

# ELMIRA COLLEGE 2021-2022 CORONAVIRUS GUIDELINES

**Most Recent Update: February 25, 2022**  
**Originally Posted August 12, 2021**



# TABLE OF contents

<b>INTRODUCTION .....</b>	<b>1</b>
<b>GUIDELINES FOR ALL STUDENTS, EMPLOYEES, AND VISITORS .....</b>	<b>2</b>
<b>COVID-19 STUDENT GUIDELINES .....</b>	<b>4</b>
<b>WINTER 2022 RETURN TO CAMPUS .....</b>	<b>6</b>
<b>GENERAL PROTOCOLS FOR 2021-2022 .....</b>	<b>8</b>
Admissions/Campus Visits .....	9
Athletics .....	9
Cleaning & Disinfecting for Buildings and Grounds .....	10
Dining Services .....	13
Housing/Residence Life .....	13
Isolation and Quarantine .....	14
Reporting .....	17
Mental Health Counseling .....	17
Student Health Services/Clarke Health Center .....	18
Campus Life/ Engagement.....	19
Vaccinations.....	19
On-Going Testing for All Students and Employees .....	20
Communications.....	20
Mandated Coronavirus-Related College Shutdown .....	21
<b>RESOURCES .....</b>	<b>24</b>
<u>Frequently Asked Questions .....</u>	<u>24</u>
<u>Isolation Guidelines for Residential Students .....</u>	<u>24</u>
<u>Quarantine Guidelines for Residential Students .....</u>	<u>24</u>

# INTRODUCTION

Elmira College opened for in-person classes for the Winter 2022 Term.

Faculty and administration continue to work to ensure a safe environment for students and employees. The following pages contain details on academics and residential life to testing, isolating and quarantining protocols. Content will be updated on a regular basis to meet NYS and local health guidelines.

# GUIDELINES FOR ALL STUDENTS, EMPLOYEES, AND VISITORS

- All students (commuter and residential) and all EC employees must be fully vaccinated. At this time, all students and employees are strongly encouraged to receive a booster as soon as eligible.
- On September 6, New York [Governor Kathy Hochul announced](#) that the coronavirus has been designated a “*highly contagious communicable disease that presents risk of harm to the public health.*” This designation requires NYS employers to enact the NYS HERO Act, meaning NYS employers, including the College, must implement workplace safety plans to help prevent infection. This plan applies to all employees, including student workers, part-time workers, independent contractors, domestic workers, and other temporary and seasonal workers. The College’s HERO Act Plan is available on [MyEC](#) under “Coronavirus Resources.”
  - As part of its NYS HERO Act plan, the College implemented a mandatory indoor mask mandate for all students and employees, regardless of vaccination status beginning Monday, September 13, 2021.
  - On Thursday, February 10, 2022, New York State updated the HERO Act to remove the requirement for indoor face coverings. Per this new guidance, indoor face coverings on campus are recommended, but not required under the Policy. New York State and the State Department of Health continue to strongly recommend face coverings in all public indoor settings as an added layer of protection, even when not required.
  - At this time, and following [current CDC guidance](#), wearing a mask outdoors is optional for everyone, but strongly encouraged when in crowded outdoor settings and for outdoor activities where you may have close contact with others who are not fully vaccinated.
- A reminder that people are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

- Students and employees are encouraged to provide their own face coverings, however any student or employee who needs a mask/face covering will be provided one upon request from the Clarke Health Center.
- All students and employees are encouraged to seek medical attention/screening if exhibiting any COVID-like symptoms, and should remain in their room or at home, as appropriate, if they are not feeling well. Students experiencing any symptoms suspected to be COVID-19 related need to consult the Clarke Health Center. Any student who tests positive for COVID-19 should report those results to the Clarke Health Center. Any employee who tests positive for COVID-19 should report those results to the HClactive portal.
- All vendors/visitors should sign in with the respective office. At this time, the residence halls are open only to EC students and appropriate employees.

# COVID-19 STUDENT GUIDELINES

Elmira College is committed to supporting the academic mission of the College and continuing to create an environment where students live where they learn. Elmira College will implement appropriate policies, procedures, and protocol to aid in minimizing the spread of COVID-19. We do expect students to abide by these guidelines to ensure the health and safety of the whole Elmira College community. Students who violate these guidelines will be subject to sanctions noted in the Elmira College COVID19 Sanction Guide. Although these guidelines include protocol for the residence halls, the expectation is that ALL students will abide by them. Note that these guidelines are in place alongside the policies outlined in the Elmira College Code of Conduct.

Specific measures include, but are not limited to:

- Off-campus guests will not be permitted in the residence halls at this time. However, EC students may visit residence halls other than the one in which they reside.
- EC student guests in a residence hall room are limited to two guests per resident, e.g., two residents and four guests in a double occupancy room.
- All students (residential and commuter) must be fully vaccinated, unless a medical or religious exemption has been submitted and approved.
- Vaccinated and unvaccinated students will be subject to routine, random COVID testing to ensure the safety of everyone.
- At this time, and following [current CDC guidance](#), wearing a mask outdoors is optional for everyone, but strongly encouraged when in crowded outdoor settings and for outdoor activities where you may have close contact with others who are not fully vaccinated. People are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
- We encourage students to utilize larger common spaces when gathering in groups. When gathering indoors, face coverings are required for both vaccinated and unvaccinated students.
- Students are encouraged to stay on campus as much as possible. Overnight travel is permitted, but we continue to encourage students to be safe.

- All students, both residential and commuter, with known or suspected exposure to COVID-19, who display any symptoms, or who have received a positive test result **must** report this information to the Clarke Health Center immediately for appropriate follow up. This may include relocation to isolation housing, alternative methods for food access and/or delivery, and participation in contact tracing protocol.
- Residential students who are placed in isolation or quarantine **must** remain on campus or another location within Chemung County approved by the College, and are not permitted to go home or return to their assigned residence hall until cleared by the Clarke Health Center. Commuter students must isolate or quarantine at home until cleared by the Clarke Health Center to return to classes.
- If a student must isolate or quarantine due to COVID symptoms or exposure, there will be **no special provisions provided for classes**. The student will not be able to attend classes in person so as not to expose others, and there will not be an online option. It will be handled like any other illness. The student will be responsible for contacting their faculty members and making up any missed work. This is the same process that would occur if a person contracted measles, hepatitis, or some other contagion.
- Residence Life staff reserve the right to ask any student guest to leave at any time.
- Failure to adhere to any of these directives may result in disciplinary action. Note that these guidelines are subject to change at any time. Updated information will be relayed to all students in a reasonable time frame.
- Note that this program/process will continue to be evaluated throughout the term.

# WINTER 2022 RETURN TO CAMPUS

The below health guidelines were put into place based on recommendations from the Centers for Disease Control and Prevention (CDC) and NY State Department of Health (NYSDOH). While based on current information, please keep in mind the fluidity of the situation, particularly as new COVID-19 variants spread rapidly. Updates will be sent via email and posted to [MyEC](#).

**Prior to the start of Winter Term, all students** (residential and commuter) will need to either:

- Show proof of vaccination (if you haven't already, upload a copy of your vaccination card to the [Student Health Portal](#))
- AND
- Receive a PCR test or rapid test administered by a professional testing site (e.g., urgent care, clinic, and pharmacy) within 72 hours PRIOR to your arrival on campus. Test results must be uploaded to the student health portal, <https://elmira.studenthealthportal.com>, before returning to campus. Rapid-result antigen home tests do not qualify.

**Returning employees** are required to receive a PCR test or rapid test administered within 72 hours PRIOR to your arrival on campus. *Rapid-result antigen home tests do not qualify.*

- Test results should be uploaded to the [HClactive portal](#).
- Employees already on campus should complete a test as soon as possible.
- Employees who are fully remote are exempt.

## MOVE-IN DAY

Prior to going to your residence hall, please go to the Campus Center lobby to check in. Once you have been cleared, residence life staff will grant you access to enter your building. If you have not uploaded your COVID test result, and have not been cleared by the Clarke Health Center, you will not be allowed into your residence hall. We recommend that you bring a copy of your test result with you when coming to check in on Sunday.

If you have been pre-approved to come back to campus prior to January 9th, upon your arrival, please call the Residence Life On-Call Professional Staff at



(607) 873-4539. Once you have been cleared by residence life staff, you will be given access to enter your building.

Please note, no guests will be allowed into the residence halls to assist with your return to campus.

**ALL STUDENTS ARE REQUIRED TO BECOME FULLY VACCINATED** and strongly encouraged to receive the booster.

Students who have a medical or religious reason for not getting vaccinated should submit either a [medical exemption form](#) or a [religious exemption form](#) to the Clarke Health Center. Medical exemption requests will be reviewed by the director of Health Services and religious exemption requests will be reviewed by the dean of students. Determinations will be communicated back to the student in strict confidence.

All members of the campus community (students, faculty and staff) will be subject to random COVID-19 testing regardless of vaccination status.

# GENERAL PROTOCOLS FOR 2021-2022

## ACADEMICS

### Faculty Offices and Office Hours:

- Faculty are responsible for the daily sanitization of their office areas.
- Meetings in faculty office space with students\faculty\staff should maintain physical distancing protocols as much as possible and protective masks should be worn.
- Buildings and Grounds will wipe down door handles once a day. Faculty are responsible for cleaning their door handles during the day when needed (e.g. someone uses the door handle to enter the office). See the “Cleaning and Disinfecting for Buildings and Grounds” section for additional information on protocols.
- It is recommended that faculty sanitize seating \ table areas for guests between meetings.

### Classrooms:

- If a student must quarantine due to COVID symptoms (or non-vaccinated individual who is exposed to COVID positive individual), there will be no special provisions provided. The student will not be allowed to attend classes in-person so as not to expose others and there will not be an online option. It will be handled like any other illness. The student will be responsible for contacting their faculty members and making up any work they missed. This is the same process that would occur if a person contracted the measles or hepatitis or some other contagion.
- Faculty will be notified by the Clarke Health Center if any students should not be attending their classes (e.g. they have been identified with a high temperature, tested positive for COVID-19)
- It is important for faculty, staff, and students to take responsibility for wiping down surfaces before use with supplies that will be available in academic buildings and classrooms.
- Specialty areas such as labs, clinics, research spaces, and simulations that have specific limitations will have proper protocols posted outside those designated areas.

- Students and faculty are required to wear masks/face coverings while in indoor class settings while the College's NYS HERO Act Plan & Policy is activated (beginning 9/13/21). Anyone who feels more comfortable wearing a mask in outdoor settings is encouraged to do so.
- See the "Cleaning and Disinfecting for Buildings and Grounds" section for additional information on protocols.

## ADMISSIONS/CAMPUS VISITS

- Check [www.elmira.edu](http://www.elmira.edu) for the most up-to-date information on campus tours. Attendees will be required to register with the Office of Admissions and are asked to wear face coverings while inside any EC buildings.
- No overnight visits will take place during the winter term.
- Virtual campus tours, including individual buildings, will remain available on our website.
- Virtual meetings with prospective students and parents are available.
- Virtual events will continue in the 2021-2022 to engage prospective students.

## ATHLETICS

As of January 7, 2022, NCAA guidelines include the following:

- The definition of "fully vaccinated" considers both vaccination status and other immunity factors that may impact risks for Tier 1 individuals, including student-athletes and coaches. Those considered fully vaccinated include people:
  - Within two months of having completed the primary series of the Johnson & Johnson vaccine (one dose).
  - Within five months of having completed the primary series of the mRNA Pfizer vaccine, or within six months of having completed the primary series of the mRNA Moderna vaccine (two doses for both).
  - Who have received a booster vaccine if they are beyond two months of the Johnson & Johnson vaccine or beyond five or six months of the mRNA Pfizer or Moderna vaccine, respectively.

- Who has had a documented COVID-19 infection in the past 90 days.
- Tier I individuals who are unvaccinated and/or those not fully vaccinated and Up-To-Date per the above bullet are required to be tested (rapid or PCR) once per week. Symptomatic fully vaccinated and Up-To-Date Tier I individuals should also be tested at the discretion of the institution.
- Tier I individuals who are not fully vaccinated and Up-To-Date must be tested 24-48 hours with a rapid antigen test or PCR test within 72 hours of departure, prior to travel for each date of competition. Travel testing counts towards the 1x per week testing protocol. Those who have tested positive and are within the 90-day window and will be exempt from testing but certified to travel.

## **CLEANING & DISINFECTING FOR BUILDINGS AND GROUNDS**

### **Office Building Protocols: Monday through Friday**

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, and personal protection equipment (PPE) discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, housekeeping equipment, water fountains, etc.
- All offices cleaned and disinfected daily.
- All floors cleaned and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- Proper storage of supplies and chemicals.

### **Classrooms Protocols: Monday through Friday**

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, housekeeping equipment, water fountains, etc.

- All floors cleaned and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- All classroom desks, counters, and boards cleaned and sanitized daily.
- Surface disinfectants, sanitizer and paper towels are provided in each room for faculty and students to wipe down surfaces prior to class.
- Proper storage of supplies and chemicals.

### Resident Halls Protocols: Sunday through Saturday

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer and PPE discard containers. Residence life coordinators to provide disposable masks as needed.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, housekeeping equipment, water fountains, etc.
- All floors cleaned and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.
- Students will be responsible for room dwelling cleaning and disinfecting.
- Quarantine resident hall (Alumni Hall): Special PPE will be provided to housekeeping for this area; same protocols will be in place but more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with the Clarke Health Center to meet expectations.
- Proper storage of supplies and chemicals.

### Dining Hall (Campus Center) Protocols: Sunday through Saturday

#### 1st Floor Community Location:

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.

- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, housekeeping equipment, water fountains, etc.
- All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.
- For classrooms, classroom protocols listed above will be followed.
- 1855 Room and Mackenzie's will follow Parkhurst Dining Protocols.
- Proper storage of supplies and chemicals.

#### 2<sup>nd</sup> Floor Dining Areas

- Parkhurst Dining Services will require and provide PPE (gloves, face coverings) and training for its dining services personnel.

#### Athletics Buildings/Facilities (Emerson Hall, Fields, and Murray Athletic Center) Protocols: Monday through Friday / Games

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- Locker rooms will be cleaned and disinfected before and after each use.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, housekeeping equipment, and water fountains etc.
- All floors cleaned and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.
- For classrooms, classroom protocols listed above will be followed.
- Proper storage of supplies and chemicals.
- Fields will follow Athletic protocol for athletes and equipment sanitation.

## DINING SERVICES

Parkhurst Dining is currently operating under normal operations at all locations on campus for the 2021-2022. Staff will continue to sanitize high frequent touch points every 30 minutes and change out serving utensils frequently. In addition, Parkhurst the reusable container program is available for takeout.

Parkhurst Dining Services will require and provide PPE (gloves, face coverings) and training for its dining services personnel as needed.

## HOUSING/RESIDENCE LIFE

- Bathrooms in each occupied residence hall will be cleaned and sanitized daily, seven days a week. Students are encouraged to bring their own cleaning supplies and personal care items for personal use in each shared bathroom.
- Hand sanitizer will be available at all building entrances, bathrooms, and common areas.
- Frequent reminders about proper hand hygiene and COVID-19 prevention are posted in highly visible areas and verbally discussed by residence life staff. This information will be updated as necessary.
- All on-call building staff have access to proper Personal Protective Equipment (PPE) and will be trained on what to do if a student is displaying or acknowledging symptoms.
- Students are encouraged to provide their own washable, fabric face coverings, however any student who needs a mask/face covering will be provided one upon request from the Clarke Health Center.

# ISOLATION AND QUARANTINE

The College practices, with respect to quarantine/isolation for students and employees, have been and will continue to be in consultation with [CDC](#) and NYS Department of Health. It is a very fluid situation, but in general, the following practices will be in place:

## ALL STUDENTS

If You Test Positive for COVID-19 and regardless of vaccination status:	
With symptoms	<ul style="list-style-type: none"> <li>Must isolate for 10 days.</li> <li>The Clarke Health Center will release you from isolation</li> </ul>
Without symptoms	<ul style="list-style-type: none"> <li>Must isolate for 5 days.</li> <li>The Clarke Health Center will release you from isolation.</li> <li>Must wear a mask around others and social distance for 5 additional days.</li> </ul>
If You Were Exposed to Someone with COVID-19 and: (Exposure = being less than 6 feet from a COVID19 positive person for more than 15 minutes regardless of mask.)	
You: <ul style="list-style-type: none"> <li>Have been boosted <b>OR</b></li> <li>Completed the primary series of Pfizer or Moderna vaccine within the last 5 months or the J&amp;J vaccine within the last 2 months <b>OR</b></li> <li>Have had COVID-19 within the past 90 days</li> </ul>	<ul style="list-style-type: none"> <li>Quarantine is not required.</li> <li>Wear a mask around others for 10 days.</li> </ul> <p><i>If you develop symptoms, contact the Clarke Health Center immediately.</i></p>
You: <ul style="list-style-type: none"> <li>Completed the primary series of Pfizer or Moderna vaccine over 5 months ago or or primary series of J&amp;J over 2 months ago and are <u>not</u> boosted <b>OR</b></li> <li>Are unvaccinated</li> </ul>	<ul style="list-style-type: none"> <li>Must quarantine for 5 days and wear a mask around others for 5 additional days.</li> <li>Wear a mask for 10 days when around others.</li> <li>Test on day 5 if possible.</li> </ul> <p><i>If you develop symptoms, contact the Clarke Health Center immediately.</i></p>



## ALL EMPLOYEES WORKING ON CAMPUS

According to NYSDOH, and regardless of vaccination status, if you test positive for COVID-19 or have symptoms and are waiting for test results:	
With symptoms	<ul style="list-style-type: none"> <li>Minimum of 5 days (day 0 is the day symptoms start; isolation ends after day 5) <b>AND</b> when fever-free for 24 hours without fever-reducing medication <b>AND</b> symptoms have improved</li> <li>10 days if unable to wear a well-fitting mask days 6-10</li> </ul>
Without symptoms	<ul style="list-style-type: none"> <li>5 days (day 0 is the day the test was collected; isolation ends after day 5).</li> <li>10 days if unable to wear a well-fitting mask days 6-10</li> <li>If symptoms develop after testing positive, start 5-day count again with day 0 being the day symptoms started.</li> </ul>
If you were exposed to someone with COVID-19 AND do NOT have symptoms (Exposure = being less than 6 feet from a COVID19 positive person for more than 15 minutes regardless of mask.)	
If you are fully vaccinated and boosted or fully vaccinated but not yet eligible for booster AND do NOT have symptoms	<p>Quarantine is not required.</p> <p><i>If you develop symptoms get a test, stay home and follow the guidance for symptomatic individuals above.</i></p>
If you are fully vaccinated, eligible for the booster but not yet boosted AND do NOT have symptoms	<ul style="list-style-type: none"> <li><i>Must quarantine for 5 days. After that continue to wear a mask around others for 5 additional days.</i></li> <li><i>If you can't quarantine you must wear a mask for 10 days.</i></li> <li><i>Test on day 5 if possible.</i></li> </ul> <p><i>If you develop symptoms get a test, stay home and follow the guidance for symptomatic individuals above.</i></p>

- Isolation and quarantine for residential students must be completed on campus or at another location within Chemung County approved by the College.
- Alumni Hall is reserved as an isolation and quarantine facility. This building is managed by a select group of individuals within housing/residence life, campus safety, health services, and facilities.
- A residence life staff member will have access to appropriate PPE to use if entering isolation and quarantine spaces.
- Identities of students housed in isolation and quarantine will be kept as confidential as possible. The College, in accordance with HIPAA, FERPA, and other applicable federal and state privacy and confidentiality laws, will not release the name of the affected individual but will notify those who are known to have had direct contact with the infected individual and will work closely with the Chemung County Health Department for appropriate contact tracing.
- Isolation rooms will only be used for positive cases.
- All attempts will be made so that quarantined students are not sharing restrooms. However, when this is not possible, students will be assigned a specific shower space, bathroom stall, and sink in the closest restroom. All restrooms will be cleaned and sanitized frequently by staff wearing appropriate PPE.
- Students will be required to quarantine/isolate until medically cleared by the Clarke Health Center to resume their normal activities.
- Restrooms are stocked with sanitizing wipes, tissues, soap, and hand sanitizer. In addition to the steps outlined under Cleaning and Disinfecting for Buildings & Grounds above, B&G will provide cleaning and disinfection of exposed areas, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms handrails, door handles).
- Clarke Health Center staff will monitor students on a daily basis and make appropriate accommodation changes as necessary for clinical evaluations (including travel arrangements).

- Meal delivery will be arranged for students in isolation or quarantine. For students who have not purchased a campus dining plan, a pro-rated meal plan payment option will be available.
- Counseling services are available remotely (phone or virtually).
- Specific information on isolation and quarantine for students is available on [MyEC](#).

## REPORTING

NYS has presented a new process for investigation of positive COVID cases. Chemung County specifically has produced a "self-service" paperwork portal at [www.chemungcountyny.gov](http://www.chemungcountyny.gov). Students and employees who have positive cases and close contacts to a positive case should enter their information via this website. The system will send guidance on isolation and quarantine, however, for EC students and employees the College's guidance outlined on pages 14 and 15 supersedes the County's guidance.

- Students also must report/upload any positive or negative test results to the student health portal.
- Employees also must report/upload any positive or negative test results to the HClactive portal.

## MENTAL HEALTH COUNSELING

- Students have the option of in-person, telephone, or virtual appointments with a counselor. Walk-in appointments are discouraged; appointments are scheduled through the Clarke Health Center, 607-735-1750.
- Appointment times will be strongly adhered to and promptness is stressed. Face coverings are required for in-person visits.
- Employees and their dependents may receive free mental health counseling through the College's Employee Assistance Program (EAP), provided by Clinical Associates of the Southern Tier, PLLC. Both in-person and telehealth services are offered at no cost to the employee. To schedule free counseling, employees and dependents should call 607-936-1771 or email [clinicalassoc@gmail.com](mailto:clinicalassoc@gmail.com).

## STUDENT HEALTH SERVICES/CLARKE HEALTH CENTER

- Anyone entering the Clarke Health Center must wear a mask.
- Physical distancing will be maintained throughout the Clarke Health Center (CHC) by using markers on the floor to ensure that a minimum of six feet is kept between people.
- All employees at CHC will review COVID policy and procedure and sign acknowledgement log.
- Masks are available to all employees and students through the CHC.
- Other PPE (face shield, gown, gloves) are worn by CHC staff if performing any task that involves aerosolized particles or breathing treatments.
- CHC assures proper levels of personal protective equipment to be kept in stock in the event of needing to care for persons suspected or known to have COVID.
- Routine hand hygiene is recommended for all employees. Soap and water are recommended, but alcohol-based hand sanitizer is available if washing with soap and water is not possible.
- Hand sanitizing station is set up inside the doors of CHC for all who enter the building.
- Communicable disease policy and procedure is readily available to all CHC employees.
- Signage is posted conspicuously at entrances to CHC.
- All visitors are asked to sign in with the office personnel, so that tracking is possible in the event of a positive test.
- If someone who visits the CHC tests positive, the office personnel will immediately contact the Chemung County Health Department and notify them.
- A cleaning schedule has been developed with Buildings & Grounds. Daily cleaning will occur after hours with approved cleansers.
- Frequent sanitization will occur throughout the day by CHC staff for common surfaces (door knobs, exam tables, equipment, telephones, check in desk).

## CAMPUS LIFE/ ENGAGEMENT

- Face coverings are currently recommended, but not required, during indoor programs. Wearing a mask outdoors is currently optional for everyone, but strongly encouraged when in crowded outdoor settings and for activities where you may have close contact with others who are not fully vaccinated.
- Some virtual programming options will continue to be offered.

## VACCINATIONS

**ALL STUDENTS (COMMUTER AND RESIDENTIAL) AND ALL EC EMPLOYEES ARE REQUIRED TO BECOME FULLY VACCINATED.** All students and employees are strongly encouraged to receive a booster as soon as eligible.

Students who have a medical or religious reason for not getting vaccinated should submit either a medical exemption form or a religious exemption form to the Clarke Health Center. See pages 5 and 6 for full vaccination and exemption details.

Students must upload a copy of their vaccination record to the student health portal: <https://elmira.studenthealthportal.com>. Use your EC username and password to log in, go to the "document upload" tab, browse documents and upload to the portal. Students who also receive a booster should upload a copy of the booster record to the student health portal.

Employees who have a medical or religious reason for not getting vaccinated should submit either a medical exemption form or a religious exemption form to the Office of Human Resources. Medical exemptions must be accompanied by documentation; religious exemption requests will be reviewed according to standard criteria. Exemption requests will be reviewed by the Office of Human Resources and determinations will be communicated back to the employee in strict confidence.

Employees who have already received the COVID-19 vaccination should upload proof of vaccination to the HClactive portal. Employees who also receive a booster should upload a copy of the booster record to the HClactive portal.

Members of the campus community who are not vaccinated are subject to enhanced COVID-19 testing.

## ON-GOING TESTING FOR ALL STUDENTS AND EMPLOYEES

In addition to testing students who are symptomatic, the College will perform random testing each week on the Elmira College community (students and employees). Random selection will occur on a weekly basis while the College is in session. The whole procedure will take approximately 15 minutes. Specimens will be collected at the Clarke Health Center in Exam Room 3, which is removed from the nurse's station and routine exam areas. Results will be entered into the NYS ECLRS system within 3 hours of the test.

Employees will also be tested if symptomatic and as part of the random sampling.

The cost of required on-campus testing, including the random weekly testing, for EC students and employees is covered by the College.

It is recommended that individuals check their insurance carrier's policy regarding coronavirus tests prior to scheduling an optional test.

## COMMUNICATIONS

The College will clearly and regularly communicate all standards and expectations to all members of the campus community (students and employees) using available communication channels, including, but not limited to, email, virtual meetings, the [Soaring Forward page](#) on elmira.edu, the emergency alert text system, the Eagles Nest parent portal, and posting a copy of communications to the student/employee portal, [MyEC](#).

## MANDATED CORONAVIRUS-RELATED COLLEGE SHUTDOWN

In the event of a New York State-mandated shutdown, the following contingency plans address decreasing on-campus activities and operations and/or closing the campus, including the following:

### OPERATIONAL ACTIVITY

#### Academics

- All Academics courses will switch to online mode once a decision to close the campus is made.
- Depending on the decision date, there may be a decision to postpone classes for a couple days. These days will be made up later in the term.
- The academic calendar will be adjusted as appropriate.
- Student support for academic success will move to a virtual format.

#### Daily Operations

- Daily operations will be adjusted per local and state guidelines.
- In the event of a shutdown, employees who can successfully perform their work remotely will be allowed to do so, either in full or in part, and should develop a plan accordingly with their supervisor. All meetings will move to a virtual format.
- Essential employees and those whose jobs require that they physically be on campus, will follow all guidelines for use of PPE and self-monitoring of symptoms as per state and local guidelines.
- Campus visitors will be limited to essential visitors only, such as delivery personnel for food, mail and supplies. Admissions tours will be suspended and events/appointments will only be conducted virtually.

#### Residential and Campus Life

- All Campus Life programs would be postponed or conducted virtually.
- Student clubs and organizations will meet virtually.
- All Campus Life staff will be available virtually, via email, video conferencing and/or phone to assist students as needed.
- All safety guidelines will continue until further notice, including, but not limited to, face masks, hand washing, physical distancing, and directional flow through buildings.

- Clarke Health Center will work closely with state and local health authorities to accomplish contact tracing and follow recommendations for closures.
- For any students who, out of necessity, must temporarily remain on campus, the College will implement protective measures to allow resident students to effectively shelter in place until such time that they can safely return home. A system is already in place from experiences in the spring 2020 term.
- In the event of a shutdown, students will be provided the opportunity to receive tele-health services. Sessions may occur via phone or Zoom meeting at no cost to the student or their family.
- If a student elects to pursue services in their home community, assistance may be rendered, if merited, in helping them identify and secure a new provider.
- Tele-health services may continue for the duration of the shut down if the student so desires.

## MOVE-OUT

- In the event of a campus shutdown, students will be required to stay in their residence hall rooms until move-out. Depending on the time of year and how quickly students need to leave campus, residential students will be requested to take their belongings with them when they leave. An orderly, staggered move-out plan will be implemented in order to vacate the residence halls over a 72-hour period. A storage option will be available for students who cannot travel with their possessions.
- Any students who cannot leave campus immediately will be permitted to stay in the residence halls until such a time that they can return home. Meals and virtual counseling support will be provided.
- Students who are in isolation or quarantine will not be forced to travel until it is safe to do so (symptom free or negative test results).
- Rooms will be cleaned as they are vacated by residents. All areas will be sanitized before the next wave of student move-outs; process will repeat until all move-outs are complete. All COVID-19 protocols in place will be followed.



## COMMUNICATION

- The College will clearly and regularly communicate all standards and expectations to all members of the campus community and utilize available communication channels to adequately inform students, faculty and staff about expectations and requirements. These channels include, but are not limited to, direct email messages, the College's website and student/employee portal, social media, printed and electronic signage, text alert system, and parent portal.
- The College has [developed a web page](#) that includes the 2021-2022 Coronavirus Guidelines, resources and frequently asked questions. This page is updated as new information becomes available and will continue to be a main resource for communicating to our campus community. In addition, messages, announcements, and forms are posted to the College's student/employee portal, [MyEC](#).

# RESOURCES

[FREQUENTLY ASKED QUESTIONS](#)

[ISOLATION GUIDELINES FOR RESIDENTIAL STUDENTS](#)

[QUARANTINE GUIDELINES FOR RESIDENTIAL STUDENTS](#)