

COLUMBIA-GREENE COMMUNITY COLLEGE RESTARTING ON-CAMPUS OPERATIONS PLAN (REVISED AUGUST 11, 2020)

I. People

Physical Distancing

Until further notice, Columbia-Greene will limit in-person presence on the campus to those employees deemed “essential”, and these individuals will be working on staggered schedules to reduce congestion. Everyone working in person will not be permitted to enter any building without appropriate PPE, and the PPE must be worn when social distancing protocols cannot be maintained (i.e. in corridors and toilet rooms).

Work spaces of employees without private offices have been reconfigured to comport with social distancing guidelines. Buildings and Grounds staff are utilizing a SUNY template to fabricate plexiglass sneeze guards / barriers for those individuals at service counters and public-facing areas where social distancing cannot be maintained (i.e. Main Building Reception Desk, Student Courtyard Welcome Center, Admissions Welcome Desk, Academic Support Office Reception Area, Advising Office, and Library Circulation Desk). These barriers follow OSHA guidelines.

Furniture in communal areas (Dining Hall, Student Courtyard, Art Galleries, and the like) has been removed. The Fitness Center will not be open in the fall. Coffee machines in kitchenettes will no longer be permitted.

Classrooms have been reconfigured following the “honeycomb” pattern to yield the largest number of seats while maintaining the six-foot distancing protocol. Classrooms typically will accommodate up to ten students, with capacity adjusted based on square footage and social distancing protocols.

Starting and ending times of classes will be staggered to reduce corridor traffic. At this time, only “kinetic” classes requiring hands-on instruction will be meeting face-to-face including art studios, science labs, automotive technology, building construction technology, and nursing clinicals. These classes will be scheduled carefully to avoid congestion and reduce the risk of exposure and transmission of the virus among students.

To eliminate on-site interactions and gatherings, College meetings will continue to be via teleconferencing or video in lieu of in-person gatherings to reduce density. Small areas such as toilet rooms and kitchenettes will restrict occupancy.

Personal Protective Equipment

As noted above, every person entering one of the College’s buildings will be required to wear appropriate Personal Protective Equipment in accordance with state and local public health laws, regulations, and policies. The College, while advising all employees and students to supply their own PPE, will have an inventory of acceptable face coverings including cloth masks, N-95 respirators (for those with medical issues) and face shields (for those needing special accommodations).

PPE will be available on request at the designated entrances to the buildings, in Health Services, Academic Support Center, Student Activities Office, Library, and Security Office. PPE must be

worn any time social distancing cannot be maintained such as riding in elevators, entering / exiting classrooms, and walking around the campus.

Employees also will be trained in PPE protocol, including how to put on, remove, clean, and discard face coverings.

In addition to a mask, nursing students will wear a gown while in the campus lab. Moreover, students unable to maintain the six-foot social distancing protocol in a lab will wear a face shield. Face shields will be disinfected and stored in a secure and highly sanitized area. Students participating in clinicals will be required to follow screening and PPE protocols as determined by the agency.

II. Places

Hygiene, Cleaning, and Disinfection

C-GCC will adhere to all hygiene and cleaning and disinfecting requirements as advised by the CDC and the Columbia and Greene County Departments of Health. Buildings and Grounds will maintain detailed logs that include the date, time, and scope of cleaning and disinfection. New protocols in place include:

- Establishing one point of entrance and egress for all buildings on campus, while being mindful of Fire Code Exit requirements.
- Installing signage throughout the campus buildings that include posters reminding employees and students to stay home if feeling ill; wear appropriate PPE; adhere to social distancing guidelines; report any symptoms or exposure to the virus; wash hands frequently; and follow respiratory hygiene and cough etiquette.
- Providing touchless dispensers of hand sanitizer containing at least 60 percent alcohol at all entrances and exits to the campus and other common areas including office suites, classrooms, Library, Academic Support Center, Student Activities, and Cafeteria.
- Replacing all electric hand dryers in the toilet rooms with motion-activated paper towel dispensers.
- Distributing disposable wipes to employees to wipe down surfaces such as computer keyboards, mice, desks, and the like before and after use.
- Increasing cleaning and disinfecting routines, especially in high-use areas such as toilet rooms, offices, heavy transit areas, and high-touch surfaces (computer keyboards, telephones, calculators, work stations).
- Using HOCL (hypochlorous acid-based) cleaning products endorsed by the Center for Disease Control.
- Utilizing misters to disinfect computers, keyboards, white boards, telephones, and the like.

- Wiping down and spraying door handles and crash bars regularly and installing “grab hooks” on the back of toilet room doors to enable users to exit without touching the door handle.
- Reinforcing the College message that cleaning is a “whole community effort” with employees and students wiping down their work / study areas after use. (The College will equip every classroom and office area with cleaning and sanitizing materials.)
- Keeping unused classrooms and other spaces locked at all times.
- Preparing an operations plan for cleaning and disinfecting a specific area of the College should an individual suspect exposure and/or actual infection with the virus.

The Buildings and Grounds cleaning staff now employ the “Team Cleaning” approach to maintaining the cleanliness of the campus. “Team Cleaning” entails assigning staff to a particular task (i.e. vacuuming and mopping) rather than cleaning a particular area or zone. This approach results in greater efficiency and hygiene.

In addition, each member of the cleaning staff has received training from E. A. Morse through the Pro-Link Professional Education program. Verified by the Cleaning Industry Training Standard (CITS), courses provide the knowledge and skills needed for cleaners to become “true cleaning professionals” who are better equipped to cope with maintaining exemplary hygiene during a pandemic. Each cleaner now has received a CITS certificate. Those who complete seven courses will receive the CITS Master’s Designation.

Moreover, with the recent completion of a major construction project replacing mechanical equipment and Building Automation System (BAS), the Columbia-Greene campus now has a MERV 8 (Minimum Efficiency Reporting Value) filtration system that provides state-of-the-art air handling to ensure high quality air circulation.

Dining Services

In the next several weeks, the College’s food service, Chartwells, will be determining the feasibility of operating on limited hours and providing “Grab and Go” pre-packaged meals from the cafeteria during the fall semester. If Chartwells agrees to continue providing food service, their employees will follow appropriate protocols with respect to hygiene and PPE. A Plexiglas barrier will be installed at the cashier’s station, and contactless payment options will be considered to reduce person-to-person transactions. Furniture in the Dining Hall will be removed to prevent social gatherings.

Student Health Services

With the retirement of the College’s Nurse in March 2020, the Health Services Office is not open at this time. A search is underway to fill the position. In the interim, C-GCC will maintain close contact with the Columbia and Greene County Departments of Health for COVID-19 updates.

Students will be given contact information for mental health and other counseling needs such as bereavement or abusive home environments heightened by online/remote learning, isolation, and depression.

III. Processes

Screening, Testing, and Tracing

The College will be adhering to the protocols outlined by the Governor's Office in "Reopening New York: Checklist for Higher Education Institution Reopening Plans" and endorsed by the Departments of Health in Columbia and Greene Counties.

- Every person entering one of the College's buildings must answer "no" to the following five questions or be denied entrance:
 - "Have you or anyone in your household had any of the following COVID-19 symptoms in the last 14 days: breathing difficulty / shortness of breath; cough; body aches for unknown reasons or muscle pain; chills; congestion; ; headache (new or worsening); loss of taste / loss of smell; runny nose; sore throat; fatigue; diarrhea; nausea or vomiting?"
 - "Have you experienced a fever over 100.4 degrees in the last 48 hours?"
 - "Have you or anyone in your household tested positively for COVID-19 in the last 14 days?"
 - "Have you or anyone in your household had close contact with a confirmed or suspected COVID-19 case in the last 14 days?"
 - "In the last 14 days, have you traveled from another state or country for which New York requires a mandated self-quarantine period of 14 days?"

The responses to these questions will be reviewed and documented daily.

- New York issued a travel advisory for anyone who has traveled from another state or country experiencing a "recent, significant, community-wide spread of COVID-19". Travelers to New York from one of the affected states or countries must fill out and submit the following form to determine the need for a 14-day precautionary quarantine: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>.
- In addition, those filing the form must take a screen shot to document compliance with the Governor's Executive Order and submit to the College nurse in the Department of Health Services. For a complete list of the restricted states and countries, check <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.
- Although highly recommended, a temperature check will not be mandatory at the time of this writing. However, the Departments of Health in Columbia and Greene Counties do mandate the screening procedure described above.
- All employees and students will be asked to "self-monitor" their temperature, and anyone with a reading of 100 degrees or above must remain at home and not enter the College.
- Every person entering one of the College's buildings will be required to sign a log, indicating the time of their arrival and departure. Faculty members teaching face-to-face in a classroom or a lab will be required to record the attendance of every student.

These records will help health officials contact individuals who may have been exposed to the virus.

- At the time of this writing, Columbia and Greene Counties are providing COVID-19 testing locations at CVS, Walmart, the local hospital, and Urgent / Rapid Care Centers. The College will update information as additional testing locations become available on the special COVID-19 FAQ page on the web site.
- Any individual on campus who screens positive for COVID-19 exposure or symptoms will be sent home. Those testing positive for the virus must notify the Columbia and/or Greene County Department of Health immediately.
- Personnel performing in-person screening must be appropriately protected from exposure to potentially infectious employees, students, or visitors entering one of the buildings. Screening personnel also must be familiar with CDC, DOH, and OSHA protocols.
- Should an individual on campus test positive for the virus, the Columbia and/or Greene County Department of Health will undertake the contact tracing procedure. These individuals will be quarantined for at least 14 days before being permitted to return to the campus.

Communication and Outreach Plan

In early March, the Marketing Department launched a public awareness campaign about the College's response to COVID-19 through news releases, social platforms, and the web site. Upcoming re-starting activities include:

- Developing a signage campaign promoting social distancing protocols and best practices for health and hygiene.
- Placing College logo decals on the floors to direct traffic flow in and out of the buildings.
- Maintaining frequent communication with employees through e-mails, social media posts, and Town Hall meetings.
- Developing a special communications plan for students, parents, or legal guardians that includes protocols for being on campus.
- Monitoring and updating the FAQs posted on the web site.
- Informing employees and students about the following:
 - Mitigating the spread of the virus through social distancing and wearing PPE;
 - Self-monitoring health daily;
 - Seeking medical attention, and, if necessary, self-isolating;
 - Communicating a concern about someone possibly infected with the virus;
 - Responding to a campus outbreak of the virus; and
 - Returning to the campus following an outbreak.
- Building on the morale booster campaign, #CoGreeneCares, launched in the spring following the transition to online/remote learning and working.
- Informing Columbia and Greene County leadership about the College's *Restarting On-campus Operations Plan* that includes protocols for testing, tracing, and handling a COVID-19 outbreak.

The College's Marketing Department also will deliver frequent updates to the communities served via news releases, social media platforms, and the web site. The President of the College is an active member of the community, serving on the Boards of Columbia Memorial Healthcare, Columbia Economic Development Corporation, Columbia County Chamber of Commerce, Greene County Chamber of Commerce, and the Rotary Club of Catskill.

In addition, the President is a member of the Columbia Comeback Committee organized by Columbia County Supervisor Matt Murell, who serves on Governor Cuomo's Regional Control Room for the Capital District Region.

All of the above groups meet frequently, and the President provides detailed and updated reports about the College's restart plan.

Shutdown

Responding to the possibility of a widespread outbreak of the COVID-19 virus on campus, the College is developing a contingency plan that will either decrease some operations for a certain period of time or close the facility altogether. In the case of the latter, all employees and students enrolled in face-to-face classes will return to remote operations until the shutdown is lifted. The College will be maintaining close contact with the Departments of Health in Columbia and Greene Counties and ultimately following their guidance.

APPENDIX A

Checklist for Restarting On-campus Activities and Operations

Repopulation of the Campus

Capacity to Maintain Social Distancing

- Reconfigured offices and classrooms to comport with the six-foot separation protocol
- Adopted staggered work schedules, alternating between on-campus and remote
- Scheduled class start and end times to reduce corridor congestion
- Eliminated gathering / communal spaces
- Posted social distancing protocol signage throughout campus, along with floor decals demarcating six-foot separation

Personal Protective Equipment

- Requiring all employees, students, and visitors to wear appropriate PPE when unable to maintain social distancing
- Purchasing inventory of masks (cloth and N-95) and face shields, as well as gloves, and gowns (for nursing students)

Screening and Testing

- Developed plan for screening, monitoring, and responding to those with symptoms
- Advised by Departments of Health in Columbia and Greene Counties to ignore testing (“not practical for a commuter campus”)

Residential Living

- N/A

Operational Activity

- Adopted online/remote/hybrid modality for all classes except those requiring hands-on instruction
- Scheduled face-to-face classes to maintain appropriate building density

Restart Operations

- Trained all cleaning staff to use “Team Cleaning” approach
- Purchased cleaning and disinfecting supplies that meet COVID-19 specifications
- Replaced mechanical equipment and Building Automation System (BAS)

Extracurricular Activities

- Scheduling an assortment of virtual programs to engage students, from brown bag lunch discussions to Yoga

Vulnerable Populations

- Assigned Director of Accessibility Services and Director of Academic Support to monitor and maintain contact with students needing special accommodations
- Provided assistance to employees with specific medical issues (i.e. asthma, hearing impairment)
- Purchased special software to enhance online/remote learning

Hygiene, Cleaning, and Disinfection

- Required all staff cleaners to be trained by E. A. Morse through the Pro-Link Professional Education program
- Implemented new campus-wide cleaning and disinfecting protocols, including “Team Cleaning” mentioned above
- Replaced all electric hand dryers with motion-activated paper towel dispensers
- Installed touchless dispensers of hand sanitizer at all entrances and exits to the campus
- Distributed hand sanitizers and disposable wipes to all employees for cleaning and disinfecting high-touch surfaces (i.e. computer keyboards, mice, telephones, desks)
- Purchased HOCL cleaning products and disinfecting misters

Monitoring

Testing Responsibility, Frequency, and Protocols

- Partnering with the Departments of Health in Columbia and Greene Counties
- Informing employees and students about testing locations in the counties

Early Warning Signs

- Established procedure for flagging early warning signs of the virus

Screening and Tracing

- Keeping a daily detailed log of everyone who enters and exists the campus buildings
- Asking each individual to answer the screening questions every day
- Soliciting help from the Departments of Health in Columbia and Greene Counties should the need arise for contact tracing
- Exploring the Screening App for mobile devices
- Encouraging selected employees to take contact tracing training

Containment

Isolation / Quarantine

- Requiring all employees and students who answer one of the three screening questions affirmatively or who test positively for the virus to isolate / quarantine in their home for a minimum of 14 days

Hygiene, Cleaning, and Disinfection

- Shutting down areas exposed to the virus for 24 hours before cleaning and disinfecting
- Following cleaning and disinfecting procedures described above

Communication

- Providing detailed guidance about COVID-19 protocols and safety measures to employees, students, and the community at large through the web site, social media platforms, e-mail, direct mail, and special virtual meetings (i.e. All-College Convocation and Town Halls)
- Monitoring and updating FAQs posted on the web site
- Installing signage around the campus promoting social distancing and best practices for health and hygiene
- Placing College logo decals on the floors to direct traffic flow

Shutdown

Operational Activity

- Developed a contingency plan in the event operations need to be paused or shutdown
- Informed students and employees to be prepared for a return to remote learning and working

Move-out

- N/A

Communication

- Developed a plan for informing employees, students, parents, legal guardians, and other community members about a shutdown using media platforms described above

APPENDIX B

Campus Planning Taskforces

As noted earlier in this document, three taskforces met weekly starting in mid-March to begin formulating the strategy for restarting on-campus operations. Each group comprises representatives from all areas of the College and, because of their positions, are highly qualified to develop the *Restarting On-campus Operations Plan*.

Pandemic Preparedness Taskforce

Serving on the Pandemic Preparedness Taskforce are the President; Provost and Vice President for Academic Affairs; Vice President for Administration; Vice President for Student Services; Assistant Dean for Enrollment Management; Assistant Dean for Institutional Effectiveness; Director of Academic Support Center; Director of Accessibility Services, Director of Buildings and Grounds, Director of Community Services; Director and Assistant Director of Computer Information Systems; Director of Human Resources; Director and Assistant Director of Marketing; Director of Security and the Columbia County Deputy Sheriff; Event Specialist; Executive Assistant to the President; Associates for Academic Affairs and Student Services; Faculty Representatives from Nursing and Technology; and Representatives from the Columbia and Greene Counties' Departments of Health.

CoGreene Forward Academics Taskforce

Serving on the CoGreene Forward Academics Taskforce are the President; Provost and Vice President for Academic Affairs; Assistant Dean for Institutional Effectiveness; Director of Buildings and Grounds; and Director of Community Services. Faculty include representatives from each of the academic areas (Arts and Humanities; Automotive Technology; Behavioral and Social Sciences; College in the High School; Advising, Career, and Transfer Services; Math and Science; Nursing; and Technology); and the Faculty Association.

CoGreene Forward Operations Taskforce

Serving on the CoGreene Forward Operations Taskforce are the President; Provost and Vice President for Academic Affairs; Vice President of Administration; Director of Academic Support Center; Director of Accessibility Services; Director of Buildings and Grounds; Director of Human Resources; Event Specialist; Head Maintenance Worker; Cleaner/Maintainer; Director and Assistant Director of Computer Information Systems; Director of Security; Columbia County Deputy Sheriff; President of the Staff Association; Vice President of the Faculty Association; and Representatives from the Columbia and Greene Counties' Departments of Health.