



ELMIRA COLLEGE

Plan for Transitioning Classes and Students October-November 2020

Approved by the

Chemung County Health Department

Posted 10/21/20

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Transition from Online to In-Person Instruction

Timeline

10/1/20-10/15/20	Two-week mandatory online session per NYS guidelines
10/29/20	Approved return to in-person classes
11/21/20	End of the on-campus instruction period for Term I

Students shall not return to campus at any time other than their scheduled return/testing time and will not be permitted into their residence hall until cleared through the on-campus testing. Students who violate this directive are subject to the COVID-19 Sanctions posted on [MyEC](#).

Returning to Campus for Students Who Went Home

Any student who left campus will be required to complete a Google form to convey their intent for the rest of the Term (already on campus, returning to campus, completing virtually). If returning to campus, a specific time will be assigned to be tested and check-in with Residence Life for a return to campus.

All residential students must be tested upon return to campus and will be assigned a time for on-campus testing and check-in with Residence Life.** **Students shall not return to campus at any time other than their scheduled return/testing time and will not be permitted into their residence hall until cleared through the on-campus testing.** Students who violate this directive are subject to the COVID-19 Sanctions posted on [MyEC](#).

Per New York State guidelines, students who are returning to campus from states on the [New York State Travel Advisory list](#) will be required to quarantine upon return.

Process:

This will be a staged move-in based on the number of tests that can be analyzed per day. With approximately 300 students to return to campus, this staged move-in process will take multiple days.

Nursing students and Resident Assistants will be scheduled to return October 19-23, 2020.

All other students will be tested in a large-scale testing event on Monday, October 26 and Tuesday, October 27, in partnership with CCHD. That event will occur in Speidel Gymnasium and students will receive specific instructions from Residence Life. Testing takes approximately 15 minutes per individual, from specimen collection to result.

Students shall not return to campus at any time other than their scheduled return/testing time and will not be permitted into their residence hall until cleared through the on-

campus testing. Students who violate this directive are subject to the COVID-19 Sanctions posted on [MyEC](#).

Classes will continue online through Wednesday, October 28 with in-person classes resuming on Thursday, October 29. Faculty have been notified of the testing schedule and will allow flexibility in attendance for virtual classes on testing days.

Students who test negative will need to present documentation to Residence Life staff from the CHC to check-in to their residence hall.

Students who test positive will be assigned an isolation space in one of the designated areas on campus for their 10-day isolation period.

**It is important to note that if an individual had previously tested positive, the virus can remain detectable for up to 8 weeks following the initial infection. If a student had previously tested positive, they must upload the image of the test results to the [student health portal](#) and contact the Clarke Health Center before scheduling a return to campus.

Commuter Students and Students Currently On Campus

Students currently on campus and commuter students are not required to participate in the staged testing. Testing is open to commuter students if they choose to participate. Any commuter student wishing to participate must schedule an appointment with the Clarke Health Center. All commuter students are subject to the COVID-19 Sanction Guide.

On-Going Testing for All Students and Employees

In addition to testing those students who are symptomatic, the College will perform 50 random tests per week on the Elmira College community (students and employees) utilizing the College's Abbott analyzer system. Random selection will occur on a weekly basis while the College is in session. The nasal swab takes approximately 30 seconds. Once the swab is collected, the specimen will be processed. 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.

Students and employees, who are not required to take a test but would like to be tested, should contact the Clarke Health Center to confirm availability of test kits for optional testing and to schedule an optional test. Optional tests are \$75 per test.

- For Students: the CHC will submit the bill directly to the student's health insurance.
- For Employees: payment for the test should be made through the Business Office. Employees should then submit a receipt to their health insurance provider.

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

The College has 200 tests in reserve from previous Cayuga Medical testing. These kits may be utilized in the event additional test kits for the Abbott analyzer are delayed. Results from the Cayuga Medical kits may take up to four days. The College has the option to order additional test kits from Cayuga Medical.

Academics

Once approval is received from the Health Department, classes will return to an in-person format. All COVID-19 protocols remain in place. Students who need to quarantine or isolate will take their classes online.

Return to Athletics Practice and Conditioning

There will be no Athletics competition for Fall 2020 against any outside organization or institutions. EC Intercollegiate Athletics may begin to practice and partake in organized strength & conditioning sessions for the remainder of the Fall 2020 term.

All student athletes (returning students as well as students that remained on campus during this online period) will receive a COVID-19 test and must produce a negative test result prior to taking part in any organized team activity. Once students test negative, they may begin a 10-day acclimatization period of conditioning, small group drills, and non-contact sport related activity with their team. After 10 days of successful acclimatization, teams may begin sport practice participation. All activities will follow guidelines and best social distancing regulations and practices outlined by the NCAA, New York State, and Chemung County.

In order to continue activity and practice through the remainder of the term (November 19, 2020) athletes will be required to test and produce negative COVID-19 results per NCAA guidelines. The guidelines outline testing 25%-50% of student-athletes and close staff every other week (within a 14-day period.) Elmira College will conduct tests on campus and at no cost to the student athletes. If a positive test result occurs, the student-athlete will follow quarantine and isolation guidelines of New York State and Chemung County.

Student-athletes who have already tested positive and concluded their isolation period are not recommended to undergo testing again for a 90-period as the virus can remain in their body producing positive results. These students are not thought to be contagious or at risk for reinfection for at least 90 days. If athletics continues in Term II, these students will re-enter the testing pool.

Student Conduct Control and Expectations

The COVID-19 Guidelines will be divided into three different levels of conduct violations with corresponding sanctions. See attached document.

Residence Assistants (RAs) will monitor common spaces and lounges in their respective residence hall. RAs are specifically on duty each night from 8:00 p.m.-12:00 a.m. on weekdays and 8:00 p.m.-2:00 a.m. on weekends. During this timeframe, RAs are in their respective residence hall lounges and monitoring common spaces. RAs also do rounds of their respective residence halls on the following schedule: 8:00 p.m., 10:00 p.m., 12:00 a.m. and then on weekends also at 2:00 a.m. Additional rounds can be done at the direction of the Office of Residence Life.

For students who are not approved to be on campus, card access to residence halls has been turned off. This also turns off access to meal plans.

Day-to-Day College Business

All students and employees should continue to complete the daily screening tool available on MyEC. Meetings should continue to occur virtually. Essential vendors/visitors should sign in with the respective office.

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.

Resuming Dining Hall Service, October 2020

Prior to the beginning of the 2020-2021 academic year, the dining room capacity was reduced by 50% and seating at tables spaced to limit the number of customers per table in support of physical distancing protocols. While data and usage numbers for in-person dining while students were taking in-person classes shows that the number of in-person diners in the EC dining room did not hit the 50% capacity mark, the amount of seating in the dining hall will be further reduced, as current structural limitations allow. The logistics of and variations in students' course schedules throughout any given day, does not allow for a consistent dining time by residence hall, however laminated signage will be placed on tables instructing students to sit in residence hall groupings. Takeout food will continue to be an option and strongly encouraged in lieu of dining in.

Front Dining Room Kiosk Area

All deli sandwiches will be moved out into the Salad Bar Kiosk. Sandwiches and salads will be made to order by Parkhurst Dining employees. Self-serve stations have been eliminated for

health code reasons. Self-service ice cream has been suspended until further notice.

Main Servery Area

Spoon and Fork and the Grille Stations will be open. Both stations will be served by Parkhurst Dining employees. The Pizza Station will have two-identically set up service points to facilitate quick service and proper social distancing.

In all dining areas, utensils, cups, napkins and condiments will be served to the customer. Cups will be distributed by Dining and may not be refilled. If a beverage refill is needed, a new cup will be distributed by Dining. No outside reusable cups may be used at beverage stations in order to minimize risk of spreading the COVID-19 virus. Additionally, no reusable food containers will be accepted during this time.

The dining room tables will be disinfected after each use. Coasters will be placed on the tables to signal whether the table is dirty or has been properly disinfected and sanitized. In addition, high frequency touch points will be disinfected and sanitized every 30 minutes.

All customers will be expected to wash hands and or use hand sanitizer provided at the entrance prior to entry. All employees and dining customers will be required to wear face masks except while eating.

MacKenzies

Grill, Deli, and Pizza will be open. Orders can be placed with the cashier. A separate station will be designated as the Pickup area. Utensils, napkins, and condiments will be served to the guest. The dining room has reduced its capacity by 50% and seating has been engineered to support current social distancing protocols. The seating tables will be disinfected after each use including table tops and chairs. High frequency touch points will be disinfected and sanitized every 30 minutes. All employees and customers will be required to wear face masks except while eating.

1855 Room

Takeout only. The 1855 Room's seating area has reduced its capacity by 100% in order to maintain proper social distancing. There will be a one-way entrance and one-way exit for guests and employees to utilize. All employees and customers will be required to wear face masks. High frequency touch points will be disinfected and sanitized every 30 minutes.

Building & Grounds Plan for Return to In-Person Classes, October 2020

Office Buildings

Cleaning and Disinfecting Protocols Monday through Friday include:

- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.

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- All point-of-contact areas cleaned and sanitized throughout the day to include: Door knobs, Stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, et al.
 - All offices are cleaned and disinfected daily.
 - All floors cleaned, disinfected, and vacuumed daily. All vacuums tested weekly for proper filtration and the filters are changed on a regular basis, depending upon usage.
 - Proper storage of supplies and chemicals to include:
 - McGraw Hall: All sanitizers and disinfectants will be stored in the Terrace Level storeroom.
 - Gannett Trip Library: All sanitizer, disinfectants, and wipes will be stored in the Terrace Level storeroom next to the bathrooms.
 - Clarke Health Center: All sanitizers and disinfectants will be stored in the 1st floor store room.
 - Admissions House (1855 House): All sanitizers will be stored in the back store room on the 1st floor near the exit.
 - Barriers are installed in areas when needed for social distancing.

Directional flow protocols for Office Buildings (signage is currently in place):

- McGraw Hall: Entrance will be made through the east and west side Lobby doors. All other exterior doors will be Exit only.
- Gannett Trip Library: Entrance will be via the right side north main entrance, Exit only will be the left side north main door, and all other exterior doors.
- Clarke Health Center: Entrance will be via the north door and Exit will be through the west door.
- Admissions House (1855 House): Entrance will be the west door by the kitchen area and Exit will be via the main door on the east side of the house.

Classrooms

Cleaning and Disinfecting Protocols Monday through Friday include:

- Sanitation Stations cleaned, sanitized, and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.
- Bathrooms are cleaned and disinfected daily with the proper chemicals.
- All point of contact areas are cleaned and sanitized throughout the day to include: Door knobs, stairway railings, counters, glass, fire extinguishers, HK equipment, and water fountains, etc.
- All floors are cleaned, disinfected, and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending upon usage.
- All classroom desks, counters boards are cleaned and sanitized daily.
- Surface disinfectants, sanitizer and paper towels will be provided to each faculty member for them to disinfect the room after every class.
- All room capacity will be a 50% reduction for social distancing
- Proper storage of Supplies and Chemicals to include:
 - Kolker Hall: sanitizer and disinfectants will be located in the store room between Carnage and Kolker on the 1st floor.

- Watson: sanitizer and disinfectant will be located in the storeroom on the 1st floor.
- Harris: sanitizer and disinfectant will be located in the storeroom on the 1st floor.
- Cowles: sanitizer and disinfectant will be located in the storeroom across the 1st floor kitchen.
- Fassett: sanitizer and disinfectant will be located in the storeroom on the 1st floor.

Directional flow protocol for Classrooms (signage is currently in place):

- Kolker: Entrance will be through the southwest door and exit will be through the southeast door.
- Watson: Entrance will be through the west-end door and exit will be through the east-end door.
- Harris: Entrance will be via the north-end door and exit will be via the southwest-end door. Handicap entrance will be via the southeast ramp door.
- Cowles: Entrance will be through the south-end main door; exits will be via the east and west doors and handicap entrance will be via the north-end ramp.
- Fassett: Entrance will be north main door and exits will be through the west and east doors.
- Carnegie: Entrance will be via the west main door and exit will be through the terrace-level Kolker exit.

Residence Halls

Cleaning and Disinfecting Protocols Sunday through Saturday include:

- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, RLC's to provide disposable masks, disposable paper towels, and PPE discard containers.
- Bathrooms are cleaned and disinfected daily with the proper chemicals.
- All point-of-contact areas are cleaned and sanitized throughout the day to include: Door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, etc.
- All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters are changed on a regular basis, depending upon usage.
- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after each use.
- Students will be responsible for room dwelling cleaning and disinfecting.
- Quarantine Residents: Special PPE will be provided to housekeeping for this area; the same protocols will be in place but conducted more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with CHC to meet expectations. All areas will be disinfected twice daily. Bathrooms will be supplied with COVID-19 disinfectants, garbage bags, paper towels and a cleaning log for students to clean areas after every use.
- Isolation Residents: Special PPE will be provided to housekeeping for this area; the same protocols will be in place but conducted more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with CHC to meet expectations. All bathrooms and stairwells will be disinfected by fogging areas with

COVID-19 disinfectants twice daily starting at 9:00AM and again at 1:00PM. Bathrooms will be supplied with COVID-19 disinfectants, garbage bags, paper towels, and a cleaning log for students to clean areas after each use.

- Proper storage of Supplies and Chemicals to include:
 - Anderson: sanitizer and disinfectants will be stored in the store rooms located on each floor.
 - Columbia: sanitizer and disinfectants will be stored in the store rooms located on each floor.
 - Perry: sanitizer and disinfectants will be stored in the store rooms located on each floor.
 - Tompkins: sanitizer and disinfectants will be stored in the store rooms located on each floor.
 - Meier: sanitizer and disinfectants will be stored in the store rooms located on each floor.
 - Tower B & A: sanitizer and disinfectants will be stored in the store rooms located on each floor.

Directional Flow Protocol for Residence Halls (signage is currently in place):

- Anderson: Entrance will be through the north main door and exits will be via the south and all other exterior doors.
- Columbia: Entrance will be via the north main door; and exits will be via the south and all other exterior doors.
- Perry: Entrance will be via the north main door; and exit will be through the terrace-level east door and the southwest terrace-level door.
- Tompkins: Entrance will be via the northwest main door; and exit will be via the east door.
- Meier: Entrance will be via the north main door; and exit will be the south-end door.
- Tower A: Entrance will be via the south main door; and exit will be the northwest door.
- Tower B: Entrance will be via the south main door; and exit will be the northeast door.

Dining Hall (Campus Center)

Cleaning and Disinfecting Protocols Sunday through Saturday include:

- See Parkhurst Dining for cleaning protocols for dining areas on the 2nd floor
- 1st Floor Community Location:
 - Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.
 - Bathrooms cleaned and disinfected daily with the proper chemicals.
 - All point-of-contact areas are cleaned and sanitized throughout the day to include: doorknobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.

- All floors are cleaned, disinfected, and vacuumed daily. All vacuums are tested weekly for proper filtration and filters are 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 each use.
- For classrooms in Campus Center, the *Classroom Protocols* listed above will be followed.
- 1855 Cafe and Mackenzie's will follow Parkhurst Dining Protocols.
- Proper storage of Supplies and Chemicals.

Directional Flow Protocol (signage is currently in place):

- Entrance will be via the 1st floor east-side portico; and exit will be through the 1st floor westside portico.

Athletics and Buildings

Cleaning and Disinfecting Protocols Monday through Friday / Games include:

Emerson Hall, Fields, and Murray Athletic Center

- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.
- Bathrooms are cleaned and disinfected daily with the proper chemicals.
- Locker rooms will be cleaned and disinfected before and after each use. There is a tag on all the doors: red indicates not clean and blue indicates cleaned and sanitized.
- All point-of-contact areas are cleaned and sanitized throughout the day to include: doorknobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, etc.
- All floors are cleaned, disinfected, and vacuumed daily. All vacuums are tested weekly for proper filtration; and filters are 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 each use.
- For classrooms follow classroom protocols listed above.
- Proper storage of Supplies and Chemicals (stored in the storeroom behind stage area)
- Fields will follow athletic protocol for athletes and equipment sanitation.

Directional Flow Protocol (signage is currently in place):

- Entrance will be via the southwest main door; and exit will be the northwest ramp door. Gibson Theater will have split entrance and exit at main doors on the east side.
- See Gym and Fitness Center reopening guidelines.

Calendar Breaks

All buildings are cleaned and disinfected from thoroughly after a 24-hour period to include:

- Beds and Mattresses
- Communal bathrooms in Meier Hall 2nd and 3rd floors

- Dorm room private bathrooms and common rooms.
- Parkhurst, kitchen area and locker rooms

Deep Cleaning

All buildings are fogged on a rotating basis as follows:

- Isolation buildings twice daily (Alumni Hall, Anderson Hall, and Cottages common areas)
- Classrooms cleaned and disinfected nightly from 9:00pm to 5:00am

Weekly Rotation Schedule:

- Tuesdays: Towers A & B
- Wednesdays: Meier Hall, Columbia Hall
- Thursdays: Perry Hall, Tompkins Hall

Transitioning to Holiday Break (November 21, 2020-January 18, 2021)

On-campus instruction ends Saturday, November 21, 2020. Students will move home for the break and complete their final exams online, from home, November 30-December 5.

Students who are in isolation or quarantine at the time of the Holiday Break will remain on campus until their quarantine/isolation term is over to help reduce the spread of the virus. By moving home before officially released from quarantine/isolation, a student risks transferring the virus to family or their hometown community.