



ELMIRA COLLEGE

**Elmira College Term II Return Plan (January 2021)**

As of  
January 5, 2021

## Elmira College Term II Return Plan (January 2021)

**If you have any questions related to COVID-19, including any information in this plan, please email [covid19@elmira.edu](mailto:covid19@elmira.edu).**

### Timeline

<b>1/5, 1/6 and 1/7/21</b>	Essential employees tested at the Clarke Health Center from 9 a.m. to 4 p.m. An on-campus test time will be scheduled for non-essential employees and faculty within one week of the start of in-person classes.
<b>1/11/21</b>	Move-in for students from non-contiguous states who need to quarantine (need negative test results dated 1/6-1/10)
<b>1/12/21</b>	Move-In for Resident Assistants (need negative test results dated 1/7-1/11)
<b>1/15/21</b>	New student orientation (move-in 1/14; need negative test results dated 1/11-1/13)
<b>1/16/21 and 1/17/21</b>	Move-in for students from NYS or contiguous state (need negative test results dated 1/12-1/16)
<b>1/17/21</b>	Dining Services opens for meal plans
<b>1/19/21</b>	Classes begin for Winter term
<b>***</b>	Commuter, part-time, and graduate students: an on-campus test time will be scheduled within one week of the start of in-person classes.

**Students will not return to campus at any time other than their scheduled return time.** Students who violate this directive are subject to the COVID-19 Sanctions posted on [MyEC](#).

**All students and employees have a responsibility to help keep the campus community safe by following all COVID-19 protocols.** This includes wearing a mask when physical distancing is not possible and limiting travel and in-person meetings or events.

### Residential students

It is important to note that once on campus for Term II, residential students must remain on campus for the full term. Students will not be permitted to return if they choose to go home, even for a visit, at any point during the Term. Please plan accordingly.

Prior to returning to campus, residential students will need to provide a negative COVID-19 test result dated within 5 days of return or documentation of a positive diagnostic result for COVID-19 from the prior three-month period. Residential students who previously had a positive COVID test result will need to be retested prior to returning to campus **if it has been longer than 3 months since testing positive.**

Test results need to be uploaded into 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).

Residential students will be assigned a time for move-in with Residence Life and **are not permitted to return to campus at any time other than their scheduled return time. Residential students who do not turn in negative test results or documentation of a positive diagnostic result for COVID-19 from the prior three-month period, will not be allowed to return.** Students who violate this directive are subject to the COVID-19 Sanctions posted on [MyEC](#).

Residential students who are returning to campus from a noncontiguous state, US territory or CDC level 2 or level 3 country, will be required to follow [New York State's Travel Advisory guidelines](#). Residence Life will relay more specific information to those students who need to quarantine prior to return to campus.

**Students will not be permitted into their residence hall until cleared through the Clarke Health Center** (negative test results or documentation of a positive COVID diagnostic result from the prior three-month period posted in the student portal). **Students will receive confirmation that they have been cleared from Residence Life and Clarke Health Center staff prior to their scheduled move in time via email.**

Randomized surveillance testing will occur for all students and employees each week throughout the term.

### **Commuter, Part-time Students and Graduate Students**

A test time will be scheduled for commuter, part-time, and graduate students within one week of the start of in-person classes. Those who do not report for testing when scheduled will need to have a negative test result or documentation of a positive COVID diagnostic result from the prior three-month period uploaded to the student portal within five days of the start of in-person classes. Commuter, part-time and graduate students are included in the random surveillance testing throughout the term. All commuter, part-time and graduate students are subject to the COVID-19 Sanction Guide.

### **Employees**

Employees will be tested upon return to campus. Essential employees (staff, graduate assistants and administrators) may drop in for testing on 1/5/21, 1/6/21, or 1/7/21 at the Clarke Health Center anytime between the hours of 9:00 a.m. and 4:00 p.m. A test time will be scheduled for non-essential employees and faculty within one week of the start of in-person classes. Employees are included in the random surveillance testing throughout the term.

Employees should continue to hold meetings virtually and avoid any travel that is not work-related.

### **On-Going Testing for All Students and Employees**

In addition to testing students who are symptomatic, the College will perform approximately 50 random tests per 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.

### **Vaccinations**

College administration is monitoring vaccine distribution, and will update the campus community as information becomes available. All students and employees must continue to follow the testing protocol outlined above, as well as the College's COVID-19 protocols, even if someone has received the vaccine. The vaccine requires two doses and there is still much that is unknown about how the vaccine works.

### **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**

Given the rigorous testing protocols in place for student-athletes, the College anticipates beginning staggered practices on January 18. The NCAA testing regimen will begin immediately in anticipation of the start of league competition, per league schedules.

If athletic competition resumes in the winter/spring of 2021, Empire 8 competition could resume as early as March 1. UHC competition could be as soon as February 19. If athletic competition begins, Elmira College will follow all NCAA, state, and league testing, including COVID testing three times per week starting the week before competition.

### **Student Conduct Control and Expectations**

Residential and non-residential students are to abide the Elmira College COVID-19 Guidelines. The [COVID-19 Sanction Guidelines](#) are divided into three different levels of conduct violations with corresponding sanctions. These [Guidelines](#) are posted on [MyEC](#).

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.

### **Dining Hall Service for Term II**

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 Term II**

### **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.
- 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 1<sup>st</sup> 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 1<sup>st</sup> floor.
  - Watson: sanitizer and disinfectant will be located in the storeroom on the 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> floor east-side portico; and exit will be through the 1<sup>st</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> 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