

**Jefferson Community College**  
**Reopening Plan – Updated June 26, 2020**

A campus task force was convened in April 2020 to begin the planning process for recommendations for reopening the campus. Jefferson Community College is planning to re-open some segments of the campus for the fall semester as permitted by state and county guidelines. The health, safety and well-being of our students, faculty and staff is paramount. Decisions pertaining to the campus reopening will be data-informed based on the research, advice and regulatory protocols from state and county health officials, internal expertise and national best practices. The college will remain committed to the physical and mental health of our students and employees along with responding to the growing needs of the community workforce.

The task force was assigned by the following planning components:

1. Campus Operations
2. Academic Facilitation
3. Financial Stability
4. Student Success
5. General Post COVID Policies

Returning to campus will occur in phases. Each phase will prioritize student, employee and community safety, protecting and maintaining academic excellence, following the college mission and maintaining efficient campus operations. As part of the campus re-opening plan, the college will follow four guiding principles:

1. Preserve the health, safety and well-being of our college community.
2. Maintain and deliver the college strategic initiatives and core functions of teaching and learning.
3. Preserve financial capacity of the college to deliver mission critical activities for long term fiscal health.
4. Support and sustain college operational capacity to meet mission-critical activities.

For the purposes of this plan, the process directly follows the guidance outline provided from the SUNY office. The outline includes five guiding areas:

1. Restarting On-Campus Operations
2. Tracing & Monitoring after Reopening
3. Communication & Outreach Plan
4. Resources Required to Reopen
5. Time Required for Restarting On-campus Operations

## I. RESTARTING ON-CAMPUS OPERATIONS

*Given the size, scale and scope of SUNY's academic and campus operations as well as the geographic distribution of our campuses, we want to ensure that each individual SUNY campus is well prepared and has detailed plans for restarting on-campus teaching, research and operations while allowing each campus the flexibility to work out the details based on their unique location and function. In the Summary, include information on:*

- 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.*

The individuals on the task force are comprised of cross functional areas that serve every aspect of campus. Each of the individuals involved have a connection to or a direct knowledge base, skill set and/or expertise to assist with a smooth and safe transition back to campus.

There are identified members of the task force that communicate regularly with the local Regional Control Room, and the Jefferson County Department of Public Health and disseminate the information back to the task force. The task force leadership meets multiple times a week and as needed. Additionally, the JCC currently partners with Samaritan Medical Center and North Country Family Health (NCFH) and is working in conjunction to develop COVID related policies, processes and procedures.

Task force members include the Campus Executive Leadership Team, representatives from Facilities, Security, Athletics, Student Activities, Finance & Accounting, Access & Opportunity Programs, Information Technology and the Faculty Student Association.

- 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.*

Jefferson Community College has converted the majority of its Fall 2020 offerings to synchronous and already established asynchronous offerings (traditionally run Distance Learning). The synchronous offerings will require students to have a minimal virtual 50% face to face with the instructor and a percentage of time 50% or less in an asynchronous delivery modality (HyFlex or Hybrid). This model can be converted to a traditional face to face delivery if socially distant students and faculty can be achieved.

All classrooms utilized will adhere to social distancing giving each student 25 to 28 sq. feet around them. Classrooms too small to adhere to this policy may be used for one on one meetings, a single instructor broadcasting to their class remotely or office space for faculty currently sharing an office.

Based on anticipated changes moving forward, the class schedule will be streamlined and less face to face options will be given to students for class selection. In order to be fiscally prudent and pragmatic, all full-time students will be able to enroll in classes that will give them credit toward graduation in their selected program.

- i. **Classroom Population Density:** *Verify in the Summary that new layouts for each classroom to determine capacity within parameters of proper social distancing has been carried out. Review all spaces on-campus to identify those that can be converted into additional instructional spaces. Consider closing classrooms that are too small to be used under social distancing guidelines to reduce cleaning costs.*

All instructional spaces have been reviewed to determine capacity potential under a social distancing protocol. The adjusted classroom space capacity will be sent to the registrar office for schedule planning. When needed there are some other campus spaces that can be converted to classroom space with the appropriate social distancing.

Furniture that can be utilized in accordance to social distancing will be marked in spaces across campus. In certain situations when feasible and needed, furniture can be removed or barriers may be created to reduce population density.

Capital campus plans will also be reviewed to consider potential long-term changes to overall College functions. The review of these plans will incorporate the “new normal” as determined by appropriate health and governmental agencies.

- ii. **Instructional and Research Laboratory Protocols:** *In the Summary, briefly describe how social distancing is maintained in both instructional and research laboratory settings.*

Coursework identified that will optimally require traditional in-person delivery (Lab Science classwork, Culinary classes, Music Performance, Art Labs, Fire Arms, etc.) will be facilitated in a social distancing designation following the CDC recommendations outlined in various documents. Didactic class work that can be accomplished remotely within these classes and will be delivered in that platform.

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

Considerations regarding how social distancing will impact other campus spaces has taken place. Plexiglass barriers and doors remaining open are some examples of physical modifications to work space. Additional modifications in shared offices including wearing masks and staggered work schedules to reduce population density will also occur.

General common spaces will have specific policies to better achieve social distancing and prevent congregate behavior. These spaces include fitness centers, gathering spaces, dining halls, lounges, Residence hall common areas and other comparable spaces.

Additionally, some buildings may need to be open for longer/shorter periods of time and at unusual times to meet the academic needs, extending the cleaning staff needs. Identifying any additional training needs along with expectations of campus community to assist with keeping clean will occur.

- i. **Residence Halls:** *Develop plans to facilitate return to campus residential living while preserving room for students exposed to or test positive.*

The College is in the process of determining the Residence Hall operation for the Fall and the financial implications of the operation. Should the Residence hall open for Fall, the capacity will be no more than 70% occupancy with availability to have a section for quarantine should someone living in the Hall become infected. Current capacity of the Residence hall is 294 is fully occupied; should the Hall operate at no more than 70%, the capacity would be 205.

In determining the operation future Residence Hall operation, the task force is considering all of the following factors: allowing double occupancy, quarantine section within the Hall, Financial implications, one student per one bathroom, and working with local hotels for housing or quarantine. Additional implications include impact on social distancing for off campus housing, partnering with NCFH when responding to symptomatic students, modifying the living on campus experience, PPE for student interactions and modifying social and lounge areas to meet social distancing guidelines.

- ii. **Dining Services:**

The college is currently working with American Dining Services regarding meal plan options for residential and nonresidential students, meal plan options for employees and overall Dining services options. Other considerations include Dining Hall operational hours, disposable utensils or prepackaged food choice options, social distancing of tables and chairs in hall, cleaning of hall and potential need of food delivery to isolated students.

- iii. **Personal Protection Equipment:** *Establish a process for ordering, receiving and distributing PPE for faculty, students and staff.*

The college will provide all employees with the appropriate face mask and follow best practices as to identifying proper equipment needed. All employees and students are required to follow the appropriate social distancing guidelines while on campus. Specific public health guidelines will be followed and enforced for all employees and students.

- iv. **Screening, Testing and Tracing:** *Describe protocol for returning students, faculty and staff to campus and describe what happens along the continuum from screening, testing and tracing.*

Protocols for faculty, staff and students returning to campus will follow guidelines outlined by Jefferson County, SUNY and NY State. Screening and testing will be conducted in accordance with the Interim Guidance provided by the NYS Department of Health. The college will work with NCFH regarding any potential employees or students showing symptoms and needing testing. NCFH has a location on the

college campus and can administer tests as needed. Should an employee or student show symptoms they will be directed to the campus Health & Wellness center to see a health professional of NCFH for testing and will be sent home for the day. The college will work with Jefferson County, SUNY and NY State regarding best practices and new developments.

#### v. **Custodial Services**

Determinations will need to be made regarding frequency of cleaning required for various types of facilities across campus. Additionally, faculty and staff will be provided with hand sanitizer and cleaning wipes to help keep their particular work areas as clean as possible. Lastly, building will be on a cleaning schedule to ensure proper disinfection activities occur as needed.

#### vi. **Student Health Services**

Currently, the college partners with NCFH to provide these services for any college employees or students as needed. The facility in which NCFH utilizes is the Health & Wellness center as has been approved by the NYS Department of Health. The college will continually work with NCFH in every capacity to ensure the health, safety and wellbeing of the campus community and the fiscal wellbeing of the college. All employees have access to free mental health services through our employee assistance program as well as the College's health insurance provider.

#### d. **Campus and local communities**

##### i. **Vision for "Town and Gown" interactions**

Any College affiliated or sponsored face to face events on or off campus will follow current health guidelines in place including modifying space for social distancing and use of PPEs. Additionally, the college will follow County Health regulations, guidance from SUNY and NY State Department of Health to ensure health, safety and well-being of all event attendees.

##### ii. **Transportation, Mail and General Delivery Services**

**Mail Delivery:** Delivery on campus should be as contactless as possible. Planning for the possibility of common drop off or pickup locations to minimize face to face encounters is in place. Staff will be informed of the PPE requirement.

**Transportation:** Seats will be blocked off to create social distancing. Additional routes and/or methods of delivery will be developed based on needs.

## II. **TRACING AND MONITORING AFTER RE-OPENING**

Under the guidance of Jefferson County, SUNY and Jefferson County Department of Health, the College will work with NCFH regarding tracing and monitoring after campus reopens. Human Resources Staff will complete appropriate training to adequately address employee tracing and monitoring after the campus reopens.

### **III. COMMUNICATION AND OUTREACH PLAN**

Reopening plan will be communicated with employees, students, parents, and host communities openly and clearly. The College will reach out and work with key stakeholders through a variety of channels to answer questions and address concerns, mitigate negative stories, and provide the sense of certainty and comfort.

Specific members of the task force will maintain a consistent and clear line of communication to avoid spread of misinformation. Additionally, the college will elevate concerns immediately to relevant SUNY leaders and the Governor's Office, as appropriate.

### **IV. RESOURCES REQUIRED TO RE-OPEN**

Resources required to reopen include people, time, guidance from appropriate entities, consistent communication regarding strategies, best practices safety etc... cooperation, funding.

### **V. TIME REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS**

The return to campus plan will be consistent with approval of this plan from SUNY and the Phase of the Re-Opening Plan for our region. Estimated time from start of initial phase to final phase implementation to get campus fully operational is one month. The time period includes phasing in of employees back to campus, staggered scheduling for employees, troubleshooting initial operational plans, phasing in use of IT equipment and ensuring the campus is safe for students, employees and guests.

**APPENDIX**  
**CHECKLIST for Restarting On-Campus Activities and Operations.**

Jefferson Community College is planning to incrementally re-open campus offices beginning in the summer and into the fall semester to the extent permitted by state and county guidelines. The health, safety and well-being of our campus is paramount. Decisions pertaining to the campus reopening will be data-informed based on the research, advice and regulatory protocols from state and county health officials, internal expertise and national best practices. The college will remain committed to the physical and mental health of our students and employees along with responding to the growing needs of the community workforce.

Returning to campus will occur in phases. Each phase will prioritize student, employee and community safety, protecting and maintaining academic excellence, following the college mission and maintaining efficient campus operations. All phases of re-opening will be reassessed for appropriate safety, distancing and density control before new phases are permitted. The college will continue to follow guidance as provided by the CDC, NY State, SUNY and Jefferson County.

Under the guidance of the Governor's office, New York State Department of Health, New York Forward Re-Opening Advisory Board, New York's Reimagine Education Advisory Council, and the Boston Consulting Group's "Interim Guidance for Higher Education", State University of New York System and each of the 64 SUNY campuses have developed plans to restart on-campus activities and in-person instruction for the Fall 2020 semester. SUNY System asked each campus to consider the following guiding principles when developing their plans:

1. Safety first.
2. Protect our core mission of academic excellence with available resources.
3. Maintain broadest access and affordability for all New Yorkers to higher education.
4. Sustain programming through academic and operational synergies.
5. Demonstrate agility in responding to the workforce needs of New York State.

**I. Repopulation of the Campus planning should include:**

- ✓ **Capacity to maintain social distancing.** Phasing and quantity of student, faculty and staff repopulation factors such as ability to maintain social distancing in public spaces and residence halls, Personal Protective Equipment (PPE) availability and availability of safe transportation;

Administrative offices have been phased in as instructed in Phase II of the NY Reopening Guidelines. Student services offices will be reopened in phases, starting with Enrollment Services, Advising and Placement testing offices proposed to open on July 6, 2020. Upon assessment to review appropriate safety, social distancing and density control measures have been met, other student facing offices will reopen incrementally.

Campus buildings have been assessed to ensure safe spacing for ingress/egress and movement between offices, restrooms, and hallways. The college intends to ensure appropriate distancing by incorporating

one way foot traffic, establishing entry or exit-only doors, and staggering schedules of staff and students arriving to campus.

All instructional spaces have been assessed to determine capacity potential under a social distancing protocol. The adjusted classroom space capacity will be sent to the registrar office for schedule planning. Where needed, other campus spaces can be converted to classroom space to allow larger student groups to ensure the appropriate social distancing.

Furniture that will be utilized in accordance to social distancing will be marked in spaces across campus. In certain situations when feasible and needed, furniture will be removed or barriers may be created to reduce population density.

Capital campus plans will also be reviewed to consider potential long-term changes to overall College functions. The review of these plans will incorporate the “new normal” as determined by appropriate health and governmental agencies.

Jefferson Community Colleges maintains an inventory of PPE on campus, which will be available to students, faculty, and staff. All students, faculty, and staff will be required to wear masks in spaces where social distancing is limited. The college will provide masks as needed.

In addition to masks, the college provides gloves and hand sanitizer at a variety of locations across campus. Each classroom will have disinfectant for cleaning during and after classes, and thorough cleanings will take place several times throughout the day—prioritized to high-touch, high-traffic areas. Plexiglas screens have been placed in public facing offices.

- ✓ **PPE.** Plans should obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide re-usable facial coverings to students and will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls);

The college will provide all employees with the appropriate face mask and follow best practices as to identifying proper equipment needed. All employees and students are required to follow the appropriate social distancing guidelines while on campus. Specific public health guidelines will be followed and enforced for all employees and students.

Employees will be provided both reusable and disposable masks. The college will also provide disposable masks for students as needed. Students will be required to wear masks when classroom settings or situations may not allow for social distancing. Masks will be required anytime social distancing cannot take place.

In addition to the masks, gloves and hand sanitizer are available at various locations across the campus.

- ✓ **Screening and testing.** Plan should discuss how campus will screen and or test students and employees and what actions will be taken if students and employees test positive;



The college will develop a survey tool that must be completed prior to the beginning of all shifts for all staff every day. Any employees or students exhibiting symptoms or whose daily screening results brings concern will be directed to the campus Health & Wellness center for testing. Additional protocols for faculty, staff and students returning to campus will follow guidelines outlined by Jefferson County, SUNY and NY State. Screening and testing will be conducted in accordance with the Interim Guidance provided by the NYS Department of Health.

Jefferson Community College does not plan to conduct testing; however, the college has a partnership with North Country Family Health Center, which is housed on the campus, and they will provide testing for students, faculty and staff as needed. We will also continue to work with the Jefferson County Health Department for additional testing capability. Should an employee or student show symptoms they will be directed to the campus Health & Wellness center to see a health professional of North Country Family Health for testing and will be sent home for the day. The college will work with Jefferson County, SUNY and NY State regarding best practices and new developments.

✓ **Residential living:** Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place.

The College is in the process of determining the Residence Hall operation for the fall semester and the financial implications of the operation. Should the Residence hall open for fall, the capacity will be no more than 70% occupancy with availability to have 30% section for quarantine should someone living in the Hall become infected.

The college has an established protocol for enhanced cleaning in the residence halls, to include thorough sanitization of all common areas on a daily basis. Throughout the day, priority cleaning will be provided to high-traffic, high-touch areas to reduce the risk of spread from surfaces.

The college maintains only one residence hall, so there will be no need to restrict by building; however, visitation will be monitored by front desk staff, and a screening form will be provided and contact information collected for any non-resident student visiting the hall.

Face coverings will be required and social distancing will be enforced in all common areas of the Residence Hall.

The College will assist any students with accommodative needs as required by law. Any students requiring isolation or quarantine will be housed on a separate floor and wing of the residential hall. The college will provide meals and trash removal service for quarantined students. The college will also ensure that the proper disinfection and sanitization measures are adhered to.

- ✓ **Operational activity:** Identify how classes, shared spaces, and activities may be adapted or not in various phases of repopulation and operations (e.g. identify which classes will offer alternate approaches such as A/B schedules or remote instruction; use of shared spaces in residence halls);

The majority of fall classes will be provided via remote learning through synchronous and asynchronous methods. Students in these classes will either be self-directed, or will log in to their learning platform at specific times to engage with the professor in real time.

The college will also hold very limited hands-on or lab classes on campus. Those classrooms have been assessed for capacity in maintaining appropriate social distancing.

A full facilities review has been conducted with recommendations for barriers, reduced room capacity, and other physical modifications to ensure appropriate distancing. The college is also staggering work schedules (to include alternate days of in office/work from home arrangements), restricting ingress/egress, and establishing one way pedestrian traffic controls in more densely populated areas.

The college will continue to enforce General common spaces has specific policies to better achieve social distancing and prevent congregate behavior. These spaces include fitness centers, gathering spaces, dining halls, lounges, Residence hall common areas and other comparable spaces.

Additionally, some buildings may need to be open for longer/shorter periods of time and at unusual times to meet the academic needs, extending the cleaning staff needs. Identifying any additional training needs along with expectations of campus community to assist with keeping clean will occur.

- ✓ **Restart operations:** Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed);

Cleaning will be conducted throughout the day with priority placed on high-traffic, high-touch areas to reduce the spread on surfaces. The college will also conduct thorough cleanings between classes and at the end of each day. Further, disinfectant wipes will be provided in each classroom for cleaning during and after each class. Campus offices will also have access to wipes for periodic cleaning throughout the day.

The physical plant will monitor ventilation depending on occupancy. Outside air integrated into the ventilation system will be prioritized for high traffic, student serving areas. Air quality will be monitored periodically and outside air integration will be adjusted if needed. All water systems will be flushed before campus offices are reopened, and will be monitored throughout the semester.

- ✓ **Extracurricular activities including intramurals and student performances:** Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration;

The college has not decided whether to allow student athletic events at this time. In the event that the decision is made to proceed, all College affiliated or sponsored face to face events on or off campus will follow current health guidelines in place including modifying space for social distancing and use of PPEs. Additionally, the college will follow County Health regulations, guidance from SUNY and NY State Department of Health to ensure health, safety and well-being of all event attendees.

- ✓ **Vulnerable Populations:** Include considerations for vulnerable populations on campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities; and

All students and staff will wear either a face shield or facemask while interacting. Staff will wear gloves when handling all materials from a student/staff. When outside documents are handed in they will be sprayed with a disinfectant spray (CLEP registration forms, ID's etc.). Students will be given a disinfectant wipe to clean the locker with after they are done testing. A trash can will be placed in the Testing Center to dispose of cleaning materials. The large testing room will only sit seven people at a time to adhere to social distancing rules. The same seven computers will be used and sanitized after each contact.

The small testing room will allow two people at a time to adhere to social distancing rules. All areas will be sanitized after each student contact. There will be two pen/pencil jars on the check in desk—one for clean pencils/pens, and one to be sanitized. When students are finished with the writing utensil, they will place it in the needs sanitizing container that will be sanitized at the end of the night. There will be NO eating at any work areas. Hand sanitizer will be at the check-in desk and in the testing rooms.

- ✓ **Hygiene, cleaning and disinfection:** Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.

The college has developed plans and schedules to ensure appropriate cleaning and sanitization measures are maintained. These plans will be assessed and re-evaluated daily to ensure that the appropriate disinfection protocols are in place. The college has placed various hand sanitizer stations across the campus. Faculty and staff will be provided with hand sanitizer and cleaning wipes to help keep their particular work areas as clean as possible. Lastly, building will be on a cleaning schedule to ensure proper disinfection activities occur as needed.

## II. **Monitoring** includes policies to track health conditions on campus, including:

Mandatory health screening practices (questionnaire) for employees upon arrival to campus daily. Screening for students and campus visitors as needed and/or when in sensitive areas or dealing with sensitive populations.

- ✓ **Testing responsibility.** Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-

driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks;

Jefferson Community College does not plan to conduct testing; however, the college has a partnership with North Country Family Health Center, which is housed on the campus, and they will provide testing for students, faculty and staff as needed. We will also continue to work with the Jefferson County Health Department for additional testing capability. Should an employee or student show symptoms they will be directed to the campus Health & Wellness center to see a health professional of North Country Family Health for testing and will be sent home for the day. The college will work with Jefferson County, SUNY and NY State regarding best practices and new developments.

✓ **Testing frequency and protocols:** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to proactively monitor for symptoms of COVID19 and influenza-like illness, as well as protocols around group testing, if applicable;

All employees will be required to screen daily upon entering campus. Any employees or students exhibiting symptoms will be directed to the campus Health & Wellness center for testing. Additional protocols for faculty, staff and students returning to campus will follow guidelines outlined by Jefferson County, SUNY and NY State. Screening and testing will be conducted in accordance with the Interim Guidance provided by the NYS Department of Health. The college will work with North Country family Health regarding any potential employees or students showing symptoms and needing testing. North Country Family Health has a location on the college campus and can administer tests as needed. Should an employee or student show symptoms they will be directed to the campus Health & Wellness center to see a health professional of North Country Family Health for testing and will be sent home for the day. The college will work with Jefferson County, SUNY and NY State regarding best practices and new developments.

All students will be screened upon arrival to the Residence Hall. Students arriving from other states and countries may be tested upon arrival to the Residence Hall. Additional screening of students will occur as needed.

✓ **Early warning signs:** Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials;

The college will develop a survey tool that must be completed prior to the beginning of all shifts for all staff every day. Any employees or students exhibiting symptoms or whose daily screening results brings concern will be directed to the campus Health & Wellness center for testing. Additional protocols for faculty, staff and students returning to campus will follow guidelines outlined by Jefferson County, SUNY and NY State. Screening and testing will be conducted in accordance with the Interim Guidance provided by the NYS Department of Health.

The College will communicate regularly with employees, students, prospective students, the general public and all internal and external stakeholders about required safety precautions, modifications and restrictions, campus operations and procedures using a variety of mediums including the College's COVID-19 website, email, text, social media, campus signage (including digital signs and Coffeen Street marquee), portal, traditional media outlets, Town Hall meetings, and Jefferson Alert (as appropriate).

- ✓ **Tracing:** Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments; and

Human Resources and select support staff across campus have been trained for contact tracing and monitor accordingly. The college will also continue to work with the Jefferson County Department of Health for contact tracing should it become necessary.

- ✓ **Screening:** Develop plans for regular health screening of employees, students and visitors.

The college will develop a survey tool that must be completed prior to the beginning of all shifts for all staff every day. Any employees or students exhibiting symptoms or whose daily screening results brings concern will be directed to the campus Health & Wellness center for testing. Additional protocols for faculty, staff and students returning to campus will follow guidelines outlined by Jefferson County, SUNY and NY State. Screening and testing will be conducted in accordance with the Interim Guidance provided by the NYS Department of Health.

Under the guidance of Jefferson County, SUNY and Jefferson County Department of Health, the College will work with NCFH regarding tracing and monitoring after campus reopens. Human Resources Staff will complete appropriate training to adequately address employee tracing and monitoring after the campus reopens.

### III. **Containment** plans should address response to positive or suspected cases as well as preventative policies and practices, including:

- ✓ **Isolation:** Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g. residence halls, hotels, home);

Employees that require self-isolation will be required to leave campus and expected to stay home and not return to campus until they test negative and are free of any symptoms.

Commuter Students that require self-isolation will be required to leave campus and expected to stay home and not return to campus until they test negative and are free of any symptoms.

Residential Students that require self-isolation will be required to move to one of the floors designated for quarantine in the Residence Hall. Students will not be permitted to leave the suite until they test negative and are free of any symptoms.

- ✓ **Quarantine:** Identify how exposed persons (residential and non-residential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports

Employees that require self-isolation will be required to leave campus and expected to stay home and not return to campus until they test negative and are free of any symptoms. Non-Residential Students that require self-isolation will be required to leave campus and expected to stay home and not return to campus until they test negative and are free of any symptoms.

**Food:** Residential students will have food delivered to their suite.

**Medicine:** Local pharmacies deliver medicines in the area. The college will assist affected students in setting up this service.

**Psychosocial:** The college will do frequent wellness checks with affected students. Staff interacting with students shall ensure proper protocols included appropriate PPE is in place at all times during student interaction. All PPE shall be properly disposed and sanitization procedures shall be completed before the staff person returns to his/her office.

**Academic Supports:** Students will be permitted to continue all remote courses; if the affected student is in a face-to-face class, the instructor can determine whether coursework can continue remotely.

- ✓ **Students confirmed or suspected to have COVID-19:** Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home;

Residential students suspected of testing positive will be isolated on a quarantine floor of the Residence Hall. If student does test positive, plans would be made for the student to leave Residence Hall and return home. If the student is unable to return home, the college will assist the student in finding other living arrangements off campus.

- ✓ **Hygiene, cleaning and disinfection:** Develop strategies for cleaning and disinfection of exposed areas; and

The college has developed plans and schedules to ensure appropriate cleaning and sanitization measures are maintained. These plans will be assessed and re-evaluated daily to ensure that the appropriate disinfection protocols are in place. The college has placed various hand sanitizer stations across the campus. Faculty and staff will be provided with hand sanitizer and cleaning wipes to help keep their particular work areas as clean as possible. Lastly, building will be on a cleaning schedule to ensure proper disinfection activities occur as needed.

- ✓ **Communication:** Develop plans to share protocols and safety measures taken by the institution.

The College's current coronavirus web pages will be revamped to shift from closure to reopening information for students, staff/faculty and visitors to campus. It will include information specific to students, information specific to employees, information specific to visitors to campus, along with details about specific facilities, services, activities, campus access and protocols.

**IV. Return to remote operations ("Shutdown")** includes contingency plans for ramping down and/or closing the campus, including:

- ✓ **Operational Activity:** Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel;

In the event of a campus shutdown, all campus operations can function remotely with the exception of the Residence Hall. A general communication will be disseminated to campus including dates and specific protocols and procedures to follow for the shutdown.

**Academics:** The majority of courses offered can be taught remote. For those courses that need to be face to face, the faculty will work with the students and administration to develop the best method for moving forward.

**Student Support Services:** Services for students will continue remotely. Offices will be equipped with the necessary resources.

**Campus Support Services:** Services for employees and the functional campus operation will continue remotely. Offices will be equipped with the necessary resources.

- ✓ **Move-out:** For residential colleges and universities, plans should address need how students safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students and students that have no other safe housing option); and

Residential students that are able and willing to move out of the Residence Hall will be permitted to do so. The standard move out protocol will apply. Student would be expected to inform residence Life staff when they plan to checkout of the building.

Residential Students that are not able to move out of the Residence hall will be permitted to stay, exception being if the cause for campus closure is due to an outbreak within the Residence Hall. Provisions may be put in place that the students have limited ability to travel after initial campus closure for their safety and the safety of others on campus.

✓ **Communication:** Develop plans to communicate internally and externally throughout the process.

The College will communicate regularly with employees, students, prospective students, the general public and all internal and external stakeholders about required safety precautions, modifications and restrictions, campus operations and procedures using a variety of mediums including the College's COVID-19 website, email, text, social media, campus signage (including digital signs and Coffeen Street marquee), portal, traditional media outlets, Town Hall meetings, and Jefferson Alert (as appropriate).

The primary communication tool will be a weekly email, supplemented by website information and updates. Communication should be consistent and regular to avoid on-offs and communication overload. Periodic media briefings may be considered.

The College's current coronavirus web pages will be revamped to shift from closure to reopening information for students, staff/faculty and visitors to campus. It will include information specific to students, information specific to employees, information specific to visitors to campus, along with details about specific facilities, services, activities, campus access and protocols.

The institution will create and maintain Frequently Asked Questions and Answers system for handling important and common questions from both internal and external audiences. These will be primarily housed on the College's COVID-19/Reopening webpages and may also be communicated via email and other means. All past announcements made by the institution will be archived online on the COVID/Reopening web pages.



# COVID-19 Enhanced Cleaning and Disinfection Protocols for Jefferson Community College

## I. Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at JCC. These procedures have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations, and guidance available from safety and industry associations.

It is expected all employees, students, visitors and contractors will follow these procedures to protect their own health as well as other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

## II. Custodial Department Cleaning and Disinfection Procedures

The following procedures describe the cleaning procedures to be followed by the Custodial Department.

### A. Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Note: the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high risk locations. Cleaning measures such as vacuuming, removing trash, sweeping or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.

### B. Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products found on the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Examples of frequently touched surfaces include:

- Breakroom tables and chairs
- Breakroom refrigerator and microwave doors and handles
- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Water fountains

Particular focus should be paid to areas of higher traffic or special use such as the Day Care Center, open Library, Computer Labs, Science Labs and any academic spaces in use. These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.

Facilities has one portable electrostatic sprayer that will be used on a rotating schedule to help provide a more thorough disinfection of surfaces throughout the buildings.

### **C. Cleaning and Disinfection for Re-Occupancy of Buildings**

This section is intended to address the re-occupancy for administrative functions and limited academic course offerings anticipated for the Summer and Fall of 2020.

Non-academic spaces will gradually return to use during the NYFORWARD Phased Recovery Period, with certain academic spaces anticipated to return to use in the Summer and Fall of 2020. The following section describes the cleaning and disinfection procedures necessary for re-occupancy of vacated spaces. Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above.

CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need normal routine cleaning to reopen the area.

All JCC campus areas have been cleaned and disinfected for re-occupancy as of Jun 10, 2020. Residence Hall, Dining Services and Book Store will be prepared for opening by their respective owners or lease holders.

### **D. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19**

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

The procedures for cleaning and disinfection following a suspected or confirmed case of COVID-19 are found in Appendix A of this document.

### **E. Custodial Department Personal Protective Equipment**

Personal Protective Equipment (PPE) and practices for routine enhanced cleaning and disinfection:

Hands- Custodial employees should wear disposable nitrile or latex gloves while removing trash, cleaning restrooms, hand-cleaning any surfaces and using any chemical products.

When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

Eyes - Chemical goggles should be worn if splashing of chemicals into the eye is possible. During this period of increased precautions, goggles should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling goggles.

Face – A face covering or mask is required to be worn when cleaning, when working within six feet of anyone else and when in common areas or shared spaces. While face coverings may not prevent the wearer from becoming infected, they might help prevent the spread of COVID-19 from people who have the virus and are unaware.

When wearing a face covering, employees should:

- Make sure that they fit snugly and cover the nose and mouth
- Avoid touching the mask surface. Try to handle by the straps only
- Store in a clean, dry place when not in use
- Wash cloth face masks frequently, especially when soiled or wet. Masks can be washed in warm water and tumbled dry on the high setting
- Replace disposable surgical-style face masks when torn, dirty or wet. Supplies are limited and replacements may not be readily available
- Do Not become complacent with other protective measures
  - Avoid touching the mask or face
  - Continue to be vigilant with thorough and frequent hand washing

- Practice respiratory etiquette and cover coughs or sneezes
- Frequently disinfect high touch surfaces and shared equipment
- Practice social distancing – even when wearing masks

If an employee is not able to wear a face mask for medical reasons, the employee should contact the HR Department. No additional documentation is required. If supplies permit and if there are no medical restrictions, the employee will be issued a face shield to be used instead of a mask.

### III. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)

#### A. Administrative Spaces

Building occupants should use disinfectant wipes or spray provided by Facilities Department to frequently disinfect high touch surfaces in their own work space or shared spaces such as:

- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Service counters
- Light switches
- Break area refrigerator and microwave handles
- Vending machine buttons
- Door handles and push bars
- Copy machine controls
- Shared tools and equipment

#### 1. Disinfecting Wipes

The following steps should be taken when using disinfecting wipes:

- If surface is visible dirty, use one wipe to wipe it clean and then discard
- Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label
- Discard all wipes in trash
- Wash hands thoroughly or use an alcohol-based hand sanitizer
- Let the surface dry before using it

#### 2. Disinfection Spray

The following steps should be taken when using Spartan 103 disinfecting spray:

- If needed, pre-clean to remove visible dirt
- Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 12 MINUTES** to allow disinfectant to work properly.
- Dispose of used paper towels in trash
- Wash hands thoroughly or use an alcohol-based hand sanitizer

## **B. Academic Spaces**

Instructors and students should use disinfecting supplies provided to disinfect their own learning spaces and high touch surfaces in the room before and after using the space:

- Desks
- Chairs
- Instructor console
- Computer keyboards and mice
- Light switches
- Door knobs and handles
- Shared tools and equipment

Instructions provided in the previous section should be followed when using disinfecting supplies. A Classroom Cleaning and Disinfection log should be posted in each learning space and completed by the faculty member following disinfection.

## **C. Department-Specific Procedures**

Additional departmental cleaning and disinfecting procedures are described in Appendix C and will be re-started or implemented as those operations resume

## **D. Personal Protective Equipment**

Gloves are not required to be worn by employees and students wiping down their own spaces or common spaces with disinfecting wipes unless the safety data sheet (SDS) or label advises the use of gloves to protect against the chemicals in the wipes.

Individuals may choose to wear gloves while using disinfecting products, especially if soap and water is not available in the area. When wearing gloves, care should be taken to avoid inadvertent exposure or spreading of contamination: hands should be washed before putting on gloves; touching the face or uncontaminated surfaces should be avoided; gloves should be changed or disinfected with hand sanitizer after coming into contact with a potentially contaminated surface; gloves should be disposed of in the trash and hands washed with soap and water for at least 20 seconds or hand sanitizer used after removing. When removing gloves, it is important to avoid touching bare skin with the contaminated outside of the gloves.

## **IV. Cleaning and Disinfection Logs**

Cleaning and disinfection logs listing the date, time, location, scope of cleaning and name of person cleaning must be maintained.

1. A general log should be kept for each building by the custodial department
2. A log should be posted in each restroom and completed by the custodial department
3. A log should be posted in each department and completed by the owning department and custodial department
4. A log should be posted in each classroom and completed by faculty using the room and the custodial department

## Appendix A

### Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19.

In the event of a suspected or confirmed case of COVID-19, the following steps should be taken to disinfect the space:

- 1) Determine whether the individual was symptomatic while on campus, the length of time since the individual was last on campus and the date when symptoms appeared.
- 2) For individuals who were present on campus within the last 7 days, identify locations the individual occupied in the 48 hours prior to the start of symptoms (Human Resources, Department Head, Registrar, Scheduling assistance may be needed to help identify).

Examples may include areas such as:

- Employee's office, departmental spaces
  - Break areas, copy rooms, common rooms
  - Restrooms throughout building
  - Meeting rooms
  - Classrooms
  - Cafeterias
  - Other spaces
- 3) The extent of any office, department or building closures should be determined by reviewing the information gathered in steps one and two and available guidance from the New York State Department of Health and the Centers for Disease Control:

Guidance from the New York State Department of Health indicates people who eventually develop symptoms of COVID-19 are believed to be able to spread the virus for up to 48 hours prior to developing any symptoms. Therefore, the increased cleaning and disinfection described in these procedures should be considered for all locations in which an individual routinely spent time in the 48 hours prior to showing symptoms of COVID-19.

Guidance from the CDC advises that the virus that causes COVID-19 has not been shown to survive on surfaces longer than seven days. Therefore, if it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Closing the space(s) frequently occupied by the potentially infected individual for at least 24 hours prior to cleaning should be strongly considered and may be required by the Health Department. Decisions on building and campus closures will be made in conjunction with the Health Department for confirmed cases. Decisions on building closures and scope of cleaning should be communicated to the Health Department for suspect cases.

- 4) Implement the closure of spaces by notifying occupants and posting signs on spaces. Open doors and windows, if possible. Campus e-mails or notification systems should be considered in the event of a building or campus closure.
- 5) Determine if the college or the college's vendor will conduct the disinfection
- 6) Define scope of areas to be disinfected and develop strategy. The exact scope will be determined after identification of the locations occupied by the potentially infected individual, with consultation of available guidance from the Health Department, SUNY and the CDC, and approval of the local Health Department. The scope will typically include a thorough disinfection of all spaces (offices, classrooms, bathrooms, common areas, etc.) used by the potentially infected person as well as frequently touched surfaces (stair rails, door handles, elevator buttons, etc.) throughout the entire building or buildings occupied by the potentially infected individual during the 48 hours prior to diagnosis or symptoms.

The order of disinfection should generally go from clean to less clean or from areas the individual may have only passed through to spaces where the potentially infected individual spent significant portions of the day, e.g. common hallways to office suites to offices. The disinfection order should end with a restroom or other location with running water to allow for washing hands after removal of PPE.

- 7) Disinfection team should be assembled and provided with personal protective equipment. A training review should be provided on PPE donning and doffing, disinfecting materials and scope/methods of disinfecting.
- 8) One or more supervisors should be designated. These supervisors will observe and document rooms, materials and surfaces on the "COVID-19 Disinfecting Log". Supervisors will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the scope developed in step 6.
- 9) Clean and disinfect the spaces using the following procedures:

**Step 1: Cleaning:** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Step 2: Disinfection:** Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Products meeting the EPA criteria for

use against with SARS-CoV-2 should be used for disinfection. If not available, a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water) should be used in a spray bottle. Prepare the bleach solution daily or as needed.

Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes following any dilution instructions and ensuring adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.

As availability permits, the electrostatic disinfecting spray gun will be used to disinfect all surfaces in the rooms the individual spent significant time in.

Frequently touched surfaces throughout the entire building will be disinfected using the bleach spray solution or spray gun.

### **Personal Protective Equipment and Practices**

Gloves – Disinfection workers will wear disposable nitrile or latex gloves while cleaning and disinfecting after a COVID-19 case. Gloves should be changed after disinfecting each room if significant time was spent in the room, as often as needed to avoid contaminating spaces. Hand washing with soap and water should be performed for at least 20 seconds before putting on and after removing gloves.

Goggles – Goggles will be worn while pouring or mixing any chemical products. Goggles will be worn during disinfection. During this period of increased precaution, reusable goggles/face shields should be disinfected or washed with soap and water after using. Hand washing with soap and water should be performed for at least 20 seconds after handling or disinfecting goggles.

### Training

Any JCC or FSA employee performing cleaning following a potential infection, including temp employees, must have received Fire and Life Safety, Hazard Communication, Personal Protective Equipment and Blood borne Pathogens training as well as a special training module on Safe COVID-19 Disinfection Procedures.



## Appendix B

### Department-Specific Cleaning and Disinfection Procedures

Certain departments and locations conduct additional cleaning and disinfection. These procedures should be in compliance with any guidelines specific to their operations and the requirements of this procedure. At a minimum, department-specific procedures must specify the cleaning and disinfection of frequently touched surfaces and the use of products meeting the EPA criteria for use against SARS-CoV-2. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Department-specific procedures should be provided to the Environmental Health and Safety Department for inclusion in this Appendix.

#### Health Services (Health Services Staff)

- Clean and disinfect health cots regularly (after each student use)
- Cover examination tables with paper. Paper is removed, table disinfected and paper replaced after each patient encounter
- Pillows are used only as needed. Pillows are covered with a disposable plastic cover and changed after each use.

#### Athletics Spaces (Athletics Department)

- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.

#### Fitness Rooms (Health, Physical Education and Exercise Studies Department)

- The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.

Personal Protective Equipment and practices for routine cleaning and disinfection when there are no cases of COVID-19 should follow the individual department procedures or EHS Personal Protective Equipment assessment. In general, nitrile or latex gloves should be worn when disinfecting surfaces in healthcare and athletic facilities and safety goggles should be worn when mixing or pouring chemicals. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. EHS should be contacted for further assistance in selecting PPE and training in proper use.

Care should be taken to not touch the outside of the glove while removing. Hand washing with soap and water should be performed for at least 20 seconds after removing gloves.