

we are **HERK**Safe!



## Herkimer County Community College Restart Plan

July 24, 2020

Updated August 4, 2020



**Herkimer**  
THE STATE UNIVERSITY OF NEW YORK

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## PRESIDENT'S MESSAGE

*Dear Campus Community,*

*I am pleased to share with you the restart plan for Herkimer County Community College.*

*HERKSafe has been developed within the guidelines and directives of Governor Cuomo's office, the State University of New York, the New York State Department of Health, and the Center for Disease Control.*

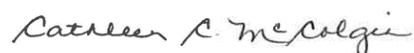
*Throughout the process, we have been guided by two commitments—offering an excellent education to each and every student and providing for the health and well-being of everyone in our campus community.*

*I commend our Restart Taskforce, comprised of individuals representing various campus stakeholder units, for their creative ideas, collaboration, and continued commitment to ensuring academic and business continuity in a safe and healthy environment.*

*We believe our plan is solid, flexible and realistic; however, it is subject to change due to new information, guidance and/or direction from the State of New York and the Governor's Office. We will continue to communicate updates and further details as they become available. Please be sure to check your college email regularly, and visit [www.herkimer.edu/coronavirus](http://www.herkimer.edu/coronavirus) often for updates and resources.*

*Thank you for your ongoing patience and understanding during this very challenging crisis.*

*Sincerely,*



*Cathleen C. McColgin, Ph.D.*

*President*



## BACKGROUND

Since the beginning of the COVID-19 pandemic, Herkimer County Community College has been consulting with the Herkimer County Department of Public Health. President Cathleen McColgin has participated in Region Control Room meetings and regular meetings with SUNY campus presidents and the Chancellor. Additionally, other college representatives have participated in various meetings with their respective SUNY affinity groups (i.e. Facilities, Academics, Campus Safety, Student Services, Public Relations, etc.). Information obtained during these meetings has been used to inform portions of the College's Restart Plan.

Herkimer College's Restart Plan was developed based on guidelines and directives from the Governor's Office, SUNY, CDC and the New York State Department of Health. SUNY, on behalf of New York State, certified our plan in late June 2020.

The Restart Taskforce, comprised of representatives of functional areas and bargaining units, has been divided into two subcommittees (one for business continuity and one for academic continuity) to review and further develop details of the plan.

The Restart Plan will continue to be revised and updated as we receive new information, guidance and directives from the Governor's Office, SUNY, New York State Department of Health and CDC.

## BUSINESS CONTINUITY

### GENERAL REOPENING:

- Employees will begin returning to work on campus in early August. The number of employees working on campus at any given time will be reduced in order to help decrease population density in their respective work spaces.
- To the extent possible, while still maintaining full compliance with COVID-19 safety protocols recommended by the CDC, and with all guidelines from SUNY Administration and the Governor's Office, the College may make facilities available for local/regional organizations and governmental bodies for meetings, informational presentations, and other events. Requests must be approved by the Executive Council.
- Protocols for campus transportation operations will include limiting employee travel to only essential business travel. All other employees approved for business travel will be asked to use their personal vehicles, for which they will receive reimbursement. College vehicles used by employees of the Maintenance Department for the performance of their jobs will be scheduled to individuals on a basis of one employee per vehicle. Sanitizing procedures and standards will be in place for all campus vehicles, and a checklist/protocol for proper sanitation and cleaning will be provided in each vehicle, so employees can clean them thoroughly when they are done using them and before someone else needs to use them.
- The current Mail Room procedure will continue with each office area picking up their own mail. Large mail items will be delivered by the Facilities staff, and there will continue to be one point (loading dock in the College Center) for accepting mail and packages.

- The College is implementing the use of Microsoft Teams for remote conferencing and meetings. Training will be available for employees and students (in-person and remote).
- The College has been working closely with the companies that it contracts with for dining services (American Dining Creations) and bookstore services (Barnes & Noble) on plans for adjusting delivery of services. Detailed protocols are in place with both companies. (See attached plans.)

#### SCREENING, MONITORING, CONTAINMENT & SHUTDOWN:

- Campus Safety will staff a mobile check-point at the corner of Lou Ambers Drive and the service road until the semester begins.
- Once classes start, there will be three check-points to enter campus buildings– Robert McLaughlin College Center, Library Building and PE Building main entrances, and back parking lots will be closed.
- At the check-point(s), all employees, students and visitors coming to campus will be screened for COVID-19 symptoms (questionnaire and temperature check). A log of all individuals who have entered the campus will be maintained with visitors required to provide contact information and the department/individual they are visiting. Color-coded bracelets will be provided for all who pass the screening.
- Individuals experiencing symptoms of COVID-19 or who have been exposed to a person who has tested positive will be directed to contact their health care provider or their local County Department of Public Health for instructions.
- The College will work with the County Department of Public Health to assist with their contact tracing procedures. Several employees are completing the Johns Hopkins University COVID-19 Contact Tracing certificate course.
- In the event of a resurgence, or upon recommendations from the Herkimer County Health Department or state officials, the College will return to remote operations in a similar manner to what was done in March 2020. Essential personnel will continue working on-campus (Campus Safety, Facilities, Residence Life, and Dining Services) and all other personnel will work remotely. Faculty teaching face-to-face will transition their courses to alternative modes of remote delivery – either synchronous or asynchronous. All student support services (tutoring, counseling, academic advisement, etc.) will be delivered remotely. International students and students with housing insecurities will be allowed to remain in their apartments for the duration of the semester with approval by the Dean of Students. Dining Services will continue to provide meals for students who remain on campus.

#### FACILITIES & SAFETY:

- The College is taking a number of precautions and proactive steps to ensure that the campus environment is as clean, sanitized, and safe as possible.
- UVGI technology will be installed into the HVAC system to eliminate all viruses. Air handlers will be adjusted to increase the movement of air throughout campus buildings, and air filter changing will be conducted with greater frequency. Weather permitting, windows will be opened as much as possible to increase the flow of fresh air.



- Several initiatives are being implemented to ensure thorough cleaning and disinfecting of facilities, including the purchase of four Clorox 360 units; training for custodial staff in NYSDOH, CDC, and EPA protocols for cleaning; and increased frequency of cleaning and disinfecting frequently touched surfaces, bathrooms, and dining areas.
- Acrylic barriers will be installed in high traffic offices, and hand sanitizer will be available throughout campus. Waiting areas will be removed or rearranged to ensure social distancing.
- Signage requiring masks, social distancing and hand washing will be posted throughout the campus.
- Disposable mouse and keyboard covers have been ordered for use on shared computers (i.e. computer labs).

#### PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Campus Safety is responsible for purchasing and maintaining a supply of PPE (masks, face shields, gloves) and distributing to employees and students as necessary.
- Face masks/facial coverings must be worn at all times when inside the buildings' common areas (ex: hallways, lobbies, restrooms, elevators, open office spaces, kitchens, break rooms, etc.) even when no one else is present.
- Face masks are not required when outside and social distancing can be maintained; otherwise, facial coverings are required.
- Face masks are not required when working alone in an office, vehicle, or lab space.
- Employees and students may use their own cloth or commercial masks, provided that it completely covers the nose and mouth and meets the minimum NYS DOH requirements for face covering. See guidance from CDC and NYS DOH on the proper wearing and cleaning of face covers (Appendix D).
- Masks are not required if the employee/student is not able to wear one for medical reasons. However, supervisors/Dean of Students should be notified in advance and appropriate arrangements will be made.
- Employees are asked to reinforce the required use of masks. Campus Safety may be called upon, if necessary, to enforce the mask policy and address violations.

#### ACADEMIC CONTINUITY

##### COURSE OFFERINGS:

- Fall classes will begin on September 8<sup>th</sup> as originally scheduled.
- Fall classes will be delivered via a combination of traditional online (asynchronous where students log in and complete work on their own time), real-time remote (where students and instructors meet together as scheduled using Microsoft Teams), and a limited number of on-campus, in-person classes and labs that will incorporate social distancing.
- The majority of on-campus, in-person courses will be transitioned to real-time remote. Real-time remote means the instructor will deliver their course lecture from a classroom on campus or another location (i.e. home office) via Microsoft Teams (similar to Zoom). The

course will be “real-time” and all students enrolled in that course will be interacting with the faculty member and other students during the scheduled course time.

- A limited number of in-person courses will be held on campus; determination is based on whether a hands-on component is required to meet course/program learning outcomes. The number of students in each course section delivered on campus will be limited in order to observe social distancing requirements.
- Added levels of protection for laboratories will be implemented.

#### TECHNOLOGY:

- A limited number of laptops will be available for loaning to students in need.
- A limited number of webcams for streaming and noise cancelling headsets will be available for faculty delivering courses remotely.
- All full-time and adjunct faculty will be issued laptops if they do not already have them.
- Training will be provided for Office 365 and Microsoft Teams, as well as Generals Online (GO).
- Computer labs will be available to students to be able to complete their work.

#### ACADEMIC SUPPORT:

- Academic advisement, career services, and academic support services will be delivered both in-person and remotely. Advance appointments will be required for in-person services, and a variety of tools and flexible schedules are being implemented to provide additional remote services and expand accessibility to services.

### STUDENT SERVICES

#### RESIDENTIAL LIFE:

- On-campus housing units will limit occupancy to one student per bedroom. No outside visitors will be allowed in residential housing areas.
- Several apartments have been reserved as special quarantine accommodations for students, as needed.
- Substantial changes to the move-in process will be made. Upon check-in, students must attest that they have followed a 14-day precautionary quarantine requirement, complete a health questionnaire, and be tested with the rapid diagnostic test for COVID-19. Students will remain in a designated parking area until test results are confirmed. Students testing positive will be required to return home. Students testing negative will be allowed to continue with the check-in process. Herkimer will be utilizing a “family status” for roommates.
- *August 4, 2020 update to plan: Students coming to New York State from designated states must quarantine for 14 days after arriving in New York State. Students must also complete the online health form required by New York State which can be found [here](#). This health form must be completed online, and the student must take a screen shot of the last page and submit a copy to the campus upon arrival. This requirement includes both*

*residential and non-residential students. The health forms will be kept on file with the Dean of Students Office.*

- *August 4, 2020 update to plan: Due to the 14-day precautionary quarantine requirements for international students who are not already in the United States, Herkimer College is encouraging international students to remain home and take online classes for the Fall 2020 semester. Students taking online classes from their home countries will be reclassified as online students instead of international students. We will reconsider bringing international students to campus for the Spring 2021 semester.*
- Move-in will be scheduled such that only one family member will move their student into an apartment at a time.
- Students will be required to sign an agreement or “pledge” that outlines the protocols set forth by the College (Appendix A). Infractions will be considered a violation of the Student Code of Conduct, and the student will be required to meet with the Dean of Students. In the event that the student is found responsible for the violation, sanctions may include removal from Housing and/or expulsion from the College.
- Students will receive regular, ongoing messaging regarding public health guidelines, proper hygiene practices, and other relevant information connected with COVID-19 precautions.

## STUDENT ACTIVITIES AND ATHLETICS:

- The majority of activities are being planned in a virtual format. Limited in-person programming, including student performances, will be conducted when proper precautions can be maintained, and with prior approval by the College’s Executive Council.
- Student clubs and organizations will meet via Microsoft Teams. In-person meetings will require pre-approval from the Director of Student Activities.
- The fall sports season has been postponed to the spring semester. Winter sports will begin in January 2021. Teams may practice in the fall. Coaches are communicating with their respective teams in accordance with the NJCAA 2020-2021 Plan of Action.



## COMMUNICATIONS

- Updates to this plan, important notices and other related information and resources will be communicated to students and employees via Herkimer College email.
- Updates and resources will be publicly available at [www.herkimer.edu/coronavirus](http://www.herkimer.edu/coronavirus).
- For contact information for specific offices and staff, please visit [www.herkimer.edu/directory](http://www.herkimer.edu/directory).



## APPENDIX

### APPENDIX A: STUDENT PLEDGE

# we are HERKSafe!

A General is someone who steps up to the plate and leads in a tough situation. They are driven, conscientious, and put the needs of others before their own. As Herkimer Generals, we are being asked to do the same.

It's important that we all do our part. By taking the HERK Safe Pledge, you are joining your fellow classmates and entire campus community in committing to keeping our Herk Nation safe.

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#### I PLEDGE TO PROTECT MYSELF, OTHERS AND OUR COMMUNITY:

- ☐ I will familiarize myself with the most up-to-date signs of COVID-19 and will regularly self-monitor for any symptoms.
- ☐ I will maintain social distance guidelines and wear masks or other protective gear as instructed by the College.
- ☐ I will honestly complete health questionnaires and participate in testing and contact tracing as requested or required by the College.
- ☐ I will wash my hands often with soap and water, make use of hand-sanitizer stations around campus, and avoid contact with frequently-touched surfaces.
- ☐ I will stay home and notify the Dean of Students Office if I develop symptoms of COVID-19, or if I believe I have been exposed to someone who has tested positive.



For residential students only:

- ☐ I will not have outside visitors in on-campus housing.
- ☐ I will not travel off-campus unless absolutely necessary. If I must leave campus for any reason, I will follow social distancing and other safety guidelines, as well as observe travel restrictions and quarantines that may be in place.

**I pledge to protect myself, others and our community as outlined above, and I understand that infractions will be considered a violation of the Student Code of Conduct, and may result in removal from Housing and/or expulsion from Herkimer College.**

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Name (please print)

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Signature

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Date

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## DAILY CHECKLIST

**Going to Campus to Work or Study? You must first complete this checklist:**

1. Do you have any of the following symptoms that cannot be attributed to another health condition?

Symptom:	YES	NO
Cough		
Fatigue		
Chills		
Congestion or runny nose		
Shortness of breath or difficulty breathing		
Muscle or body aches		
Sore throat		
Nausea or vomiting		
Fever (100.4 or above without having taken any fever reducing medications)		
Headache		
New loss of taste or smell		
Diarrhea		

2. Have you been in close contact with anyone who has been diagnosed with COVID-19 or been placed in quarantine for possible contact with COVID-19?      Yes \_\_\_\_      No \_\_\_\_

3. In the past 14 days, have you travelled internationally, from another state or from a NYS county with significant community spread of COVID-19?      Yes \_\_\_\_      No \_\_\_\_

Check one of the following:      \_\_\_\_ Employee      \_\_\_\_ Student      \_\_\_\_ Visitor

If visitor, what department or individual are you visiting? \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FOR INTERNAL USE:

## APPENDIX C: RESTART GUIDANCE FOR EMPLOYEES

### ***Restart Guidelines for Herkimer County Community College Employees***

Per Governor Cuomo's New York State on PAUSE executive order, educational institutions may resume operations in Phase IV. Therefore, it is expected that Herkimer County Community College may begin to have employees return to campus beginning in the early part of August 2020. To ensure the health and safety of our campus community, the College has established the following protocols for all employees.

#### General Considerations

- If you are sick for any reason, stay home and contact your supervisor.
- If you have concerns regarding possible exposure to the virus, contact one of the following: your medical provider; Bassett Health Care System (1-800-BASSETT); NYS Department of Health Hotline for COVID-19 test site at Griffiss (1-888-364-3065). Please follow the guidance that is provided by the health care provider.
- In the event that you are tested, you must contact Human Resources and self-quarantine until the test results are confirmed. Human Resources will notify your immediate supervisor.
- If test results are negative and you are released to return to work by your health care provider or your county's department of public health, documentation of your approval for return to work is required and must be submitted to Human Resources.
- If you tested positive for the virus, follow the guidance of your health care provider or your county's department of public health, depending on which of them you are working with.
- Employees who have underlying medical conditions that may place them in a "high risk" category must obtain documentation from their medical provider and submit it to the Director of Human Resources. Appropriate working accommodations will be made.

#### Screening

- Employees reporting to work on campus will be screened on a daily basis prior to entering campus via the following method:
    - Completing a COVID-19 screening questionnaire and having their temperature taken with a "no-touch" thermometer.
- Employees who are cleared will be issued a wrist band that must be worn during the entire time the employee remains on campus.
- Campus Safety will staff a mobile check-point at the corner of Lou Ambers Drive and the service road until the semester begins.
  - Once classes start, there will be three check-points to enter campus buildings– Robert McLaughlin College Center, Library Building and PE Building main entrances, and back parking lots will be closed.

### Face Masks/Facial Coverings

- Face masks must be worn at all times when inside the buildings' common areas (ex: hallways, lobbies, restrooms, elevators, open office spaces, kitchens, break rooms, etc.) even when no one else is present.
- Face masks are not required if employees are outside and social distancing can be maintained; otherwise, facial coverings are required.
- Face masks are not required when working alone in an office, vehicle, or lab space.
- The College will provide face masks for all staff; however, employees may use their own cloth or commercial masks, provided that it completely covers the nose and mouth and meets the minimum NYS DOH requirements for face coverings. See guidance from CDC and NYS DOH on the proper wearing and cleaning of face covers (attached documents).
- Employees who are unable to wear a mask for medical reasons must obtain documentation from their medical provider and submit it to the Director of Human Resources. Appropriate working accommodations will be made.

### Social Distancing

- Keep a **minimum** of six feet away from others as much as possible.
- Keep desk and chairs a **minimum** of six feet apart. If not possible, facilities will work with supervisors to rearrange work space. In the event that social distancing cannot be achieved by modifying office space, employees will be relocated to another office, or will have an adjusted work schedule.
- Work alone when possible.
- Avoid in-person meetings as much as possible and utilize conference calls or Microsoft Teams.
- Observe floor markings, signage and stanchions to ensure social distancing.

### Proper Hygiene

- Practice handwashing hygiene by washing hands with soap and water for minimum of 20 seconds after coughing, sneezing, blowing your nose, touching your mask, or being in a public space. Use hand sanitizer ( $\geq 60\%$  alcohol) when soap and water is not available.
- Cover nose and mouth when coughing or sneezing.
- Avoid touching mouth and nose.

### Cleaning of Workspace

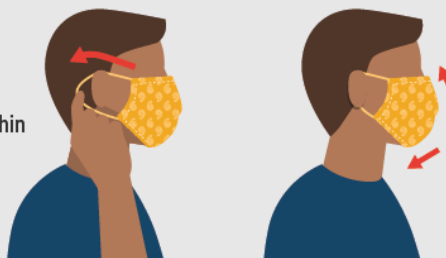
- Facilities will provide cleaning supplies.
- Frequently disinfect personal workspace and other high touch or common areas within your office (ex: breakroom tables, handles to microwaves & refrigerators, door handles to offices, etc.)
- Disinfect shared vehicles and tools before and after each use.

## How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)