

**Suffolk County Community College**  
**College Restart Plan for On-Campus Operations, Activities, and Instruction**  
**for the Fall 2020 semester**  
**August 11, 2020**

SUNY Suffolk administration, faculty and staff moved forward to work together and remain focused on the following SUNY guiding principles when developing this College Restart Plan (Plan):

- 1) Safety first.
- 2) Protect our core mission of academic excellence with available resources.
- 3) Maintain broadest access and affordability for all New Yorkers to higher education.
- 4) Sustain programming through academic and operational synergies.
- 5) Demonstrate agility in responding to the workforce needs of New York State.

We continue to monitor the COVID-19 pandemic and adjust operations as the situation evolves. Concern for the safety, security and well-being of students, employees, and our communities is at the heart of all we do at SUNY Suffolk. The College is working diligently to ensure that all campuses continue to serve constituents responsibly and safely through the pandemic. The COVID-19 situation requires thoughtful consideration on many levels that influence our delivery of learning approaches and student support services. Key factors that must remain in place include student learning, access, responsiveness, flexibility and affordability. These have and will be the cornerstones that enable SUNY Suffolk to stand as a valued institution in our County and communities.

In response to the SUNY Chancellor's call for a final Plan outlining SUNY Suffolk's initiatives for reopening, the following areas are addressed in this report: Restarting on-campus operations; Tracing and monitoring after reopening; Developing a communication and outreach plan; Defining resources required to re-open; and Developing a timeline required for restarting on-campus operations.

Additionally, we have attached Appendix A, a Checklist that covers the topics outlined in New York Governor Andrew M. Cuomo's press conference of June 18, 2020, which extracts information from our Plan, organizing it in the following categories:

1. Repopulation of the Campus;
2. Monitoring to track health conditions on campus;
3. Containment plans addressing response to positive or suspected cases;
4. Return to remote operations ("Shutdown") plans for ramping down and/or closing campuses.

The College's reopening strategies reflected in this Plan highlight the work that has been completed for restarting on-campus operations for the fall 2020 semester and for opening our campuses this summer to employees when the New York State Pause ends as directed by the Governor.

This Plan serves as a resource and guide for SUNY Suffolk campuses to move through the process and transition to resume operations after the recent period of modified services and temporary closure. This Plan will be updated as appropriate for guidance and/or regulatory issues from federal, state or local health officials.

## **I. RESTARTING ON-CAMPUS OPERATIONS:**

The focus for the College as it reopens will continue to be on flexibility and safety for its students, faculty, employees, and campus communities. Should new guidelines from the Chancellor, the Governor, or federal regulations be released prior to the College's September start date, adjustments will be made accordingly.

**Campus Planning Task Force** - A College-wide Task Force was identified and convened. The Task Force is a representative group comprised of faculty, staff and administrators across Central Administration and the three campuses of the College.

**Members:**

Louis J. Petrizzo, Interim College President/College General Counsel  
Dr. Irene Rios, Ammerman Campus Interim CEO, Task Force Chair  
Dr. Paul Beaudin, Vice President for Academic Affairs, and Eastern Campus Executive Dean/Interim Campus CEO  
Dr. Donna Ciampa, Michael J. Grant Campus Interim CEO  
Professor Kevin McCoy, Faculty Association representative  
Professor Sean Tvelia, Guild Association representative  
Nancy Schaefer, R.N., AME representative  
Carol Wickliffe-Campbell, Chief of Staff to the President  
Phil Sandusky, Assistant Director of Public Safety and Environmental Health  
Dr. Hector Sepulveda, M.D., Associate Dean of Academic Affairs – Grant Campus  
Dr. Cheryl Schaffer, Ph.D., PNP, ANP, College Associate Dean, School of Nursing  
Mary Lou Araneo, Vice President for Institutional Advancement  
Dr. Christopher Adams, Vice President for Student Affairs  
Shady Azzam-Gomez, Vice President for Information Technology/Chief Information Officer  
Dr. Mark Harris, Vice President for Business and Financial Affairs  
Angelica Rivera, Assistant Vice President, Human Resources  
David Schneider, Executive Director for Risk Mitigation  
Paul Cooper, P.E., Executive Director of Facilities

The Interim President of the College, Louis Petrizzo, regularly communicates with regional Control Board members: The President and CEO of the Long Island Association; President of the Long Island Federation of Labor, AFL-CIO; and the Suffolk County Executive. We coordinate with Stony Brook Hospital accordingly. We also coordinate with Suffolk County Office of Emergency Management for County Health Department issues, Personal Protection Equipment (PPE), facilities use, etc.

Additionally, the College maintains relationships with 47 healthcare agencies, including the Suffolk County Department of Health, with contracts for student internships. The nursing programs maintain membership with the Nassau-Suffolk Hospital Council with the College Associate Dean serving as a member on the Nassau-Suffolk Hospital Council Executive Council, receiving regular up-to-date information related to COVID-19 and its potential impact on the college community.

With over 1.5 million people in Suffolk County, there are a large number of acute care venues, from small, suburban community hospitals to large, trauma-center teaching hospitals as well as urgent care facilities attentive to COVID-19 healthcare trends within miles from each of the College’s three campus locations and two downtown centers.

Each campus is located less than 10 miles from several hospitals. Ammerman Campus is located approximately 8 miles from Stony Brook University Hospital, Long Island Community Hospital (8 miles), Northwell Health John T. Mather Memorial Hospital (10 miles) and St. Charles Hospital (10 miles). The nearest hospitals to the Michael J. Grant Campus include Good Samaritan Hospital Medical Center (8 miles) and Northwell Health Southside Hospital (6 miles). The Eastern Campus is located 5 miles from Northwell Health Peconic Bay Medical Center.

**Academic Program Planning** - SUNY Suffolk's fall semester classes begin on Wednesday, September 2, 2020. Students are invited back onto our three campuses for a limited number of face-to-face courses and hybrid sections in specialized programs, while the College will continue to offer primarily online sections.

We will deliver instruction for the fall semester in four categories:

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. 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, PTA, etc.) with courses scheduled in appropriate rooms and spaces which meet social distancing requirements.

Associate Deans of Academic Affairs on all campuses, guided by the College Vice President for Academic Affairs, working with our Academic Chairs and teaching faculty, have designated each fall course into one of the four categories defined above. This designation will be noted in the online schedule so that registering students know how their course will be delivered.

Of the 3,400 sections the College is offering this fall, 88% will be offered online with no need for enrolled students to visit any campus. Of the remaining approximately 12%, most lectures will be held online with experiential experiences held in laboratories or discipline-specific learning spaces. Student groups in these spaces will be limited to one-third of the class with groups no larger than twelve students.

We estimate the duplicated number of students on each campus for the fall to be:

2,500 at Ammerman  
1,500 at Michael J. Grant  
500 at Eastern

We estimate the duplicated number of faculty on each campus for the fall to be:

210 at Ammerman  
130 at Michael J. Grant  
55 at Eastern

*Amendment:* To enhance student success and access, the following plans have been initiated:

- For the fall, libraries will open by limited appointment only for enrolled students to access computer labs;
- *New:* Student access to academic advising, registration, financial aid, and cashier will be open in August in large space arenas on each campus by appointment, with social distancing, sanitizing, face masking protocols, and health screening protocols firmly in place;
- *New:* Limited on-campus access is being provided by appointment to students for TASC testing, our Surgical Technologist program, pre-enrollment testing, and Workforce Development in August, with social distancing, sanitizing, face masking protocols, and health screening protocols in place;
- Outdoor wireless access has been expanded to parking lots on all campuses;
- The College offers 100 Hotspots available for internet access;
- Over 850 devices have been made available for student use;
- The Blackboard mobile app has been implemented;
- Exam proctoring software has been implemented;
- Training continues to be provided to both full-time and part-time faculty in online instruction to provide a

better learning experience.

**Classroom Population Density** - Lecture courses categorized in scenario #4 (above) are scheduled in large, lecture classroom spaces that have high room capacities. Appropriate physical distancing between students is being required. Laboratory sections are scheduled to meet on a rotating basis with approximately 8 students in a lab section every third week over the semester. This allows for reduced population density and proper social distancing. Small classrooms, meeting rooms, seminar rooms, etc. may be repurposed for the fall semester.

**Instructional and Research Laboratory Protocols** - As required, maximum occupancy of all instructional spaces (classrooms, lecture halls, science labs, kitchens, and other meeting spaces) will be adjusted to accommodate physical distancing based on appropriately reduced capacity.

**On-Campus Operations** - Social distancing, cleaning and Personal Protection Equipment (PPE) protocols for restarting on-campus operations, on our existing timeline, are as follows.

Overview:

- The communities in Suffolk County surrounding the campuses have been hard hit by the COVID-19 pandemic;
- Student Health Services Offices will be fully staffed once campuses open;
- If there are local outbreaks or additional COVID-19 waves, faculty, staff, and students will be prepared for and guided through a rapid transition to distance learning.

Prior to campuses reopening in the fall:

- All essential employees on the campuses will have been issued proper PPE relevant to their trade and task responsibilities;
- For improved air quality in all campus buildings, wherever practical, we will implement recommendations listed in: ASHRAE "Guidance for Building Operations During the COVID-19 Pandemic"; ASHRAE "Position Document on Infectious Aerosols"; and CDC "Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation";
- Plant Operations staff completed quarterly HVAC maintenance in all buildings (i.e.: Belts, Coil Cleaning, etc.) and all HVAC PM's are up-to-date;
- Air vents in offices and classrooms have been cleaned to ensure good air quality;
- Domestic water systems have been flushed and cleaned, bleach solution added to all plumbing traps including floor drains;
- Air handlers are to be operational for a 48- to 72-hour period at maximum outdoor air setting to refresh continuous air flow to each building;
- 'Pre-set' spacing lines indicating six feet for Student Service and Academic Affairs waiting areas on all campuses will be installed to allow for physical distancing;
- Single office occupancy spaces will be evaluated to ensure that at least six feet of distance exists between the entrance and the occupant while seated at their workstation.
- Double office occupancy spaces will be evaluated to ensure that appropriate physical distancing exists between the entrance and any occupant; between each occupant while seated at their workstation, and office moves may need to occur if reconfiguration is not feasible.
- Barrier type plexiglass screens planned for and will be installed in Student Service areas, Academic Services areas, Libraries, and staff cubicle/office areas to allow for appropriate distance between employees and clients/students in service areas;
- One main entrance has been established for each campus.

Phase I – Employees/Staff returning to campuses (mid-June, July, August): Following CDC Guidelines, once employees return to campuses, the College will ensure that controls are in place to reduce the potential spread of COVID-19 in our work environments. This includes:

- Establish procedures for Executive Deans/Campus CEOs and Vice Presidents to assign employee schedules that ensure that appropriate reductions of staff are scheduled to work on-campus on any particular day, and as appropriate, arrange work schedules allowing on-campus and at-home work on alternating days;
- Select or build a health screening tool for staff, students, and faculty before employees and students return to campuses. Attend SUNY's demonstration of screening tools to consider acceptable options.
- Notify all employees of Return-to-Work policies and procedures;
- Determine what PPE is needed for employees' specific job duties based on hazards and other controls present and provide appropriate PPE to employees at no cost;
- Monitor state and local public health communications about COVID-19;
- Ask sick employees to report symptoms, stay home if ill, and follow CDC guidance;
- Communicate Return-to-Work accommodations for immunosuppressed employees;
- Encourage employees to seek COVID-19 testing with Stony Brook Partnership;
- Develop strategies to manage worker concerns and anxieties;
- Communicate to employees reminders of available support services;
- Provide employees with training and communications on policies to reduce the spread of COVID-19; general hygiene; COVID-19 symptoms; what to do if sick; social distancing; proper use of PPE; safe work practices; and stress management;
- Continue procedures for alternative work schedules with staff scheduled to work on-campus and at-home;
- Cancel in person group events;
- Distribute adequate supplies of disposable masks, hand sanitizer, disinfectant sprays and wipes to departments, and immediately restock as needed;
- As needed, reconfigure offices, waiting areas, computer labs and conference rooms for physical distancing and mark accordingly;
- Install plexiglass in service areas and between workstations as needed;
- Install appropriate signage (in both English and Spanish) regarding social distancing and how to reduce the spread of COVID-19 in all buildings;
- Clean and sanitize all occupied offices each evening;
- Identify students enrolled in internships/externships that require onsite field-work for license attainment, and implement appropriate loss prevention means (e.g., Assumption of Risk & Release forms).

Phase II – Fall Semester Open Campus (September 2 – December 23):

- Continue suspension of all in-person events and activities including all student in-person events and activities for the fall 2020 semester unless prior approval is given by the Vice President for Student Affairs and/or Executive Dean/Campus CEO or a vaccine is discovered and available;
- Continue suspension of all College-related travel and study-abroad programs;
- Administrators and staff will continue to work on-campus on modified work schedules to reduce exposure;
- Students will be allowed in offices for meetings only if they make an appointment – walk-ins not allowed;
- Plexiglass barriers installed at all service counters and service areas;
- Assess the relocation of employees/instructors to vacant workspaces, where the installation of plexiglass appears impractical and overcrowding remains evident;
- All counselor and administrator offices reconfigured in such a way to permit physical distancing

of at least six feet when meeting with students or colleagues;

- All offices, classrooms, restrooms, libraries, labs, gyms, conference rooms that are scheduled for limited occupancy will be sanitized nightly, with daily schedules communicated to Plant Operations Directors.

Phase III – Procedures for courses/labs which will offer scheduled student time on-campus during the fall semester:

- All departments scheduling students on-campus will receive adequate supplies of disposable masks, hand sanitizer, disinfectant sprays and wipes which will be immediately restocked as needed;
- Masks or face coverings must be worn at all times by students, faculty and staff;
- Classrooms and labs have been reconfigured for social distancing and marked accordingly;
- Appropriate signage regarding social distancing and expected behavior installed in all teaching spaces scheduled for the fall (in both English and Spanish);
- All College meetings will be conducted remotely using existing campus technologies such as Zoom or TEAMS, etc.;
- General Building Occupancy adjusted to limit the number of people allowed on an academic building floor at one time and no more than an appropriate number of classes are scheduled on the same floor at one time, and signage posted indicating this;
- Use of elevators limited to two people at a time and face coverings in elevators will be required. Signage will be posted indicating this;
- Campus building stairwells evaluated to determine the adoption of one-way traffic. Signage will be posted indicating this;
- Campus buildings evaluated to determine if separate entrance and exit doors are feasible;
- Where physical barriers are not already in place, such as plexiglass partitions, visual aids present in reception areas to mark a six-foot distance;
- Maximum occupancy adjusted accordingly for general congregation spaces, and furniture limited to single seating only;
- Rest room occupancies modified to single occupancy, or, every other sink, urinal, and stall blocked to limit occupancy;
- Single occupancy rest rooms not modified. However, signage to promote social distancing in waiting areas outside of single occupancy restrooms installed;
- Spaces for recreational and athletic venues will be evaluated to determine how students can safely exercise while maintaining social distancing. Athletic competitions (both recreational and NJCAA Division III) will be determined in concert with NJCAA, and local health officials.

**Residence Halls** – SUNY Suffolk is not a residential college.

**Dining Areas** – Campus Dining Facilities may be open in the fall using a maximum occupancy adjusted according to room capacity. Carry-out services may be provided until restrictions have been modified.

**Personal Protection Equipment (PPE)** – The College’s Office of Environmental Health and Safety established a process for ordering, receiving and distributing PPE for faculty, students and staff, and coordinates centralized purchasing and distribution of PPE to faculty, students and staff as appropriate. Instruction sheet/webpage illustrating proper use of PPEs is accessible to all students, faculty and staff.

**Screening, Testing and Tracing** – Our campuses serve commuter students who leave each day. Many ride public transportation, work in the community, care for others, and, therefore, have a potentially high exposure and transmittal rate that would be nearly impossible, much less cost and resource prohibitive, for us to safely monitor. Although our local public health offices and health care providers may be of assistance, it is unlikely that we would have the testing capacity to do anything beyond making a referral to responsive testing, should

an employee or a student present any symptom. Messages/signage to promote awareness of College's protective measures are being implemented to inform and help protect all students, faculty and staff.

The College does have the availability of Suffolk County COVID-19 testing at Stony Brook University drive-up center for all SUNY Suffolk faculty, staff and students. For Contact Tracing information, see below.

Virus-positive individuals will need to complete a period of isolation before returning to campus. This will be documented at the Health Services Office for students and in Human Resources for faculty and staff.

The Vice President for Student Affairs, and the College and Campus Student Affairs leadership will review new student orientation and policies and procedures to address student expectations within the College's new protocols, and revisions to the student code of conduct/student handbook that will serve to assist with enforcement.

**Custodial Services** – SUNY Suffolk is taking all of the necessary steps to ensure a deep cleaning of all buildings takes place once a variety of limited instructional spaces are occupied by students and faculty this fall. Preventive protocols to reduce risk of transmission implemented across all campuses as resources allow. Further details will be shared with students, faculty, and staff leading up to campuses reopening in early September. Protocols currently in place include:

- All bathrooms are currently sanitized every night when used, and an initiative to make available sanitation products for patrons in all bathrooms is under consideration;
- Standards for cleaning of doors, railings and door knobs, telephones, keyboards, counters, emptying of wastebaskets, and cleaning of workstations/offices of employees who go home sick, etc. is already in place and communicated to staff;
- Facial masks, along with alcohol/Lysol/Clorox wipes to wipe down work areas, entryways and computers will be available in all Plant Operations Offices and distributed to all campus offices and classrooms and laboratories this fall;
- Hospital grade disinfectant in spray bottles along with disposable wipes will be utilized by custodians for surface cleaning;
- All campuses will locate/move hand sanitizers in high traffic areas;
- Increase cleaning frequency for highly-used spaces;
- Expand coverage hours for cleaning staff to allow for higher visibility of cleaning staff and more frequent cleaning throughout the day.

**Student Health Services** - Each campus has a Health Services Office staffed by registered nurses who work under the direction of a consulting physician. The Health Services Office maintains both day and evening hours to meet the demands of varied student schedules. Registered nurses provide emergency first aid treatment, personal health counseling, immunization information, and referrals for students and the campus community that present with acute illnesses. Health records of students are maintained in the Health Office. In the fall, students who will attend limited on-campus courses will be directed to Health Services if they present signs of the COVID-19 virus. Nurses will refer students to testing centers and personal physicians as well as to the County Health Department if more information is required.

Additionally, campuses will review the existing capacity of Student Health Services space for efficient delivery of both physical and mental health support services.

**Campus and local communities/Vision for “Town and Gown” interactions** - SUNY Suffolk is a community leader in fighting the current pandemic and possible second wave by providing the following to the communities we serve:

- Conduct regular communication with local law enforcement, fire safety, OEM, elected officials, and

school district leaders once a week;

- Provide a location for Suffolk County Civil Service test, for essential positions only;
- Offer space to elected officials to host informational sessions to the community on all three campuses;
- Campuses are potential NYS or County testing sites for COVID-19;
- Support emergency sheltering drill with American Red Cross and County OEM using the new COVID shelter management program;
- Host a hurricane tabletop with County OEM and nursing homes (our Eastern campus is a nursing home shelter);
- Partner with Long Island Cares for food bank distributions to students and community;
- Potential locations on all campuses for vaccine point of distribution for all communities.

**Transportation, Mail and General Delivery Services** – We continue protocols for contactless delivery of mail and packages. All essential mailroom staff is working alternating days. Mail deliveries are accepted at all mailrooms. Mail and packages are sorted and held at the mailroom, and staff are scheduled and approved to pick-up mail individually, wearing facial masks. This protocol will continue throughout the fall semester.

The College does not operate vans or buses to transport students or staff between campuses.

## **II. TRACING AND MONITORING AFTER RE-OPENING:**

The College will seek to train current Health Services Staff to assist the Suffolk County Department of Health New York State's COVID-19 contact tracing program. Health Services staff will be trained via the free online training program developed by Johns Hopkins University. The course is offered by the online platform, Coursera, and requires five hours to complete including quizzes after each module and a final assessment at the end of the course.

Once classes resume on campuses in September, all faculty and staff will be informed to send students who exhibit symptoms of COVID-19 to the Health Services Office for referral directly to the County Testing sites or their medical provider for follow-up by one of the College's Registered Nurses. The Health Services staff will follow-up with the student under investigation. If the student reports positive results, or the College is contacted by New York State's COVID-19 Contact Tracing Program, Health Services can assist in contact tracing for the college community as indicated.

Our goal is to work in conjunction with the Suffolk County Health Department to extend the capacity and readiness of our Contact Tracing and Monitoring team for College contacts. The County is in the process of recruiting and training Contract Tracers for Suffolk County. Going forward, the College could serve as follow-up responders assisting the County contact tracer in tracking potential contacts at the College.

New section:

-Health Screening before the start of fall classes: All employees, registered students and campus visitors will be provided detailed instructions on the protocols for social distancing, use of face coverings while on campus, and how to report symptoms or exposure. All employees, registered students and campus visitors will be required to complete a screening survey to ensure that they are not symptomatic, have not tested positive, have not been in close contact with someone who has tested positive in the last 14 days, have not been in close contact with suspected cases of COVID-19 within the past 14 days, and have not traveled internationally or to a State on the Executive Order 205 Restricted States list within the last 14 days; this screening survey must be completed each day an employee or student will be on campus, prior to the individual entering campus.



Results of the screening will be logged and monitored. Any faculty, staff or student who tests positive will be required to report their status to the College and isolate at home according to CDC and Suffolk County Department of Health guidelines.

Faculty, staff or students indicating international or out-of-State travel in restricted states will be directed to complete the NYS online health form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>) which all travelers are required to complete and submit. Faculty and staff will be required and directed to submit a copy of their confirmation of submission of the NYS online health form to the College's AVP of Human Resources or their designee. Students coming back from out-of-State or international travel will be required and directed to submit a copy of their confirmation of submission of the NYS online health form to the College's VP of Student Affairs or their designee. These instructions, asking for either a screenshot, a hard copy, or a submission email, will be added to our Return-to-Campus Guidelines for both students and employees.

### III. COMMUNICATION AND OUTREACH PLAN:

The College will use all currently existing means to share communications with students, faculty, staff, stakeholders and partners. It will build upon its Coronavirus website; distribute College Briefs and social media messaging; consider mailings (postcards or other direct mail) as appropriate. For students, the College will implement texting, emails, portal postings and eblasts. Secondly, to reach individuals who are on-campus in the fall for labs and hands-on instruction, we will ensure the production of signage/posters/flyers and will communicate using campus digital screens.

Messaging points for inclusion in our plan include the following:

- Advise students, faculty and staff when and how they will be permitted to return to campus, including new procedures and how to prepare for returning (staggered staffing, campus points of entry, PPEs, social distancing, those who are immunosuppressed/vulnerable or live with someone who is; new protocols for cleaning/disinfecting workspaces, instructional spaces, and common areas);
- CDC directives (how to prevent spread, when to seek medical treatment, self-isolation if sick/exposed, how any new outbreak will be communicated);
- Steps to take if any member of the college community or a close contact of theirs tests positive and what to expect when returning to school or work;
- Ongoing methods will be used to monitor faculty, staff and student health, testing/tracing;
- Address who can continue to work from home and under what circumstances;
- Permissions regarding campus visitors/vendors;
- External outreach regarding timelines for reopening of offices and phased return to campus.

New section:

-All students will complete a "Protect SUNY Suffolk Agreement" noting their confirmation to practice social distancing, facial masking, health/symptom monitoring, health screening requirements, and handwashing protocols.

-Arrival of international students and students returning from NYS restricted states:

Prior to two weeks before the start of the semester, emails will be sent to all registered students reminding them to plan accordingly if they travel out-of-State to a restricted area or if they travel out-of-country. Students will be informed that upon their return to our region they must register online and complete isolation and quarantine requirements accordingly.

We are developing *Students Returning to Campus Guidelines* which will include the requirements for completing isolation and quarantine procedures. The Guidelines will also include a link to the NYS online health

form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form> ) which all travelers are required to complete and submit. Students will be required to submit a copy of their confirmation of submission of the NYS online health form (a screenshot, a hardcopy or submission email) to the College's VP of Student Affairs or their designee.

The College's COVID-19 Webpage will have a description of travel restrictions and the New York State Executive Order 205 Restricted States list, and will include a link to the NYS online health form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form> ) which all travelers must complete online.

Our reopening plans will be shared with all of our students, faculty, staff, stakeholders and partners.

#### **IV. DEFINING RESOURCES REQUIRED TO RE-OPEN:**

- Funds for additional Nursing staff (Registered Nurses both full-time and part-time) in Health Services Offices to be available for students, faculty and staff, and to do Contact Tracing (if we do not have assistance from the County);
- Technology for teaching, learning, and support may need to be expanded. This includes additional laptops for enrolled students, teaching faculty, advisers and counselors and support staff working from home, as well as software support for instruction;
- Increased energy costs for enhanced air flow installations in buildings on all campuses;
- Production of appropriate signage regarding social distancing and expected behavior will be installed in all teaching spaces on all campuses (in English and Spanish);
- Expand budget funds to cover increasing costs for hiring contact tracers and increasing custodial staff personnel and hours.

#### **V. DEVELOPING A TIMELINE REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS:**

The timeline for re-starting on-campus operations began in May and is anticipated to be initiated in mid-June as our region of the State enters into the post-PAUSE phase. All plans and preparations noted in this report have either been in place or have been developed by the Task Force as the spring semester drew to an end.