

BACK TO
Brooklyn



COVID-19— “BACK TO BROOKLYN” COVID-19 ACTION PLAN

In late Spring 2020, President Miguel Martinez-Saenz called to action a taskforce to put together a plan to re-open the campus in accordance with New York State, CDC and other guidance from local, state and federal government, health authorities and other sources. The plan is called “Back to Brooklyn” and outlines the College’s identified measures for course delivery, cleaning and hygiene, social distancing guidelines, and how we will transition to a low-density model for the fall. The plan also incorporates the [New York State Interim Guidance for Higher Education During the COVID-19 Public Health Emergency](#), which includes the following categories: reopening, monitoring, containment and shutdown.

The College will implement a phased approach to resuming operations on campus. The health and well-being of our community continues to be at the foundation of our decision-making. Our primary goal is to minimize the risk of transmission of the COVID virus while ensuring an outstanding Franciscan educational experience dedicated to student success and achievement. Although the course of the COVID-19 pandemic is unpredictable, we are intensely planning to navigate the “new normal” in the 2020-2021 academic year in accordance with federal, state and local guidance. We are planning to implement a set of measures and protocols to allow for limited in person instruction, to the extent the public health situation permits, in fall 2020. If on campus instruction is disrupted by the pandemic during the 2020-2021 academic year, we will be prepared to shift fully online without interruption.

We also recognize that this is a working document and is based on public health practices at the time of publication. We are cognizant that science, public health guidelines, and local, state and federal requirements may shift due to the nature of the global COVID-19 pandemic. As knowledge and understanding of the coronavirus (COVID-19) continues to evolve, the College’s policies and plans will be updated as appropriate as more information becomes available.

PLAN FOR BRINGING STUDENTS, STAFF, AND FACULTY MEMBERS BACK

The Back to Brooklyn Task Force (the “Task Force”) has been working with campus leaders and a variety of campus representatives on the development of a phased approach to reopening which includes lower density and a hybrid and online model for instruction for the fall semester of 2020. This model will allow for classes to be offered online while also allowing smaller classes for faculty offering face-to-face instruction, promoting more social distancing while on-campus. The core of this plan is reconfiguring spaces and reducing capacity in our academic buildings and classes and requiring social distancing and mask wearing in all buildings and in outdoor areas where social distancing is not possible.

All students, staff, and faculty will be notified of updates to the College’s Back to Brooklyn campus plan via email, the dedicated Back to Brooklyn-Roadmap for the Fall 2020 webpage (<https://www.sfc.edu/about/backtobk>) and MySFCportal. The SFC Alert college notification system will also be utilized to ensure all members of the community have viewed our plan. All students, faculty, and staff will be required to review our Back to Brooklyn training and must adhere to the Terrier Pledge commitment checklist when coming to campus. If students or parents have concerns about the institution’s preparedness and wish to speak to a college representative, they can contact the Admissions team at admissions@sfc.edu.

Back To Brooklyn Taskforce Members:

- Dr. Jennifer Lancaster, VP of Academic Affairs and Academic Dean
- Linda Werbel, VP of Government and Community Relations,
- Kevin O’Rourke, VP of Facilities Management and Capital Projects,
- Madalyn Hanley, CIO
- Richard Grasso, Executive Director of Human Resources

- Monica Michalski, Associate Dean of Student Success
- Matthew Hogan, Executive Director of IT Operations and Client Services
- Tearanny Street, Executive Director of Marketing and Communications
- Chase Licata, Deputy Athletic Director
- Members of the College community may email the Back to Brooklyn task force at: backtobk@sfc.edu.

In accordance with Governor Cuomo’s interim COVID-19 guidance for higher education, responsible parties should designate points-of-contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication. Coordinators should be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution. If feasible, coordinators should also work closely with local health departments and other higher education institutions to monitor public health conditions and jointly develop monitoring strategies. In addition, responsible Parties must designate a campus safety monitor whose responsibilities include continuous compliance with all aspects of the higher education institution’s reopening plan.

Accordingly, Elizabeth Giugliano, RN will be the main point of contact to liaison with local health institutions to monitor public health conditions. Nurse Giugliano, along with Edward Evans, Assistant Director of Campus Security and the Special Events team, led by David Loutfi, Assistant Director of Special Events will review and coordinate all screening activities.

The College’s Campus Safety Monitor Committee Members Are As Follows:

- Denise Vieni, Director of Operations
- David Loutfi, Assistant Director of Events



- Edward Evans, Assistant Director of Security
- Anilsa Nunez, Director of Student Engagement & Residence Life
- Elizabeth Giugliano, RN, Manager of Student Health Services
- Leah Schmerl, Director of Integrated Communications
- Andrew G. Cornicello MS, ATC, Director of Athletic Wellness and Performance
- Two SFC students who currently serve on the Campus Security council

RETURN TO WORK

The College will follow a phased integration plan to bring employees back to work in a way that reduces density on campus. Student-facing departments who need to have some staff on campus to provide services to students, as determined by the area VPs, will be asked to work on-campus on a rotating basis, as part of our resumption of in-person operations plan. As part of the phased-in approach, minimum staffing requirements should be established based on the number of students expected to be on campus. Student-facing department supervisors, as directed by their VPS, will be responsible for creating schedules, staffing plans and employee rotations. Faculty will be required to be on campus only if they are meeting students in face-to-face course instruction. Personnel from Security and Facilities will be required on campus whenever students are present. The mailroom/document services area will need to be staffed on a rotating basis by their personnel whenever students are present. All other employees and faculty should continue to work remotely after the semester begins.

PRIOR TO ARRIVING ON CAMPUS:

The standard Measles, Mumps, Rubella (MMR) and Meningitis ACWY immunization requirements remain in place at the College and documentation from new students should be provided accordingly. All students living in the Residence Halls must provide proof of health insurance to be guaranteed a space in the residence halls. All student-athletes and students living in the residence halls will be required to provide the results of a negative COVID-19 test within the last seven days prior

to coming to campus. All student-athletes and students living in the residence halls will be required to be tested in New York State. Student-athletes arriving between August 8 and September 8 will be quarantined and will be required to undergo rapid testing set up by the College; they will remain in quarantine until the results of those tests are obtained. All students living in the Residence halls will be tested upon arrival. If students are arriving from another country or state on the New York State's Travel Advisory they must quarantine for 14 days. For a list of the states currently on the Travel Advisory list please check this link. <https://coronavirus.health.ny.gov/covid-19-travel-advisory> All students, faculty, and staff must review the Back to Brooklyn training as well as adhere to the outlined Terrier Pledge for being on-campus. As per New York State guidelines, when planning to come to campus, every student, faculty, and staff member will need to complete a daily health screening available on the St. Francis College app and website.

RETURNING TO CAMPUS:

St. Francis College is committed to providing a quality education to all our students this Fall. We also understand that individuals may have situations that make them uncomfortable returning to campus during a pandemic. We are committed to providing a quality education to our students wherever they may be. The College will follow the guidance issued by the New York State Governor and other federal, state and local authorities, and inform students of any changes.

Off-Campus Students

Students who plan to remain entirely off-campus for the Fall 2020 semester should confirm that their class schedules are amenable to this. A combination of synchronous and asynchronous learning will be offered by the College, with multiple options for students to engage in a live format. However, accommodations can be made as needed, as discussed in further detail below.

Regarding any COVID-19 regulations issued by state governments, the College must follow the regulations of New York State. If an off-campus student lives in a state with different regulations that appear to conflict with those of New York State and which affect their ability to fully engage in their education, the student should contact the Office of

Accessibility and Accommodations.

International Students

Incoming international students who are unable to travel to the U.S. due to travel restrictions are encouraged to participate in Summer Jumpstart Program and Fall Semester Together Learning Communities Program, which allows them to engage in online learning on Canvas platform and to also have synchronous Zoom class sessions for at least one hour per week for each class, with time zone differences factored into scheduling. SFC International staff are working closely with academic advisors to have all incoming international students take one of the three Learning Communities (except for Honors students who will follow the Honors Program guidance) and 2-3 additional classes from a prescribed list depending on their intended major. SFC International and Admission Office have jointly been in regular contact with incoming international students via Zoom informational sessions and one-on-one and will continue to ensure that all incoming international students are being counseled appropriately on their options for the Fall 2020 semester.

The Clarifying Questions document released by the U.S. government (ICE/SEVP) on July 24, 2020 answers some of the key questions that were left unclear by rescinding the July 6 policy on July 14. Based on the latest, and clarified, U.S. government policy, this is the advice we are providing to our current and incoming international students:

1. Current international students, including incoming transfer students who were in the U.S. in Spring 2020, can take an entirely online course load if they are here in the U.S. or in their home countries. They will be in Active status and there will not be any loss of time to their CPT or OPT entitlement if they choose to remain in their home country for the Fall and take an entirely online course load. The July 6 policy (that was rescinded) stated that they will lose time and must be back in the U.S. for two consecutive semesters before they qualify for CPT or OPT, thus affecting the students near graduation. That does not apply anymore.
2. For current international students choosing to stay home and continue their studies fully online, we will insert in their I-20 Forms "Outside the United States due to COVID-19," as required

by ICE/SEVP.

3. Current international students (including athletes) can return to the U.S. and take entirely online course load. No new I-20 needs to be issued if their F-1 visa is still valid and does not need to be renewed/extended. Regardless, we will issue students a letter confirming that St. Francis College is operating in a hybrid model as a precaution.
4. Incoming International students (including transfer and graduate students) can take a fully online course load in their home countries. They would not be in Active status and would not start their CPT/OPT eligibility (two consecutive semesters in Active status required) until they report to the campus.
5. Incoming international students (including athletes, transfer and graduate students) coming to the U.S. from abroad must have a new I-20 with a statement in the Remarks section of their I-20 that we do not offer an entirely online Fall semester. They need to show an official schedule of classes that shows at least one course in their registered course load for Fall 2020 is a hybrid one. We are conveying this information to all incoming international students and working closely with the Athletic Department to reinforce this message to all incoming international athletes as well. Our advice to all new undergraduate international students (including transfer students) continues to be that they should stay home and take our innovative Fall Semester Together Learning Communities and other prescribed (major) courses online. For athletes who must come here for the Fall season, we will make all the accommodations working with the Athletic Dept., including changing their I-20s to allow entry to the U.S. 30 days before the date of their first competition, rather than the start of classes. For graduate students, we will make sure at least one of the courses in their course load is a hybrid.
6. The new U.S. government policy allows for new I-20s to be emailed electronically to the international students. Some U.S. consulates have re-opened and those needing to come to the U.S. are getting appointments and visas and the U.S. travel ban due to COVID-19 does not seem to affect F-1 students.



7. St. Francis College will submit a procedural change plan to ICE/SEVP detailing that we will not offer an entirely online Fall semester. This is needed to allow new international students and athletes to take a least a hybrid class and thus be in compliance.
8. If SFC must close and go fully online due to surge in COVID-19 incidences, no new international students need to leave the U.S. and can continue fully online here.

Students residing in the U.S. should maintain communication with the College regarding their needs and wellness, which the College will also monitor. The College has some emergency funds available to grant additional aid to international students in high financial need and has assisted students in applying to the Institute of International Education Emergency Student Fund.

All international students should be referred to SFC International for any questions they may have. They can be referred to International Student Advisor/ DSO Elizabeth Baldwin or to SFC International Manager Bora Dimitrov.

The policy of the college regarding international visitors at this time is to follow applicable guidelines and the general college policy relating to international visits of scholars and interested international guests and/or partners.

ACADEMICS

Courses Generally

SFC has modified the fall 2020 course offerings to reflect a hy-flex model with 4 new modalities. All courses will be hybrid in that they will be offered as either face to face and online or asynchronous/synchronous formats. All four will have online office hours to maintain the face-to-face engagement with faculty and students while in the remote environment. The modalities that students may experience:

1. Blended-Meets On Campus weekly and Meets Online (synchronous online meetings)
 - a. Online meetings may be weekly or only a few times but always within the listed meeting pattern
2. Blended-Meets On Campus weekly with Online (asynchronous online content)
 - a. This is what we used to mean by “hybrid”
3. Online-Meets Online
 - a. These courses will have no on-campus

- meeting times. They will retain their synchronous meeting pattern for online meetings
 - b. Online meetings may be weekly or only a few times but always within the listed meeting pattern
 - c. Students should expect a mix of synchronous and asynchronous learning opportunities in these courses
4. Online- Fully asynchronous with live online office hours
 - a. No meeting pattern will be retained in the system
 - b. This is what we used to mean by “online”

All students will be given the opportunity to come to campus at least once per week if they are willing and able. Prioritization for on-campus, face to face instruction will be given to first year courses, nursing skills labs, and science labs. For in-person classes, classrooms will comply with social distancing requirements; this is discussed in more detail in the section below related to the College’s Social Distancing Plan. The minimum engagement in a course will be live office hours with faculty; these office hours will be staggered to accommodate different time zones. Additionally, no student will be penalized for non-attendance due to illness or quarantine.

The College will utilize video conferencing software such as Zoom and Yuja, Canvas, and other collaborative Microsoft applications to enhance student group work. Overall, groups meetings must be conducted either virtually or in compliance with physical distancing rules.

Students will be able to communicate with each other and their instructors and access all course materials via Canvas, Learning Management system. Synchronous classes, whether in person or online, will occur in the meeting pattern originally assigned. Course material will be provided online for students who are unable to attend in-person classes due to COVID-19. If students are Pell eligible, and have at least 24 credits, students can apply for financial support to meet the technology needs of learning online through the CARES Relief federal funding. All other students are encouraged to apply to the Terrier for Terriers Fund. Students can also complete an online readiness assessment (Smarter Measure) to determine if they need

additional technological support. The Academic Enhancement Center (“AEC”) and/or IT services can provide students with technical support regarding using or learning the required technology.

Clinical/Nursing Instruction

The clinical agencies will be responsible for providing approved Personal Protective Equipment (“PPE”) for students and performing fit testing for N-95 masks for students. Nursing Students are familiar with the usage of PPE and proper handwashing as it was taught during the course NUR 2221 (Nursing Therapeutic Skill Lecture Lab). Students are also taught about disease transmission in this course, though not regarding a specific infectious disease, and infection control guidelines. Students will be trained by the clinical agency or FEMA regarding the appropriate protocols when under Incident Command System activation for a city, state, or federal emergency.

Sinks with running water and hand sanitizer are in the Nursing Skills lab. A sanitization protocol for nursing labs and a protocol to enforce social distancing during open lab sessions are currently under development but will follow Centers for Disease Control and Prevention (“CDC”) guidelines. Students, faculty, and staff are required to wear PPE in the Nursing Skills Lab and access to the Lab is based on the availability of PPE. PPE has been ordered for the Nursing Skills Lab, but the Lab is not currently accessible given the current levels of PPE. Students are expected to follow the guidelines from the New York State Education Department (“NYSED”) and the CDC regarding COVID-19 specific practices and reducing the possibility of disease transmission after leaving a clinical site. The guidelines can be accessed at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>. Students will be instructed in proper COVID-19-related practices by Dr. Colleen Carmody, Associate Professor of Nursing and Chair of the College’s Nursing department.

There are currently no telehealth clinical affiliations. If hospitals and other settings do not sponsor student training, NYSED guidelines for experiential learning and clinical practice will be followed; virtual simulation, such as via the online simulation software VSIM for Nursing ATI, can be used in place of a specialty clinical. Virtual simulations can also be used to avoid the risk of exposure to COVID-19 while still teaching clinical skills.

Lab Classes

Lab capacities will be adjusted to account for social distancing requirements. The number of students in a lab class will be divided into two groups; half will attend the lab in-person and half will conduct virtual lab exercises. The groups will switch methods on a weekly basis. Face masks, gloves, safety glasses and lab coats are required to be worn at all times within lab classes.

Additionally, virtual lab software will be used to allow instructors to place students in virtual breakout rooms where they can work together on assignments including lab projects, reports, and presentations. Virtual labs may continue to be used for pre-lab exercises once students can return to campus to undertake wet labs. Further, Wacom tablets and document cameras are required to be used; this gives faculty the ability to write equations and formulas on the screen. The College is also looking into virtual lab options specifically tailored to labs that require microscopy. To facilitate social distancing when physically in the lab, cameras will be attached to microscopes that will transmit the image to the students’ mobile devices or display it on a monitor. The images will also be saved onto the college’s network for later viewing and analysis.

Introductory lab courses will provide for both qualitative and quantitative assessments using various software programs. Students may be provided with data sets, utilize programs to analyze images or data, and review videos of the lab in addition to proceeding through virtual lab experiments themselves. Students in the lab can also conduct experiments while following social distancing protocols. In either scenario, students can work alone or in a collaborative group. Students physically in class will also be able to work together with students who are remote using software. Science faculty are also working to develop labs and lectures that can be switched to purely remote learning if necessary.

Education Programs

Currently, the College is awaiting official communication from NYSED on this topic. The alternative plan for the Spring 2020 semester was approved, but regulatory guidelines regarding alternatives to student teaching requirements have not yet been issued for the Fall 2020 semester. Should the NYSED guidelines extend the alternate plan previously submitted and approved, which included video analyses, or support completing student teaching practicums via remote instruction, student teachers may need to utilize additional technological supplies or programs.



DEVELOPMENT AND IMPLEMENTATION OF ADDITIONAL COLLEGE HEALTH/SAFETY PROTOCOLS

SAFETY PROTOCOLS WHEN ENTERING CAMPUS

All students, employees, and visitors will need to submit a health screening check before they may enter the College. The questionnaire asks the following questions.

1. Have you tested positive for COVID-19 in the past 14 days? *

- Yes
- No

2. Have you experienced any COVID-19 symptoms in the past 14 days? *

- Yes
- No

3. Have you knowingly been in close or proximate contact with anyone who has tested positive for COVID-19 or who has symptoms of COVID-19? *

- Yes
- No

4. Have you traveled to any of the states listed on the Department of Health's website in the past 14 days? *

- Yes
- No

NY State COVID-19 Travel Advisory Website

• According to CDC guidance on "Symptoms of Coronavirus" the term 'symptoms' includes persons who have the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

• If you marked "yes" to any of these **four questions and/or you have a temperature above 100.4° F**, you may not visit campus today. Please reschedule your appointment.

We require that all persons on campus:

- Wear a mask or appropriate face covering at all times while at St. Francis College. One will be provided if you don't have one.
- Before touching anything, use hand sanitizer.
- Discard all disposable protective equipment in the appropriate designated trash bin.
- Practice social distancing to the extent possible.

The form will be accessible on the College's web site and app.

SAFETY PROTOCOLS WHILE ON CAMPUS

There are several educational videos regarding handwashing, facemask protocol, and other public health measures provided by the New York City Department of Health, the New York State Department of Health, and the Centers for Disease Control (CDC) that will be made available to students and staff through links on the College website. Students and staff are encouraged to watch these videos as they will be expected to follow correct handwashing, facemask, and other protocol. Hand sanitizer stations will be installed around the facility where appropriate.

Disposable Face masks and gloves have been ordered, and face shields and eye safety glasses/goggles will be ordered if available. Masks are required to be worn at all times while on campus. Residence hall students are not required to wear masks inside individual rooms with one roommate. In the classroom, mask-wearing while seated will be handled at the discretion of the instructor. Any employee in an office alone does not require a mask.

Student Health Services and Counseling Center

All students, staff and faculty of SFC will be scanned for temperature upon entry to the building. Any person with a fever (temperature of 100.4 Fahrenheit or greater) will not be permitted to enter the building for 72 hours and will be directed to return home and follow up with a healthcare provider.

The Student Health Services office has an outer waiting area where up to two (2) students will be

permitted to wait six (6) feet apart; the furniture has been rearranged to reflect this distance. The Counseling Offices have two outer waiting areas on either side of the offices where up to two (2) students will be permitted to wait six (6) feet apart. Students and staff must wear face masks/face coverings at all times. Students can call, text and/or email the Nurse and Counselors to remotely check-in for their appointments. Additionally, there are now telehealth options on a virtual platform to facilitate remote appointments; informed consent, HIPAA, and FERPA regulations must continue to be complied with.

Counseling Services

Current counseling and wellness staff are trained in trauma-informed care. Additional therapists and consultants will be added to the staff in anticipation of an increased volume of service demand in counseling and wellness. Counseling and Wellness has also identified community partners for referrals to meet any alternative needs of the student body.

Counseling and wellness services have tailored weekly programming and workshops to reflect the various mental health needs related to COVID-19, including but not limited to, financial stress, abusive home environments exacerbated by remote learning, isolation, depression, and suicidal ideation. These workshops are currently being held virtually for students and will resume in person once staff returns to campus. All programs will be continuously updated to reflect the needs of the student body.

Counselors will host several workshops and programs for the Residence Life staff as well as residents to help staff and students deal with mental health issues, anxiety, and strategies for dealing with stress and difficult situations via a Wellness Series programming. Counselors will also be available to conduct one on one as well as group sessions.

HEALTH AND SAFETY IN THE RESIDENCE HALLS

All members of the SFC community will be required to follow health and hygiene practices that include washing hands frequently with soap and water (or using hand sanitizer, which will be available across the campus, when these are unavailable), avoiding touching their faces with unwashed hands, and sneezing or coughing into their own elbow. In addition, the following protocols will be required at all times of anyone on campus and in the residence halls.

- Before returning to campus, all students will be

required to provide a negative COVID-19 test within the last seven days.

- Wear a face covering over your nose and mouth at all times, both indoors and outside. The only exceptions to required face coverings are when alone in a private room with a closed door and when eating (while remaining six feet apart from others).
- Keep at least six feet (about two arms' length) of distance between yourself and other people at all times, both indoors and outside.
- Students and employees will have their temperature checked every time they enter campus buildings.
- Students will not be allowed visitors in the residence halls during the day or evening to minimize the transmission of COVID-19.
- If students travel while on break, they will need to provide a negative COVID-19 test upon returning to campus.
- Distance markers and directional signage will be posted to control traffic flow and occupancy in the buildings' hallways, elevators, escalators and other areas.
- Any on-campus events organized and hosted by St. Francis College-affiliated groups, departments or individuals in fall 2020 must adhere to rules regarding social distancing and maximum capacity for campus spaces. To host any on-campus event, organizers must receive permission from appropriate College offices.
- Residence hall lounges, kitchen and laundry rooms will remain open and cleaned often but may have maximum capacity rules and adjusted hours to allow for social distance
- Cleaning staff will be on-site every day to clean frequently trafficked areas.
- 24- hour security will be provided by SFC to ensure temperature checks and scanning into residence halls are occurring and students are adhering to the no visitors policy.
- Students will be required to show proof of health insurance before returning to campus.
- All staff will be equipped with PPE.



WHAT IF A STUDENT TESTS POSITIVE FOR COVID-19?

Any student living in residence halls who tests positive will need to notify SFC and relocate to an isolation room immediately, unless they can safely travel to their permanent home. These students will have access to telemedicine and counseling support through SFC. SFC is working on options for food delivery for students who need to quarantine or isolate. However, we recommend that students prepare to have a supply of food to help supplement their meals. Students in isolation will need to clean their own rooms and bathrooms as others will not be permitted to enter. If we no longer have available isolation spaces at SFC, the College will determine if nearby lodging will be available for students to quarantine.

As outlined by the CDC, isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home and in a room by themselves until it's safe for them to be around others.

Residence Life will work with the landlord Found Study/Hawkins Way Management and the College Facility services to ensure that common areas not managed by the College still comply with appropriate protocol and state and federal guidelines and requirements. Residence Life will also coordinate a social norms campaign with Health and Wellness to empower students to follow cleaning protocols to keep their room clean. Residence Life can also have cleaning supplies available in the office that students can secure in the event they run out.

The College will follow mandates and recommendations from the state, city and health department regarding face coverings. Under the current guidelines, the College requires face coverings outside of the suites/bedrooms. Residence Life will distribute a face covering to students at check in to complement any supplies the students may have brought with them as well as a handout on proper use. There will also be general postings on safety protocols located in the residence halls and will be included in the digital Community Meetings. Residence Life staff and security personnel will have face covering available in the event anyone comes into the building without one or does not have one available.

Residence Life staff will also be given additional training on safety protocols, information about working in a present or post-COVID environment and best practices for completing their role while

staying safe. Students found not adhering to social distancing guidelines will be addressed by security and Residence Life staff as appropriate.

Mail

The College is in the process of developing drop-boxes for mail receipt and can establish a pickup schedule for mail at a centralized location in coordination with the mailroom. The College is also working to develop a plan to stagger the start times of mail service employees to facilitate social distancing. Employees will be provided with their own office supplies, pens, tape guns, envelopes, trays, and containers.

Deliveries

Deliveries will not be made to offices. All packages will be delivered to the mail room and can be left untouched for two days if deemed necessary by mailroom personnel.

CLEANING COVID -19 ENHANCED CLEANING AND DISINFECTING PROTOCOLS

St. Francis College's Facilities Management will operate in accordance with the increased cleaning and disinfection protocols recommended by the Centers for Disease Controls, using Environmental Protection agency approved products that are effective against the Covid-19 virus. Throughout the pandemic, Facilities Management has monitored and adopted the Centers for Disease Controls recommendations. Our custodial staff has received cleaning and disinfection protocols training at the onset of the pandemic and will attend future training sessions on the latest protocols.

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important aspect of reopening our campus. All employees are required to keep a clear desk to enable thorough cleaning of work surfaces. Employees should regularly wipe down their personal work areas and frequently touched objects (i.e., workstations/desks, keyboards and telephones). Cleaning services for public/common spaces such as restrooms, classrooms, lounges, and hallways will be increased. Other duties such as emptying trash, vacuuming, cleaning of floors in private offices once per week will continue. Otherwise, cleaning/disinfecting of private offices and work areas will be the responsibility of the occupants. Keyboards, touch screens, and remote controls will not be cleaned by Facilities Management. Disposable wipes made available may

be used before each use.

Facilities is also implementing zone-based disinfectant teams who will be easily identifiable. At a minimum, there will be twice a day disinfecting of high touch areas throughout campus. Classrooms and Labs will be disinfected at the end of each session. All Locker rooms, Sports Medicine, the Weight Training Room, and the Cafeteria will be disinfected daily. The Gymnasiums will be disinfected after practices and games. Disinfecting wipes will be provided in classrooms and the other spaces for use of the occupants.

Facilities will follow guidelines for cleaning of outdoor areas, which calls for routine cleaning.

In addition to normal cleaning routines, our staff will also disinfect frequently touched surfaces or high-touch points and objects. Examples of frequently touched surfaces or high-touch points and objects will receive the minimum twice-daily disinfection are: tables in common spaces, door knobs, light switches, handles, hand railings, bathroom stalls, sink handles, grab bars, water fountains, and elevator buttons.

In preparation for the returning to Brooklyn, and ensuring the safety and well-being of Students, Faculty, and Staff, the Facilities Team has:

- Displayed Covid signage around the campus
- Installed plexi-glass barriers where appropriate
- Installed EBT scanners in the Main Lobby
- Disinfected the entire campus
- Replaced all HVAC filters
- Disinfected the HVAC air Handling Units
- Set up sanitizing stations at key areas within the campus buildings
- Set up disinfecting wipes in highly used areas for occupant's use
- Replaced hand operated towel dispensers and ensuring products in restrooms will be replaced regularly

Across the Campus, community members are expected to maintain responsible personal hygiene. Hands should be washed frequently, faces should be covered when sneezing or coughing, and individuals should not come to campus if they are sick. Limiting the touching of shared surfaces reduces the spread of the virus. To encourage good personal hygiene Facilities Management has posted signage related to good personal hygiene.

General Student Information

Student Employment

A graduate assistant ("GA") and/or peer leader ("PL") may provide additional support in remote or hybrid classes. Department supervisors who employ GAs or PLs must first determine whether their specific GA or PL roles can be performed remotely; then, it must be determined if GAs or PLs must be in the same time zone as the College in order to effectively perform these roles or if it is possible for GAs and PLs in other locations and time zones to complete the work. Additionally, a GA or PL working remotely must have the necessary technology and resources to do so.

On-campus employment opportunities will be reviewed to determine whether they can be performed remotely, and job descriptions modified accordingly. On-campus employers must have a procedure to check in with employees working remotely. Both employers and student employees should be cognizant of jobs that require the employee to be in the same time zone as the College and those that would allow more flexibility.

Academic Calendar and Hours

There are no changes to the academic calendar. There will be no alternative schedules or additional evening courses added. On-campus weekend courses are not planned. No significant portion of the Fall 2020 schedule will be shifted to the Spring 2021 semester and the College is not planning to change the semester structure at this time. Should classes not be able to meet in-person on campus, those courses will not be canceled and will instead occur online in their originally scheduled meeting pattern. Continuing students, primarily in General Education, may need to move sections, but should be able to enroll in the desired course.

To help offset any issues with adjustments to class schedules, more Health and Wellness counselors will be available in the fall to offer individual and group therapy, both in-person and virtually. Additionally, workshops will be done in all freshman seminars and transfer orientations regarding adjusting to college life.



Adjustment of Schedules

For courses with on-campus meeting times, adjustments to assigned classrooms have been made to reduce travel time between classes and to account for social distancing and cleaning times. Though no course cancellations (other than for insufficient enrollment), major changes in available classes, or course modality changes, due to COVID-19 are anticipated, students may wish to adjust their schedule based on the chosen modality for the courses. Regardless of the reason for schedule adjustment, students can make appointments with full-time professional advisors using the SFC Navigate app (<https://www.sfc.edu/studentlife/cfss/navigate>) or change their course schedule using the registration system at any time. Senior students will meet with faculty advisors and all other students are assigned to a full-time professional advisor. Senior students may seek advisement assistant with a professional advisor, if a faculty mentor is not available. More information on remote advising can be found in the Advisors section located below.

Students should be aware that adjusting schedules can affect financial aid eligibility or awards. If a student drops a course and is not full time, they will not receive NYSTAP. A federal PELL grant will be prorated based on the number of credits a student is registered for, and students will have to be enrolled in 6 or more credits to be eligible for student and parent loans.

Technology

As classes are being delivered in hy-flex format, students will require a PC that meets minimum specifications to properly access online resources and perform academic tasks. The technology needed should not be any different than the technology used in the Spring 2020 semester. The IT department is currently exploring ways to provide remote access via cloud-based virtual desktops if necessary. Current computer labs can be reconfigured to conform to social distancing guidelines. Removed computers may then be relocated to different areas of the College to serve the same number of available computers on campus, however, this is dependent on network cabling and power availability in the new spaces.

The College's IT Service Desk will continue to provide technology support to students, staff, and faculty, both on campus and remotely. The College will continue to collect information from returning and new students to identify students who have technology needs, in order to provide support resources,

as available. When the campus re-opens in the fall, the 4th floor computer labs will be reserved for computer lab stations to provide students who may need it with more access. Furthermore, the cafeteria space may be used for WIFI for students who have personal devices. For students unable to come to campus, they may apply for relief funds to help support their technology needs.

The College currently has sufficient bandwidth and robust network infrastructure to support the needs of the College community and can accommodate a practical increase in demand. If there is a request to the IT department for new technology, the critical requirements of the technology will be established, and research done to determine the best option to meet those needs. Once the technology is implemented, instructions will be distributed by IT; structured training courses and/or one-on-one training may also be available. Faculty and employees do not have access to change computer settings or install un-vetted applications on College owned computers.

At present, instructors who are remote cannot control technology in the classroom because much of the classroom equipment would need someone present to turn it on. If a remote instructor would like the classroom technology to be utilized, a Student Assistant or GA can be present in the classroom to manage the technology on the instructor's behalf. To allow the instructor to control the technology remotely would require a redesign of classrooms, the installation of additional technology, and additional security measures, and therefore this option is not available at this time.

Technology classrooms have a teacher's computer station that can connect to the College's network and the internet, allowing the use of the Canvas LMS system, Zoom, or other similar online tools, and a connection to an interactive large-scale display or projector. Every classroom identified for use in the Fall 2020 semester will contain a teacher's computer station and internet connection which will allow the instructor to interact with remote students. Instructors will have a PC based camera and microphone to broadcast their image and audio. If an instructor wishes to provide recorded classroom instruction, they can use Yuja Lecture Capture to do so. Live interactions can be done through Yuja Video or Zoom. Additional programs, such as the Canvas Learning Management System, Microsoft 365 Email, and OneDrive can be used to collaborate with remote students.

Library and Bookstore

The Library will primarily remain operating virtually with limited services on campus. Additional streaming services will also be added prior to classes beginning in the Fall. The College Bookstore is online and as such its operations do not need to be modified considering COVID-19.

Accommodations and Accessibility

The Office of Accessibility and Accommodations ("OAA") statement should be included in all syllabi and is posted on the main Canvas module and in the new student orientation module. OAA will focus primarily on assisting students with documented disabilities; however, OAA will also be a resource for assisting students who are at a higher risk of contracting COVID-19 and a resource for other departments regarding accommodations for students facing economic or social hardships. Students with pre-existing conditions will be given special considerations, such as the option to remotely attend classes, office hours, and other campus meetings, using the newly expanded flexible attendance policy, if requested. Additional accommodations can be developed in conjunction with OAA as needed on a case-by-case basis, however, all accommodations should follow the existing accommodation request protocol, using the Accommodate platform (https://sfc-accommodate.symplicity.com/public_accommodation/) for request and document submission. OAA staff is available to assist the students in determining a plan, coordinate with other departments to implement necessary accommodations and adjustments and notify the pertinent faculty members of any accommodations.

Accommodations are also available as needed in blended and online courses. Students will request accommodations using the Accommodate platform (https://sfc-accommodate.symplicity.com/public_accommodation/) and faculty can connect with OAA regarding questions about accommodation implementation. During the Spring 2020 semester, faculty were provided with resources detailing helpful tips and best practices for implementing accommodations online. The OAA is also part of the online teaching certification course and is working to train faculty on best practices for online accessibility. The OAA is currently exploring a partnership with Verbit, a company that provides closed captioning and transcription services for live Zoom calls and pre-recorded videos, which can be used if this accommodation is needed. Additional training for faculty on online course accessibility and closed captioning and transcription service integration with Zoom is

currently in development. In the meantime, OAA has compiled a document with captioning instructions for major video and screen capture platforms.

The OAA will work with students and faculty to ensure that accommodation needs are being met. Should a student request an accommodation, the OAA will communicate directly with the faculty via Accommodation Letters sent via email and inform them of the students receiving accommodations and the specific accommodations received by each student. Faculty can use OAA as a resource if they have any questions or concerns regarding providing accommodations.

Meetings with prospective students and/or families, current students and/or families, and instructors should be held virtually or via telephone to allow for social distancing. If the meeting must occur in person, then everyone must be seated six (6) feet apart and masks must be worn by all. Meetings or virtual appointments with the OAA can be scheduled by students via Navigate; and students will be encouraged to make an appointment rather than dropping in. Faculty and staff can arrange an appointment via email. If appointments are in person, the slots should be staggered to avoid a queue of people waiting or a gathering of people in the OAA office.

All parts of the intake process can occur online and have already begun with the incoming Fall cohort. The registration application and disability documentation can be submitted through Accommodate or via email to the Assistant Director of OAA. Once the documentation is received, the Assistant Director will conduct an intake session with the student, preferably virtually. Medical documentation can be shared with OAA via Accommodate or via email.

OAA will maintain open channels of communication with all registered students regarding needs considering the adjusted learning environment and check-in with students who have accommodations to assess if the accommodations may be impacted by the adjusted learning environment. OAA has also redirected its part-time Accommodations Coordinator towards more coaching and student support.

OAA is available to facilitate training for faculty in online accessibility including closed captioning and transcription services for all video content and to assist faculty with these tasks. Class lectures should be recorded if possible, so students can watch or listen to them at later times. Faculty should also provide course materials in Word documents instead of PDFs. OAA also has access to assistive technology such as Read/Write, that can aid students and can work with students navigating needs related to



limited screen time.

Exams with Accommodations

OAA will work with faculty and students on a case-by-case basis regarding exam schedules and how to implement accommodations such as extended time. Students can schedule testing appointments through Accommodate. Students with testing accommodations will either take exams on computers at OAA that have extended time added or, if the exam is on paper, in another room designated for testing that is determined by OAA and/or the faculty member. Some exams may need to be proctored remotely due to space constraints. No exams can be picked up or dropped off in hard copy form. All hard copy exams must be emailed to OAA at aaa@sfc.edu or uploaded to the Accommodate request page; completed exams will be scanned and emailed back to faculty by OAA to limit contact. OAA highly encourages the use of remote and online testing in lieu of hard copy tests to limit face to face interaction with in-person proctors. All individuals should be wearing PPE or proper face coverings in the OAA office or testing space and any individual exhibiting COVID-19 symptoms will not be permitting in the testing space or in the building.

No more than four (4) people will be permitted in the testing room at a time. Testing may occur on a staggered schedule or in a larger, more open room, such as a classroom, to accommodate a larger group of students. Faculty should be prepared for the possibility that exams will be offered on a staggered schedule to comply with social distancing mandates and should be prepared to offer multiple versions of an exam.

Additional proctors may be needed if testing schedules and locations are expanded, but this need could be met, budget permitting, by graduate students receiving a stipend as part of a proctor pool. However, having online exams would mitigate the need for in person proctors as programs like lockdown browsers can be used instead.

High touch surfaces will be cleaned multiple times a day in between use by students. Students should be provided with disinfecting wipes to wipe down their seating area once they are done testing. Hand sanitizer and disinfectant should also be readily available, especially in the testing room.

International Student Services

International Services is equipped to provide regulatory guidance virtually and will do so in the Jump Start Program and through the Unibuddy Student

Ambassador Program. This regulatory guidance will also be provided on the onboarding and orientation platform implemented by Academic Affairs (www.go2ie.com). Students access their onboarding experience through the Orientation landing page (<https://www.sfc.edu/admissions/orientation>). Classes can also be offered virtually for students who are delayed in arriving on campus; a key program in this regard is the First Year Together Fall online semester with learning communities.

International Student Services will work with the health and counseling center and multicultural affairs to schedule cultural sensitivity training.

Travel

As the campus was previously advised, College funded travel has been suspended until further notice. The College has established and will continue to use a declaration portal where employees must register any personal travel to a locale under a government travel advisory, abroad or within the United States, in the previous fourteen (14) days, or who are planning such travel in the foreseeable future. Employees must also notify their supervisors of any such travel. The link to the travel declaration form is here: <https://forms.office.com/Pages/ResponsePage.aspx?id=CLmBycML4kinHvtNhxj3bAK-b3aqtgQIJqkRplSeV2dNURThQMTJFSkRPQkIOM-OFQRkJOWUJNODI2Qi4u>. Travel to high risk areas as identified by the CDC is strongly discouraged. All travel for College business is suspended until further notice.

Employees who travel to a state or country currently subject to a travel advisory, must impose a 14-day self-quarantine, regardless of symptoms or lack thereof, from the last travel within such designated state, prior to returning to campus. The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

Visitors to campus are currently limited to vendors with contracted College business; beginning the fall all other visitation will be limited and must be approved by the Office of Special Events and Facilities by sending a request to sfcvisitorsdl@sfc.edu.

The College has also established a separate declaration portal for students to register any travel to or from a state or country currently subject to a travel advisory here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=CLmBycML4kinHvtNhxj3bAKb3aqtgQIJqkRplSeV2dNUQVdIUUwNIA1ME1RWFRGMk-dHRIhFUjNUNy4u>

Please see here for the link to where you could find the most up to date travel advisories, which lists states that have significant community spread, which requires you to quarantine for 14 days after you return from one of these states.

https://coronavirus.health.ny.gov/covid-19-travel-advisory?gclid=CjwKCAjwmf_4BRABEiwAGhDfSc-gDGhFBeYIqag1Zvel1enOWmMFVldOZ_MzHNBY-cqJZI3fT5AUZBLhoCt6QQAvD_BwE. The College residences will remain open during break and holiday periods and students will be encouraged to stay on campus.

Recruitment

The College Admissions team will continue to offer innovative and dynamic programs and outreach using all virtual formats to recruit new students, such as Admissions info sessions conducted by video conferencing and live chats using social media platforms. Campus visits will be limited and will adhere to the campus visitor policy. Travel for recruitment purposes will be determined after more information is provided from the Department of Education K-12 re-opening plans.

FACULTY AND STAFF

The College is happy to report that there has been significant interest in additional training and 90% of faculty will be trained by the end of the summer. Faculty participating in the Online Certification course are required to take the College's Canvas (LMS) Basic, Canvas (LMS) Advanced, and Online Certification Course.

Fall class offerings will be chosen based on whether the course can easily transition to an online format. Faculty should be able to switch to online delivery during the semester if needed. The College will be training faculty throughout the summer and into the fall in how to effectively support students via professional development. Should a faculty member be unavailable to teach due to a COVID-19 related reason, the class will be assigned to a replacement faculty member. This is facilitated through the affected department and the applicable department chair.

Evaluating Performance

If participation is to be used as a factor in a student's grade, faculty should clearly define how participation will be measured, especially in a re-

mote course. Additionally, faculty should be aware of logistical issues, such as poor internet, that can impact a student's ability to participate in real time. Faculty should have clear policies regarding late assignments due to internet problems and consider asynchronous assignments.

Should a student express concern regarding COVID-19 related trauma that causes an issue with completing an assignment, faculty are asked to be flexible and offer an alternate assignment. The College and faculty are determining alternative assignments to replace proctored exams. Students who require flexible attendance may request accommodations through the Office of Accessibility and Accommodations.

Non-traditional work weeks and class schedules

Any faculty and staff who were assigned a non-traditional work week or class schedule should discuss any potential adverse impacts with the College to resolve the issues. If any members of faculty or staff have serious concerns regarding their personal well-being, they should address these concerns with Human Resources, to discuss the possibility of reasonable accommodations and/or to make changes to the non-traditional schedules.

ADVISORS

Advising/Office Hours

Advisors will continue to be available to students remotely, and a limited number of team members will be available on campus, based on the College's staggered schedule for employee's return to campus. Currently, advisors are available via email, but plans are to provide advisors with voice technology that allows students to call advisors as well. Students are encouraged to use the Navigate app to make appointments as opposed to using email to set one up manually. To facilitate accessibility to remote students, advisors will have adjusted hours on a rotating basis to give students an opportunity to speak with an advisor outside of the typical 9-5 timeframe. Additionally, advisors will have scheduled events, such as drop-in hours or meet and greets, the specifics of which will be announced at a later time.

The Center for Student Success ("CSS") is available to assist faculty with advising. IT is working on a plan to consider VPN access to department chairs for Informer budget access as well as access to the College's Student Information System. The CSS will also coordinate with faculty advisors to ensure that all non-CSS advisees are accounted for and being



sufficiently advised.

Advising appointments will begin 3-4 weeks prior to the opening of class registration for the following semester. Departments have each produced an academic plan for each major; students should review the document in relation to their anticipated or selected major prior to this meeting. Prior to the official advisement period beginning, the CSS will offer “pre-advisement” support to students, consisting of virtual small, interactive group workshops, videos, and/or drop-in hours. Peer workshops will also be hosted by student leaders to give an overview of advising basics and discuss the benefits of academic planning. Students are encouraged to take advantage of these programs and resources and take an active role in their advising process.

Remote Advising Sessions

Remote advising sessions should be held via phone or video whenever possible to facilitate a synchronous discussion between the student and the advisor like what would occur during in-person sessions. In addition to the topics normally covered in an in-person advising session, advisors should have discussions with the student regarding the student’s adjustment to virtual classes, any difficulties the student is having, and putting in place a plan for follow up if needed. Advisors are discouraged from conducting advising sessions via email where the only interaction is a list of classes sent by the student and an approval via email from the advisor without any real discussion about the selected classes.

Advisors should also be mindful of preserving a student’s privacy during remote sessions. Students should be reminded of their rights according to FERPA prior to setting up an advising meeting using Navigate, or even by advisors once the meeting is established. Advisors should work with students to conduct the session in a way that the student feels is sufficiently private, though every effort should be made to keep the session in real time. Alternatively, advisors can adjust their schedules to meet with students outside of the typical 9-5 timeframe if the student feels they will have more privacy outside of those times.

If the advisor wishes to connect the student with additional resources, such as tutoring at the AEC, the advisor can show the student how to use the Navigate app to schedule a tutoring or study strategy coaching session. The advisor is also able to issue an alert to refer the student to academic support.

Drop-in hours

Drop-in hours can be facilitated using the Navigate application. Advisors can designate remote “drop-in” hours on their Navigate calendar to be conducted via Zoom. Advisors can set up a personal Zoom room and include the link to the Zoom room in the calendar entries for drop-ins. If a student wishes to participate in the drop-in hour, they can click the link. Advisors can utilize the “waiting room” feature to ensure that conversations with a student will not be interrupted and to keep track of the order in which students joined; this also provides security against Zoom bombing. If advisors wanted to speak with multiple students at once, they could permit multiple students to join the room at once.

When in-person office hours resume, students should sign up for specific appointments via Navigate to avoid lines during office hours or over-crowding of the advising area. If an advisor wished to meet in a public area, confidentiality and social distancing protocols will need to be followed; thus, it is recommended that advisors meet in a location such as a classroom, where capacity and spacing can be closely monitored and controlled, and that students still sign up for slots in order to avoid unintentional over-crowding.

Training

CSS advisors will receive instruction on the rationale behind certain changes, how to refer complaints, and how to assist students with any uncertainty or scheduling issues.

Registration Assistance

Forms needed to register will be shifted to e-forms. Additionally, demonstrative videos showing how to register are available on the website and advisors are available for live support if students would like assistance when registering. New students will be able to schedule advisement/registration appointments with an assigned advisor using the Navigate app (<https://www.sfc.edu/studentlife/cfss/navigate>). Communications regarding course modality updates will be sent once all changes are entered into WebAdvisor, and general information will be made available on the College’s Back to Brooklyn roadmap for fall 2020 website.

ATHLETICS

The Athletics COVID-19 Action Team are as follows:

- Deputy Director of Athletics: Chase Licata
- Director of Strength and Conditioning: Yuki Miyazawa

- Director of Sports Medicine: Andrew Cornicello
- Aquatics Director: Brian Guidera
- Assistant Director of Athletics: Dionne Dodson
- Associate Director of Athletics: Maggie Martini
- Director of Facilities: Lance Mincey
- School Nurse: Elizabeth Giugliano, RN
- Nursing Department Chair: Colleen Carmony, RN
- Team Physician: Dr. John Munyak
- Faculty Athletic Representative: Dr. Erez Shochat
- SAAC Representative: Abby Anderson

Staggered Scheduling:

Athletic teams will return to the College on a staggered schedule to maintain proper conduct and protocol for in-season and out of season student-athletes and minimize contact. The tentative return schedule for Athletics is as follows:

Detailed Health Report:

Prior to athletes returning to campus, they will need to undergo a full review to ensure no health and safety issues. Student athletes with a higher risk of contracting COVID-19, including those with heart conditions, chronic lung disease, moderate/severe asthma, diabetes, and severe obesity, will be worked with on an individual basis to strategize their modified return. Student Athletes will be required to complete a Daily Symptom Questionnaire and temperature checks will be conducted daily by trained staff.

Pod System:

Each athletic team will be broken down into pods, which initially will be a consistent group of no more than 8 student-athletes; pods will be designated by the team’s coach. Any changes to pods must be confirmed by the Sport Administration and Athletic Training Staff. It is recommended that the pod share the same living quarters for tracing and safety measures. The Pod system will have a gradually increase in numbers using a 3-tier phase system that will be implemented through the Athletic Department. Only after careful consideration, and monitoring will Administration, SFC Team Doctors and ATC team be able to approve transition from one phase to another.

Symptomatic or Positive Student-Athletes

Any symptomatic student-athletes will be directed to a local health care provider including, but not limited to, the NYU Cobble Hill Urgent Care, where they will be evaluated and tested by the guidance

of medical professionals. ATC and Athletic Administration will be monitoring the student-athlete and be on call for those symptomatic individuals.

If any member of a pod shows symptoms, the entire pod will be quarantined for 48 hours and the student-athlete displaying symptoms will be immediately tested. If a student-athlete tests positive for COVID-19, that student-athlete and other pod positive test members will be quarantined for 14 days minimum. The quarantined student-athletes will be monitored by the College’s Athletics COVID-19 Action Team and progress updates will be provided daily. The student-athlete with the positive COVID-19 test may return to social interaction 72 hours after resolution of symptoms, including but not limited to: fever (without the use of fever reducing medications), cough, shortness of breath and at least 10 days have passed since symptoms first appeared according to CDC guidelines.

Resocialization Schedule:

Athletics will resume over three phases including a pre-participation requirement labeled “Phase 0”

Phase 0

This is where student-athletes will be required to fulfil obligations in regards to Covid-19 education webinar, physicals, proof of health insurance, proof of Covid-19 Negative Test, signing of an SFC Athletic Acknowledgement Agreement and a 7-day symptom checklist when they arrive onto campus. This document checklist will be distributed to all student-athletes by our Athletic Training Staff.

Phase 1

There will be no contact and training is limited to skill and technique training only. Training will be limited to no more than 8 student-athletes in a pod at a time. Baseline testing will be completed for all student-athletes prior to Week 1 beginning. There will be a reduced number of hours per week based on the first phase of the NCAA resocialization guideline.

Phase 2

There will be limited contact within pods or small groups during sessions. Coaches will gain the ability to interchange pods/small groups based on local government guideline and only after two days off from athletic participation. The number of hours per week will be based on the second phase of NCAA resocialization guideline.



Phase 3

Contact participation is now permitted. Before the phase begins, there will be an entire team health review and approval from SFC Team Doctors and SFC Athletic Training Staff. The full team participation hours will follow the third phase of NCAA resocialization guideline.

Support System

We will utilize the NCAA barometer for identifying the sports by risk level, Low to High. Using this process, we will use a blend of Deep Nasal Swab Tests and Rapid Testing sampling within our pod system. Currently, these two tests will be administered over the course of the semester. This feature will help us monitor our student-athletes using the pod system testing. With the rapidly evolving testing mechanism, these tests are subject to change and we will update our SFC policy when applicable. We will be updating testing strategies constantly. We are always looking for the best solution for our student-athletes and athletic staff.

Testing will be done through an urgent care/medical associates that SFC will require using our pod system testing as per New York State Department of Health suggested providers. (<https://coronavirus.health.ny.gov/find-test-site-near-you>) These providers are offering on-site (SFC Campus) testing services. These tests will be conducted initially (SFC Baseline) bi-weekly and weekly depending on the sports risk standard as defined by the NCAA. The standards are subject to change.

Upon return, an introductory information webinar session will be given to student-athletes with Athletics Staff. Athletics will also provide a video on best practices for clean hygiene and social distancing. All of our ATC and Strength and Conditioning staff are trained COVID-19 contact tracers. (<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>) This tracing will identify those individuals who would have been within six feet of the sick athlete for more than 5 minutes while the person was symptomatic or within the 48 hours prior to becoming symptomatic. A local testing center and/ or on-campus testing for student-athletes will also be designated and this information will be communicated to the student-athletes prior to arrival on SFC Campus.

Athletic Operational Modification

The Genovesi Center, the Main Gym, and the Pool will only be used for practice and competition. The Fitness Center will only allow scheduled workouts for student athletes. The Facilities Department will

be consulted regarding any reduced maximum capacities of facilities as well as cleaning all the facilities and equipment prior to opening. Signs will also be displayed regarding safety precautions and the campus community will be informed of any revised policies and procedures.

There will be a limited amount of games or meets per sport, as well as limited overnight trips in favor of more day trips. Masks will always be required within community and travel trips. Masks will also be required to be worn by coaches and players during the game when not in play; a disposable mask will be put on by an athlete each time they exit the game. There will no longer be a fueling station; instead, only Daily Multi Vitamin and Vitamin D Pumps will be given at workouts, provided in individual cups by staff. There will be a limit on the number of people permitted in the entire basement level (including pool areas) at one time. Those individuals will be directed using arrows and social distancing marks, as well as by staff. There will also be an additional midday cleaning hour for both ATC and the weight room, to be done by Athletics Staff.

Locker Rooms

All team locker room use will be offline until further notice. Athletes will maintain social distancing and are encouraged to avoid contact with surfaces between the locker room and the field. Showers will not be permitted for the immediate future and the general locker rooms will be open for general restroom usage only. If showers later become permitted, a systematic approach will be utilized in maintaining social distancing.

ATC Training Room

To facilitate social distancing, there will be a limited number of individuals permitted in the Training Room and an additional auxiliary ATC area for taping and some individual treatment appointments in this area. Additionally, there will be satellite training for S & C staff with student-athletes at designated open spaces. Individual additional treatment sessions will be by online appointment only. PPE will always be required for staff and will be provided by the College. There will be daily temperature checks and detailed health reports. There will also be multiple cleaning sessions.

Weight Room and Fitness Center

The weight room will utilize the pod system along with a 35/15 Rule (35 Minute time allotment to training and then 10 Minute Cleaning Period with a 5-minute spacing buffer). For the immediate future,

cardio equipment cannot be used. The number of individuals permitted will be limited and workout stations will be at least six (6) feet apart. Individuals will be permitted a limited time in the space, and there will be designated entrances and exits. There will be two deep cleaning sessions per day, one performed during the day in addition to the nightly servicing.

Facility/ Event Management

The College will continue to coordinate its plans and communicate with the Northeast Conference and the NCAA. As of right now, the pool is offline until further notice.

As per the SFC Policy, there will be no outside athletic groups permitted in SFC Athletic Facilities until further notice.

PHYSICALLY ENTERING CAMPUS

Anyone entering the building must complete a daily health questionnaire which includes questions regarding: 1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/ or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days. Everyone entering the building will be scanned for temperature upon entrance to the building on a daily basis and must always wear face masks or face coverings while on campus. Face coverings should be cleaned or replaced after use and must not be shared. Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning. The College is currently exploring partnerships with local practices as referral sites for COVID-19 testing. Additionally, the New York City Department of Health has a website for COVID-19 testing locations according to zip code, available at <https://coronavirus.health.ny.gov/find-test-site-near-you>. The College is following the guidelines of the New York City Department of Health and the New York City COVID-19 Test and Trace Program.

Returning to campus after testing positive for COVID-19

Any campus member who tests positive is required to follow the guidance of the New York City Department of Health, available at <https://www1.nyc.gov/site/doh/covid/covid-19-symptoms-chronic-health-risks.page>. This guidance states that the individual must stay home for 10 days following the onset of symptoms and/or a positive COVID-19 test and 3 days following the recovery of a fever (temperature

of 100.4 Fahrenheit or greater) without anti-pyretic medications (Tylenol/Acetaminophen and/or Advil/Ibuprofen).

Students living in the Residence Hall will be instructed to follow these guidelines and will be provided a single room to quarantine in the Residence Hall.



DEVELOPMENT AND IMPLEMENTATION OF SOCIAL DISTANCING PLAN

SOCIAL DISTANCING IN THE CLASSROOM

Classrooms with movable desks will have their furniture reconfigured to comply with the six (6) foot social distancing requirement. Chairs will also be reconfigured around tables, and some tables pushed together, to ensure the proper amount of space between students. Alternatively, there may be only one student permitted to sit at a table. In classrooms, such as large lecture halls, where chairs cannot be moved, students will leave at least six (6) feet of empty chairs between them. An empty row may separate any rows in which students are sitting or, in smaller classrooms, student seating will be staggered in each row to allow for six (6) feet of space around each student. Additionally, movable desks may be brought into classrooms, spaced at least six (6) feet apart, to allow additional students to attend the class safely. With few exceptions, students will all be facing the same direction. Faculty will also have a designated area, near the front of the classroom, where they should remain to keep at least six (6) feet away from all students.

Additionally, class procedures may be modified to facilitate social distancing in the classroom. Large classes may be offered online with smaller, in-person discussion group sections or broken down into smaller sections that will rotate through in-person classes and otherwise attend online. Priority for classroom space will be given to those courses where face to face teaching is required.

SOCIAL DISTANCING ON CAMPUS

Social distancing practices, which involve limiting direct physical contact with others to help stop or slow the spread of the virus, will include staying at least six (6) feet apart, avoiding groups and staying out of crowded spaces. Face masks or face coverings must always be worn when on campus.

Hallways will contain directional signage and if offer one-way sides where individuals will be expected to walk closely to the wall to ensure six feet of space between them. Elevator use should be avoided unless necessary and proper social distancing can be observed. No more than two (2) people may enter an elevator at a time.

SOCIAL DISTANCING IN STUDENT LIFE

Student and Academic Life teams have already re-imagined student engagement and delivered quality programs and services in the virtual space. While most student engagement events will continue to be held virtually, teams are currently crafting special programs to serve students who are on-campus, doing so in a strategic way to maintain social distancing, health, and safety requirements. Additionally, as the semester evolves, special permission for signature events may be requested through the visitor policy managed by Special Events and Facilities. Currently, gatherings will be limited to the capacity in specific rooms based on social-distancing guidelines. Main campus lounges (4th, 6th) will be closed and the Volpe lounge will have limited seating. For large events, the College can utilize online video sharing programs to broadcast events to a large audience.

SOCIAL DISTANCING IN RESIDENCE HALLS

Residence Halls will be required to follow social distancing mandates. If all dorm rooms are permitted to be occupied by only one person, then 97 students will be able to be housed on-campus. If rooms are permitted to have two students, then 190 students can be housed on campus. Furniture will be removed and relocated as necessary to facilitate social distancing.

Currently, the College can meet the on-campus housing demand for all deposited students if rooms are permitted to have two (2) occupants. Should the campus be required to reduce room occupancy levels due to state guidance, the College has confirmed the possibility of leasing additional beds at other locations as well as leasing beds from hotel locations to provide housing for students.

All Residence Life staff will receive mandatory training regarding PPE and COVID-19. Additional conversations and in-service trainings will be provided throughout the semester as the situation evolves. Residence Life staff will also be provided with, and have access to, PPE.

Move-in

Move-in dates will be changed to reduce the number of persons on site at the same time and using the elevators, such as by implementing Athletes Move-In Day, New Students Move-In Day, and Continuing Students Move-In Day. The number of people who can accompany students coming into the building will be limited, as will the number of move-in day volunteers. The number of accompanying guests will be predicated based on the total number of students eligible for move in on a day once assignments are made but will be no more than two. Times will be designated for move-in per floor and the College is considering creating a move-in schedule for morning and afternoon appointments to spread out the day and facilitate social distancing. Residence Life will accommodate all students with special needs and their family to guarantee a smooth move-in day.

Lounges and Common Areas

Residence Life will work with the landlord to adjust the use of common areas and designate usage time and capacity per space to minimize gatherings larger than allowed. Common areas may also be closed during certain times in the day for additional cleaning. Regarding laundry, students should utilize the digital application to determine which machines are available and when their clothes cycle is completed to minimize the time and number of students in those spaces.

There will also be specific times open in certain common use facilities. Elevators will be cleaned regularly, and students in lower floors will be encouraged to use the stairs, which will also be regularly cleaned, if the elevators are full. All students will be encouraged to use the stairs and to use the elevator only if they are able to distance from other persons already in the elevator.

All students will be addressed regarding social distancing and asked to be mindful about maintaining social distancing if encountering other students in the hallways. This topic will be included in the social norms campaign and remote Community Meetings as well as by written materials at move in. Posters will also be developed as a reminder and posted on all floors.

Emergency Evacuations

The College is developing a plan that will allow the College to safely evacuate students using different stairs, maintain social distancing outside, and re-enter the building in a socially distant and safe manner.

The College will work with the Fire Department to assist with developing fire safety protocols as well as the building management and other campus partners.

SOCIAL DISTANCING IN PLACES OF WORSHIP

The College will be following guidelines as outlined by New York State regarding religious gatherings, particularly concerning masks, which will always be worn. If Mass, prayer services, or other services take place in the chapel, the number of participants allowed inside the space will be limited. Additionally, all who enter the space will be requested to use hand sanitizer and wear masks. This policy will be required for all who enter any of the rooms, offices and areas that fall under the Office of Mission & Ministry.

Currently, live services are limited based on social distancing. The College may be able to record services so that those who are unable to be physically present in the chapel are able to watch it and will coordinate with the IT Department to implement this option.

The Interfaith Prayer Room (maximum occupancy: 6), the St. Clare Lounge (maximum occupancy: 8) and Chapel (max. occupancy 20), are subject to social distancing and the number of people permitted will be limited. The College would follow the protocols set in place by the Diocese of Brooklyn regarding sanitizing measures for Mass or distribution of the Sacraments.

SOCIAL DISTANCING WHILE DINING

The College's food service will be closed until further notice. Fortunately, the College is situated in proximity to many good food options in downtown Brooklyn.

Individuals in the dining hall must wear masks or face coverings and are permitted to remove their masks only once they are sitting and dining. Furniture has also been rearranged to implement social distancing; tables are spaced at least six (6) feet apart and chairs removed at each table to ensure proper distancing while sitting at the table. Where furniture cannot be moved, tables and chairs have been blocked off to ensure the proper distance is left between available tables. Plexiglass barriers are also available to place on tables upon request or where the College feels they are appropriate. The dining facility will be cleaned at least once a day in a manner compliant with CDC guidelines.



ENFORCEMENT OF SOCIAL DISTANCING AND SAFETY PROTOCOLS

Violations of the community health protocols will be covered in the Back to Brooklyn plan and corresponding webpage for student and employee view. The Code of Conduct will be revised to enforce COVID-19 protocols, and this information will be made available on the College's Back to Brooklyn webpage. The College's residence hall conduct and community standard policies should also be updated. Updated policies will be communicated to the students via email, the webpage, social media, and onboarding sessions.

COVID-19 ON CAMPUS

Developing Symptoms on Campus

If an individual is on campus when symptoms develop, they be encouraged to go home or to the resident hall and contact their health care provider. Anyone with a fever (100.4 or higher) is encouraged to meet with their health care provider and must refrain from returning to campus until they are symptom free for 72 hours. The College will communicate with the student or staff member to contact a family member/friend for transportation to return home. If the student lives in the Residence Hall, the Director of Residence Life will be informed, and arrangements will be made to transport the student back to the Residence Hall.

Confirmed Positive Test

If there is a confirmed positive test, the College will follow the guidelines of the New York City Department of Health Test and Trace Program. Any contacts of a positive case will be notified and instructed to see a health care provider to obtain a COVID-19 test and self-monitor daily through 14 days for COVID-19 symptoms, which include fever (temperature of 100.4 Fahrenheit and greater), cough, and shortness of breath and/or difficulty breathing. A class on campus with a positive case will go fully remote for 2 weeks.

Residents

If the student who has either been exposed to COVID-19 or has tested positive for COVID-19 lives on-campus, there are a few designated isolation rooms where the student can be quarantined. Resident students must quarantine for 14 days in designated quarantine rooms at 97 Columbia.

Isolation rooms will be physically separated from other student rooms and each room should have

a private bathroom and be stocked with cleaning and disinfecting supplies. The section of housing containing the isolation rooms should be labelled in a way that indicates that access to the area is restricted; however, signs must comply with privacy requirements such as HIPAA or FERPA. Should the need exceed the number of designated beds, the College does have the option of securing additional space in another building or floor or in a hotel. Whenever safe and possible, if a student is feeling ill and can go home, the College will encourage that they return home where they can be best cared for by family.

If the resident is quarantining on campus, the student should be remotely monitored daily and have remote access to counseling and academic activities. Residence Life will work with the food service provider to deliver food to residents in isolation. There are also a multitude of restaurants nearby that can deliver food to the student. Residence Life will facilitate entry into the building for this purpose and will assist the student in coordinating based on their needs. There are also a numerous laundry services that pick up and deliver that will be utilized if the need arises. Several local pharmacies also deliver if needed.

Staff will be required to wear PPE in the event they need to approach an isolation room to drop off a delivery or pick up items to be disposed, such as laundry. Staff will not go inside the room, but instead communicate to the student via phone. Deliveries and pick-ups will be left outside the door following a phone call to minimize contact.

Should additional medical care be needed, there are a multitude of medical resources and facilities near the college and the residence halls that can accommodate students who become sick and need immediate medical attention.

Students who have completed their cycle in isolation will be required to be tested for COVID-19 and test negative prior to returning to their assigned room.

ENFORCEMENT OF SOCIAL DISTANCING AND SAFETY PROTOCOLS

Violations of the community health protocols will be addressed in the Back to Brooklyn webpage. The Code of Conduct will be revised to enforce COVID-19 protocols. The College's residence hall conduct and community standard policies should also be updated. Updated policies will be communi-

cated to the students via email, the updated college handbook, social media, and asynchronous and virtual orientation sessions.

STUDENT GATHERING POLICIES

The College will include social distancing guidelines in the code of conduct policy. Students who are on campus must adhere to social distancing and facial covering guidelines. Student groups will have to be limited to mostly virtual meetings and events as the College maintains a reduced density campus environment. The Student Government Association and Student Activities Council of Representatives are meeting weekly over the summer to discuss protocols, event planning and campus communications. The campus has sufficient space to host events by campus organizations, though the return of on-campus events and activities will be reintroduced in phases and large groups will be the last phase reintroduced. Special Events and Facilities will work together with student support and engagement teams to determine the phases.

Students must adhere to a Code of Conduct contract for off-campus gatherings, which is under review for fall 2020 programming and activities, and which will clarify whether on-campus restrictions are the same as off-campus restrictions.

EVENT POLICIES

A formal policy relating to social distancing at events and further documentation if contact tracing is required must be created across Special Events, Facilities Management, Campus Security, Residence Life and Student Activities. Facilities Management is currently developing a policy related to workflows and processes to allow for additional cleaning between events. Special Events and Facilities Management will create a policy regarding catering at events.

Community Events

As of now, outside groups' access to campus is limited, and events are not permitted at all. However, as we may have to live with this "new normal" for a while, the College administration will develop an action plan regarding meetings and events (of more than five people) that will eventually take place at the premises. It is essential to mention here that such meetings and events will be subjected to the relevant guidelines from the federal, state, and local administrations in place at that time.

COMMUNICATIONS POLICY

The communications plan for reopening has three main objectives:

- Ensure key SFC constituents -- including prospective and current students and their families, alumni, and SFC faculty and staff -- have accurate, current information about reopening status, to ensure they can make appropriate decisions and plans, and reassure them that they will have a safe, positive educational experience at SFC this fall.
- Excite and reassure current and prospective students and their families about the experience SFC will offer them in the fall semester, by underscoring how prepared faculty, staff and their peers are to welcome them back.
- Illustrate that SFC leadership is "on top of" the planning necessary in the current pandemic -- and that they are open and transparent about it -- instilling confidence among a range of stakeholders including key constituents per above, alumni, the Brooklyn community, the higher education peer group.

To achieve these ends, the Communications Team developed a strategic framework for a series of tactical initiatives.

The intent is to reach the broadest swath as possible of target audience members, with content that will engage, inform and motivate in a manner relevant to them. We want to remain present and visible to SFC constituents as they navigate a confusing and fraught time and reassure them our leaders are their allies and are looking out for their best interests. We also want to demonstrate that SFC is on the vanguard of higher education when it comes to its creative, student-first response to the pandemic.

Cornerstone strategic elements are:

- **Back to Brooklyn web page:** This serves as the central hub for information, news and other material related to the reopening. It is the "single source of truth" that will provide stakeholders with the College an easy and efficient way to get current accurate info.
- **Digital communication:**
 - **Email** - A regular cadence of email communications to students (returning, incoming, prospective), faculty and staff with updates and reminders, coming from leaders including President Martinez-Saenz. As much as is possible, email communications will focus in on specific topical updates to keep them as



- brief as possible. Most email communications will also feature video content and live in the SFC online newsroom, and on the Back to Brooklyn web page, which includes sections on Academics, Student Life, Campus and Facilities, Faculty & Staff, and Athletics.
- The Office of Marketing & Communications will track communications so that we can measure how effective they are at reaching audiences and adjust or amplify as needed.
- Faculty, staff and student training
- All College students, faculty, and staff will be required to watch a training video prior to returning to campus. The video will cover: What is COVID-19; How to Wear a Mask and Socially Distance; How and When to Wash Hands Use Hand Sanitizer; How to Complete the SFC Daily Health Screening Questionnaire; What to do if you have symptoms of COVID-19, have been diagnosed or have been in contact with someone diagnosed.
- Individuals who fail to watch the video should be restricted from campus.
- Signage
- The College will help maintain occupancy and avoid congregation by adding appropriate signage throughout campus. Strategies may include placing visual cues such as floor decals, colored tape, or signs to indicate to individuals where to sit and stand and placing one-way directional signage for hallways and other spaces. In addition to physical distancing reminders, signage has been created to encourage handwashing and the wearing of masks.
- **MySFC Portal** mysfc.sfc.edu
- **MySFC Mobile App** - <https://i.modolabs.com/highered/wr/workready/index>
- **Online interaction:** Opportunities for stakeholders, through live online events, to hear directly from college and other leaders about the reopening process and topics relevant to it, and to be able to pose questions directly to them.
- **Social media:** Social media postings in SFC's flagship accounts will amplify information and updates shared on the web page and in email, with a focus on visual elements (photos and videos)
- **News releases & stories:** For some developments related to the reopening, SFC will issues

news releases in part to try prompt local press coverage around key elements of the reopening plan.

VULNERABLE POPULATIONS

According to the CDC those who “might be at higher risk for severe illness from COVID-19” include “older adults,” defined as those 65 years and older, and “people of any age who have serious underlying medical conditions,” such as serious heart conditions, moderate to severe asthma, and those who are immunocompromised. These groups are referred to herein as “vulnerable populations.”

The College's Office of Human Resources will facilitate assistance, accommodation, and outreach, led by Richard Grasso, Executive Director of Human Resources, if requested. For students, the College's early alert process which identifies students in need and is coordinated by Monica Michalski, the Associate Dean of Student Success and Ruben Gonzalez, the Assistant Dean of Student Affairs will assist in identifying students in need and connecting them to the appropriate supports. Any accommodation needs due to COVID or COVID-related issues will be facilitated by the Office of Accessibility and Accommodations (OAA).

As courses will be taught in a hyflex model, in-person class time will not be required. Thus, students who are vulnerable or concerned about coming to campus will not necessarily be required to do so. Students should contact OAA regarding any accommodations for their specific courses (See Accessibility section above for more information).

STUDENT SUPPORT

The College has been working to provide financial aid to students in need using both CARES Act funds as well as the Terriers for Terriers relief fund. The College will also work with students and their families on flexible payment plan options. The Offices of Financial Aid and Bursar will work to ensure students have all their aid and payment plans in place, and the CARES Act and Terriers for Terriers relief fund can help supply additional need-based support. The Office of Finance and the Office of Advancement have also established emergency relief funds.

Students who need support can reach out directly to the needed service or resource, such as Student Affairs, OAA, or Counseling and Wellness counselors. Faculty and staff can also alert the College regarding a student who needs support, especially

due to an impact of COVID-19, so the student can be connected with the appropriate person, service, or resources, including a referral to an outside agency; the Navigate app can be used for this purpose. The College is developing a series of workshops to prepare faculty and staff to recognize such students. Once a student has been identified, a communication plan, including speaking with pertinent members of the College to make sure the student's situation is fully understood, will be in place to connect the student with key resources. The College can also explore partnerships with community agencies.

The College will have supports in place to alleviate any challenges students are facing due to remote learning. All academic support will remain open online, special workshops on strategies for online learning will be offered, and Student Life will continue to offer engaging programs as well as counseling and wellness support. The College is also working on a plan to address student technology needs. The College's Office of Accessibility and Accommodations and Student Affairs will facilitate assistance, accommodation and outreach for students who are having difficulties meeting their obligations due to any issues they may be experiencing.

If students decide to take a leave of absence, the College will provide academic advising and academic support to reduce any impact to progress towards degree. If a student has not registered for the subsequent term, the College has a process for connecting with those students which includes exit counseling and follow-up with students who decide to take a leave of absence. Those students are tracked to ensure they are engaged and will be able to get back on track when they return.

FACULTY SUPPORT

Regarding faculty and staff, the College's Office of Human Resources will facilitate assistance, accommodation and outreach for faculty and staff who are having difficulties meeting their obligations due to any issues they may be experiencing, led by Richard Grasso, Executive Director of Human Resources.

DIVERSITY, EQUITY, AND INCLUSION

Monique Pryor, the President's Chief of Staff, and Richard Grasso will act as leads for any Diversity and Inclusion related questions and will address issues and questions as required. Incidents and allegations of bias will be handled pursuant to the College's applicable policies, e.g. non-discrimina-

tion/anti-harassment, code of conduct, and code of ethics policies. The College is developing a proactive educational campaign to inform the campus about and lessen the possibility of racially motivated or insensitive demonstrations against COVID-19 interruptions.

The College plans to maintain all the programs such as Project Access and the new C-Step program in a virtual format with engaging sessions using video conferencing as well as one on one support. The Office of the President and Multicultural Affairs will also continue to offer vibrant content and programming to ensure Diversity, Equity, and Inclusion is infused in the culture and values of the College's community. The College's Office of Mission, Ministry, and Interfaith Dialogue led by Executive Director Alexandria Egler has established a central way to view important religious holidays and make others aware of the need for religious accommodations.

SICK LEAVE

Per the College's Sick Leave policy, employees who are subject to a mandatory or precautionary order of quarantine or isolation issued by the Federal government, the State of New York, the Department of Health, a local board of health, or any other governmental entity duly authorized to issue such an order, due to COVID-19, will not be required to use their College-provided sick leave and will nonetheless be paid their normal work hours.

The College understands and will comply with new federal and New York State laws relating to employees and/or their family members affected by the pandemic. The College's New York State Disability Carrier assists the College in these efforts. The College is also working closely with its disability and paid family leave carrier to make sure all claims are processed in accordance with new requirements. The College's Safe and Sick Leave Policy has been amended and is posted on the mySFC intranet portal in the Human Resources section.

Beginning April 1, 2020, certain public and private employers with fewer than 500 employees became subject to the Emergency Paid Sick Leave Act (“EPSL”) and the Emergency Family and Medical Leave Expansion Act (“EFMLA”), requirements of the Families First Coronavirus Response Act (“FFCRA”), however, because SFC has more than 500 employees, the College is not subject to these provisions.



GOVERNANCE

St Francis College has a portal that is dedicated to the College's Board of Trustees (the "Board") and which provides the College with a secure platform to post Board related documents. Since the beginning of the pandemic, the Board has been able to effectively carry out its duties remotely. The Board will continue to hold online meetings for the foreseeable future.

Pre-Existing Employee Policies

There are several policies that apply to officers and employees, such as policies in place concerning gifts (section 1.4 of the employee handbook), ethics (Code of Ethics and Conduct of Conduct) and employment of family members (section 7.9 of the employee handbook). Employees should read and be familiar with these policies. The Office of Human Resources is responsible for enforcing the policies.

Regulatory Matters and Policies

The College offered an alternative grading policy for the Spring 2020 semester. The new policy was published on the College's website as part of the COVID-19 response and support plans. Federal guidelines have indicated that students who experienced challenges due to COVID-19 would be able to appeal any loss of financial aid due to progress towards degree. The College will follow all future guidance from the New York State Department of Education.

TITLE IX

Title IX claims can still be processed and investigated though many students may not physically be on campus. Any member of the College who believes that they have been a victim of sexual misconduct is encouraged to immediately report it to the College's Title IX Coordinator.

Linda Werbel Dashefsky

St. Francis College

Title IX Coordinator and VP for Government & Community Relations

180 Remsen Street, Room 7304

Brooklyn, NY 11201

Telephone: 718-489-5370

Email: lwerbel@sfc.edu

Individual meetings with students and investigation interviews will take place over Zoom; Zoom can also be used to conduct hearings if necessary.

ADDITIONAL POLICIES

The policies of the College regarding the following subjects are still under consideration: grade complaints, grievances and appeals after the on-line Spring 2020 semester; increased demand for counseling and telehealth; online broadcasting of all classes, regardless of class size, in case a student tests positive for COVID-19; offering limited office hours (in person) and by appointment only; and requiring academic and financial aid advisement to have a Zoom (or an equivalent) meeting option.

Zoombombing

The College's IT department developed documentation outlining steps that should be taken to mitigate Zoombombing that includes recommended settings such as limiting screen sharing to hosts and co-hosts, using the waiting room function, and muting users on entry. In addition to this, the College is currently rolling out Zoom Webinar which is designed for events where those presenting materials can be seen and heard while those attending are consuming the materials presented and not openly interacting. In addition to the documentation mentioned, the College's IT office has conducted training sessions for Zoom.

Should a Zoombombing occur, the host of the meeting will attempt to kick out the Zoombombers. Then the College will report the incident to the appropriate law enforcement.

CONSIDERATIONS FOR VISITORS WHEN THEY ARE IN THE COLLEGE

The health and safety of our campus community and our visitors has been our top priority during the COVID -19 pandemic. As restrictions in New York are being lifted, we are now slowly and safely opening our campus. We know there are many questions about what that will look like, so we have outlined the safety and precautionary measures are taking.

St. Francis College will begin welcoming visitors to our campus, as per the visitor policy outlined below. We ask that you follow our safety guidelines so that we may protect your health and that of our faculty, staff and students. Those guidelines include:

All guests must be registered prior arriving to campus in the Special events MS Office calendar and will be required to complete the COVID-19 Visitor Screening Form 24 hours in advance. Visitor's name, email, cell phone must be included in the Microsoft Outlook Calendar request. Masks must be worn inside the campus. Upon entrance, visitors

must show health screening clearance and proceed to register your temperature reading with the temperature Kiosk and then check in with the Security Guard at the Lobby Desk.

The College monitors visitors' access to the campus by checking visitors into the EZ Lobby system as guests or visitors. The office or department that the visitor is on campus to see must escort the visitor from arrival through departure. Once business is concluded, the host will escort the guest to the main lobby to be checked out in the EZ Lobby visitor software at the Security Desk.

Any visitors to the campus will be expected to comply with the health and safety and social distancing protocols identified in our re-open plan.

All visitors must maintain social distance from others while on campus. Facilities has spaced out some furniture, meeting rooms, and open spaces, marked seating and have added markings in areas where individuals may be waiting for services.

All visitors must complete the health screening and we ask that no one comes to campus if they are exhibiting and COVID -19 symptoms (cough, shortness of breath, fever, chills, sore throat, loss of taste/smell).

Hand sanitizer is available at the entrances and by classrooms for campus community use.

CONTRACTOR VISITS

All Contractors expecting to have their personnel on St. Francis College campus must register with the college. Facilities Management and Security will be notified of all contractor visits and schedule contractor visits in their departmental calendar. Contractors will provide Scope of Work depicting time frame and area(s) of work, and the names of their employees that will be working on the project. Contractors must certify that all their employees will follow recommended Health guidelines for safe access and presence on campus. Contractors must prescreen their employees prior to authorizing them to report to campus and ensure that their employees are familiar with college processes regarding protective measures. St. Francis College may verify their information and enforce PPE requirements.

St. Francis College will make exceptions for emergency work that needs to be performed.

ADMISSION VISITS

Family visits to campus are limited to 2 parents and

a prospective student. Visits must be registered with Security/Facilities Management. All tours will be provided by Admissions' Counselors limiting to one family per tour. High times, events, etc. will be considered and approved by Facilities Management/Security.

EXCEPTION REQUESTS

Requests for access to campus by other populations will be considered on a case-by-case basis. Requests should be sent to sfcvisitorsdl@sfc.edu which is monitored by the Facilities Management Team: Kevin O'Rourke, Denise Vieni, Lance Mincey, and David Loutfi at least 24 hours prior to the desired visit and will be reviewed by Facilities Management and Security. Urgent requests may be communicated by a Cabinet Member to the Facilities Management and Security teams.

STRATEGY TO PREVENT THE SPREAD OF COVID-19 IN COLLEGE

In addition to the specific areas discussed above, the College's general strategy to prevent the spread of COVID-19 is as follows. The College will follow and promote all federal, state, and local guidance regarding hygiene practices.

There will be increased cleaning of all common spaces, commonly touched surfaces (such as door-knobs, desks and tables), and commonly touched objects (such as telephone and keyboards) in line with the CDC's guidelines, which are available at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>. Supplies that are usually shared will either be replaced by individual supplies given to each person or will be cleaned and/or disinfected after each use. Kitchen items that are usually shared, such as coffee pots or cooking utensils, will be removed or replaced with disposable versions.

Any students, faculty, and staff should consult national travel advice from the [CDC](https://www.cdc.gov) and be aware of travel restrictions issued by the [Department of State](https://www.state.gov). Additionally, individuals should utilize their respective declaration portals as discussed above.

Should there be a COVID-19 outbreak in the community, anyone with even mild COVID-19 symptoms, such as a mild cough or low-grade fever (100.4 degrees Fahrenheit or more) will have to stay at home. Individuals must also stay home (or work from home) if they have had to take simple medications, such as acetaminophen/paracetamol, aspirin or ibuprofen, which may mask symptoms of infection. Students, staff, and faculty who are not working



remotely will be able to count this time off as sick leave. Posters displaying this and other information regarding precautions to take during the COVID-19 pandemic will be displayed around the College; the information will also be disseminated to the community in other ways, such as through the College's website, and social media.

PROMOTING REGULAR AND THOROUGH HANDWASHING BY STUDENTS, STAFF, AND FACULTY MEMBERS

Per [CDC guidelines](#), individuals should regularly wash their hands for at least 20 seconds with soap and water or, in the alternative, use hand sanitizer containing at least 60% alcohol. Posters displaying this and other information regarding precautions to take during the COVID-19 pandemic will be displayed around the College; the information will also be disseminated to students in other ways, such as through meeting briefings, the College's website, and social media.

Dispensers containing hand sanitizer will be placed in prominent places around the College and will be refilled when needed. Additionally, bathrooms and other sink areas will be checked frequently to ensure that soap dispensers are refilled.

PROMOTING GOOD RESPIRATORY HYGIENE AT THE COLLEGE PREMISES

Per [CDC guidelines](#), as well as [New York State requirements](#), individuals should wear a mask or face covering over their mouth and nose when not maintaining appropriate social distance in public. Face coverings made of cloth are acceptable. Additionally, individuals should cover their mouth and nose when coughing or sneezing, either with a tissue or the inside of their elbow. Used tissues should immediately be thrown in the trash and individuals should immediately wash their hands or use hand sanitizer. Posters displaying this and other information regarding precautions to take during the COVID-19 pandemic will be displayed around the College; the information will also be disseminated to students in other ways, such as through meeting briefings, the College's website, and social media.

The College will ensure that appropriate face masks or paper tissues are available on the College premises in every department and section, for those who develop a runny nose or cough while on campus, along with closed bins for hygienically disposing of them.

MAINTAINING SAFE CLASSROOM SPACES

As discussed above, classrooms and/or seating arrangements will be reconfigured to implement the required six (6) feet of distance required under social distancing and if possible, to have students all face the same direction.

Visual cues are to be in the classrooms and hallways to demonstrate appropriate physical spacing as well as the direction of traffic flow.

AVOIDING STUDENT MIXING OUTSIDE OF THE CLASSROOM

The College's plan of clustering students in Terrier Community courses will help reduce student traffic in hallways by conducting those courses in limited classroom spaces. Additionally, the College will divide up student entry points to avoid all students having to travel through the same entry space; for example, the College's two egress points (gold door and front door) can be used.

Visual cues will be placed regarding appropriate spacing and traffic flow; students are expected to socially distance everywhere, including in the gym, pools, and showers. Elevators can be used by a maximum of two people at a time, and they must stand facing the opposite directions.

Students are also required to wear masks or face coverings at all times.

INSTALLATION OF EBT SCREENING SYSTEM

The College has installed EBT Screening System to conduct temperature checks of individuals entering the College and the Found Study/Hawkins Way Management Residence Hall. The installation of the Elevated Body Temperature (EBT) Screening System at entry points of the college can provide a sense of security to students, staff, and faculty members. Also, it can prove to be a deterrent for the virus spread since high temperature is one of the major symptoms of COVID-19.

SHUTDOWN CONTINGENCY PLANS FOR THE ST. FRANCIS CAMPUS

Cognizant of the possibility of one or more positive COVID-19 cases on our campus in Fall 2020, the College stands ready to promptly notify and collaborate with the New York City and New York State Departments of Health.

CLEANING AND DISINFECTING

In the event of a positive COVID-19 diagnosis within our community, cleaning and disinfecting procedures outlined in "Cleaning COVID-19 Enhanced Cleaning and Disinfecting Protocols" will be followed. In all other instances, general daily cleaning protocols will be followed as detailed in this Plan.

In addition, once a positive case of COVID-19 is identified, rapid contact tracing will allow for timely notification and immediate self-quarantine of those potentially exposed to the virus. In accordance with health privacy laws, only potentially exposed individuals will be contacted by tracers as needed. The College will work with the local health department and receive guidance if additional safety measures or partial or full closures of any spaces or buildings on campus are required.

A shutdown will be used as a strategy to stop or slow the further spread of COVID-19 in communities. If a shutdown is triggered, the College will prepare immediate reduction of on-campus activities and operations. Closure, when necessary, will be implemented.

CONTINUITY OF WORK, LEARNING AND SERVICES

When faced with a shutdown, the College will prioritize the continuation of the College educational experience for students in addition to the protection of the community's health, safety and well-being.

In the event of one or more cases of COVID-19 within our community, we will abide by the communication protocols outlined in the Communication section of this Plan. Additionally, we will consider messages to the College community to counter potential stigma and discrimination as needed.

All positive cases will remain confidential to protect the identity of the individual(s) who tests positive, as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA), as applicable.

The College is prepared to take all steps recommended by the New York City and/or New York State Departments of Health, including but not limited to:

- cancellation of classes and shift to fully remote learning, as necessary
- closure of buildings and facilities
- short-term closure (for 2-5 days) of all campus buildings and facilities or those deemed ex-

posed/high risk

- short-term event and activity cancellations (e.g., club meetings; on-campus sport, theater and music events)
- extended cancellations and closures to stop or slow further spread of COVID-19
- prohibition of students, staff and faculty gatherings of any type

A full shutdown will necessitate a shift from hybrid operations to fully remote operations, abiding by the following pivots:

- A shift to permit only essential personnel on campus, as defined in remote-operation plans
- All classes will shift to remote teaching and learning, unless otherwise indicated by regulatory agencies (such as in the case of special lab, clinical or field experiences permitted to continue). Administration will work closely with local and state officials to ensure proper guidance is followed as it relates to permissible continuation of in-person educational experiences. Continuity plans for remote teaching and learning, as established in Spring 2020 and modified throughout Summer 2020, will address:
 - Use of infrastructure and services (e.g., Canvas, Zoom, Yuja) to support efficient transition of classes from in-person to distance-based formats.
 - Online academic support services for students, including library services, learning and writing support, and access to virtual office hours.
 - Triage process for technical issues, using the SFC Support Services Desk as well as support of the Information Technology Department personnel.
 - Process for addressing student technology concerns, including limited access to computers and/or Internet
- Similarly, all events and activities will be canceled as needed, relying on the guidance of local and state officials as well as available CDC guidance.
- If a local-, state- or federal-mandated closure of campus, all residents will be given one week's notice to vacate the residence halls, using staggered, assigned move out times. Residents who are unable to safely vacate the residence halls due to travel restrictions in place, distance (e.g., international or out-of-state students) or who do not have a safe and reliable environment in which to continue their studies, may request and receive special approval from their residence hall director to remain on campus until they can



safely return home. Necessities such as dining will be provided.

- If the campus has not been mandated to close, and if cases of COVID-19 have not been identified among residents of on-campus community housing, students may be allowed to remain in on-campus housing. Residents will be reminded of precautions and restrictions in place during the campus shutdown period.
- If the campus has not been mandated to close, but cases of COVID-19 have been identified among residents of on-campus community housing, individuals with COVID-19 will be moved to isolation and those residents with confirmed exposure to the positive individual(s) will be moved to quarantine. Residents will be reminded of precautions and restrictions in place during the campus shutdown period.
- Student support services, including but not limited to learning and writing center, mental health counseling, and career and professional development services will be offered via Zoom video sessions and/or teletherapy where applicable.
- The Office of Information Technology and Office of Human Resources will make available and reemphasize prepared resources to support the College community in their remote working, learning and teaching:

All materials may be found at <https://mysfc.sfc.edu/group/mycampus/home>

To communicate the launch of a shutdown or closure with relevant stakeholder groups throughout the campus community, the College will employ use of direct email, web alerts and SFC-Alerts (to designated emergency contacts on file).

***This plan is subject to change as science, public health guideline and city and state and federal requirements change.**

