

Restarting On-Campus Operations Plan SUNY Canton

I. **Repopulation of the Campus**

SUNY Canton has developed a restart plan for how the campus will operate in Fall 2020. We plan to offer a compressed semester with a single residential move-in period (August 27-30).

A. **Screening and Testing**

Pre-Return Washout: **All students coming to campus (either residential or commuter students)*** will be instructed to self-quarantine at home for seven days prior to returning to campus. Students who exhibit symptoms of the Coronavirus during this period will be required to stay at home and be tested, and if positive, isolate for 10 days or until fever is normal for 2 days and other symptoms have subsided (whichever is longer), before arriving at campus.

Resident students who are non-symptomatic during the washout period will be allowed to come to campus to enter housing. They will be required to wear masks and gloves (to be provided by the campus) as they move into their residence hall pods and immediately self-quarantine. Students will be tested each weekday during the move-in period, using a pooled saliva test and protocol developed at Upstate Medical Center. The pool will consist of up to 25 students who are residents of the same housing pod or have some other affinity, such as cohorts in particular academic programs. Students who are found to be in a negative test pool will be released from quarantine immediately. If any pooled test is positive, the persons in the pool will be individually tested. Students who test positive will immediately be sent home, to their residence, or to another designated location, where they will be required to isolate for 10 days or until fever is normal for 2 days and other symptoms have subsided (whichever is longer), at which point they will be released from isolation.

Commuter students will be required to bring proof of testing negative for the Coronavirus (within 7 days before the start of the semester) either through their own health provider or by pooled testing on campus, or continue via remote instruction until they can do so.

Students who have traveled internationally or to/from a location named in the [New York Travel Advisory](#) within 14 days before their arrival on campus must quarantine for 14 days. Such students living at home or off-campus must self-quarantine at that location. Students living on campus will self-quarantine in their on-campus residence and will be assigned a quarantine restroom. Students under self-quarantine must not leave their quarantine residence during this period. Students arriving from a Travel Advisory location must complete the [New York State Traveler Health Form](#) and submit it to the Office of the Vice President for Student Affairs.

Classes will begin Monday, August 31, by remote instruction for all students. Some classes will transition to face-to-face (F2F) and hybrid instruction for students who have tested negative as soon as the testing period is complete. All others will continue via remote instruction until they can do so.

* Students who are online-only and never plan to come to campus will not need to undergo self-quarantine or testing.

Instruction will continue until November 20 with no breaks. During this period, all students who exhibit any symptoms of the Coronavirus will be required to inform the Davis Health Center immediately and will be tested. If they test positive, contact tracing will be carried out to identify any at-risk individuals, who will also be tested. Periodic random testing of pooled groups will also be carried out to maximize detection of any hidden cases. Students will be strongly discouraged from leaving the North Country until November 20.

Thanksgiving break will be from November 21-29. The remainder of the semester will be offered remotely from November 30 to December 11. Final exams will be administered December 14-18.

Contingencies:

- Localized Early Second Wave: Should any region of the State experience a significant increase in infection rates from August 1-19, resident students from those impacted regions will be required to arrive one week earlier (August 20-23) for additional quarantine time.
- Widespread Early Second Wave: Should there be a widespread “second wave” of the virus from August 1-19, classes will begin August 31 by remote instruction for all students, but resident students would return October 10-11 if safe to do so, and begin quarantine as before. Face-to-face (F2F) and hybrid instruction would begin October 19 for students testing negative, with the remainder of the plan as before.
- Governor’s Declaration: If the Governor declares that it is not safe to reopen the campus for live instruction, we will offer courses fully remotely.

B. Restart Operations/Hygiene, Cleaning and Disinfection

All non-residential campus buildings have already undergone deep cleaning since the pandemic began. Deep cleaning of the residence halls has been ongoing throughout the summer.

Normal cleaning activities have been significantly enhanced, including a greater emphasis on cleaning and disinfecting high-touch surfaces/areas, such as bathrooms, elevators, stairwells, doors, door hardware, handrails, light switches, etc. in all campus buildings and residence halls. In academic buildings, classroom schedules will be monitored via the campus’ electronic meeting system (EMS) calendar.

Classroom furnishings will be cleaned during the day as often as possible without interrupting classroom schedules. SUNY Canton has also purchased three PX200ES Cordless Electrostatic Sprayers using PURTABS sanitizing disinfection tablets (EPA listed as a disinfectant for use against SARS-CoV-2). These electrostatic sprayers will not be a replacement for manual disinfecting; they will supplement our enhanced disinfecting program, as they can quickly disinfect such areas as computer labs by using a magnetically charged spray that wraps around touch points and grounded room surfaces.

Approximately 50% of existing Building Services staff typically assigned to a night shift (3:30 p.m.-12:00 a.m.) will be assigned to a day shift (7:00 a.m.-3:30 p.m.) to provide increased supervision, cleaning, and disinfection of facilities while in use. All staff may be reassigned as necessary depending on need and which reopening contingency plans are adopted.

In addition to cleaning done by Building Services staff, before starting work and before leaving any room in which they have been working, faculty or staff will be required to wipe down all work areas with EPA-registered disinfectant wipes or other appropriate cleaning supplies provided by the College. This includes any shared-space furniture or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, etc.). EPA-registered disinfectant products will also be made available for resident students for use in their own rooms.

C. Capacity to Maintain Social Distancing

SUNY Canton's Guidelines for Returning to Work on Campus document (prepared for Phase 2 and Phase 3) may be found at <https://www.canton.edu/media/pdf/Guidelines-Returning-Work-Campus.pdf>. The document will be updated as State guidance changes.

Visitors will not be allowed in the residence halls. For all other buildings on campus, visitors will be asked to register with the office(s) they will be visiting. All visitors will be encouraged to enter campus via French Hall to check in.

1. Common Spaces

Visual cues will be used to help maintain social distancing, such as floor decals, colored tape, or signage to indicate where people should stand while waiting in line. One-way directional signage will be used in large open workspaces with multiple through-ways to increase distance between persons moving through the space. Where possible, specific stairways will be designated for up or down traffic.

In general, the wearing of masks will be required in all common spaces, including but not limited to:

- Classrooms and laboratories
- Dining areas (except when seated with physical distancing while eating)
- Hallways
- Lounges
- Conference/meeting rooms
- All areas where physical distancing cannot be consistently maintained (including shared offices)
- All common areas (break rooms, kitchens, restrooms, etc.)
- Reception/receiving areas (for those visiting or passing through those areas)

2. Classroom and Instructional Laboratory Population Density

Density for all classrooms and instructional laboratories on campus has been determined by how many F2F students can be accommodated to allow for strict social distancing. Each room or lab has been individually analyzed (an example for Nevaldine North may be found in Appendix A). In most cases this is 50% or less of the room's "normal" capacity. All students attending F2F will be required to exercise strict social distancing and to be masked. Classrooms that are too small to allow for strict social distancing will not be used. Clinical rotation section sizes will be determined through consultation with hospitals and other clinical sites, with students required to wear masks and implement any additional safety requirements that the clinical site may have.

3. Instructional and Research Laboratory Protocols

Laboratory courses will be offered fully F2F in laboratory spaces that have been adjusted for density to allow for strict social distancing; all F2F students will be required to be masked at all times. In order to enhance safety and social distancing, experiments may be offered “live,” online through simulation or equivalent means (when appropriate), or both.

Research projects by faculty and students requiring lab or classroom space will be positioned so that they are at least six feet from other projects, such that faculty and students will be able to exercise appropriate social distancing. Faculty and students will be required to mask unless working alone in a negative pressure space. Social distancing will also be required for outdoor projects. Students working in teams will either be required to work in individual shifts, or if possible, while social distancing. Masks must be worn at all times, with the equipment and work area being wiped down after each shift or period of use.

D. Personal Protective Equipment (PPE)

Faculty, staff, and students will be provided with appropriate PPE. This will include both reusable masks (two per student/employee) and disposable masks as needed. In coordination with the College’s Central Storehouse & Receiving, the Environmental Health & Safety Office (EH&S) will continue to closely monitor and document inventory and distribution of PPE. The Campus has acquired PPE via vendor purchase, SUNY Office for Capital Facilities Environmental Health & Safety (CFEH&S), and St. Lawrence County Emergency Services. EH&S will continue to coordinate with CFEH&S each week to request PPE as needed, as well as coordinating with St. Lawrence County Emergency Services for additional PPE needs. EH&S will contact all areas of the campus to determine the PPE needs for each area. Upon receipt, EH&S will coordinate with Central Storehouse & Receiving the quantity and packaging. Distribution to each area will be accomplished via intercampus mail.

E. Residential Living

SUNY Canton will reduce density in its residence halls to double-occupied and single-occupied rooms . This allows a total of up to 1,175 students to be housed (compared to our normal total of 1,230 with triples). If housing demand exceeds 1,175, consideration will be given to converting 50 single rooms in suites in Kennedy Hall into doubles, allowing 1,225 students to be housed. Cleaning protocols for campus housing are described in Section I.B.

SUNY Canton will adopt a social contract which all residential and commuting students will be required to sign. The contract will restrict social gatherings to 25 or fewer individuals or 50% of a room’s maximum occupancy (whichever is less), prohibit off-campus visitors to the residence halls, and enforce social distancing.

Card access will be programmed to only allow student access to their own residence halls. The wearing of masks will be required in all hallways, lounges, and common spaces.

F. Dining Services

1. Training

Prior to opening, all food service employees not already certified will be trained in ServSafe (from the National Restaurant Association), a comprehensive training and testing program designed to teach all aspects of food safety and maintaining well-organized and clean facilities. Several of our managers are certified ServSafe instructors, which exceeds the NYS Department of Health recommendations. Continuing communications will be an essential part of training protocols for employees.

2. PPE

Dining Services will provide face masks for all employees, who will be required to wear them at all times when in public. Hand-washing stations are present along with sanitizing and disinfecting products. Hand sanitizer will be provided at all entrances and throughout higher-traffic areas of the dining facilities. Plexiglass shields will be installed in each cashier area, and gloves will be provided.

3. Lowering Density

Density will be lowered by removing tables and chairs, providing sufficient space for social distancing. Entrances and exits will be clearly labeled, and alternative exits will also be used. Students at the dining center will self-swipe their IDs after verifying their picture to the cashier. Use of arrows and distancing lines on floors and stairs will be in place. Stanchions will be utilized to assist with the flow of traffic. Posters and signs will clearly state customer procedures and protocols including requiring customers to wear face masks in all dining operations until seated. Staff at the entrances to the dining facilities will also help control flow and direction to maintain this lowered density. There will be a limit of two people in elevators. Customers will be required to follow all directional signs, not move or relocate tables and seating.

4. Cleaning

There will be an increase in facility cleaning and disinfecting of frequently touched surfaces throughout all hours of operation. A system of using flip cards will help ensure proper cleaning of tables and seats between uses. Disinfectant spray and disposable cloths will be provided for self-cleaning of tables and chairs in some areas. There will be an increased number of displays of COVID-19 and how to stop the spread.

5. Meal Plans and Dining

Residential meal plans will remain as the current all-you-can eat dining plan. The dining center will eliminate all self-serve stations and only provide staffed areas. All stations have proper sneeze guards in place, and staff will be properly protected wearing masks and gloves. Portion-control condiments and sauces will be made available at each staffed area. Dining services will provide pre-packaged napkin and silverware packets. Menus and cooking procedures will be amended to reduce lines at high-traffic stations. The dining center will provide a take-out option during high-volume times. Flexible transferring of student dining meals to other campus retail food locations will also reduce density and volume in each facility.

G. Extracurricular Activities

Managing a residence life program during a pandemic will require fundamental changes from the way we have traditionally operated:

- Student travel out of the region will be strongly discouraged.
- Clear guidelines that students can understand and follow will be provided and strictly enforced. Resident students who violate these policies more than once will be removed from housing with no refund.
- To reduce density and eliminate larger gatherings, Resident Assistant and small group programming will be hosted in a remote format as often as is sensible.
- Due to anticipated high attendance and inability to social distance, Orientation for Fall 2020 will be offered online only. Other large-scale events such as Homecoming and Family Weekend will also likely move to online.
- A mix of student programming will be offered F2F in ways that allow for small groups with social distancing, in online and remote formats, and outdoors using large spaces.
- Wellness education programming will be stepped up for the Fall semester, mostly remotely but in small F2F groups if safely possible.
- More specific rules on travel and competition will be developed for student athletes following guidance from the NCAA, our athletic conference, and the State.

H. Operational Activity

1. Scheduling

SUNY Canton will use a prioritized system for scheduling courses in a F2F format in the following order:

- Courses containing activities required for accredited programs.
- Laboratory activities that cannot be effectively transitioned to an online format.
- Recitation or discussion sections for high-enrollment classes and/or that primarily serve first-year students. These sections allow for faculty to assist students in translating complex content into critical understanding and lead to greater retention.

This prioritized system will also allow for flexible block scheduling and use of facilities. The activities for a particular course section might be scheduled in a particularly well-suited “Classroom A” for a necessary time period, with students then moved into another location once that need has been met, allowing “Classroom A” to be used for another section. This format would also allow for courses to be scheduled in an intensive 3-4-week block. If necessary, all but the activities required for accredited programs could be moved online if there is a resurgence of the virus.

This prioritized system plays to our institutional strengths: a modified flex modality flipped format that emphasizes the applied learning and hands-on activities that are central to our mission.

2. Format for Academic Programs

Courses will be offered in all programs in the following manner:

- Larger lecture courses will be offered online only.
- We will use a variety of instructional modalities to reduce density in the classroom. All classes will be taught in Flex Modality, maximizing the ability to maintain social distancing and provide necessary accommodations. Students will have alternate access to instruction: synchronous remote learners in real-time through video streaming; asynchronous remote learners who access materials, recorded lectures, and respond at a later time; or F2F learners socially

distanced, with masks, in the classroom. If needed, students can be designated to attend 'live' or online on a rotating basis to control density.

- Recitations and discussions will be offered fully F2F in classrooms that have been adjusted for density to allow for strict social distancing; students will be required to be masked at all times. Some recitation and seminar sections may be offered in flex modality (see above) so that online students can participate.
- Laboratory courses will be offered fully F2F in laboratory spaces that have been adjusted for density.

3. Instructional Support

As is currently the case at SUNY Canton, all academic support services will be available online, and students will be encouraged to access services such as tutoring via real-time virtual conferencing or asynchronously via our online tutoring software. Students will access counselors and support staff via virtual appointments.

I. Vulnerable Populations

SUNY Canton offers accommodative housing for students with medical conditions. This housing can be applied for in advance, and several units are set aside for last-minute issues. The Davis Health Center works with individual students to ensure that any medical issues can be properly addressed. Since all courses will be offered in remote learning as at least an option, students and faculty who may not feel comfortable returning to campus will be able to safely participate in educational activities. In the case of laboratories and clinicals, alternative learning arrangements will be made as allowable by accrediting bodies.

II. Monitoring

The protocol for returning students is being jointly created in a coordinated effort by the four colleges in the Associated Colleges of the St. Lawrence Valley (ACSLV), the two major hospitals in the region, our local health authorities, and the Regional Control Room. The protocol will fully align with NY Forward requirements and guidelines.

A. Testing Responsibility

SUNY Canton will use a combination of systematic and event-driven testing. All residential and commuter students will initially self-quarantine and then be tested. Students who are online-only and who will never come to campus will not be tested. SUNY Canton will purchase the necessary testing kits. Faculty and Staff will be strongly encouraged to get tested via their healthcare provider. Any instance in which a faculty or staff member tests positive, they must inform the SUNY Canton Human Resources Office.

After the initial screening tests, students who exhibit symptoms of the Coronavirus will be tested. The College will also conduct random pooled saliva test screenings to determine if any "hidden" occurrences of the virus may be present, as well as testing wastewater if approved test methods become available.

Both local hospitals and the Department of Health have expressed willingness to assist in testing either on the campuses or in local clinics. The four colleges in the ACSLV are also investigating how more advanced students in health-related degree programs can be safely involved on a voluntary basis in the testing and monitoring effort, under appropriate supervision, in order to increase throughout.

Any additional best practices that may become available at the time of reopening will be implemented as amendments to our plan.

B. Initial Screening

1. Pre-Return Washout

All residential and commuter students will be instructed to self-quarantine at home for seven days prior to returning to campus. Students who exhibit symptoms of the Coronavirus during this period will be required to stay at home and be tested, and if positive, isolate for 10 days or until fever is normal for 2 days and other symptoms have subsided (whichever is longer), before arriving at campus.

2. Initial Testing

Resident students who are non-symptomatic during the washout period will be allowed to come to campus to enter housing. They will be required to wear masks and gloves as they move into their residence hall pods and immediately self-isolate. Testing will be carried out each evening during the move-in period, using a pooled saliva test and protocol developed at Upstate Medical Center. The pool will consist of up to 25 students who are residents of the same housing pod or have some other affinity. Students who are found to be in a negative test pool will be released from isolation immediately. If any pooled test is positive, the persons in the pool will be individually tested. Students who test positive will be required to isolate for 14 days or until fever is normal for 3 days and other symptoms have subsided (whichever is longer), at which point they will be released from isolation.

Commuter students will be required to bring proof of testing negative for the Coronavirus (within 7 days before the start of the semester) either through their own health provider or by pooled testing on campus, or continue via remote instruction until they can do so.

Students who have traveled internationally or to/from a location named in the New York Travel Advisory within 14 days of their arrival on campus will be quarantined for 14 days. Such students living at home or off-campus must self-quarantine at that location. Students living on campus will self-quarantine in their on-campus residence and will be assigned a quarantine restroom. Students under self-quarantine must not leave their quarantine residence during this period.

C. Testing Frequency and Protocols/Early Warning Signs

The College has developed an electronic form for regular screening of employees and students. The form asks:

1. Is your temperature 100 degrees Fahrenheit or higher?
2. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or has had any symptoms of COVID-19?
3. Have you tested positive for COVID-19 in the past 14 days?

4. Have you experienced any new or worsening symptoms of COVID-19 in the past 14 days?

Employees of the College will be required to complete and submit this electronic form daily, prior to reporting to work on campus. If the answer to any of the above questions is “yes,” a message appears stating that the individual must not report to work, must notify their supervisor, must contact their primary care provider, and follow any instructions from the local public health department. A message is also generated and sent to the Human Resources office for follow-up. If the answer to each of the above questions is “no,” responses are sent to a database for collection and review. Faculty and staff will not be required to undergo testing for the virus, but are strongly encouraged to do so through their healthcare provider.

Students of the College will be required to complete and submit this electronic form daily. If the answer to any of the above questions is “yes,” a message will appear stating that the individual must not report to class or any other activity outside of their residence and must notify the Davis Health Center immediately. A message will also be generated and sent to the Davis Health Center for follow-up. If the answer to each of the above questions is “no,” responses will be sent to a database for collection and review.

Periodic pooled testing of students will be carried out to maximize detection of any hidden cases and early warning signs. If methods to monitor residence hall or office waste streams are approved as sufficiently sensitive, SUNY Canton will implement them as part of an early warning strategy.

If students on campus tests positive, the Emergency Response Resource Group (ERRG) will be informed and the Public Relations team will coordinate communications, both on- and off-campus.

Students will be strongly discouraged from leaving the North Country until they return home at Thanksgiving.

D. Self- and Mandatory Quarantine

- Students who have traveled internationally or to/from states with New York travel restrictions within 14 days of their return to campus will be required to self-quarantine for 14 days, either at their off-campus residence or their on-campus residence.
- Students who are exhibiting symptoms associated with the COVID-19 virus will be required to contact the Davis Health Center and to self-quarantine as testing is carried out. Students found to be negative will be released from self-quarantine. Students found to be positive will be isolated (see Section IIIB)
- Students who are identified through the contact tracing process as having significant contact with positive cases will be placed under a mandatory quarantine for 14 days.

During the quarantine period:

- The student must not leave their residence.
- The individual must use a restroom designated for quarantined purposes. Cleaning supplies will be provided for shared restrooms.
- Students quarantining at home or off-campus should be in a separate bedroom with a separate door from others, and with a separate bathroom if possible.
- Food will be delivered to students quarantining on campus. Garbage must be bagged and left outside the door for pickup.

- Students under quarantine must take their temperature twice daily, monitor their symptoms, and inform the Davis Health Center daily as to any change in their status.
- The College will notify nearby medical facilities should a student experience more than mild symptoms and who may require medical assistance.

E. Contact Tracing

A dozen College employees have completed the John's Hopkins University Contact Tracing course, and more are in the process of doing so. Additionally, we are investigating the possibility of having nursing faculty and students complete the training so that they can augment the College's and County's numbers. The College will assume the lead in tracking cases on campus in close coordination with the St. Lawrence County Public Health Department.

III. Containment

The College's Emergency Response Resource Group (ERRG) will be the designated point of contact if any positive cases are identified among students and/or employees on campus. The Public Relations team will be responsible for subsequent communications and answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institutions. They will also coordinate with the St. Lawrence County Public Health Department, neighboring institutions of higher education, and local hospitals and health systems.

A. Suspected COVID-19 Cases

After the initial screening test period (described above), all students will be required to continue monitoring themselves for any unusual symptoms related to the Coronavirus. Those exhibiting symptoms will be required to inform the Davis Health Center and will be immediately tested. If they test positive, contact tracing will be carried out to identify any at-risk individuals, who will also be tested.

B. Isolation of Positive Cases

Students who are confirmed positive will be isolated in the following manner:

- Students living within 200 miles of the campus will be sent home for isolation, following best-practice guidelines at the time.
- Students living farther than 200 miles from the campus will be given the option of being sent home to isolate, following best-practice guidelines at the time; or by being isolated in local hotel rooms designated by St. Lawrence County for this purpose, or by being isolated in rooms set aside for this purpose on campus.
- All homeless or international students will be isolated in local hotel rooms designated by St. Lawrence County or be isolated in rooms set aside for this purpose on campus.
- All isolated students will continue their courses by remote instruction during this period. If the student's symptoms become serious, after consultation with medical authorities, they will be transferred to a local hospital.

- Students who are isolated in local hotels/motels will be placed in rooms with separate beds located at least six feet apart for the isolation period. En suite bathroom facilities will be shared. Disinfecting wipes, masks, and other necessities will be supplied. Since internet is available in the rooms, the students will be able to keep up with their courses. More serious cases will, in consultation with local health authorities, be transferred to a local hospital. The College's dining services will arrange for food deliveries during this period.
- In addition, 2 suites in Kennedy Hall will be taken off-line to be used to house students testing positive for the Coronavirus. Suites have five rooms and two bathrooms. If necessary, up to ten students could be housed in a suite, with two in each room. Bathroom facilities will be shared. Disinfecting wipes, masks, and other necessities will be supplied. Since internet is available in the rooms, the students will be able to keep up with their courses. More serious cases will, in consultation with local health authorities, be transferred to a local hospital. Dining services will arrange food deliveries.

C. Quarantine for Contacts of Positive Cases

Based on contact tracing, contacts of any positive cases on campus will be identified and instructed to self-quarantine based on the same general protocol as above. Quarantined contacts will be kept separate from isolated positive cases.

D. Communication

SUNY Canton's Communications Team has outlined the broad categories of information that will be communicated to the various constituencies across campus as well as in our communities. These categories include:

- **Campus Academic Calendar** (Start and end dates; Changes in the current calendar)
- **Fall Semester Academic Plan** (Online, Flex, Hybrid, F2F modalities; Social distancing in classrooms and labs; Safety guidelines for labs and clinicals; Procedures for advising, Course scheduling, Financial Aid)
- **Testing/Contact Tracing Guidelines & Procedures** (Expectations for frequency of testing; How to access testing; Contact tracing procedures)
- **Campus Safety Policies** (Cleaning/disinfecting sanitizing procedures; Health screening; Workplace rules and guidelines; Quarantine/isolation procedures)
- **Personal Safety Practices** (Social distancing, mask policies; Handwashing and hygiene)
- **Emergency COVID-Related Communications** (Number and nature of positive cases; Buildings affected/temporarily closed; Cleaning/disinfecting procedures; Campus shift to remote instruction due to second wave of Coronavirus)

For each of these categories, a detailed matrix has been created to outline to whom, how, and when the information will be communicated (see Appendix B for an example).

With regard to the issues related to Testing, Campus Safety Practices, and Personal Safety Practices, SUNY Canton will utilize the Health Belief Model (HBM) for its messaging. In this model, the track of the messaging will follow a four-step path from Awareness to Knowledge to Attitude and to Skill in order that isolation, social distancing, and healthy behavior plans will have the highest likelihood to work. Best practices indicate that single-staged communications efforts will ultimately be unsuccessful.

Using hand washing as an example, first, people need to be told that this is important (awareness). Then, they need to be shown how to do it, using posters and other such materials (knowledge). Then, their attitude needs to be shifted through a campaign about how handwashing will improve their health and provide them with benefits. Necessary materials (soap, sanitizer) will be provided to make the shift as simple as possible, so that attitudes toward handwashing will improve. Finally, as this becomes a routine part of their life, people will handwash more effectively and more often (skill).

IV. Return to Remote Operations (“Shutdown”)

Should the rate of COVID-19 infection rise such that it threatens to overcome the local hospital capacity, after an executive order from the Governor or through consultation with local health authorities, the College will shift to remote instruction and require students to return home to continue their studies, similar to Spring 2020.

A. Operational Activity

All courses will be offered with Remote Operations being an option. Thus, should a return to totally remote operation be necessary, the course materials will already be online and available without even the need to “flick a switch”. A laboratory contingency plan is already in place such that experiments that cannot be easily carried out by simulation or remotely will be done early in the semester, while those that can be simulated will be done later. A similar plan is in place for activities mandated within our accredited programs, subject to approval by the accrediting bodies. This will make any necessary shift to completely remote operations as simple as possible. Since all student support services are always available remotely, they will not be affected by a return to completely remote operations.

B. Move Out

The College will encourage all resident students to only bring items they will need for the months of August-November and minimal “extras” so as to reduce any need for students to subsequently return to campus to move out belongings. Additional boxes and bags will be provided.

A contingency plan for emergency contracting of busses through St. Lawrence County Public Transit is being created that will expedite travel, particularly to Albany, Syracuse, and New York City for students without vehicles. The plan includes immediate access to financial resources (through College Association accounts); staffing to get tickets ready, handle the purchases, choose bus monitors, and manage the overall process.

After the students depart, the College’s Residence Life staff will “close” the buildings, going room-to-room to ensure that all electronics and appliances have been removed or are not plugged in, ensure that garbage has been removed, etc. Room damages will be assessed as appropriate. Card access will be switched to “vacation access” and only students having authorization will be allowed to stay.

The College will offer emergency housing for international and homeless students, as well as those who have a well-founded claim they need to stay after housing is closed and courses are fully remote, similar to what was done in March 2020. Students who are approved to remain on campus in housing during

the Shutdown will be moved immediately to single rooms with single baths. Meals and health care needs will be provided.

C. Communication

SUNY Canton's Communications Team has developed a plan to communicate both internally and externally, as indicated in Section III.D.

Appendices

Appendix A: Sample Density Reduction Calculations for Classrooms in Nevaldine North

Appendix B: Sample Communication and Outreach Matrix

Appendix A
 Sample Density Reduction Calculations for Classrooms in Nevaldine North

SUNY Canton Maximum Occupancy Spreadsheet 10/1/2009

NEVALDINE NORTH OCCUPANT LOAD									
Building Info	Description	Sq. Ft.	# Exits	Occupancy			Occupant Load (Sq. Ft. Per Occupant)	Notes:	Estimated Student Stations with Social Distancing
				Student Stations (PSI)	Max Occupancy Posted	Method			
102	Lecture Hall	1674	2	110	112	# of seats	14.95	97 BCNYS 1004.1.1 Actual Number	28
112	GMMD	2350	1	24	26	# of stations	90.38	97 BCNYS 1004.1.1 Actual Number	19
113	Gen Classroom	428	1	38	40	# of seats	21.4	97 BCNYS 1004.1.1 Actual Number	18
115	Gen Classroom	1208	1	38	40	# of seats	34.51	97 BCNYS 1004.1.1 Actual Number	20
118	Elec Circ Lab	1526	2	26	28	# of stations	54.5	97 BCNYS 1004.1.1 Actual Number	15
119	Gaming Design	1792	2	25	30	# of seats	40.73	97 BCNYS 1004.1.1 Actual Number	15
120	Electronics Lab	1460	2	26	28	# of stations	52.14	97 BCNYS 1004.1.1 Actual Number	12
124	Computer Lab	762	1	22	24	# of seats	31.75	97 BCNYS 1004.1.1 Actual Number	12
125	Physics Lab	1396	1	24	26	# of seats	30.35	97 BCNYS 1004.1.1 Actual Number	20
128	Computer Lab	1460	1	24/30	26/32	# of seats	56.15	97 BCNYS 1004.1.1 Actual Number	12
129	Physics Lab	1184	1	32	34	# of seats	34.82	97 BCNYS 1004.1.1 Actual Number	16
	Total Occupant Load:			365	388				187
	Exit		Exit	BCNYS	Exit				
			Width (in.)	1005.1	Capacity				
	North Exit		72	0.2	360				
	South Exit		72	0.2	360				
	Total Exit Capacity - Nevaldine North:				720	Difference:	332		

Appendix B

Sample Communication and Outreach Matrix

Campus Schedule & Academic Calendar

- Start & end dates
- How breaks will be handled

To Whom	Means of Communication	Frequency of Communication
SUNY System Admin	Email	Prior to release to campus/public
County PHD/Control Room	Email	Prior to release to campus/public
Faculty & Staff	Email	As soon as decision is finalized
	Website – Academic Calendar Page	
	Social Media	
	RAVE Alert	
Existing/Returning Students	Email	As soon as decision is finalized
	Website – Academic Calendar Page	
	Social Media	
	RAVE Alert	
Prospective/Incoming Students	Text (via Admissions)	As soon as decision is finalized
	Website – Academic Calendar Page	
	Social Media	
Unions	Email	As soon as decision is finalized
Community	Website – Academic Calendar Page	After release to campus
	Social Media	
	Press Release	
Government officials	Email	After release to campus