



## SUNY Empire Winter and Spring 2021 Plan

### **Campus Demographics**

At SUNY Empire, we use a collegewide approach for symptom monitoring, health-screening assessment, and COVID-19 testing. Our students, faculty, and staff will have a limited presence at our campus locations through the winter and spring terms. We are offering all courses to our students through distance learning and virtual platforms. We do not have residential students at any of our locations.

In tallying the maximum number of SUNY Empire students who will be present on campus this semester, we do not anticipate having more than handful of students who will request individual study sessions. Additionally, the maximum number of employees involved in essential and mission-critical services is 50 and spread out across our three (3) main campus locations in Saratoga, Rochester, and Selden.

### **Testing Types and Frequency**

#### **A) Symptom Monitoring Begins at Home**

SUNY Empire requires all employees and students who are working or visiting a campus location to complete a daily health assessment questionnaire one hour prior to arriving on campus. This questionnaire asks employees and students if they are experiencing any COVID-19-related symptoms; have traveled in a restricted country or state; have been exposed to another individual who tested positive for COVID-19 and/or have a temperature greater than 100.4. If the answer to any of these questions is yes, they are required to stay home and contact their mentor, supervisor, or human resources for further direction. Detecting these symptoms or potential exposures early, before the employee/student even arrives onsite, will help reduce potential exposure to and spread of the virus.

#### **B) Pooled Testing**

SUNY Empire will conduct pooled testing during the winter and spring semesters in conjunction with SUNY Upstate Medical University. A maximum of 50 employees are consistently on campus, or approximately 5% of our regular employee population. We are predominantly a distance-learning institution and will continue to offer classes remotely.

#### **C) Individual Testing**

SUNY Empire will conduct asymptomatic testing in two scenarios:

##### **1) Employees: Working on Campus**



## **SUNY EMPIRE** STATE COLLEGE

For the winter and spring semesters, we will continue to operate out of our Saratoga, Rochester, and Selden locations on a limited, appointment-only basis. Essential staff and faculty working on campus will be encouraged to get tested prior to returning to any of our campus locations. Additionally, we will test 50% of the employees working onsite every two weeks. We will participate in the pooled testing and reflex testing offered by Upstate Medical. A group of four to five employees will be trained to administer and coordinate the onsite testing. Once the pooled samples have been collected, they will be shipped overnight to Upstate Medical's laboratory for processing.

### **2) Students:**

Students will continue to participate in virtual classes. We do not have any on-campus residencies or courses scheduled for the winter or spring terms. In the event we begin to offer tutoring sessions or computer labs, those students will be required to participate in the random pooled testing along with employees and faculty.

### **Testing Employees and Students with Signs or Symptoms of COVID-19**

In the event SUNY Empire students or employees experience or display any signs or symptoms of COVID-19, we will direct them to their healthcare provider for further evaluation. If they do not have a primary care provider, their local health department or urgent care center can evaluate and provide further directions for testing. In the event there is a positive test result, employees are required to report their results to our Office of Human Resources. The result will then be entered in the SUNY portal. We also request all students to report if they have a positive test result. This will assist us in providing proper support to our students, as well as undertake necessary contact tracing in concert with local health departments.

### **Plan Logistics**

SUNY Empire's testing plan will be administered by Tracey Meek, chief of staff and assistant vice president of human resources; Lindsay Holcomb, assistant director of human resources; Joshua Fleming, director of facilities; and Tai Arnold, vice provost for student affairs. Each of these individuals has a leadership role over the three main areas of testing: employees, students, and facilities.

SUNY Empire is adequately equipped with personal protective equipment, including an abundance of masks, gloves, face shields, sanitizing wipes, sanitizing spray, hand sanitizer, and cleaning solution. PPE has been distributed to all of our open locations and has been set up for any SUNY Empire State College employee to use. Masks, gloves, and hand sanitizers are situated at each entrance to all open buildings. Cleaning stations – including sanitizing wipes and spray – have been set up in all open buildings for employees and students to use in cleaning their areas.



## **Isolation and Quarantine Protocol**

We do not have a campus location that provides residential housing for our students. In the event a student tests positive for COVID-19, they would be required to isolate and quarantine at home per CDC and New York State Department of Health (DOH) guidelines. If a student has come in contact with an individual that presents with symptoms (test status not confirmed) or tests positive, we would ask them to isolate and quarantine based on DOH guidelines. Our student services staff is available to walk through their individual scenarios to determine when they could safely return to campus if direct faculty interaction is required.

Employees at SUNY Empire follow the guidelines set forth by the Governor's Office of Employee Relations and SUNY System Administration. If an employee tests positive for COVID-19, the data will be entered into the portal, and the employee will work remotely and/or take a medical leave, as applicable.

## **Data Management**

Regarding data management and campus safety, the points of contact for SUNY Empire are Tracey Meek, chief of staff and assistant vice president of human resources, and Lindsay Holcomb, assistant director of human resources. Lindsay Holcomb will enter the testing data on a daily basis. The Office of Human Resources will triage all incoming questions and forward them to student services and facilities.