

## Academic Continuity and the Health and Safety of Students, Faculty, and Staff Policy for Winter and Spring Terms 2021

### 1. [COVID-19 Testing and Monitoring](#)

#### A. [Departing Campus in Fall](#)

SUNY Schenectady continues to take proactive measures for the health and safety of our faculty, staff, and students, and recognizes its responsibility assisting in keeping our communities safe. SUNY Schenectady has been conducting Surveillance Pool Testing for our staff and students since September 23, 2020. In an effort to minimize the possibility of community spread, we have outlined the following plan for the closing for the fall semester.

Testing prior to the close of the fall semester is necessary to ensure students and staff, as well as their families and communities stay healthy. As a community college, many of our face-to-face classes will conclude the on-campus portion of the class prior to the official close of the fall semester. As a result, testing of all students will be completed 10 business days prior to their last on-campus face-to-face class before moving to a virtual online format for the remainder of their fall 2020 classes or prior to their taking on-campus final exams, in the event they must complete a final exam on campus. Just as with Thanksgiving, we will be ensuring testing and results are received before a student completes their on-campus courses. The last day of classes for the Fall 2020 semester is Friday, December 11, 2020 and the last day of final exams, face-to-face and remote, is Saturday, December 19. All face-to-face final exams, as listed in the table below, will be completed by Wednesday, December 17. There will be no on-campus student events beyond December 17, 2020. Our current list of face-to-face classes holding an on-campus final exams will be tested 10-days prior to the end of the semester as noted below.

Course	Sections	Title	Date	Time
MUS 116	1	Jazz Ensemble	Wednesday, December 16	3:30 pm – 5:30 pm
MUS 122	1	Guitar Ensemble	Monday, December 14	5:00 pm – 6:00 pm
MUS 122	2	Guitar Ensemble	Monday, December 14	5:00 pm – 6:00 pm
MUS 181	2	Beginning Piano	Monday, December 14	8:00 am – 10:00 am
MUS 230	1	Live Sound Reinforcement	Monday, December 14	10:30 am – 12:30 pm
BIO 170	1	Tissue Culture	Tuesday, December 15	10:30 am – 12:30 pm
BIO 171	1	Recombinant DNA Techniques	Monday, December 14	1:00 pm – 3:00 pm

#### **Testing of Faculty and Staff**

Faculty and staff will have the opportunity to complete testing prior to Christmas week break. As we are unable to mandate employee testing, we would strongly encourage individuals to consider participating in on-campus testing. All employees will have the opportunity to complete testing the week of December 14 – 18, even if they have previously opted out of testing.

## B. Students Remaining on Campus

N/A – SUNY Schenectady is a commuter campus and does not have residence halls.

## C. Returning to Campus for Winter and Spring Terms Testing and Isolation Requirements

### **Returning to Campus for Winter and Spring Terms Testing and Isolation Requirements**

All SUNY Schenectady students will be required to provide proof of a negative COVID-19 test taken within 3 days prior to the beginning of their spring semester classes. SUNY Schenectady will provide a list of testing locations on our website and communicate that information directly to students via email so support their completion of testing prior to returning to campus. Student will be required to present the documentation of a negative COVID test prior to the beginning of the semester or on their first day on campus, prior to attending any classes.

Upon return from Winter Break, all students who cannot produce proof of a negative COVID test taken within 3 days prior to the start of the semester will be required to participate in pool testing beginning on the day of their first class on campus. Campus pool testing is provided via Upstate Medical. SUNY Schenectady will continue our one-week on campus and one-week remote learning schedule to reduce the campus footprint each week and to ensure maximum isolation between cohort groups. Based upon the rotation of the schedule we expect that there will be approximately 200 students on campus each week. All 200, 100%, of the students on campus each week will be tested. SUNY Schenectady will continue to work with and communicate regularly with the local Department of Health and the identities of any individuals who test positive will be shared, as per our protocols and procedures. We continue to adhere to CDC guidelines.

All face-to-face students will be required to complete a daily travel history electronically for the two weeks prior to the beginning of their face-to-face class. We will also request this of all faculty and staff who did not work throughout the winter break. All individuals will continue to complete the College's health assessment upon arrival on campus, including a question about travel to a state listed on New York's travel advisory. Any individual who has traveled to a state listed will be required to quarantine for 14-days before returning to campus.

In addition to the testing protocol for students taking on-campus classes, the College will also require all students using the library, on-campus computers/Wi-Fi, or other campus services to take part in the campus testing protocols. SUNY Schenectady is not holding face-to-face student activities in the spring semester.

There are approximately 130 employees who rotate between remote and on campus work regularly during the spring semester. In agreement with all four campus unions, all employees who work on campus will be tested every week. Any employee who comes to campus irregularly, will be required to be tested on the weeks in which they come to campus.

## **2. Mode of Instruction**

### **A. Winter 2020-21 term**

Winter Session courses will be remote per the report submitted to SUNY on December 1, 2020.

All Winter term courses are held remotely at SUNY Schenectady. All employees who will be on campus during the winter term, will be encouraged to test. Any students who visits campus during this time will be required to also test on-campus prior to being permitted to conduct their intended business on campus as well as complete a visitor log to ensure we are aware of what areas they visited while on campus.

B. Spring 2021 term

- i. If necessary, campuses may allow students to return to campus prior to February 1 in order to meet the mandatory testing requirement outlined above.
- ii. Campuses should notify SUNY System Administration of any courses which fall into the above categories.
- iii. Modes of instruction must ensure safe on-campus density, consistent with New York State and the governing local health department guidelines.
- iv. Campus expectations for students during such a mandatory pause must be clearly communicated to students prior to the beginning of the semester.

Prior to February 1, the College's Spring 2021 courses will be provided in a remote, virtual online format per the report submitted to SUNY on December 1, 2020.

The campus is prepared to shift to a fully remote courses format in the event that the campus meets the threshold for a mandatory pause on in person instruction. This has been addressed in multiple ways, the most significant of which was accomplished during the Spring 2020 semester whereby all SUNY campuses shifted to remote instruction in March. This effort, though challenging, resulted in courses that typically run face-to-face in the spring semester being shifted to an online format providing a foundation for transitioning spring courses to a virtual online format for the full term.

Members of the Academic Steering Team, which includes the division deans, have discussed being prepared to make a shift to a virtual online format for courses within a 12- to 24-hour window. Deans have shared this information with faculty and it has also been covered during Academic Senate meetings. Beyond discussions, faculty have accessed the support of the College's Teaching and Learning Specialist to support their effective transition to online instruction and training opportunities have been made available to support the transition to online instruction. As we move toward the spring semester, faculty access to courses in Blackboard will be available six weeks prior to the semester. Even before spring courses being opened, many faculty members used a Blackboard "sandbox" to support course preparation for the spring semester. This effort has spanned all academic divisions for lecture course sections and includes planning for lab course sections as well.

In addition to plans being in place to support a rapid transition to virtual online instruction, verification of the excellent manner and speed with which faculty are able to make the transition to online instruction was tested and verified this fall. Specifically, a positive case was identified among the Hotel, Culinary Arts, and Tourism division which required a transition to online instruction, including labs, to be in place in under 24 hours. Faculty immediately demonstrated their forethought and planning and successfully made the shift. Further verification was demonstrated in the division shifting to a completely remote model for all courses post-Thanksgiving, planning for all courses to be remote until February 1, and planning for division courses to flexibly move between face-to-face and remote immediately through the implementation of a "parcel" program to support student remote lab participation.

The School of Music has planned and developed online course materials and methods for remote music instruction throughout the fall and is fully prepared for a rapid transition, having tested the speed of the transition this fall in course sections impacted by a positive COVID case. The same is true for our lab sciences which not only benefitted from the College's purchase of online lab software but also in faculty members' selection and development of online lab content as they prepared courses, including those that benefit most from meeting in a face-to-face manner when possible.

## **Course Instruction**

### **School of Music**

Throughout the fall, faculty, students, administration, maintenance, and security staff followed protocols established as part of the re-opening plans and the experiences gained put the school on an excellent footing to continue with the same schedule and structure of instructional methods for spring 2021. All music courses will be ready for online instruction at the start of the semester with all course materials including syllabi, college services, course calendar, course outline, course content and assignments uploaded to Blackboard. Courses will remain full-semester length. Any music course designated for on-campus instruction will use Blackboard to supplement instruction (e.g., some course content, submission of assignments). This is intended to support a smooth transition should the college need to move to all online instruction during the spring semester both in planning and in facilitating students' comfort level and practice with using Blackboard regularly. All online lectures including synchronous and on-campus will be live-streamed and/or recorded for students unable to attend courses at the appointed times. Weekly and Hybrid on-campus courses will continue for spring 2021. The on-campus component of courses will not begin until after February 1.

#### **Lab courses:**

**Piano labs.** Keyboard techniques and beginning piano classes take place in the large campus spaces which include Carl B. Taylor Auditorium and School of Music room 215. Classes are divided in two sections alternating with on-campus and online instructional methods. This format was very successful in the fall and will continue in the spring, allowing for students to attend class on-campus while those who have not been able to come to campus (e.g., students who may be ill, not able to be on campus due to being immunocompromised) are able to join class via Zoom video conferencing for live-streaming. Cameras and mics are in place at a piano keyboard so that the instructor can demonstrate easily to students both in class and online.

**Small Ensembles.** Our small ensemble groups, six students or less, including the Chamber Ensemble, Jazz Combo, and the Percussion sectional as part of Wind Ensemble rehearse in the Chorus and Band Room. Both the maintenance staff and the instructors established a floor plan to ensure students are at least 6 feet apart during rehearsal. Large, mobile plexiglass shields are also available and easily movable to ensure safe distancing.

**Individual lessons.** Applied lessons in piano take place weekly in the Carl B. Taylor Auditorium and Chorus room. Instructors adhere to the protocols set forth in the fall re-opening plan. As stated in the plan, it is important that piano students have access to these instruments on campus for instruction and practice.

Classes in Audio Music Technology including Audio III and Live Sound Reinforcement. Classes have successfully taken place in the Carl B. Taylor Auditorium to support live sound reinforcement and the

Vianna Brignola Recording Studio throughout the fall and will continue to operate in that manner in the spring semester. Classes are divided into two sections alternating with on-campus and online instructional methods.

Individual rehearsals for division recital recordings. Instructors, students, and the music secretary create a schedule for rehearsal and recording with the staff accompanist. This process generally takes place towards the end of the semester to meet division recital requirements and the students involved in this instruction only visit campus once or twice for the semester to make these recordings and some students record at home if their piece is unaccompanied.

Classroom and Practice Room use. Room schedules for classes and practicing are distributed weekly to the maintenance and security staff and the testing site. Students apply online to schedule a practice room a week in advance. Additional practice rooms will be used in the spring in order to expand opportunities for students to practice, a critical aspect of music education. Expanding the number of practice rooms is anticipated to have no negative impact on the room cleaning schedule.

In cases where needed the college has supported students in securing keyboards and other equipment (e.g., audio mics, software) for home use. There are no plans for public performances with an audience for spring 2021

### **Business, Criminal Justice, and Law (BCJL) Division**

The Business, Criminal Justice, and Law division provides instruction almost entirely in the lecture format employing virtual online instruction and this will continue for the Spring 2021 semester in both synchronous and asynchronous class formats. The lone exception is one course that will meet on campus on a rotating basis in the spring. *Advanced Document Formatting* will meet on one evening every other week in Elston 238 which is a very large computer lab. The maximum number of students set for this course is 14 allowing for social distancing in the classroom. This class will not begin in-class instruction until Wednesday, February 3, 2021. The BCJL has 92 total sections included in the spring 2021 schedule with some of the sections currently “ghosted” so that course sections can be opened only when course enrollment level dictate. Those 92 sections include 6 sections which are held off campus (e.g., field work, internships, field experience courses).

### **School of Hotel, Culinary Arts, and Tourism (HCAT)**

During the Spring 2021 semester, all HCAT lecture courses will be conducted using a virtual online format. HCAT lab sections will operate using a three-week virtual, two-week parcel, and a ten-week A/B, with students on campus one week and remote the next, rotational model as it did in the fall semester, followed by a final exam week. This plan enables HCAT to maximize the time off campus, operating remotely, during the winter months while maintaining practical application of knowledge experiences in the spring semester plan. Under the current academic calendar this would put involve the on-campus A/B format beginning the week of February 22, 2021. Depending on continued development of COVID’s progress HCAT has also developed an alternate plan for a three-week virtual, twelve-week A/B model, with the last week of the semester for final exams. This plan to extend options for on-campus lab instruction by two weeks, ten weeks as noted above to twelve weeks in on-campus labs, will only be put in place in the event that it is deemed to align with the campus health and safety climate at the College. Finally, as a tertiary plan, HCAT developed a plan to operate during the Spring 2021 semester with the first three-weeks being virtual online, the next twelve weeks using the parcel plan being employed at the end of the current fall semester, and the last week of the semester being used for final exams. This

plan would serve as a modification of the primary and secondary plans in the event that the pandemic is still in a prolonged stage.

HCAAT retail operations will continue to be halted for the Spring 2021 semester.

### **Liberal Arts Division**

Lecture courses. The division has reviewed all programs and courses and of the course sections currently scheduled for spring 2021, all but five Aviation courses are scheduled to be online. All division lecture style courses will be conducted using a virtual online instructional method. Modalities of instruction will include a combination of synchronous and asynchronous online instruction whereby approximately half of the instruction, the equivalent of one class session, is asynchronous and the other half of instruction is provided synchronously via Bb Collaborate, recorded and made available for later review by students. Other courses will be offered completely asynchronously. Determinations about course modality are made with consideration of subject area and the course Student Learning Outcomes. To the extent possible, courses with multiple sections will be offered in multiple online modalities based upon collaboration that has taken place between the Liberal Arts dean and faculty members. As with all divisions, class modality is noted on the online spring course schedule.

Lab Courses. Aviation and Air Traffic Control courses will follow FAA and Schenectady County Airport guidance about whether students will be able to be in a cockpit with an instructor or in a control tower. The College will apply all safety protocols for on-campus instruction at all off-site instructional locations, including the classrooms located at the Schenectady County Airport.

The Liberal Arts dean worked with faculty members and off-site partners to address specific needs for each course. When possible, some portions of these classes will move to a synchronous online format with the anticipated exception of internships which often consist of one student at a business site and/or a student completing the work internship experiences remotely if that is the company's current model. Further, students participating in internships and other kinds of off-site placements for all divisions will adhere to placement site protocols, and the division deans will work with personnel at each site to ensure that procedures are in place to protect students' health and safety. Liberal Arts, and each division with off-campus student placements, will calibrate the procedures for spring operations.

### **Math, Science, Technology, and Health (MSTH) Division**

Lecture Courses. MSTH lecture courses will follow the same model and associated protocols as noted for the other divisions, virtual online instruction provided in a synchronous or asynchronous format as noted on the College's online course schedule.

Lab Courses. Laboratories for classes that are generally non-major based will continue to be offered through virtual online instructional methods employing the laboratory software that the College purchased for the Fall 2020 semester. The software provides students with access to virtual, state of the art laboratories that seamlessly integrate into Blackboard and is easily used on virtually any kind of device, providing simulations for courses. Major based labs will continue to employ a split lab modality employing two lab sections to accommodate social distancing within laboratories. On campus lab classes will rotate to ensure that the number of students using each lab at one time provides sufficient space for proper social distancing.

Prior to the fall semester all labs were measured, template diagrams of lab spaces created, and laboratory workstations were marked off to ensure proper social distancing. The safety measures put in place as per the fall campus plan, such as procedures for entry into all lab spaces, provision of required

lab materials set up at each lab station prior to will continue to be employed in the Spring 2021 semester. To ensure Lab Technicians are prepared, faculty will provide a full syllabus to each Lab Technician for preparing in-person experiments no later than January 11, 2021.

As is the case in all divisions, faculty and students will be required to follow PPE protocols: facemask, safety glasses, long pants, closed-toed shoes. There will not be exceptions. Any students not following PPE protocol will not be allowed to conduct the on-campus laboratory. When a student is done with their experiment, s/he will raise her/his hand and the faculty member or lab technician will ensure it is safe to exit the lab. All materials will be left for the technician to remove for the work area unless instructed to move the trays to a cart.

### **Workforce Development and Continuing Education (WFD&CE)**

Credit Free Programming. Staff of the WFD&CE office have completed a review of all planned spring courses and have put forward a plan for meeting students' needs. That work is ongoing, and in an effort to support collaboration and continuity across campus office, the WFD&CE staff will be deploying various procedural items delineated in the overall spring plan.

WFD&CE currently has forty-two courses planned for spring 2021, exclusive of healthcare cohorts. Forty-one of the courses will be conducted online. In determining the specifics involved in covering course content, the team has worked to align program-learning outcomes and, if applicable, grant deliverables with instructional formats. For example, the Behavioral Health Technician BHT and Community Health Worker courses will be delivered fully online while courses such as Basic EMT, EMT Refresher, Archaeological Research, Independent Research Project, Native American Archaeology, and Zooarchaeology will employ a hybrid format. In cases where WFD&CE courses are taught at off-campus sites (e.g., Microknowledge, Vale cemetery), staff will follow protocols similar to those that will be in place for academic divisions. Similar to the planning completed by the academic divisions, WFD&CE staff completed planning spreadsheets to define the specifics protocols for each course.

HPOG staff have conducted outreach to various agencies associated with the program provided in that area (e.g., New York State Office of Professions) and guidance is currently not available for a number of professional areas at this time (e.g., Phlebotomy, EKG, Medical Administrative Assistant MAA, Certified Nursing Assistant CNA, Home Health Aide HHA, Personal Care Aide PCA). Planning is in place to provide instruction in all areas that do not require student-to-student interaction such as blood draws for phlebotomy. Monitoring for guidance will be continuous and HPOG has become aware that guidance on social distancing for the Certified Nurse Aide clinical testing program is forthcoming from the Prometric oversight group.

Multiple WFDCE courses and programs require specific equipment for instruction. In those cases, synchronous online instruction is being planned for all course-learning outcomes that do not require laboratory and lab instruction will be provided F2F.

**NOTE:** Some lab instruction will exclude parts of courses that require input from governing agencies (e.g., NYSED) prior to moving forward.

Communications will be sent to all students, faculty, and staff regarding course scheduling and protocols consistent with those that other areas will employ. Training is being put in place for staff and PPE and technology needs are being forwarded to the Vice President of Administration.

### **C. [Remote Instruction](#)**

- i. Transparency:
- ii. Regular Interaction:
- iii. International Students:

N/A, all of the College's international students are currently in the United States.

- iv. Substantive Interaction:

The Interim Vice President for Academic Affairs has provided ongoing updates to the Academic Senate as well as specific communications directed to faculty. Division deans have also provided faculty members with information and continue to support them with preparations for the Spring 2021 semester. Throughout this period division deans have also provided leadership in ensuring that remote instruction meets or exceeds the requirements associated with the provision of instruction and the College's credit hour policy.

SUNY Schenectady will continue to assist students through the successful laptop loan program that the College put in place for the Fall 2020 semester will remain in place for the Spring 2021 semester. This spring the program will be overseen by the Information Technology department, including all student laptop distribution and collection. Just as in the fall semester, the College has wifi access in the parking lots and throughout campus buildings. There are also computers and printers with wifi access available for student use.

Prior to the beginning of the Spring 2021 semester, the College will publish the percentage of course sections that will be offered in person, on campus (16%) and remote, virtually online (85%) on our web site.

The College works to ensure that all students have the opportunity for substantive interactions on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course or competency. This effort is overseen by each division dean who interacts regularly with faculty both informally and through division meetings. Additionally, Student Success Coaches focus on supporting student engagement through outreach to students and in collaboration with faculty through the use of the College's Starfish early warning program. For example, this fall the college rolled out a Starfish engagement feature which links directly to Blackboard and sends an automatic "flag" via email to students who are not accessing their courses each week.

Division deans as well as faculty regularly interact with students to ensure they are accessible. This includes direct outreach, formal virtual office hours, drop-in office hours, phone calls and emails. Faculty as well as academic affairs administrators are easily accessible to students through phone, email, and video. To assist in facilitating student engagement, each division dean made a video message providing and overview of the semester and it was emailed to each student and posted on the College's web site.

### **Support for Online Instruction**

*Faculty Support.* Just as outlined in the Fall 2020 Campus Plan, professional development videos covering Blackboard (Bb) basics are available to faculty in a dedicated online Blackboard site, links have been forwarded to faculty members, and a series of webinars were put in place. Documents outlining online instructional best practices and recommendations for common syllabus language have been developed are posted to the Blackboard resource site for faculty. Resources available provide, among other things, information about using video in classes, compartment in an online class, availability of campus resources, library, and student communication expectations. Communications sent to faculty included information on how to access the Bb organization, professional development webinars, and

reminders about the resources available in the organization (e.g., recordings of prior webinars, list Open SUNY resources with links to them). The Bb organization is in addition to the public facing web page housing faculty resources to support virtual online instruction.

Through the college's Title III grant effort, multiple cohorts of faculty taken part in professional development programming for online course development and the use of the Open SUNY OSCQR rubric. Thus far, a total of seven cohorts have completed the training, completely aligned with the OSCQR rubric. Additionally, faculty have worked together to collaborate and benefit from their shared work in providing online instruction and have benefitted from interactions with one another to refine their practice.

As indicated in our Fall Campus Plan, the College also developed a new course model to support consistency across our online courses. Implementation began this fall and the course model is continuing to be available for faculty adoption this spring. The recording of the webinar used to review the course model is posted with the faculty resources and the link to it was emailed to faculty. This fall division deans have also worked to examine faculty online instruction to provide coaching and resources to them. Training available to faculty also included a "boot camp" focused on building courses and course materials that meet or exceed ADA Compliance Standards. All programming was recorded and disseminated to all full- and part-time faculty. Faculty communications as well as work with the Teaching and Learning Specialist and interactions with the College's Coordinator of ADA Transitions Services, are in place in our virtual online format just as they have been in pre-COVID semesters. SUNY Schenectady is committed to providing the same high-quality instruction and support for students just as it had long before COVID. Additional trainings have been developed to support faculty in preparing for the spring semester, to help ensure the best practices are being utilized in all online and remote instruction, and as a compliment to what was presented in the prior semester.

### **Student Support Services**

Just as outlined in the Fall Campus Plan, members of the college's Academic Affairs Student Support Services areas continue to support students based upon their academic contingency plans. Throughout the fall semester the expert leaders of each area have continued to refine the ways in which they and their areas of supervision can best support students. Department leaders worked to align student communications, streamlined for content and all offices continue to use various technology tools to carry out operational functions such as data tracking, appointment scheduling, and video conferencing.

The College provides proactive and regular advising interventions including direct advisor outreach to students including emails and calls in order to connect with students. Student Success Coaches make use of automatic midterm flags that generate emails with a call to action for students, conduct virtual workshops and student meetings, and "visit" FYS classes to facilitate student engagement. The Success Center has also just launched a [Tips for Online Success](#) site to which they will direct students and use as an instructional tool when working with students. The Student Success Center also now has a social media presence and are working to engage more students through relevant and timely posts. Coaches also provide updates to faculty regarding Starfish, tips and strategies with screenshots and links to videos, to encourage faculty usage. This is in addition to the resources provided through SUNY to support online student success.

All Student Affairs Student Support offices continue to encourage students to access virtual online services, limiting the amount of direct contact. The Student Affairs teams has developed activities focused on keeping students engaged and connected to the college and to facilitate a continued sense

of community. The Student Activity Advisor also works to collaborate with student support offices and faculty members to help facilitate increased education focused activities.

Student Affairs has also developed a new version of New Student Orientation that includes additional information about Blackboard and its use, including videos, to support online student success. The College also developed, and has continued to refine since the Spring 2020 and through the Fall 2020 semesters, a student resource page that includes videos, how to's, and a variety of supports for students about successfully taking online courses. Students also access the College's Help Desk as well as the Open SUNY Help Desk. The student resource page also includes a link to the SUNY Online: Learning at a Distance web site. The College's Blackboard help page also includes a link to the SUNY Online Orientation

Based upon what we have learned this fall, Success Coaches will complete a specific student outreach the first couple weeks of the semester to focus on online success, the use of Blackboard, and awareness of the support resources and services available to them. Success Coaches also share a list of online success strategies with students they speak with and are developing a virtual workshop for online student success specifically for our students. Three weeks from the start of the semester, students taking online courses are emailed a welcome letter that includes links to videos and other resources.

### **[3. Academic Calendar](#)**

#### **[A. Spring Term Start Dates](#)**

SUNY Schenectady will retain its Spring 2021 semester start date of January 19; however, courses will be remote until February 1 per the report submitted to SUNY on December 1, 2020.

#### **[B. Spring Break](#)**

SUNY Schenectady will not hold a Spring Break during the Spring 2021 semester per the report submitted to SUNY on December 1, 2020. In accordance with SUNY's mandate on the cancellation of Spring break, SUNY Schenectady will look to offer single day "reading days" to permit our students and faculty the ability to take single day "mini-breaks" to reduce stress and anxiety during the long semester.

#### **[C. Commencement](#)**

SUNY Schenectady is planning that our Commencement will be either a virtual or a drive-thru Commencement as we held in Summer 2020. Depending on the guidance from SUNY. Commencement will be held on May 20, 2021. Our Commencement committee will continue to plan while addressing all updated guidance as they become available. Our Commencement Ceremony if drive-thru will address social distancing, be contactless, all participants will be required to wear a mask and our ceremony will be outdoors. We will be using our Spring 2020 Commencement plan as a guideline as we move forward with our new planning. We also are moving to develop a plan for a virtual Commencement if our preferred mode is not permitted.

### **[4. On-campus Activities](#)**

#### **[A. Federal, State and Local Guidance](#)**

#### **[B. Face Coverings \(Masks\)](#)**

## C. [Compliance](#)

### **State and Local Guidance**

SUNY Schenectady continues to follow all State and Local Guidance regarding COVID-19 safety protocols and procedures. SUNY Schenectady will not be holding any face-to-face student activities on campus, except classes. All individuals entering our campus are mandated to wear a facemask while on campus. Face coverings (masks/gators) 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) eating meals on-campus while seated and social distancing is appropriately enforced, or (2) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. Any request for a medical, religious, or other accommodation to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures. We will continue to have a reduced number of students in face-to-face lab classes to ensure we continue to meet the required safety standards outlined by the Center for Disease Control.

### **Compliance**

SUNY Schenectady continues to follow the SUNY Guidance regarding Student Conduct and violations of all health and safety policies enacted. We continue to use the Uniform Sanction in Response to COVID-19 student violations of our COVID-19 procedures. SUNY Schenectady has seen campus wide compliance by our students with our testing and expectations regarding face coverings, social distancing and notification to the college if exposed.

## D. [Mental Health Supports, Services and Referrals](#)

SUNY Schenectady continues to provide mental health services to our students during this unprecedented time. Our on campus mental health counselor works one on one with students as well as making referrals to outside agencies and practitioners for continued therapy and medication needs. She maintains a blog which is focused on the mental health needs of our students and their families. SUNY Schenectady also works with several outside agencies such as the Mobile Crisis Unit and Ellis Hospital Mental Health Crisis Services (including the Living Room Mental Health Center). These provide inpatient and outpatient care.

Furthermore, we also provide resources through SUNY such as ReachOut SUNY, Thriving Campus and NYS Office of Mental Health Crisis Text Line. These resources recommended by our on-campus staff and will be communicated throughout the spring semester to assist our students in their mental health care needs.

## 5. [Reporting](#)

### A. [Daily Dashboard](#)

Our point of contact will continue to be Ms. Sabrina McGinty, Assistance Vice President for Student Affairs for testing data management. Ms. McGinty currently uploads our daily data to SUNY's Health Status Portal and serves as SUNY Schenectady's Campus Safety Monitor. Edmund McTernan, Executive Director of Human Resources will serve as a backup as point of contact for test data management. SUNY Schenectady does not have a campus database but will track our test results using a shared spreadsheet.

Members of the President's Executive Council will monitor this data. Sabrina McGinty, Assistant Vice President, Edmund McTernan, Executive Director of Human Resources are both responsible for reporting to SUNY and DOH. This data is monitored daily to ensure compliance with reporting needs and DOH guidelines for possible cases and contact tracing.

Data collection methods will consist of each student being given a Personal Identification Number that will be used for the purposes of developing their testing schedule and identify the cohort for testing. Students will receive an email outlining the dates of their mandated testing. Students will appear for testing in the Van Curler Room. The Van Curler Room provides a space large enough for social distancing, space for students to line up for the testing and one-way traffic flow.

SUNY Schenectady does not currently have an IT platform for reporting the results of the testing. Our current method for tracking is through a shared Excel spreadsheet. As our on-campus population is small, using Excel is a manageable method. Ms. McGinty manages this spreadsheet for students and Mr. Edmund McTernan, Executive Director of Human Resources for employees. SUNY Schenectady has a campus COVID-19 dashboard, which is updated daily with COVID-19 infection data. This dashboard can be found at <https://sunysccc.edu/AboutUs/Campus-Safety/COVID-19/index.html>

#### B. [Instructional Modalities](#)

SUNY Schenectady will continue to report periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods to SUNY System Administration, as a continuation of fall semester reporting procedures.

#### 6. [What Students Should Know: Transparency](#)

We continue to communicate all essential information to students regarding all aspects of the campus during COVID. We share via email, text message, video message and our website all information regarding compliance with campus policies and procedures, testing information, health assessment requirements, NYS travel advisories, and returning to campus. This will continue through the Spring semester. The College put a robust communication plan in place, per the Fall Campus Plan, and will continue to employ all efforts noted in the plan.

SUNY Schenectady will employ the *What Students Should Know: COVID-19 and Returning to Campus* template released on December 2 and will make the information available to students in multiple ways including the web site and a direct email to all students. A *What Students Need to Know* web page has been added to the College's orientation program and the information will be emailed to all registered students for the spring. We remind our community regularly of the recommended hygiene steps for health, our expectations of those coming to campus, and how members of the campus community are to contact the college in the event that they test positive for COVID or are exposed to someone with COVID so that we may continue to support our campus and local communities.