



# ROBERTS WESLEYAN COLLEGE

**NYS Reopening Plan for Higher Education**

Version 1.0

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# Roberts Wesleyan College New York State Reopening Plan for Higher Education

## Populations and Stakeholders

Roberts Wesleyan College has spent extensive time and effort in engaging Administration, Faculty, Staff, Students and Constituents in consideration of our Reopening Plan. Beginning in May 2020, we engaged eight task forces, each made up of a mix of administration, faculty and staff, to begin considering safety and health as we reopen campus. In June 2020, those groups were reduced and combined to form a Step One Team and finally reorganized again into a final Restart Team.

Additionally, we engaged students through surveys, Website postings and email; engaged staff and faculty through Town Hall sessions and email communications and engaged parents, alumni and other constituents through Website, social media and email communication. Through this process, we built an FAQ section of the Website that is frequently updated using stakeholder questions.

The enclosed plan takes into special consideration the needs of:

- All employees, with special interest for at-risk employees
- All students, residential and commuting/off-campus, with special interest for at-risk students
- Cleaning staff, Food Service (Metz Culinary) employees
- Those individuals who cannot work remotely or take classes virtually
- Outside vendors (Metz, Barnes and Noble, UPS, USPS, contractors)
- Visitors and guests (constituent groups, family, prospective students)

It should be noted that the College has been closely monitoring applicable State guidance, which has guided our reopen activities over the past months. Additionally, we will continue to monitor updates to NYS guidelines and will adjust our plan accordingly.

## 1. Reopening of the Campus

### Capacity:

Phased return of approved employees on the following schedule:

6/22/20	Essential and other employees up to 20% of total
7/7/20	Additional employees up to 50% of total
8/3/20	80% of employees return to campus; remaining employees will work remotely or have accommodations due to health concerns

Phased return of students:

8/3/20–	Residential students required by the Travel Advisory to complete precautionary quarantine
8/15/20	Student leaders and approved early arrivers return (30 total)

8/21/20	New resident students arrive
8/22/20	Continued new resident students and approved early returners
8/23/20	Returning resident students arrive
8/24/20	First day of classes

#### Quarantine & Isolation Capacity

- The College has both quarantine and isolation procedures in place in the case of a positive COVID case, including instructions for employees and commuter and residential students. We have designated dorm space available for residential quarantined and isolated students.
- Symptomatic students will be referred in a step-up process, such as the College health department and the College's contracted physician; urgent care and excellent capacity of local hospitals and emergency rooms. Monroe County is well suited to handle COVID positive cases currently.
- Students who need medical attention beyond isolation or quarantine would need to be transported to a hospital or care facility. In this case, the student's family would be contacted for safe transport or would be advised to use an ambulance, as directed by the Monroe County Health Department.

#### Physical Distancing:

##### Employees

- Phased employee return to campus for 20%, 50%, and finally 80% with consideration for at-risk employees.
- Reduced capacity of work spaces. Shared or close work stations will implement physical distancing guidelines, reduce the number of chairs in waiting areas, and require wearing face coverings.
- Occupancy of larger work spaces kept under 50% of maximum capacity.
- Established physical distancing markers for service areas.
- Offices with customer service counters can request clear barriers.
- Limited capacity and restricted use of tight, confined spaces to one person at a time (elevators, copier stations, supply rooms, small bathrooms).
- Signage posted on all entrances regarding physical distancing and personal hygiene.
- Office workdays limited to Monday through Thursday 8 am - 5 pm until August 3, 2020.
- Floor markers establishing proper physical distancing present where lines form.
- Physical distancing will be practiced in all public or common spaces.
- Meetings will continue virtually.
- Essential in-person gatherings will be held in open, well-ventilated spaces with appropriate distancing among participants.

- Access to campus buildings will only be through ID Card swipes.

#### Students

- Phased return over three weeks for resident students.
- Commuting or at-risk students can choose in-person or virtual instruction.
- Reduced capacity limits for shared or common spaces with signage and video instructions.
- Reduced density in each classroom by 50%, capped class sizes, removed furniture and reconfigured classrooms.
- Posted physical distancing signs at all building entries.
- Significant modifications established regarding food service distribution, one-way traffic flow and reduced seating capacity.
- Required wearing of face coverings and maintaining six feet of distance from others on campus.

#### Personal Protective Equipment Availability

- College has secured and will provide each employee and on-campus student with multiple reusable cloth face masks as needed or requested.
- Additional face masks have been secured for any person in the campus community who needs one while on campus.
- Face coverings are required to be worn by everyone on campus.
- Additionally, transparent face shields have been secured for all faculty and will be provided for students in science labs.

#### Testing & Screening

- Employees who are coming to campus will complete the daily health self-assessment survey prior to reporting for work.
- Commuting students will complete the daily health self-assessment survey each day they come to campus.
- Residential students complete the health self-assessment survey daily before leaving their residence hall.
- Employees reporting symptoms or close contact with someone who is sick should stay home and contact their physician for care and supervisor to report their absence.
- Students reporting symptoms should contact the campus health center for further direction.
- Assessment responses will be reviewed daily and documented.
- Employees who have traveled internationally or to states on the Governor's COVID-19 Travel Advisory "Restricted States" list will be asked to self-quarantine for 14 days.

- International students will be required to complete a 14-day quarantine after arriving in NYS.
- Domestic students from states identified on the Governor’s COVID-19 Travel Advisory “Restricted States” list will be required to complete a 14-day quarantine after entering NYS

### Residential Living

- Face coverings required for all public or common spaces.
- Face coverings not required when in private or shared room with or without the roommate present.
- No guests, visitors or non-building residents will be allowed to visit in the residence halls.
- Eliminated triple rooms with a maximum of two people sharing a room.
- Maximized availability of single rooms.
- Rooms reserved in Miner Hall and the Quads for possible isolation and quarantine spaces.
- Students encouraged not to leave campus for outside gatherings or events.

### Operational Activity

- Reduced capacity by 50% in classrooms.
- Signage posted for reduced maximum capacity in each gathering space or meeting room.
- Face shields and masks provided for all faculty and see-through barriers for larger classrooms.
- Enhanced disinfection and cleaning in all shared spaces.
- Reduced seating capacity of labs, lounges and gathering spaces (removed or marked chairs not to be used, disabled computers).
- Remote options provided for employees who require accommodations and whose job can be performed virtually.
- Enhanced cleaning and disinfecting frequency and services for bathrooms and additional high touch locations to follow CDC guidance.

### General Communication

- Employees and students will receive emails with safety measures and added requirements prior to their arrival on campus.
- Signage is prevalent across campus and near all building entrances.
- Employees and students will receive information as they arrive on campus to restate safety measures.
- Health and safety measures posted on the College website ([www.roberts.edu/roberts-restart](http://www.roberts.edu/roberts-restart)), including a robust and regularly updated FAQ

section. This material states safety is of primary importance, enhanced sanitation efforts across campus, face covering requirements and good hand hygiene. Specific mention is given to physical distancing, hand washing, use of hand sanitizer, clean personal spaces and wearing face coverings.

- Town Halls, email, social media and website postings will be utilized for ongoing communications.
- Specific signage includes:
  - Signage reinforcing rules throughout the campus
  - Individuals maintaining a six-foot physical distance (floor markings, signs, seating in classrooms, room capacity, etc.)
  - Expecting the campus community to wear face coverings
  - Daily health self-assessment required for employees and students arriving on campus
  - Weekly health self-assessment required for on campus residents
  - Increased hand sanitizing stations available
  - Enhanced cleaning and disinfection efforts

#### Range of Academic Options for Students and Faculty

- Traditional undergraduate students not living on campus may choose fully online or on-campus instruction.
- Larger courses will have a hybrid instructional model with some students shifting from physically present to virtual on specific days.
- Course registration changes will be accommodated or adjusted for online students.
- Enhanced ITS support and training resources for faculty and students.

#### Restart Operations

- Building cleaning schedules set prior to any building being open for use.
- Disinfection spray and wipes present in multiple areas prior to a building being occupied.
- Signage regarding physical distancing, hand hygiene and face coverings posted near each building entry and in common or public spaces.
- Ventilation systems meet required standards for New York State.
- Hand sanitizer stations added across campus.
- Hand blowers in bathrooms replaced with hands-free paper towel dispensers.
- Employees arriving on campus for the first time receive face masks, orientation to facility changes, availability of personal cleaning supplies and new requirements for physical distancing, daily health screening and the importance of hand hygiene.

- The very limited number of invited guests on campus will require a health screening.

#### Extracurricular Activities

- The College has cancelled competitive intercollegiate athletic play for Fall 2020. All athletic practices will meet or exceed NCAA protocol for health and safety of players.
- Access to athletic facilities will be restricted and opened to authorized persons only with no visitors or outside guests.
- All non-essential, off-campus trips are cancelled for the Fall 2020 semester with any essential activity using College transportation following the NYS Guidance for Public Transportation.
- Public concerts and performances will be paused until further notice.
- The College is following all NYS guidelines and has cancelled or moved to virtual all events on campus with more than 50 individuals, including chapel, student clubs and internal and external events. Any approved, in-person events will have fewer than 50 people and will follow face covering and physical distancing protocols.

#### Vulnerable Populations

- Watchful and constant care will be shown for vulnerable employees and students.
- Vulnerable employees will be offered various possible accommodations, such as remote working, relocation of work site or flexible work hours.
- Vulnerable students can choose to have virtual classes instead of physically coming to campus.

#### Hygiene, Cleaning and Disinfection

- Employees and students coming to campus will view training video and receive communication regarding hand hygiene, physical distancing and wearing face covering.
- Signage regarding hand hygiene, physical distancing and wearing face coverings is present at all building entrances, common and public spaces and gathering areas.
- Hand sanitizer available at all buildings near entrances.
- Wipes and disinfectant spray available for all employees to wipe down their work surfaces and for students to wipe down work areas in classrooms.

## **1A. Academic Program Planning**

### Instruction

- Instruction will be offered in-person and online for the Fall 2020 semester. Students may request to complete the semester online through the Office of Student Life. Faculty may request an accommodation to teach online through a process in HR.
- Field trips and other off-site instruction will not be included in the Fall 2020 semester.
- All faculty are prepared to return to virtual learning at any time if deemed necessary by the relevant authority.
- All instruction will continue to meet ADA requirements for accessibility and learning accommodations.

### Academic Calendar

- Classes will begin as scheduled on August 24, 2020.
- The semester will continue in person until November 21 without a break.
- Thanksgiving break will run from November 21-29. Resident students will move out before Thanksgiving break.
- All courses will transition to virtual learning from November 30, 2020 to January 11, 2021.

### Equipment and Supplies

- Faculty will be supplied with masks and face shields to use for in-person instruction. Students in lab courses will also be required to wear face shields. These will be provided by the College.
- All students must wear appropriate face coverings at all times and maintain six-foot physical distance when in classrooms, inside buildings and across campus. Classroom buildings will have a supply of masks made available to students who do not have a mask when coming to class. Face shields will be made available to lab students.

### Policy Changes

- Creation or modification of policies for the Fall 2020 semester related to attendance, grading or other academic requirements will be reviewed by the Academic Cabinet and approved by Faculty Senate.
- Course syllabi should include a statement that the mode of instruction in the course may change to virtual if deemed necessary by the relevant authority.
- All faculty will take attendance each class day to facilitate contact tracing if needed. While not required, assigned seats are suggested in large classrooms.

### Physical Space and Classroom Density

- Classrooms will operate at 50% capacity or the capacity required to maintain six-feet of physical distance between participants, whichever is lower. Classroom layouts and furniture will be reset to ensure physical distancing guidelines are met.
- Classrooms and other spaces used for instruction on campus with fixed seating may operate at a more limited capacity. The facilities team will rope off seating to lower the capacity of available seats in the room.
- Faculty will wear masks and may additionally wear face shields in the classroom. Students will wear appropriate face coverings at all times while in class.

## **2. Monitoring of Health Concerns**

### Testing Responsibility

- Students arriving from other countries as well as States on the New York State COVID 19 Travel Advisory “Restricted States” list will need to provide confirmation of a 14-day quarantine within NYS.
- Employees who travel abroad or to or from a State on the COVID 19 Travel Advisory “Restricted States” list will need to complete a 14-day quarantine at home before physically returning to campus.
- Employees and students who become symptomatic should stay home or in isolation while they are sick and consult their health care provider about the need for additional testing and a return to normal activities.
- Resident students who become symptomatic will be isolated until they can be tested and obtain results.
- Health Services, Campus Safety and the College website will post and assist students to find available testing site information.
- As the availability of testing sites and the turnaround time of test results are fluid, the College is also exploring third-party providers to be positioned to serve should we experience multiple symptomatic students.

### Testing frequency and protocols

- The College recognizes the recommendation for random, asymptomatic testing and will conduct such tests if there are effective and timely options within our region.
- Individuals developing symptoms will be required to stay home, go home or, for residential students, isolate until a test can be taken at a local testing site and a negative test result is produced.
- The Monroe County Health Department will be consulted for each individual who develops symptoms or reports a close or proximate contact with an individual testing positive for COVID-19.

- Upon identifying an individual with a positive test result, the College will follow the recommendations of the Monroe County Health Department and assist with tracing as requested.

#### Early Warning Signs

- Employee attendance will be monitored to track trends for potential community health concerns.
- Health Assessment survey results will be reviewed daily.
- Health Services staff will monitor student-reported symptoms.
- Residence Life staff will monitor reports of residence hall illness trends.

#### Tracing

- Three employees have been identified as Tracing Supervisor and Tracing Assistants.
- All three employees completed the John Hopkins Tracer training and are meeting with the Monroe County Health Department.
- Additional Tracing Assistants will be considered if required.
- Tracing protocols and procedures will be directed by Monroe County Health Department as part of a Memorandum of Understanding between the College and Health Department.

#### Screening

- All employees and students will receive mandatory health, hand hygiene and safety training that is updated regularly prior to arriving on campus.
- Employees who are coming to campus will complete the daily health assessment survey prior to reporting for work.
- Commuting students will complete the daily health assessment survey on days they come to campus.
- Residential students will complete the health assessment survey each day.
- Employees not taking the health assessment survey will be contacted by HR representative and asked to complete and procedures developed to follow-up with non-participants.
- Invited guests and visitors will be asked by their specific host (or Campus Safety) to complete the daily health assessment survey.
- Assessment responses will be reviewed daily and documented.

### 3. Containment of Potential Transmission of the Virus

#### Isolation

- Employees with symptoms or in close contact with someone who is sick will isolate at home, contact their physician for care and report their absence to their supervisor.
- Commuting students with symptoms or in close contact with someone who is sick will isolate at home, contact their physician for care and report their absence to Health Services.
- Resident students with symptoms will call Campus Safety and remain in their room until further instructions.
- Resident students who need to be isolated will be moved to one of the reserved isolation rooms.
- Meals, cleaning and social support will be provided by trained staff in each area.
- Students in isolation will have medical attention from Health Services staff and coordination of testing and medication will be provided.
- Students will have access to all courses through online or remote access during isolation to reduce educational and instructional disruption.

#### Quarantine

- Students who are determined to be in close proximity to an individual with COVID-19 will be moved into quarantine space in Miner Hall or Magill Hall.
- Meals, academic accommodations, support and extra cleaning will be provided.
- Students will be quarantined while waiting for test results.
- Students will have access to all courses through online or remote access during quarantine to reduce educational and instructional disruption.

#### Students Confirmed or Suspected to have COVID-19

- The Health Center liaison will contact Monroe County Health Department with the names and situational context of any student who tests positive or is likely positive for COVID-19.
- Resident students suspected to have COVID-19 will be moved to space reserved for isolation. Meals and cleaning will be provided by trained staff members. Original rooms and associated areas used by the student will receive a full disinfection on the day of notice following the CDC guidance. Students living near the infected student will be evaluated as potentially moving to space reserved for quarantine.
- Students not living on campus will be asked to stay home until they complete a 14-day quarantine period or receive a negative test result.

### Hygiene, Cleaning and Disinfection

- Employees who report showing symptoms or feeling sick will be asked to stay home and not report for work. The workplace and associated areas used by the employee will receive a full disinfection on the day they report feeling sick following the CDC guidance.
- Resident students who report feeling ill will be asked to return home to complete a self-quarantine there. If they are unable to return home, they will be moved to space reserved for quarantine. Meals and cleaning will be provided by trained staff members. Original rooms and associated areas used by the student will receive a full disinfection on the day of notice following the CDC guidance. Students living near the infected student will be evaluated as potentially moving to space reserved for quarantine.

### Communication

- Potentially exposed people (i.e., dorm mates, office suitemates) will be notified of a positive test and may be required to self-quarantine for 14 days.
- Updates and status changes will be communicated across the campus community via the Intranet or email.
- Communication protocols will be followed to communicate with tracing officials and the local health department.

## **4. Shutdown of In-Person Operations on the Campus, if necessitated by widespread COVID-19 Transmission**

### Operational Activity

- Upon direction to close operations from the relevant authorities, all instruction will move to virtual formats.
- There will be a 2-3 day break, likely along with a weekend, in the academic schedule to allow for students to leave campus and faculty to prepare for all virtual instruction.
- All faculty are already prepared to switch to a virtual, online learning experience and will use the short break to convert classes to ensure minimal disruption to the learning experience.
- Internship and experiential learning sites will determine if their activities continue, are scaled back or move to virtual formats.
- Non-essential employees will work remotely whenever possible.
- Cleaning and disinfection will continue across campus, particularly in places where there are students still on campus.

### Move-out

- Resident students will be asked to leave campus and return home over several days.
- Residence Life staff will facilitate and assist students with their travel plans.
- Dining services will continue through the deadline date for residents to leave campus.
- Those students unable to leave, often international or distant domestic students, will be able to continue living on campus until they arrange transportation home or the end of the semester.
- These remaining residents will have a reduced meal service available for them.
- These students will also engage in online classes from their dorm rooms.

### Communication

Plans to communicate internally and externally throughout the process:

- All shutdown information will be posted on the comprehensive website developed for restart information <https://www.roberts.edu/roberts-restart/> with detailed information, Q&As and information by audience/stakeholder.
- Communication will also be posted via social media outlets and the Facebook parents group.
- Intranet page will be the primary source of shutdown information for employees.
- The College will continue to communicate with students, parents and employees throughout the shutdown and in reference to Spring 2021 semester plans.

## **5. Additional industry specific guidelines:**

### **Dining Hall and Food Service (Interim Guidance for Food Services)**

Implementation steps

#### Employee Safety

- All employees will have a temperature check as they punch in for the day.
- Anyone with a temperature of 100.4 degrees or higher will be sent home.
- Masks will be mandatory for all employees.
- All cashier stations will include “shields” to separate space from guests.
- Credit card/Student ID swipe reader will be located in a spot to allow the guest to swipe their own cards.

#### Minimize risk in dining hall

- Reduce seating to 50% of capacity.
- Food will be served by staff rather than self-serve or buffet style.
- Expanded service hours for lunch, dinner and late-night to reduce density.
- All areas include floor markers identifying six-foot social distancing for lines.

- Signage posted at all entry points remind guests of social distancing requirements.
- New directional traffic flow lanes.
- Limited number of people allowed in the serverly at any one time.
- Added To Go meals during lunch service.

#### Cleaning and disinfection

- Additional staff hired to sanitize and disinfect tables during meal periods.
- The entire dining hall will be disinfected twice a day following CDC guidance.
- Sanitizer available at all locations.

### **Transportation (Interim Guidance for Public Transportation)**

#### Implementation steps

- Limit travel to selected, pre-approved travel groups
- Identify College-owned vehicles used for transporting students or employees (Bus, Vans, Cars).
- All operators and passengers must wear masks covering their nose and mouth for the entire duration of the trip.
- Enhanced cleaning and disinfection protocols enacted after each trip.
- Disinfectant and disposable wipes available for passengers to use.
- Physical distancing floor markers in place where possible to distance passengers from operator.
- Passengers should space out as far from each other as possible.
- Increase ventilation with outside air as much as possible.
- Close seats closest to operator.
- Increase number of vehicles used to reduce crowding.
- Operator will wear face covering at all times when passengers present.
- Face masks or face shields will be provided for the employees.
- Regular and frequent cleaning of restroom (bus).
- Daily health screening for each employee.
- Maintain rider log with Campus Safety.

### **Bookstore (Interim Guidance for Retail Business Activities)**

#### Implementation steps

- Posted signage and distance markers reminding customers of face coverings, physical distancing space and hand hygiene
- Reduced capacity to 50% of certificate of occupancy limit.
- Face coverings for employees when interacting with customers and within six feet of another person.
- Modified retail layout to create distance between employees and customers.
- Customers required to wear face coverings as they enter retail space.

- New book distribution process for in-store pick up of pre-ordered books to reduce traffic in retail space.
- Stanchions placed to enable one-directional foot traffic.
- Hand sanitizer stations provided in store.
- Increased regular cleaning and daily disinfection schedule.

#### **Athletics (Interim Guidance for Sports and Recreation)**

- Athletic competitions have been paused for the Fall 2020 semester.
- Teams will meet and potentially practice together during the Fall 2020 semester as guided by the College and relevant authorities.
- If scheduled, practices will occur in accordance with NYS guidelines for sport.
- All indoor pool, weight training and cardio facilities will remain closed and evaluated against updated NYS guidelines in an on-going basis.
- Athletic Department will continue to monitor guidance from College Administration, Athletic Conference, NCAA, State and County.