Restarting Campus Operations

SUNY Corning Community College

Documents Included:

1. **Executive Summary (p. 2-8)**
2. **Academic Re-Engagement Plan (p. 9-22)**
3. **Checklist for Restarting On-Campus Activities and Operations (p. 23-29)**

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Executive Summary

SUNY Corning Community College

1. RESTARTING ON-CAMPUS OPERATIONS

a. Campus Planning Task Force – define the individuals on your task force and how they coordinate with the local Region Control Room, Department of Health and hospitals and clinics nearest the campus;

When the College began to shift its focus from the spring semester to planning for the fall semester, three college-wide task forces were created to aid in this effort: the Campus Reactivation Task Force, the Fall Academic Planning Task Force and the Student and Employee Wellness Task Force. Members of the College's Senior Staff were assigned as leads or co-leads for each of these task forces. When the task forces were announced, all employees were invited to participate on the task force for which they felt they could provide the most significant contributions.

Since the COVID-19 pandemic began, campus response operations have been overseen by the College's Emergency Response Team (ERT), led by the Director of Public Safety, who has acted as a liaison to the three county Public Health Departments that serve the area. The College and the Health Departments are in regularly communication as new protocols are developed or areas of concern emerge. The ERT became the nucleus of the Campus Reactivation Task Force, and additional members were added to assist in the campus reactivation.

The Campus Reactivation Task Force formed six committees in order to accomplish its work: The sub-committees are comprised of staff and faculty from all divisions (i.e. academic affairs, facilities, student life, public safety, workforce education, health services, athletics, residence life, accounting, and human resources). All sub-committees are developing short-term and long-term goals, which are then addressed by the committee as a whole. The subcommittees are as follows:

- Academic Programs and Classroom Logistics: Identifying needs to facilitate classes and instruction, in both distance learning format and on-campus instruction. Working hand-in-hand with the Fall Academic Planning Task Force.
- Health and Safety: Addressing health and safety needs, including sanitizing, social distancing, employee and visitor screening, reviewing Health Department protocols identifying and procuring supplies needed
- Buildings and Grounds Utilization: Creating safe work areas, relocating of employees, ordering and maintaining PPE supplies
- Technology: Responding to requests for technological assistance and support
- Finance: Maintaining financial records and documentation of COVID-related expenses
- Security: Responding to questions and concerns regarding campus/building safety and security and developing logistical plans of screening at all locations

The sub-committees meet multiple times per week and report their progress to the Campus Reactivation Committee.

b. Academic Program Planning – discuss the various scenarios to carry out on-campus instruction, research and scholarship activities that are agile and designed to keep faculty, students and staff safe.

The Fall Semester Planning Task Force is comprised of administrators, faculty and staff. This task force has developed four possible scenarios for the fall 2020 semester:
1. Fully Online: The current New York State restrictions prohibiting face-to-face instruction may extend past the start of the semester, which is scheduled to begin on 8/17.
2. Mostly Online: Face-to-face classes largely limited to labs and other cases where online instruction does not lend itself to meeting course outcomes. Approval would be by permission, with 6' social distancing and adhering to all guidelines in the New York State education template. All other instruction is via distance learning.
3. Blend of Online and Face-to-Face: Faculty may potentially provide face-to-face instruction for any class by permission with 6' social distancing and adhering to all other guidelines in the New York State education template.
4. Blend (#3) or Mostly Online (#2) Moving to Fully Online: The semester may begin with some face-to-face instruction but then change to a more restrictive scenario based on an uptick in virus transmission at the College, in Steuben or Chemung Counties, or in the state.

In order to plan properly for the four scenarios listed above, the Fall Semester Academic Planning Task Force created the Academic Plan Subcommittee. The charges to this subcommittee were as follows:
- Increase the percentage of sections scheduled for online, remote, and hybrid delivery
- Maintain the maximum enrollment for course sections with the above delivery modes
- Limit class/lab size in courses that necessitate face-to-face lab/hands-on instruction (i.e. technology, chemistry, arts)
- Identify additional technology to aid remote instruction
- Identify facility needs for face-to-face instruction
- Identify health and safety needs for face-to-face instruction
- Prepare for a possible transition to all distance learning after Thanksgiving Break

In the College's Workforce Education & Academic Pathways Unit, workforce education, which has been identified as a Professional Business Service, will provide customized business training on-site for business partners as businesses reopen, following all College protocols plus any additional protocols from the business partners. All open enrollment professional development plans will follow the College's Academic Plan as listed above.

i. Classroom Population Density

New layouts for each classroom have been established within the parameters of proper social distancing. The Physical Plant staff has calculated 6' classroom capacity for all classrooms. Faculty are deciding which sections they would prefer to teach via distance learning/online. For the remaining class sections, if face-to-face instruction is permitted at the start of the fall 2020 semester, faculty will use a hybrid model, with a limited number of students attending in person.   For laboratory or hands-on classes for which face-to-face is necessary, more sections of a lab will be added to the schedule to accommodate the 6' laboratory capacity.

The College is currently reviewing all spaces to determine those that may be used for additional instructional spaces if needed. Classroom scheduling will be adjusted to have fewer class changes and/or longer vacant time between classes. The College is considering closing and locking classrooms that are too small to be used under social distancing guidelines to reduce cleaning costs.

ii. Instructional and Research Laboratory Protocols

Classroom and lab disinfection will be a combined effort of physical plant staff, faculty, and students to meet the timeline for turnover of rooms. If faculty or students are involved with room disinfection, they will wear gloves and be required to wear a mask. Cleaning supplies will be provided to wipe down surfaces. Training will be provided for cleaning protocols.

iii. Access to Computers and Internet

If on-campus instruction is permitted in the fall, the College's computer labs have been reconfigured to enforce social distancing in order and reduce capacity. The Student Emergency Loan Program will continue to provide loans to students needing internet access at home, and the College will continue the laptop loaner program. In addition, the College will be publicizing outdoor access points in the area so that students are aware of free public Wi-Fi hotspots.

c. Restarting On-Campus Operations – describe protocols that enable social distancing in gathering spaces and dormitories, cleaning and PPE preparedness.

i. Residence Halls

Perry Hall, the College's only residence hall, will follow CDC occupancy guidelines. Recommendations for the fall semester include the following: the elevator use restricted to a "need only" basis, and the stairs designated as either up or down direction only. Until social distancing can be ensured, student lounges will be closed and/or upholstered furniture will be removed.

ii. Dining

If social distancing is required, the College will continue with operational changes that were in place in March when the pandemic started. Controls will be in place to separate customers

entering and exiting the dining hall. Self-serve was eliminated in the food serving area, and all food and beverages was served by food service staff. Seating has been removed to restrict four people to a table and to reduce overall occupancy of the dining hall to 50% and so that 6' distancing can be maintained between tables.

iii. Personal Protection Equipment

The College has purchased a quantity of PPE, including masks, face shields, gloves and thermometers for screening. The College Nurse has developed spreadsheets to maintain an inventory of those items as they are used and distributed. Staff members will be issued cloth face masks upon their return to campus with replacement masks available upon request from the Department of Public Safety.

iv. Screening, Testing and Tracing

Screening will be conducted according to the NYS Forward protocols for faculty, students, and staff. Protocols will be communicated in advance through various College communication channels. Screening includes the following "Have you…" questions: Visited a state that currently has a New York State travel restriction that is listed in the NYS Executive Order list of Restricted States; Tested positive for COVID-19; Had at least one of the following symptoms of COVID-19: Cough, shortness of breath, fever, chills, sore throat, new loss of sense of smell or taste, unexplained muscle pain, nausea, vomiting or diarrhea.; Been in close contact with someone who has tested positive for COVID-19, or is suspected to have COVID-19. Employees will self-screen every day they plan to come to campus. Visitors, and employees or students who do not screen prior to arrival, will be screened at campus screening locations. All students in the residence hall will be tested upon arrival. Periodic pool testing of students and employees will be conducted. All individuals in the pool will be tested if the pool test is positive. Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive. According to current procedures, the College will cooperate with the Health Department in the event of a COVID positive test for someone who has visited the campus.

v. Custodial Services

Cleaning and disinfection are being prioritized by the cleaning staff for high traffic and common touched surfaces. Office staff will be trained to use disinfection products supplied by the Physical Plant to disinfect their own work space prior to and after having guests.

d. Campus and local communities

i. Vision for "Town and Gown" interactions

All large-scale on-campus events have been put on hold; conversations continue about which events can still achieve their desired outcomes via a virtual format. The College will continue to follow the Governor's directives on gatherings and plan accordingly.

ii. Transportation, Mail and General Delivery Services

Campus mail and package delivery services will continue with deliveries coming to Central Receiving and mail picked up from the post office by a College clerk. Mail and packages are delivered by the clerk to the departments and divisions.

2. TRACING AND MONITORING AFTER RE-OPENING

Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive. According to existing procedures, the College will cooperate with the Health Department in the event of a COVID positive test for someone who has visited the campus. Students will be screened periodically and asked the following questions: whether they had COVID-19 systems in the past 14 days; tested positive for COVID-19 test in the past 14 days; and/or was in close or proximate contact with confirmed or suspected COVID-19 cases in the past 14 days.

3. COMMUNICATION AND OUTREACH PLAN

The key components of the College's communications focus on the changes that returning students experienced in the spring and new students will experience in the fall semester. They will encounter numerous signs reminding them about social distancing signs, as well as lines at various places around campus reiterating that fact. Returning students will know from their experience during the spring semester that the College homepage is the hub of the COVID-19 updates and contains all of the College's messages since the beginning of the pandemic. During orientation new students will be directed to the homepage, as well as the MyCCC pages and their College email, as the main sources for the most up-to-date information.

Given the constantly evolving nature of the crisis, one of the fall campaigns will be "Check Your Schedule" to alert students to possible changes in location, meeting days or times or even format. To address the ongoing health concerns, the College will also be launching a "Remember Your Mask" campaign for both students and employees. As mentioned above, masks will be available for those who show up to campus without one.

Aligning with SUNY's "Stay Near, Go Far" marketing campaign, the College launched its "We're Here for You . . . Closer to Home" campaign to specifically target those students who are uncertain about starting or returning to a large university, where classes may or may not be offered on the campus. To those local residents who may have lost their jobs or are interested in re-careering as a result of the pandemic, the marketing campaign has been adjusted to "We're Here for You . . . Career-Building Credentials," which is keeping with the College's previously planned focus on recruiting non-traditional students. This theme is echoed in a number of other messages that are running or will be running: "Fall 2020 Starts August 17. Plan for Your Dreams," and "Save Now: Transfer Later." Also in the works are recorded examples of faculty members doing exemplary online instruction.

The Marketing Department has adopted a multi-pronged approach to supporting the College's recruitment efforts, which include the following: the College website with announcements of virtual events, program offerings, and news; digital ads and geo-fencing; newspaper ads for

virtual events; email; postcards; a high school teacher/guidance Counselor newsletter; TV commercials and social media. Most recently, the College has been in talks with a local TV station, WETM, for a regular spot highlighting newsworthy developments at the College.

The College's recruitment and enrollment teams have developed new strategies to bring students to the College, including virtual open houses (April 18, May 19), continued outreach to local school counselors to set up Virtual Red Baron Enrollments and utilizing a texting system to register students.

The College has also jumped onboard the new SUNY outreach program that collects information across the state in which students indicate which SUNY school interests them; admissions counselors access the system and then follow up. Supporting the College's efforts to engage with people displaced from their jobs due to COVID-19, the Career Services Team has developed a Career Exploration Workshop, and the Workforce Education and Academic Pathways Division will be hosting Workforce Development Virtual Visit Day (June 25) that will highlight the workforce opportunities, including micro-credentials and funding opportunities.

4. RESOURCES REQUIRED TO RE-OPEN

The College has been in conversation with a local hospital who has the ability to provide the College with testing swabs, if they are required. The College is currently sourcing other equipment for disinfectant applications and have purchased one atomizing spray applicator for the campus and pump spray applicators for each of the cleaning staff. The College is sourcing other atomizing power spray applicators if the need arises to purchase equipment that increases square footage coverage.

Additional items that may be needed for the reopening the campus include the following: additional floor stanchions with retractable ribbon for pedestrian control and additional signage for health and safety protocols. There also may the need to increase the cleaning staff to accommodate class schedules and room disinfection during class changes.

5. TIME REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS

Our first step towards fully restarting campus operations took place the first week in June when the entire Physical Plant staff, including the custodians, returned to work. The next step will be taken by Workforce Education & Academic Pathways (WEAP) Unit in early June under the State's Phase 2 as a Professional Business Services. The bulk of WEAP's operations are housed in the College's Elmira Center, which is reopening for staff and partners and for customers by appointment only. In addition, Workforce Education will offer customized training at employer locations.

The College just completed the NYS Forward Phase 2 return to work plan. The document template provided the guidelines, and Emergency Response Team (ERT) believes it has been able to meet all the requirements. The next step is presidential approval for employees to return to the campus under the restrictions outlined in the document.

Dr. Mullaney will review and approve the plan document, which includes a screening protocol document which outlines a screening plan for staff and visitors to the campus. Dr. Mullaney will then register the College on the NYS Forward website and affirm that the College has a business plan that addresses all protocols included in the plan document. The ERT believes that this return can occur any time after June 15th. Department heads will have to determine where employees would best be able to perform their duties and approve their return to campus. The June 15th date allows for over months of the "new normal" campus operations before the start of classes on August 17th.

SUNY Corning Community College
Academic Plan: Re-starting Campus Instruction

NYS Regional Guidelines for Re-opening NY

Metrics to Guide Re-Opening New York

Phase of Southern Tier and Each NY Region

General Employee Return to Campus in Phase 2

Professional Services is listed in Phase 2. Certain departments of the College, such as Workforce Education & Academic Pathways, the Testing Center, and others were considered in this group. Higher Education Administration is also in Phase 2, so the College has a plan on file with NYS for staff on campus.

The Business Reopening Safety Plan Template includes requirements on physical distancing, protective equipment, hygiene and cleansing, communication, daily screening, and contract tracing and disinfection: NYS_BusinessReopeningSafetyPlanTemplate.pdf

Education is listed in Phase 4

NYS Key Considerations for Higher Education Plans

Governor Cuomo's June 18 briefing

Phase 4 Higher Education Guidelines

Phase 4 Higher Education Checklist

The College's plan (executive summary, academic plan, and checklist) must be approved by SUNY and then sent to NYS. Upon SUNY approval of the College's plan, SUNY CCC can publicize Fall 2020 plans.

The full Restarting Campus Operations plan is available at www.corning-cc.edu. New information, guidance, and/or direction from the State of New York and the Governor's Office may necessitate revision.

Likely Scenarios for Fall 2020

1. Restrictions prohibiting f-2-f instruction may be in place at the 8/17 start of the semester.

- Revised master schedule will identify online vs. remote (synchronous)
- Faculty professional development to improve online and remote delivery and student learning
- Record demonstrations in campus laboratories
- Virtual office hours should be available for students
- Remote advising appointments for advisees should be available
- Flex start offerings targeting Business and LAS: Hum/SS

- Adjust final exam schedule to accommodate students with multiple fully online courses
- Wifi Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots- Elmira, HEC, Spencer Hill, and emergency grant funding for students to purchase mobile hotspot)
- Laptop Loan Program
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)

2. Faculty may provide f-2-f lab/hands-on instruction by permission, adhering to health and safety guidelines in the College's plan. All other instruction is distance learning.

- Technology and science labs that are not able (due to facilities, equipment, supplies, and/or software) to be done remotely will be scheduled for f-2-f. Prohibitive student lab cost for a lab kit, software access, or supplies may also be a legitimate reason to request a f-2-f lab.
- Revised master schedule will identify online, remote, and hybrid (likely only hybrid B)
- Adjust master schedule lab/hands-on instruction section schedule to accommodate room capacity. Lab/hands-on courses may, under special circumstances, use 50% room capacity when approved by the ADI and the Interim Provost.
- Faculty professional development to improve online and remote delivery and student learning
- Recording of demonstrations in campus laboratories as needed. (lab spaces for each technical or science course with some f-2-f labs may not accommodate scheduling the full series of labs f-2-f with density reduction.) (may apply to some ARTS classes)
- Virtual office hours should be available for students
- Remote advising appointments for advisees should be available
- Flex start offerings targeting Business and LAS: Hum/SS
- Adjust final exam schedule to accommodate students with multiple fully online courses.
- Wifi Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots- Elmira, HEC, Spencer Hill, and emergency grant funding for students to purchase mobile hotspot)
- Laptop Loan Program
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)
- Workforce training will be offered onsite at businesses as per each state's reopening plan; WEAP will ensure that appropriate protocols are in place.
- Testing Center will provide both remote proctored testing and face-to-face testing with newly installed barriers between testers and following appropriate protocols per CDC guidance.

3. Faculty may potentially provide f-2-f instruction for any class by permission and adhering to health and safety guidelines in the College's plan.

- Revised master schedule will identify online; remote; and hybrid A, B, C, or D
- Adjust master schedule to accommodate room capacity for classes/labs that will meet f-2-f
- Lab/hands-on courses may, under special circumstances, use 50% room capacity when approved by the ADI and the Interim Provost.
- Faculty professional development to improve online, remote, and hybrid delivery and student learning
- Recording of demonstrations in campus laboratories as needed. (Also, this assumes lab spaces for each technical or science course that has some face-to-face labs may not accommodate scheduling the full series of labs face-to-face with density reduction.) (may apply to some ARTS classes)
- Virtual office hours should be available for students
- Remote advising appointments for advisees should be available
- Flex start offerings targeting Business and LAS: Hum/SS
- Adjust final exam schedule to accommodate students with multiple fully online courses.
- Wifi Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots- Elmira, HEC, Spencer Hill, and emergency grant funding for students to purchase mobile hotspot)
- Laptop Loan Program
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)
- Workforce training will be offered onsite at businesses as per each state's reopening plan; WEAP will ensure that appropriate protocols are in place.
- Workforce training will be offered at campus locations; WEAP will ensure that appropriate protocols are in place.
- Testing Center will provide both remote proctored testing and face-to-face testing with newly installed barriers between testers and following appropriate protocols per CDC guidance.

4. The semester may begin with a less restrictive option, but then have to revert to more restrictions based on an uptick in virus transmission at the College, in Steuben or Chemung Counties, or in the Southern Tier region. Also, New York State and SUNY guidance could shift to more restrictions.

The instructional path to shutdown will include, as possible, two Stages:

Stage 1: All f-2-f classes will transition to distance learning with the exception of approved f-2-f lab/hands-on instruction that necessitates f-2-f.

Stage 2: If further contact limiting is required, all classes transition to distance learning.

Depending on circumstances and requirements, the College may move directly to all classes distance learning.

- Additional faculty professional development/assistance to improve remote delivery
- Additional recording of demonstrations in campus laboratories as needed
- Additional promotion of Wifi Access and Hotspot Program
- Additional promotion of Laptop Loan Program if there are un-loaned laptops left.

Master Schedule and Classroom Density Adjustment for Fall 2020

Here are the anticipated phases of master schedule adjustment for Fall 2020. In addition to these major phases, additional adjustment may be needed for unanticipated restrictions:

Phase 1: Survey faculty for which sections in their currently scheduled load they prefer to teach online (asynchronous) or remote (synchronous), thereby lessening the demand for rooms and campus density.

Phase 2: Adjust section room locations as needed and as possible (larger room prioritized for labs and hands-on classes necessitating f-2-f) based on the Physical Plant report on 50% room capacity and 6' distancing room capacity.

Phase 3: Faculty selection of one of the menu of options for reducing classroom density for remaining f-2-f classes with enrollment over room capacity. Hybrid A, B, C, or D.
See "Teaching Options to Address Room Capacity" below.

Teaching and Learning

SUNY CCC Definitions of Course Delivery Modes

1. On-campus / f-2-f / Hybrid - classes and/or exams (room and time listed)

Some/all of the classes or exams are on campus, meeting in that room at that time. New layouts for each classroom have been established to align with social distancing guidelines. The class days each student will have on campus may be adjusted to reduce overall campus population for each day and to address smaller room capacity due to COVID-19 safety guidelines. Some classes may only meet face-to-face for exams.

Hybrid = some instruction is distance learning and some is on campus

Synchronous = instruction occurs at the same time for the students in the class. For the Hybrid options below, this applies to the students who are not attending class on campus on a given day.
Asynchronous = instruction is not offered at the same time for the students in the class For the Hybrid options below, this applies to the students who are not attending class on campus on a given day.

Hybrid Code Definitions:

Hybrid A = Some class members will be on campus. The students who are not on campus complete lessons asynchronously with course content posted online.
Hybrid B = Some class members will be on campus. The students who are not on campus have the opportunity to complete lessons synchronously. (Synchronous class instruction is recorded and posted, so not required to attend synchronously.)

Hybrid C = The only on-campus meetings are for exams. Online (asynchronous) class.

Hybrid D = The only on-campus meetings are for exams. Remote synchronous class.

A course that is Hybrid will have two entries in the Master Schedule: one to identify "Hybrid A," "Hybrid B," "Hybrid C," and "Hybrid D," and one to indicate room, times, and days. Support documents, i.e. syllabus, major assignments, etc. are posted in Bb. A computer and Internet access are needed to access course material. Smartphones and tablets may be used for some purposes.

Teaching Options to Address Room Capacity

*Some shifts to larger rooms may be possible.

Different class members on campus each day

"create cohorts or sections of students" from Phase 4 Higher Education Guidelines

Option 1
Prioritize the material from the week that is most important to present f-2-f. Teach that same lesson each day of the week to different class members on different days.

Option 2
Teach different material each f-2-f meeting in the week. Some class members will be f-2-f for each lesson, and others engage remotely or complete the lesson online.

*In either of the above options, students in the class who don't have computers and Internet access may be prioritized to be on campus.

Class is held in two different rooms at the same time

Option 3
 Using a laptop with camera and Collaborate, display in a second smart classroom with a computer and projector. A projector will be needed in the classroom the instructor is teaching from if using Collaborate whiteboard or sharing one's desktop screen during the lesson.

2. Remote (time listed but no room)

This means that classes are held online at a certain time. Blackboard Collaborate, found inside your Blackboard course, is the most frequently used online meeting tool by our faculty. Students automatically have access to Blackboard and Blackboard Collaborate when they register for a course. All synchronous class instruction is recorded and posted in Bb. A computer and Internet access are needed to attend class virtual meetings and access course material. Smartphones and tablets may be used for some purposes.

3. Online/Internet (no room and time is not listed or "to be arranged/tba")

This type of class enables students to work online, but on their own without an instructor holding live class sessions (asynchronous). There are deadlines for course activities and assignments, but students access the course material at various times in the day and week based on what is convenient for them. A computer and Internet access are needed to access and complete the course work. Smartphones and tablets may be used for some purposes.

If you are looking at a Block Schedule, please check these columns: Room, Time, Days.

If you are looking on the Master Schedule:

1. Through MyCCC, MyBanner, check these columns: Days, Time, Location.
2. Through www.corning-cc.edu, Current Students, Master Schedule, check these columns: Where, Time.

The OSCQR rubric is helpful for course design https://oscqr.suny.edu/ when all or some of the course material will be in Bb.

Substantive Interaction

Correspondence Education: SUNY CCC not approved by MSCHE to provide this delivery method.

MSCHE Definition: Correspondence Education is defined as Education provided through one or more courses in which the institution provides instructional materials and examinations by mail or electronic transmission to students who are separated from the instruction. **Interaction between the instructor and the student is not regular and substantive, and it is primarily initiated by the student.** Correspondence courses are typically self-paced. Correspondence education is not distance education. Correspondence education does not include "hybrid" or "mixed delivery" courses which may be offered only partially via Correspondence.

Distance Education: SUNY CCC approved by MSCHE to provide this delivery method.

MSCHE Definition: Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.

• Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support **regular and substantive interaction between the students and the instructor synchronously or asynchronously.**

Excerpt from "Academic Continuity Q&A" SUNY Office of the Provost

What does "Substantive Interaction" mean?

Is there any guidance on maintaining virtual contact with students?

Faculty must communicate with students through one of several types of technology – including email—either individually or collectively—on a regular basis. An instructor could use email to provide instructional materials to students enrolled in their class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate (adapted from USDE guidance of March 5, 2020). In those instances where a student lives in an area with limited internet connectivity, campuses may consider teleconferencing via land-line phone and surface mail.

On-campus Class Attendance

Attendance policies for on-campus attendance should be flexible. New York State has self-quarantine requirements, so a student may need to quarantine at some point in the semester. It will not be possible to verify if a student is under travel quarantine or not feeling well, or voluntarily not attending class with no extenuating circumstances. In many cases there will not be verification from a medical professional. Attendance records must be maintained to enable adherence to contact tracing protocols, as indicated in the Health and Safety section below.

Academic Calendar

The revised Academic Calendar due to COVID-19 for Fall 2020 is as follows:

- First Day of Classes: August 17 (Monday)
- Classes on Labor Day, through all of October, and finals finishing in Thanksgiving week
- Last Day of Classes: November 18 (Wednesday)
- Final Exams: November 19, 20, 23, 24, 25 (Thanksgiving is 11/26.)
- Grades Due: December 4 (Friday)

Rationale for this revision includes:

1. SUNY guidance encourages minimizing breaks that promote travel and then a return to campus and, specifically, recommends students not returning to campus after Thanksgiving.
2. COVID-19 hot spots in other regions may be hard to predict, and the states that NYS is requiring quarantine from continue to change.
3. Travel to areas where there is an uptick in spread increases an individual's risk of COVID-19.

4. A return to campus after Thanksgiving corresponds with the most active time of the flu season (starts in Oct. and most active Dec. - Mar.) https://www.cdc.gov/flu/about/season/flu-season.htm

5. Final exams for face-2-face sections have a better chance of being offered in-person if scheduled before Thanksgiving.

The Task Force also noted that this change to the Academic Calendar for Fall 2020 will require additional staff time to implement changes for the Master Schedule and parts of term-related processes including, but not limited to financial aid, billing, last day to drop, and warning grades, etc. The dates of parts of term that are not full term, first 5 weeks, or first 7 weeks, may change.

Academic Technology

Laptops: requesting additional laptops for faculty

Camera carts: requesting 3 to record labs

Outside Wifi: requesting 4 broadcast points be added: Elmira, HEC, 2 on Spencer Hill

*Potentially, grant funding can be used for the above technology.

Faculty

- Surveyed faculty (CTIE) to determine the adequacy of hardware, software, and Internet connection for remote instruction.
- Blackboard should be utilized for all distance learning credit courses.
- Bb Collaborate is recommended for group class meetings.
- Google Meet is useful for individual meetings.
- Blackboard and Zoom may be utilized for professional development/corporate training through Workforce Education & Academic Pathways.
- Telephone, and possibly even mail, may be helpful in communicating with a student or providing material to a student without reliable Internet access.

Students

- Survey students (instructors) to determine the adequacy of hardware, software, and Internet connection for online course content and remote meetings.
- The College will continue the Laptop Loaner Program, which enables students to borrow a laptop from the College by completing this Laptop Loaner Program Form and then emailing the completed form to library@corning-cc.edu.
- There is also the CARES Act Baron Grant for students grants can help with the cost of a computer that has been or will be purchased. Eligible students have been sent an email with details to their MyCCC email.
- The Student Emergency Grant Program will continue to provide grants for Internet hotspots with available funding.

Student Access to Campus Internet and Computers

Scenario #1
> Campus Internet: wireless outside (to be installed in the fall)
> Campus Computers: no

Scenario #2
> Campus Internet: wireless outside (to be installed in the fall), inside, and wired in computer labs
> Rooms open use for Internet access: Library, Kelly Lounge, Commons computer Lab
>
> Campus Computers: Library computers available during Library open hours, computer lab hours/capacity

Scenario #3
> Campus Internet: wireless outside (to be installed in the fall), inside, and wired in computer labs
> Rooms open use for Internet access: Library, Kelly Lounge, Commons computer Lab
>
> Campus Computers: Library computers available during Library open hours, computer lab hours/capacity

Communication with Students

Prospective Students

- Academic Calendar
- Definition of delivery modes and master schedule coding
- Computer and Wifi access
- Health and safety measures for on-campus
- Success Webinars, i.e. Tips and Tools for Remote Learning (Learning Commons)
- Faculty testimonials on distance learning engagement/success (as available)

Enrolled Students

Email #1

- Academic Calendar
- Definition of delivery modes
- Explanation of master schedule delivery mode coding
- Enrollment Advisement Center for changing registration or other schedule questions
- Contact for advising
- Financial aid resources (including CARES Act Baron Grant)
- Computer and Wifi access
- Health and Safety: masks, screening, and contact tracing

Email #2
New items:

- Hybrid A, B, C, D (Instructors will email when students should come to campus on class.)
- Financial Aid reminder
- Success Webinars: Tips and Tools for Remote Learning
- Tutoring and Study Groups
- Health and Safety: student screening and travel advisory and Traveler Health Form

Email #3:

Health and safety protocols for on-campus, [What to Expect](#) and Acknowledgement

Email #4
New items:

- Wifi access (Library, Commons)
- Computer Lab open hours
- Blackboard help reminder
- Virtual office hours and advising
- Student Resource Guide

Scenario #4 Communication: Return to all or mostly distance learning

- Which or all classes will convert from hybrid/f-2-f to all distance learning
- Health and safety protocols for on campus
- Computer and Wifi access
- CARES Act Baron Grant
- Student Emergency Grant
- Laptop Loan Program
- Virtual office hours and advising
- Success Webinars, i.e. Tips and Tools for Remote Learning (Learning Commons)
- Student Resource Guide

Health and Safety: Students, Faculty, Classrooms, Labs

Screening and Contact Tracing:

Faculty working on campus are required to complete self-screenings each day, and fill out the electronic screening form. Students are required to conduct a self-screening prior to coming to campus each day. Students must submit the electronic student screening form. Students attending certain lab or hands-on classes will have additional in-person screening. Screenings will be conducted according to the NYS Forward protocols.

Anyone who answers "yes" to screening questions about a positive test, symptoms, close contact, or travel from a NYS travel restriction state within 14 days is not permitted not to come to campus. Faculty

should notify their supervisor and Human Resources. Students should notify the instructor of the anticipated absence and Health Services of the COVID-19-related absence.

Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive. The College will work with county health departments in the event of a positive COVID test for someone who has visited the campus.

Safety:

The College will adhere to hygiene and sanitation requirements from the CDC and Department of Health (DOH). Hand sanitizing, social distancing, and face masks are part of the restart of campus operations for students and faculty.

Students on campus must wear masks at all times when inside buildings and moving around campus. Students will wear masks in the classroom at all times. Students will provide their own masks. If a student is not wearing a mask, this is a student conduct issue. Instructors should follow the steps one would use in other conduct situations, i.e., asking the student to exit, and then contact Public Safety if there are further conduct problems. Students who may have difficulty wearing a face mask should be advised into distance learning course sections.

Faculty on campus must wear masks when inside buildings in common areas and moving around campus. Faculty will wear masks in the classroom at all times. The CDC does not recommend use of face shields as a substitute for cloth face coverings. Faculty may be permitted to remove their masks when alone in their office with social distancing. If an employee in an office one is visiting is not wearing a mask, please wait before entering to allow the employee to put on a mask.

Classroom and lab disinfection will be a combined effort of physical plant staff, faculty, and students to meet the timeline for turnover of rooms. Cleaning supplies and gloves will be provided in each classroom. Training will be provided for cleaning protocols.

The full Restarting Campus Operations plan is available at www.corning-cc.edu. New information, guidance, and/or direction from the State of New York and the Governor's Office may necessitate revision.

Accessibility Services

Intake Meetings/ Requesting Accommodations

- Students should email or call Accessibility Services for an appointment to initiate a request for new accommodations.
- Students can provide documentation by email or fax. Accommodation letters will be emailed to students and their instructors.
- If Scenario #2 or #3 the Accessibility Services office may be staffed on a part-time basis for student f-2-f appointments.

Testing

- Faculty should be aware that accommodations for Extended Time; Test Reads through Bb; and, if Scenario #2 or #3, f-2-f testing appointments all must be arranged well in advance of a test.
- Accessibility Services staff will be available by email to help faculty understand their options in the remote setting and what Accessibility Services can provide for students.

Library/Learning Commons Services

Library Services

Scenario #1 Library closed but library services staff in building

- 24/7 access to electronic databases and eBook collections, video tutorials, and other services located on the [Library webpage in MyCCC](#).
- Librarians offer research help remotely. Email library@corning-cc.edu to schedule a virtual meeting with a librarian.
- Students can request chapters of textbooks that are on reserve to be scanned and emailed to them.
- Curbside delivery of library material available with appointments.
- Mailing of non-reserve library material to patrons is available.
- Interlibrary loan services for both books and articles
- For tips on textbook access, graphing calculator alternatives, and how to meet with a librarian through video chat: https://corning.libguides.com/distanceeducation

Scenario #2 and #3 Library building open 8-4:30 M-Th and 8-4 on F

- 24/7 access to electronic databases and eBook collections, video tutorials, and other services located on the [Library webpage in MyCCC](#).
- Librarians offer research help remotely or in person. Email library@corning-cc.edu to schedule a virtual/in person meeting with a librarian. Masks are required.
- Students can request chapters of textbooks that are on reserve to be scanned and emailed to them.
- Reserve material available for 2 hr checkout following sanitary procedures of washing hands and wiping off covers of books between use
- Curbside delivery of library material available with appointments.
- Desktop and laptop computers available for student use in library with limited webcams for class attendance
- Book stacks closed to patrons but material can be accessed by library services team
- Interlibrary loan services for both books and articles

Learning Commons Services

Scenario #1: Library and Elmira Center Learning Commons areas closed - Learning specialists providing remote tutoring

- Free, remote, live tutoring by SUNY CCC tutors will be available 8am-7pm M-Th, 8am-4pm Friday.
- Math, writing, and science tutoring will remain available for face-to-face video conferencing through a student's smartphone or other device. Students may request immediate help by emailing mathtutoring@corning-cc.edu, writingtutoring@corning-cc.edu, or sciencetutoring@corning-cc.edu from their College email using the Chrome browser. A tutor will email them a link to a video chat session through Google Meet or a video/whiteboard session through SUNYCorning.GoBoard.
- Students can make appointments for all tutoring subject/skill areas by an email request. Soon, they also will be able to book them independently through the Learning Commons MyCCC page.
- In addition to live tutoring, writing tutors will continue to offer [emailed](#) feedback on student drafts with a turnaround of 1-2 business days. Students should please indicate what aspects of their paper they would like help with, and if possible, also share the instructor's assignment.
- Night-time [STAR-NY Online Tutoring](#), 7p.m. to midnight Sunday - Thursdays. Live whiteboard/text-chat tutoring throughout the semester in the following areas: writing, math, chemistry, biology, physics, psychology, economics, computer science, nursing, and accounting. This SUNY college service runs throughout the whole semester, though tutoring for subject areas beyond math and writing begins on August 26, 2020.
- The MyCCC [Learning Commons page](#) under the Student or Faculty tabs offers more information about our remote services, individual tutors' schedules, instructional handouts, math video tutorials, and more.
- Any general questions about tutoring services can be emailed to learningcommons@corning-cc.edu.
- Faculty and administrative questions can be directed to Keith Ward (kward10@corning-cc.edu), Director of the Learning Commons.

Scenario #2: Library Learning Commons open 8-4:30 M-Th and 8- 4 on F, but online tutoring options with Learning Commons staff extend to 7pm M-Th, plus STAR-NY online tutoring platform from 7pm-12am Sun-Thurs. Elmira Center Learning Commons space is closed.

- Scenario #1 online/remote services still available
- Desktop and laptop computers available for student use in the Learning Commons area with webcams for remote tutoring with tutors working from offices or other remote locations.
- Students greeted and assisted with sign-in/out by a front-desk attendant following social distancing protocols. Students in need of tutoring will be directed to a workstation or study room with computer and webcam, at which point they are assisted remotely by the tutor. More direct assistance can be provided on an individual, as-needed basis at the discretion of the tutor while still maintaining careful social distancing measures.
- Students may drop in or make appointments for all tutoring subject/skill areas. Students can request assistance in making appointments by email, phone, or in person. Soon, students also will be able to book them independently through the Learning Commons MyCCC page.

Scenario #3: Same as Scenario #2, but the Elmira Learning Commons will be open 8-5:15 M-W, 8-2 Th, and 8-1:15 Fri with at least 1 math tutor and/or 1 writing tutor, with the additional capability of connecting remotely with a tutor at Main Campus.

Information Technology Help Requests

Help with MyCCC accounts, CCC Gmail accounts, mobile device questions, hardware or software recommendations, support on software or hardware products, phones, and wireless or network connections.

Scenario #1 and #2: SUNY CCC Help Desk

Scenario #3: SUNY CCC Help Desk or call 962-9555

Checklist for Restarting On-Campus Activities and Operations

SUNY Corning Community College

Category	SUNY Corning Response
Repopulation of the Campus: Capacity to maintain social distancing	• Social distancing markers using tape and signs that denote 6 ft. of spacing will be placed in commonly used and other applicable areas on the campus. • In-person gatherings will be limited as much as possible and virtual-conferencing will be used whenever possible. • Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants. • Virtual attendance options will be encouraged. • Employee break rooms will be closed except for food storage and preparation of meals for individual consumption. • New layouts for each classroom and computer labs have been established within the parameters of proper social distancing. • Controls will be in place to separate diners entering and exiting the dining hall. Seating has been removed to restrict four people to a table and to reduce overall occupancy of the dining hall to 50% of authorized capacity. Tables will be placed so that 6' distancing can be maintained between people during mealtimes.
Repopulation of the Campus: PPE	• The College will maintain a quantity of approved PPE, including masks, face shields, gloves, and thermometers for screening. • The College Nurse will develop a spreadsheet for inventory of PPE as items are used and distributed. • Staff members will be issued cloth face masks with replacement masks available upon request from the Department of Public Safety. When employees receive their masks, they will be provided with instructions for use, cleaning, and maintenance of cloth masks. • Students will provide their own masks. • Signs will be posted in common areas and on entrance doors indicating that face coverings are required to be worn by staff and students in common areas or during times when social distancing cannot be observed.
Repopulation of the Campus: Screening and testing	• Screening for employees, students, and visitors will be conducted according to the NYS Forward guidelines. Screening requirements will be communicated in advance through various College communication channels. • Employees working on campus are required to complete self-screenings each day, and fill out the electronic employee screening form prior to coming to campus. Students are required to complete a self-screening prior to coming to campus each day. Students must submit the electronic student screening form.

	- Visitors, and employees or students who do not screen prior to arrival, will be screened at campus screening locations. - Screening questions: Visited a state that currently has a New York State travel restriction that is listed in the NYS Executive Order list of Restricted States; Tested positive for COVID-19; Had at least one of the following symptoms of COVID-19: Cough, shortness of breath, fever, chills, sore throat, new loss of sense of smell or taste, unexplained muscle pain, nausea, vomiting or diarrhea.; Been in close contact with someone who has tested positive for COVID-19, or is suspected to have COVID-19. - Any student coming to the College from a foreign country or from the areas under a travel advisory must adhere to a 14-day quarantine. - Students traveling from a state under New York State travel advisory must also fill out the traveler health form as required by NYS. Students will obtain the traveler health form via links on the College's external website, internal website, and in emails and submit a screenshot of this form to the Health Office at healthoffice@corning-cc.edu. - Contact tracing protocols will be in place to include names of people who may have been exposed to a person who has tested positive. The College will coordinate with the local Health Department in the event of a positive COVID test of someone who has visited the campus. - Periodic pool testing of students and employees will be conducted. All individuals in the pool will be tested if the pool test is positive.
Repopulation of the Campus: Residential living	- Residence Life staff will follow CDC and local health department recommendations/guidelines regarding room occupancy. Rooms will be assigned according to current resident health and safety considerations. - All residents will be tested upon arrival. - Residents coming from a state on the New York State travel advisory list must quarantine for 14 days upon arrival. - Recommendations for the fall semester include the following: elevator use will be restricted to a "need only" basis, and the stairs designated as either up or down direction only. In addition, hallways will be marked for "one-way" foot traffic to avoid incidental contact. - Until social distancing can be ensured, student lounges will be closed and/or upholstered furniture will be removed. - Residential Hall kitchen use will be monitored and/or restricted based upon CDC and health department guidelines for multi-person use food preparation areas.
Repopulation of the Campus: Operational activity	Faculty have been encouraged to shift to online or remote live delivery for fall 2020 to reduce classroom density. This delivery is coded in the master schedule.

	• The classes that are not distance delivery will be majority hybrid = some instruction is online asynchronous, and some is f-2-f (i.e. **1.** The same essential f-2-f material each f-2-f meeting in the week- different class members on different days **2.** Different material each f-2-f meeting in the week- some class members f-2-f, and others engage remotely) to accommodate classroom distancing capacity. • The use of shared spaces will be monitored to limit individual contact. Departments that oversee areas that are shared will be required to monitor and limit use.
Repopulation of the Campus: **Restart operations**	• Return to campus unit planning will be based on position level analysis addressing ability for ongoing remote work, adapting work schedules for on campus operations, staggering schedules as needed in group settings, and setting clear expectations for new workplace safety standards. • Workplace safety and protocol training will be required for all employees. • Campus operations will allow for no more than 50% workforce at any one time. • Campus operations will ensure no more than 50% occupancy per space configuration
Repopulation of the Campus: **Extracurricular activities including intramurals and student performances**	• Student clubs and student government will meet virtually • Club recruitment activities will be virtual • No Intramural team activities will occur • Student performances will be virtual • Virtual competitions and student activities will be planned for the fall semester. • Semi-virtual events may be planned for dormitory residents. • The Fitness Center will be open by appointment only (no walk-in access) and will be sanitized between scheduled sessions. • Fall contact sports (i.e. soccer, volleyball) are proposed to be cancelled; hoping to maintain cross country season.
Repopulation of the Campus: **Vulnerable Populations**	• The College Reasonable Accommodation policy currently allows for an interactive process to find solutions to allow for continued work while meeting the individualized needs of employees who live with a disability. In addition, issues of safety for the employee and their household are being considered. Employees are directed to contact Human Resources related to specific situations of concern. • Even if face-to-face classes are permitted, students not comfortable returning to campus will have a wide array of options to take their courses online.
Repopulation of the Campus:	• Cleaning and disinfection are being prioritized by the cleaning staff for high traffic and common touched surfaces.

Hygiene, cleaning and disinfection	• Office staff will be trained to use disinfection products supplied by the Physical Plant to disinfect their own work space prior to and after having guests. • The College will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. • Cleaning logs will be used for shared rooms and offices and maintained by Physical Plant and users. The log will be kept in the room. • Regular cleaning and disinfection will be conducted at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, will be completed. • Physical Plant employees will conduct daily cleaning and disinfection for high transit areas, such as restrooms and common areas. Staff or Faculty using shared spaces or objects will frequently clean and disinfect shared objects (e.g. tools, machinery, microwaves, copiers, etc.) and surfaces in between uses. • Classroom and lab disinfection will be a combined effort of physical plant staff, faculty, and students to meet the timeline for turnover of rooms. If faculty or students are involved with room disinfection, they will wear gloves and be required to wear a mask. Cleaning supplies will be provided to wipe down surfaces. Training will be provided for cleaning protocols. • Cleaning and disinfection are being prioritized by the cleaning staff for high traffic and common touched surfaces.
Monitoring: Testing responsibility	• Our plan is to test all students living in the residence hall upon move-in. Pool testing will be conducted. The College will assume the costs for these tests.
Monitoring: Testing frequency and protocols	• An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing. • All residents will be tested upon arrival. • Periodic pool testing will be conducted for employees and students.
Monitoring: Early warning signs	• The Emergency Response Team will monitor early warning signs of an outbreak and communicate this information to our local Health department. • The College will follow SUNY reporting requirements.
Monitoring: Tracing	• Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive.

	• According to existing procedures, the College will cooperate with the Health Department in the event of a COVID positive test for someone who has visited the campus.
Monitoring: Screening	• Screener Station: The College will create a "Screening Station" for people who are required to be screened prior to entering campus facilities. • Technology Needed: Laptop computer for the Screener location to log visits. • Furniture/Equipment Needed: Plexiglas screen for Screener Station, signs to direct people through the screening process and prevent incidental contact between people who have been and those who have not been screened. • Timing – It is recommended that the screener's desk is open during hours when people will be coming to campus so they can be screened prior to entering any campus buildings. • Masks will be worn by all people entering the screening area(s). • Screening Station Process: The Screener will ask name and demographical questions, four COVID related questions, take the person's temperature and if they pass the screening, allow them to enter the building(s). By gathering this information, we will be able to meet NYS Forward contact tracing requirements.
Containment: Isolation	• Perry Hall, the College's only residence hall, will have rooms with private restrooms left vacant for use as isolation sick rooms.
Containment: Quarantine	• Residence Life staff will maintain contact with quarantined dorm residents for meals and other needs during time of isolation. • The College nurse will check in with non-residential students during their quarantine period. • Residential students coming from a state on the NYS Travel Advisory list have been notified they will need to self-quarantine for 14 days in Perry Hall. They have been given a check-in time on July 31 and were notified that they will be tested for COVID-19 upon arrival and instructed to bring their health insurance information. While in self-quarantine for 14 days, meals will be delivered to the student's room. • Non-residential students receive the NYS Travel Advisory message about filling out the Traveler Health Form when they complete the online self-screening process or pass through a campus screening station. At that point, they are instructed to stay/return home and quarantine for 14 days if necessary.
Containment Students confirmed/ suspected to have COVID-19	• Employees who test positive will be required to notify the Department of Human Resources and the local Department of Public Health so appropriate action can be taken. • Students who test positive will be required to notify the Office of the Assistant Dean of Student Services and the local Department of Public Health so appropriate action can be taken.

	• When the local Department of Public Health is notified of a positive case involving a visitor or staff member, they will notify the College's Director of Public Safety as well as complete the case investigation and all contact tracing • The visitors log will indicate areas visited by the infected person.
Containment Hygiene, cleaning and disinfection	• The visitors log will indicate areas visited by the infected person. The areas will be cleaned and disinfected following CDC guidelines. • Physical Plant will maintain a supply of disinfectant products and will clean and disinfect according to the product labels. • Apply enough Disinfectant Spray to allow product to dwell for the following amount of time: Aurora 605 - 10 minutes Virex II 256 - 10 minutes Diversey Spray and Go - 5 minutes Nova - 4 minutes
Containment: Communication	• The Communications Office will convey the necessary and required information provided by the Emergency Response Team to employees, students, and the public as the specific situation demands. • The Director of Public Safety and Health Services will coordinate communication regarding containment with parties involved in possible exposure.
Return to remote operations ("Shutdown"): Operational Activity	• The instructional path to shutdown will include, as possible, two stages: • Stage 1: All f-2-f classes will transition to distance learning with the exception of approved f-2-f lab/hands-on instruction that necessitates f-2-f. • Stage 2: If further contact limiting is required, all classes transition to distance learning. • Depending on circumstances and requirements, the College may move directly to all classes distance learning. • The College will follow the Governor's Guidance for Infection Rates on College Campuses.
Return to remote operations ("Shutdown"): Move-out	• Drawing upon their experience with the spring semester, the Director of Student Services and the Resident Director will oversee the move-out of students, if the need arises, ensuring that all safety protocols are followed. • As with the spring semester, students who are unable to move out due to health concerns in their hometowns receive the necessary support.
Return to remote operations ("Shutdown"): Communication	• Employees and students receive regular COVID-19 updates from the Office of the President, and this will include the scenario of shutdown, so everyone knows what to expect. • The Communications Office in consultation with Senior Leadership and the Emergency Response Team will activate the COVID-19 "Shutdown" protocol.

	• Communication to staff: text, email, internal website. • Communication to students: text, email, internal website, external website. • Communication to residence hall students will come from the Assistant Dean of Student Services after messaging is approved by ERT (working with local authorities) and Senior Leadership • Signage on campus buildings