

Checklist for Restarting On-Campus Activities and Operations

July 17, 2020

- **REPOPULATION OF THE CAMPUS**
 - Screening and Testing
 - Social Distancing Measures
 - Designated Entryways and Exits
 - PPE
 - Face Coverings
 - Self-Screening
 - Symptoms Screening for Employees
 - Symptomatic and COVID Positive Employees
 - Testing for Employees
 - Residential Living
 - Restart Operations
 - Activities/Clubs/Events
 - Athletics/Intramurals
 - Hygiene, Cleaning, and Disinfection
- **MONITORING**
- **CONTAINMENT**
- **RETURN TO REMOTE OPERATIONS (SHUTDOWN)**



REPOPULATION OF THE CAMPUS



Screening and Testing

Capacity to maintain social distancing:

- All employees will be required to complete an online survey prior to arriving on campus each day they are scheduled to work on campus. Residential students will be required to also complete the survey daily. All students enrolled in on campus classes will be required to complete the same form on a daily basis.
- Check points will be located on the Utica and Rome Campuses as well as the Educational Outreach Center where individuals coming to campus will have their temperature taken and show proof of completing the online survey or take the survey in person before receiving a daily wrist bracelet to confirm they are okay to be on campus.
- Reopening information will be provided to students via email notification and texting notification to send students to the mvcc.edu/restart page for updates on operating protocols. The College is preparing this information in an ongoing manner and will also include information on daily self-reporting and/or monitoring protocols.
- New Student Orientation and the Student Handbook will provide information on maintaining social distancing and proper safety protocols.
- The College does not offer general transportation services beyond the campus shuttle between the Rome and Utica Campuses. If the campus shuttle is offered, guidelines for safe distancing (limiting number of occupants) and cleaning protocols between uses will be followed, as will any transportation for athletics or academic support/co-curricular travel.
- Guidelines for student-facing offices have been established that request appointments be made over walk-in service.
- Reopening activities will be phased to allow for operational issues to be resolved. The College Crisis Team will take the following steps to transition employees back to campus:
 - » Identify essential work that needs to be done on campus during the summer and into the fall, and the employees who need to perform it.
 - » Communicate “Return to Campus Guidelines” to all employees and students.
 - » If approving departmental plans, update employees’ designations to “essential” if they are to work on campus for their full schedule, or as “flex-essential” if they are to work on campus only part of their schedule.

- » Direct employees to complete return-to-work certification process.
- » Employees who have been identified to return to work on campus will take the following steps:
 - Read the “Return to Campus Guide.”
 - Complete the Return To Campus Guide Acknowledgement form.
 - Complete the online screening questionnaire every day before reporting to campus.



Social Distancing Measures

- All individuals must maintain six-foot social distancing whenever possible.
- Employee work stations in shared offices will be adapted to maintain six-foot social distancing between individuals, or barriers will be provided between work stations consistent with [OSHA](#) guidance. If it is not possible to adapt certain work environments, employees will be required to wear face coverings when working within six feet of another employee. However, when in an enclosed area with other individuals for more than ten minutes, face coverings are to be worn at all times, regardless of the amount of social distancing. Department heads must review the work areas in their department in order to determine whether additional work spaces need to be adapted. Employees must respect other employee’s work spaces and not enter unless necessary and wearing face masks.
- High traffic service counters will have barriers (such as clear plastic “sneeze guards”) installed to minimize contact between people where possible. Other actions will be taken where this is not possible. Additionally, floor decals and signage indicating six-foot social distancing and one- way directional foot traffic paths will be utilized in high traffic areas or narrow aisles, when necessary.
- All individuals must wear a face covering in elevators or other small spaces when occupied by more than one individual. Clear signage will be posted on elevators and in vehicles indicating the maximum capacity. Additionally, passengers in vehicles should choose seats in such a way that distance from the driver and other passengers is maximized.
- Large gatherings beyond State and Regional guidelines will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms For example, chairs will be removed from the cafeteria, and computers will be taken offline in computer labs to limit occupancy in those spaces to the current State/Regional gathering limit. Employees are encouraged to bring in meals.
- In person meetings must be limited as much as possible by using video or teleconferencing instead.
- If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.





Designated Entryways and Exits

All College buildings will have designated traffic patterns in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized. Certain building doorways are large enough to have both an entryway and an exit with sufficient distance between them. With shared entryways and exits, building occupants must use the designated doors by staying to the right upon entering or exiting the building.



PPE

Appropriate PPE is being considered when working with students with disabilities. The Office of Accessibility Services staff are monitoring registrations to ensure that the student, family and College are aware of potential specialized needs. Additional PPE has been procured for specific tasks and includes disposable gloves, face shields, gowns or coveralls and foot coverings.



Face Coverings

- Face masks are mandatory in all classroom and laboratory environments.
- The College will provide all students with one reusable cloth face covering, full-time employees with two reusable cloth face coverings, and part-time employees with one.
- Additional disposable and replacement reusable face coverings have been procured and are available at the open entrances to each building.
- Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum [NYS DOH requirements for face coverings](#). See the [NYS DOH guidance on how to properly put on, take off, and clean a face covering](#). An [informational video](#) about how to wear and care for a mask is also available. Face coverings cannot be shared, and individuals are responsible for cleaning and maintaining their face coverings.
- Contractors are required to provide and wear their own face coverings.



Self-Screening

- All employees and students will perform a daily health self-screening every day they are scheduled to work, or be in a building, using an online symptom screening tool which will produce a personalized, dated authorization to be presented by the symptom free employee/student.
- If an individual does not have a printer at home, they may take a screen shot or photo of their personalized daily authorization to display on campus.
- If an employee does not clear the screening process they will be provided instructions to contact Human Resources for further information.
- Individuals will be escorted off campus if they do not have an individual personalized dated authorization or screening badge indicating they have passed the daily screening.
- This log will be shared with the local health department and College Nurse, as necessary, for contact tracing purposes.
- In addition, Health and Wellness Center staff will ask for COVID health history from students. Individuals who have tested positive for COVID, or who have underlying health conditions, will be flagged for additional documentation, or monitoring in case of outbreak.
- Students who are living in on-campus housing, or who are participating in athletics, must show asymptomatic testing results from a test prepared no more than 14 days prior to moving in or participating in first practice.
- Any student arriving from out of the Country or from a State that has a current travel ban into NYS must first quarantine off-campus for 14 days and must also submit proof of a negative COVID-19 test that was conducted in NYS within the past 14 days.



Symptoms Screening for Employees

- Individuals will be escorted off campus if they do not have an employee personalized dated authorization or screening badge indicating they have passed the daily screening.
- A log will be maintained of all individuals entering campus each day which includes their name and the results of the screening and will be shared with the local health department, as necessary, for contact tracing purposes.





Symptomatic and COVID Positive Employees

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



Testing for Employees

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

- Over 25% of the course sections will move to a distance learning format, while courses meeting on campus will follow strict social distancing guidelines.
- Further spaces will be identified for instruction that are normally not used for this purpose (WH 225, ACC 116, etc.)



- Classroom furniture will be removed to allow six feet of space between each student and between the students and the instructor
- The College will follow NYS DOH and CDC protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19.
- All office hours will take place virtually or space will be provided where faculty can meet with students in a socially distant environment
- Student services will be provided remotely and on campus via appointment.



Residential Living

- If circumstances allow, MVCC plans on offering 176 individual beds to students (out of a potential 415 455).
- South Halls are being held for quarantine purposes at this time (up to 85 beds).
- Enhanced cleaning in all common areas and on high touch surfaces consistent with enhanced cleaning practices. The elevator will be restricted to request or permission only.
- Students will be expected to sign an addendum to rental agreement related to ensuring the health and safety of others and they will abide by new health protocols/regulations as set forth.
- Access will only be allowed to residents of the building.
- Face coverings will be required outside of personal units. Installation of hand sanitizers in common areas with handsoap provided in suite/quad bathrooms
- Students who fail to adhere to safety/security regulations will be subject to the Student Code of Conduct and may, depending on the severity of the infraction, be removed from housing.



Restart Operations

MVCC is following the detailed Mohawk Valley Community College Enhanced Cleaning and Disinfection Procedures for COVID-19, which outlines the cleaning, and disinfecting process. The ventilation systems have been checked and the filters have been replaced. The cooling towers have been checked and disinfected. They were then tested by an outside firm approved to do this work in accordance with New York State law. Throughout the summer, the Department of Facilities & Operations monitors and maintains all the water systems. Floor drains are monitored to ensure no dry traps. The backflow preventer is tested on an annual basis by an outside firm as required by city code.





Activities/Clubs/Events

- New Student Orientation will be exclusively online with portions of Residence Hall on campus.
- All club/organization meetings will be held in combination format.
- Any in-person activities will follow strict adherence to social distancing requirements and protocols. These activities will be severely limited in nature.
- Theatre/music and other performances will be reviewed to determine if social distancing can be accomplished. Audiences will be limited to the facilities maximum occupancy capacity within social distancing guidelines.



Athletics/Intramurals

- NJCAA Region III intercollegiate athletics have been delayed until the Spring.
- When athletics are possible, student-athletes will sign risk-waivers (and parents if under 18) as well as have any athletic-related plans be reviewed by legal counsel.



Hygiene, Cleaning, and Disinfection

Hand Hygiene

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

Enhanced Cleaning and Disinfecting Protocol

- The College will follow NYS DOH and CDC protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of an individual on campus who tests positive for COVID-19.



- COVID-19 cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
- Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can order them through the normal supply ordering process.
- Employees are responsible for cleaning and disinfecting shared work stations, tools, and equipment with appropriate supplies between uses.

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

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



Cleaning Areas Where Individuals With Suspected Or Confirmed Covid-19 Have Visited Or Resided

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

- Close off areas visited by the person who is sick.
- If affected areas cannot be closed off, the entire facility may need to be closed.





- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- The CDC recommends waiting 24 hours or as long as practical before beginning cleaning and disinfection. New York State Department of Health requires that a symptomatic individual with confirmed COVID-19 has left an isolation area, the isolation area must remain vacant for a minimum of 4 hours prior to entry for cleaning and disinfection.
- Assemble all appropriate PPE and equipment necessary to complete the cleaning and disinfecting, including materials necessary for disposal of cleaning supplies and PPE
- Establish a doffing area
- The area should:
 - » Be immediately outside the area being disinfected, to minimize additional potential spread.
 - » Be large enough to accommodate all employees involved in the cleaning and disinfecting process, including enough space to doff PPE.
 - » Be secured from entry by others who are not involved in the cleaning and disinfecting process.

Cleaning And Disinfecting Facilities That Do Not House People Overnight

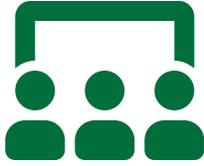
- Wear disposable face masks, gloves, gowns or coveralls and foot coverings for all tasks in the cleaning process, including handling trash.
- Additional PPE might be required based on the cleaning / disinfectant products being used and whether there is a risk of splash
- Gloves, gowns, face masks and foot coverings should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Always clean surfaces prior to the use of disinfectants, using water and soap or detergent.
- Clean and disinfect all areas used by the person who is sick, including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls).
- • Vacuum the space if needed, using a HEPA filter, if available.
 - » Do not vacuum a room or space that has people in it.
 - » Temporarily turn off fans and HVAC systems servicing the room, so that particles will not circulate throughout the facility.
- If it has been more than seven days since the person who is sick visited or used the facility, additional disinfection for COVID-19

is not required based on SARS-CoV-2 survivability rates, however additional, non COVID-19 related considerations, will impact reopening of public buildings and spaces that have been closed for extended periods of time.

Cleaning And Disinfecting Facilities That House People Overnight

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





MONITORING

College Reporting and Contact Tracing

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

CONTAINMENT

Isolation



- For non-residential/commuter students: The student will isolate at their home. The Health and Wellness Center will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students living on campus: Students who can will be encouraged to isolate at home. For those that cannot travel, protocols and guidelines have been established for basic needs.

Quarantine

- For non-residential students: The student will quarantine at their home if possible or in identified quarantine space on campus. The Health and Wellness Center will be in contact to determine if faculty should be notified of a potential long-absence.
- For residential students living on campus: Students who can, will be encouraged to quarantine at home. For those that cannot travel, protocols and guidelines have been established for basic needs while they quarantine on campus.
- Support for students in isolation or quarantine will continue through virtual service delivery. Notification of extended illness to face-to-face faculty will be spearheaded through the Coordinator of Health and Wellness.

Students confirmed or suspected to have COVID-19

- Residential students must complete asymptomatic testing within 14 days of arriving on campus.
- Guidelines for isolating or quarantine students are outlined in the MVCC Responsible Restart Plan.



Signage and Communication

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



RETURN TO REMOTE OPERATIONS (SHUTDOWN)

MVCC currently plans less than 25% of courses will be conducted face-to-face with the rest of classes conducted in remote, synchronous, hybrid activity. Similar to what was conducted as a result of the Governor's shutdown directives this Spring, if and when an outbreak appears, we will make a decision to ramp down to 1) 50%, 2) 25%, and 3) essential workers only. This may also be done by location, as the College has two campuses and two additional educational locations. We will follow the same guidelines we had for the previous shutdown where employees were categorized into essential workers, non-essential workers and flex-essential workers who need to come to our campus locations periodically but not every day.

In terms of class instruction, if and when an outbreak occurs, we will make a decision by location of face-to-face instruction when to go to remote education. All classes and instructors are required to have a plan and to ensure a general statement is placed on each syllabus that students must be prepared if there is an outbreak that the class may need to transfer to remote learning activity. We will coordinate with the County Health Department in terms of monitoring, quarantining students residing on campus in the residence halls, and in decision-making regarding ramping down and or shutting down to essential workers only and fully remote operations.



- Students will receive communication about potential shut down procedures and protocols within their individual courses. The College will promote general information about this possibility in multiple areas including our COVID webpage, new student orientation and regular text/email or social media platforms.
- If the College needs to shut down, information will be posted on our learning management system as well as sent via multiple communication platforms.
- Staff involved in fiscal operations can continue to work remotely while other areas begin to return to campus. Those activities that require staff to be physically present on campus will be scheduled to minimize the continued presence of staff in the building.
- Offices that require staff to be available daily to interact face-to-face with students will be set up to minimize direct contact between the staff member and the student using appropriate distancing and mask-wearing protocols.
- All other offices responsible for fiscal administration functions (Payroll, Accounts Payable, etc.) will have staff scheduled to be physically in the office only to the extent necessary to complete specific tasks while occupancy restrictions continue in place.
- Staff working in fiscal administration functions will be among the last to return to campus. Should a shut-down be required before they all have returned from working remotely, there will be no interruption in operations.



Move-out

- A move-out plan has been established by the MVCC Dormitory Corporation.
- Exemptions for staying in place will be identified on a case-by-case basis as outlined in any communication from the State or local government agency.



Communication

Internal audience:

- Employees will receive (at least) weekly email updates from the president, which highlight provisions of the Plan and the reasons behind them.
- The MVCC Today daily email contains additional information and a listing of COVID-related resources
- Department and division meetings provide additional ways to communicate reopening plans.



External audiences:

- Students/parents: The COVID-19 web page mvcc.edu/restart is the central location for student-facing messages regarding the college's response to the pandemic and its reopening plans. The page currently provides the general direction for reopening and will gradually become increasingly specific. Students will be directed to the page via email, texts, phone calls, social media and U.S. mail. The webpage includes or will include the following: an explanation of course delivery methods; modified operating arrangements for the residence hall, food services, and bookstore; health and safety information; expectations regarding preventative behaviors (social distancing, wearing masks), how to access services in-person or remotely; cleaning practices, etc.
- Partners/community members: Social media updates and other communications will direct partners and others to the website with highlights relevant for visitors and those who rent MVCC spaces. The College will also engage the traditional media and high school contacts in sharing updates about college operations.
- All audiences: A common main entrance sign will be developed for consistency at all facilities. Student-facing offices will have additional signs office-specific messages, such as whether appointments are required or whether traffic patterns are in place.
- CDC signs regarding preventative measures will be used throughout all facilities, particularly near restrooms, eating areas, elevators and hallways.

