Restarting Campus Operations

Corning Community College

Documents Included:

Submitted June 23, 2020

Executive Summary

SUNY Corning Community College

1. RESTARTING ON-CAMPUS OPERATIONS

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

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

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

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

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

- Security: Responding to questions and concerns regarding campus/building safety and security and developing logistical plans of screening at all locations

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

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

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

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

In the College's Workforce Education & Academic Pathways Unit, workforce education, which has been identified as a Professional Business Service, will provide customized business training on-site for business partners as businesses reopen, following all college protocols plus any

additional protocols from the business partners. All open enrollment professional development plans will follow the College's Academic Plan as listed above.

i. Classroom Population Density

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

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

ii. Instructional and Research Laboratory Protocols

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

iii. Access to Computers and Internet

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

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

i. Residence Halls

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

ii. Dining

If social distancing is required, the College will continue with operational changes that were in place in March when the pandemic started. Controls will be in place to separate customers entering and exiting the dining hall. Self-serve was eliminated in the food serving area, and all food and beverages was served by food service staff. Seating has been removed to restrict four people to a table and to reduce overall occupancy of the dining hall to 50% and so that 6' distancing can be maintained between tables.

iii. Personal Protection Equipment

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

iv. Screening, Testing and Tracing

Screening will be conducted according to the NYS Forward protocols for faculty, students and staff. Protocols will be communicated in advance through various college communication channels. Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive. According to current procedures, the College will cooperate with the Health Department in the event of a COVID positive test for someone who has visited the campus students will be screened periodically and asked the following questions: whether they had COVID-19 systems in the past 14 days; tested positive for COVID-19 test in the past 14 days; and/or was in close or proximate contact with confirmed or suspected COVID-19 cases in the past 14 days.

v. Custodial Services

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

d. Campus and local communities

i. Vision for "Town and Gown" interactions

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

ii. Transportation, Mail and General Delivery Services

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

2. TRACING AND MONITORING AFTER RE-OPENING

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

3. COMMUNICATION AND OUTREACH PLAN

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

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

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

The Marketing Department has adopted a multi-pronged approach to supporting the College's recruitment efforts, which include the following: the College website with announcements of virtual events, program offerings, and news; digital ads and geo-fencing; newspaper ads for virtual events; email; postcards; a high school teacher/guidance Counselor newsletter; TV commercials and social media. Most recently, the College has been in talks with a local TV station, WETM, for a regular spot highlighting newsworthy developments at the College.

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

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

4. RESOURCES REQUIRED TO RE-OPEN

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

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

5. TIME REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS

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

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

Dr. Mullaney will review and approve the plan document, which includes a screening protocol document which outlines a screening plan for staff and visitors to the campus. Dr. Mullaney will then register the college on the NYS Forward website and affirm that the College has a business

plan that addresses all protocols included in the plan document. The ERT believes that this return can occur any time after June 15th. Department heads will have to determine where employees would best be able to perform their duties and approve their return to campus. The June 15th date allows for over months of the "new normal" campus operations before the start of classes on August 17th.

SUNY Corning Community College
Academic Re-engagement Plan

NYS Definitions and Restrictions for Instruction

March 20 - June 12, 2020

1. SUNY CCC is defined by NYS as providing an "Essential Service."

https://esd.ny.gov/guidance-executive-order-2026
> Excerpt: "Essential services including... remote instruction or streaming of classes from public or private schools... provided, however, that no in-person congregate classes are permitted."

2. Employees are permitted on campus, but the following guidelines apply

A. Maximize use of telecommuting

ESD_EssentialEmployerFAQ_033120.pdf
Excerpt: "Only those employees that are needed to provide the products and services that are essential to provide such products or services are permitted to work at the business location. In addition, Essential Businesses are still required to utilize telecommuting or work from home procedures to the maximum extent possible. Those employees who do report to work must adhere to the requirements set forth in the Department of Health guidelines, which can be found at https://coronavirus.health.ny.gov/home."

B. Employees permitted on campus to the level necessary to provide services

https://www.governor.ny.gov/news/no-2028-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency
Excerpt: "Any essential business or entity providing essential services or functions shall not be subject to

the in-person restrictions. An entity providing essential services or functions whether to an essential business or a non-essential business shall not be subjected to the in-person work restriction, but may operate at the level necessary to provide such service or function."

3. Faculty who need to come to campus for teaching resources may do so as that is to provide an essential service.

Essential / non-essential employees (NYS definition for directive)

https://hcr.ny.gov/system/files/documents/2020/03/updated-covid19-statwide-non-essential-memo.pdf
Excerpt: "For the purpose of this directive, essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response. Non-essential employees are defined as anyone who does not need to be physically present to perform job functions, or they are not required to meet the core function and programs of their agency during this emergency response."

4. Students are not permitted to meet on campus for classes or labs

As per Executive Order 2026, referenced above in #1.

NYS Regional Guidelines for Re-opening NY

Regional Guidelines

Education is listed in Phase 4 in Priority Industries for Re-Opening, however, Professional Services is listed in Phase 2. Certain departments of the College, such as Workforce Education & Academic Pathways, the Testing Center, and others may be considered in this group. Higher Education Administration is also in Phase 2, so the College has submitted a plan for staff on campus.

Regional Guidelines for Re-Opening New York

Southern Tier Regional Targets

https://www.governor.ny.gov/where-do-regions-stand

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

NYS Key Considerations for Higher Education Plans

Governor Cuomo's June 18 briefing

Likely Scenarios for Fall 2020

1. The current NYS restrictions prohibiting f-2-f instruction may extend past the start of the semester, 8/17.

- Faculty professional development to improve remote delivery and student learning
- Record demonstrations in campus laboratories
- Virtual office hours should be held for students
- Remote advising appointments for advisees should be available
- Revised master schedule will identify online vs. remote live
- Adjust final exam schedule to accommodate students with multiple fully online courses
- Start of term to Monday August 17. Oct. break week 10/12… Thanksgiving break week 11/23... All instruction will be distance learning after 11/20.
- Flex start September 17 offerings targeting Business and LAS: Hum/SS
- Wifi Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots, and emergency grant funding for students to purchase mobile hotspot)
- Laptop Loan Program (advertise - wording no longer "emergency")
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)
- Workforce training will be offered onsite at businesses as per each state's reopening plan; WEAP will ensure that appropriate protocols are in place.
- Testing Center will provide both remote proctored testing and face-to-face testing with newly installed barriers between testers and following appropriate protocols per CDC guidance.

2. Faculty may provide f-2-f lab/hands-on instruction by permission, with 6' social distancing and adhering to all guidelines in the education template. All other instruction is distance learning.

- Faculty professional development to improve remote delivery and student learning
- Recording of demonstrations in campus laboratories as needed. (lab spaces for each technical or science course with some f-2-f labs may not accommodate scheduling the full series of labs f-2-f with density reduction.) (Also, applies to some ARTS classes?)
- Virtual office hours should be held for students
- Remote advising appointments for advisees should be available
- Technology and science labs that are not able (due to facilities, equipment, supplies, and/or software) to be done remotely will be scheduled and taught observing 6' social distancing. Prohibitive student lab cost for a lab kit, software access, or supplies may also be a legitimate reason to request a f-2-f lab.
- Faculty must receive prior permission for f-2-f lab/class on campus.
  The proposal must include the CRN, course name, instructor, number of students, class meeting time and location, justification for f-2-f, and contact plan for enrolled students about proposed changes. The proposal must be approved by the ADI and Physical Plant for the class to be f-2-f.
- Revised master schedule will identify online, remote live, hybrid, f-2-f
- Adjust master schedule lab/hands-on instruction section schedule to accommodate social distancing room caps.
- Adjust final exam schedule to accommodate students with multiple fully online courses.
- Start of term to Monday August 17. Oct. break week 10/12… Thanksgiving break week 11/23... All instruction will be distance learning after 11/20.
- Flex start September 17 offerings targeting Business and LAS: Hum/SS
- Wife Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots-Elmira, HEC, Spencer Hill, and emergency grant funding for students to purchase mobile hotspot)

- Laptop Loan Program (advertise - wording no longer "emergency")
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)

3. Faculty may potentially provide f-2-f instruction for any class by permission with 6' social distancing and adhering to all other guidelines in the template.

- Faculty professional development to improve remote delivery and student learning
- Recording of demonstrations in campus laboratories as needed. (Also, this assumes lab spaces for each technical or science course that has some face-to-face labs may not accommodate scheduling the full series of labs face-to-face with density reduction.) (Also, applies to some ARTS classes?)
- Virtual office hours should be held for students
- Remote advising appointments for advisees should be available
- Faculty must receive prior permission for f-2-f lab/class on campus.
  The proposal must include the CRN, course name, instructor, number of students, class meeting time and location, justification for f-2-f, and contact plan for enrolled students about proposed changes. The proposal must be approved by the ADI and Physical Plant for the class to be f-2-f.
- Revised master schedule will identify online, remote live, hybrid, f-2-f
- Adjust master schedule to accommodate social distancing room caps for classes/labs that will meet f-2-f
- Adjust final exam schedule to accommodate students with multiple fully online courses.
- Start of term to Monday August 17. Oct. break week 10/12… Thanksgiving break week 11/23... All instruction will be distance learning after 11/20.
- Flex start September 17 offerings targeting Business and LAS: Hum/SS
- Wife Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots, and emergency grant funding for students to purchase mobile hotspot)
- Laptop Loan Program (advertise - wording no longer "emergency")
- Promote necessity of purchase of a laptop with financial aid (OER use can mitigate the cost of books.)

4. The semester may begin with a less restrictive option, but then have to revert to more restrictions based on an uptick in virus transmission at the College, in Steuben or Chemung Counties, or in NYS.

- Additional faculty professional development to improve remote delivery and student learning
- Additional recording of demonstrations in campus laboratories as needed
- Additional promotion of Wife Access and Hotspot Program (advertise public - i.e. library parking lots, create new - i.e. campus parking lots, and emergency grant funding for students to purchase mobile hotspot)
- Additional promotion of Laptop Loan Program if there are un-loaned laptops left.

Communication with Students

Enrolled Students

Mid-June

- Section delivery mode changes
- Types of schedule conflicts students may need to adjust: back to back f-2-f and remote live, check for time conflicts
- Contact for advising
- Help, if needed, for changing registration
- Financial aid resources (including CARES)
- Computer and Wife access (campus computer labs)
- Improved systems and pedagogy
- Success Webinars: Tips and Tools for Remote Learning (Learning Commons)
- Timeline for f-2-f decision

Mid July?

- Types of schedule conflicts students may need to adjust for
- Contact for advising
- Help, if needed, for changing registration
- Financial aid resources (including CARES)
- Computer and Wife access
- Improved systems and pedagogy
- Success Webinars: Tips and Tools for Remote Learning (Learning Commons)
- Health and safety, what to expect
- Student Resource Guide

Early August

- Financial aid resources (including CARES)
- Computer and Wife access
- Laptop Loan Program
- Virtual office hours and advising
- Health and safety, what to expect
- Success Webinars: Tips and Tools for Remote Learning (Learning Commons)
- Student Resource Guide

Prospective Students

- Types of delivery modes
- Computer and Wife access
- Success Webinars: Tips and Tools for Remote Learning (Learning Commons)
- Timeline for f-2-f decision

Academic Calendar Discussion

The Task Force discussed the fall 2020 start date, breaks, and end dates. Pros and cons related to the following:

- recruiting
  (CCC 8/17, JCC 8/24, MCC 8/26, FLCC 8/31, TC3 8/31, BCC 8/31, OCC 8/31, Cay.CC 8/31)
- potential student decision-making due to COVID 19 and remote learning (4-years and SUNY CCC)
- summer lab time to make-up incompletes
- Fall course prep. time for faculty
- childcare for students/faculty/front-line staff
- breaks promoting travel and return to campus
- flu season (starts in Oct. and most active Dec. - Mar. https://www.cdc.gov/flu/about/season/flu-season.htm)
- potential confusion with any changes
- technical changes needed for changes
- staff time needed to implement changes for calendar-related processes

Main points in favor of 8/31 start date:

1. Starting the semester two weeks later gives faculty more time to prepare for remote teaching, which will comprise a larger percent of the courses in any of the scenarios above.

2. Many students and prospective students are waiting to see whether college education will be delivered via distance learning in order to make plans to go to or return to a four-year in the fall. Two extra weeks will give them more time to choose us. Our 8/17 start is before most other institutions begin.

3. This will allow two additional weeks to finish incompletes by making up labs that were missed in the spring or summer if restrictions or scheduling didn't allow those labs to be made up or held in the summer.

4. This will necessitate two fewer weeks of childcare that parents (students and faculty/some staff) need to arrange before public school typically begins. With finances especially stretched in these difficult times, that saving will be helpful. Also, with social distancing, childcare capacity may be affected.

Main points in favor of eliminating the October Break week:

1. This would allow classes to end before the Thanksgiving Break (only the "finals" week would be after the break).
2. This would lessen the likelihood of travel over a week long break and therefore a higher risk of COVID-19 contact.

Master Schedule Adjustment for Fall 2020

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

Phase 1: Survey faculty for which sections in their currently scheduled load they prefer to teach fully or partially remotely, thereby lessening the demand for rooms, given the screenings and contact tracing requirements.

Phase 2: Adjust sections as needed for location / cap / time based on Physical Plant report on social distancing room capacity.

Technology to aid remote instruction

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

Software/hardware to broadcast the same lecture in two classrooms
1. Identifying facility needs (in adherence with requirements identified by the ERT Facilities Subcommittee) for f-2-f instruction.
2. Identifying health and safety needs (based on requirements identified by the ERT Health Safety Subcommittee) for f-2-f instruction.

Teaching and Learning

SUNY CCC Definitions of Modes

1. Online = all instruction and evaluation is asynchronous
2. Remote Live= all instruction is remote and some or all lectures and/or evaluation is synchronous. (All synchronous class instruction is recorded and posted.)
3. Hybrid = some instruction is online asynchronous, and some is f-2-f (i.e. **1.** the same essential f-2-f material each f-2-f meeting in the week- different class members on different days **2.** different material each f-2-f meeting in the week- some class members f-2-f, and others engage remotely, **etc.**)
4. F-2-F = all instruction is f-2-f (posting support documents, i.e. syllabus, major assignments, etc. on Bb is recommended)

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

Substantive Interaction

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

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

Correspondence education does not include "hybrid" or "mixed delivery" courses which may be offered only partially via Correspondence.

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

MSCHE Definition: Distance education course - A course in which the instructional content is delivered exclusively via distance education. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.
• Distance education - Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support **regular and substantive interaction between the students and the instructor synchronously or asynchronously.**

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

What does "Substantive Interaction" mean? Is there any guidance on maintaining virtual contact with students?

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

Faculty

- Surveyed faculty (CTIE) to determine the adequacy of hardware, software, and Internet connection for remote instruction.
- Faculty must indicate if their course will be fully asynchronous (online) or some instructional hours synchronous (remote live).
- Blackboard should be utilized for all online credit courses.
- Bb Collaborate is recommended for group class meetings.
- Google Meet is useful for individual meetings.
- Zoom and Blackboard may be utilized for professional development/corporate training through Workforce Education & Academic Pathways.
- Virtual office hours are recommended.
- Student emails should be responded to in a timely manner.
- Telephone, and possibly even mail, may be helpful in communicating with a student or providing material to a student without reliable Internet access.

Students

- Survey students to determine the adequacy of hardware, software, and Internet connection for remote course content and meetings
- SUNY CCC Student Emergency Laptop Loan Program: Emergency Laptop Loan Agreement form email to Assistant Dean Stacy Johnson (johnson_s@corning-cc.edu).

Spring 2020 Completion in Summer 2020

1. If Scenario #2 or #3 above are possible with revised NYS restrictions, then the College will make up labs/hands-on class sessions in classes for which students received Incompletes.

- Faculty must receive prior permission for f-2-f lab/class on campus.
  The proposal must include the CRN, course name, instructor, number of students, class meeting time and location, justification for f-2-f, and contact plan for enrolled students about proposed changes. The proposal must be approved by the ADI for the class to be f-2-f.

2. List of Courses to be Completed f-2-f and Plan for Completion:
(Note: this is only a partial list)

- **CRJ15XX,LEN0552, NYS Basic Police Academy (Mike Cobb) (Approved & Operational)**
  Plan: Curriculum revised and received NYS OCJS approval for condensed plan. Police Academy would be the only group at ACP and volunteered to clean. Some of the procedures and guidelines we will implement are:
  1. Masks worn at all times the group is in session for Cadets and Instructors. (I have them already, N-95 and cloth) along with rubber gloves as needed to prevent contamination of others and surfaces that are occupied.
  2. Temperature checks of all those entering the building at the start of classes and at 1 PM, this will be recorded each day.
  3. Cleaning by the Cadets of all areas they enter including common areas each day prior to dismissal.
  4. Change in daily uniform to BDU pants and PT t-shirts and sweatshirts to allow Cadets to clean them every day.
  5. Social Distancing at all times by everyone in the building.
  6. No outside people entering the building unless approved. No visitors or vendors, they will have to wait outside until staff checks with them.
  7. All items not needed for class by the Cadets that day will be left and secured in their vehicles. Minimal carry in items by anyone entering.
  8. Move classes outdoors whenever the weather allows utilizing the rear enclosed parking area.
  9. The use of rubber gloves and approved cleaning supplies that are already on hand at ACP to clean twice daily all occupied areas.
  10. Monitoring of cadets daily whether on or off site for any changes to their health.
  11. The removal from class of any Cadet who displays any signs of illness and not allowing return until cleared by their Physician in writing.

- MACH1040, Precision Machining I (Mike Prechtl)
  Plan:

- MACH1540, Precision Machining II (Mike Reynolds)
  Plan:

- MACH2380, Mastercam (Mike Reynolds)
  Plan:

- MACH2410, Tooling Technology (Dale Crandall)
  Plan:

- MECH1560, CNC Programming (Mike Reynolds)
  Plan:

- MECH1570, Dimensional Metrology (John Longwell)
  Plan:

- WELD0450, Welding Technology (Cheryl Barton)
  Plan:

Summer 2020 Courses

1. Summer 2 (July 6- August 7)

- If Scenario #2 or #3 above are possible with revised NYS restrictions, then the College will schedule when the faculty proposal is approved. The faculty proposal must include the CRN, course name, instructor, number of students, class meeting time and location, and justification for f-2-f, and plan for enrolled students. The proposal must be approved by the ADI for the class to be f-2-f.

2. Courses needing f-2-f in Summer II 2020 and Plan:

Humanities/Social Sciences: none

Professional Studies: none

STEM:

Science

- BIOL 1210 and 1220 (Principles of Anatomy & Physiology I and II)- *It would be preferred to have some in-person lab time over the summer for this course, if at all possible.*
- BIOL 2010 (Microbiology) *It would be preferred to have some in-person lab time over the summer for this course, if at all possible.*
- CHEM 1510 and 1520 (General Chemistry I and II) **a little over 5, 3-hour sessions** (Recommend lab fees be reduced as students will be required to purchase access to a selection of virtual lab activities from Labster.) **Option 2: Labs During Fall Break or Winter Term, Option 3: Labs During Fall or Spring Term**

Technology

- MECH1560, CNC Programming (Mike Reynolds)--While this is an open enrollment course, it is on the educational plan for the Corning, Inc. IDM Machining apprentices. They require f-2-f labs to meet their apprenticeship learning outcomes.

WEAP
  Courses

- COMP 0310, 0320, 0330 Cisco Certified Network Administrator (location: CHM 010, Cisco lab); dates: 08/03-07/2020 Rationale: need to have access to Cisco equipment for this course.
- WELD 0450 Welding Technology (location: ELM 004-005); dates: 07/27-12/11/20 Rationale: need to have welding lab as f-2-f to use equipment, various metals, etc.

Corporate Training
- Capabilities--Customer Service/Hospitality Training (location: Elmira Tea & Coffee House); date: 7/21/20
-

ACE Sections/Instructors

- The high school instructors will need to follow the protocol at their high schools. Their main concern is Internet access for many of their students.
- If instruction is missed at the high school, they do have the option to extend instruction into the summer to finish the courses and receive credit.
- Lab courses are of specific concerns. If the College moves to video demonstration lab experiences, we would like to advocate that those are shared with ACE faculty since they will not have access to their labs to create similar videos.
- We will encourage ACE faculty to work with their College liaisons on any concerns.

Available Remote Accessibility Services

1. Intake Meetings/ Requesting Accommodations

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

2. Testing

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

Checklist for Restarting On-Campus Activities and Operations

SUNY Corning Community College

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

	Department in the event of a positive COVID test of someone who has visited the campus. • Students will be screened periodically and asked the following questions: whether they had COVID-19 systems in the past 14 days; tested positive for COVID-19 test in the past 14 days; and/or was in close or proximate contact with confirmed or suspected COVID-19 cases in the past 14 days. • Any student coming to the college from a foreign country or from the areas under a travel advisory must adhere to a 14 day quarantine and complete the traveler health form as required by New York State. • Students will obtain the traveler health form via links on the College's external website, on the internal website, and in emails and submit a screenshot of this form to the Health Office at healthoffice@corning-cc.edu.
Repopulation of the Campus: **Residential living**	• Residence Life staff will follow CDC and local health department recommendations/guidelines regarding room occupancy. Rooms will be assigned according to current resident health and safety considerations. • Recommendations for the fall semester include the following: elevator use will be restricted to a "need only" basis, and the stairs designated as either up or down direction only. In addition, hallways will be marked for "one-way" foot traffic to avoid incidental contact. • Until social distancing can be ensured, student lounges will be closed and/or upholstered furniture will be removed. • Residential Hall kitchen use will be monitored and/or restricted based upon CDC and health department guidelines for multi-person use food preparation areas.
Repopulation of the Campus: **Operational activity**	• Faculty have been encouraged to shift to online or remote live delivery for fall 2020 to reduce classroom density. This delivery is coded in the master schedule. • The classes that are not distance delivery will be majority hybrid = some instruction is online asynchronous, and some is f-2-f (i.e. **1.** The same essential f-2-f material each f-2-f meeting in the week- different class members on different days **2.** Different material each f-2-f meeting in the week- some class members f-2-f, and others engage remotely) to accommodate classroom distancing capacity. • The use of shared spaces will be monitored to limit individual contact. Departments that oversee areas that are shared will be required to monitor and limit use.
Repopulation of the Campus: **Restart operations**	• Return to campus unit planning will be based on position level analysis addressing ability for ongoing remote work, adapting work schedules for on campus operations, staggering schedules as

	needed in group settings, and setting clear expectations for new workplace safety standards. • Workplace safety and protocol training will be required for all employees. • Campus operations will allow for no more than 50% workforce at any one time. • Campus operations will ensure no more than 50% occupancy per space configuration
Repopulation of the Campus: Extracurricular activities including intramurals and student performances	• Student clubs and student government will meet virtually • Club recruitment activities will be virtual • No Intramural team activities will occur • Student performances will be virtual • Virtual competitions and student activities will be planned for the fall semester. • Semi-virtual events may be planned for dormitory residents. • The Fitness Center will be open by appointment only (no walk-in access) and will be sanitized between scheduled sessions. • Fall contact sports (i.e. soccer, volleyball) are proposed to be cancelled; hoping to maintain cross country season.
Repopulation of the Campus: Vulnerable Populations	• The College Reasonable Accommodation policy currently allows for an interactive process to find solutions to allow for continued work while meeting the individualized needs of employees who live with a disability. In addition, issues of safety for the employee and their household are being considered. Employees are directed to contact Human Resources related to specific situations of concern. • Even if face-to-face classes are permitted, students not comfortable returning to campus will have a wide array of options to take their courses online.
Repopulation of the Campus: Hygiene, cleaning and disinfection	• Cleaning and disinfection are being prioritized by the cleaning staff for high traffic and common touched surfaces. • Office staff will be trained to use disinfection products supplied by the Physical Plant to disinfect their own work space prior to and after having guests. • The College will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. • Cleaning logs will be used for shared rooms and offices and maintained by Physical Plant and users. The log will be kept in the room. • Regular cleaning and disinfection will be conducted at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery)

	and surfaces, as well as high transit areas, such as restrooms and common areas, will be completed. • Physical Plant employees will conduct daily cleaning and disinfection for high transit areas, such as restrooms and common areas. Staff or Faculty using shared spaces or objects will frequently clean and disinfect shared objects (e.g. tools, machinery, microwaves, copiers, etc.) and surfaces in between uses. • Classroom and lab disinfection will be a combined effort of physical plant staff, faculty, and students to meet the timeline for turnover of rooms. If faculty or students are involved with room disinfection, they will wear gloves and be required to wear a mask. Cleaning supplies will be provided to wipe down surfaces. Training will be provided for cleaning protocols. • Cleaning and disinfection are being prioritized by the cleaning staff for high traffic and common touched surfaces.
Monitoring: **Testing responsibility**	• Our plan is to test all students living in the residence hall upon move-in. The College will assume the costs for these tests. Considering random testing for residents after move-in.
Monitoring: **Testing frequency and protocols**	• An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing.
Monitoring: **Early warning signs**	• The Emergency Response Team will monitor early warning signs of an outbreak and communicate this information to our local Health department.
Monitoring: **Tracing**	• Contact tracing protocols will be in place to provide names of people who may have been exposed to a person who has tested positive. • According to existing procedures, the College will cooperate with the Health Department in the event of a COVID positive test for someone who has visited the campus.
Monitoring: **Screening**	• Screener Station: The College will create a "Screening Station" for people who are required to be screened prior to entering campus facilities. • Technology Needed: Laptop computer for the Screener location to log visits. • Furniture/Equipment Needed: Plexiglas screen for Screener Station, signs to direct people through the screening process and prevent incidental contact between people who have been and those who have not been screened. • Timing – It is recommended that the screener's desk is open during hours when people will be coming to campus so they can be screened prior to entering any campus buildings.

	• Masks will be worn by all people entering the screening area(s). • Screening Station Process: The Screener will ask name and demographical questions, three COVID related questions, take the person's temperature and if they pass the screening, allow them to enter the building(s). By gathering this information, we will be able to meet NYS Forward contact tracing requirements.
Containment: **Isolation**	• Perry Hall, the College's only residence hall, will have rooms with private restrooms left vacant for use as isolation sick rooms.
Containment: **Quarantine**	• Residence Life staff will maintain contact with quarantined dorm residents for meals and other needs during time of isolation. • The college nurse will check in with non-residential students during their quarantine period. • Residential students coming from a state on the NYS Travel Advisory list have been notified they will need to self-quarantine for 14 days in Perry Hall. They have been given a check-in time on July 31 and were notified that they will be tested for COVID-19 upon arrival and instructed to bring their health insurance information. While in self-quarantine for 14 days, meals will be delivered to the student's room. • Non-residential students receive the NYS Travel Advisory message about filling out the Traveler Health Form when they complete the online self-screening process or pass through a campus screening station. At that point, they are instructed to stay/return home and quarantine for 14 days if necessary.
Containment **Students confirmed/** **suspected to have** **COVID-19**	• Employees who test positive will be required to notify the Department of Human Resources and the local Department of Public Health so appropriate action can be taken. • Students who test positive will be required to notify the Office of the Assistant Dean of Student Services and the local Department of Public Health so appropriate action can be taken. • When the local Department of Public Health is notified of a positive case involving a visitor or staff member, they will notify the College's Director of Public Safety as well as complete the case investigation and all contact tracing • The visitors log will indicate areas visited by the infected person.
Containment **Hygiene, cleaning and** **disinfection**	• The visitors log will indicate areas visited by the infected person. The areas will be cleaned and disinfected following CDC guidelines. • Physical Plant will maintain a supply of disinfectant products and will clean and disinfect according to the product labels. • Apply enough Disinfectant Spray to allow product to dwell for the following amount of time: Aurora 605 - 10 minutes Virex II 256 - 10 minutes Diversey Spray and Go - 5 minutes Nova - 4 minutes
Containment: **Communication**	• The Communications Office will convey the necessary and required information provided by the Emergency Response Team to

	employees, students, and the public as the specific situation demands. • The Director of Public Safety and Health Services will coordinate communication regarding containment with parties involved in possible exposure.
Return to remote operations ("Shutdown"): Operational Activity	• The instructional path to shutdown will include, as possible, two stages: • Stage 1: All f-2-f classes will transition to distance learning with the exception of approved f-2-f lab/hands-on instruction that necessitates f-2-f. • Stage 2: If further contact limiting is required, all classes transition to distance learning. • Depending on circumstances and requirements, the College may move directly to all classes distance learning.
Return to remote operations ("Shutdown"): Move-out	• Drawing upon their experience with the spring semester, the Director of Student Services and the Resident Director will oversee the move-out of students, if the need arises, ensuring that all safety protocols are followed. • As with the spring semester, students who are unable to move out due to health concerns in their hometowns receive the necessary support.
Return to remote operations ("Shutdown"): Communication	• Employees and students receive regular COVID-19 updates from the Office of the President, and this will include the scenario of shutdown, so everyone knows what to expect. • The Communications Office in consultation with Senior Leadership and the Emergency Response Team will activate the COVID-19 "Shutdown" protocol. • Communication to staff: text, email, internal website. • Communication to students: text, email, internal website, external website. • Communication to residence hall students will come from the Assistant Dean of Student Services after messaging is approved by ERT (working with local authorities) and Senior Leadership • Signage on campus buildings