



The Campus and COVID-19

Spring 2021 Operational Plan

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Introduction

The plan for the State University of New York at Old Westbury to serve its students in Spring 2021 is built on the foundation of the College's successful prevention and mitigation efforts throughout the Fall 2020 semester.

Fall 2020 at SUNY Old Westbury saw a campus where three percent of courses held on-campus meetings and the "Defend the Den Against COVID-19" surveillance testing program recorded a positivity rate of 0.13% with only one student testing positive.

The SUNY Old Westbury Spring 2021 Operational Plan sets out actions the college will take to ensure a safe learning and working environment for its students and employees. The Spring 2021 plan was developed using the same guiding principles that led the success of Fall 2020:

1. **Ensure Safety:** Protect the health and safety of students, faculty and staff
2. **Sustain Academic and Learning Excellence:** Enable students to achieve learning goals in each course and make progress toward their educational objectives, even in a largely remote instruction environment
3. **Promote Access and Equity:** Minimize inequity in learning opportunities among students in different social, health, and economic circumstances
4. **Achieve Academic and Operational Synergies**
5. **Provide Stability:** Allow for educational and operational functions to be conducted with minimal disruptions for students, faculty and staff
6. **Prepare for the Long-term:** Create an academic and operational model that may be sustainable beyond one semester if the situation requires

The guidelines and policies described in this plan reflect the commitment of the campus to ensuring the health and safety of all students, faculty and staff.

Winter 2021 Summation

No students will visit campus for face-to-face (F2F) instructional offerings during the Winter 2021 Mini-Semester at SUNY Old Westbury, with all courses being offered via remote methods only.

Employees reporting to campus to conduct professional responsibilities during the Winter Mini-Semester will complete the Daily Health Screening each day during the fourteen (14) days prior to the semester's start date (January 4, 2021).

All employees who have been instructed to return to campus must self-monitor their health and symptoms every day before arriving. Employees are expected to login to the College's ConnectOW Portal and complete a daily COVID-19 screening form prior to reporting to campus. The screening will ask six questions to ascertain the following: exposure to persons

with identified or suspected cases of COVID-19, symptoms of COVID-19, proximity to those diagnosed with COVID-19, and travel outside of New York State.

Employees will also participate in campus surveillance testing accordance with SUNY, NYS and campus guidelines and any applicable collective bargaining unit agreements. Testing will be conducted no less than twice weekly. Employees will be individually notified of test results via email.

Employees tested at an off-campus site must immediately notify Human Resources if positive test results are received.

Spring 2021 - Pre-Return Health Screening/Quarantine, Training and Testing

Prior to returning to campus, students and employees must comply with testing and quarantine protocols issued by the State University of New York system.

Education and training about COVID-19 safety and prevention will continue to be provided to all students and employees. The responsibility for COVID Safety and Education will be shared by several offices depending on the constituency trained.

Student Affairs and Human Resources will provide education for all students and employees respectively through publishing of the Spring 2021 COVID-19 informational website, the creation of the "What Students Should Know" notice and ongoing updates via campus e-letters and other notices directed to campus-email addresses.

Employees in high-risk positions (Student Health Center, University Police Department (UPD), maintenance workers, custodial staff) will receive additional safety training specific to their positions from their supervisors or the campus Environmental Health & Safety Officer.

Proposed 2021 Spring Dates

While the complete Spring 2021 academic calendar is available online, key dates are reflected below.

January 25	The Spring semester will commence on January 25, 2021 with all courses and services offered in a remote instruction environment.
February 1	A select collection of student support services will open for appointment-only attendance, using spaces in the Campus Library.
February 8	Facilities-dependent courses will commence with on-campus attendance.

March 27-April 2 Wellness Week: A week-long series of workshops and appointments to support student success and completion in lieu of Spring Break.

Information about Commencement for the Class of 2021 will be released during the spring semester.

Continued Planning

This Plan will continue to be reviewed and revised as needed in a rapidly changing environment.

To review ongoing performance related to the College's COVID-19 response, the SUNY Old Westbury created a COVID-19 Safety Monitoring Workgroup that meets weekly to review key aspects of the campus' operation and to surface new issues and innovations that might impact the organization. Membership of this group includes representatives from: Academic Affairs, Athletics, Civil Service Employees' Association, Human Resources, International Enrollment Services, Maintenance & Facilities, Student Affairs, Student Health Center, University Police, United University Professions, and a member of the faculty named by the College President.

The group is led by the College's COVID-19 Campus Safety Monitor, Michael Kinane, vice president for communications.

The COVID-19 Safety Monitoring Workgroup will continue to monitor the campus' performance throughout the semester, providing recommendations for consideration by new President Timothy Sams and members of the senior leadership to ensure safety and health for all college constituents as we pursue our institution's mission and goals.

Section 1. Reopening

Capacity: Population Density and Social Distancing

SUNY Old Westbury has implemented measures to reduce the density of students and employees on campus to decrease the risk of transmission of COVID-19. The Provost and Senior Vice President for Academic Affairs and Deans are setting an academic schedule enabling courses to be taught through multiple modalities to meet both teaching and learning needs and safety and health requirements.

In person face-to-face (F2F) instructional offerings will increase from the 2-3 percent offered in the fall to 7-10 percent of scheduled course offerings in Spring 2021. Such offerings will be limited to courses offered in hybrid mode featuring either a staggered low density “facilities-dependent” on-campus setting (i.e. science labs, studio arts, media production, etc.) or in blended multimodal settings that would allow for limited in-person attendance. Attendance of students for on-campus instruction for the semester is anticipated to be 750, meaning an estimated 83 percent of students will attend classes via remote and/or distance modalities. **No session of an F2F course will meet prior to February 8.**

Instructional spaces will be utilized at reduced capacity to achieve a minimum of six feet between student stations. All F2F courses will feature a significant amount of synchronous or asynchronous distance instruction, with on-campus attendance staggered among students in all classes.

As in Fall 2020, SUNY Old Westbury will not house students in residence halls on campus for Spring 2021.

Following guidelines established by New York State and SUNY, the Office of Human Resources will monitor and limit the number of employees on campus through flexible work schedules, telecommuting and rotation schedules for on-site work, as state mandates allow. In addition, departmental operational plans will consider remote work, separate breaks, shift staggering and other measures to reduce workplace density. The College has established and will enforce guidelines requiring a distance of 6 feet be maintained between persons unless safety or a core function of work activity requires a shorter distance. Personnel deemed essential will be required to attend daily or as frequently as their work responsibilities require. Other-than-essential personnel will attend at levels of 50 percent or less each week. **The College estimates an average of 215 faculty and staff on campus weekly.**

Reduced density and maximum COVID occupancy numbers are set for all meeting, event, and common room spaces and signage prominently posted. The campus will continue using online meeting platforms (i.e. MS Teams, Zoom, etc.) to allow employees to connect from their home or campus office. In-person gatherings will be limited as much as possible and the use of tele-

or video conferencing encouraged whenever practical. Meetings or other essential, in-person gatherings will be held in open, well-ventilated spaces with social distancing (at least 6 feet between attendees) and face coverings required. Gatherings of this nature will also adhere to posted COVID occupancy capacity guidelines.

Departmental procedures are established to ensure contactless or limited contact for pick up and drop off areas. Engagement with students, faculty, staff, vendors, and visitors to the campus will be managed through a series of barriers and floor markings to direct traffic flow in commonly congested communal areas. Social distancing markers are posted using tape or signage that denotes 6 feet of spacing in commonly used and other high traffic areas on campus. Social distancing markers have been applied to floors in high traffic corridors to denote a single direction of traffic. High volume staircases have been denoted as up or down only. Engineering controls, such as Plexiglas screens at service points, are in place in high contact service areas to ensure that social distancing can be maintained while the work of the College continues.

In general, the College will seek to allow only invited guests to campus, and those guests will undergo healthcare screening upon arrival via an emailed survey. The College will consider providing campus space both for internal and external events subject to an exception/review process for mission-critical events that can meet physical distancing and other applicable safety standards as specified with reference to federal, state and local guidelines and directives. Campus visitors that do not comply may face removal of authorization to be on campus property and/or termination of any applicable lease/permit/contract.

PPE and Face Coverings

The Office of Environmental Health and Safety within the Maintenance and Facilities Department will review the personal protective equipment requirements for employees engaged in elevated risk functions on campus and will provide equipment as needed, following guidance from SUNY, New York State Department of Health, the CDC and other agencies. Face coverings are supplied to all employees and students upon request to the Maintenance and Facilities Department.

Face coverings (masks) must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, **even when six-foot social distancing exists**. Exceptions to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space.

Students who violate college guidelines may be referred to the Office of Student Conduct for disciplinary review and the imposition of discipline. Employees who fail to comply with the

published face covering and social distancing guidelines will be referred to the Office of Human Resources for review and resolution of the violation in accordance with applicable collective bargaining agreements and college procedures.

Campus community members may report observed violations of the college's social distancing and face covering protocols to the Office of Student Conduct (for students) or the Office of Human Resources (for employees). Activities of concern include (but are not limited to): prohibited gatherings, failure to self-isolate or quarantine, and failure to comply with mask/facial covering requirements, social distancing, and campus health protocols.

Testing and the Daily Health Screening

Students

Prior to Return to Campus

All students who plan to study, visit and/or work on-campus during the Spring 2021 semester must provide proof of a negative diagnostic COVID-19 test result (normal, no virus detected) prior to their arrival on campus. The test must be taken within a three (3) day period prior to the student's return to campus. Only diagnostic tests are accepted, antibody tests will not be accepted. All students can report their test information to the Student Health Center via fax (516) 876-3142, or email studenthealth@oldwestbury.edu. The uploaded documentation must include the student's name, type of test, test result and the date the test was administered.

If a student has received a positive diagnostic test for COVID-19 within the three (3) month period prior to returning to campus, the student is not required to be tested again before arrival on campus but must provide documentation of the positive diagnostic test to the Student Health Center via fax (516) 876-3142, or email studenthealth@oldwestbury.edu.

Students who receive a positive COVID-19 test result in the 3-day period prior to arriving at campus, will be required to isolate and follow instructions from their local Department of Health. Additionally, students who test positive cannot travel to campus until they receive a clearance document from their local Department of Health.

Students who fail to provide proof of a negative test or clearance document before arriving on campus will be notified of the need to test with the campus. Because of the remote nature of the campus' instructional and service offerings, this requirement will come due on the second visit to campus for the semester, at which time if a student has not complied he or she would be barred entrance to campus until proof of a negative result can be provided.

Students returning to campus must also complete a daily health screening questionnaire each day during the fourteen (14) days prior to the semester's start date (January 25, 2021). Students are also required to quarantine at home for seven (7) days prior to the initial visit to campus to lessen the risk of exposure to COVID-19. Commuter students who must work during the 7-day quarantine period may apply to the Office of Students Affairs for a limited exemption

to allow them to work during the quarantine. To qualify for the exemption, such students will need to document the COVID-19 safety protocols of their employers. Also, the exemption will only apply to their ability to work. When not working, the students will be expected to quarantine from others. Campuses must keep specific information on the number of exemptions approved for the semester and be able to report to SUNY system.

Any student who screens positive on the daily health screening questionnaire and/or shows symptoms of COVID-19, is encouraged to seek medical care and contact the Student Health Center.

Upon Return to Campus

Students will be expected to login to the College's ConnectOW Portal and complete a daily COVID-19 screening form prior to reporting to campus. The screening will ask six questions to ascertain the following: exposure to persons with identified or suspected cases of COVID-19, symptoms of COVID-19, proximity to those diagnosed with COVID-19, and travel outside of New York State.

All students visiting campus more than once will participate in the campus' COVID-19 surveillance testing program. Surveillance testing will be conducted for such students every 2 weeks and testing will be made available every week of the semester.

Detailed information about pre-return and return to campus requirements can be found in the [Academic Continuity and the Health and Safety of Students, Faculty, and Staff Policy for Winter and Spring Terms 2021](#) issued by SUNY.

Employees

Pursuant to SUNY policy, employees will be required to complete the Daily Health Screening each day during the fourteen (14) days prior to the semester's start date (January 25, 2021).

All employees who have been instructed to return to campus must self-monitor their health and symptoms every day before arriving. Employees are expected to login to the College's ConnectOW Portal and complete a daily COVID-19 screening form prior to reporting to campus. The screening will ask six questions to ascertain the following: exposure to persons with identified or suspected cases of COVID-19, symptoms of COVID-19, proximity to those diagnosed with COVID-19, and travel outside of New York State.

The Daily Health Screening tool will be periodically updated or revised to reflect changes in testing or health monitoring requirements. Communication of the changes will be made via email notice to all employees.

Employees will also participate in campus surveillance testing accordance with SUNY, NYS and campus guidelines and any applicable collective bargaining unit agreements.

Employees will be individually notified of test results via email.

Employees tested at an off-campus site must immediately notify Human Resources if positive test results are received.

Data regarding daily testing progress and results will be reported on the college's COVID-19 Status webpage maintained by the Office of Public Relations & Marketing. The number of new positive employee and student cases will be reported to the college community through email messages from the Office of the President and/or via recurring e-letters for employees and students.

The college will take the utmost care to protect all testing and health information. Access to names of individuals who test positive for COVID-19 will be limited to only those who provide notification of results and otherwise only to the extent required to conduct contact tracing.

Operational Activity

Academic Continuity

SUNY Old Westbury will offer both fully remote and hybrid (with associated F2F opportunities) courses for the Spring 2021 semester to meet the needs of all students. F2F sections will be offered in spaces adhering to class density protocols and health and safety protocols. Students and faculty will utilize the Blackboard learning management system to ensure equal and continuous access to course content and information. MS Teams and Zoom are also supported by the College, and may be used to support instruction.

The Academic Continuity Plan for Winter and Spring 2021 reflects several guiding principles which provide the conceptual framework.

Guiding Principles

- All aspects of the planning serve to maximize student learning, engagement, and success, incorporating flexible options that are responsive to health and safety needs.
- Plan must be responsive to our demographic profile, which as a largely commuter (exclusively for the Spring 2021) campus is subject to COVID-19 conditions in the surrounding region.
- Plan must proactively connect students and services so that any return to a fully online modality will sustain those connections with students within the virtual space.
- Plan must address diverse needs and thereby optimize access and equity, ensure academic freedom and facilitate continuous improvement of our academic services to students.
- Plan must strategically support student success, which includes an incremental increase of the number of courses that have some on campus instruction, as public health conditions permit, in accordance with the reduced density (RD) and social distancing (SD) guidelines.

Classroom Facility

The College's didactic tenets extol the value of small classroom sizes and this is reflected in the physical instructional space designs and facilities of the campus. Under the current conditions,

given our standard course enrollments, traditional on-campus courses are prohibitive for all but a small number of exceptions. Additionally, of the few larger classroom spaces on campus, some are currently offline due to capital renovation projects to address the various repair and infrastructural needs within those spaces.

With all courses having some portion of instruction occurring in a remote space, shifting to completely remote instruction if necessary will be achievable.

Instructional Contingency Planning and Communications

The spring plan will continue to meet social distancing and reduced density protocols and includes preparations to be remote should conditions warrant such a pivot. With the current requirements that all faculty use their Blackboard (Learning Management System) course shells as the entry point to “the campus” and “the classroom”, the remote instructional modality is a central part of the instructional plan for Spring 2021. The College will continue to support remote instruction for traditional facilities dependent curricular areas (e.g., Visual/Media Arts and STEM) through respective software and media licensing subscriptions that were evaluated during the emergency pivot in Spring 2020 and during the subsequent Fall 2020 semester.

The communication plan for students with respect to the campus expectation should a mandatory pause occur includes the following as the pre-semester plan:

1. A statement of the related course expectations on faculty syllabi
2. A standard statement of the general expectations for all courses and instructors in the Blackboard homepage for all of our users, and in the student portal
3. Email communications facilitated by Public and Media Relations

As in Fall 2020, faculty are building flexibility into spring courses in case of student illness. During F2F instruction, faculty, staff and students will be required to wear face coverings in addition to following social distancing protocols. Students who do not comply with the Policy will be referred to the Office of Student Conduct for further action.

Prior to the fall semester, deans and department chairs were asked to anticipate that other full-time and adjunct faculty might be called upon to substitute for faculty who are unable to continue teaching. Department chairs will continue to include such contingency planning in their department meetings and communications for Spring 2021.

Remote Instruction

The campus will continue its laptop loaner program to assist students who are in need of a computer device. The library will be open during the largest course enrollment periods of the day to support student access to services and address related IT needs. The combination of the laptop loaner program and the library operations will help to address related technology access and equity concerns. **Information on the number of courses being offered and their**

status as F2F, remote or otherwise will be posted on the College's Spring 2021 informational website.

Regular and Substantive Interaction:

Academic Affairs will work with the heads of each school and with department chairs to ensure that the academic continuity of service to students involves regular interaction. Since remote instruction involves the expectations of synchronous instruction, the faculty will continue to provide this instruction in a manner that is comparable to on-campus face-to-face. However, consistent with the guiding principles, Academic Affairs has given faculty some flexibility to include asynchronous instruction and to use small group and individual interactions with students as part of the synchronous engagement. The guidance from Academic Affairs mainly focuses on achieving consistent and regular faculty presence in the online space. A reasonable blend of synchronous and asynchronous instruction will be identified on the syllabus in order to meet both the students' expectations for synchronous instruction and to provide faculty time for asynchronous supports that improve the equity and access of students whose remote learning circumstances hamper more timely access to synchronous instruction.

International students

Academic Affairs has been very careful to avoid absolute prescriptions with respect to remote instruction so that the needs of all of our students can be met via flexible scheduling within the synchronous and virtual office hour periods, with additional asynchronous instruction occurring within the Blackboard learning platform. Blackboard is now the prescribed "classroom" entry point for all instruction on the campus.

Equity, Diversity and Access:

The College continues to meet the needs of students with disabilities as a standard academic practice codified by our internal processes albeit more heavily directed to the online space under the present conditions. The Office of Services for Students with Disabilities (OSSD) continues to work with faculty to provide accommodations to students in need of such services, and the OSSD service statement is included on faculty syllabi.

Wellness Week

To support the success of students, particularly due to the remote nature of instruction for the great majority enrolled for the semester, SUNY Old Westbury will offer an innovative Wellness Week to our students in lieu of spring break. Wellness Week will enhance our students' academic and personal wellness through a weeklong series of student support and career development initiatives. By providing academic support throughout this week, SUNY Old Westbury is able to address a host of barriers to student success: time management skills, emotional and mental health, etc. While still in development, our plan for Wellness Week will require students to participate in services and events conducted either virtually or with limited F2F interaction.

Academic Advising

Academic advising is decentralized, personalized and clustered on campus with every student assigned a personal advisor and a complementary group of additional advisors (a success team). First- and second-year students are assigned to the First-Year Experience Program and Academic Advising Center, respectively. The Educational Opportunity Program (EOP) addresses their subset of students. In the School of Arts & Sciences, students are advised by a faculty advisor from their academic department. Students interested in the School of Education or School of Business consult with the schools' professional advisors and after admittance are assigned a faculty advisor. The Director and Assistant Director of the School of Professional Studies advise their students.

Each unit undertakes targeted outreach to their cohort to begin scheduling academic advising appointments. These are required for first-year students. Interactions can be tracked through our student success management system, Navigate, and this facilitates follow up and coordination among units. This outreach continues throughout the spring semester and into the summer.

In addition to academic advising and planning, the staff advisors, in conjunction with student success coaches, initiate interventions with at-risk students. EOP students are required to meet their counselor in the beginning of the semester. Proactively, the Academic Advising and Student Success Center advisors contact students who have incompletes or who have probationary academic standing; returning suspended or dismissed students; and at-risk new transfer students. Faculty assist by reporting students that are struggling with assignments, attendance, or other issues. During the first month of the semester, these units specifically request progress reports on certain cohorts (including vulnerable populations) and students in courses with high D/F/W rates. Advisors and coaches follow a protocol to connect to students and offer them guidance and assistance. Mid-term grades are also reported and students with unsatisfactory marks are notified and given resource information. At-risk notifications and interventions are documented in Navigate.

Campus Library

The SUNY Old Westbury Campus Library in Spring 2021 will serve as the campus' academic hub. As the campus' most recently renovated facility and home to its best-equipped classrooms and IT infrastructure, this facility is best-positioned to house the expanded offerings of services and classes to support our students in the non-residential student environment of Spring 2021.

The Library will be utilized for:

- F2F instructional space for courses being offered in blended multimodal settings that allow for limited in-person attendance.
- Individual study period appointments (two days advance appointment scheduling) to allow space for students who have no or poor personal study spaces.

- Small group study appointments (no more than 4 persons socially distanced).
- A partitioned “tech commons” utilizing plexiglass dividers and socially distant spacing to provide access for:
 - Computer usage for those with technology insecurities
 - Online exam proctoring
 - Specialty software involving limited licensing (i.e. SPSS, etc.)
- Information Technology Services support desk operations.
- Academic/tutorial support.
- Limited circulation desk service.

Access to all spaces and services in the Library will be “by appointment only” to minimize density. Library visitors are expected to adhere to all college guidelines and policies. All visitors to the Library will be required to use card-access technologies to check-in upon arrival. Face coverings are required at all times, as well as observing social distancing, signage and room capacity indicators.

Furniture will be arranged (and some removed) to create socially distanced spaces that can be more easily cleaned by College staff. Cleaning supplies will be readily available for library visitors to use when needed.

To prevent students from moving furniture in ways that do not meet social distancing guidelines, signage will be posted with specific social distancing requirements. Library staff will periodically check furniture placement and request assistance from Facilities staff to return the furniture to acceptable spacing.

Online orientations for Blackboard and related virtual classroom tools are scheduled during the week preceding the beginning of the Spring 2021 semester. During the second week of the semester both virtual and on-campus orientations and workshops for instructional technology, academic advising, the TRIO program, tutoring center, EOP, First Year, Community Action Learning and Leadership (CALL), Honors College, the Student Success Center and other programs are scheduled for the library. The instructional technology programming will permit faculty with the opportunity to build and expand upon the basic components of their Blackboard course shells and to develop proficiencies with related technology tools (e.g., digital whiteboards, video-conferencing, classroom capture video recording). The Center for Excellence in Teaching and Learning (CETL), as well as our instructional design professionals make use of SUNY instructional supports. Some of these supports are also supplied to faculty in the form of embedded links in Blackboard.

The instructional technology programming for students will similarly help students to increase their familiarity with Blackboard “classrooms” and the related interfacing tools such as video-conferencing, online proctoring and those technologies that support virtual recitations and tutorials. Students and faculty are provided with these orientations through synchronous workshops conducted by our Instructional Designers, and through asynchronous self-paced

modules available in Blackboard. The plan to open the library during the week of February 1 involves a structured schedule with orientations included as a part of that schedule. An intensive advising campaign prioritizes the outreach to link students from vulnerable populations to these services. Additionally the library will provide limited circulation desk help, access to the Media Innovation Center resources, and supplemental instruction services. This reimagining of the library facility is responsive to student data/need (e.g., survey, alert system and related learning outcomes data). This expanded student access includes pre-visit scheduling and touchless kiosk check-in and check out to manage this access in a safe way that complements the facility cleaning and maintenance and COVID-19 testing plan.

With the return of on-campus activity within the Math Redesign Lab, the lower division math courses will have access either to face-to-face instruction and/or tutorial support. These courses are typically cognate courses that support STEM gateway courses and upper division courses (e.g., social science methodology courses) that require these related quantitative reasoning skills. These lower division math courses account for roughly 40% of the course enrollments in mathematics.

Student Health Center

The Student Health Center, located in the College's Campus Center, will be fully staffed for the semester. Hours of operation for the Student Health Center will be Monday and Tuesday: 9 a.m. – 7 p.m.; Wednesday, Thursday and Friday: 9 a.m. – 5 p.m.; Closed weekends.

Diagnostic testing and treatment of COVID positive patients will be managed by Student Health Center staff. The campus community will be given the choice of Nasopharyngeal or Midturbinate swab PCR testing for the College's surveillance testing program, with samples analyzed by Enzo Labs. Results are generally available within 1-3 business days of sample collection. PCR testing administered to students at the Student Health Center is charged to the student's health insurance, if any.

Information about any positive tests will be provided by the Student Health Center's Senior Medical Advisor to the students and to the Nassau County Department of Health for further action.

Sufficient N95 masks have been procured and are available for staff. Fit testing of new staff will be provided as required. Additional supplies of shields, goggles, gowns etc., are on hand and will be re-stocked when 50 percent of existing stores are depleted.

All students calling for appointments will be phone triaged. If students indicate signs of COVID-19, students will be seen via telemedicine. The Student Health Center will limit the range of non-COVID related services provided to reduce the number of students coming to the facility and the risk of transmission.

Office of Counseling and Psychological Wellness Services

The Office of Counseling & Psychological Wellness Services will continue to provide tele-counseling services. Should the need arise to bring counselors to campus, the campus' Counseling Center in the Student Union Building would be re-opened.

In addition to focused individualized treatment and assistance, CaPWS will continue to coordinate peer-to-peer support strategies and promote to students and employees the availability of community-based mental health treatment and resources (i.e. ReachOut SUNY, Thriving Campus, etc.).

Information related to the New York State Office of Mental Health Crisis Hotline and online suicide prevention resources will be made available via the campus website.

Transportation

The campus bus service will operate on a reduced schedule aligned with the schedule for F2F courses, once finalized by the Office of Academic Affairs. Drivers and passengers will be required to wear masks and social distancing will be required as best can be achieved. Buses will be cleaned at the end of each driver's shift. Drivers will wear face coverings and will be subject to campus' daily health screening process.

Facilities Operations

Air handlers in the Campus Center, Natural Science Building, New Academic Building, Student Union and University Police building are operating with MERV 13 or MERV 14 filtration. Further, handlers in the Student Health Center and Campus Library feature UV light sanitization.

Campus Life/Student Organizations

Center for Student Leadership and Involvement/Campus Activities

The campus may host a limited number of F2F events on campus using outdoor and large-space venues to ensure social distancing can be achieved. Any event would follow all campus protocols concerning mask-wearing, health screening, etc. Most events will be held in virtual environments and the College's new Virtual Student Union (launched in Fall 2020) will continue to operate. The College will work with its Student Government Association, which organizes, funds and coordinates more than 50 student clubs on campus, to develop meaningful ways for all clubs to meet virtually and continue their club activities online.

Student Development Offices

Offices related to Career Planning & Development, Residential Life, Student Affairs, Dean of Students, Student Conduct, and Orientation will function as much as possible through virtual means. Meeting with individual or small groups of students, whether in-person or virtually, will be done by appointment. Any in-person exchange will require the use of masks and a meeting space that provides for socially distant spacing. Meetings and programs will be conducted

remotely and individual assistance will be provided either in response to inquiries (telephone, email, etc.) or by appointment.

The Division of Student Affairs will also continue to be available via its MS Teams virtual Front Desk, Monday – Friday 8:30 a.m. – 5 p.m. (EST). Students can contact the virtual front desk using the MS Teams app available to all on campus.

Intercollegiate Athletics and Campus Recreation

The Alternative Care Facility was constructed in or upon all athletic amenities on campus. Currently, the F. Ambrose Clark Recreational Center fieldhouse, locker rooms, and meeting spaces were renovated to meet the specific needs of the Alternate Care Facility to care for COVID-19 patients, if necessary. In addition, the Panther Park soccer field, practice field and the baseball and softball fields that comprise the Jackie Robinson Athletic Complex now house tents and supportive infrastructure for the Alternate Care Facility.

Administrative aspects of the intercollegiate athletics program will function from the Clark Center as long as the Alternate Care Facility is not in use. Activities related to practice, sports medicine, and intercollegiate contests, should they occur, will take place off campus as no facilities are available on campus due to the care facility.

The College has canceled intercollegiate athletic competition in winter sports (men's and women's basketball, cheerleading, men's and women's swimming) and has canceled its upcoming women's lacrosse season. Discussions regarding the presentation of spring athletic competitions continue between the campus and its partner institutions in the Skyline Conference.

In-person recreational sports programs are suspended for the foreseeable future due the presence of the Alternate Care Facility. Virtual recreational sports programs will continue as they were in Fall 2020. Additionally, a limited number of off campus F2F events will also be offered to students including nature trail hikes, outdoor yoga, and wellness meet ups in local parks.

Retail Operations

Bookstore

Barnes & Noble will continue to use the same low-density population model used in the fall semester with modified store hours, line queues marked, social distance and mask sign reminders. In addition, online textbook/supply ordering and rental return options will continue. If student on campus population increases, operations will increase commensurately.

Campus Dining

With no student residents for the Spring 2021 semester, the dining hall will be closed and dining outlets in operation will again be minimized, offering take-out services to the few commuter students and staff on site. Counters, tables, and chairs will be cleaned and

disinfected multiple times a day, line queues will be marked, social distance & mask signs posted.

Vulnerable Populations

Student – Mental & Emotional Health and Well Being

The Office of Counseling and Psychological Wellness Services will operate on an appointment basis and will provide treatment, both psychological and psychiatric, via tele-health, utilizing a combination of video-chats (Microsoft Teams) and phone appointments.

CaPWS staff will continue to coordinate refill services to clients who are prescribed psychotropic medication.

CaPWS is currently offering COVID-related support groups which focus on increasing social support, reduce isolation, and support health coping strategies. CaPWS is prepared to offer several of these support groups simultaneously. In addition, CaPWS provides referral information to faculty and staff to assist students who in need of aid.

Employees – Mental & Emotional Health and Well Being

The Office of Human Resources works closely with the campus Employee Assistance Program (EAP) representative, to regularly communicate information about how to build resilience, how to avoid pandemic fatigue, and where and how to find resources to help with related issues. EAP and Human Resources partner in providing joint presentations and materials with tips for health and safety for release to the campus.

Human Resources has developed and will continue to communicate to the campus through various media, information about leave and resource programs available to employees, particularly those programs developed in response to the COVID-19 pandemic. Anticipated programs include accommodations for underlying health conditions, child and elder care concerns, extended time to use leave accruals, etc.

Students – Housing Insecure

To address housing insecurity, a campus Single Point of Contact (SPoC) has been established. The SPoC will serve as the central contact for students who identify having housing insecurity or living costs. In this role, the SPoC will serve as a resource and advocate for housing insecure students with on-campus and off-campus partners.

Students can self-identify or anyone from the college can identify a student with housing insecurity and complete the [Housing Insecurity Risk Form](#). The submission of the form will result in an email being issued to SPOC, who will virtually meet with the student within 24 hours of email (not counting weekends, holidays, etc.) to complete an intake process and begin to identify solutions for the student in question.

Students – Technology Insecure

SUNY Old Westbury intends to continue, and seek enhancements to, the laptop loaner program originally put in place for Spring and Fall 2020. This program serves those students who did not have access to the technology needed to complete courses remotely.

A chief enhancement for Spring 2021 will be offering access to devices and support with the campus Library, in its role as an academic hub for the semester. The College has also used CARES Act funding to address capacity needs in curricular areas where cellular technologies support the course curriculum by procuring peripheral accessories that are available to students through a separate loaner process.

The plan for Spring 2021 includes additional outreach efforts to investigate the need for laptop or other technology for students who stopped out during Fall 2020.

Students – Disabilities

The Office of Services for Students with Disabilities (OSSD) will provide accommodations, access and advocacy remotely, including the provisions of accessibility hardware and software, note taking, reader, interpreter and scribe services. Proctoring of students with disabilities will take place with the rest of the class unless special circumstances necessitate individualized proctoring.

The campus continues to address the needs of students with disabilities as a standard academic practice codified by our internal processes albeit more heavily directed to the online space under the present conditions. OSSD continues to work with faculty to provide accommodations to students in need of such services, and the OSSD service statement is included on faculty syllabi.

Hygiene, Cleaning and Disinfection

Cleaning and Disinfecting

Routine cleaning of occupied areas and common spaces will continue daily. Cleaning measures such as vacuuming, removing trash, sweeping or cleaning walls may be performed less frequently in other areas to allow for increased cleaning and disinfection of frequently touched surfaces and higher risk areas.

Cleaning and disinfection efforts will comply with guidance provided by the New York State Department of Health and the Center for Disease Control.

Frequently touched surfaces in common areas of occupied buildings are cleaned and disinfected at least twice daily by the custodial department using products meeting the EPA criteria for use against COVID-19. Portable electrostatic sprayers are used on a rotating schedule to provide quicker disinfection of surfaces throughout a building.

Disinfectant wipes are made available to departments upon request so employees can disinfect their own high touch surfaces. A routine disinfecting of high touch surfaces and personal spaces three times a day is recommended.

Thorough cleaning of instructional spaces will occur during previously scheduled down times between classes and after-hours. Employees and students will be asked to clean their desks/work surfaces, if they are willing, before and after using with provided disposable, disinfectant wipes.

Proper hand hygiene by frequently washing hands with soap and water is expected.

Cleaning and disinfection records will be maintained by the Maintenance & Facilities Department. If an employee has tested positive for COVID-19 the college will determine the areas occupied by that person in the 48 hours prior to the start of symptoms. Common spaces frequently occupied by the person will be closed prior to cleaning and disinfection by trained and suitably equipped staff. Personal spaces occupied by the person will be closed for 72 hours prior to cleaning and disinfection by trained and suitably equipped staff. Disinfection will include the use of electrostatic foggers and spray on disinfectant if the 72-hour delay cannot be achieved.

Personal Hygiene

Hand hygiene stations containing soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol, will be provided in key high traffic locations throughout the campus. Disinfecting wipes or other disinfecting supplies will also be made available and include signage with best practice instructions and hand sanitizer. Additionally, all bathrooms will be outfitted with signage providing guidance on hand washing.

Frequently touched surfaces in building common areas are disinfected by cleaning staff multiple times per day. Employees and students will be asked to clean their desks/work surfaces, if they are willing, with provided disposable, disinfectant wipes.

Signage

Signage has been developed and displayed widely throughout campus to support social distancing, mask wearing, hand hygiene, instructions for self-cleaning areas, and occupancy limits for common areas. Additional signage will be deployed as needed.

Section 2: Monitoring

Testing Responsibility

Throughout the semester, surveillance testing of SUNY Old Westbury students and employees will be conducted using either the Nasopharyngeal or Midturbinate PCR method. Samples will be collected by the professional staff of the Student Health Center, with analysis conducted by Enzo Labs. The campus' testing program began in September 2020, resulting in the development of effective communication and campus processes to facilitate the surveillance testing. Those practices will be monitored for effectiveness and modified as changes in public health conditions or campus operations require.

All students and employees who receive a positive test through our testing program will be notified by the campus' senior medical adviser. Student Health Center staff will then inform the Nassau County Department of Health, which will conduct contact tracing. Student Health Center staff will assess for symptoms, provide medical treatment or advice as appropriate, and explain the terms of any required isolation for students.

Students and employees will be individually notified of negative test results via email. Any employee whose test results are positive will receive a telephone call from the campus' senior medical adviser and, if on campus, must leave the premises immediately. They will be advised to follow up with their own medical provider. Information about quarantining, contact tracing, etc. will be provided by Nassau County Department of Health in conjunction with the staff's medical provider. Employees tested at an off-campus site must immediately notify Human Resources if positive test results are received.

Overall daily testing progress and results will be reported on the college's COVID-19 Status webpage, maintained by the Office of Public & Media Relations. The number of new positive employee and student cases will be reported to the college community through the Office of the President, as appropriate.

Testing Frequency and Protocols

While the great majority of activity for the campus will take place in a remote space, all students who visit campus more than once during the semester for class or another purpose will participate in surveillance testing. Any student who takes an on-campus class or otherwise accesses a campus facility regularly is required to test no later than the date that student accesses any campus facility for a second time. By this time, the student would have been notified twice of their need for testing. This testing will be mandatory. If a student in this position fails to test when notified, the student will be referred to the Office of Student Conduct and may be subject to penalty under the [SUNY Uniform Sanctions policy](#).

All employees who come to campus regularly to complete their professional responsibilities will be tested every two weeks. Employees will participate in campus surveillance testing in accordance with SUNY, NYS and campus guidelines and any applicable collective bargaining unit agreements.

Diagnostic testing and treatment of COVID positive patients will be managed by Student Health Center staff. Nasopharyngeal and Midturbinate swab PCR testing are in use for the College's surveillance testing program, with samples analyzed by Enzo Labs. Results are generally available within 1-3 business days of sample collection.

Information about any positive tests will be provided to the Nassau County Department of Health for further action.

Costs for sample analysis are covered by the medical insurance of each student or employee.

Tracing

The College has been informed by leaders of Nassau County that the Nassau County Department of Health will be conducting contact tracing for cases involving the college. In addition, five staff members of the Student Health Center and three members of the Athletic Training staff have completed training via Johns Hopkins University to serve as contact tracers. This number of tracers exceeds the number recommended by the Commission on Independent Colleges & Universities, which suggests 3 tracers for every 10,000 students.

The director of the Student Health Center will oversee any contact tracing required by the campus team and facilitate communication between the Nassau County Department of Health and the College.

Screening

Students taking in-person classes or using campus facilities regularly are required to complete a daily health screening throughout the semester and starting 14-days prior to their first visit to campus.

All employees who have been instructed to return to campus must self-monitor their health and symptoms every day before arriving. Employees are expected to login to the College's ConnectOW Portal and complete a daily COVID-19 screening form prior to reporting to campus. The screening will ask six questions to ascertain the following: exposure to persons with identified or suspected cases of COVID-19, symptoms of COVID-19, proximity to those diagnosed with COVID-19, and travel outside of New York State.

Pursuant to SUNY policy, employees will be required to complete the Daily Health Screening beginning two weeks prior to return to campus for Spring 2021.

All members of the College community must follow the New York State Travel Advisory. Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations, as defined by New York State, must attest that they have submitted the New York Traveler Health form. They also must follow the guidance of New York State related to mandatory testing, quarantine/isolation, and the timing of a return to campus.

The campus is actively engaged in discussions related to enhancements being made to the SUNY Daily COVID Screening app (for mobile phone and tablet use) and looks forward to ongoing development and potential implementation in Spring 2021 or later semesters.

Section 3: Containment

Quarantine and Isolation

Upon a positive test, students and faculty/staff would be expected to self-isolate in their homes. As the College is not offering a housing option for spring, no areas for isolation will be required on campus.

In addition to reporting a case to the county health department, the Student Health Center will maintain contact with those who have reported a positive COVID-19 diagnosis to gauge progress and needs so that assistance can be arranged if necessary.

Students Confirmed or Suspected to have COVID-19

The Student Health Center staff will assess and provide medical guidance for students who report COVID-19 symptoms. Students demonstrating symptoms or those who have been directly exposed to COVID-19 will be directed to be tested at a local lab provider.

Section 4. Communicating the Spring Plan

Communicating with its constituents and local community and educating both on the practices and procedures in place for Spring 2021 will be of vital importance for SUNY Old Westbury.

Campus Constituents

Leadership Messaging

Leadership Messaging relates to messages conveyed via email from campus leaders on the overall re-start effort and on specific operational or policy adjustments required in advance of, and during, the restart process. The first Leadership Message concerning the restart will be sent by the College President to the entire campus community announcing the approved plan and key next steps. In general, Leadership Messages will be distributed by the following officials:

- College President
- Provost/Senior Vice President, Academic Affairs
- Senior Vice President, Business & Finance, and CFO
- Vice President for Student Affairs & Chief Diversity Officer
- Assistant to the President for Administration
- Student Health Center Director
- University Police Chief

College Website

A Spring 2021 re-start website will be developed to provide information on COVID-19, safety and hygiene recommendations, and information to specific operations and areas of the campus. The intent will be for this portion of the website to serve as a hub of operational and academic information throughout the semester.

Constituent-Specific E-Letters

- **Students:** The existing Student Connections e-letter, distributed weekly, will offer updates and information as the restart commences and throughout the semester. In most instances, Student Connections will seek to drive users to the College website for more detailed information.
- **Employees:** The existing faculty/staff e-letter, The Current, runs twice weekly on campus traditionally. For Spring 2021, one edition each week will include a "COVID-19 and the Campus" section with pertinent news and updates. Like the student e-letter, The Current will seek to drive users to the College website for more detailed information.

Town/Gown

The Office of the President leads the College's government relations efforts and maintains regular contact with elected officials at the local, state and federal levels of government.

Alumni/Parents/Friends

The Office of Institutional Advancement will use its "Old Westbury Update" quarterly e-letter to inform these constituencies of ongoing developments of the campus and key information in response to COVID-19.

Media

The Office of Public & Media Relations will distribute news and updates related to the campus' COVID-19 response, as warranted. All press inquiries for the campus will be directed to this office for service.

All Constituents

Social Media

Social media will be used to support and extend the reach of Leadership Messaging by posting summaries and vignettes from key messages with the intent of driving traffic to the message itself. The college posts appear on Instagram, Twitter, and Facebook. Posts on social media will also be used to provide reminders of key deadlines and other actionable content.

Section 5. Pause and Shutdown

The college will follow the guidance of the NY State Department of Health in terms of ceasing F2F interactions and moving to completely remote operations. Specifically, when either 100 individuals or less 5% of the total on-campus population tests positive with-in a 14-day period (whichever limit is reached first), the campus will immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days. Also, during this time, campus will suspend (if scheduled) all in-person events, extracurricular programs, and other non-essential student activities.

At the end of the 14-day pause, the College will follow the Department of Health's guidance regarding virus containment sufficient to resume the previous levels of in-person activities.

Continuity of student learning will be maintained in the event of a pause in on campus F2F courses, instructor illness or change or a pivot to fully remote, should containment of the virus prove elusive. Information on academic continuity in such events is available on page 9 of this plan.