



Fredonia Fall 2020 Plan

Restarting On-Campus Activities and Operations

Fredonia's plan for the fall 2020 semester is to safely bring students, faculty, and staff back to campus for in-person instruction wherever possible. As a primarily residential institution, Fredonia will provide an opportunity for students to study, live, and learn on campus. The health and safety of our campus community is our top priority.

SUNY Fredonia, located in Chautauqua County, is part of the Western New York region of New York State. According to the Chautauqua County Health Department as of June 23, 2020, there have been a total of only 120 confirmed cases of COVID-19 in the county (over 12,000 diagnostic tests have been performed). Currently, there are 8 active cases.

While we cannot precisely predict what the circumstances will be for the 2020-21 academic year, we are developing detailed plans that can be adapted depending on the scenarios that we may encounter.

Campus operational and contingency plans include the following scenarios with further details listed below:

- **Operational Plan:** Fredonia will adhere to a slightly modified academic calendar, with classes offered face-to-face, online, hybrid, A/B, and remote, transitioning all academic courses to a fully remote modality after Thanksgiving. All students will have access to course materials and the course schedule is being designed with faculty and student safety in mind. There will be no breaks once the semester starts and face-to-face instruction ends on November 20, 2020. The remaining week of instruction and final exams will be conducted remotely.
- **Contingency Plan:** Classes and operations will be ready to transition to a remote format at any point in the semester based on COVID-19 related disruptions in the environment.

1. REPOPULATION OF THE CAMPUS

Capacity to maintain social distancing:

Employees began phasing back to work on campus on June 2, 2020, when Western New York entered Phase 2. All staff returned to campus on June 22, 2020, unless they were allowed an extension (for medical or child care reasons) to work remotely. Multiple-person offices have been modified to reduce capacity and traffic flow. Further modifications will occur in student-facing offices and will be finalized prior to students returning.

All students will begin receiving texts two weeks prior to coming to Fredonia asking them to monitor for COVID-19 symptoms. Residential students will be phased back to campus on August 14-16, with new students returning first and continuing students next. The temperature of every student will be taken upon arrival on campus, prior to being allowed to move into the residence halls, approximately one week prior

to classes starting on August 24 and will be monitoring their health. Off-campus students will be asked to check their temperature prior to moving back to Fredonia.

Spaces across campus are being "taped" to clarify physical distancing and directionality of traffic flow. Classrooms will be taped with an "instructor zone." Density in classrooms will be reduced by limiting essentially all classrooms to 50 or fewer in-person students, fully utilizing all instructional slots from throughout the day, and assigning classes to classrooms normally utilized for larger classes. Routine cleaning of occupied areas will be continued according to departmental standards. Cleaning measures such as vacuuming, removing trash, sweeping or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces. Cleaning logs will be maintained detailing date, time, and scope of cleaning and disinfecting. Soap, running warm water and disposable paper towels will be available for hand washing. Hand sanitizer dispensers are available across campus. Each department will be given sanitizing wipes and hand sanitizer. Shared equipment and shared workspaces will be disinfected between uses.

Fredonia's Health Center is housed on campus, while two medical facilities (Brooks Memorial Hospital and WellNow Urgent Care) are within three miles of campus. If students cannot transport themselves to medical facilities, ambulatory transportation will be utilized.

Personal Protective Equipment (PPE):

The Vice President of Finance and Administration has coordinated the purchasing and distribution of PPEs within the campus community.

- All faculty and staff will be provided with a reusable facial covering.
- Plastic face shields will be ordered for all instructional use and distributed prior to the beginning of classes.
- Reusable facial coverings have been ordered for all students and every Fredonia student will receive a #FREDcares welcome kit that includes two of these facial coverings upon arrival to campus.
- The Director of Facilities Services has identified customer service transaction counters and offices that will require sneeze guards, and has provided options for installation. Vendors have been identified for plexiglass mounted and free-standing sneeze guards.
- The campus is posting signage in multiple areas in each building that will be used to communicate to the campus community that facial coverings must be worn when entering all buildings.

As per the governor's guidance, the campus policy is that PPEs must be worn at all times by all employees, students and visitors when social distancing is not possible. Students are not mandated to wear their PPE when in their residence hall room with their roommate, but must wear PPE when in any shared space in the residence halls, and also when attending classes, unless the curriculum dictates otherwise (e.g. Music).

Screening and testing:

All employees returning to work will need to do a health screen daily. Fredonia has developed a website requiring employees to answer a series of screening questions. A score will be generated based on answers, directing the employee to come to work or stay home. Human Resources and supervisors are automatically notified if an employee is directed to stay at home.

Fredonia students will begin receiving texts two weeks prior to coming to campus asking them to monitor for COVID-19 symptoms. All returning and new students will be surveyed about recent symptoms and screened to provide a starting benchmark upon arrival at campus. The Health Center will track student

screening. Daily screenings text/email reminders will be conducted. The Health Center will make determinations related to testing, serve as triage for students, and a referral process will be implemented. The campus has a plan for how to assist COVID positive students in the Residential Student Isolation and Quarantine Procedures.

Residential living:

Residence Life will create an environment in which students can practice the safety guidance adapted from the CDC in the public areas of the residence halls. Students will be responsible for the disinfecting of their individual room. Guidelines for individuals living in shared housing will include:

- Protect Yourself and Others (social distancing, face coverings, preventative actions)
- Know where to get information
- The Residence Hall and Common Spaces (supplies provided, limited/restricted visitors)
- Shared kitchens, dining rooms, laundry rooms, bathrooms (social distancing, restricted access, no sharing of dishes, laundry guidelines, totes for toiletry items and not leaving personal items in bathrooms)
- Students who are considered to be at a higher risk for severe illness as defined by the NYS Department of Health will be encouraged to remain home or seek off-campus housing and not to move into Residence Halls.
- One residential building (Hendrix Hall) has set aside for students that need to be isolated or quarantined.
- Visitation policy changes are being developed and will be implemented to restrict visitors to the residence halls.
- Fredonia is creating procedures for controlled and scheduled move-in to the residence halls to reduce density and eliminate large group gatherings.
- Residential students will be assigned to either two people to a room or one person to a room.
- Capacity limits on common/shared spaces will follow current local health and state guidelines in place for shared common areas and shared equipment (e.g., lobby areas; shared kitchenettes; suite areas).
- Enhanced disinfecting will be done on high-touch surfaces and common areas. Residential bathroom facilities are cleaned and disinfected Monday through Friday by custodial staff.

Operational activity:

Academic department chairs will review course offerings with faculty input to determine student needs and pedagogy, and will provide recommendations to the dean/directors about the preferred modality. The modalities considered will be face-to-face, online, hybrid, A/B, and remote. Course offerings that are populated primarily by freshman, courses that require specialized instructional spaces (lab courses, studio courses, etc.), freshman seminars, and senior seminars will be given priority when recommended for face-to-face format. Targeting mid-July, Fredonia will determine specific modalities for each fall course offering. In addition, transition time between classes will be doubled to reduce density in hallways and walkways.

For instructional laboratories, performance spaces, and studios, the number of students per section will be evaluated to facilitate safety. Safety-related protocols for various areas will be developed for such areas, including discipline-specific guidelines released by accrediting bodies and/or professional organizations (e.g., music, arts, theatre and dance, etc.).

Protocols for after-hours student access to specific spaces (e.g., labs, studios, practice rooms, etc.) using campus-based resources will be developed and implemented. For example, computer labs are being rearranged to reduce student density per lab.

When planning for the contingency of going remote or supporting students in quarantine/isolation, there is a process for students to apply for assistance with technology needs; this process was used successfully in spring 2020. The process includes providing laptop and technology loans as well as educational related requests for funds. A minimum technology requirement will be established and communicated to students and faculty.

Facial coverings will be required for all students attending in-person instruction, except where facial coverings inhibit instruction (e.g., Music). Face shields and/or facial coverings will be made available for faculty interacting closely with students, but for general lecturing, faculty may not wear facial coverings in order to be heard, but then will be required to stay within the identified "instructor zone." Any classroom not scheduled to be used will be closed to reduce the campus footprint that needs cleaning.

The option of online tutoring, advising and other student services will be provided to reduce density. All Library services are also provided virtually as an option.

Restart operations:

The campus changed temperature settings, but did not fully shut down any of the buildings. During the summer, all residence halls and academic buildings will be fully disinfected. All but one of the current academic buildings has a positive pressure air circulation, which means any contaminated air is circulated directly out of the building. The one academic building has radiator heating, and no air conditioning, which means no contaminated air can circulate to other rooms.

Extracurricular activities including intramurals and student performances:

Fredonia's first priority is - and will always be - the health and well-being of its students, faculty, and staff. We are also mindful that Fredonia's extracurricular activities and clubs/organizations enhance the student experience and provide learning opportunities that take place outside the classroom. Therefore, while understanding the need to prioritize curricular work, our goal is to enable all activities that can occur safely and within prescribed guidelines. Any approved extra-curricular activities would be subject to the same safety guidelines as any campus activity.

Fredonia will engage student leadership in formulating the practical applications of the guidelines below as well as a communication plan to campus.

Student Clubs/Organizations

Any student group requesting the use of a campus facility for an extracurricular activity will be required to submit a plan showing how it will follow and enforce campus guidelines concerning social distancing, mask-wearing and other aspects of safe operation.

- We will encourage all groups that can utilize video meetings to do so.
- When in person gatherings are necessary, we will encourage students to utilize outdoor spaces, when possible.
- We will work with groups to determine and assign the best space for their needs based upon guidelines and protocols in place.
- We will work with the offices that support Student Activities to formalize plans and determine how non-compliance would be handled.
- Information to be considered for approval:
 - Number of participants
 - Nature of the activity
 - Use of space by other groups

Intramurals

Intramurals, in a limited fashion, may be offered in the fall semester based upon current information and guidelines. Preference will be given to intramural sports that allow for additional social distancing and take place outdoors.

Club Sports

Club sports, in a limited fashion, may be offered in the fall semester based upon current information and guidelines. Club sports, due to the nature of the contests taking place against competition from outside of campus, present an additional challenge as well.

Performances (Music, Theatre, Art Gallery)

The density of audiences attending these performances will be greatly reduced. Additionally, some of these events may be limited to "student audiences" and may not be made available to the general public. All members of the audience will be required to wear facial coverings.

Public Events

Guest artists previously booked to perform in the Rockefeller Arts Center for Fall 2020 will likely be booked for Fall 2021. The Office of Campus Life has already cancelled Family Weekend and Homecoming will likely be moved away from Fall 2020. Student recruiting sessions will be handled either remotely or in small groups to comply with State guidelines regarding size of gatherings.

Vulnerable populations:

Faculty who have documented medical reasons may apply through Human Resources to teach remotely for the semester. A total of 20 staff have already submitted documented medical reasons to Human Resources and are continuing to work from home, or at an alternative location on campus.

Students who are considered to be at a higher risk for severe illness as defined by the NYS Department of Health are encouraged to not return to campus and take advantage of Fredonia's remote educational opportunities. The campus will work with students to ensure they have access to technology needed to be successful in a remote learning environment.

Hygiene, cleaning and disinfection:

The campus is in the process of developing campus-wide cleaning and disinfection protocols for residence halls, classrooms, restrooms, laboratories, and other facilities. Frequently touched surfaces in common use areas of occupied buildings will be cleaned and disinfected twice per day.

The campus cleaning plan includes conducting routine cleaning of all spaces; cleaning and disinfecting all bathrooms on a specific rotation, cleaning and disinfecting high touch surfaces (door handles, stair rails, elevator buttons, furniture) in common spaces such as hallways, stairways, and lobbies; and cleaning and disinfecting high touch surfaces in departments or common office areas (breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.). As feasible, soft and porous material will be removed from high traffic areas. Also, each department will be provided with hand sanitizer and disinfectant wipes.

2. MONITORING

Testing responsibility:

Employees have access to COVID testing through their medical provider. All employees will be required to self-monitor.

- If they are symptomatic they are required to stay home and seek advice and assistance from their medical provider, as well as to arrange for COVID-19 testing, as appropriate.
- Employees must self-screen on a daily basis for:
 - A body temperature equal to or greater than 100 degrees Fahrenheit.
 - Symptoms consistent with COVID-19, including cough, shortness of breath, troubled breathing, or a combination of chills, muscle pain, headache, sore throat, or new loss of taste or smell.
 - Whether they have had a positive COVID-19 test in the last 14 days.
 - Whether the employee has had close or proximate contact with a confirmed or suspected COVID-19 case in the past 14 days.
- If an employee has been in contact with a person who is COVID-19 positive in the past 14 days, they are required to report said interaction to HR and to contact their medical provider for advice and assistance, as well as to arrange COVID-19 testing, as appropriate.
- Employees who become symptomatic during their shift will be sent home, required to contact their medical provider for advice and assistance, as well as to arrange COVID-19 testing, as appropriate.
- Staff who are instructed to return home based upon suspected or confirmed COVID-19 infection are required to consult with the Department of Health before returning to work.
- Human Resources and the employee's supervisor must be informed in all instances above.

Testing frequency and protocols:

Students will be tested if symptomatic, as determined by the Health Center. Employees will be tested if symptomatic, as determined by their health care provider. Students who visit the Student Health Center in person with COVID-19 like symptoms will be referred to local healthcare facilities (e.g., WellNow Urgent Care or Brooks Memorial Hospital Outpatient) for the purpose of PCR testing.

Early warning signs:

The campus Health Center will keep track of all metrics, make determinations related to testing, serve as triage for students, and make referrals when necessary.

Tracing:

As per Chautauqua County Health Department protocol, all contact tracing for students and employees is done by the local Health Department. All contacts would need to be quarantined for 14 days. In the event that the Chautauqua County Health Department becomes overwhelmed with cases, five of the Student Health Center staff members are currently trained in using the Johns Hopkins Bloomberg School of Public Health protocol for contact tracing.

Screening:

Students and employees will self-screen and data reviewed by either the Student Health Center or Human Resources, respectively.

Screening Plan for Students:

Before arrival (all students): The proposed plan includes an online symptom and exposure questionnaire to be submitted electronically by every student two weeks prior to arrival in Fredonia. At risk individuals will be required to complete testing and/or quarantine prior to arrival.

At arrival (residence hall students): A screening process for on-campus students at move-in is being

developed. Information will be communicated to students regarding the screening process.

After arrival (all students): After arrival, students will be prompted to complete a daily symptom survey and to call student health services for positive screens for direction. Documented screenings of students will be conducted periodically.

Outside visitors to campus will be limited and scheduled based on the same screening protocol as we require for current students and employees (e.g., socially distance, and limited crowd size as per state and local guidance). The Office of Admissions will instruct prospective students and their accompanying family members to conduct a temperature/symptom self-check prior to visiting campus and events will be limited in size and scope.

3. CONTAINMENT

Isolation:

Isolation practices will be followed per SUNY Fredonia's Communicable Disease Protocol and Residential Student Isolation/Quarantine Procedures.

Residential students who test positive for COVID-19 will be recommended to return to their permanent residence if safe and realistic, or will isolate in Hendrix Hall as per Department of Health guidelines. Off-campus students and employees will be instructed to comply with the Department of Health recommendations regarding isolation. Fredonia's Residential Student Isolation and Quarantine Procedures include processes for delivering food and medicine, and providing support to isolating students.

Quarantine:

If quarantined is warranted, residence hall students will be housed in Hendrix Hall. The same food distribution protocol, telemedicine, etc., will be provided as with isolated individuals. The students will be able to conduct their education remotely while in quarantine. Off-campus students will be expected to follow state and local Department of Health guidelines and continue their education remotely.

Students confirmed or suspected to have COVID-19:

When a student is suspected/confirmed to have COVID-19, they will be instructed to contact Fredonia's Health Center via telephone to determine appropriate medical treatment or referral to an outside medical facility for testing/treatment.

Hygiene, cleaning and disinfection:

Fredonia currently has a robust cleaning and disinfecting protocol for campus facilities, common spaces, and high touch surfaces as determined by the Office of Facilities Services and modeled on the Department of Health recommendations. All cleaning staff has been trained in the appropriate and safe use of the cleaning/disinfecting supplies as per OSHA guidance.

It will be the responsibility of the quarantined student to maintain a clean room and bathroom. Each student will be given a supply kit including cleaning/disinfecting products. Students should wipe down the bathroom counters and frequently-touched areas daily with provided disinfecting products. Specific instructions on the proper use of the products will be provided along with the product by the campus Custodial Department.

Communication:

Fredonia plans on communicating via email, student/faculty and staff listserv, signage, webpages, and

NY-Alert (where appropriate). A dedicated "Returning to Fredonia" web page is being utilized to communicate across the institution (<https://www.fredonia.edu/returning>).

4. RETURN TO REMOTE OPERATIONS ("SHUTDOWN")

Operational activity:

In consultation with the County Department of Health, SUNY Fredonia will adhere to the standards for return to "remote operations" on a temporary basis.

The President's Office has informed faculty and staff that all instruction is moving to a remote format after Thanksgiving break, however, the campus has been informed that classes and operations must be ready to transition to a remote format at any point in the semester based on COVID-19 related disruptions. Transitioning to remote could mean several students needing the remote option for the semester, some students (or the instructor) needing remote instruction during a 14-day quarantine, or a course finishing a semester fully remote. The Office of Online Learning and the Digital Instruction Team have created resources to support the transition to teaching remotely. A series of live virtual workshops, supported with a six module, on demand course will provide support to faculty as a variety of remote learning course options are explored.

If there is a return to remote operations, student services, including Tutoring, the Library, Counseling Center services, Academic Advising, Career Development, and the Registrar, will move to deliver services remotely, using lessons learned from spring 2020.

The institution has identified essential employees who would retain access to campus facilities in the event that a contingency plan is required. Non-essential employees could continue to work from campus, or remotely, depending on the severity of circumstances.

Move-out:

The campus will follow the procedures used in spring 2020 that resulted in our residence population dropping from over 2,200 students to only 113 in a matter of days. The remaining 113 students consisted of International students, students with limited or no access to the required distance learning support network, and those students who had no other place to go. The campus made individual accommodations for each of these 113 students this past spring, and would do the same in the fall should a general move-out become necessary.

If it is determined that residential students will need to depart campus, Residence Life would encourage students to bring all personal possessions home since instruction in the spring semester may end up being provided remotely. Residence Life will be encouraging students to bring the bare necessities to campus in the fall.

Information will be communicated to students on how to safely depart, including residential check-out instructions, gathering personal belongings, and turning in room and mailbox keys by placing them in envelopes provided in residence hall mailboxes. If students are unable to check out of their residence hall or townhouse, they will need to contact the Office of Residence Life for alternate arrangements.

The University Bookstore is ready to work with students to ship packages home. Storage options will also be provided to assist students in departing the campus.

Communication:

Any changes regarding campus operations will be communicated via email by the President's Office. A

website, "Returning to Fredonia," has been created to keep the campus and surrounding communities informed of announcements, updates, and relevant information.