

SUNY College of Environmental Science & Forestry
Campus Restart Planning
June 25, 2020
Updated August 5, 2020

1. Restarting On-Campus Operations

a. Campus Planning Task Force

ESF has instituted a Task Force, headed by Executive Leadership. It is working with department/unit heads, the Environmental Health and Safety unit, and Facilities and Operations staff as well as in consultation with Syracuse University (SU) and Upstate Medical University leadership and the local Onondaga County Health Department.

b. Academic Program Planning

ESF maintains a long and close relationship with SU and the planning that goes on at that institution directly impacts our planning. More than 800 of our students take classes at SU and more than 100 of their students take courses at ESF. Thus, our planning is joint and we have been in close contact with their administration about developing academic program plans.

The first direct impact of this close relationship is scheduling. We had both planned to start our academic year on August 31, take a break for Labor Day, have a week-long break for Thanksgiving, and complete the Fall semester on December 18. SU has announced that they will begin classes on August 24, have classes on Labor Day, and finish the class component of the semester on Tuesday November 24. Students will leave for break and reading week and finals will take place following Thanksgiving. Finals will be completed online and the semester will close on December 9. Because of our close relationship and complementary scheduling systems, it will be necessary for ESF to adopt the same schedule as SU, in order to minimize impacts on students and staff.

In addition to scheduling issues, we also will be using a number of classrooms on the SU campus to deliver our own classes. This is necessary because one of our main instructional buildings will be closed for renovations for the next two years and SU is sharing space with us. Thus, there is even more reason for us to link our schedule with theirs.

We also maintain an external campus at the Ranger School in Wanakena in the Adirondacks. Because of the campus' isolation and strong protective planning, we were able to maintain full face-to-face instruction to finish out the spring 2020 semester. This fall, we are again expecting a class of ~55 students. The program staff there have developed a thorough plan for maintaining student health while delivering its standard teaching and living program. We will severely limit outside interaction for the students and do thorough screening and testing to insure student wellness.

i. Classroom Population Density

The Facilities and Operations staff have measured each classroom on campus to determine the impact of social distancing on classroom density. Maintaining a 6' on center spacing reduces our average class seating by 55%, with the largest lecture halls being reduced to fewer than 30 students. Thus, we will necessarily be forced to use online course delivery of some form in order to deliver classes. We are looking into the possibility of hybrid systems for effective teaching, but classroom availability will be daunting.

To achieve acceptable social distancing levels for in-person instruction, large-enrollment classes will need to be taught online, medium-enrollment classes will need to be relocated to larger classrooms, and small classes will need to be moved to medium-sized classrooms. It may be possible to accommodate a few low-enrollment classes at full capacity, permitting exclusively in-person instruction.

Alternate-day attendance, in which a portion of the students (perhaps 50%) attend on alternate class days, is a desirable goal. Hence, class sections in which 60 or fewer students are enrolled are ideal for hybrid in-person/online instruction. Very large class sections (150 or more students) will be necessarily delivered fully online with no in-person instruction. However, many of those classes include smaller recitation and/or lab sections, that can be conducted in-person. Some class sections with enrollments between 60 and 150 will be accommodated on a space-available basis. Classes commonly taken by first-year students will be prioritized for these spaces.

Hybrid instruction requires classroom technology that permits live streaming and/or recording of class sessions. Few of ESF's classroom spaces currently have the necessary technology. Planning is underway to outfit our larger, Registrar-scheduled, classrooms with the necessary technology.

ii. Instructional and Research Laboratory Protocols

We have developed a document with guiding principles to restart research at ESF and a call for individual principal investigators (PIs) to develop plans that address current public health directives (including rigorous social distancing, environmental hygiene practices, etc.) that must be approved prior to restarting research activities. The guidance documents, forms, and approved plans have been put into our Faculty/Staff portal for secure access by PIs, Human Resources, Facilities and Operations, and RFSUNY administrative staff. All laboratories that will reopen must have an approved safety inspection by Environmental Health and Safety officers prior to approval. As per the Governor's Executive Order, facial coverings are available for employees who must interact with the public or be in areas where social distancing requirements cannot be met.

For instructional laboratories, we have 3 separate planning groups developing protocols: bench laboratories; field laboratories, and computer laboratories. For all campus and off-campus activities, standard practices of PPE and social distancing will be followed. For field labs, the biggest concern is transportation to field sites and maintaining sufficient social distancing in buses and vans. Once on site, we will be able to use standard safety practices for outdoor settings. For bench labs, we will focus on maintaining proper spacing and reducing classroom density. We have done assessments of the number of students who can safely be in the lab space at one time. This will necessitate increasing the number of lab periods. For computer labs, we have particular concerns about keeping the spaces clean. We will be reducing the number of people in labs, but will need to account for cleaning activities of the equipment. One consideration is for students to supply their own keyboard and mouse.

c. Restarting On-Campus Operations

i. Residence Halls

ESF has only one residence hall and does not control its own food service (we use an agreement with Syracuse University for meal plans for our residential students). We plan on having no more than two students per room (shared bathroom) while offering the opportunity for singles (solo bathroom). This will reduce the density in the building. We have set aside quarantine space at Onondaga Community College (OCC) in Shapero Hall for all our quarantine/isolation needs of residential students including those arriving from restricted states or from outside the US. The majority of students under a travel advisory will move in between August 7 and August 9, with others planning arrival dates between August 14 and August 21. All students from travel advisory states must adhere to the required 14-day quarantine. This includes requiring the student to complete the online health form as required by New York State, which can be found here: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>. This health form must be completed online, and the traveler must take a screen shot of the last page and submit a copy to the campus. Residential students will be required to provide a screenshot copy of the Traveler Health Form to OCC building management before moving into Shapero Hall.

Off campus students affected by the travel restrictions must complete the online health form, submit a screen shot to the College, and also provide the College with the address of their quarantine location and a contact at that location. Affected on-campus and off-campus students will be informed of the requirement to complete the online health form by messaging sent from the Division of Student Affairs and Centennial Hall. The Division of Student Affairs and Centennial Hall will be keeping copies of the health form, addresses and contacts.

Opening the ESF residence hall (Centennial Hall) for students arriving from non-restricted states and New York State will begin 10 days before classes start. No more

than 70 students per day will move in, split between a 4-hour morning shift and a 4-hour afternoon shift. Students will be tested upon arrival, sign behavioral agreements, and go into quarantine until their test results are returned. We anticipate this to be within 48 hours, but recognize it may be longer. Syracuse University will provide boxed meals for first-year residential students during their quarantine period. Staff will deliver boxed meals to the door of quarantined students. Returning student residents are primarily housed in residential units with cooking facilities. These students will be encouraged to bring enough groceries to last through the quarantine period. Those students traveling internationally or from the areas under a travel advisory will be allowed to move into Centennial Hall after completing the 14-day quarantine period at OCC and receiving a negative COVID-19 test result. During the quarantine period at OCC, students will receive meal delivery from the OCC foodservice provider.

ii. Dining Services

Discussed above. We do have food services offered in our main student space. This is operated by the Morrisville Auxiliary Corp. We are working with them to focus more on take-out meals and reduced density of tabling.

iii. Personal Protection Equipment

All students, faculty, and staff will be required to wear face masks in situations in which social distancing cannot be maintained (i.e. classrooms, hallways, walking to and from classes). The campus is purchasing more PPE and will distribute to staff and students who need it. Disposable masks will be provided on a weekly or better basis for faculty and staff. We will be requesting students bring their own masks to campus, but we will also be supplying masks for students who fail to bring a mask to campus any day.

We will be providing surgical masks for students riding in vehicles to field labs. We will be maintaining social distancing by reducing seating capacity in vehicles by 50%. Students in chemistry-based labs will be required to use clear face shields, because of the problem of safety glass fogging from masks.

iv. Screening, Testing, and Tracing

We have developed a very strong relationship with Upstate Medical University and Crouse Medical Practice and will be working in conjunction with them and Syracuse University for our screening and testing. We, along with Syracuse University, will be using a novel RNA testing approach to monitor whether the virus is present in the local population, including the residence halls. If the Covid RNA is found in the local wastewater, that would be the signal to begin more intensive group and individual testing of students in the residence halls.

For tracing, one of our faculty members is being certified to do tracing through Johns Hopkins University. Once he has certification, he will work with the Onondaga County Health Department to manage tracing on campus.

v. Custodial Services

100% of the College's custodial staff are currently on campus and have been briefed and trained (ongoing) for anticipated Fall operations. Disinfection location and frequency will be tracked on a daily basis, per NY Forward Guidance. In addition to routine cleaning, custodial staff will endeavor to clean and disinfect the following areas twice per day, at minimum: individual and shared bathrooms, classrooms, lecture spaces, dry labs, computer labs, Café seating, elevators, entrances, lobbies, library seating, central receiving and mailroom, reception areas, breakrooms, and the College Bookstore. High touch points areas (drinking foundations, hand rails etc.) will be disinfected multiple times each day.

In keeping with anticipated SUNY guidance, the College will instill a sense of community responsibility and will empower members of the campus community to maintain a safe built environment through providing disinfectant and microfiber cloths widely throughout campus. These cloths will be laundered by custodial staff on a weekly basis. Members of the campus community will be expected to disinfect communal spaces on a daily basis, including but not limited to: studios, computer labs, conference rooms, kitchenettes, and offices. Custodial staff will also be disinfecting these areas, but it is recognized that a community effort will be needed to achieve success. Classrooms will each be equipped with disinfectant and microfiber cloths. It is anticipated that Faculty members will arrive to campus early in order to disinfect hard surfaces prior to teaching. Disinfection logs will be present in each classroom and will be completed daily.

Extensive written guidance, instructions, a risk matrix, and FAQs document have been developed to serve the campus community.

vi. Student Health Services

ESF does not have an on-campus student health service. All full-time students are required to have health insurance, and we strongly urge them to make certain it is usable at health care providers in the Syracuse area. We have a "preferred" relationship with Crouse Medical Practice (CMP). ESF students are not required to use them, but they are given priority, and most major insurances are accepted. A good percentage of ESF students choose to use CMP. CMP is offering telehealth services and have been strong partners in the past by offering flu shot clinics, STI screenings, and other services on campus to all students, and in some cases, faculty and staff. We are currently exploring how they can continue to assist us with COVID-19 planning.

d. Campus and Local Communities

i. Vision for “Town and Gown” interactions

All students, faculty, and staff will be required to follow the guidelines set forth by the State of New York and the Onondaga County Health Department. ESF Student Affairs is in the process of creating guidance for our students regarding expected compliance and safe behavior on our campus and local communities. ESF will be coordinating with SU regarding their protocols and work to ensure our joint academic community plans are compatible.

ii. Transportation, Mail and General Delivery Services

ESF Mailroom and Shipping & Receiving staff will follow best practice guidance and will make every attempt to minimize contact with the campus community when making deliveries on campus. During normal operations, mail is not delivered to each office, but instead is delivered to a mailroom or a few targeted offices in each building. This practice will continue during COVID-19 operations. Members of the campus community will have the option to pick up packages from the central warehouse or to have them delivered to their intended location. Mailroom and Shipping & Receiving staff will wear gloves and masks at all times when they are handling mail and/or packages. They will also have disinfectant and microfiber cloths on their person as they travel throughout campus and will disinfect any areas that they touch.

Fleet vehicles, which are able to be used by the campus community, are disinfected (interior high touch surfaces) upon their return to campus by Garage staff. Fleet vehicle capacity has been reduced to 50% and masks must be worn at all times. The vehicle approval process is multi-layered and use of any College vehicle off campus requires high level administrative approval. The College will reduce passenger bus capacity to 50% or enforcing 6-foot social distancing, further reducing bus capacity. Masks will be required for situations where 6-foot distancing is not available, or for trips more than 15 minutes in length. Members of the Facilities Department, Environmental Health and Safety, and Business Office have already been in contact with external bussing companies to assess bus availability and cleaning/disinfection protocols. The College also owns and operates a bus, which will be disinfected following each trip.

2. Tracing and Monitoring After Re-Opening

We are still waiting for guidance with respect to how tracing and monitoring will be conducted. We are in close contact with Syracuse University and Upstate Medical University and will work with them and the Department of Health, and will work collaboratively with them if tracing will be necessary.

3. Communication and Outreach Plan

In addition to the regular communication messages released during the course of the academic year, the College's Communications Office will release a series of COVID-19 related messages to several audiences using a variety of methods.

Four message streams will be established to address the following themes:

- Hygiene and Safety (physical and mental health)
- Academic Schedule Changes
- Teaching Methodology Changes
- Physical Plant Changes that require Behavior Changes using #allinthistogether

When possible, we will use "lists" to communicate (as lists tend to resonate with readers). Slogans being considered include Practice Safe Six and "department-specific" slogans. We are creating a video with our mascot and the SU/Upstate mascots donning their masks.

These messages will be tailored so they resonate with and are relevant to the following audiences: Students, Parents/Families, Faculty/Staff/ESF Board of Trustees, and Alumni. All communications will drive people back to the ESF website, where we have an established presence for COVID-19 news and updates. We will rely heavily on email, social media, and signage, but will also use "live" programming (Facebook Live or town halls).

4. Resources Required to Re-Open

There is still great uncertainty about the resources that will be needed to re-open. Depending on the modality that we will be allowed to pursue, funding will be needed to help prepare the campus for the delivery of academic content. This will include resources to purchase equipment to allow streaming of classroom presentations, equipment to allow on-line delivery as well as provide extra transportation for field labs, and hiring of extra TA support for additional labs. We will likely also need additional resources for testing, contact tracing, quarantine, and mental health resources.

5. Time Required for Restarting On-Campus Operations

We will be ready to re-open the campus whenever we receive the go-ahead to do so. We are not running any face-to-face summer classes so there is relatively little traffic on campus at this time. We are getting ready to close down one of our main buildings for a 2-year renovation, so there is substantial moving of offices and programs that is occurring now. One of our academic departments, Landscape Architecture, is moving off-campus to a downtown location for the duration of the renovation, so there are a number of logistical issues that we are still resolving in order to complete that move.

CHECKLIST for Restarting On-Campus Activities and Operations
SUNY College of Environmental Science and Forestry
June 23, 2020

1. Repopulation of the Campus planning should include:

Capacity to maintain social distancing:

The ESF campus is very small (~14 acres), so social distancing will be a challenge. We are reducing room occupancy for classrooms and the library to meet the 6-foot spacing. This will reduce lecture hall capacity by ~80% and classroom capacity by 50-60%. Seating on buses will be reduced by 50%. Given the layout of our buildings, it will be difficult to make our traffic pattern go in one direction, but we will work with instructors to release their classes in such a way to minimize crowding during class changeover.

Our ability to deal with other capacity issues associated with PPE and quarantine are discussed in more detail below. Suffice to say that we will take advantage of the strong relationships that we have with Upstate Medical University, Syracuse University, and Onondaga Community College to provide testing capacity and quarantine space.

PPE:

We are stockpiling masks and face shields for our students, faculty, and staff. Face coverings will be made available for all employees. We will also provide surgical masks for all individuals riding in College-owned or leased vehicles.

Face masks will be required for all classes and will be worn on campus in areas where 6-foot separation cannot be maintained. We are expecting and requesting students to bring masks to campus with them, but will have disposable masks available in several locales.

Screening and testing:

Students will be tested on arrival and placed in quarantine until their test results come back (we expect the results within 48 hours). If a student in Centennial Hall tests positive, they will either return home or go into quarantine at OCC. For students living off-campus or for faculty and staff, positive symptoms will require testing and then quarantine at home.

Residential living:

Centennial Hall (ESF's residence hall) will reduce capacity through the elimination of triples and the temporary creation of a limited number of single rooms. Single rooms will be available on a limited basis to those who self-select and as an accommodation to those with medical conditions. Occupancy limits in common areas will be reduced and students will be required to wear masks outside of their assigned room. Size limits on in-room gatherings will be enforced. Cleaning of common areas and high touch surfaces, such as doorknobs, will be increased to two times per day. The building's fitness center will remain closed due to high cleaning needs.

We have provided for isolation and quarantine space for our residence hall students at Onondaga Community College.

ESF has only one residence hall and only residents will be permitted access to it while the pandemic remains in place. Visitors will not be permitted nor will visitors be permitted in Syracuse University residence halls. Face coverings will be expected in any/all areas of the building with the exception of a student's personal room.

Students with medical conditions can request housing accommodations using the currently established process. The College has identified Onondaga Community College (OCC) as the location for students requiring isolation and quarantine.

The College will not be modifying the Code of Student Conduct. The current Code as written articulates an expectation that students follow all local, state, and federal laws and regulations as well as College policies and regulations. Students who violate these expectations will be followed up with through the use of educational conversations and then the student conduct process if the problem persists. We will track student behavior and concerns using Maxient.

Operational activity:

The College will be offering three types of class experiences, face to face classes for some classes less than 30 students, flex/hybrid classes in which some face to face instruction will be offered simultaneously with online content, and online only courses. Because of a reduction in classroom availability due to the refurbishment of one of our buildings, we will also be holding classes in classrooms on the Syracuse University campus as well as in an office building in downtown Syracuse. All of our classrooms have been measured and new reduced seating guidelines have been created.

Restart operations:

The ESF campus was never shut down during the pandemic, although density was reduced by >90% until very recently. The College's custodial staff are on campus and have been briefed and trained (ongoing) for anticipated Fall operations. Disinfection location and frequency will be tracked on a daily basis, per NY Forward Guidance. The College will instill a sense of community responsibility and will empower members of the campus community to maintain a safe built environment through providing disinfectant and microfiber cloths widely throughout campus. These cloths will be laundered by custodial staff on a weekly basis. Members of the campus community will be expected to disinfect communal spaces on a daily basis.

Extracurricular activities including intramurals and student performances:

College athletic participation will be permitted, and will follow guidance from New York State and the NCAA on how to do this in a safe manner. The early arrival of athletes will be staggered, as will pre-season practice. The competition schedules of fall sports will be abbreviated and will begin later in the semester (probably in October). Some sports may split their seasons between fall and spring semesters. ESF students have access to recreation and intramurals through our

relationship with Syracuse University, and will have access if SU students have access. The guidance will be provided by Syracuse University to users/participants of these facilities and programs.

Student clubs and organizations will be encouraged to hold most regular meetings, speakers, and presentations virtually. Because of the campus renovations, and the first priority for space being given to classes, space will likely not be fully available for all club activities. If space permits, clubs and organizations will be permitted to reserve space for occasional meetings/speakers/performances, but will need to articulate in writing in advance how safe social distancing guidelines will be maintained.

Travel is a big component for many of the student clubs and organizations at ESF. For the foreseeable future, clubs and organizations will not be permitted to utilize motor pool vehicles for club travel. Personal vehicles may be used, and gas/mileage may be reimbursed from club funds, but clubs and organizations will have to receive advanced approval for this. This approval will be granted (or not) based on an articulation of how participants will maintain safe social distancing guidelines throughout the entire trip/activity.

Vulnerable Populations:

For faculty who feel uncomfortable or compromised because of the virus, we have left it up to them to make decisions regarding their teaching and other responsibilities. Likewise, staff will be able to work within the constructs of the state's telecommuting policy, which runs through October 2, but will likely continue beyond that.

Hygiene, cleaning, and disinfection:

In addition to routine cleaning, custodial staff will endeavor to clean and disinfect the following areas twice per day, at minimum: individual and shared bathrooms, classrooms, lecture spaces, dry labs, computer labs, Café seating, elevators, entrances, lobbies, library seating, central receiving and mailroom, reception areas, breakrooms, and the College Bookstore. High touch points areas (drinking foundations, hand rails etc.) will be disinfected multiple times each day. Plans will be consistent with CDC guidance as communicated by SUNY System Facilities management.

2. Monitoring

Testing responsibility.

ESF plans to test residential students only before they move into the dorm. Approximately 800 ESF students take classes at Syracuse University (SU) and they will be subject to testing requirements at SU as well.

Once a residential student has a negative test they can move into the dorm and we do plan to continually monitor. The current plan is for ESF researchers to test wastewater from the dorm for the presence of COVID19 RNA. ESF has access to pooled saliva tests through Upstate

Medical University and would like to randomly test floors of students in the dorm as well as academic classes, which would capture non-residential students.

ESF will not charge students for the costs associated with testing. We would like to work with SUNY to defray the costs to our campus. In addition, ESF is currently requiring on campus personnel to complete a daily survey to screen for COVID19 symptoms.

Testing frequency and protocols:

All residential students will be tested upon arrival to campus. In addition, symptomatic individuals will be tested and ESF will work with the Onondaga County Health Department on contact tracing of individuals who test positive. In addition, ESF plans random pooled-sample testing of residential students as well as students in academic classes.

Early warning signs:

ESF has only one residence hall and any positive tests will be communicated to the Onondaga County Health Department.

Tracing:

ESF plans to work in close coordination with the Onondaga County Health Department regarding contact tracing in the event of a positive COVID-19 test.

Screening:

Visitors will not be allowed in the residence hall. Other visitors to campus will be required to wear masks and stay socially distant. ESF has created a task force to put additional protocols in place for visitors to campus.

3. Containment

Isolation:

ESF is working with Onondaga Community College to share space for residential students to be quarantined or isolated. The plan would be for students to be housed in a residence hall on the OCC campus.

ESF is also discussing plans for isolation and quarantine with Syracuse University in the event it becomes necessary to partner with them as well. Syracuse currently plans to isolate students in on-campus apartments on its South Campus.

Quarantine:

Residential students at ESF needing quarantine will be housed in a residence hall on the Onondaga Community College campus. A per diem rate is being calculated for ESF to cover housing and food costs for its students in quarantine. The food will be prepared and delivered by OCC personnel.

ESF students will have remote access to academic material. Counseling services will be made available to students in quarantine through the Counseling Services office on the ESF campus.

Students confirmed or suspected to have COVID-19:

Residential students who are suspected of having COVID-19 will be strongly urged to isolate at their permanent address for the two-week waiting period. Off-campus students will be urged to remain isolated in the off-campus residence. For students confirmed to have the virus, we will send them home, following SUNY's recommendation. For residential students who are unable to travel home, a few rooms have been identified as isolation space within the residence hall. Additionally, we are working with OCC to house students requiring isolation in one of their residence halls. Students who are isolating will maintain access to participate in their classes virtually. Since most of our courses will have an online component, these students will be able to maintain their standing in their classes.

Hygiene, cleaning, and disinfection:

As discussed above, our cleaning staff is well-trained and will have the necessary tools to maintain a clean and healthy environment. Disinfectant and washable cloths have been distributed to every office and will be available in all classrooms. Likewise, approved cleaning supplies are distributed to residents of the dorms. We expect that the ESF community will be engaged in maintaining disinfected classrooms and common areas.

Communication:

In addition to the regular communication messages released during the course of the academic year, the College's Communications Office will release a series of COVID-19 related messages to several audiences using a variety of methods.

Four message streams will be established to address the following themes:

- Hygiene and Safety (physical and mental health)
- Academic Schedule Changes
- Teaching Methodology Changes
- Facilities Changes that require Behavior Changes using #allinthistogether

4. Return to remote operations ("Shutdown")**Operational Activity:**

Our plan is to follow Onondaga County Department of Health guidelines as to whether it would be necessary to shut down the campus. It is not clear yet how large a hot spot would have to be in order for residential life to be fully compromised. Since most of our courses will already have online capabilities, it will be a much easier transition than we had in the spring.

Move-out:

We will essentially follow the methods that we used this past spring to deal with moving students out of the campus. Only ~25% of our students live on campus. We worked with students this past spring to maintain housing in place for those students who could not easily leave the campus (e.g. student lived out of state, out of country, or would be forced to move to

an unsafe living space). In the end, fewer than 20 students remained in the dorm. For off-campus students, the decision to move elsewhere will be up to them. Since classes will be offered remotely and most would have year-long rental agreements, it is believed that most would remain in Syracuse.

Communication:

We have developed a very strong set of communication tools to reach out to students, families, faculty, and staff as a result of our experiences this past spring. We currently maintain a daily campus news feed that are sent out to all on campus through. We also developed the ability to send special messages from the President, Provost, or other units, also through email. Because of greater facility with online systems such as Zoom, Facebook, or YouTube, we have periodically held online town halls which have been an effective means of reaching a variety of groups to answer concerns as they arise.