



Re-Opening Plan

NIAGARA COUNTY COMMUNITY COLLEGE

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Table of Contents

Background.....	2
Guiding Principles and Governance	2
Phasing and Data Baselines.....	3
Committee Construct	4
Sub-Committee Actions and Plan Highlights.....	4
Health and Safety	4
Travel, Isolation and Quarantine	9
Academic Instruction	10
Auxiliary Services.....	10
Extracurricular Activities.....	12
Student Housing	13
Communication	14
Shutdown and Resurgence of Covid-19 Response	15
Summary	16
Appendix/Crosswalk of SUNY Checklist.....	17



Niagara County Community College Re-Opening Plan

Background:

As a regional SUNY institution, Niagara County Community College will employ guidance from the State of New York and our local government sponsor in implementing repopulation of our campuses and reintegration of academic and other activities. The NCCC campus is spread across two distinct geographic locations, Sanborn and Niagara Falls. The Sanborn campus is comprised of eight interconnected buildings, consisting of approximately 500,000 gross square feet of space, including labs, lecture and administrative spaces. On the grounds of the Sanborn campus, in addition to the main campus facility, is a 130,000 square-foot student housing complex with a maximum capacity to house 328 students. The Niagara Falls campus, the Niagara Falls Culinary Institute, is a 90,000 square foot facility consisting of labs, lecture, administrative and public accessible space which includes the student-run Savor restaurant.



Guiding Principles and Governance:

In alignment and conjunction with guidance provided by New York State, SUNY and our local county sponsor, NCCC's re-opening plan is designed to ensure compliance with these agencies of oversight. We are leveraging information provided by the CDC, and state and local health departments, to ensure best practice is implemented across our organization. Our plan is based upon current conditions provided at the time of this plan construct.

In addition to the above guidance, the following principals ground the direction of the college's plan:

1. Providing a safe and healthy environment for our students, staff and faculty.

2. Promoting academic integrity and excellence in administration of learning objectives and outcomes.
3. Ensuring accessibility for business operations to ensure ancillary services are in place to serve students and greater community.

Phasing and Data baselines:

To develop capacities for instructional space, volume of staff members permitted on campus, and projected student volume, the following data and assumptions were utilized:

1. Base volume of students was derived from 2019 fall enrollment values, yielding a baseline of 3600 students for our calculations.
2. Baseline value of 700 for employee volume was utilized.
3. Values of capacity at 25% for staff is equal to: 175 team members, 50% 350 team members.
4. Values of capacity at 25% for students is equal to 900 students, 50% is 1800 students.
5. Assumption of 6' social distancing circle as a basis for social distancing calculations and room capacity methods. To account for human mobility factor, increase of social distancing circle calculation to a 4' radius, yielding a 50-square-foot need per person value.
6. Occupancy load in instructional and support spaces was calculated using gross square footage to obtain a theoretical maximum occupancy load. Each space was assessed in-person to determine actual capacity with physical constraints (counters, desks, etc.) to determine actual available occupancy load.
7. Values were overlaid and compared to accepted seats per classroom and actual volume of incoming students, providing data on viability of current classroom arrangement or identification of needed PPE and engineered solutions to be installed for execution of on-site instruction, targeting lab space as most critical for in person instruction.
8. Individual and ancillary work areas were queried to determine risks and physical space conditions to obtain a practical list of required PPE and/or engineered solutions in designing safe work environments. Barriers for offices, public facing areas, and classrooms have been ordered and are in the process of being installed. Example of a below biology lab space:



9. Methods to facilitate reintegrating staff and students at volumes of 25%, 50% and 100% support a phased approach that allows implementation plans to be tested and augmented under lower values if necessary.

10. Scheduled sessions for instructional lab sessions:

- a. Summer Session II (30)
- b. Fall 2020 (240)

Committee Construct:

Communication and campus-wide participation are critical in developing a plan of this magnitude. We developed a committee that is manageable and has representation from across the campus community.

Team Member	Title	Area Represented	Sub Committee
Alissa Shugats-Cummings **	Director of Transitional and Career Services	Student Services & CASC	Auxiliary Services
Amanda Haseley	Director of Athletics	Athletics	Auxiliary Services
Barbara DeSimone **	Director of Public Relations	Public Relations	Communication
Catherine Brown	AVP of Human Resources	Human Resources	Health & Safety
Cheri Yager	Supervisor of College Nursing	Health and Wellness	Health & Safety
David Nemi	Professor	FAC Union President	Academic Instruction
Jesse Goldberg	Director of Technical Services	OIT	Academic Instruction
Josh Blumberg	AVP of Academic Affairs	NFCI	Academic Instruction
Julie Woodworth	Professor	Faculty Senate President	Academic Instruction
Lydia Ulatowski **	VP of Academic Affairs	Academic Affairs	Academic Instruction
Matt Stolzenfels	Grounds	TSPA Union President	Health & Safety
Rich Johnson	Manager Dining Services	Auxiliary Services	Auxiliary Services
Robert McCartney	Public Safety	ESPA Union President	Health & Safety
Robert McKeown	AVP of Enrollment	Student Services	Auxiliary Services
Ross Annable	Chief of Public Safety	Public Safety	Health & Safety
Tayllor Clark	Student Senate President	Student Body	Auxiliary Services
Wayne Lynch **	VP of Operations	Committee Chair & Operations	Health & Safety (All)
** Indicates Lead for Sub-Committee			

The committee has (4) working sub-committees:

1. Health and Safety
2. Academic Instruction
3. Auxiliary Services
4. Communication

Health and Safety:

1. Facility preparation to include HVAC systems, Life Safety system compliance, and integrity. This includes but is not limited to:
 - a. All HVAC units have had filter changes conducted at the end of the spring semester. We will change all HVAC filtration prior to the start of the fall semester.
 - b. Filter replacement will be increased in frequency from annual to quarterly.
 - c. The facility has been routinely sanitized since the start of the Covid-19 shutdown, this included areas not in use, areas under use and common spaces. High touch surfaces are cleaned daily, as well as areas in use under limited staff and capacities.
2. Plumbing and domestic water system integrity:
 - a. The facility utilizes tube and shell heat exchangers for domestic hot water system distribution. This system is redundant with (2) sets of heat exchangers, pumps and controls.
 - b. The system operating temperature is normally set at 120 degree Fahrenheit.

- c. In order to reduce bacteriological growth and ensure safety the organization will implement a heat and flush procedure prior to opening the campus for wide spread use. This procedure will be performed quarterly, in the following manner:
 - i. System operating temperature will be raised to 180 degrees Fahrenheit.
 - ii. All plumbing fixtures (building by building) will be opened and flushed for a minimum of 15 minutes.
 - iii. The system will be brought back down to normal operating temperature, to ensure scolding does not occur.
- 3. As an access control, the Sanborn Campus Learning Commons South Entrance will act as a single point of entry for the initial phase. As allowable volume increases, the Learning Commons North Entrance will be added. This will provide 2x capacity for incoming volumes of staff and students, while maintaining control over access and screening. At the Niagara Falls location, 3rd floor access from the parking ramp will be the single point of access. Limiting entrances provides the ability to screen staff, students, and other individuals prior to entry. For Student Housing, initial screenings will be performed prior to occupancy, and students will then utilize screening provided upon entrance to college buildings for daily monitoring. All entering the facility will be issued a color coded sticker upon entry to provide a visible indicator, verifying the screening process has been performed.
- 4. Currently there is no process or ability to test every student and or staff member prior to entering the campus. We will utilize the screening process as our risk mitigation method.
- 5. Visitors to the campus will be provided access via a scheduled time. Access will be utilized for face to face interactions in areas such as admissions, financial aid and records. These face to face meetings will be conducted only if remote interaction is not sufficient in resolving the issue or the external party.
- 6. The Wellness Center medical staff are implementing a screening process comprised of daily temperature checks upon entry, and specific inquiry to include self-reporting of:
 - a. Exposure to those infected with COVID-19.
 - b. Symptoms (fever, cough etc.).
 - c. Travel from areas of high concern (currently South America as an example).
 - d. If any criteria set forth in the daily screening process yields a “positive” indicator such as high temperature or exposure to Covid-19, access to the campus will be denied until such time the individual can provide medical clearance. This will be consistent for both students and staff.

Additionally, free standing infrared temperature screening devices have been purchased to provide maximum distance when screening is being conducted and increase throughput.

- 7. Spaces to be occupied have been reviewed per above narrative to ensure social distancing, PPE requirements, and engineered solutions (e.g. biology labs area will be outfitted with Lexan barriers to allow for scheduled occupancy while creating physical barriers between students and staff). Where barriers cannot be installed or activity is not conducive to the implementation of physical barriers, PPE is being purchased and provided to students and faculty. For staff areas, capacity on-site will drive measures to mitigate risk associated with COVID-19. We are currently utilizing a work from home strategy, and as restrictions ease, a phased approach of 25%, 50% and 100% will be utilized to reintegrate the campus. These areas are also being assessed to determine appropriate and practical engineered solutions, and PPE requirements.

8. PPE and sanitization products are purchased and being distributed including masks, hand sanitizer, bleach wipes, and bleach-based cleaning products. Areas not in use are being cleaned and closed off, to limit total square footage of areas to be cleaned. With an ultimate goal of daily cleanings for staff areas and cleaning in between academic sessions, cleaning staff and resources are being directed to high touch and common-use areas and occupied spaces. Based on the below chart, for lab areas 6-7 FTE's will be dedicated to this process. For office areas that will be placed back into service under the phased approach, we will provide daily cleaning of all spaces. The cleaning schedule will be derived from staffing plans submitted and approved by the re-opening committee. These areas will include business office functions, registration, counseling, and student services as examples.



Days of the week (total labs)						
M	T	W	R	F	S	
82	80	95	74	61	13	Number of labs sessions
2460	2400	2850	2220	1830	390	Minutes per day
5.9	5.7	6.8	5.3	4.4	0.9	Custodial Staff needed per day just for labs

9. Cleaning frequencies and methods:
- All classrooms in use will be sanitized daily, starting with high touch surfaces and working from top to bottom in conjunction with CDC guidance.
 - Bleach will be utilized as the primary disinfectant product (already sourced with ample volume).
 - Hand sanitizers will be placed outside of each classroom in use, and located throughout the common travel paths and common areas for ease of access and use.
 - Single use disinfect wipes will be placed in each classroom and offices for staff and student use.
 - Cleaning staff will log daily: time, person, and area cleaned. Record-keeping will ensure supply usage data is available in real time for replenishment.
 - Specific areas will have primary and secondary environmental staff assigned for daily cleaning. Daily report-outs will provide a communication process for the staff to account for changes in use, exposures, and remediation.
10. Signage and information:
- Floor and wall markings are being placed throughout the campus to ensure proper social distancing. Examples below:



11. Social Distancing and PPE:

- a. Limiting meetings to 25 people and under (space constraints with social distancing permitting).
- b. All entering the facility are required to wear a mask or entry will be denied. PPE will be required in corridors during travel to and from common spaces, offices, classrooms, and other spaces such as dining services etc. When in instructional space, if physical barrier and or social distancing cannot be installed or enacted, masks will be required at all times. Mask types allowable will be consistent with CDC guidance and will include, these are also illustrated in the NCCC Return to the Work Place guidance document. Examples included below:
 - i. Disposable.
 - ii. Cloth (example: as issued by Niagara County Emergency Management).
 - iii. N95 for those executing screening at entry points.

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask	N95 Respirator
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

- c. Sanitizer is at entry points and widely distributed for use.
- d. Floor markings and signage will be visible throughout facility, displaying requirements, spacing, and required PPE compliance.

- e. PPE will be provided to the faculty, staff, and students by the institution at no charge. We anticipate based upon the below projected volumes a usage rate of (note masks will be provided to each person (1) per week or until soiled/damaged. A 10% loss factor has been calculated to account for lost, damaged etc.):

Type	Volumes (100%)	Mask usage by Volume (Weekly)			Loss Rate (10%)			Mask Usage (w/loss factor)		
	Staff	25%	50%	100%	25%	50%	100%	25%	50%	100%
Staff	700	175	350	700	18	35	70	193	385	770
Students	3600	900	1800	3600	90	180	360	990	1980	3960
Total Masks (Weekly)								1183	2365	4730

12. Contact tracing will be performed by the Niagara County Health Department (NCDOH). Any suspected or declared cases will be sent to the local health department as per NYS guidelines. Other actions associated with our tracing plan include:

- For tracking of housing students, the NCDOH will act as the control point.
- Case management of these students and communications will be conducted by the NCDOH.
- The NCDOH will notify any student(s) of a potential exposure by other students and/or staff and faculty.
- For staff and faculty, the NCDOH will act as the control point for tracing and notification. Human resources will be the contact point for staff and or faculty for their respective benefits and coverage as related to Covid-19 exposure.
- NCDOH will notify any staff or faculty members of a potential exposure by students and or others on the campus.

13. Students needing testing can have it done at NCCC by NY State. There is currently no charge to the student. To access the testing site, students will be required to make an appointment. They access the appointment application via the NCDOH website

<https://www.niagaracounty.com/health/Services/Public-Health-Preparedness/2019-Novel-Coronavirus-COVID-19>. Appointments can be given for the same day.

- Students can also speak to their provider and/or an urgent care facility if they prefer to do so for testing.
- Students who test positive for COVID-19 and have symptoms would need to self-isolate for at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved (and approved release from isolation by NCDOH) per CDC guidelines for home isolation:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html.
- Students who test positive for COVID-19 and do not have symptoms would need to self-isolate for at least 10 days since his/her test per CDC guidelines for home isolation:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html.
- Depending on the student's healthcare provider's advice and availability of testing, retesting may be recommended.

- e. Students identified as a quarantine by the Niagara County Department of Health will stay home (quarantine space deemed acceptable by the NCDOH) for 14 days after their last contact with a person who has COVID-19 per CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- f. Students under isolation as well as those under quarantine need to work with their instructors to continue their classes in an online format so they do not fall behind.

14. Vulnerable populations will be addressed on a case-by-case basis:

- a. For staff seeking accommodation through the Human Resources Department, assessments and approval will be provided for the below optional methods of safeguarding these populations.
- b. For students seeking accommodation through the Office of Accessibility Services, assessments and approval will be provided for the below optional methods of safeguarding these populations.

Methods of safeguards:

- i. Remote work or instruction leveraging technology as the primary conduit.
- ii. Provide isolated areas such as single use offices for staff and/or dedicated classroom spaces for single student use.
- iii. Increase PPE and/or install additional safeguards such as physical barriers to create isolation.
- iv. Augment hours and days of work, to provide an environment where physical volume for students and staff is reduced.

Travel, Isolation and Quarantine:

- a) Students who are arriving from states that are listed on the Governor's Restricted State list will be required to move onto campus by August 17, 2020 to allow for the required fourteen (14) day quarantine prior to the semester start on August 31, 2020. Students need to reach out via email at housing@niagaracc.suny.edu to confirm this with the Housing Office. The Housing Office will arrange accommodations within the residence hall to occupy designated "quarantine housing" for the required fourteen (14) days. Students will also need to register with the state through completing the Traveler Health Form -
- b) <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. Students will be required to provide proof of registration to the Director of Housing as well as the Wellness Center on campus.
- c) Students living in the residence halls are being asked to self-isolate for five (5) days prior to moving into Student Housing Village (SHVC). Students will be required to complete the "Back to Campus Screening Questionnaire" prior to moving into the residence halls. Students and family members will also be required to undergo the regular campus screening process the day of move-in.
- d) If students travel to the any of the locations listed on the Governor's Restricted State List during the academic school year, they will be required to quarantine for fourteen (14) days

before returning to Housing. If the student has no place to quarantine, the student must work with the Director of Housing to make arrangements to quarantine at SHVC. This arrangement must be made at least two (2) weeks prior to the departure date of their trip. Students will also need to register with the state through completing the Traveler Health Form -

- e) <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and work with the Wellness Center on campus to determine when they can return to campus. Students will be required to provide proof of completion to the Director of Housing as well as the Wellness Center on campus.
- f) Students who are non-residential students and plan to travel to any of the locations listed on the Governor's Restricted State List during the academic school year, will be required to quarantine at home for fourteen (14) days before coming back to campus. Students will need to register with the state through the Traveler Health Form -
- g) <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and work with the Wellness Center to determine when they can return to campus. Students will be required to provide proof of completion to the Wellness Center.

Academic Instruction:

Academic Affairs investigated available options to leverage technology for instructional use. This includes but is not limited to:

1. Remote instruction for any and all classes that do not require hands on or in person instructional methods (hands on examples include: nursing, welding, culinary arts, and biology labs).
2. Potential live lectures utilizing "Zoom" or approved equivalent, to support remote instruction with live interaction.
3. Online learning offerings will be expanded and supported to maximize student success and volume.
4. Instructional staff are implementing and continually improving approaches to providing hybrid instruction, addressing the current concerns.
5. For instructional settings such as SAVOR and La Patisserie (Culinary Institute public food service outlets), we will follow the most up to date guidance provided by NYS, SUNY and the Niagara County Health Department.

Some instruction must be conducted on-site to maximize student learning outcomes, while limiting physical presence. As noted above, labs are the primary focus.

Auxiliary Services:

Business offices, Student Services offices, food service, athletics, and other non-academic support areas provided functional operational plans to establish continuous service delivery as on-campus staff are reintegrated at 25%, 50% and 100%.

1. Employees who can work from home to limit volume on campus will continue to do so, until such guidance supports changes.
2. Employees with compromised immune systems will be provided guidance by Human Resources as to alternate means to conducting work and using PPE.
3. The college is prepared to stagger work schedules to allow on-site work to be executed while limiting total staff volume on campus.
4. PPE and engineered barriers will be provided by the institution as needed to ensure a safe environment for staff.
5. Reintegration of Athletics is undetermined and will be addressed as further guidance is released.
6. Provision of meal services are expected to occur, as follows:
 - a. For Summer Session II: Vending will be consolidated into a contained area with expanded pre-made items to accommodate students returning for labs, allowing food and other products to be obtained with no physical interaction.
 - b. For Fall Semester 2020:
 - i. Max occupancy of the service area will be determined by the most recent CDC social distance protocols. Signage will be posted and compliance monitored.
 - ii. Floor markings will be affixed to the floors in the entry queue, service counters and cashier lines to separate students in accordance to CDC guidelines.
 - iii. All dining service employees will wear gloves and face masks at all times.
 - iv. Timers will be used to trigger hand washing and glove changes at least every 20 minutes.
7. Ancillary events will have a risk assessment conducted on an event by event basis, this includes community workgroups, civil service testing and potential performances in our theater as examples. Using the guidance above as a baseline. We have established a weekly meeting with our events coordinator to determine acceptable population levels, classrooms capacities and entry/screening protocols for those requesting access to the facility.

8. Departments and associated calculations are listed below, with constraints of 25% and 50% of the employee base values:

Department	Load Capacity of 25% Total Staffing					Load Capacity of 50% Total Staffing				
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
ACE	2	2	2	2	2	2	2	2	2	2
Admissions	5	5	5	5	5	9	9	9	9	9
Athletics	2	3	3	3	3	4	2	3	2	3
Business Office	5	4	4	4	0	9	8	8	9	8
Career & Transitional Services	2	2	1	2	2	2	2	2	2	2
Child Development Center	1	0	0	0	0	1	0	1	1	0
College Association	2	2	2	2	0	2	3	4	1	3
Environmental Services	20	20	20	20	20	20	20	20	20	20
EOP	1	0	1	1	0	1	1	1	1	0
Facilities	8	8	8	8	8	8	8	8	8	8
Faculty Resource Center	0	2	0	1	0	0	2	0	1	0
Financial Aid	3	3	3	4	0	5	5	6	7	6
Foundation	1	1	1	1	1	3	3	3	3	3
Grants	1	0	1	0	1	1	0	1	0	1
Grounds	5	5	5	5	5	5	5	5	5	5
Housing	1	1	1	1	1	1	1	1	1	1
Human Resources	2	2	2	2	3	2	1	2	2	3
Library	2	2	2	2	2	2	2	2	2	2
NFCI Admissions	1	1	1	1	1	1	1	1	1	1
Office of Information Technology	6	6	6	6	6	10	10	10	10	10
Operations	3	3	3	3	3	3	3	3	3	3
Public Relations	7	3	6	3	0	7	4	6	3	2
Public Safety	15	15	15	15	15	15	15	15	15	15
Records	3	3	3	3	3	3	3	3	3	3
Shipping & Receiving	1	1	1	1	1	1	1	1	1	1
SRC	2	2	2	2	2	4	4	4	4	4
Student Life	1	0	0	0	0	1	1	1	1	0
Student Services	1	1	1	1	1	2	0	1	1	1
Workforce Development	0	1	1	1	1	1	3	1	2	1
Totals	103	98	100	99	86	125	119	124	120	117
Allowable Capacities	175	175	175	175	175	350	350	350	350	350
Available Bandwidth	72	77	75	76	89	225	231	226	230	233
Percent of load	59%	56%	57%	57%	49%	36%	34%	35%	34%	33%

Extracurricular Activities

Student Life and Athletics have been monitoring the ongoing pandemic situation in regards to how to offer meaningful extracurricular activities to students who are both on campus and at home.

1. Athletics – NCCC will be hosting fall and spring athletic competitions. The athletic program will be following the guidelines provided by the NJCAA for athletics and competitions. In Phase 3 of the NJCAA guidelines, spectators are permitted at sports competitions. The college will adhere to the current local, state and national health ordinances associated with the maximum amount of people permitted to convene in an area when monitoring spectators. All staff, spectators and athletes (not directly competing) will be required to wear facemasks and maintain social distancing throughout the sporting event. Events will be broadcast through the college's website so students who cannot attend or do not wish to attend can still watch the sporting event.

2. Intermural Recreation – this area of the college will be closely monitored and only offered/opened once gyms and workout facilities are able to reopen. Once this has been determined, all local, state and national health ordinance will be followed. Until these types of facilities are permitted to open, NCCC will be offering virtual events for students to attend in the safety of their own environment.
3. Student Life Events – Events are being developed to accommodate face to face and virtual opportunities for the students attending NCCC. Face to face events held by Student Life will follow the appropriate protocols mandated by local, state and national health ordinance. Events will comply with the maximum amount of participants allowed by those protocols. Face masks will be worn by all participants and social distancing will be maintained throughout the events planned/hosted.

Student Housing:

1. Student housing occupancies have been calculated with three potential levels of occupancy.
 - a. One student per suite (allowable occupancy would be 85 students)
 - b. One student per suite, per bathroom per suite (allowable occupancy would be 152 students). This would allow each student to have their own bathroom.
 - c. Reduction of five-suite rooms to four-suite rooms (allowable occupancy would be 316 students).
 - d. As guidance from governing parties evolves, we will populate student housing at levels relative to new guidance.
 - e. Common spaces have been identified and occupancy volumes calculated to ensure we comply with social distancing methods (examples are lobbies, dining rooms, & laundry).
2. Operational plan for residents in housing:
 - a. We will reopen for Fall 2020 with 312 beds, eliminating shared rooms and making all single-occupancy. Eight beds and four bathrooms have been set aside for quarantine. Policies on guests have been revised for the 2020-2021 academic year, making all non-employee housing access resident-only. Common areas and high-contact surfaces areas. Requests for accommodation by immunocompromised or otherwise vulnerable students will be evaluated through Accessibility Services. PPE will be required in housing hallways and common areas. The appropriateness of gatherings and similar activities will be by request only, and assessed for safety with precaution measures before approval.
 - b. Isolation: Any resident with suspected COVID infection will be quarantined in a COVID suite pending testing and confirmed results, as needed.
 - c. Quarantine: Any resident with suspected COVID infection will be quarantined in a COVID suite pending testing and confirmed results, as needed. Coordination of food, medicine, psychosocial and academic supports will occur via phone and email, and will be provided via non-contact drop off for physical items (food, medicine, etc.) and remote delivery for other services (psychosocial, academic supports, etc.). We will notify our Wellness Center to implement tracking and notification of potentially exposed parties.

- d. Students confirmed or suspected to have COVID-19: Coordination of food, medicine, psychosocial and academic supports for quarantined students will occur via phone and email, and will be provided via non-contact drop off for physical items (food, medicine, etc.) and remote delivery for other services (psychosocial, academic supports, etc.). We will notify our Wellness Center to implement tracking and notification of potentially exposed parties. Additionally, we will offer appropriate support to assist students with plans to return home.
- e. Hygiene, cleaning and disinfection: All areas inhabited by or associated with COVID-suspected or confirmed residents would be immediately shut down and thoroughly cleaned with CDC-approved chemicals (including bleach), using protocols that protect employees.
- f. Move-out: If the student requested assistance or was unable to communicate on their own behalf, we would liaison with the student's external designee to arrange for transportation and departure. Departure protocol may include packing student items and arranging for interruption of student academic activities. Students unable to depart will be quarantined in a COVID suite and their needs will be met, as outlined above, including coordination with the Wellness Center and appropriate medical professionals.
- g. If the college shuts down and returns to remote instruction, residential students will be encouraged to return to their home environments. Move out procedures will be coordinated by providing the students specific times to vacate their rooms and to complete the move-out checklist.
- h. Students who express safety concerns for returning to their permanent address or who are required to continue their coursework at off campus locations (allied health students) will be allowed to stay on campus on a case by case basis. Those who stay in housing will be required to follow all local, state and national health ordinances including social distancing, wearing masks in common areas or public areas within housing, and maintaining a clean and sanitized living area.
- i. Access to the housing facility will be only for the students who have been given permission to stay. Prior residential students, visitors, and/or family members will not be permitted to enter the student housing facility if the campus has returned to remote instruction.

Communication:

Communication is a vital element for development, implementation, and success of the plan. After SUNY reviews, the plan will be shared with our Board of Trustees, local sponsor, and the greater community as a whole. The ongoing communication plan includes:

1. Weekly system messages disseminated via email, providing current status information to all members of the campus community.
2. External messaging serving both informational and marketing purposes for our community and potential students, highlighting measures being taken to create a safe environment, the

opportunity to stay local, affordability, and a hybrid model which will allow for on-site instruction for labs and leverage technology for distant learning.

3. As physical improvements to mitigate disease transmission are implemented, we would utilize those as positive press releases, further promoting the college and its commitment to safety.
4. Should Covid-19 cause a need for the campus to return to remote operations (as performed during the march shutdown of the campus) the following methods and means will be implemented:
 - a. Immediate notifications will be sent out using our system wide alert system (RAVE). This provides text messages alerts (leveraging cell phones as a primary communication means for immediate distribution) to all staff and students associated with our campus. This message will direct all parties to go to our website, for a full list and details associated with the change back to remote operations.
 - b. Our website will provide under the Covid-19 section:
 - i. Process-how classes will be delivered remotely.
 - ii. Contact information for each division and or program.
 - iii. Instructions on how classes will be provided remotely, this will mirror our current plan of hybrid and reduced classroom student volume measures.
 - c. Staff will be notified via their respective Vice Presidents and or division level leaders, on how and when the campus will initiate the remote learning model.

Shutdown and Resurgence of Covid-19 Response:

As the campus and larger community prepare and engage in return to “normal” with restrictions and actions listed above, we are also prepared to react should a resurgence and/or local outbreak occur. This plan has the following trigger points:

1. A single staff member, student, or contractor presents to the campus and post-contact indicates an exposure and or positive test of COVID-19, we will:
 - a. Notify the Niagara County Health Department.
 - b. Begin contact tracing of location, time, and potential interactions.
 - c. Notify all those that potentially came in contact with said individual.
 - d. Immediately shut down the room or room(s), so that they can be fully sanitized prior to being placed back into service.
 - e. The individuals effected will be directed for testing and clearance by a medical professional prior to being allowed back on campus.
2. Should a cluster exposure occur (2-10 individuals):
 - a. Notify the Niagara County Health Department.
 - b. Begin contact tracing of location, time, and potential interactions.
 - c. Notify all those that potentially came in contact with said individual.
 - d. Immediately shut down the room or room(s), so that they can be fully sanitized prior to being placed back into service.
 - e. The individuals effected will be directed for testing and clearance by a medical professional prior to being allowed back on campus.
 - f. Based upon exposure time and treating physician/Niagara County Health Department guidance, an entire floor and/or building may be closed until it can be fully sanitized prior to reuse.
 - g. Move any effected classroom sessions and business operations to remote vs. on-site.

3. If the community sees an increase in case trajectory, indicating a spike in larger community infections and or transmissions:
 - a. Follow the guidance of the Niagara County Health Department, SUNY, and NYS.
 - b. Immediately deescalate the staffing volumes on the campus by increments of 25%, if escalation continues reduce capacity of staffing to essential personnel only (Facilities, OIT, Custodial staff, and Campus Public Safety).
 - c. Return all possible functions to a work-from-home strategy, allowing campus access by appointment only and by exemption. Limit hours and access for those not deemed essential.
 - d. Immediately cease all onsite instruction and return to the remote instruction methodology utilized during the initial shutdown. Note these methods have been expanded and enhanced since the initial shutdown.

Summary:

Our details of calculation, technology and methods of instruction have been utilized to develop the above re-opening plan. The plan and the committee who have developed this working document is operating with flexibility as conditions, guidance, and resources change. We appreciate your review and feedback as we prepare to move forward with implementation.

Respectfully Submitted,

Wayne Lynch, MBA
Vice President of Operations
Niagara County Community College

Appendix/Cross walk of SUNY checklist

Checklist for Restarting Campus Activities		
		Location in Plan
Repopulation of the Campus		
1	Capacity to maintain social distancing	Phasing and Data baselines
2	PPE	Health and Safety
3	Screening and testing	Health and Safety
4	Residential living	Student Housing
5	Operational activity	All Sections
6	Restart operations	All Sections
7	Extracurricular activities including intramurals and student performances	Auxiliary Services
8	Vulnerable populations	Health and Safety
9	Hygiene, cleaning, and disinfection	Health and Safety
Monitoring		
1	Testing responsibility	Health and Safety
2	Testing frequency and protocols	Health and Safety
3	Early warning signs	Health and Safety
4	Tracing	Health and Safety
5	Screening	Health and Safety
Containment		
1	Isolation	Health and Safety/Student Housing
2	Quarantine	Health and Safety/Student Housing
3	Students confirmed or suspected to have COVID-19	Health and Safety/Student Housing
4	Hygiene, cleaning, and disinfection	Health and Safety/Student Housing
5	Communication	Health and Safety/Communications
Return to Remote Operations		
1	Operational activity	Shutdown and Resurgence
2	Move-out	Shutdown and Resurgence/Student Housing
3	Communication	Shutdown and Resurgence/Communication