

DUTCHESS COMMUNITY COLLEGE RESTARTING ON-CAMPUS OPERATIONS

Under the guidance of the Governor's Office, New York State Department of Health, New York Forward Re-Opening Advisory Board, New York's Reimagine Education Advisory Council, and the Boston Consulting Group's "[Interim Guidance for Higher Education](#)", the State University of New York System and the Dutchess County Department of Behavioral and Community Health, Dutchess Community College has developed plans to restart on-campus activities and limited in-person instruction for the Fall 2020 semester.

Campus Planning Task Force:

A Campus Planning Task Force has been formed to coordinate with the local Dutchess County Department of Behavioral and Community Health, SUNY Administration and other SUNY and private colleges located near Dutchess Community College. The DCC Task force for Restarting On-Campus Operations reports to Dr. Ellen Gambino Provost and VP Academic Affairs and Student Services.

Since the beginning of the Covid-19 outbreak, Dutchess Community College has been closely coordinating and collaborating with the Dutchess County Department of Behavioral and Community Health. The DCC Administration communicates continually with our county in weekly calls and participates in regular meetings with the other local colleges.

The DCC Task force is comprised of the following members:

Bridgette Anderson – AVP for Administration (Chair)

Maria Boada – Dean of Academic Affairs

Ed Blakely – Information Technology

Mark Condon – Faculty

Brenda Keller-Cummings - Health Office

Thomas Duffy – Purchasing

David Freeman – Faculty

Ed Kogut – Campus Safety

Jaclyn Murray – Communications and Public Relations

Robert Peralta – Housekeeping
Coreen Sims – Human Resources
Michael Soltish – Information Technology
Colleen Trogisch – Dean of Students
Kaitlin Young – Residence Life

Academic Program Planning:

The college developed three possible scenarios for delivery of instruction including completely on-campus, completely remote and a hybrid option in which delivery of the majority of courses is moved to remote modalities, restricting the campus presence to courses for which faculty deemed that face-to-face interaction is essential to deliver the learning outcomes of the course (and program).

DCC will implement the hybrid model for the fall semester. Those courses and sections that would require an on-campus component have been identified by the faculty. Facilities' staff analyzed classroom space to determine room capacity based on social distancing guidelines. An A/B schedule has been created for delivery of required on-campus components. Based on these schedules, we developed projections for the number of students on-campus each day and in each building, determined which buildings will be open, and established entrance and egress plans to ensure protocols will be followed. Staff will be stationed at the entrance of every building to ensure that only those students with appointments or class meetings enter the building. All entering students must be wearing a mask and have completed their health survey.

Repopulation of the Campus and Classroom Population Density:

Classroom population density was reviewed with new capacity limits established based on the six-foot social distancing rules. The task force identified additional available space to convert into instruction space. Ex: standard lecture classroom converting into computer lab space. The task force continues to review other campus space as necessary. Only those buildings that are required for delivery of on-campus instruction will be open to the public.

Laboratory classroom space was reviewed for the addition of partitions as necessary to provide separation of students where social distancing is not practical or not easily achieved. Laboratory class scheduling was adjusted to accommodate reduced

capacity. PPE will be provided for students and faculty in the labs and wherever face to face instruction will occur.

Office staffing is staggered to ensure appropriate office density and that social distancing protocols are being followed. As we move into future phases, staffing levels will be adjusted as appropriate.

Physical barriers have been installed where six-foot spacing between staff cannot be provided.

Restarting On-Campus Operations

Personal Protection Equipment

The College has 4000 disposable masks and 4000 reusable cloth masks purchased through the SUNY contract for the campus community and the specialized PPE required for use in laboratory classes, with additional supplies ordered as needed. Masks are required and provided to all students, faculty and staff at the entrance of every open building. Staff are required to wear a mask when social distancing is not possible. Faculty and students in face-to-face classroom settings will be required to wear facial coverings at all times. College offices that are open to the public by appointment only have masks for visitors who arrive on campus without one.

Custodial Services and Maintenance Operations

An evaluation of the campus buildings has been completed to determine the types of surfaces and materials that make up each area. For many surfaces and objects normal routine

cleaning is sufficient. Enhanced cleaning protocols for high-touch surfaces and objects like light switches, handrails, doorknobs, faucets, bathrooms and elevator buttons have been implemented to address disinfecting them on a more frequent basis. In addition, appropriate disinfecting wipes have been supplied at entrances to office, classroom and laboratory spaces for student, faculty and staff personal use within their work space. Cleaning and disinfecting protocols were based on CDC recommended guidelines and only-EPA registered products are used to disinfect surfaces. Additional hand sanitizer dispensers have been installed throughout the buildings with additional dispensers ordered and scheduled for installation. .

Building HVAC systems have been maintained and operational throughout the campus closure. Testing schedules for potable and building systems water have been ongoing with results monitored to ensure no issues with water quality.

Residence Halls

DCC will not be opening our residence hall for the Fall 2020 / Spring 2021 semesters. The DCC Association has leased the facility to Marist College for the 2020/2021 academic year.

Dining Services

There will be no dining services on campus for the Fall 2020 / Spring 2021 semester.

Extracurricular Activities

All extracurricular activities will be delivered remotely for the fall semester. Fall intercollegiate sports have been cancelled.

Vulnerable Populations

Vulnerable students are being advised into classes and sections that are being delivered completely in a remote modality. Staff are working with the Human Resources Office to determine appropriate accommodations.

Vision for "Town and Gown" interactions

The College continues to communicate with our County Department of Behavioral and Community Health and local colleges to share information for opening compliance procedures as they become available. Weekly meetings are being held to continue the discussion.

Transportation, Mail and General Delivery Services

Current campus department procedures were reviewed and revised for mail and general delivery services. The task force reviewed and approved changes to these services. Designate drop zones were created within campus departments for general delivery services following social distancing guidelines. Appropriate PPE is in use.

DCC does not provide regular on campus student transportation. If transportation is required, it will be provided in compliance with recommended CDC procedures. Drivers of college vehicles are required to wear masks and have been trained on enhanced cleaning procedures.

Student Health Services

The DCC Health Office is staffed by a registered nurse who provides health education, referrals and information. The office will continue to work with the County Department of Behavioral and Community Health on all health-related issues including suspected cases of Covid-19.

Screening, Testing and Tracing

Before the start of classes, all registered students will be provided detailed instructions on the protocols for social distancing and how to report symptoms or exposure. All employees are required to complete the online DCC Mandatory Health Screening and commuter students will be required to complete the online Student Health Screening form to ensure that they are not symptomatic, have not tested positive and have not been in contact with someone who has tested positive in the last 14 days. This procedure is currently being done for anyone coming to campus. Results of the screening will be logged and monitored by HR or Student Services as appropriate. Faculty or staff who reply in the affirmative to any question are required to report their status to Human Resources and isolate at home according to CDC and Dutchess County Department of Behavioral and Community Health Services guidelines. Similarly, students who reply in the affirmative to any question are required to report their status to the Health Office and isolate at home according to CDC and Dutchess County Department of Behavioral and Community Health Services guidelines.

Quarantine Requirements and Out-of-State Travel

Anyone arriving anywhere in New York State from states designated under the Governor's Travel Advisory or from countries designated under the CDC's Level 3 Travel Advisory must self-quarantine for 14 days (except to get tested for SARS-CoV-2) upon arrival in New York State.

Out-of-state travel: DCC will require that all students, faculty and staff adhere to the New York State Department of Health order that requires that all travelers from states designated under the Governor's Travel Advisory adhere to the mandatory self-quarantine. Per Executive Order, students arriving from states designated under the Governor's Travel Advisory must complete the Online Traveler Health Form and must self-quarantine in New York State for 14 days, starting on the first day they arrive in New York State. (*Note:* This does not apply to anyone passing through a designated state for less than 24 hours through the course of travel.) Students, faculty and staff are required to take a screenshot of the completed Online Traveler Health Form before submitting the form and email the screenshot to either Human Resources or the DCC Health office healthscreening-student@sunydutchess.edu as appropriate.

International travel: From a public health perspective, international students who have stayed in the US since spring semester are subject to the same travel restrictions as other US citizens and residents, regarding other U.S. states. International students who arrive from overseas locations are subject to the rules that govern all arrivals from abroad, as stipulated by the Centers for Disease Control (see link below).

For any person arriving from overseas, DCC will require that students, faculty and staff adhere to the guidance from the [U.S. Centers for Disease Control](#):

- Stay home for 14 days from the time you returned home from international travel.
- During this 14-day period, take these steps to monitor your health and practice social distancing:
- Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing. Use this temperature log to monitor your temperature.
- Stay home and avoid contact with others. Do not go to work or school.
- Do not take public transportation, taxis, or ride-shares.
- Keep your distance from others (about 6 feet or 2 meters).

Precautionary Self-quarantines

The expectation is that anyone who comes to campus should be engaged in a precautionary self-quarantine for 14 days before they arrive on campus for class or in-person appointments, to the best of their ability. This should include wearing masks, practicing social distancing and good hand hygiene.

Everyone should perform daily self-screening for symptoms during the 14 days and complete the online [DCC Mandatory Health](#)

Screening or Student Health Screening form before their arrival to campus. Additional information is available on the CDC's self-screening symptom tool.

If the screening answers suggest a possible COVID-19 infection, the individual must self-isolate until they consult with a local medical provider or the New York State testing website for evaluation and/or testing, as needed.

Anyone with COVID-19 symptoms or who has tested positive for COVID-19 may not travel to Dutchess Community College until they have been declared free of COVID-19 by a medical professional or their local department of health.

NYS DOH and the Dutchess County Department of Behavioral & Community Health reserve the right to issue a mandatory quarantine order, if needed.

Pursuant to Executive Order 205, anyone who violates a quarantine order may be subject to a civil penalty of up to \$10,000 or imprisonment up to 15 days per PHL 229.

Tracing and Monitoring

Individuals on-campus have been identified and trained as contact tracers. Their responsibility will be to coordinate with the Dutchess County Department of Behavioral and Community Health that will have primary responsibility for all contact tracing.

Early warning signs of an outbreak

Thresholds to assess levels of infections and other data will be determined using the enclosed [Early Warning Sign Metric](#) as developed by SUNY Brockport and adapted for use on our campus. Data will be shared with the Dutchess County Department of Behavioral and Community Health and other agencies as required to determine if further action is needed.

Communications and Outreach Plan

In order to facilitate a safe transition to on-campus learning and working, the following measures will be instituted to ensure students, faculty, staff and visitors are aware of the policies and procedures outlined in the reopening plan.

Website

A landing page on the DCC website has been created to house the reopening plan and its associated policies and procedures

myDCC/Blackboard

Links to the above landing page have been added to the College's myDCC (blackboard) portal so students, faculty and staff have quick access to the information.

Email Communication

A campus-wide email was sent out to inform faculty and staff of the reopening plan and its associated policies and procedures. Ongoing communications are planned as we get closer to the start of the semester. Registered students will be receiving an email notifying them of COVID-19 related protocols and procedures.

On-Campus Signage

Extensive on-campus signage has been implemented so those on-campus are clearly aware of the rules and policies set forth in the reopening plan. Signage promotes the reopening plan's policies, general COVID-19 information, as well as safety and hygiene information. Materials include: posters of various sizes, sandwich signs, outdoor banners and digital signage on campus TV monitors.

On-Campus Computer Notifications & Communication

When logging into a computer on campus, a notification appear reminding users to clean their workspace before and after use. Additionally, screensavers and computer desktop images on on-campus computers will further promote COVID-19 safety.

Social Media Posts

Social media posts (Facebook, Twitter and Instagram) will be made prior to the opening of campus directing viewers to the reopening plan landing page on the DCC website.

Inclusion of the Reopening Plan in Course Syllabi

To further communicate the policies and procedures outlined in the reopening plan, a statement that directs to the campus reopening plan and COVID-19 related protocols will be included in all course syllabi.

Return to Remote Operations (“Shutdown”)

Academic Program

In the event of a shutdown, all instruction and student support services will return to complete remote delivery. Given that the College will be delivering most courses through remote modalities in fall, this will be handled in an orderly fashion at the course, program and department level.

Those administrative functions that can be conducted remotely, will be moved off campus. Essential personnel will be on campus only as necessary.

Early Warning Sign Metrics

Dutchess Community College Operation and Shutdown Considerations

Screening forms are reviewed daily by the Office of Human Resources for faculty and staff and will be reviewed by the College Health Office when students return to campus. President’s Cabinet will receive regular updates on screening results and immediate notification regarding any positive results. Thresholds that would require the campus to pivot to fully remote instruction will require analysis of each data source and will occur in close consultation with Dutchess County Department of Behavioral and Community Health and SUNY. Trends will be monitored daily and weekly, providing critical information to inform decision points related to each mode of operation in Fall 2020.

Triggers to a higher level include:

- Number of cases increasing over a 5-7 day period
- Increasing towards capacity limits for isolation and quarantine facility
- Increasing towards depletion of inventory and availability of supplies
- Decrease in stakeholder support and compliance, including campus, county and state

Category	Data Source	Metric	Daily Results	Weekly Results	Thresholds: New Normal Moderate Alert High Alert Very High Alert
Disease control	Test Results: Students	Number of students who test positive			
		Percent of students who test positive			

Category	Data Source	Metric	Daily Results	Weekly Results	Thresholds: New Normal Moderate Alert High Alert Very High Alert
		Number of students who test positive			
		Number of students hospitalized			
Disease control	Test Results: Faculty	Number of faculty who test positive			
		Percent of faculty who test positive			
		Number of faculty who are in isolation			
		Number of faculty who are in quarantine			
		Number of faculty who are hospitalized			
		Monitor trends related to departments and/or locations			
Disease Control	Test Results: Staff	Number of staff who test positive			
		Percent of staff who test positive			
		Number of staff who are in isolation			
		Number of staff who are in quarantine			

Category	Data Source	Metric	Daily Results	Weekly Results	Thresholds: New Normal Moderate Alert High Alert Very High Alert
		Number of staff who are hospitalized			
		Monitor trends related to departments and/or locations			
Disease Control	Daily Symptom Checker	Number and location of symptomatic people; locational and operational analysis			
Disease Control	Human Resources Tracking Data	Monitoring of number of faculty/staff calling in sick and trends related to locations/departments			
Capacity & Containment	Isolation and Quarantine Facility occupancy	N/A – Residence Hall will not be opened.			
Protections & Supplies	COVID Supplies (PPE, disinfectant)	Quantity of COVID-related supplies, such as PPE, cleaning supplies, etc.			
	Reported Violations	Number of complaints filed regarding social distancing and face covering violations			
	Testing availability	Number of available tests			

Category	Data Source	Metric	Daily Results	Weekly Results	Thresholds: New Normal Moderate Alert High Alert Very High Alert
Disease Control	Dutchess County Department of Behavioral and Community Health	County-wide data https://www.dutchessny.gov/Departments/DBCH/2019-Novel-Coronavirus.htm on new cases, hospital capacity, etc. Reviewed daily.			
		Contact tracing data. Alert to the campus if significant number of our campus community emerge in contact tracing			
		Capacity of local medical centers			