

Hudson Valley Community College
COVID-19 Academic and Administrative Department Guidance
Revision Date: August 26, 2020

The college has created a COVID-19 Re-Occupancy Safety Plan and supporting protocols addressing: Health Screening, Social Distancing and Hygiene, Cleaning and Disinfection, Face Mask and Glove Use, Contractor and Visitor Protocols and Travel Protocols. The Safety Plan and protocols are intended to assist with compliance with NYFORWARD guidance for reopening industries and reduce the risk of COVID-19 transmission in the college community.

This document provides an overview of key elements contained in the Re-Occupancy Safety Plan and supporting protocols and is intended to assist returning departments in providing a safe environment for employees, students and visitors. Additional details can be found in the COVID-19 Guidance for Returning Faculty and Staff document and in the referenced plans and protocols, available on the college's [COVID-19 Re-Occupancy Safety Plan webpage](#).

Each academic and administrative department head should use this document as a guide to some of the considerations that may be needed to return their departments to safe operations. The measures and instructions contained in this guidance are subject to change as additional information becomes available.

Risk Assessment and Control Measures

As the college returns to operations following the COVID-19 PAUSE period, multiple levels of controls are being implemented college-wide to reduce the spread of the SARS-CoV-2 virus that causes COVID-19. Additionally, each department head should assess the risks of their own operation and implement any controls needed to address the risks specific to their unique operations. The COVID-19 Risk Assessment and Control Procedure document can be used to conduct a self-assessment process, if one has not already been completed. A risk assessment is required to be conducted in conjunction with EHS for higher-risk operations.

Social 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. Social distancing floor markers and signs must be posted in areas where crowding may occur or lines may form (e.g. time clocks, health screening stations, cash registers, service counters.) To reduce bi-directional foot traffic, signs and arrows are recommended for narrow or high-traffic aisles or hallways.

Reduced Occupancy Limits

Until further notice, 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, once visitors are permitted back on campus
- The maximum number that can be present in any room or space while maintaining a distance of six feet
- 50 people in a single room or gathering

Revised occupancy limits must be determined and posted for instructional, assembly and dining spaces prior to their use. Seating and workstations should be rearranged or otherwise marked prior to use of these spaces. The occupancy of other spaces should be managed and maintained by the supervisor of the area. Additional details can be found in the COVID-19 Social Distancing and Personal Hygiene Protocols.

Please [submit a work order](#) to Physical Plant to request social distancing floor markers, directional arrows, workspace or classroom rearrangements, occupancy layouts for instructional spaces and any other modifications needed. Please provide as much detail as possible through the work order system or follow-up emails to describe the concern and the needs for the space.

Department-Specific Procedures

Each department should develop any needed procedures to address the unique operations of their area. Procedures may include provisions for customer appointments, visitor protocols, pick-up or return of items, staggered shift times, special disinfection procedures, use of shared equipment and vehicles, and any other concerns unique to the department.

Procedures should be provided to and reviewed with employees prior to returning to campus. Procedures should be posted in the space, as applicable.

Classroom Procedures

Classroom procedures should be developed and include items such as six-foot distancing requirements; new occupancy limits; workstation rearrangements; precautions when maintaining a six-foot distance is not possible due to safety or the nature of the task; face coverings (required at all times in classrooms); disinfection of desks and equipment (required before and after use); elimination of shared objects; and any other concerns unique to the course or room. Procedures should be communicated to students before class begins and on the first day of in-person instruction. Procedures should be posted in the classroom and any Blackboard course pages, as feasible.

Contractors and Visitors

Contractors and visitors should check with their college contact before coming to campus to determine the need for appointments, special precautions or procedures. Face masks covering the nose and mouth are required to be worn and six-foot distance is required to be maintained by any contractor or visitor on campus. As applicable, contractors must follow [NYFORWARD guidance](#) for construction or other industries. A COVID-19 Safety Plan and a daily log are required for any multi-day, multi-employee or multi-contractor projects. For additional details, refer to the COVID-19 Contractor and Visitor Protocols.

Travel

College-related travel outside of New York State is limited to essential business and requires the prior approval of the traveler's director or dean and Health Services. When considering personal travel, please be aware of current travel restrictions and advisories and plan accordingly. Those traveling to or from certain regions of the United States or foreign countries may be subject to mandatory quarantine and/or restrictions from campus upon arrival and/or return. More detailed information is available in the Travel Protocols document.

Health Screening

Employees must stay home and contact Health Services at (518) 629-7468 or healthservice@hvcc.edu if they are sick. Employees will be required to enter campus through a health screening station before reporting to work. For additional details, refer to the Health Screening Protocols document and the information on the college's [COVID-19 Health Screening Process webpage](#).

Face Masks

Face masks covering the nose and mouth are required to be worn when occupying common spaces and when around others. For additional details, refer to the COVID-19 Face Mask and Glove Use Protocols.

Training and Education

Each supervisor should review the COVID-19 Guidance for Returning Faculty and Staff document and any department-specific procedures with their employees. Each employee is required to complete a COVID-19 Employee Safe Return to Campus online training module before returning to campus, which can be accessed through the Human Resources-Affirmative Action Blackboard Organization.

Cleaning and Disinfection

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department. Building occupants should use disinfecting supplies provided to disinfect high-touch surfaces in their own work space or shared spaces frequently throughout the day. 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. Shared desks, dining surfaces, shared vehicles and shared tools or objects

must be disinfected between users. Disinfectant must be allowed to remain on the surface for the contact time specified on the product label. Typical times are 10 minutes for spray disinfectant and 3-4 minutes for disinfecting wipes. For additional details, refer to the COVID-19 Cleaning and Disinfection Protocols.

COVID-19 Supplies

A COVID-19 Supply Management Procedure has been developed to centralize the ordering and distribution of supplies to departments. This procedure applies to all Hudson Valley 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:

- Disinfecting supplies: Spray and paper towels or disinfecting wipes
- Hand sanitizer: Pump-style dispenser or individual dispensers
- Cloth face coverings: Two cloth coverings per returning employee
- Disinfection instructions (keep near supplies)
- Face mask information handouts (provide to employees when distributing face coverings)

Additional items that may be requested include:

- Gowns: For departments with a documented risk assessment or PPE assessment requiring gowns
- Gloves: For departments with a documented risk assessment or 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 <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>
 - CDC Symptoms 11x17 poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>
 - CDC How to Protect Yourself and Others 2-sided 8 ½ x 11 handout or posting (double-sided, need 2 for posting) <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
 - CDC Cloth Mask handout <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
 - Social distancing sign for customer service areas – “Keep six feet apart”

The supervisor of the functional area should order supplies from the Hudson Valley Central COVID-19 Supply Distribution Point by contacting Larry Amos in Inventory at l.amos@hvcc.edu. 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.

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.

A limited number of cloth face coverings with clear windows will be available through the Center for Access and Assistive Technology (CAAT). A limited number of face shields will be available through the CAAT for individuals who are not medically able to wear a face mask or covering.

Protocols In The Event of a Positive or Suspected Positive Case on Campus

In the event that someone shows symptoms or tests positive for the virus after having been on campus or becomes ill while on campus, Health Services will need specific information to assist the college in contact tracing and conducting enhanced cleaning and disinfection.

Information to Report to Health Services:

Refer the affected individual to Health Services by calling 518-629-7468 during business hours, or email healthservice@hvcc.edu after hours. Please contact Health Services immediately upon learning of the situation to avoid delays in reporting illnesses on campus.

Information to report:

- Date the individual was last on campus
- Date symptoms developed
- Date symptoms reported
- Location(s) visited on campus during 48 hours before symptoms developed

Notification of a positive COVID-19 test:

If an individual tests positive for COVID-19 and others are determined to have been at risk of exposure, they will receive a call from the New York State Contact Tracing program. This program works with individuals who have been confirmed positive for COVID-19 to determine who they have been in contact with. Trained specialists reach out to those contacts about possible exposure.

Individuals who have been identified as a contact of an individual who has tested positive will get a call from NYS Contact Tracing (518-387-9993). Because the disease can be transmitted without symptoms, notifying people about a possible exposure is critical to stop the spread. **Anyone who gets a call from “NYS Contact Tracing” (518-387-9993) is asked to please answer.** This process is confidential and private.

When reporting illness, exposure or positive test results to the college, please remember:

- All college employees and students are asked to use the Report Viral Illness form, available after [logging into WIReD](#), to report symptoms or a positive test result. If you cannot access the form, please call [College Health Services](#) at (518) 629-7468 or healthservice@hvcc.edu to report.
- Health information is privileged information; please do not share signs and symptoms in an email communication.

Questions and Concerns

- Detailed documents on the protocols and procedures referenced above are available on the college’s [COVID-19 Re-Occupancy Safety Plan webpage](#).
- Department heads should submit any department-specific procedures or risk assessments to their reporting chain. Any questions regarding employee return, use of facilities or instructional scheduling should also be submitted to their reporting chain.
- [EHS](#) is available to consult on any department-specific concerns, procedures and risk assessments. A risk assessment is required to be conducted in conjunction with EHS for departments with high or very high exposure risks.
- Any department-specific cleaning procedures should be provided to EHS for inclusion in the campus COVID-19 Cleaning and Disinfection Protocols.
- A [Physical Plant work order](#) should be submitted for any classroom layout changes, office rearrangements, installation of barriers or partitions, and social distancing markers.
- [Health Services](#) should be contacted for any health screening or exposure concerns.
- The [CAAT Office](#) should be contacted for any accommodations.
- [Human Resources](#) should be contacted for scheduling, time and attendance concerns.