



## College Brief

NO. 136      June 12, 2020

FROM:        Louis J. Petrizzo, Interim President

SUBJECT:    Update on the Period of Remote College Operation

### **Background**

The last College Brief that discussed the remote operation of the College, extended that period through June 13, 2020. As that date is upon us, I have prepared the below communication to share the latest information that we have.

New York State Governor Andrew M. Cuomo’s “New York on PAUSE” executive orders provided for periods of remote operation, to be followed by phased reopening. As a reminder, education as a category, is a Phase 4 re-opening business classification, and on Wednesday of this week, Long Island commenced Phase 2 reopening activities. All of the College’s summer session classes are being offered in fully online or “real-time” online modality. Whether we will have face-to-face fall 2020 classes remains the decision of Gov. Cuomo and the Chancellor and they have not communicated that decision at this time.

### **Current Planning Efforts**

To support Governor Cuomo’s plan to reopen the state in a careful and thoughtful manner, SUNY established a COVID-19 Resume and Restart Task Force that is working collaboratively with the Governor’s Office, the New York State Department of Health (DOH), as well as local and state elected officials. In recognition of our own need for institutional preparation, the College also formed a Task Force, which has been linked to the SUNY effort in order to align the reopening process with the system-wide effort.

Last Friday, along with all SUNY schools, the College submitted to SUNY the Executive Summary of its Draft Plans Concerning Restarting On-campus Operations. All SUNY system colleges and universities were directed to submit institutional plans specifically addressing topics such as: Restarting on-campus operations; Communications and outreach; Defining resources required to re-open; and Developing a timeline required to re-open; and Developing a timeline required for restarting on-campus operations. Once our summary has been reviewed by SUNY,

determinations regarding implementation and action steps will be shared with our college community through communications from myself, College Vice Presidents, Executive Deans, and supervisors.

## **Returning to Work**

Essential staff members have been on campus throughout the “New York on PAUSE” period, and that will continue. We will now begin to see members of Administration back on campus, as needed. Reopening will be a slow and methodical process. **No general return to work will occur until SUNY completes its review of our restart plan, but you should understand that we are moving closer to the time when we will start reintroducing staff onto the campuses and back into their office work spaces.** First to return will be those employees typically scheduled to work on campus over the course of the summer months. They will be followed at some future, and still undetermined point in time, by faculty and students.

As each group returns to campus, they should be prepared for changes that have taken place in order to keep our entire community safe. Right now, the actual date of return for employees who generally work on-campus over the summer, has not yet been determined, but we anticipate that this decision is imminent.

## **Changes to Expect**

Our Vice Presidents and Executive Deans, working with the College’s Office of Human Resources, are currently determining work schedules that will allow us to meet the standards issued this week by the New York State Department of Health, highlights of which include:

- Implementation of schedule modifications, where staff will rotate and alternate their days in the office with all other staff members in that office (e.g. one person will work Monday, Wednesday and Friday, while another will work Tuesday and Thursday during week one; everyone works the alternative in week two, etc.);
- Total daily staffing will be limited to 50% of the maximum occupancy for a particular office area;
- Social distancing will remain in effect, with offices, elevators, and restrooms being assessed to ensure that individuals are at least six feet apart in all directions;
- We will look to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces;
- Employees who are ill will be encouraged to stay home and those who are symptomatic and come to work may be sent home;
- Everyone on campus and in the workplace will cover their nose and mouth with a face covering and will continue to follow hand hygiene guidelines; and
- The College will continue to follow established cleaning and disinfection guidelines.

As you probably expect, things will be different for everyone as they return to campus. The pandemic still exists and we believe that communities remain at risk. As a result, we will continue to follow the directives that are being developed in order to move us safely past the quarantine period. We want everyone to feel comfortable about returning to the office, and to feel confident that these guidelines serve to ensure our community's continued health and safety.

### **Looking Forward to Fall 2020**

Looking even further into the future, the College is preparing contingency plans for the fall 2020 semester, which will begin on Wednesday, September 2, 2020. It is important for everyone to understand that a final decision on the modality option(s) for the fall semester has yet to be determined by SUNY and the Governor. Should it be determined that face-to-face is not viable, the following contingency plan has been developed, with courses being designated to fall into one of the following four modalities:

1. Remote via Online: Content is delivered online with no scheduled class meetings.
2. Remote via Online, real-time, live: Online "web conference style" courses meet at scheduled times and students are required to be present online as noted in schedule.
3. Hybrid/Blended: Part online, part on-campus courses with scheduled in-person times with social distancing measures in place as guided by our State and local officials (reserved for labs, performance courses, etc.).
4. Hands-on, in person: Small, in-person classes for courses that require hands-on experiences and must meet NYSED and accreditation requirements (e.g. Culinary, Baking, HVAC, Manufacturing, Auto Tech, Nursing, Veterinary Technology, etc.) with courses scheduled in appropriate rooms and spaces which meet social distancing requirements.

In any event, we will remain dedicated to meeting the needs of our students whether in-person or on-line. Details and final decisions, however, will be determined by SUNY and the Governor's office, and so we will continue to plan knowing that we may need to adjust or pivot our direction as appropriate.

Our primary concern will always be to ensure that our students, faculty and staff are able to learn in a safe environment. We have missed being together as a community and look forward to seeing everyone soon. Rest assured that we will be ready for your return and we will be sharing communications that make you feel ready to return. As always, please stay healthy and maintain contact virtually so that you will be advised of all updates as they occur.