on gloves
- Touching the face or uncontaminated surfaces should be avoided while wearing gloves
- Gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface
- Gloves should be disposed of in the trash and hands cleaned after removing
When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

Gloves will be provided by the college for voluntary use as supplies permit. Available supplies will be prioritized for distribution to departments with documented personal protective equipment assessments requiring their use for chemical exposures or higher-risk COVID-19 exposures.
I. Introduction

Social distancing is a public health intervention used to reduce the likelihood of transmitting communicable diseases such as COVID-19. Social distancing involves reducing opportunities for exposure to potentially infected individuals through such measures as: avoiding large gatherings, adhering to spacing requirements, minimizing interactions with others and following stringent personal hygiene practices. The use of social distancing to reduce exposure is an important and effective control layer of control in the Hudson Valley Community College COVID-19 Safety Plan.

These protocols provide the college’s requirements and recommendations for the effective use of social distancing measures as well as recommendations for personal hygiene practices. It is expected that all employees, students, visitors and contractors will be courteous and respectful of each other’s health and observe all measures contained in these protocols.

These protocols are in effect until further notice and subject to change as additional guidance becomes available.

II. Social Distancing Measures

A. Work Schedules

As feasible, all college activity should continue remotely and employees that are able to work from home should continue to do so. If not feasible, the minimum number of employees necessary to perform the work function should report to site, up to the cap currently in effect for the college (i.e. 25%, 50%, or 75% of a department’s employees). Remote work will limit the density of people on site and make it easier to achieve the social distancing requirements described in this policy. It is recommended that occupancy increase gradually to allow for any concerns to be identified and resolved.

When activities do need to be conducted on site, scheduling strategies such as the following should be considered to reduce the opportunity for exposure as far as feasible:

- Staggered shifts and break times to reduce the number of employees at a time clock, break area or workspace at any one time
- Cohorted shifts, i.e the same employees working together in weekly rotations
- Appointment systems for students and visitors to minimize lines and crowding
  - Encourage phone check-in and waiting outside building or in cars
• Posting office protocol signs outside of office suites
  o Encourage visitors to call instead of entering
  o Request visitors to wear a mask if entrance is needed
• Providing materials for pick-up in wall-mounted holders outside of the department

B. Physical Distancing – Six Foot Rule

Individuals must remain at least six feet apart from each other at all times, unless safety or the core activity of the work requires a shorter distance (e.g. operating cash registers, two-person lifts of heavy objects). As feasible, fixed workstations and routine work tasks should be redesigned to achieve this requirement. Redesigns should take into account the nature of the work and may include some of the following measures:

• Relocation of desks or fixed workstations to maintain six feet distance from seated occupants in all directions
• Temporary or permanent relocations of individuals or department functions to spaces not in use
• Installation of cubicles or other three sided enclosures in shared office spaces.
  o Cubicle height should be at least four feet for work performed while both occupants are seated
  o Cubicle height should be at least six feet for work performed while any occupant is standing
• Installation of plexiglass barriers or “sneeze guards” at public-facing desks and service counters
  o Barriers should be at least four feet high for work performed while all parties are seated
  o Barriers should be at least six feet high for work performed while any party is standing
• Rearrangements or barriers should not block or inhibit emergency egress, corridors, aisles, or safe paths of travel.
• Rearrangements or barriers should not cause any materials to be within 18 inches of the ceiling in buildings with fire sprinkler heads or 24 inches of the ceiling in buildings without sprinkler heads.
• Barrier materials, other than plexi-glass desk shields, should be reviewed for applicable fire-resistance ratings before purchase or installation
• Job rotation, office relocation or other methods should be used to achieve a six foot distance until modifications can be completed.
• An exception request may be submitted if safety or the core function of the work activity requires a shorter distance. Exception requests should be accompanied by justification and identification of other measures used to protect employees. Requests should be approved by the Dean or Director of the functional area and approved exceptions provided to EHS. Exceptions will be solutioned as feasible.
• As feasible, chairs should be removed or tagged out in classrooms, laboratories, conference rooms, break areas and other locations where gatherings may occur.
• Non-essential common areas such as fitness rooms, lounges and game areas must remain closed until further notice.

C. Reduced Occupancy Limits

Reopening New York Guidelines require the total number of occupants in a space to be limited to no more than 50% of the maximum occupancy of a particular area as set by the certificate of occupancy. Additionally, gatherings are limited to a maximum of ten persons and a six foot separation is required between individuals. In order to comply with all requirements, occupancy in any space should be limited to the lowest of the following at any time:

• 50% of the permitted capacity, for locations issued an operating permit for an Assembly Occupancy, such as certain lecture halls, auditoriums, dining areas, gathering and event spaces
• 50% of a department’s full staffing level
• 50% of typical customer/visitor numbers
• The maximum number that can be present in any room or space while maintaining a distance of 6 feet
• 25 persons in a single room or gathering

Occupancy of any building or floor of any building is limited to 50% of permitted capacity. This should be readily achieved by maintaining the occupancy of each space within the limits above.

Revised occupancy limits must be determined and posted for instructional, assembly and dining spaces prior to their use. Seating and workstations should be re-arranged or otherwise marked prior to use of these spaces. The occupancy limits of other spaces should be managed and maintained by the supervisor of the area.

These limits are expected to change during the recovery period, depending on the patterns of disease transmission in the community and updated guidance from regulatory authorities.

D. Signs and Markings

Temporary or permanent social distancing floor markers and signs must be posted in areas where crowding or lines may occur (e.g. time clocks, health screening stations, cash registers, service counters)

To reduce bi-directional foot traffic, signs and arrows are recommended for high-traffic narrow aisles or hallways.
E. Meetings and Events

Meetings or other face-to-face contact should be avoided whenever possible. Employees, contractors, students and visitors are encouraged to use e-mail, text messaging, telephone calls, conference calls or video conferencing instead of in-person meetings or conversations. Essential in-person meetings (e.g. hands-on training that cannot be done remotely) should be held outdoors whenever possible. Essential meetings must meet ALL of the following requirements

- Maximum of 25 people
- Maintain a six foot distance at all times
- All people must wear a face mask (not required if outside and other requirements are met)
- Meeting space should be cleaned and disinfected after use

Whenever possible, meeting spaces should be dedicated to a single department or group and two hours of time should elapse between meetings.

F. Elevator Protocol

Elevators are typically small, enclosed spaces that frequently carry multiple people in close proximity to each other. Their use should be managed to reduce the potential for exposure to COVID-19.

- Individuals who are physically able to use stairs are encouraged to do so.
- If possible, elevator use should be limited to a single occupant at a time
- The maximum capacity of any elevator is limited to two people at any time, except for family groups. A group of individuals from the same family are allowed up to 50% of the capacity of the elevator.
- Individuals over the age of two years old must wear a face covering while riding in the elevator unless not medically able to wear one.
- Individuals are encouraged to press the elevator buttons with an elbow or tissue and to wash their hands or use sanitizer after touching any surfaces
- Individuals must wait in line at a distance of six feet from each other. Floor markings should be placed as a guide at six foot intervals.
- Signs should be posted at each elevator door with the revised elevator occupancy and the requirements of this protocol

G. Pick-up and Drop-Off Procedures

Wherever possible, handling of items should be done through the mail or a drive-up procedure. Drive-up procedures for picking up or returning items such as electronics or books should be developed and communicated to students and visitors. Procedures should include measures to:

- Minimize the number of individuals involved
• Limit the use of shared objects such as pens or clipboards
• Consider the use of gloves if handling shared objects is necessary
• Limit face-to-face contact by remaining in cars and keeping windows closed
• Ensure all parties wear face masks when any face to face contact is necessary
• Disinfect any returning items or shared objects

III. Personal Hygiene Measures

All members of the campus community are encouraged to take the following actions to protect themselves and others:

• Avoid person-to-person contact such as shaking hands
• Avoid touching your face, nose, and mouth and avoid rubbing your eyes
• Practice proper coughing or sneezing etiquette
• Wash your hands frequently with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
• Frequently disinfect high touch surfaces in shared workspaces
• Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils
• Avoid coming in contact with individuals displaying symptoms of illness
• Do not congregate in work rooms, break areas, hallways, copier rooms or other areas where people socialize
• Eat at your desk or away from others. Bring your lunch or purchase take-out meals
• Limit any sharing of foods, tools, equipment, or supplies
• Do not bring food or drink into labs or classrooms
• Wherever possible and safe to do so, increase ventilation of outdoor air by opening windows and doors. Fire doors can only be propped open if someone is continually present in the room.
• Avoid using public transportation during rush-hour crowding (walk, cycle, or drive a car whenever possible). Alternatively, if possible, adjust your schedule to commute early or late to avoid rush-hour crowding on public transportation
• Use your elbow to touch light switches, elevator buttons, etc.
• When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel or tissue
• Avoid the use of water fountains.
  o When possible, bring water from home, purchase bottled water from a vending station or use a hands-free water refill station available in the following locations: Campus Center (lobby), McDonough (lobby, fitness room area), BTC Auditorium (lobby), Fitzgibbons, Library (1st floor), Science Center (near restrooms), Williams/Cogan (café Area), Higbee (outside ITS Help Desk)
  o When using a water fountain, it is a good practice to disinfect it before and after use and to fill a bottle or cup instead of drinking directly from the fountain.
I. Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at Hudson Valley Community College. These protocols have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations and SUNY guidance.

It is expected that all employees, students, visitors and contractors will follow these protocols to protect their own health as well as other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

II. Custodial Department Cleaning and Disinfection Protocols

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

A. Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:
- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

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

B. Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products found on the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used. A fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) or 70% alcohol can also be used for disinfecting, if surfaces are compatible.

Examples of frequently touched surfaces include:
- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Particular focus should be paid to the Day Care Center and areas of higher traffic such as: ITS, Guenther Lobby, LaPan, Campus Center and any academic spaces in use. These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.

One portable electrostatic sprayer is being used on a rotating schedule to provide a quicker disinfection of surfaces throughout a building. This unit is being used on a rotating basis to clean and disinfect several buildings per night.

C. Cleaning and Disinfection for Re-Occupancy of Buildings

All non-academic spaces will gradually return to use during the re-occupancy period, with certain academic spaces anticipated to return to use in the Summer and Fall of 2020. The following section describes the procedures necessary for re-occupancy following the PAUSE period. Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above.
CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need normal routine cleaning to reopen the area. This section is intended to address the re-occupancy for administrative functions and limited academic course offerings anticipated for the Summer and Fall of 2020.

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

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

1. Spaces in buildings that have remained partially occupied
   - As feasible, remove soft and porous materials in high traffic areas.
   - Conduct routine cleaning of all spaces to be reoccupied
   - Clean and disinfect all bathrooms
   - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc)
   - Clean and disinfect high touch surfaces in departments or common office areas occupied during PAUSE (e.g. breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.)
   - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied

2. Buildings that have remained unoccupied for at least seven days with entrances and rooms/offices secured (other than an occasional brief entry)
   - As feasible, remove soft and porous materials in high traffic areas.
   - Conduct routine cleaning of all spaces to be reoccupied
   - Clean and disinfect all bathrooms
   - Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc)
   - Provide disinfecting materials and instructions in each department space or office suite to be reoccupied
D. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

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

The procedures for cleaning and disinfection following a suspected or confirmed case of COVID-19 are found in Appendix A of this document.

E. Custodial Department Personal Protective Equipment

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

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

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

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

Face – A face mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. While face coverings may not prevent the wearer from becoming infected, they might help prevent the spread of COVID-19 from people who have the virus and are unaware.

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

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

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

A. Administrative Spaces

Building occupants should use disinfectant wipes or spray provided by Physical Plant to frequently disinfect high touch surfaces in their own work space or shared spaces such as:
  o Shared telephones
  o Shared desktops
  o Shared computer keyboards and mice
  o Service counters
  o Light switches
  o Break area refrigerator and microwave handles
  o Vending machine buttons
  o Door handles and push bars
  o Copy machine controls
  o Shared tools and equipment

1. Disinfecting Wipes
The following steps should be taken when using disinfecting wipes:
  • If surface is visible dirty, use one wipe to wipe it clean and then discard
  • Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label
  • Discard all wipes in trash
• Wash hands thoroughly or use an alcohol-based hand sanitizer
• Let the surface dry before using it

2. Disinfection Spray
The following steps should be taken when using Morning Mist® disinfecting spray:
• If needed, pre-clean to remove visible dirt
• Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface
• Dispose of used paper towels in trash
• Wash hands thoroughly or use an alcohol-based hand sanitizer
A Department Cleaning and Disinfection log should be posted in each department and completed following disinfection.

B. Academic Spaces

Instructors and students should use disinfecting supplies provided to disinfect their own learning spaces and high touch surfaces in the room before and after using the space:
• Desks
• Chairs
• Instructor console
• Computer keyboards and mice
• Light switches
• Door knobs and handles
• Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies. A Classroom Cleaning and Disinfection log should be posted in each learning space and completed by the faculty member following disinfection.

C. Department-Specific Procedures

Additional departmental cleaning and disinfecting procedures are described in Appendix C and will be re-started or implemented as those operations resume following the PAUSE period:

D. Personal Protective Equipment

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

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

IV. Cleaning and Disinfection Logs

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

1. A general log should be kept for each building by the custodial department
2. A log should be posted in each restroom and completed by the custodial department
3. A log should be posted in each department and completed by the owning department and custodial department
4. A log should be posted in each classroom and completed by faculty using the room and the custodial department

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

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

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

1) Determine whether the individual was symptomatic while on campus, the length of time since the individual was last on campus and the date when symptoms appeared.

2) For individuals who were present on campus within the last 7 days, identify locations the individual occupied in the 48 hours prior to the start of symptoms (Human Resources, Department Head, Registrar, Scheduling assistance may be needed to help identify).

Examples may include areas such as:
- Employee’s office, Departmental spaces
- Break areas, copy rooms, common rooms
• Restrooms throughout building
• Meeting Rooms
• Classrooms
• Cafeterias
• Other spaces

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

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

Guidance from the CDC advises that the virus that causes COVID-19 has not been shown to survive on surfaces longer than seven days. Therefore, if it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

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

4) Implement the closure of spaces by notifying occupants and posting signs on spaces. Open doors and windows, if possible. Campus e-mails or notification systems should be considered in the event of a building or campus closure.

5) Determine if the college or the college’s vendor will conduct the disinfection

6) Define scope of areas to be disinfected and develop strategy. The exact scope will be determined after identification of the locations the individual spent time in, consultation of available guidance from the Health Department, SUNY and the CDC, and approval of the local Health Department. The scope will typically include a thorough disinfection of all spaces (offices, classrooms, bathrooms, common areas, etc.) used by the ill person as well as frequently touched surfaces (stair rails, door handles, elevator buttons, etc.) throughout the entire building or buildings the individual spent significant time in during the 48 hours prior to diagnosis or symptoms.

The order of disinfection should generally go from clean to less clean or from areas the individual may have only passed through to spaces the individual spent significant portions
of the day in, e.g. common hallways to office suites to offices. The disinfection order should end with a restroom or other location with running water to allow for washing hands after removal of PPE.

7) Disinfection team should be assembled and provided with personal protective equipment. A training review should be provided on PPE donning and doffing, disinfecting materials and scope/methods of disinfecting.

8) One or more supervisors should be designated. These supervisors will observe and document rooms, materials and surfaces on the “COVID-19 Disinfecting Log”. Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the scope developed in step 6.

9) Clean and disinfect the spaces using the following procedures:

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

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

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

As availability permits, the electrostatic disinfecting spray gun will be used to disinfect all surfaces in the rooms the individual spent significant time in, as identified in step 6. Frequently touched surfaces throughout the entire building will be disinfected using the bleach spray solution or spray gun.

**Personal Protective Equipment and Practices**

**Gloves** – Disinfection workers will wear disposable nitrile or latex gloves while cleaning and disinfecting after a COVID-19 case. Gloves should be changed after disinfecting each room the individual spent significant time in and as often as needed to avoid contaminating spaces. Hand washing with soap and water should be performed for at least 20 seconds before putting on and after removing gloves.
**Goggles** – Goggles will be worn while pouring or mixing any chemical products. Goggles will be worn during disinfection. During this period of increased precaution, reusable goggles/face shields should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling or disinfecting goggles.

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

PPE donning and doffing should follow procedures in Appendix B.

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

**Appendix B**
**Department-Specific Cleaning and Disinfection Procedures**

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

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

**Health Services (Health Services Staff)**
- Clean and disinfect health cots regularly (after each student use)
- Cover examination tables with paper. Paper is removed, table disinfected and paper replaced after each patient encounter
- Pillows are used only as needed. Pillows are covered with a disposable plastic cover and changed after each use.
**Food Services Spaces (Mazonne Hospitality)**
- Cleans and disinfect surfaces regularly

**Athletics Spaces (Athletics Department)**
- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2—or- labeled to be effective against human coronaviruses.

**Fitness Rooms (Health, Physical Education and Exercise Studies Department)**
- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2—or- labeled to be effective against human coronaviruses.

**Dental Hygiene Clinic (DHY Students and employees)**
- Dental hygiene students will continue disinfecting all surfaces in their assigned area daily
- Dental hygiene faculty and staff will continue their daily cleaning and disinfecting protocol
- Spray and wipe products with EPA-approved emerging viral pathogens claims against SARS-CoV-2 are used for disinfecting

**Jordan Road**
Physical Plant custodians follow the same procedures for Jordan Road as the main campus. The landlord provides cleaning and disinfection in the common spaces.

**Day Care (Day Care Staff)**
Day Care staff will continue to follow OCFS cleaning protocols and will conduct additional cleaning of surfaces

**Educational Opportunity Center and Albany Center for Education**
EOC custodial staff follow the same procedures for Jordan Road as the main campus.

**Tec-SMART**
Contracted custodial staff at TEC-SMART disinfect frequently touched surface several times each day:
- Classroom desks and chairs- Clorox Wipes
- Lunchroom tables and chairs-Clorox Wipes
- Door handles and push plates-Clorox Wipes
- Handrails-Clorox Wipes, and Lysol spray which is mixed with filtered water
- Kitchen and bathroom faucets-Clorox Wipes
- Light switches-Clorox Wipes
- Handles on equipment-Clorox Wipes
- Buttons on vending machines and elevators- Clorox Wipes
• Bathroom-Lysol heavy duty bathroom cleaner (mixed in with filtered water)
• Computer keyboards/ mice - Clorox Wipes
• Garbage Cans – spray with Lysol spray (using filtered water)

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

Care should be taken to not touch the outside of the glove while removing. Hand washing with soap and water should be performed for at least 20 seconds after removing gloves.
To prevent the spread of COVID-19, the college has implemented a health screening and contact tracing process.

As required by New York State, all individuals must complete the health screening process prior to being admitted to campus each day.

Individuals should not report to campus if they have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days;
- Experienced any symptoms of COVID-19 in the past 14 days.

**Health Screening Procedures**

1. Beginning July 1, all individuals coming to campus will complete the health screening questionnaire form below prior to arriving on campus each day.

2. Enter the drive-up screening station in the Parking Garage from 7 to 10 a.m. Monday through Friday. At all other times, individuals are required to report to the screening station in the Public Safety Office, located on the first floor of the Siek Campus Center, upon arrival to campus. Face coverings must be worn at the screening stations at all times.

3. Show the email confirmation to on-site screening staff.
   **NOTE:** Those without access to a mobile device will be assisted in completing the questionnaire upon arrival.

4. All individuals will have their temperature taken with an infrared thermometer. Those with a temperature of 100.4 degrees F or greater, or whose questionnaire responses indicate illness or exposure, will NOT be allowed on campus.

5. Color-coded wrist bands will be provided to those who pass the screening process and must be worn for the duration of time on campus. New wrist bands will be issued each day.

More details about this process can be found in the college's [COVID-19 Screening Process Implementation (PDF)](#).
Until further notice, contractor and vendor visits to campus should be limited to essential services such as: fire and life safety, environmental health and safety, critical building or infrastructure maintenance, shipments and deliveries, and county use of facilities for emergency operations activities. No other visitors should be permitted, except by a pre-scheduled appointment with a campus department.

These protocols are in effect until further notice and is subject to change as additional guidance becomes available.

General Requirements

Face Masks
Face masks covering the nose and mouth are required to be worn by contractors and visitors over the age of two years old at all times while occupying campus spaces. Face masks may be removed when eating or drinking or when more than six feet away from others in an outdoor setting. Contractors and visitors are encouraged to provide their own masks. Masks with exhalation valves are not permitted to be worn unless covered with a face mask due to the potential for the wearer to expose others to smaller droplets containing the virus. A limited supply of masks will be available for contractors and visitors through Public Safety or their campus host. Contractors and visitors who are not medically able to wear a mask will not be required to wear one but may be asked to use a face shield instead.

Social Distancing
All contractors and visitors are required to maintain a distance of six feet from others at all times unless safety or the core activity of the task requires a shorter distance or suitable barriers are in place.

Health Screening
Contractors and visitors should not report to campus if they have:
- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19,
- Tested positive for COVID-19 in the past 14 days, or
- Experienced any symptoms of COVID-19 in the past 14 days

Contractors and visitors will be required to undergo a daily health screening upon reporting to campus.

Additional Requirements
Contractors and visitors should follow any specific procedures provided by the department.

Contractor Requirements
All contractors are expected to provide appropriate safety protections to their employees and the college community in accordance with all applicable laws and their contract with the college. Additional contractor requirements related to COVID-19 include, but are not limited to, the following:
• All contractor visits to campus must be pre-approved and scheduled by the department coordinating the work. No unauthorized or unscheduled visits are permitted.
• Whenever possible, contractors should check in with the contracting department by phone and proceed directly to the work location after successfully completing the Health Screening process.
• As applicable, contractors must follow NYFORWARD Guidance for Construction or other applicable industries.
• For multi-day, multi-employee or multi-employer projects, the following additional requirements apply:
  • A COVID-19 Safety Plan must be submitted detailing methods of compliance with CDC and New York State Department of Health guidance in effect at the time of their work. The plan must be specific to the work to be performed on campus. As applicable, the plan must address all required elements of the Interim Guidance for Construction Activities During the COVID-19 Public Health Emergency.
  • A daily log must be maintained and submitted to the HVCC contact detailing the names, locations accessed on campus and contact information to enable contact tracing.
Travel increases the risks of exposure to the coronavirus to individuals and the community. The U.S. Centers for Disease Control and Prevention (CDC) has issued a Global Level 3 Warning to Avoid Nonessential Travel to all global destinations due to widespread transmission.

College-Related Travel
College-related travel outside of New York State is suspended until further notice. Travel within New York State is limited to essential business and requires the prior approval of the traveler’s Director or Dean.

Personal Travel
Personal travel is discouraged at this time. If you must travel, make sure you are aware of and adhere to any CDC International or Domestic Guidance and national or local restrictions for your destination and place of return. Within the United States, check state and territorial health department websites for the latest information.

International Travel

CDC Guidance
If you travelled internationally in the last 14 days, follow the CDC Guidance for Returning from International Travel:

- Stay home for 14 days from the time you returned home from international travel. During this 14-day period, take these steps to monitor your health and practice social distancing:
  1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
  2. Stay home and avoid contact with others. Do not go to work or school.
  3. Do not take public transportation, taxis, or ride-shares.
  4. Keep your distance from others (about 6 feet or 2 meters).

College Requirements

All faculty, staff, students and guests are required to remain off-campus for 14 days after returning from any international travel and to contact College Health Services at (518) 629-7468 for guidance before returning to campus from any international travel.

As this is a fluid situation, travel guidance may be issued for additional areas or raised to higher levels, leading to unexpected consequences such as delays in returning or quarantines. Individuals should carefully consider their own circumstances prior to travel.
For up-to-date travel guidance, please refer to CDC’s Coronavirus Disease 2019 Information for Travel.

These protocols are in effect until further notice and subject to change as additional guidance becomes available.
A COVID-19 Supply Management Procedure has been developed to centralize the ordering and distribution of supplies to campus departments. This procedure applies to all HVCC departments that do not typically order personal protective equipment (PPE) and disinfecting supplies on their own. Departments with established supplier relationships can and should continue to order through other means, but may follow the campus procedure if they are having difficulty securing supplies.

Each department head should ensure their department has the following supplies on hand prior to returning employees to work:

- Disinfecting Supplies - Spray and paper towels –or- disinfecting wipes
- Hand Sanitizer – pump-style dispenser –or- individual dispensers
- Cloth Face Coverings (2 cloth coverings per returning employee)
- Disinfection Instructions (keep near supplies)
- Face Mask Handouts (provide to employees when distributing face coverings)

Additional items that may be requested include:

- Gowns – For departments with Risk Assessment/PPE Assessment requiring gowns
- Gloves – For departments with a Risk Assessment/PPE Assessment requiring gloves. Departments handling frequently touched objects that cannot be disinfected between uses may also request gloves.
- Disposable Face Masks – For areas with student and visitor traffic
- Disinfection Logs (post in break areas and common spaces to document disinfection of common surfaces)
- Social Distancing Signs and Handouts
  - CDC Stop the Spread of Germs 11x17 poster
  - CDC Symptoms 11x17 poster
  - CDC How to Protect Yourself and Others 2-sided 8 ½ x 11 handout or posting (double-sided, need 2 for posting)
  - CDC Cloth Mask handout
- Customer Service Area Etiquette sign 8 ½ x 11

The supervisor of the functional area should order supplies from the HVCC Central COVID-19 Supply Distribution Point by contacting Larry Amos in Inventory at 518-629-7141 or lamos@hvcc.edu.

Requests should include the quantity of each item, the delivery location, the date of re-occupancy of the space and the number of employees returning. Larry Amos will process and approve the supply requests. Inventory and/or Custodial Staff will distribute the COVID-19 supplies. Supplies remain limited and may not always be available. Departments should order only the amount needed for a two week period in order to facilitate the operations of as many departments as possible.

A limited number of cloth face coverings with clear windows will be available through the CAAT Office. A limited number of face shields will be available through the CAAT Office for individuals who are not medically able to wear a face mask or covering.
Requests for N95 respirators must be approved by EHS. The college will only provide N95 respirators for protection against COVID-19 to certain individuals performing higher risk tasks who have received training, fit-testing and medical clearance in accordance with the OSHA compliant respiratory protection program administered by the EHS Department.
# Appendix 2

**CHECKLIST for Restarting On-Campus Activities and Operations**

**Hudson Valley Community College**

<table>
<thead>
<tr>
<th>Included in Plan</th>
<th>Area</th>
<th>Page References Where Item Addressed in Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repopulation of the Campus</td>
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<td>Capacity to maintain social distancing.</td>
<td>Staff Phasing In 2,3,4,5,8</td>
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<td></td>
<td></td>
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<td>Screening and testing</td>
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<td>Space adaptation 3,4,5,7,9,11,12,13</td>
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<td>intramurals and student performances:</td>
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<tr>
<td></td>
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<td>virtually Fall 2020</td>
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<tr>
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<td>Fall 2020 Athletics - decision will be</td>
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<td>made by July 25, 2020</td>
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<td>NJCAA Guidelines are being reviewed to</td>
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<td>make a decision</td>
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<td>Monitoring</td>
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<td>Testing responsibility.</td>
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<tr>
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<td>Testing frequency and protocols</td>
<td>Temperature testing for all building entry 2,3,5,6,10,13</td>
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<td>Screening</td>
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<td>Containment</td>
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<td>Communication</td>
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<tr>
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<td>Return to remote operations (“Shutdown”)</td>
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<td>√</td>
<td>Move-out</td>
<td>Contained within Academic/Administrative department plans</td>
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<tr>
<td>√</td>
<td>Communication</td>
<td>Website home page COVID-19 Info Updates</td>
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Appendix 3
Sample Academic Department Plan
Paramedic and EMT

**PARAMEDIC and EMT courses SOCIAL DISTANCING PLANS**

- EMSP 218 – continuation from spring; all lectures will remain via Zoom until which time that in-person labs can commence. Make up labs will follow the social distancing guideline as detailed below.
- EMSP 100 – continuation from spring; will resume lab when allowed using the social distancing guideline as detailed below.

**PARAMEDIC SUMMER COURSE required for Paramedic students to graduate in August 2020.**

- EMSP 223 – first week of classes will be done via Zoom. In-person labs will start 8/3 classes using the social distancing guideline as detailed below.
- Testing for Paramedic Cohorts and EMT cohorts included in schedule.

**Social distancing protocol for lab/testing**

- Check in with an assigned faculty person stationed outside the suite in PPE: each student will be scanned for temperature and logged in before entering the suite - main entrance only
- Students will hand sanitizer at point of entry with a portable foaming station placed near the temperature station.
- Students will be separated in large lab areas with stations 20 feet from each other and spaces marked on the floor for a minimum 6 foot distance separation from each student and faculty. Smaller lab rooms will be 1 student only with a 6 ft. mark for a faculty to observe/test, if necessary.
- Students will be required to bring only notebook/binder and pens. All personal items should be kept in their vehicle.
- Students will be provided gloves as needed but will be required to use a faculty approved personal cover for mouth and nose while in lab, testing and practice. Face must be covered at all times within the suite.
- **1 chair will be placed per student and faculty at lab stations and in single rooms. All others will be removed**
- Students will be required to bring their own lunches and will eat outside the building - Kitchens, lounge and coffee areas are closed off with seating removed- no personal food storage is allowed.
- Open access computer area is closed off.
EMT/Paramedic Scheduled Room use and (Student to Instructor Ratio)

<table>
<thead>
<tr>
<th>Week</th>
<th>Room</th>
<th>JRD 102 (4:1)</th>
<th>JRD 113,115,116 downstairs lab rooms (1:1)</th>
<th>JRD 117, 118, 134, 136 downstairs lab room (1:1)</th>
<th>Sim Lab JRD 110 and 113 (1:1)</th>
<th>JRD 225 Paramedic Lab (4:1)</th>
<th>JRD 220,221,222 223,226,227 228,229,230 Paramedic lab rooms (1:1)</th>
<th>JRD 216 (4:1)</th>
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<tr>
<td>Week 1 Day and evening hours</td>
<td>EMT lab* 8:30 – 11:30 11:30 – 3:30 6:00 – 10:00</td>
<td>EMT lab* 8:30 – 11:30 11:30 – 3:30 6:00 – 10:00</td>
<td>EMT lab* 8:30 – 11:30 11:30 – 3:30 6:00 – 10:00</td>
<td>Paramedic 6-10p (no Friday)</td>
<td>Paramedic 6-10p (no Friday)</td>
<td>Paramedic 6-10p (no Friday)</td>
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<td>Week 2 Day and evening hours</td>
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<td>Paramedic 6-10p</td>
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<td>EMT Practical Skills Exam***</td>
<td>EMT Practical Skills Exam***</td>
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<td>Week 5 Day hours only</td>
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<td>Week 6 Day hours only</td>
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</tbody>
</table>

*EMT Lab
- Students will be assigned on either a morning, afternoon or evening session to accommodate the listed student to instructor ratio.

***Practical Skills Exam (PSE)
- Practical skills exams will remain in accordance with NYSDOH Bureau of EMS guidelines.
- Exams will now be done over 3 days. Primary testing on day 1, 2 and morning of day 3, retests on afternoon of day 3.
• Students will be assigned a 4 hour block (830-1230, 1-5) to complete all PSE stations with the same instructor/evaluator, in one room. No live patients or partners will be used, this deviation has been approved by NYSDOH.
• All of the same guidelines for social distancing for lab sessions will be followed for PSEs.
Introduction:

On June 28, 2020 Hudson Valley Community College submitted its Revised Re-occupancy Safety Plan to the State University of New York for approval. On June 30, 2020 the University requested additional information/clarification in response to five questions. These questions were:

1. Under Operational Activity, please provide more information on how classrooms will be scheduled and prioritized for academic operation.
2. Please provide more information on restarting ventilation, water systems, and other key components.
3. Please provide information on how vulnerable populations will be addressed.
4. Information was not included on your early warning systems. Please discuss how you will detect an outbreak (i.e. daily screening of employees, periodic screening for students).
5. Please provide more information on your campus communications plan.

Each question is answered below as a prelude to the full plan which follows. Due to the extensive nature of the response to question 1, for ease of reading and review, an example of a departmental plan is shown in Appendix 3 of this plan. Additional departmental plans are on file in the office of the Vice President for Academic Affairs. Not all departmental plans can be included in this document due to their comprehensive volume.

Many of the points identified in the responses below are reflected in the comprehensive plan which follows but are provide separately here to facilitate review by the State University.
1. **Under Operational Activity, please provide more information on how classrooms will be scheduled and prioritized for academic operation.**

**Academic Affairs Plan for Returning Staff**

Academic department staff will be returning to campus, in a 25%-50% phased-in approach to perform duties which require staff and students to be on campus to perform the effective operation unique to each academic department. Each Academic Department Administrator/Supervisor assessed risk and implemented controls required for classroom scheduling and prioritization for the academic operation of lecture, laboratory and clinical courses according to the OSHA COVID-19 Hazard Recognition resource to determine all department-specific policies and procedures; these include appropriate staffing and Social Distancing Protocols which adhere to the six-foot rule and 50% occupancy limits; Department-Specific Procedures, Classroom, Laboratory and Clinical Procedures, Contractors and Visitors in accordance with the Hudson Valley Community College COVID-19 Re-Occupancy Safety and NYFORWARD Plans. Each Department Administrator/Supervisor will share their unique Department Plan, (policy and procedure), with their staff by email and a ZOOM meeting, prior to returning to campus. A copy of these Plans will remain in each academic department and will include all staff names and schedules and procedures unique to each department. Staff and Students will be required to acknowledge by signature, that they have read and understand the document. A sample Department Plan is attached for reference. Additional Department Plans are available upon request.

HVCC is offering various delivery methods for lectures, labs and clinical courses that include courses delivered 100% remote, hybrid/flex-hybrid synchronous and asynchronous instruction and simulation lab instruction. Unless we are directed to restrict activities due to increased public health concerns, HVCC plans to retain the advertised course format for the duration of the semester. Instruction will include on campus instruction for the clinical courses in the Health Science Division programs, some of the lab science courses and the Applied Technology labs and Workforce programs as necessary to meet all educational goals and objectives. In addition, we are offering a few (less than 25%) on campus day courses to serve the needs of students who prefer or require on campus instruction. On campus instruction will occur in larger classrooms and will follow all social distancing and other required occupancy safety protocols as listed above. Specific information for each academic program regarding on campus instruction and classroom scheduling are included in each Program Plan.

Each department will submit all necessary work and supply orders to Physical Plant in a timely manner in order to implement all control measures essential to provide a safe environment for employees, students and visitors effective July 1, 2020. Schedules for staff members returning to campus will be forwarded to the Department of Human Resources prior to July 1, 2020.
In the event the College is required to return to remote operations due to an outbreak of COVID-19 this fall, department-specific contingency plans are developed and are included in each course syllabi to ensure academic continuity as follows:

- **Division of Business and Liberal Arts:** All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line lab instruction following the successful procedures developed in the Spring 2020 semester.

- **Division of STEM:** All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line lab instruction using appropriate software following the successful procedures developed in the Spring.

- **Division of Health Science:** All Lecture courses that are scheduled or are being taught on campus will revert back to remote instruction following the successful procedures developed in the Spring 2020 semester. All lab courses will continue via simulation and on-line labs following the successful procedures developed in the Spring 2020 semester. All Clinical courses will following the guidance of their program’s Accrediting Body and NYSED Office of Professions. Academic continuity for the accredited courses will follow successful procedures developed in the Spring 2020 semester and will occur via simulation, and hospital-based clinical assignments if permitted. If students are unable to complete their in-person clinical requirements in the fall, the clinical/lab course semester will be extended, to allow students to return to campus for completion when it is deemed safe without penalty to their academic progress or grade.

- **Workforce Development, External Academic Programs and TEC-Smart and Community and Professional Education and High School Programs:** The Deans and Associate Deans of these academic departments will communicate directly with all outside affiliated entities (High schools, work place locations etc.) All Lecture courses that are scheduled or are being taught on campus or at off-site in person locations will revert to remote instruction following the procedures developed in the Spring 202 semester. All lab courses will continue via simulation and on-line lab instruction using appropriate software following the procedures developed in the Spring 2020 semester.

*Faculty/Associate Deans/Deans will address the possibility for a shutdown at the start of the semester with all students and external affiliated workforce entities and will provide department-specific information for a quick transition to distance education.*
Specific department information can be obtained from each supervisor (Vice President for Academic Affairs, Assistant Vice President, Academic Dean, Associate Dean, Director) listed below.

**Academic Departments, Deans and Department Chairpersons and Directors are listed below:**

- **Office of the VPAA:** Judith DiLorenzo, VPAA
- **Office of the AVPAA:** Ronalyn Wils on, AVPAA
- **Health Science Division:** Dean Patricia Klimkewicz
- **Dental Hygiene:** Tammy Conway
- **Nursing and Surgical Technology:** Jodi Dorrough
- **Medical Imaging:** Margaret Ewart-Zapp
- **Health and Physical Education Studies:** Colleen Ferris
- **Cardiorespiratory and Emergency Medicine:** Patricia Hyland
- **Mortuary Science:** Lori Purcell
- **STEM Division:** Dean Jonathan Ashdown
- **Applied Technologies:** George Raneri
- **Civil Construction, Industrial and Mechanical Technologies, Mathematics and Engineering Science:** Craig D’Allaird
- **Biology, Chemistry and Physics:** Peter Schaeffer
- **Business and Liberal Arts:** Acting Dean, AVPAA Ronalyn Wilson
- **INS/LAS Advisement Center:** TBD
- **Teacher Preparation:** Antoinette Howard
- **Human Services and Chemical Dependency Counseling:** Maryann Pepe
- **Fine Arts, Theatre Arts and Digital Media:** Scott Hathaway
- **English Foreign Languages and English as a Second language:** Tyler Kessel
- **History, Philosophy and Social Sciences:** Peter Sawyer
- **Business programs, Public Administration, Legal Studies, Criminal Justice, Computing and Information Science and Business Advisement Center:** Ricky Thibodeau
- **Department of Distance and Online Learning:** Linda Ryder
- **Library:** Brenda Hazard.
- **Learning Assistance Center:** Marcy Pendergast
- **Workforce Development, External Academic Programs and TEC-Smart and Community and Professional Education and High School Programs:** Dean Penny Hill, Associate Deans Deborah Shoemaker and Pat Myers
- **External Academic Programs:** Assoc. Dean Patricia Myers
- **Community and Professional Education and High School Programs:** Assoc. Dean Deborah Shoemaker
- **Scheduling Office:** Director Erin Hatter

A sample academic department plan can be found in Appendix 3.
2. Please provide more information on restarting ventilation, water systems, and other key components.

Restarting HVAC and Water

College and EOC facilities were not fully shut down during the PAUSE period and did not require complex re-start procedures. Building systems remained in service:

- HVAC systems were left running at their standard set-points. Maintenance and filter changes continued according to preventive maintenance schedules. Increased outdoor airflow, enhanced filtration and UV disinfection are being considered, as feasible, for fall implementation in certain higher risk or higher density areas.
- Potable water systems have been run periodically during the PAUSE period. All building water lines were flushed before the Capital Region entered Phase Two for Administrative Services return.
- Seasonal cooling towers were re-started in accordance with NYS Health Department regulations for legionella. Inspection, testing and certification continue on schedule, in accordance with the college maintenance plan and Health Department regulations.
3. **Please provide information on how vulnerable populations will be addressed.**

The information related to how vulnerable population are being addressed in this link: [https://www.hvcc.edu/covid19/re-entry/index.html](https://www.hvcc.edu/covid19/re-entry/index.html)

If you are sick, have been exposed or are at risk of complications If you are sick for any reason, stay home from work and contact your supervisor and Health Services at (518) 629-7468 or healthservice@hvcc.edu. Contact your medical provider for medical advice/care, concerns over potential exposure or to request testing for COVID-19. You may also call the NYS Health Department Coronavirus Hotline at 1 (888) 364-3065 to request testing. If you have tested positive for the virus, follow the guidance of your local health department and communicate with Health Services. Employees who are subject to quarantine or isolation due to COVID-19 must communicate with their immediate supervisor and Health Services for guidance prior to returning to work. *If you have underlying medical conditions increasing your risks of developing more serious complications, you should contact your own health care provider and ask them to send any medical documentation identifying you as being at risk of more serious complications to Health Services by fax at (518) 629-7471 or by e-mail to healthservice@hvcc.edu. As a reminder, the college’s Center for Access and Assistive Technology coordinates accommodations for students and employees with chronic or temporary health problems and can be reached at (518) 629-7154 or caat@hvcc.edu. Link [https://www.hvcc.edu/covid19/re-entry/employee-guidance.pdf](https://www.hvcc.edu/covid19/re-entry/employee-guidance.pdf)*

People at risk are determined by the CDC criteria.


Employees and student who at risk are able to work remotely to insure their safety.
4. Information was not included on your early warning systems. Please discuss how you will detect an outbreak (i.e. daily screening of employees, periodic screening for students).

HVCC has implemented a Health Screening Procedure and contact tracing to prevent the spread of COVID-19 on campus. Link: https://www.hvcc.edu/covid19/re-entry/health-screening.html

Individuals should not report to campus if they have:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive for COVID-19 in the past 14 days;
- Experienced any symptoms of COVID-19 in the past 14 days.

Health Screening Procedures

Beginning July 1, all individuals coming to campus will complete the health screening questionnaire form below prior to arriving on campus each day.

Employee & Student Form Link: https://www.hvcc.edu/covid19/re-entry/health-screening-form/internal-form.html

Visitor & Contractor Form Link: https://www.hvcc.edu/covid19/re-entry/health-screening-form/public-form.html

1. Enter the drive-up screening station in the Parking Garage from 7 to 10 a.m. Monday through Friday. At all other times, individuals are required to report to the screening station in the Public Safety Office, located on the first floor of the Siek Campus Center, upon arrival to campus. Face coverings must be worn at the screening stations at all times.

2. Show the email confirmation to on-site screening staff. NOTE: Those without access to a mobile device will be assisted in completing the questionnaire upon arrival.

3. All individuals will have their temperature taken with an infrared thermometer. Those with a temperature of 100.4 degrees F or greater, or whose questionnaire responses indicate illness or exposure, will NOT be allowed on campus.

4. Color-coded wrist bands will be provided to those who pass the screening process and must be worn for the duration of time on campus. New wrist bands will be issued each day.

Assist Employees and Students in Completing the Forms On Site.


To search for an individual's screening entry:
- Swipe an HVCC ID Card OR manually enter an H00#
- Make sure the search field has been selected before swiping the card. The cursor will be blinking inside the search field when selected.
- Enter a Last Name

**Search Today's Entries**

**Review of the Submitted Health Screening Forms** done daily as part of the early warning system

A “yes” answer will trigger a response from Health Service whose nurses have completed the COVID-19 contact tracing course offered by Coursera Link: [https://www.coursera.org/learn/covid-19-contact-tracing?edocomorp=covid-19-contact-tracing](https://www.coursera.org/learn/covid-19-contact-tracing?edocomorp=covid-19-contact-tracing). A nurse from Hudson Valley’s Health Services office will communicate with you via a Zoom health appointment or telephone interview to answer questions and provide guidance on the need for further care, testing, and contact tracing, and to advise you on communicating with the appropriate health department. Free testing for COVID-19 is available by calling the New York State COVID-19 Hotline at 1-888-364-3065. In addition to communicating with Hudson Valley’s Health Services office, you may also wish to communicate with your primary care provider for symptom-based supportive therapy. Link [https://www.hvcc.edu/covid19/re-entry/screening-process.pdf](https://www.hvcc.edu/covid19/re-entry/screening-process.pdf)

The COVID-19 Daily Screening Dashboard allows the nurses of HVCC Health Services to review all daily submission and the initiation of the contact tracing process. Link: [https://forms.hvcc.edu/machform/covid-screening](https://forms.hvcc.edu/machform/covid-screening)

The return to campus process once someone was placed on quarantine or isolation is based on Health Services will use the NYSDOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or after individuals have had close or proximate contact with a person with COVID-19 to assist in returning employees and students to the campus.

5. **Please provide more information on your campus communications plan.**

**Communication**

Following a review of the Higher Education Guidelines for Reopening New York State and guidance from the State University of New York, the college has outlined a clear communications strategy to connect with students, parents, employees, visitors, community members and other important stakeholders.

**Designated points of contact**

While many campus administrators are working together to respond appropriately to the COVID-19 pandemic, several coordinators are specifically designated to manage emerging situations and address general questions or concerns. Primary coordinators include:

- County/NYS/SUNY coordination – Executive Director, External Relations, President’s Office
- Public health issues – Director of College Health Services
- General safety concerns – Director of Environmental Health and Safety
- Student services and enrollment – Vice President of Student Affairs
- Instructional issues – Vice President of Academic Affairs
- Employee relations – Executive Director of Human Resources
- EOC procedures – Vice President/Executive Director, Capital District Educational Opportunity Center

The college also coordinates COVID-19 activities with its Emergency Preparedness Committee, Executive Team, deans and directors.

**Web resources**

A detailed webpage – [www.hvcc.edu/covid19](http://www.hvcc.edu/covid19) - with comprehensive information related to COVID-19 is available on the main page of the college website - [www.hvcc.edu](http://www.hvcc.edu) – and regularly updated with new information. The site also links to the college’s Re-occupancy and Safety Plan and complete information on health and safety protocols and procedures, including:

- Summer Classroom and Student Protocols;
- Academic and Administrative Department Guidance;
- Guidance for Returning Faculty and Staff;
- Risk Assessment and Control Guidance;
- Contractor and Visitor Protocols;
- Social Distancing and Personal Hygiene Protocols;
- Facemask and Glove Protocols;
• Travel Protocols;
• Cleaning and Disinfection Procedures;
• Ordering/Distribution of PPE and Disinfectants Procedures;

Additionally, the webpage provides detailed information on the college’s health screening process; emergency funds for students; frequently asked questions and answers; and numerous updates to the college community from President Ramsammy.

Students and employees also receive updates through online student announcements, Blackboard and Banner, as well as the daily employee newsletter, Campus Chronicle.

Email updates

President Ramsammy sends regular email messages to all students and employees to highlight new and important information. See https://www.hvcc.edu/covid19/updates/index.html. The content of those emails are shared by division and department directors and discussed with staff and students of the college.

Key constituents

In addition to ongoing communication to all student and employees, regular updates are shared with the leadership of important internal and external stakeholder groups, including the Board of Trustees, collective bargaining units, Student Senate, Academic Senate, Faculty Student Association, SUNY, New York State and county health and government officials, among others. The college Foundation also briefs alumni, donors and friends of the college on the situation surrounding COVID-19 and plans to re-occupy the college safely.

Social media and video

The college posts updates on its institutional and departmental social media channels, including Facebook, Twitter, LinkedIn and YouTube. In addition, President Ramsammy has recorded a series of videos to connect with current students and employees; prospective students; and members of our greater community. Plans for a new video to describe instructional methods and safety procedures for the fall semester are underway.

Advertising

The college has adjusted all of its paid media campaigns during its response to COVID-19. Plans are in place to update messaging on all traditional and digital advertising during the fourth quarter of the current fiscal year and beyond.
Signage
The college’s Creative and Printing Services staff are creating and posting signage throughout the its campus and off-campus locations, including at its entrances and doorways, roadways and pedestrian paths, interior bulletin boards, digital monitors, elevators, floors and service counters to remind personnel to adhere to proper hygiene, social distancing rules, room occupancy limits, appropriate use of PPE, and cleaning and disinfecting protocols. Many of the signs were created by the CDC or public health agencies.

Mobile app and text communications
Emergency communications will be shared through the college’s Alertus platform and app as well as through SMS/text messages offered through SUNY-NY Alert.

Media
The college continues to pitch positive stories, share important updates and respond to local media inquiries and work with leaders of its student newspaper, The Hudsonian.
COVID-19 RETURN TO FACILITY AND CONTINUED OPERATIONS PLAN
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PURPOSE

The Capital District Educational Opportunity Center (EOC, center) is a SUNY funded division of Hudson Valley Community Opportunity College (HVCC) and subject to the overall policies and procedures outlined by HVCC relative to the return to on-campus operations. The purpose of this document is to serve as a guide for the re-occupancy and on-site operation of the Capital District Educational Opportunity Center (EOC) under COVID-19 restrictions. In accordance with recommendations released by New York State (NYS), the State University of New York (SUNY) and the Center for Disease Control (CDC), and in accordance with Hudson Valley Community College (HVCC), this document will provide staff with information on how to safely engage in daily operations, staffing, and considers the needs and functions of each department. Furthermore, this document is drafted with individual safety as the chief concern. It may be necessary to update this document periodically as the COVID-19 situation evolves and directives change.

As part of Hudson Valley Community College, the EOC is required to align its policies with what is put forth by the campus. Therefore, the EOC will follow all policies, protocols or expectations promulgated by the college including policies dealing with vulnerable populations.

The EOC offers programs and services in two locations: its main facility at 431 River Street in Troy; and, at the Albany Center for Education (ACE) located at 30 N Russell Road in Albany. This document references actions to be taken at both facilities.

COMPLIANCE WITH NEW YORK STATE’S “NY FORWARD BUSINESS RE-OPENING SAFETY PLAN”

Specific details about how the EOC will implement strategies to comply with the below guidelines are included throughout this document.

I. PEOPLE

Physical Distancing. To ensure employees comply with physical distancing requirements, the EOC will do the following:

- A 6ft. distance will be maintained between personnel, unless safety or core function of the work activity requires a shorter distance.
  - Any time personnel are less than 6 ft. apart from one another, personnel will wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
  - If occupied by more than one person, the EOC will keep a total occupancy of 50% of maximum capacity (until no longer necessary.)
Where appropriate, social distancing markers will be placed on floors or walls, using tape or signs, that denote 6ft. of spacing in commonly used and other applicable areas.

The EOC will limit in-person gatherings as much as possible and use tele-or video-conferencing whenever possible.

Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

- The EOC will designate areas for pick-ups and deliveries, limiting contact to the extent possible.

II. PLACES

Protective Equipment. To ensure employees comply with protective equipment requirements, the EOC will do the following:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Face coverings will be cleaned by the employee or replaced after use or when damaged or soiled. Employee face coverings will not be shared.
- The EOC will limit the sharing of objects, and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, the EOC will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (DOH), and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, as well as alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

Communication. To ensure the EOC and its employees comply with communication requirements, the EOC will do the following:

- Post signage throughout the EOC to remind personnel to adhere to proper hygiene, social distancing rules, room occupancy limits, appropriate use of PPE, and cleaning and disinfecting protocols.
• Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
• Maintain a continuous log of every person, including workers and visitors, who enter and leave the building.
• If a worker tests positive for COVID-19, the EOC will immediately notify HVCC Health and Campus Safety.
  o The EOC will comply and cooperate with any contact tracing efforts.

III. PROCESS
The EOC will make every attempt to take the temperatures of all parties entering the facility. This will be done in one of two ways. Either a staff person will be assigned to take temperatures using a digital thermometer, or a stand-alone digital recording instrument will be acquired that will register temperatures independently. The EOC will also follow any and all guidelines set forth by HVCC.

Screening. To ensure the EOC and its employees comply with protective equipment requirements, the EOC will do the following:
• Implement a mandatory health screening assessment (e.g. questionnaire, temperature check) as mandated by HVCC before employees begin work each day.
  o Assessment responses will be reviewed every day and documented.

Contact tracing and disinfection of contaminated areas. To ensure the EOC and its employees comply with contact tracing and disinfection requirements, the EOC will do the following:
• Facilities staff will clean and disinfect any known contact areas, and work with HVCC or proper authorities on contact tracing in the event of a positive case.

IV. RESURGENCE/SHUTDOWN
In the event of a resurgence in incidents locally, or if an outbreak occurs that directly affects the EOC, the center will comply with HVCC protocols for partial or full shut down depending upon the particular circumstances precipitating the incident. As the EOC functions as an off-site facility from the main college campus, and incident could impact the main campus and not affect the EOC and/or an incident could impact the EOC without impacting the main campus.

In the case of a partial shut-down, every attempt will be made to maintain reception, enrollment services, and business service operations on site. Should the center need to return to remote functions in a total shut-down situation, the center would resume off-site functioning of these services in the manner employed beginning March 20, 2020. As all staff are equipped to work remotely, this migration would be seamless. The main priority will center on effective communication of these changes to students, staff and
community. This will be handled through the center’s various communication platforms, including: email, Remind App, website, and social media platforms.

Decisions regarding partial or full-shut down will be managed through directive from HVCC management team to EOC Vice-President/Executive Director and managed locally at the EOC through the center’s coordinators.

Resumption of on-site functioning following this disruption would follow the same protocols as outlined below.

As the center does not have residential halls, no move out scenarios are required.

SAFETY GUIDELINES AND PROCEDURES

Precautions and practices to guide phased return and prepare for "new normal":

Workplace:

- Desks/chairs, workstations and furniture in all classrooms and labs will be placed 6ft apart.
  - Excess desks and chairs will be removed and stored.
  - In spaces where furniture cannot be removed, it will be labeled as “do not use.”
- Limit in-person meetings and utilize technology for meetings, even when in office (Zoom calls from offices, etc.)
- While inside the EOC, occupants will do their best to maintain a 6ft. distance from one another
  - At times when occupants are unable to maintain a 6ft distance, occupants will wear acceptable face coverings.
- While under social distancing orders, the EOC will allow and encourage flexible policies for scheduling and remote working wherever possible.
- Common areas such as the staff/faculty lounge, student lounge, and the Spoons (cafeteria) will either remain closed, or when open will have modified access, be spaced for social distancing, and frequently disinfected.
  - When Spoons does reopen, it will be in a “to go/take out” format only.
  - These common rooms may be used for eating, as well as be used as “waiting rooms”.
  - With both uses, occupants will be separated and spaced apart by 6ft, allowing both eating and waiting to take place at the same time.
Visitor Check-in:
At reception, markers will be placed on the floor to ensure that visitors and students remain 6ft apart. The receptionist will also keep the glass partition between his/her desk and visitors closed at all times.

Temperature check station and log: If a stand-alone digital temperature recording instrument is acquired, temperature checks will be taken with this device. In the absence of a stand-alone instrument, a staff member with appropriate PPE and a log will be present in the reception area. Upon entering the EOC, the individual will:

- Have their temperature checked at the temperature check station.
  - If the temperature is above normal (100.4), the person will be asked to leave and HVCC Health Services will be notified immediately.
- Be asked the following questions:
  - If they have had COVID-19 symptoms in past 14 days (cough, difficulty breathing, loss of taste and/or smell and fever (100.4))? 
  - Tested positive COVID-19 test in past 14 days?
  - Come in close contact with confirmed or suspected COVID-19 case in past 14 days?
- If the answer to any of these questions is yes, the individual will not be admitted to the EOC.
  - HVCC Health Services will be notified immediately.
- The staff member will record the person’s name, temperature, and time of entry in the log.
- All individuals must be masked when entering the building. While the EOC is asking visitors to the facility to arrive wearing a mask, the EOC will have disposable masks on hand for distribution should a person not be able to provide their own.
- Before work each day staff will need to complete and submit the required HVCC screening questionnaire. When entering the EOC, staff do not need to check in with the receptionist, but they do need to go through a health screening/check in process.
- Should HVCC put out different guidelines than what is planned above, the EOC will follow those guidelines.

Proactive Infection Plan:
Should HVCC change the guidelines from what is planned below, the EOC will follow those changed guidelines.

- Should staff members begin displaying COVID-19 symptoms, the EOC will follow all current guidelines promulgated by HVCC beginning with immediately separating the staff member from their co-workers.
• Staff members will notify their supervisor.
  o This includes letting their supervisor know any surfaces outside of their office that they may have come in contact with recently, as well as the names of any people inside the EOC that they may have come in close contact with.
• The staff member will then gather their personal items, and immediately exit the building without coming in close proximity to others or touching any surfaces.
• The supervisor will notify facilities to arrange cleaning and disinfecting of the staff member’s work area and other possible contact areas.
• The supervisor will also immediately notify the EOC Executive Director’s Office and provide the information on potential close contacts and shared services.
  o The EOC Director’s Office will notify HVCC, and assist, if necessary, in the notifying of the Rensselaer County Dept. of Health as well as the NYS Dept. of Health.
• Once home, the staff person and supervisor can work out an appropriate work from home schedule should it be feasible.
• It will be the employee’s responsibility to keep his/her supervisor updated on their health status and will work with the HVCC Health Services Department to determine when it is safe to return to work.
• Should a student display signs of COVID-19, the same process will be followed as it relates to isolation from others, informing of appropriate EOC personnel (Coordinator of Instructional Services and the Executive Director’s Office) departing the building immediately, notifying HVCC, and disinfecting of known areas.

This procedure will be communicated to EOC staff.

GENERAL GUIDELINES

• Masks are required to be worn by all occupants of the building when coming within 6ft of another person, or while occupying a shared area (bathroom, hallway, elevator, etc.)
  o Students and community will be required to bring and wear their own masks (the EOC will have a supply of disposable masks on hand should a student or community member not be able to provide their own.)
    ▪ This requirement will be communicated electronically to students prior to the EOC reopening for in-person instruction, during student orientation sessions, referenced in the student handbook as well as to community (and students) through signage placed on the door of the EOC.
  o Staff will be issued reusable masks, which they can wash at home and reused.
- It is recommended that reusable masks be washed after each use.
  - The EOC will also have a supply of disposable masks on hand for staff should their reusable mask become soiled during the course of the workday.
- Encourage frequent handwashing (wash hands with soap and warm water for a minimum of 20 seconds), through signs placed around the EOC.
- Minimize person-to-person contact (no handshakes, high-fives, etc.)
- Actively encourage sick employees to stay home.
- Promote proper etiquette through signage for coughing and sneezing.
  - Signs will be placed in high traffic areas around EOC with visualized instructions.
- Touch-free restrooms to the extent possible.
- Routine environmental cleaning will be performed by Facilities staff.
  - Facilities staff will routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, public areas, and doorknobs.
  - Facilities will create and implement this cleaning schedule
- Facilities staff will also be on hand to clean an area upon request/after use.
- Discourage sharing of tools, office supplies and equipment, wherever feasible.
- Post the signs and symptoms of COVID-19: fever, cough, shortness of breath.
- Limit events and meetings that require close contact.
- For photocopiers placed across the EOC, the following protocols should be followed.
  - No more than one person at a machine at any given time.
  - After each use, before departing, the person must sanitize the parts of the machine they touched.
    - Sanitation supplies will be provided next to each copier.

### TIMELINE REQUIRED FOR RE-OCCUPANCY AND THE RETURN OF ON-SITE OPERATIONS

**SUBJECT TO APPROVAL BY HVCC, AND SUBJECT TO CHANGE**

**May – June 2020** Planning for return and operations.

**July 1** Earliest return of 25% of workforce, instruction occurs remotely. Soft-opening of instruction in welding and/or cosmetology possible if approved.

**July – August** 25% of workforce operating on site, planning for return of 50% of workforce, planning for on-site instruction.
September 1  Return of 50% of workforce, some instruction occurs on-site, some instruction occurs remotely.

September – October  50% of workforce operating on site, planning for return of 75% of workforce, planning for additional on-site instruction.

November 1  Return of 75% of workforce, some instruction occurs on-site, some instruction occurs remotely.

November – December  75% of workforce operating on site, planning for return of 100% of workforce, planning for all on-site instruction.

January 1, 2021  Return of 100% of workforce, all instruction occurs on-site.

PLAN OUTLINE

For each area of the EOC, the following seven questions are addressed in the construction of this plan:

1 – Need: Discuss the department’s physical presence at the EOC as a necessity to supporting instruction. Yes or no. If yes describe at what levels the physical presence must exist and to what degree any on campus presence will be supported off site. If no, explain why and explain at what point/staffing level departmental staff could/should be returned to the EOC:

2 – Facility: Describe facility modifications that must be made prior to a return to campus (e.g. Shield placement, floor markings, furniture removal, signage etc.):

3 – Mandatory on-site staffing: Employees unable to work from home – identify any employees unable to work remotely who should be returned to on-site work in a more immediate manner:

4 – Staffing phase in: Describe staffing plan for how office would be supported at 25%, 50%, 75% staffing levels:

5 – Social distancing: Describe social distancing protocols that will be implemented:

6 – Cleaning/disinfecting: Describe any unique cleaning disinfecting protocols that must be considered for this area as well as the frequency by which they should occur:

7 – Department specific needs: Describe any unique and/or specific needs or considerations that must be considered for this department to resume work on-site:
STUDENT SERVICES

Student services is comprised for four different areas. They are College & Career Services (CCS), Enrollment Management Services (EMS), Testing, and Counseling. For the purpose of this plan, each area has been separated into its own section, with question responses specific to each section’s needs. Although each of these areas share certain common needs, the areas are organized into their own section in order to provide as much detail as possible. Additionally, a majority of Student Services staff are housed in individual offices; however, the size of these office spaces is such that maintaining appropriate social distancing may be problematic. Therefore, the plans noted below utilize alternate workspaces for individual one-on-one meetings with students or applicants.

College & Career Services (CCS)

1 – Need:

- No. College & Career Services (CCS) does not need to have a physical presence to support instruction. However, some physical presence would be preferred, while simultaneously being supported by staff who are working remotely.
- CCS staff can meet with students remotely, with the students being at the EOC and the staff being either home or in their office. To do this:
  - Students will check in at the CCS reception desk.
  - Staff covering the reception desk will seat them in the waiting area within the CCS suite while they arrange a virtual meeting.
  - Staff will set up a computer in the CCS computer lab for a virtual meeting with a CCS staff member and direct the student to sit at that computer for their virtual meeting.
- A broader CCS presence will be needed when restrictions are further eased and more EOC students return to the facility.
  - For in-person meetings, the same check in and waiting protocol will be followed.
  - A CCS staff member will take the student into the CCS Lab, or to the large back office if the lab is not available, where a meeting can take place with appropriate social distancing.

2 – Facility:

Protective Shields:

- Plexiglass shield installed at the CCS reception desk.
• Plexiglass shield installed to surround the staff workstation in CCS Lab (Room 225.)

**Signage:**

• Signage printed in-house by CCS staff for marking certain CCS Lab computers (Room 225) off-use due to them not being designated as 6ft apart.
  o Sign will say “To maintain social distancing, the workstations in this room have been measured and marked as being 6ft apart. Please do not use workstations not marked as 6ft apart. Thank you.”
• CCS Lab (Room 225) door to be closed with a sign posted instructing visitors to access the lab through the CCS main door.
  o CCS will print this sign in house and place on the lab door. Sign will instruct visitors to please access through main CCS door.

**Floor Markings:**

• N/A
• CCS Lab (Room 225), measure and make 6ft space markings on floor.

**Furniture Removal:**

• Remove excess chairs and keyboards from the CCS Lab (Room 225) not marked as 6ft apart to help ensure proper social distancing is maintained.
• Remove couch in CCS waiting area, and space the 2 chairs 6ft apart for same purpose.

**Additional Needs:**

• Disinfectant supplies (Clorox wipes, hand sanitizer.)
• Supply of disposable gloves.
• Boxes of tissues.

3 – **Mandatory on-site staffing:**

• All staff are equipped and able to work from home.

4 – **Staffing phase in:**

Subject to change based on EOC needs.

Office density plans:

• 25%= CCS suite would be staffed with 1 person.
• 50%= CCS suite would be staffed with no more than 3 people.
• 75%= CCS suite would be staffed with no more than 5 people.
Each person within CCS suite has been designated as either an A or B person. *(Reception desk designated as A, next office is Coordinator of Student Services-B, Assistant Coordinator-A, next office-B, etc.)*

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<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
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<td>B</td>
<td>A</td>
<td>B</td>
<td>A</td>
<td>B</td>
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</tbody>
</table>

- When the office is operating at 25% staffing (1 person): a schedule will be created where each person will be assigned a day to cover the office.
- When the office is operating at 50% staffing (3 ppl): those people designated A will work on A days, those designated B will work on B days.
- When the office is operating at 75% staffing (5 ppl): the Coordinator or Student Services and the Assistant Coordinator of Student Services-College and Career Services will be present plus either 3 A or B people will be in the office.

All staff within CCS are able to work remotely. Whenever they are not scheduled to work at the facility, it is expected that they will be working from home.

5 – **Social distancing:**

- All CCS staff will wear proper face coverings when interacting with students and community, and when within 6ft of other staff or visitors.
- In order to control traffic flow into the suite, only the main entrance into CCS will be open. The CCS Lab (Room 225) door will be closed with a sign posted instructing visitors to access the lab through CCS main door.
- CCS will have a protective shield/screen at the CCS reception desk, and also surrounding the staff workstation in CCS Lab (Room 225.)

**When working with students:**

- Students must always be masked.
- Students will be strongly encouraged to make appointments prior to coming in.
  - Instructions for making appointments will be sent to students electronically by CCS staff.
- When meeting in person, staff will meet with students in the CCS Lab (Room 225.)
  - If the lab is unavailable, the large rear office can be utilized.
- CCS staff will maintain proper 6ft social distancing while assisting visitors in the CCS Lab (Room 225) or the rear office.
  - Only computers marked as being 6ft apart will be available for use.
Excess chairs and keyboards will be removed from lab to help ensure proper social distancing is maintained.

- When offered, RISE and CCI workshops will be held in Room 224.
  - Participants will be seated in desks identified as 6ft apart.
  - Maximum number of people allowed in room would be five (5) to six (6), including workshop presenter.

When working with community members:

- When a community member arrives requesting CCS, downstairs reception will call x2270.
- A staff member from CCS will assess the reason for visit and will address the situation over phone whenever possible.
- If the situation requires in-person assistance, the visitor will be instructed to go directly to CCS.
  - A staff member from CCS will meet with them there and assist them with their needs.
- CCS staff will maintain proper 6ft social distancing while assisting visitors.
- If lab use is needed, only computers marked 6ft apart will be available for use.
  - Excess chairs and keyboards will be removed to help ensure proper social distancing is maintained.

6 – Cleaning/disinfecting:

- Anytime CCS is using a common room to meet with students, they will record their name, department and time of meeting on the “Room Log” located at the outside entrance to the room.
- Any room that is used by students and/or community will need to be disinfected before it can be used again.
- Technology used by students to meet with CCS staff remotely will need to be disinfected after each use.
  - CCS staff can do this.
- In order to disinfect rooms, once the meeting has concluded, and students and/or community have departed, CCS staff will notify Facilities that the used areas of the room need disinfecting (e.g. the table used, the chairs used, surfaces touched.)
  - Once this is complete, Facilities will notify CCS and also make notation on the “Room Log” next to the time and name of the person who last used the room.

7 – Department specific needs:

- N/A
Enrollment Management Services (EMS)

1 – **Need:**
- Yes. If any form of community access and/or in person instruction is taking place, EMS should have a physical presence at the EOC.
- EMS should be a priority as one of the first to return in person.

2 – **Facility:**

*Protective Shields:*
- Plexiglass shield installed at EMS reception desk.

*Signage:*
- Signage in student lounge reminding students to remain 6ft apart while waiting in this room.
  - Sign can be printed in house by facilities or EMS staff.
- Signage at EMS reception asking visitors to please maintain 6ft social distance from others.
  - Sign can be printed in house by EMS staff and posted.

*Floor Markings:*
- Measure and make a 6ft space marking on floor in front of the reception desk in case there is more than one person waiting at reception.
- Measure and make 6ft space markings on floor in conference room.
- Measure and make 6ft space markings on student lounge floor.

*Furniture Removal:*
- Remove excess chairs/desks (not marked 6ft apart) from Room 224.
- Arrange furniture in the student lounge to be 6ft apart.
  - Remove furniture from student lounge that is closer than 6ft apart.

*Additional Needs:*
- Disinfectant supplies (Clorox wipes, hand sanitizer.)
- Supply of disposable gloves.
- Boxes of tissues.
3 – **Mandatory on-site staffing:**

- The office receptionist, holding the title of Keyboard Specialist.

4 – **Staffing phase in:**

Subject to change based on EOC needs.

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<thead>
<tr>
<th>Percentage of Staff</th>
<th>Breakdown of Staff</th>
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<tbody>
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<td>2 staff members (1 classified, 1 or 2 NTP depending on department needs)</td>
</tr>
<tr>
<td>50%</td>
<td>4 staff members (1 classified, 3 NTP including an Assistant Coordinator everyday)</td>
</tr>
<tr>
<td>75%</td>
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</tr>
<tr>
<td>100%</td>
<td>8 staff members (2 classified, 6 NTP)</td>
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</tbody>
</table>

The choice of staff members assigned to the building on any given day will be affected by what functions need to be performed by the department. For example, if/when community members are allowed in the building for enrollment, then staffing will include an enrollment specialist able to perform these duties; if testing for orientation needs to happen then a testing staff member will be included. All NTPs and classified staff will be placed on a rotating schedule based on department needs.

5 – **Social distancing:**

- All applicants/visitors screened and received by reception according to EOC visitor entry protocols.
- EOC Receptionist will call EMS with the applicant’s name and information.
- EMS will keep a list of applicants in the order of arrival.
- Applicants will be told to go directly to and wait in student lounge.
  - Student lounge to be arranged to allow for 6ft spacing.
    - Signage regarding social distancing to be posted in this room.
  - EMS will deliver appropriate paperwork based on interest (TASC vs Enrollment.)
    - Applicant will be told to fill out paperwork (EMS will only be using paper applications in the EOC at this time.)
    - Applicant will be told to remain in student lounge or designated area when paperwork completed.
    - EMS will check on applicants after 5 minutes.
• Applicant will be escorted to conference room or large office for interview and follow-up paperwork.
  o Interviews with students will take place on a one on one basis in the with 6ft minimum spacing.
    ▪ Conference room will be rearranged to accommodate EMS need.
    ▪ EMS will place all necessary paperwork in conference room for ease of use.
  o EMS staff will use copiers either in CCS or EMS to make copies of required documents following interview.
  o Applicants will depart EOC.

6 – Cleaning/disinfecting:
• Student materials (writing instruments, applications, etc.) will need to be disinfected after each use.
  o Writing instruments can be disinfected using spray or wipes.
  o Gloves will be worn when handling student paperwork.
• Anytime EMS is using a room to meet with students, they will record their name, department and time of meeting on the “Room Log” located at the outside entrance to the room.
• Any room that is used will need to be disinfected before it can be used again.
• Once the meeting has concluded, and students and/or community have departed, EMS staff will notify Facilities that the used areas of the room need disinfecting (e.g. the table used, the chairs used, surfaces touched.)
  o Once this is complete, Facilities will notify EMS, and also make notation on the “Room Log” next to the time and name of the person who last used the room.

7 – Department specific needs:
• Request student lounge to be used as EMS student waiting room.
• Request use of conference room, when available, to meet with students.

Testing
1 – Need:
• Yes. If any form of community access and/or in person instruction is taking place, Testing should have some form of a physical presence at the EOC, even if it is minimal.
• If it is decided that testing is not taking place at this time, then it is not necessary to have Testing staff present at the EOC.

2 – Facility:

Protective Shields:

• Protective shields will be placed in front of and adjacent to the workstations in computer labs where testing takes place (Room 227, 248, and 249.)
• For TASC testing, registration will be moved to Classroom 252.
  o A protective shield will be placed in front of the workstation in 252.

Signage:

• Signage printed in-house by Testing staff for marking certain workstations (Rooms 227, 248, and 249) off-use due to them not being designated as 6ft apart.
  o Sign will say “To maintain social distancing, the workstations in this room have been measured and marked as being 6ft apart. Please do not use workstations not marked as 6ft apart. Thank you.”

Floor Markings:

• N/A

Furniture Removal:

• Removal of chairs from workstations (Rooms 227, 248, and 249) designated as not being 6ft apart.
• Arranging seating so that there is a 6ft or greater radius between testers at all times.

Additional Needs:

• Disposable testing materials (pencils, scrap paper.)
• Shredder in testing lab for disposal of testing scrap paper.
• Disinfectant supplies (Clorox wipes, hand sanitizer.)
• Supply of disposable gloves.
• Shredder in testing lab
• Boxes of tissues.
• Hand sanitizer stations added to Room 248 and 249 for students and staff.

3 – Mandatory on-site staffing:

• All staff are equipped and able to work from home.
If testing is taking place at the EOC or ACE, then staff will need to be present.

4 – **Staffing phase in:**
Subject to change based on EOC needs. As testing is supported by EMS staff, the following staffing plan reflects both testing and EMS staff.

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The choice of staff members assigned to the building on any given day will be affected by what functions need to be performed by the department. For example, if/when community members are allowed in the building for enrollment, then staffing will include an enrollment specialist able to perform these duties; if testing for orientation needs to happen then a testing staff member will be included. All NTPs and classified staff will be placed on a rotating schedule based on department needs.

5 – **Social distancing:**
- TASC testing applicants will follow the same social distancing protocol as identified above for EMS. All other testing will be handled as follows:

**TABE Testing:**
- Computers, chairs, desks, and pencils to be sanitized after every use (by examiners using disinfecting wipes, and then by sanitation staff at the end of the day's testing session.)
- Shredder in testing lab so students can shred testing materials themselves (limiting shared touching.)
- Log in information given verbally from master list, no exchange of materials needed.
- Testing stations preset by staff using gloves to maintain sanitation.
**Normal Staffing with social distancing and group limits:**

- TABE testing can be run with normal staffing at a limited capacity of nine (9) testers in Room 227. Nine (9) testers in Room 249 as well as nine (9) testers at ACE Room 326.
- In Troy, this would require two (2) staff members and one (1) additional as a back-up in case a break is needed.
  - Would require two (2) staff total for ACE.
- Limits would also be in place for the other portions of the orientation which may impact the testing capacity.
- Seating would be arranged in such a manner that there is a 6ft or greater radius between testers at all times.
- The EOC currently runs TABE as a two-day test with locators on the first day and full battery the second.
- The EOC could further reduce staffing needs if the EOC forgoes the locator, and tests only the full battery on one day using the M level assessments. This could cause some out of range test scores, but this should be minimal.
- Staff on location will be able to process new testers into the Insight system as well as print and process scores following testing.
- Tests can be run in consecutive sessions, AM and PM to allow for testing more students if needed.

**Reduced Staffing and further group limits:**

- As long as the EOC is able to maintain enough testing staff to allow for one (1) examiner per room, and one (1) back up person in case of emergency or break requirements, TABE testing can take place.
- Staff on location will be able to process new testers into the Insight system as well as print and process scores following testing.
- If the EOC does not have enough staff on site to allow for these requirements, TABE testing would be discontinued.

**Remote access:**

- If the EOC has restricted access to its physical location, EMS can perform remote testing via a web link to DRC.
- The Locator can be given without security measures or any live proctoring as long as the student has access to a tablet or computer with the Chrome browser installed.
- The full battery of tests can be given using live remote proctoring protocols from DRC, which involves watching students take the test while engaged in a zoom or web meeting session. This is only possible if a student has access to a computer or tablet with a functional web camera.
• Registration of students into the system can happen remotely with a minimum of biographical data, results can also be retrieved and recorded into Banner remotely.

**Best Plus and Best Literacy:**

**Physical needs:**

• Computers, chairs, desks, and pencils to be sanitized after every use (by examiners using disinfecting wipes, and then by sanitation staff at the end of the day's testing session.)
• Testing stations preset by examiner using gloves to maintain sanitation.

**Normal Staffing with social distancing and group limits:**

• Best Literacy is run as an hour-long group test session and would be subject to the same group limits as other testing.
  o Nine (9) testers plus one (1) examiner at the ACE location, Room 326.
• Placement of students will need to follow the room diagrams (attached.)
• Exam materials will be turned back into the examiner upon completion.
• This will be accomplished by providing a box or bin designated for such purpose.
  o Testing will provide this box.
• Examiners would use gloves for handling the paperwork when grading.
• Best Plus is run as a 1 on 1 oral exam and would require a single staff person to manage the testing.
• The Best Plus assessment will require a room with table large enough to allow for 6ft between the tester and the examiner.
• This assessment requires no interaction other than speaking, therefore there would be limited contamination/contact issues.

**Reduced Staffing and further group limits:**

• As long as the EOC is able to maintain staffing levels to provide for an examiner, Best Testing can continue, even if it is in a sequential format of testing rather than simultaneous format.
• With the simultaneous format, the EOC has students take the Best Literacy, while at the same time others take the Best Plus assessment.
  o The students then rotate places so that staff can maximize the number of students tested.
• Limited staffing (one (1) staff person) would require the EOC to complete all Literacy testing, and then move on to the oral Best Plus assessment on a 1 to 1 basis, making it a sequential format.
  o This would take a longer period of time but will allow testing to continue with minimal staff.
  o Grading of assessments and processing of scores will still occur.
Remote access:

- If the EOC has restricted access to its physical location, then no Best Literacy testing will be allowed, as staff will not have access to the paper testing materials required for actual testing.
- Best Plus assessment can be accomplished if students have access to technology that allows for an audio and video virtual meeting.
- 1 on 1 web meetings can be created between the examiner and the tester.
  - The examiner would then be able to perform the assessment.

TASC Readiness Testing (ORT):

Physical needs:

- Computers, chairs, desks, and pencils to be sanitized after every use (by examiners using disinfecting wipes, and then by sanitation staff at the end of the day’s testing session.)
- Shredder in testing lab so students can shred testing materials themselves (limiting shared touching)
- Individual copies of all resource materials that can be recycled afterward so no sharing of materials.
- Log in information given verbally from master list, no exchange of materials needed.
- Testing stations preset by staff using gloves to maintain sanitation.

Normal Staffing with social distancing and group limits:

- ORT testing can be run with normal staffing at a limited capacity of:
  - Nine (9) testers in Room 227.
  - Nine (9) testers in Room 249.
  - Nine (9) testers at ACE Room 326.
  - This would require two (2) staff members in Troy and one (1) staff total for ACE.
  - Staff on location will be able to process new testers into the Insight system as well as print and process scores following testing.
- It should be noted that at the ACE location, TABE and ORT tests often happen simultaneously, so total tester numbers in the room will have to be maintained by reducing the number of each type of test given.

Reduced Staffing and further group limits:

- As long as the EOC is able to maintain enough testing staff to allow for one examiner per room, and one back up person in case of emergency or break requirements, ORT testing can continue.
- Staff on location will be able to process new testers into the Insight system as well as print and process scores following testing.
• At such time that the EOC does not have enough staff on site to allow for these requirements, ORT testing should be discontinued.

**Remote access:**

• If the EOC has restricted access to its physical location, no ORT testing is allowed as there will not be access to the computer testing systems required for actual testing.
• There will also be very limited preparation work as staff will not have access to the student files and information required for preregistration.

**TASC Testing:**

**Physical Needs:**

• Hand sanitizer provided in every testing lab.
  o Currently, there is not any hand sanitizer in 248, 249 or 326, it would need to be added to these rooms.
• Computers, chairs, desks, and pencils to be sanitized after every use (by examiners using disinfecting wipes, and then by sanitation staff at the end of the day’s testing session.)
• Individual copies of all resource materials that can be recycled afterward so no sharing of materials.
• Testing stations preset by staff using gloves to maintain sanitation.
• Waiting room area to be enlarged to accommodate more than the recommended ten (10) people, or have them separated into exam rooms.
• Students will sign in according to protocol at the EOC main reception desk, a TASC staff member will then be called to deliver them to their assigned exam room.
  o When multiple testers arrive, they will be asked to wait in the assigned waiting room and maintain social distance.
• During the colder months, and if necessary, coat check should be handled within the exam room (on a coat check rack) with the students placing their own belongings in a storage container.
  o Coat check rack can then be moved to Room 252 for storage during the test.
  o Coat rack will be needed.
• ID check and registration forms can be filled out in the exam rooms after students store their belongings.
  o Examiners will check ID’s and complete registration paperwork with students (not hallway as is currently done.)
  o Staff will wear masks ask gloves as recommended.
• Subtest login materials will need to be previously collated by TASC staff and handed out during the exam, used tickets should be placed in a bin by the students for disposal by staff wearing gloves at the end of the session.
- All reference materials should be disposed of at the end of every test session.
- Calculators and other non-disposable items should be sanitized after every use by staff using disinfecting wipes.

**Normal Staffing and standard ratio:**
- Under normal circumstances TASC testing is operate with one (1) examiner per twenty (20) testers in each of two rooms (T248 and T249), with the option to run testing for nine (9) more testers with one (1) examiner in T227.
- Additional staff includes a clerk and coordinator for a total of five (5) staff members per forty-nine (49) testers at any given time during the test session. (Some testers require only partial testing.)

**Normal Staffing with social distancing and group limits:**
- If social distancing protocols are in place, TASC testing can be run with a similar number of staff but a reduced number of testers.
- Each room would be able to handle up to potentially nine (9) testers and one (1) examiner times three rooms for a total of twenty-seven (27) testers.
- Staff would still need to include a coordinator for examiner breaks and emergencies.
- The coordinator in this scenario could also act as the clerk reducing the required staff by one.
- Totals would be three (3) examiners, twenty-seven (27) testers and one (1) coordinator.

**Reduced Staffing and further group limits:**
- As long as the EOC can maintain enough testing staff to allow for one examiner per room and one back up person in case of emergency or break requirements, TASC testing can continue at a reduced capacity.
- At such time that the EOC does not have enough staff on site to allow for these requirements TASC testing should be discontinued.

**Remote access:**
- If the EOC has restricted access to its physical location, then no TASC testing can be allowed as staff will not have access to the computer testing systems required for actual testing.
- DRC is currently examining Third Party Live Remote Proctoring as an option if testing centers must remain closed.
- There will also be very limited preparation work as staff will have limited access to the student files and information required for preregistration.
- Students already in the registration system could be scheduled remotely but registrations must be handled in the building as documents needed for registration contain FERPA private information which cannot leave the building.
Special notes regarding TASC:

Application processing during periods of remote access only will be both difficult and limited because most applications arrive through a walk-in process, or by mail. Furthermore, given the sensitive nature of the application’s information, no applications can be removed from the EOC property for processing at a remote location.

If all applicants and information are immediately placed on the TASC spreadsheet as of arrival, and arrival date listed (column to be added), staff will then have access to personal information which will allow staff to contact students in a variety of manners (email, phone, mail) with information regarding any cancelations or changes to TASC test schedules.

Applications entered electronically onto the spreadsheet can also be processed without the need for the physical documents, though additional information should be added to our current spreadsheet format to expedite this process.

NYSED needs to be notified of schedule change via document found on NYSED website.

When working with students and community members:

- Students and community members must wear masks.
  - Masks may be taken off only when seated in their testing cubicle and while taking the exam.
- Students will be strongly encouraged to make appointments prior to coming in.
  - Instructions for making appointments will be sent to students electronically by EMS staff.

6 – Cleaning/disinfecting:

- Student materials (writing instruments, applications, etc.) will need to be disinfected.
  - Writing instruments can be disinfected using spray or wipes or disposable writing instruments can be utilized.
- Any room that is used for testing will need to be disinfected before it can be used again.

7 – Department specific needs:

- N/A
Counseling Services

1 – Need:
- Yes. If any form of community access and/or in person instruction is taking place, Counseling should have a physical presence.
- While students will be encouraged to meet with their counselors remotely, not all will have the means to do so. Therefore, counselor presence at the EOC is needed.

2 – Facility:

Protective Shields: N/A

Signage:
- Signage printed in house by Counseling and placed in 224.
  - Sign will say “To maintain social distancing, the desks/chairs in this room have been measured and placed 6ft apart. Please do not move them any closer to each other. Thank you.”

Floor Markings:
- N/A

Furniture Removal:
- Remove excess chairs/desks (not marked 6ft apart) from Room 224.

Additional Needs:
- Supply of reusable facemasks for distribution to staff.
- Disinfectant supplies (Clorox wipes, hand sanitizer.)
- Supply of disposable gloves.
- Boxes of tissues.

3 – Mandatory on-site staffing:
- All staff are equipped and able to work from home. If any form of community access and/or in person instruction is taking place, Counseling should have a physical presence.
4 – Staffing phase in:
Subject to change based on EOC needs.

<table>
<thead>
<tr>
<th>Percentage of Staff</th>
<th>Breakdown of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>1 FT Counselor</td>
</tr>
<tr>
<td>50%</td>
<td>1 FT Counselor</td>
</tr>
<tr>
<td></td>
<td>1 PT Counselor</td>
</tr>
<tr>
<td>75%</td>
<td>2 FT Counselors</td>
</tr>
<tr>
<td></td>
<td>1 PT Counselor</td>
</tr>
<tr>
<td>100%</td>
<td>3 FT Counselors</td>
</tr>
<tr>
<td></td>
<td>1 PT Counselor</td>
</tr>
</tbody>
</table>

While the Albany Center for Education (ACE) facility is closed, the counselor assigned to the ACE will be provided an office space, to be determined, within the Troy building as at this time the EOC does not plan on opening the ACE facility for regular staffing and hours.

5 – Social distancing:
Students will be strongly encouraged to make appointments ahead of time for in-person counseling services. This will be communicated to students through electronic methods (e-mail, Facebook, EOC website, and Remind App.) Counselors are also encouraged to meet with students electronically via telephone or Zoom.

In person counseling will be provided in the counselor offices if 6ft social distancing can be achieved. If 6ft social distance cannot be achieved, in person counseling services will be provided in Room 224, which is the closest adjacent space that allows for appropriate 6ft social distancing.

If Room 224 is otherwise occupied, then counselors can make use of either Spoons or Sharp Hall as long as these spaces are not being used by other parties (as there are student privacy considerations.) If these alternate spaces are being used the student will be asked to either speak to their counselor over the phone, or to make an appointment to come back at a time when a physical space is available.

6 – Cleaning/disinfecting:
- Anytime Counseling is using a room to meet with students, they will record their name, department and time of meeting on the “Room Log” located at the outside entrance to the room.
- Spaces used by counselors for in person meetings with students will be disinfected following every use.
• Counseling staff will notify Facilities each time this needs to be done.
  o Facilities will notify counseling services staff once this has been completed, and also make notation on the “Room Log” next to the time and name of the person who last used the room.

7 – **Department specific needs:**

• Permission to use Spoons or Sharp Hall as alternate space for meeting face to face with students.

**ACE**

If the ACE is to reopen during the COVID-19 crisis, it would be restricted to Mondays only, from 9:00 AM – 1:00 PM. Planned services to be offered during this time would be ATTAIN, EMS and testing.

• As the Albany receptionist is will be assigned to Troy, and there is a vacancy in the second receptionist line, to manage reception at the ACE, as provided for in other instances, the EOC custodian will cover the desk during this assigned period.
  o The custodian will cover reception as needed, and would also perform cleaning/sanitizing after staff/students have left.
• ATTAIN staff will offer computer help for students/community members that need it and will encourage participants to further access ATTAIN services and support remotely.
• EMS enrollment activities will take place in the Room T303.
• Testing will use the Conference Room.
  o Facilities will coordinate with HVCC regarding room use should HVCC also simultaneously require use of this room.
• Room T326 will be utilized for applicants to access virtual orientation.
• Visitor Process:
  o Applicants will arrive and be given paperwork to fill out in the student lounge.
  o When complete EMS will escort applicant to conference room for interview and follow-up.
  o If applicant has all paperwork and is deemed eligible, testing will be offered on the same day.
  o Once paperwork is complete, students will then be given information on the virtual orientation process, to be completed at home or at ACE if access to technology is an issue for students.
  o All areas to be cleaned by custodian following use.
On the days the ACE is not open, there will be a phone available at each entrance that would ring directly to the receptionist in Troy. The EOC will also have information provided by Institutional Advancement and EMS placed on tables by the phone for people to take and reference. Appropriate signage will be placed in the entrance areas to indicate days the center is open and what services are provided. There will also be signage on the table with the phone and materials letting people know how they can reach the EOC, and to please feel free to take information for their reference.

1 – Need:

- Yes, if the ACE is open then it will need to be staffed.

2 – Facility:

Protective Shields:

- Install plexiglass around the front desk.
- Room occupancy limit sign for the ATTAIN Lab.

Signage:

- Signage instructing visitors that they must remain masked at all times when within the ACE (if this requirement is still in place by NYS at the time the ACE reopens).
- Room occupancy limit signs outside of HVCC conference room.
- Room occupancy limit sign for the ATTAIN Lab.
- Signage printed in-house by Advancement staff for marking certain the ATTAIN Lab. computers off-use due to them not being designated as 6ft apart.
  - Sign will say “To maintain social distancing, the workstations in this room have been measured and marked as being 6ft apart. Please do not use workstations not marked as 6ft apart. Thank you.”

Floor Markings:

- Designate 6ft space markings on floor in front of reception.

Furniture Removal:

- Chairs and keyboards removed from computers in the ATTAIN Lab that are not designated as being 6ft apart.
**Additional Needs:**

- Tables set up to the left and right of reception. One (1) on left, and one (1) on right.
  - The left side table will have pens (in a bin labeled clean, unused), name tags, and promotional materials.
  - The right-side table will have a bin labeled for used pens.
- Bin on one of the tables in which visitors will be able to pick up/drop off materials.
- If the EOC does not have plexiglass installed at reception, the ACE would need tables next to the two entrances into the suite (which is at least 6’ from the reception desk) with materials and visitor tags.
- Phone set up for visitors to pick up and call Troy location when the ACE is closed.
- Supply of reusable facemasks for distribution as needed.
- Disinfectant supplies (Clorox wipes, hand sanitizer.)
- Supply of disposable gloves.
- Boxes of tissues.

3 – **Mandatory on-site staffing:**

- A custodian will need to be on staff at the ACE facility while it is being used.
- As per the job description, the custodian will provide both custodial and reception functions as needed.
- EMS, Testing and ATTAIN will need to be staffed in person if open.

4 – **Staffing phase in:**

- Based on needs identified above.

5 – **Social Distancing:**

- Tables set up to the left and right of reception.
  - The left side table will have pens (in a bin labeled clean, unused), name tags, and promotional materials.
  - Visitors will first be directed to the left table and asked to fill out a name tag with a pen.
  - Once done, visitors will put the used pen in a marked bin on the right table (labeled appropriately that they are used.)
  - These pens will be periodically disinfected by the custodian to then be reused.
There will also be a bin on one of the tables in which visitors will be able to pick up/drop off materials.

- The receptionist (custodian) will track all visitors by filling out the visitor’s log, which would normally be done by the visitor.
- If the EOC does not have plexiglass, there would instead be tables next to the two entrances into our suite (which is at least 6’ from the reception desk) with materials and visitor tags.
- The visitor would fill out the name tag, place the used pen in a designated basket, pickup and drop off material, etc.
- ATTAIN Lab participants will be separated 6ft from one another to maintain social distancing.
  - Excess chairs and keyboards will be removed to ensure this distancing.
- Best Plus and Best Literacy testing will be performed in the Conference Room.
- EMS staff will meet with applicants in Room T303 if a 6ft distancing can be achieved.
  - If not, unused EOC rooms, i.e. Room T300, will be utilized.

6 – Cleaning/disinfecting:

- Anytime a room in the ACE is used, staff will record their name, department, and time of meeting on the “Room Log” located at the outside entrance to the room.
- If phone system is put in place for when the ACE is closed, the phones will need to be periodically sanitized.
  - Alternatively, a system of providing hand sanitizer next to the phones could be utilized, but that comes with the risk of it being stolen.
- Spaces used will need to be disinfected following every use.
- Staff will notify the on-site custodian each time this needs to be done.
  - The custodian will notify ACE staff once this has been completed, and also make notation on the “Room Log” next to the time and name of the person who last used the room.

7 – Department Specific needs:

- Coordination to use HVCC conference room in the ACE.
INSTITUTIONAL ADVANCEMENT & ATTAIN

1 – Need:

Institutional Advancement (IA):

No. IA does not need to have a physical presence on campus to support instruction. IA can have a minimal presence once onsite instruction resumes, as IA is in charge of onsite communications. This can be done with one onsite staff member at any given time.

All other IA duties and functions can be conducted offsite with technology, and the ability for 1 person to come into the building for short periods of time (less than 2 hours)

ATTAIN:

Circumstantial depending upon the needs of Instructional Services and what is being offered at the time. If ATTAIN is open, some staff will need to be present.

2 – Facility:

Protective Shields:

- Install plexiglass at counter area of cubicle and between printers and cubicle.

Signage:

- Signage printed in-house by Advancement staff for marking certain ATTAIN computers off-use due to them not being designated as 6ft apart.

Floor Markings:

- N/A

Furniture Removal:

- Chairs and keyboards removed from computers in ATTAIN that are not designated as being 6ft apart.

Additional Needs:

- Create schedule for usage by EOC students vs. community participants, with time built in for cleaning.
  - For example, Community use only in the AM, and EOC use only in the afternoon, closing for a half hour in between for cleaning.
- Cleaning supplies and gloves for ATTAIN LTC staff to be used between each user.
- Modified sign-in process for high use area.
Have staff keep log of users rather than each person stopping at one location, sharing pens, and using one logbook.

- LTC desk moved to the front of the room or they work in the office to limit exposure.

3 – Mandatory on-site staffing:

- IA - has one (1) staff member (Assistant to the Coordinator for IA) that has difficulty working from home more than part time. IA recommends having this first staff member be the first in the department to resume on site duties at least part-time.
- ATTAIN – all LTC are able to work remotely.

4 – Staffing phase in:

Institutional Advancement currently has three (3) staff members who work directly in the department. Two have individual offices with doors, and another has a cubicle in the hallway to the office. Coordinator of Institutional Advancement (CIA) will rotate staff.

- 25% = 1 person in the office
- 50% = 1 person in the office
- 75% = 2 people in the office

ATTAIN:

There are currently two (2) Lab Technology Coordinators (LTCs). At 25% staffing the center would have one (1) LTC at each site (Albany and Troy). If only one site is open, the center will have LTCs rotate shifts. The same would apply at the 50% and 75% staffing levels:

5 – Social Distancing:

IA:

- All events will be conducted virtually while there is a reduction in onsite students.

ATTAIN:

If community are allowed in the lab (there are twenty-four (24) seats for participants) the following would apply:

- 25% = no more than six (6) participants
- 50% = no more than nine (9) participants
- 75% = no more than twelve (12) participants
- Modified sign-in process for high use area.
- Have staff keep log of users rather than each person stopping at one location, sharing pens, and using one logbook.
- If there is no manager on site, the lab will be closed.
- Keep a community participant count log at reception during community use hours to ensure that the EOC not exceed the number of participants allowed in the lab.
- When a community participant arrives at reception, the person will be given a name tag.
  - If they arrive at ATTAIN with no name tag, they will be sent back to reception.
  - No ATTAIN IDs will be permitted at this time.
  - When a community participant leaves the lab, the LTC will call down to reception to make sure the participant is leaving the building.
  - Reception will record the participant as having left.
- There will be a minimum of ½-hour break about halfway through the day for cleaning.

**6 – Cleaning/disinfecting:**

**IA**

- The IA suite does not have any unique cleaning protocols.

**ATTAIN**

- The ATTAIN lab is comprised of twenty-four (24) computers plus laptops for the staff. In addition to cleaning the tabletops and chairs, there is a need to clean and/or protect the computer, mouse, headphones, and keyboards.
  - All computers that are not to be used will be disabled by removing power wire.
  - Computers that are cleaned will be covered so the next user has a sanitized machine.

**7 – Department Specific needs:**

- Giveaway and incentive items distribution:
  - All items that will be pre-packaged will be kept in that form.
  - If items are not pre-packaged, they will be sanitized and then packaged.
  - Recruiting:
- All recruiters will follow the appropriate car sign out procedures implemented by facilities.
- All items will be pre-packaged prior to drop off or mailing.

INSTRUCTIONAL SERVICES (IS)

1 – Need:

Overview

Instruction is the core mission and purpose of the EOC. Therefore, a scaled approach to returning to on-site instruction would be utilized. The first priority would be for the vocational faculty members to return to campus. These include faculty members for: Building Trades, Welding, Culinary, Cosmetology, Nursing Assistant in Troy and Albany. These faculty members would need to return on a full-time basis. In terms of faculty, this puts Instructional Services at a 50% capacity of all instructional staff. Returning vocational faculty to on-site instruction may force reduction in numbers of other EOC staff who can be on-site relative to the total number of employees who can be on-site at one time based upon the 25-75% phased limits. Within any specific instructional area, all programs with the exception of Cosmetology function with only one instructor and therefore, any single program could be returned at any of the staffing levels of 25% - 75%.

Instruction offered for the summer of 2020 will be offered remotely. A soft-opening of instruction in Welding and/or Cosmetology may be offered during the summer if approved. Beginning in late August 2020, the EOC will continue to offer remote instruction in non-vocational programs and offer vocational program instruction as outlined above (with plan revisions/changes as needed). Limited on-site access during the summer and beyond will allow for students to be brought on-site for testing and other specific activities that would help students progress in program to completion.

Instructional Services Management Staff:

1 – Need:

Some level of Instructional Services Management staff should be on site when any on-site instruction occurs. When no instruction is taking place on-site, Instructional Services Management staff do not need to be on-site and can work remotely.
2 – Facility:

Instructional Services currently has four (4) staff members who work directly in the department. All have individual offices with doors.

**Protective Shields:** N/A  
**Signage:** N/A  
**Floor Markings:** N/A  
**Furniture Removal:** N/A  

**Additional Needs:**
- Cleaning products to sanitize Room 255 between meetings.

3 – Mandatory on-site staffing:

- All Instructional Services management staff are able to work remotely.
- During the time of Remote Instruction, IS staff does not need to be in the building (although it is understood that staff may need to be in the building to fulfill responsibilities beyond the IS office.) Once face-to-face instruction resumes, to some degree, but not at 100%, Program Coordinators will be in the building on a rotating basis depending upon the programs offered and the tasks required to perform our duties.
- The Assistant to the Coordinator supports purchasing and will be assigned to come to the building on an as-needed basis until we are operating at a 100% capacity.

4 – Staffing phase in:

Instructional Services Management staff consists of the Coordinator of Instructional Services (CIS), two Program Coordinators, and the Assistant to the CIS. The CIS will rotate staff scheduled to be on-site.

- 25% = One (1) staff member in the office.  
- 50% = One (1) to two (2) staff members in the office.  
- 75% = Two (2) to three (3) staff members in the office.
5 – **Social distancing:**

- All Instructional Services staff have their own offices with doors and are able to properly socially distance.
- Program Coordinators will use the T255 classroom to conduct meetings on an as needed basis. IS will have a sign-up sheet in the IS office to ensure that there is time to sanitize the room between meetings.
  - IS staff will conduct this cleaning.

6 – **Cleaning/disinfecting:**

- N/A

7 – **Department specific needs:**

- N/A

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**Instruction:**

Instruction encompasses different programs with varying needs. In order to properly account for each area needs, each area of instruction has been separated into its own section, with question responses specific to each section’s needs.

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**Academic and Foundation Programs:**

**High School Equivalency (HSE), College Prep., Intro to HSE, Pre-HSE, Mathematics Preparation, Vocational Preparation, ESL:**

1 – **Need:** See overview above

2 – **Facility:**

*Protective Shields:* N/A

*Signage:* Applies to all academic classrooms
- Signage reminding occupants to wear a mask at all times and maintain a 6ft distance from one other when in the classroom.
- Room “Log” located at the outside entrance to the room.
- Room occupancy limit sign place inside all academic classrooms (11 total, 10 students + 1 instructor). Where room size can accommodate more than 11 individuals and maintain the necessary six-foot distancing, appropriate adjustments will be made so long as capacities comply with current state mandates.
  - Sign to be printed and placed by facilities.

**Floor Markings:**

- Consider adding a pathway (masking tape) for leaving the room (for students to go to the bathroom) with the idea that one person is allowed on the pathway at a time.

**Furniture Removal:**

- Remove extra desks and chairs from classrooms (not designated as 6 ft apart) so that the 6ft social distance requirement is followed.

**Additional Needs:**

- Hand sanitizer dispenser located near the door.
  - Subject to supply availability- also locate a bottle of hand sanitizer on the instructors’ desks.

3 – **Mandatory on-site staffing:**

Academic instructors are able to provide instruction remotely.

4 – **Staffing phase in:**

Academic instruction will resume on-site in January 2021.

5 – **Social distancing:**

- For all classrooms, there will be a classroom occupancy limit.
  - If enrollment exceeds this classroom occupancy limit, a shift-based class schedule will be created so that all students can attend class while still adhering to the maximum capacity limit.
- Classrooms will be configured so that the desks are 6ft apart.
- Extra desks and chairs will be removed from classrooms so that the 6ft social distance requirement is followed.
• Students and faculty will wear face coverings at all times while in the classroom.
• For those academic classes whose enrollment is currently over the maximum capacity limit, modifications will be made, for example:
  o Classes could be divided in two sections with one section coming in for face-to-face instruction on Mondays, Wednesdays and Fridays one week, and Tuesdays, Thursdays the alternate week.
  o For days when students do not come to the EOC for face-to-face instruction, there will be asynchronous remote instruction.
• Computer labs in 248 and 249:
  o There will be one group of students allowed in each day.
  o Every other chair will be removed to maintain 6ft social distance.

6 – Cleaning/disinfecting:
• All classrooms, Labs 248 & 249, and the tutor room will need to be disinfected each day/night on a routine/schedule basis as implemented by facilities.

7 – Department specific needs:
• N/A

Tutoring:
1 – Need: Tutor can provide assistance remotely. When some level of on-site instruction resumes with vocational programs it may be deemed reasonable to have the tutor on-site for some portion of time.

2 – Facility:
Protective Shields: N/A
Signage:
• Signage reminding occupants to wear a mask at all times and maintain a 6ft distance from one other when in the classroom.
• Room “Log” located at the outside entrance to the room.
• Room occupancy limit sign place inside academic classrooms (5 total, 4 students + 1 instructor.)
  o Sign to be printed and placed by facilities.
Furniture Removal:
- Remove two of the four tables in the room.
- If possible, another consideration is placing small, individual desks in-lieu of tables.

Additional Needs:
- Disinfectant wipes.
- Hand sanitizer dispenser located near the door.
  - Subject to supply availability - also locate a bottle of hand sanitizer on the instructors' desks.

3 – Mandatory on-site staffing:
Tutor is able to provide assistance remotely.

4 – Staffing phase in:
Tutoring will resume on-site in January 2021 unless some limited time on-site is scheduled in conjunction with vocational on-site programming.

5 – Social Distancing
- Students and staff to remain 6ft apart whenever possible.
- Students will only sit at designated work areas/desks.

6 – Cleaning/disinfecting:
- All used areas/surfaces will need to be disinfected after each use.
- Staff will either notify Facilities that this needs to be done or wipe down the areas themselves immediately after use.

7 – Department specific needs:
- N/A
Vocational:

Medical Office Assistant:
Medical Office Assistant is a classroom-based program and will follow the same plan outline noted above established for the Academic and Foundation programs.

Security Guard:
The Security Guard program is run through Hudson Valley Community College. The EOC will not offer the Security Guard program until Hudson Valley Community College starts to offer it again. At that time, the EOC will follow the protocols established and implemented by HVCC for instruction in this area.

Culinary:
1 – Need: See overview above

2 – Facility:
Protective Shields: N/A

Signage:
- Signage in Culinary hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  - Sign will instruct occupants to wait until the person in the hallway has exited before the next person enters the hallway.

Floor Markings:
- Measure 6ft spacing and places “Xs” on the floor will define the places where students are allowed to work.
- A total of 6 students will be allowed to be in class at any one time.

Additional Needs:
- Hand sanitizer dispensers located at the door and outside if the instructor's office (and anywhere else Facilities deems necessary.)
- Disinfectant to clean up after occupants eat.
Occupants will clean their area with this disinfectant after each time they eat.

3 – Mandatory on-site staffing:
The Culinary program can offer some instruction remotely but effective implementation of this program requires an on-site presence for skill demonstration.

4 – Staffing phase in:
Culinary instruction will resume on-site in September 2020.

5 – Social Distancing:
- There will be a limit of 6 students at any one time in the kitchen.
- If there are more students enrolled, shifts will be created for students to come to class.

6 – Cleaning/disinfecting:
- A student will be assigned to disinfect any area where students and staff are allowed to eat after each person eats.

7 – Department specific needs:
The Culinary program operates a dining room named “Spoons.” Specific needs associated with the dining room are as follows:

Spoons:

1 – Need:
When students return the EOC for in-person instruction, it is preferable to have food options available for students. Spoons will offer take-out food only, until such a time as social distancing requirements are lifted.
2 – **Facility:**

**Protective Shields:**

- If determined necessary by Facilities, install a protective shield to provide increased height in the serving line.

**Signage:**

- A sign outside of Spoons indicating that food will be offered in a “take-out or to-go” manner only and is only allowed to be consumed in designated areas (Sharp Hall, Student Lounge, and Spoons.)
- Signage reminding occupants that a mask must always be worn while within 6ft of others.
- Signage instructing students to each only in designated areas.

**Furniture Removal:**

- Remove every other table and leave two chairs at each table (this will allow for the EOC to follow social distancing protocols.)

**Additional Needs:**

- Provide a hand sanitizer dispenser at the exit of Spoons.
- Gloves for staff when handling money.
- Disinfectant wipes for the register touch screen and money drawer.

3 – **Mandatory on-site staffing:**

Spoons is operated by the students of the Culinary program. When the students are functioning on-site, their availability to work in Spoons is enacted.

4 – **Staffing phase in:**

Culinary instruction will resume on-site in September 2020. Spoons service should follow shortly thereafter.

5 – **Social Distancing**

- When at 50% capacity, Spoons will be offering food to take out only.
  - Students and staff can eat in designated areas provided by the EOC.
    - These areas will be set up according to social distancing protocols.
A student will be assigned to disinfect areas where someone has eaten.

6 – **Cleaning/disinfecting:**
- Spoons, Student Lounge, and Sharp Hall will need to be disinfected by Facilities each night, as well as by the assigned person after each use during the day.

7 – **Department specific needs:**
- N/A

**Cosmetology (Cos.):**

1 – **Need:** See overview above

2 – **Facility:**

**Protective Shields:** N/A

**Signage:**
- Signage in Cos. hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  - Sign will instruct occupants to wait until the person in the hallway has exited before the next person enters the hallway.

**Floor Markings:**
- Measure 6ft spacing and places “Xs” on the floor will define the places where students are allowed to work.

**Furniture Removal:**
- Remove several desks out of the Cos. classroom so that they are spaced according to social distancing guidelines.
- Remove every other chair in the salon so that they are spaced according to social distancing guidelines.

**Additional Needs:**
- Currently, the faculty office houses two faculty members.
• One faculty member will be re-located to the front desk of the Salon part of the room.
• A locking, two-drawer file cabinet will need to be placed at the front desk so that the faculty member has a secure place to lock valuables.

3 – **Mandatory on-site staffing:**

The Cosmetology program can offer some instruction remotely but effective implementation of this program requires an on-site presence for skill demonstration.

4 – **Staffing phase in:**

Cosmetology instruction will resume on-site in September 2020. If approved, a soft-opening will begin in summer 2020.

5 – **Social Distancing:**

• When Cos. instruction returns on-site, clinical services will not be provided to the public until the EOC is able to operate at a 100% capacity.
• Students will be allowed to perform services on each other as long as they adhere to the following guidelines:
  o A maximum of two (2) students working together.
  o One student providing the service and the other receiving the service, in each of the following areas: pedicure, nails, and esthetics.
  o Facemasks must be worn when within 6ft of each other.
• One (1) student will be allowed in the dispensary at a time.
  o If a faculty member is needed to provide assistance to the student in the dispensary, both will be required to wear a facemask.
• With the size of the Cos. classroom and salon, the EOC can offer instruction in both the classroom and in the salon.
• There will be two groups, group A and group B, comprising of 10 students in each group.
• The groups will alternate location in the following manner:
  o One week a group will be in the salon on Mondays, Wednesdays, and Fridays.
  o The next week the same group will be in the classroom Tuesdays and Thursdays.
  o A group and B group will alternate this schedule each week.
• If there are more than 20 students enrolled, the EOC will either create two shifts of students, or allow students to come to class based on attendance.
o This would require generating an attendance policy with clear criteria and would be done on a weekly basis.

6 – **Cleaning/disinfecting:**

- The classroom and Salon will need to be disinfected by Facilities each night.

7 – **Department specific needs:**

- N/A

**Welding:**

1 – **Need:** See overview above

2 – **Facility:**

**Protective Shields:** N/A

**Signage:**

- Signage at the entrance to Welding instructing students to sanitize their helmets at the end of each lesson, prior to returning the helmets to their lockers.
- Signage in Welding hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  o Sign will instruct occupants to wait until the person in the hallway has exited before the next person enters the hallway.

**Furniture Removal:**

- Remove the desks and chairs in Room 110 that would allow for social distancing protocols to be followed.

**Additional Needs:**

- Cleaning supplies for students to disinfect their tools/welding masks after each use.
  o Cleaning supplies will be located within the classroom at a designated “cleaning station”, which will be placed by the lockers.
3 – **Mandatory on-site staffing:**

The Welding program can offer some instruction remotely but effective implementation of this program requires an on-site presence for skill demonstration.

4 – **Staffing phase in:**

Welding instruction will resume on-site in September 2020. If approved, a soft-opening will begin in summer 2020.

5 – **Social Distancing:**

- There are 22 welding booths in Room 115.
- There will be two shifts a day (morning and afternoon.)
- Half of the students will be assigned to the morning shift, and half to the afternoon shift.
- There will be a class limit of 20 students total (if allowed to have more students, then the Instruction Services will increase the limit to 22 to correspond with the number of booths.)
- Students will be using every other booth in order to comply with social distancing guidelines
- Room 110 chairs to be removed so that social distancing protocols can be followed in the classroom.
- The center plans to purchase new welding machines that allow students to undertake all welding processes utilizing the single machine.
  - When these machines are acquired, students will be assigned to a single booth which will allow all booths to be utilized.
- In the grinding area, two students will be allowed to work on the machines at separate sides of the area.

6 – **Cleaning/disinfecting:**

- A cleaning station will be placed by the lockers.
  - The station should consist of a table, wipes and sanitizer.
  - Students will be expected to wipe down their helmets at the end of each day prior to putting them in their lockers.
• A sign will be placed at the entrance indicating that students should sanitize their helmets each day prior to returning them to their locker.
• The booths will need to be disinfected by facilities between the morning and afternoon shift, and then again after the afternoon shift.
• The shop will be disinfected each night by Facilities.

7 – Department specific needs:
• N/A

Building Trades (BT):

1 – Need: See overview above
2 – Facility:

Protective Shields: N/A

Signage:
• Signage in BT hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  o Sign will instruct occupants to wait until the person in the hallway has exited before the next person enters the hallway.

Floor Markings:
• “X” mark on floor in Room 116 (BT workshop) at the seven workstations as indicated by the seven tables spread out throughout the shop (spaced according to social distancing protocols.)

Additional Needs:
• There will be a designated tool crib manager, located in the back area, next to the hand tools.
• BT will need a table, a bin to put the used tools in, and disinfectant materials (gloves, wipes, and disinfectant.)
  o A student assigned as the tool crib manager on a rotating basis.
  o Students who use the tools will put them in the bin.
  o The manager will wipe them down and put them in the correct location.
3 – **Mandatory on-site staffing:**

The Building Trades program can offer some instruction remotely but effective implementation of this program requires an on-site presence for skill demonstration.

4 – **Staffing phase in:**

Building Trades instruction will resume on-site in September 2020.

5 – **Social Distancing:**

- There is capacity for 7 students to safely be in the BT classroom (Room 116).
- There will be two shifts a day (morning and afternoon.)
- Half of the students will be assigned to the morning shift, and half to the afternoon shift.
- There will be a class limit of 14-16 students total between the two shifts.

6 – **Cleaning/disinfecting:**

- See above for BT tool cleaning procedure.
- The shop will need to be cleaned and disinfected by Facilities each night.

7 – **Department specific needs:**

- N/A

**Nursing Assistant:**

1 – **Need:** See overview above

2 – **Facility:**

*Protective Shields:* N/A

*Furniture Removal:*

- Desks (in both Albany and Troy) need to be configured (spaced 6ft apart) to maintain social distancing protocols.
  - Excess desks need to be removed.
**Additional Needs:**

- The classroom will need to be disinfected by Facilities each night.
- Hand sanitizer dispensers need to be placed in strategic locations.

3 – **Mandatory on-site staffing:**

The Nursing Assistant program can offer some instruction remotely but effective implementation of this program requires an on-site presence for skill demonstration. The clinical portion of the program must be offered in a nursing home.

4 – **Staffing phase in:**

Nursing Assistant instruction will resume on-site in September 2020.

5 – **Social Distancing:**

- Class sizes will be determined in accordance with social distancing protocols.
- Faculty members will use every other bed and wheelchair (located in the back of the room) to teach and practice practical skills on manikins.

6 – **Cleaning/disinfecting:**

- Classroom will be cleaned and disinfected by Facilities each night.
- Manikins will be wiped down twice a day and as needed on the days when they are in use.
  - Faculty and students will perform this sanitization.

7 – **Department specific needs:**

- N/A
1 – **Need:**
All staff associated with the Executive Director’s Office have the ability to work remotely. Physical presence is not necessary but is warranted to some level (even if minimal) particularly when in-person instruction is taking place at the EOC.

2 – **Facility:**

- **Protective Shields:** N/A
- **Signage:** N/A
- **Floor Markings:** N/A
- **Furniture Removal:** N/A
- **Additional Needs:** N/A

3 – **Mandatory on-site staffing:**
- All staff are equipped to work remotely.

4 – **Staffing phase in:**
Subject to change based on EOC needs. Executive Director will rotate staff.
- 25% = 1 person in the office
- 50% = 2 people in the office
- 75% = 2 people in the office

5 – **Social distancing:**
- Staff will remain the appropriate 6ft social distance from each other when working in the office.
- The Executive Director’s, Technical Assistant’s, and Associate Director’s offices/workspaces are spread out at a distance greater than 6ft.
6 – Cleaning/disinfecting:
- N/A

7 – Department specific needs:
- N/A

FACILITIES, ADMINISTRATIVE AND BUSINESS SERVICES

Facilities:

1 – Need:
- Yes, physical plant (maintenance and custodial), courier, and the receptionist are needed on site to support in-person instruction and should be prioritized.
  - The EOC maintenance worker will be on during the day.
  - Custodial staff will be scheduled both day and evenings.
  - This staff will rotate schedules based on class schedules and facility’s needs.
- The courier will also be scheduled as usual to do the mail run (schedule may be modified if the center is limited to the percentage of staff allowed in the building.)
- The receptionist will need to be onsite at all times during hours of operation.
  - The receptionist in needed to check in and direct all visitors (including deliveries), as well as answer and direct calls.

2 – Facility:
In addition to Troy, the following contains information/procedures for the ACE, to be implemented when the facility does open for on-site occupancy.

Protective Shields:
- Install plexiglass around the front desk of Albany (ACE.)

Signage:

Entry:
- Two (2) small signs for bins for pens marked “clean”.
  - One for Albany and one for Troy.
- Two (2) small signs for bins for pens marked “used”.
  - One for Albany and one for Troy.
- Small sign for labeling bin for drop-off materials.
- Small sign for labeling bin for pick-up materials.
- Sign placed on front door instructing visitors of the requirements in order to be admitted to the facility. It will explain:
  - That visitors will not be admitted without a mask, and that they need to follow entry protocols before being admitted to the EOC. If they do not follow these protocols, then they will be refused entry.
    - Visitors need to remain masked during their entire time inside the EOC, unless eating (when food service is again offered), or otherwise instructed that they can remove mask.
  - That visitors are required to have their temperature taken before they are admitted to the facility.
  - That visitors will be asked if they have had any COVID-19 symptoms in the last 14 days or knowingly come in contact with someone who has had COVID-19 over the past 14 days.
  - Visitors need to use hand sanitizer available at entrance before being admitted to the EOC.
  - To follow instructions regarding social distancing that have been placed in various locations throughout the EOC.
  - To maintain 6ft apart while waiting for processing at EOC reception.
    - 6ft space markings will be placed on the floor in front of reception as well as outside of the building leading to the entrance of the EOC.

**Inside EOC:**

- Room occupancy limit signs placed inside all academic classrooms (11 total, 10 students + 1 instructor). Where room size can accommodate more than 11 individuals and maintain the necessary six-foot distancing, appropriate adjustments will be made so long as capacities comply with current state mandates.
- Room occupancy limit signs placed on all non-classrooms (Spoons, Sharp Hall, Conference Room, Student Lounge, Staff Lounge as well as other areas that are deemed necessary.)
- Room occupancy limit signs placed on all labs and vocational instruction areas.
- Signage throughout the EOC to remind personnel, students and visitors:
  - To adhere to proper hand hygiene, and not to touch their face.
  - To follow social distancing protocols.
  - Display the appropriate use of masks when within 6ft of someone else.
- Signs outside single use bathrooms instructing EOC occupants to remain 6ft back from the door while the bathroom is occupied by someone else.
- Signage in Culinary hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
The sign will say: “In order to maintain social distancing, only one person at a time can be in this hallway. If you see someone else in this hallway, please wait until they have walked through before you enter the hall.”

- Signage in Welding hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  - The sign will say: “In order to maintain social distancing, only one person at a time can be in this hallway. If you see someone else in this hallway, please wait until they have walked through before you enter the hall.”
- Signage in Building Trades hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  - The sign will say: “In order to maintain social distancing, only one person at a time can be in this hallway. If you see someone else in this hallway, please wait until they have walked through before you enter the hall.”
- Signage in Cos. hallway leading to bathrooms and lockers, instructing occupants that in order to maintain social distancing only one person at a time can be in the hallway.
  - The sign will say: “In order to maintain social distancing, only one person at a time can be in this hallway. If you see someone else in this hallway, please wait until they have walked through before you enter the hall.”
- Signage in all bathrooms displaying proper hand washing techniques.
- Signage throughout EOC illustrating the common symptoms of COVID 19.
- Place room usage sheet/cleaning log outside of the following rooms: Sharp Hall, Spoons, Student Lounge, CCS Lab (Room 225), ATTAIN Labs, Rooms 224, 227, 248, 249 and all academic classrooms.

**Floor Markings:**

- 6ft space markings on floor outside single use bathrooms.
- 6ft space markings on floor in front of reception.
- 6ft space markings outside of the EOC front door.
- 6ft space markings inside of elevators.
- Measure and make 6ft space markings on all academic classroom floors.
- Culinary, measure 6ft spacing and places “Xs” on the floor will define the places where students are allowed to work.
- Cos., in Salon, measure 6ft spacing and places “Xs” on the floor will define the places (workstations) where students are allowed to work.

**Furniture Removal:**

- Student Lounge: Measure 6ft spacings and remove furniture not 6ft apart.
- Spoons: Measure 6ft spacings and remove furniture not 6ft apart.
• Sharp Hall: Measure 6ft spacings and remove furniture not 6ft apart.
• Room 110: remove chairs so that they are in accordance to 6ft social distancing guidelines.
• All academic classrooms and testing rooms/labs: remove chairs and desks that are not marked as being 6ft apart.
• Cos: remove several desks out of the classroom so that they are spaced according to social distancing guidelines.
• Salon: remove every other chair so that they are spaced according to social distancing guidelines.
• Nursing Assistant desks (in both Albany and Troy) need to be configured (spaced 6ft apart) to maintain social distancing protocols.
  o Remove excess desks.

Additional Needs:

• Pens for reception tables.
• Two (2) labeled bins for pens marked “clean”.
  o One for Albany and one for Troy.
• Two (2) labeled bins for pens marked “used”.
  o One for Albany and one for Troy.
• Garbage cans for placement next to tables at reception.
• Garbage cans for placement next to tables at reception.
• Garbage cans placed outside restrooms for paper towels to be disposed of after using to open door.
• Place paper towels in restrooms to use to open doors.
• Place hand sanitizing stations throughout EOC where requested by staff and where also deemed necessary by Facilities.
• Labeled bin for drop off materials.
• Labeled bin for pick up materials.
• Appropriate PPE for receptionist and student/community temperature and symptom checker.

3 – Mandatory on-site staffing:

Physical plant staff (maintenance worker and custodians) are unable to work off site. This staff will need to be on site daily to perform their job duties. In addition, this staff is needed on site to perform duties such as sanitizing (both regular and as needed) that is required so others can be in the building.

The same requirements apply to the courier. The courier will need to be on site daily to do the mail run, as well as any other deliveries, as they cannot perform their job duties from home. The receptionist is able to check voicemails from home but must be on site daily to handle visitors and answer phones.
The Associate Coordinator Business Services can perform duties remotely but is expected to be on site to coordinate all facility related functions particularly in light of safety aspects of the department’s functions.

4 – **Staffing phase in:**

Subject to change based on EOC needs.

**At 25%, staffing would be as follows:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Coordinator Business Services</td>
<td>Day, regular shift</td>
</tr>
<tr>
<td>Building Maintenance Worker.</td>
<td>Day, regular shift</td>
</tr>
<tr>
<td>Courier/MEOL</td>
<td>ONLY in to pick up and drop off mail</td>
</tr>
<tr>
<td>Custodial Staff</td>
<td>Rotating shifts in Troy (day and/or night depending on whether or not visitors are allowed in building)</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Day, regular shift in Troy</td>
</tr>
</tbody>
</table>

*In this structure, it is recommended that the ACE remain closed*

**At 50% & 75% staffing would be as follows:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Coordinator Business Services</td>
<td>Day, regular shift</td>
</tr>
<tr>
<td>Building Maintenance Worker.</td>
<td>Day, regular shift</td>
</tr>
<tr>
<td>Courier/MEOL</td>
<td>ONLY in to pick up and drop off mail</td>
</tr>
<tr>
<td>Custodial Staff</td>
<td>Two assigned to Night, regular shift</td>
</tr>
<tr>
<td></td>
<td>One assigned to Day, regular shift in Troy including custodial and reception coverage when ACE is open.</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Day, regular shift in Troy</td>
</tr>
</tbody>
</table>

*This structure is assuming the ACE is open*

5 – **Social Distancing:**

**How will reception safely interact and register visitors?**

- In Troy, the glass partition between the receptionist and the public will remain closed at all times.
- The front door will be locked at all times, and individuals will be buzzed in by receptionist to preclude congesting the lobby area.
- There will be a table to both the left and right side of reception.
- The left side table will have pens (in a bin labeled clean, unused), name tags, a garbage can, and promotional materials.
- Visitors will first be directed to the left table and asked to fill out a name tag with a pen.
- Once done, visitors will put the used pen in a bin on the right table (labeled appropriately that they are used.)
  - These pens will be periodically disinfected and then placed back on the “clean” side.
  - There will also be a bin on one of the tables in which visitors will be able to pick up/drop off materials.
- The receptionist will track all visitors by filling out the visitor’s log, which the EOC would normally have the visitor do.

In Albany, facilities can install plexiglass around the desk, and have designated spots on the floor to adhere to social distancing requirements. Like in Troy, tables will be set up to the left and right of reception. The left side table will have pens (in a bin labeled clean, unused), name tags, and promotional materials. Visitors will first be directed to the left table and asked to fill out a name tag with a pen. Once done, they will put the used pen in a marked bin on the right table (labeled appropriately that they are used.) These pens will be periodically disinfected to be reused. There will also be a bin on one of the tables in which visitors will be able to pick up/drop off materials. The receptionist will track all visitors by filling out the visitor’s log, which the visitor would normally do.

In Albany, if there is no plexiglass, tables would be placed next to the two entrances into the suite (which is at least 6’ from the reception desk) with materials and visitor tags. The same concept as in Troy would apply, where the visitor would fill out the name tag, place the used pen in a designated basket, pickup and drop off material, etc. The receptionist would track all visitors on the visitor log. When ACE is closed, a phone would need to be setup so that visitors could speak with staff in Troy to answer questions (this has been done this before in the summer when the ACE was closed.)

Neither the Troy nor the Albany receptionist would have to come in direct contact with visitors.

6 – **Cleaning/disinfecting:**

- Periodic disinfecting of used pens using a sanitizing solution.
- Periodic wiping down of the plexiglass.
7 – **Department Specific needs:**

- Thermometers for check-in staff.
- Clipboard with visitor, student and staff entry log.
- Supply of PPE for check-in staff.
  - Gloves, N-95 or similar protective mask, face shield.
- Having a designated staff person in the entrance to take/record temperatures/names, ask about symptoms and potential COVID-19 exposure, and distribute masks (as needed.)
  - Once designated, this person would have to wear the appropriate PPE per safety guidelines as they will be within 6’ of people. Masks, gloves, etc. will be provided to this person. Signage will be placed on the front door notifying visitors of what is required for them to be allowed access to the building (explaining temperature check station, questions to be asked, and the mask requirement.)
  - The designated staff person will be right at the door to begin the entry procedure. This person would also record in a log the person’s name and temperature at their time of arrival. This can be done similarly at the ACE when open.
  - The EOC may encounter visitors who do not want their temperatures taken, or do not want to wear a mask. It will be communicated to the visitor through signage on the doorways that without adhering to these guidelines, they will not be admitted to the building. This will apply in both Troy and Albany.

**Vehicle Sign Out:**

- Requesting vehicles will be done as it has in the past, by filling out the vehicle reservation form and submitting it for approval.
- When staff come to pick up keys there will be a bin of “clean” pens to sign out a vehicle.
  - There will also be a bin for “used” pens which will be sanitized daily.
  - There will be a plexiglass shield at the desk.
- The Business Services staff member who is signing out the vehicle will use gloves and their own pen to sign out the vehicle with the staff member.
- Vehicles will be assigned to staff for periods of time when possible (i.e. courier and recruiter will use one vehicle all week.)
- When a staff member is assigned a vehicle for a period of time, they will keep the vehicle keys in their office and only return them once their assigned time period is over.
- When keys are returned (process above will once again be used) they will be sanitized prior to being put away.
- Vehicles will be sanitized after each person is done with their assigned time (i.e. daily or weekly usage)
- Cleaning will occur by either the courier, custodians, or the maintenance worker.
• Signage will be placed in the vehicle sign out book as well as in the vehicle indicating it has been cleaned.

**Business Services:**

1 – **Need:**

Yes, physical presence is necessary to support instruction. The Business Services department supports instruction by conducting various activities such as: liaison with HVCC Procurement and Accounts Payable departments; processing requisitions used to purchase program supplies; receiving/check-in of vendor shipments, contacting vendors when shipments have been delayed or shipped incorrectly; paying vendors; and as ITS liaison arranging for ITS upgrades, in addition, to arranging for ITS support for computer equipment and software. While some of this work can be performed remotely to an extent, it will be necessary to have some form of in-person presence at the EOC once in-person instruction resumes.

2 – **Facility:**

**Protective Shields:**

• Install a plexiglass shield for the Sr. Clerk workspace as a person enters the Business Services office suite.

**Signage:**

• Wall Signs reminding staff:
  o To remain in the outer office area and not to enter staff offices.
  o To call ahead/arrange a time to pick-up needed items, prior to appearing in Business Services which should cut down on foot traffic and congestion in the office.
  o Signs will be printed in house and posted by Business Services Staff

**Floor Markings:** N/A

**Furniture Removal:** N/A

**Additional Needs:** N/A

3 – **Mandatory on-site staffing:**

• While Facilities staff cannot perform their work remotely, Business Services staff do have the ability to work remotely. However, in order to oversee Facilities staff who are on premises, and provide the Business Services support needed for instruction, the Associate Director and Coordinator Administrative and Business Services should be returned in-person first when deemed safe to do so.
4 – **Staffing phase in:**
Subject to change based on EOC needs.

**At 25%, staffing would be as follows:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director</td>
<td>Rotate in office days</td>
</tr>
<tr>
<td>Coordinator Administrative and Business Services</td>
<td>Rotate in office days</td>
</tr>
</tbody>
</table>

**At 50% & 75% staffing would be as follows:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director and Coordinator Administrative and Business Services</td>
<td>Regular schedule</td>
</tr>
<tr>
<td>Senior Account Clerk Typist</td>
<td>Rotate in office days</td>
</tr>
</tbody>
</table>

5 – **Social Distancing:**

**Staff:**

As mentioned earlier, staff will be reminded with wall signs to maintain/adhere to the mandated social distancing guidelines. This includes EOC staff remaining in the outer office area of the Business Office suite and not entering into personal work areas or offices.

**Students:** Not a student contact area.

**Community:** Not a community contact area

6 – **Cleaning/disinfecting:**

- Counter area, doorknobs, keys/key pouches will be wiped down after each use.
- Copiers will also be wiped down with disinfected wipes or cleanser after each use (as also mentioned in the General Guidelines section of this document)

7 – **Department Specific needs:**

- N/A
### Appendix A

**CHECKLIST for Restarting On-Campus Activities and Operations**

**Capital District Educational Opportunity Center**

<table>
<thead>
<tr>
<th>Included in Plan</th>
<th>Area</th>
<th>Page References Where Item Addressed in Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Repopulation of the Campus</td>
<td>Staff Phasing In 12,16,19,27,30,33,35,36,38,40,42,43,45,47,49,50,31,56,60</td>
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<tr>
<td>√</td>
<td>Capacity to maintain social distancing.</td>
<td>Social distancing references: 3,8,13,16,19,27,30,33,37,38,40,42,43,45,47,49,50,51,56,60</td>
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<tr>
<td></td>
<td></td>
<td>PPE 4,7,55,58</td>
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<tr>
<td></td>
<td></td>
<td>Safe Transportation 58</td>
</tr>
<tr>
<td>√</td>
<td>PPE</td>
<td>4,7,8,9,3,23,25,26,30,38,39,43,45,53,55,58</td>
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<tr>
<td>√</td>
<td>Screening and testing</td>
<td>3,5,7</td>
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<tr>
<td>N/A</td>
<td>Residential living</td>
<td>There are no residential facilities at the EOC.</td>
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<tr>
<td>√</td>
<td>Operational activity</td>
<td>Space adaptation 6,11,15,18,26,29,32,36,37,39,41,43,44,46,48,49,51,52,59</td>
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<td></td>
<td>Instruction 35,38,42,43,45,47,49,50</td>
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<tr>
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<td>Restart operations</td>
<td>cleaning and disinfection 4,8,14,17,25,27,31,34,39,40,42,44,46,47,49,50,51,60</td>
</tr>
<tr>
<td>√</td>
<td>Extracurricular activities including intramurals and student performances:</td>
<td>9,33</td>
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<tr>
<td>√</td>
<td>Vulnerable Populations</td>
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<tr>
<td>√</td>
<td>Hygiene, cleaning and disinfection</td>
<td>4,8,14,17,25,27,31,34,39,40,42,44,46,47,49,50,51,60</td>
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<td><strong>2</strong></td>
<td>Monitoring</td>
<td>Temperature testing only for all 7, 53,55,58</td>
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<td>Testing responsibility.</td>
<td>Temperature testing for all building entry 7,53,55,58</td>
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<td>Testing frequency and protocols</td>
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<td>7, 8, 9</td>
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<td>Students confirmed or suspected to have COVID-19</td>
<td>There are no residence halls at EOC</td>
</tr>
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<td>✓</td>
<td>Hygiene, cleaning and disinfection</td>
<td>4, 8, 14, 17, 25, 27, 31, 34, 39, 40, 42, 44, 46, 47, 49, 50, 51, 60</td>
</tr>
<tr>
<td>✓</td>
<td>Communication</td>
<td>4, 5, 6, 32</td>
</tr>
<tr>
<td>4</td>
<td>Return to remote operations (&quot;Shutdown&quot;)</td>
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<tr>
<td>✓</td>
<td>Operational Activity</td>
<td>5</td>
</tr>
<tr>
<td>✓</td>
<td>Move-out</td>
<td>5</td>
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<tr>
<td>✓</td>
<td>Communication</td>
<td>5</td>
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