



*Time  
to  
move  
forward...*

# SUNY Genesee Community College's Reopening Plan

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# **SUNY Genesee Community College's Reopening Plan and Checklist for Restarting On-Campus Activities and Operations**

## **Summary**

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GCC will offer primarily remote courses for the fall semester except for critical applied learning activities which will be conducted face to face with appropriate social distancing.

Employees will return to campus and not be at more than 50% capacity as a result of staggering of schedules, working remotely, and maintaining defined services in remote form.

Access to the college will be limited to individuals with approved college business.

## **1. Repopulation of the Campus**

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### √ Capacity to maintain social distancing

- We've moved to primarily remote and our labs have been reduced to 50% density which allows for CDC approved social distancing.
- All individuals on campus in common areas and spaces that do not provide for proper social distancing will be required to wear PPE at all times.
- Limited, socially distanced, dining seating will be available with individual seating spaced at a minimum of six feet apart in all directions.
- Residence halls will be limited to single-occupancy to ensure social distancing. More detail below in 'residential living' section.

### √ PPE

- GCC has acquired all requisite PPE per college procedure. Said PPE will be stored and distributed through approved centralized processes to any student or staff member in need.
  - Face coverings will be required:
    - In all public and common areas, restroom facilities, and any areas where physically distancing per the CDC guidelines is not possible.
    - Clear face shields will be provided when necessary to facilitate communication with individuals having a hearing impairment.
    - At all times when engaging with employees, faculty, staff, students and any permitted campus visitors.
    - At any time when six feet of social distancing cannot be maintained.
  - Face coverings will not be required:
    - While alone in one's work, classroom, or study space.
    - While in an office, socially distanced meeting, or classroom space where six feet of separation can be strictly maintained.
    - While outdoors, and maintaining six feet of social distance.

### √ Screening and testing

- Temperature screening station(s) will be established at the college's limited and controlled entry points for all individuals entering campus.

- GCC intends to employ event-based testing procedures. Each member of the campus community who exhibits symptoms related to COVID-19 will be required to be tested, and to obtain a negative diagnostic result before returning to campus.
- Upon presenting COVID-19 symptoms, any individual will self-quarantine for the then-mandated effective period of time, which is currently fourteen days or until a negative testing result is received and verified and the employee is feeling well.
- For any community members, for whom a positive test is confirmed, we will work with county officials for contact tracing.
- If such individual is a residential student, we have identified foundation owned independent housing units that will be sequestered from other students.
- Contact tracing will be conducted in consultation with county and state guidelines on tracing and privacy to ensure swift notification of anyone who had been in close contact with COVID-positive individual.

#### √ Residential living

- GCC's residence halls, College Village, are operated via partnership between the college and the GCC Foundation Housing Services, Inc. Foundation staff and student services staff have been working hand in glove to prepare for fall 2020.
- We have identified a new capacity index of 329 beds which ensures single-only rooms, and is a reduction from our typical 425 capacity.
- We have also sequestered one of the residence halls, as well as several foundation-owned private residences, for quarantine housing if needed.
- Any common kitchen and social areas will be cleaned extensively and will have congruent occupancy limitations in place to ensure social distancing.
- Detailed attention will be given to the plan for check in schedule and onboarding processes to adhere to CDC guidance regarding social distancing and safety protocols for moving into the units.
- Any student that does not adhere to college instructions around CDC guidelines will be subject to student disciplinary action under the Code of Conduct.
- Access by students to other dorms will be limited.
- Recreational equipment and social gathering furniture will be removed to restrict gatherings and activities.

#### √ Operational activity

- GCC has implemented a modified master schedule, detailing on-campus and remote delivery options.
- We have also implemented staffing plans based on our Spring 2020 draw-down procedures, in order to operate with 25%, 50%, 75%, and 100% on-campus staffing as timely and appropriate.

#### √ Restart operations

- GCC did not take any facilities offline to the extent that their HVAC, water, and other operational configurations need to be restarted.
- Our buildings are also operational, as essential staff members have been intermittently visiting campus to carry out essential duties such as payroll, mail distribution, accounts payable, maintenance, and campus safety.

√ Extracurricular activities including intramurals and student performances

- Only activities that can be provided remotely or are supported under CDC guidelines will be permitted.

√ Vulnerable Populations

- Individuals with documented limitations or conditions will be accommodated to the best of the college's ability.

√ Hygiene, cleaning and disinfection

- All accessed areas are deep-cleaned daily by housekeeping personnel, and will continue to be so as we bring proportional and allowable levels of staffing and students back to campus.
- Facilities management maintains records regarding cleaning.

## **2. Monitoring**

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√ Testing responsibility

- GCC staff will conduct monitoring and temperature checks for individuals entering the facility.
- GCC has adopted the event-based testing model.
- Each member of the campus community who exhibits symptoms related to COVID-19 will be required to be tested through a county approved facility, and to obtain a negative result before returning to campus.

√ Testing frequency and protocols

- Upon presenting COVID-19 symptoms, any individual will self-quarantine for the mandated effective period of time, which is currently fourteen days or until a negative testing result is received and verified and the employee is feeling well.
- For any community members, for whom a positive test is confirmed, we will work with county officials for contact tracing.
- International students and travelers will be quarantined for the recommended time period and will be subject to periodic check-ins where we will monitor them.
- If such individual is a residential student, we have identified foundation owned independent housing units that will be sequestered from other students.

√ Early warning signs

- GCC will closely and constantly monitor infection, hospitalization, and community spread rates within our four county service area.
- Due to our close partnership with our counterparts in the public health departments, as well as county leadership, we will stay abreast of any and all potential accelerations well in advance of them rising to a potential level of concern.
- Further, given that our gymnasium facilities serve as overflow facilities for regional health providers, we will be at the leading edge of any potential capacity issues within our service area.

#### √ Tracing

- Contact tracing will be conducted by the department of health with support from the college's Dean of Students and Human Resources department.

#### √ Screening

- Employees are being provided information on where they can receive testing prior to returning to campus and are being encouraged to do so.
- Temperature screening stations will be established at the college's limited and controlled entry points.
- Individuals will be expected to complete a self-evaluation stating their base-line health indicators and potential exposures on a regular basis.

#### √ Travel Advisories

- Any student traveling internationally or from an area or State under a travel advisory must adhere to the 14 day quarantine as outlined by Governor Cuomo's Executive Order 205.
- The individual must complete the **online health form** as required by New York State. This health form has to be completed online but the traveler can take a screen shot of the last page and submit a copy to predetermined college email address.
- The documents will be maintained in the Student Services division.

### 3. Containment

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#### √ Isolation

- Employees can isolate at their homes.
- We have sequestered facilities in the residence halls, as well as several foundation-owned private residences, for quarantine housing if needed.
- In addition, the Batavia region has numerous hotels and other hospitality venues that could be utilized in the event that we needed to further quarantine students and staff outside of the parameters previously listed.

#### √ Quarantine

- Any individuals who are subject to symptomatic or asymptomatic quarantine will be provided with adequate food and supplies in their area of residence. Healthcare services and any needed transport will be provided by college and/or local EMS services. Academic services will be provided remotely and in a manner in which they can be best received for any student(s) in quarantine and simultaneously continuing their studies.

#### √ Students confirmed or suspected to have COVID-19

- GCC will recommend that students who test positive return home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home.

#### √ Hygiene, cleaning and disinfection

- Housekeeping personnel will be provided with appropriate PPE while deep cleaning affected areas. GCC has reviewed all products being used for disinfecting and ensure they align with CDC guidelines.
- Areas suspected of contamination will be given top priority.

#### √ Communication

- GCC utilizes multi-channel communication platforms to inform all of the segments of our community. Through a combination of email, text, social media, and paper mail vehicles, we have steadfastly ensured that our community members stay abreast of all developments including but not limited to health, safety, campus access, and ever-changing internal and external guidance. In addition, prominent signage will be placed throughout campus with all relevant guidance from local, state and federal authorities, as well as universal personal hygiene reinforcement.

### **4. Return to Remote Operations (“Shutdown”)**

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#### √ Operational Activity

- During the Spring 2020 semester, GCC and our adaptable faculty and staff successfully migrated more than 300 course sections to remote instruction. We are prepared to do this again if the need arises
- In addition, we successfully, and safely, scaled our work force to shift to remote effort at a 50%, 25%, and ultimately nearly 100% rate.
- We are well-prepared to do this again in the event that we may need to do so.

#### √ Move-out

- GCC implemented an expedited move out process that did not require face to face contact.
- GCC successfully migrated students out of campus during the Spring 2020 semester via combination of campus based or private transportation and would follow that practice again should it be necessary.
- In certain circumstances, GCC students were not able to leave campus during the Spring 2020 semester and were successfully supported until they could depart, and we will follow that same procedure again should it be necessary.

#### √ Communication

- As noted above: GCC utilizes multi-channel communication platforms to inform all of the segments of our community. Through a combination of email, text, social media, and paper mail vehicles, we have steadfastly ensured that our community members stay abreast of all developments including but not limited to health, safety, campus access, and ever-changing internal and external guidance. In addition, prominent signage will be placed throughout campus with all relevant guidance from local, state and federal authorities, as well as universal personal hygiene reinforcement.