



Herkimer County Community College

Planning Document for Move-Out Fall 2020

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Fall 2020 Instructional Delivery:

- *Fall classes are being delivered via a combination of traditional online (asynchronous – students log in and complete work on their own time), real-time remote (students and instructors meet together as scheduled using Microsoft Teams), and a limited number of on-campus, in-person classes and labs incorporating social distancing.*
- *The majority of on-campus, in-person courses will transition to real-time remote following the Thanksgiving break. 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 continue to be held on campus following the Thanksgiving break; the determination being 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.*

Fall 2020 Semester Move-Out Plan

Mandatory Testing of Students

All students who are taking at least one in-person, on-campus class, utilizing services on campus (e.g. library, gym, dining, housing), or working on campus must receive a COVID-19 test within 10 days prior to their date of departure for the Thanksgiving break. Currently, all residential and commuter students are being tested through a required pooled surveillance testing (saliva) procedure on campus every-other week. This will ensure that these students receive the test required by SUNY within the timeframe stipulated by SUNY, prior to leaving campus before the Thanksgiving break.

With the exception of certain courses that require in-person instruction and learning (as noted above under “Fall Course Offerings”), all classes that are not already being offered via a real-time remote platform will convert to remote instruction following the Thanksgiving break and will continue so to the end of the fall 2020 semester. Therefore, with the exception of a few limited cases noted here, following the Thanksgiving break the majority of residential and commuter students will not be on campus for the remainder of the fall semester.

Herkimer College’s Residence Life staff and Residence Assistants (RA’s) are conducting a communication outreach initiative to all residential students to make them aware of the fall move-out testing requirements and to record their planned dates of departure from campus, so a date for their testing that will be within the SUNY-stipulated 10 days prior time period can be identified and communicated to them, and so their compliance with the testing policy can be confirmed and recorded. Any residential students who test positive for the COVID-19 virus will enter quarantine and isolation (see below).

Students who need to stay in on-campus residential housing during and after the Thanksgiving break will continue to be tested every two weeks via the pooled surveillance testing procedure that the College currently has in place. Students who request to remain on-campus must be approved by the Dean of Students. These students will consist primarily of those enrolled in programs/courses that by nature of their subject matter and curricula require on-campus in-person instruction and learning (as noted above under “Fall Course Offerings”). These students may also include international students, or those that do not have safe or stable home environments to return to (housing insecurities). Dining Services will continue to provide meals for students who remain on campus.

Quarantine and Isolation

Herkimer College has made arrangements to isolate/quarantine any residential student who tests positive for COVID-19 or has been exposed to COVID-19 before the closing of on-campus residential housing units for the fall 2020 semester. Apartments in Building E of the Campus Meadows housing complex have been designated and prepped to serve as quarantine/isolation units for residential students who test positive for COVID-19. Herkimer County Community College will be fully attendant to students who are in quarantine and isolation on campus, providing regular communication and services to help ensure their physical, mental, and emotional well-being. Students who test positive will be advised to follow the guidance of the Herkimer County Public Health Department regarding the length of time for quarantine and isolation, and the Department’s release protocols.

Commuter students and residential students residing in off-campus housing who test positive will also be advised to self-quarantine in their off-campus residences and to follow the guidance of the Herkimer County Public Health Department regarding the length of time for quarantine and isolation, and the Department’s release protocols.

Residential Students' Move-Out

Residential students will be requested to vacate their on-campus apartments as soon as possible. Family members will not be permitted inside residential buildings/apartments during their student's move-out.

For residential students who do not have a specific, planned move-out date, Residence Life will check the date of their last on-campus test. If more than 10 days have elapsed since that last testing date, the student will be required to get a test at Primary Care in the Village of Herkimer, the cost of which will be covered by the College.

Residential students with planned move-out dates must submit their date for leaving campus to the Residence Life office, so their pooled surveillance testing dates can be tracked. Pooled surveillance testing is being conducted November 2nd – 5th and November 16th – 19th.

Residential students who will be returning to campus for the spring semester will be allowed to keep their keys to their on-campus apartments. During move-out, these students will not be allowed to have anyone enter their apartments when they depart campus (no parent/family member or person providing the students with transportation will be allowed to enter the building). Once students who are moving out make contact with any such family members or other persons assisting them with their departure, the students will not be allowed to re-enter their residential building or apartment.

Residential students who will not be returning for the spring semester will be required to clear their apartments of all personal belongings and to return all keys that they have been issued to the Residence Life/Housing Office. These students will also be required to complete and submit an Application for Early Release. Anyone coming from off campus to assist these students with their move-out will be required to be tested at Primary Care in the Village of Herkimer and obtain a negative result, before coming onto campus.

Exceptions to Testing Procedure

The following groups of students will not be required to meet the testing requirements and procedures described above:

- Non-residential students who are not taking any classes on campus, nor are utilizing any in-person campus services (e.g. library, gym, dining) – i.e. fully remote students;
- Students who provide documentation to the campus to confirm that they have received a COVID-19 diagnostic result within the 10-day period;
- Students who provide documentation to the campus of a previous positive COVID-19 diagnostic result.

Emphasis of Safety Protocols

Herkimer College will reinforce for all its students the importance of limiting contact, wearing masks, and practicing social distancing upon taking their COVID-19 test and prior to their departure, in order to avoid any potential exposure to the Virus, and will explicitly encourage

students to continue practicing these precautionary measures after their departure, during the time between the fall and spring semesters when they will be away from campus.

Reinforcement of Best Safety Practices with Faculty and Staff:

During the fall 2020 semester, Herkimer County Community College has maintained an ongoing, well-organized process for conducting pooled surveillance testing with our students. Faculty and staff have also been encouraged to take part in our surveillance testing, particularly “front line” office personnel, and specific schedules have been established for faculty and staff to participate in the testing in an organized, efficient manner. The College will continue to strongly encourage all faculty and staff to take part in our pooled surveillance testing, which will be maintained for the remainder of the current academic year, and will provide regular communications and reminders to reinforce the importance of this testing procedure for ensuring the health and safety of our campus working/learning environment, as well as of the communities we serve and the communities our students come to us from.