

SPRING 2021 RETURN TO CAMPUS GUIDE

JANUARY 21, 2021

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Message from the President

We hope this guide finds you and your family in good health. Our community has been through a lot over the last few months, and all of us are looking forward to resuming our normal habits and routines. While many things have changed, one thing has remained the same: our commitment to your safety. 2021 is here and the Spring semester is upon us. We are continuing to focus on our primary protocols of density reduction and daily screening. We will also continue our regular testing of residence halls students and increased testing for commuter students and employees. If we each implement the measures set forth in this guide, the combined effect will reduce the risk of spreading COVID-19 on campus. Because our knowledge and understanding of the COVID-19 virus continue to evolve, our policies and plans will be updated at mvcc.edu/restart as appropriate or as more information becomes available. We thank you for your patience in adhering to these procedures put in place, which serve to protect our students, faculty, staff, and facilities.

Randall J. Van Wagoner, Ph.D.

Responsibilities for Individuals

The COVID-19 pandemic requires multiple layers of protection to serve as safeguards for our community. When used together consistently, the holes (or weaknesses) in any single layer of protection may be reduced by the strengths of multiple layers of protection. The more layers of effective interventions that are implemented, the less likely your activities will contribute to the spread of COVID-19:



- 1. Masks/Face Coverings.** Face coverings (masks) must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space.
- 2. Physical Distance.** Staying six feet away from other individuals significantly reduces the likelihood of transmitting the virus.
- 3. Cleaning and Disinfecting.** Cleaning and disinfecting equipment and office spaces is extremely important, but alone is not sufficient to stop the spread of COVID-19.
- 4. Handwashing.** Frequent handwashing with soap and water is essential to prevent the spread of the virus. While none of these interventions are perfect, when used in combination with a broader range of safety practices, the risk of COVID-19 transmission is significantly reduced.

Return to Campus // Students

Spring classes will resume on Tuesday, Feb. 2 with the only in-person instruction occurring for labs, clinicals, and applied learning courses that

cannot be adequately delivered remotely. All other instruction will be delivered through remote modalities. In-person instruction will account for about 20% of the course offerings. All students will be asked to self-quarantine seven days prior to returning to the College. Residence hall students will test on the day of move-in. Surveillance testing for all students is slated to begin on February 2, 2021. Pooled saliva-based testing will continue to occur weekly throughout the semester for those attending classes in-person, living in the residence hall, or participating in athletics. The College's daily health screening protocols will remain in place and require all on-campus students, employees, and guests to be screened at a single entry point and issued a wristband as an indicator of clearing the daily health screening.



Return to Campus // Employees

Weekly employee surveillance testing will begin on Tuesday, Feb. 9, and all employees who are regularly on campus for extended periods of time, as required by their roles, will be encouraged to participate in voluntary testing, as per the signed memorandum of understanding with each respective union. The College's daily health screening protocols will remain in place that requires all on campus students, employees, and guests to be screened at a single entry point and issued a wristband as an indicator of clearing the daily health screening.



Additional Testing and Isolation Requirements

All students, employees, and visitors must pass our daily health screening in order to enter any one of our facilities. If a positive case is identified, the College will work with Oneida County Public Health (OCPH) to determine the level of exposure and risk associated with that positive case. We will then submit contact tracing information to the OCPH clinical team and they will determine the risk associated with each positive case. If a student or group of students is considered high risk (Tier 1 or Tier 2), those individuals are identified and contacted by a College health office staff. The College will then issue a public exposure notice to the entire institution to inform those who fall under Tier 3. For the Spring semester, residential students are required to show proof of a negative COVID-19 test taken within 10-14 days of their scheduled move-in date. Student-residents are required to bring the results with them when they come to campus. Students who reside outside of New York state (NYS) will be required to test and quarantine according the current NYS Travel Advisory guidelines. MVCC utilizes low-density housing and each student has their own room. All residential students must participate in regularly scheduled mandatory pooled testing, starting on Feb. 2, 2021. MVCC will continue to reinforce awareness of NYS Travel Advisory and monitor students and employees for compliance. MVCC's daily COVID-19 self-assessment screens persons who come to campus for recent travel activity. If you've tested positive for COVID-19 in the past 90 days, you are exempt from testing until the 90 days since the infection have passed. If you have documentation of a positive diagnostic result for COVID-19 from the prior 3-month period (90 days), upload it to the following encrypted folder: [COVIDdocs](#).





Spring 2021 Term

Instruction will begin on Tuesday, Feb. 2, with Spring break eliminated from the schedule. The schedule of classes with the associated information about delivery mode has been released for students to view on mvcc.edu/course-search. The College will provide about 20% of its normal course schedule in-person, with the rest either remote synchronous, remote asynchronous, or a combination of both. The College successfully offered many of the same courses in-person in the fall, with no known community infection spread originating from the classroom. Therefore, the same precautionary measures will continue to be in place, such as reduced density in the classroom, face covering mandate, social distancing measures, rigorous cleaning, and air exchange that meets CDC guidelines.



Communication to Students

MVCC will continue to be proactive and transparent in describing modalities of instruction prior to each semester. In Spring 2021 approximately 80% of the instruction will be delivered remotely. The College course search page, mvcc.edu/course-search, contains general information describing the distribution and percentage of course and lab sections that are scheduled to be delivered remotely and on campus. It also provides specific information on the modality of instruction for each course section in its course registration system, and allows the student to search for each modality through the search function. If the College must pause instruction for a period of time, we will enact our contingency plans for remote instruction, so we will use incomplete grades for paused instruction where possible. We will also return all employees not deemed essential to the daily operations (public safety, residence life, facilities and maintenance) to a remote work environment until further notice. Students living in the residence hall will remain on campus unless otherwise directed or granted permission to leave through consultation with the Oneida County Public Health Director. Communication of a pause in instruction would be done through the College's student email system by the VP for Student Affairs, as well as specific course directions from individual faculty to their students.



Supporting Student Learning

MVCC is engaging in three modalities of instruction. Face-to-face instruction is reserved for those applied learning activities which dictate the need for an in-person experience. This includes some science labs, technical lab classes and healthcare clinical experiences. MVCC also offers a synchronous remote learning experience and an asynchronous remote learning experience. All remote learning, whether hybrid or fully remote is conducted through our Blackboard Learning Management system, and/or through the Zoom platform. All standard assessment of learning is expected in the remote environment and is collected per standard assessment procedures. All remote experiences document the equivalent Carnegie Hours on MVCC's online learning Structured Instructional Activity (SIA) form. Courses which are taught synchronously utilize either BlackBoard Collaborate or Zoom to facilitate full class and small group discussions,



while asynchronous classes utilize Blackboard Discussion Boards, small group meetings, and email. Student engagement and interaction in the remote environment is held to the same standard, and is evaluated accordingly, to MVCC's usual high standard of quality instruction. MVCC faculty and academic leadership have a robust system of assessment and expectations for engagement of students, regardless of modality. The College has created a robust online support resources page in Blackboard and the Educational Technologies Department holds virtual learning sessions and is available for one-on-one technical and remote learning design support. Significant investment in technology, software and connectivity is ongoing and responsive to the needs of faculty and students. The College utilizes Starfish Retention Solutions software to provide an easy platform by which faculty can regularly communicate with students and support services staff such as Student Support Advisors, the C3 Program, Educational Technologies, and counselors, to promote student success. When students may be demonstrating behaviors of concern (poor attendance, missing assignments, poor grades), faculty can immediately alert support staff to quickly intervene and develop success strategies.

Instructional Support



MVCC has included links to SUNY instructional supports in its resources for faculty in Blackboard learning management system. Instructors access this information as needed, and the resources are utilized through our Ed Tech office when working with faculty on instructional support issues. A full list of webinar recordings hosted by SUNY Center for Professional Development are available to faculty with topics that include but not limited to accessibility, course design and authoring tools. All online pedagogical webinars that are offered through SUNY Online or SUNY PDC are shared with both Full time and Adjunct faculty members.

Faculty are also encouraged to participate in on-campus training, SUNY-wide training and Open Education Resources (OER) implementation to support effective course design. Course delivery is through standardized academic course formatting and includes the required substantive interaction with students. A virtual student orientation program has been developed and was implemented for Fall 2020 and will continue to be used to help familiarize new students with the technology, services, and support available to help them be successful. For time zone accommodations, academic leadership will work with the faculty member to provide adjustments if the course is a synchronous class and the accommodation is reasonable, and/or advise the student to consider an asynchronous online course as an alternative. Academic leadership regularly meets and discusses any barriers to success for both faculty and students and works collaboratively to resolve those issues. Academic governance is engaged to revise campus policies in support of remote instruction. The College provides remote tutoring in all subject areas during extended business hours. Some tutoring remains on campus, in support of on-campus instruction, to best serve student academic needs. The Office of Accessibility Resources works directly with faculty and students to provide quality services, in person and remotely.



The accommodation request and implementation process is widely known and adhered to regardless of instructional delivery method. The College has a robust collaborative advisement system, engaging faculty advisors and student success advisors to support student success. There is continual engagement between advisors and students to develop course schedules, discuss career and transfer goals and provide connections to College academic and student resources.



Spring Commencement

Based on current recommendations and to protect the health of our community, we are moving this year's Spring Commencement ceremony to a virtual celebration that will be broadcast online, Friday, May 14. Members of the MVCC Class of 2021 and their friends and families are invited to gather together online as we recognize them and celebrate their achievements. The streamed event will feature formal remarks and presentations honoring each graduate. While this will not be the same as our traditional ceremony, we are committed to finding the best way possible to recognize our graduates, and will strive to make it meaningful, memorable, and sharable. We also recognize and share the interest of students who wish to commemorate in a more traditional way and are committed to providing the opportunity to invite the Class of 2021 to participate in our Fall Commencement ceremony in December 2021, if public health guidelines allow at that time. More details about the virtual celebration will be forthcoming.



On-Campus Activities

The College will continue to provide a robust slate of activities and engagement opportunities for all students. While many will be virtual, those that are on campus will continue to comply with State and local protocols. The College has committed to a decision around Spring athletic competition and training and will be informed by the most up to date information available from local and state health officials, SUNY Guidelines on Athletics, and guidance from the NJCAA.



Compliance

The VP for Student Affairs will continue to apply the Chancellor's "Uniform Sanctioning in Response to COVID 19 Student Violations" and the Human Resources office will monitor employee compliance with the College's COVID-19 health and safety protocols.



Mental Health

The College has two licensed mental health counselors on staff to support students. Referral services are also available for telemedicine, therapeutic services, and crisis response. This information is promoted in the Student Handbook.



Reporting

The College will continue providing its daily submission to the SUNY COVID-19 Tracker in accordance with guidelines set forth by SUNY. Each set of test results are reported to all students, faculty/staff, and the Board of Trustees. A link to the SUNY COVID-19 tracker is available from the College's COVID-19 website at mvcc.edu/restart. Requests from SUNY System Administration for additional data will be provided. The Executive Director of Organizational Culture and Wellness, Jill Heintz, will serve as the Campus Safety Monitor. Her email is jheintz@mvcc.edu.



What Students Should Know: Transparency

The College will comply with SUNY's "What Students Should Know" document and incorporate all elements into its Student Handbook. It will be sent electronically to all students and available on the student portal and public website beginning Monday, Feb. 1 and incorporated in new student orientation programming for incoming Spring 2021 students.



Face Coverings

Face coverings (masks) must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions to mask wearing include when students are (1) in their private residential or personal space, (2) eating meals on campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. Face coverings may vary (e.g., masks or neck gaiters are acceptable). At a minimum, cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured (e.g., with ties or ear loops)
- Cover the nose and mouth
- Allow for breathing without restriction
- Be able to be laundered without damage or change to shape

While the College will certainly enforce the use of face coverings and masks, please contribute to a campus community of self and peer enforcement of this fundamental and critical requirement. Everyone should feel empowered to request that someone wear a face covering to protect themselves and others.

Use and Care of Face Coverings

When putting on a face covering/disposable mask, people should:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask
- Ensure the face covering/disposable mask fits over the nose and under the chin
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears
- Throughout the process: Avoid touching the front of the face covering/



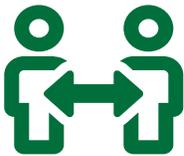
disposable mask. Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.

When taking off a face covering/disposable mask, people should:

- Avoid touching their eyes, nose, or mouth
- Loop their finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands before and after removing mask.

Care, storage and laundering:

- People should keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be hand washed or laundered with regular soap or clothing detergent before first use and after each shift.
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled or damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.



Social Distancing

Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms. Social distancing is important for everyone—and required by the College—especially to help protect people who are at higher risk of getting very sick. Everyone on campus is expected to follow social distancing practices. They should:

- Stay at least six feet (about two arms length) from other people whenever possible
- Not gather in groups
- Stay out of crowded places and avoid large gatherings
- Engage in noncontact methods of greetings that avoid handshakes
- Stagger breaks and meal times during the day
- Use designated areas and maintain at least six feet of separation for meals



Handwashing

Everyone should wash their hands often with soap and warm water for at least 20 seconds, especially after they have been in a public place or after blowing their nose, coughing, sneezing, or touching their face. It is also suggested that everyone wash their hands as they enter and leave various on-campus spaces and before eating. People should also avoid touching their eyes, nose, and mouth. If soap and water are not readily available, people can use a hand sanitizer that contains at least 70% alcohol. They should cover all surfaces of their hands and rub them together until they feel dry.



Cleaning

Custodial crews will clean common areas, lobbies, restrooms, classrooms, and conference rooms daily based on CDC guidance. Several times daily, custodians will provide additional cleaning of high-touch points (stairwell and room door handles, elevator buttons, etc.). Individuals will be expected to clean areas of tables, surfaces, or labs with which they made contact and wipe down personal workspaces. Before starting activity in a space, and before leaving any room in which they have been working, individuals must wipe down all areas with cleaning agent. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, conference tables, light switches, door knobs, etc.). People should avoid using others' phones, desks, offices, or other tools and equipment and should clean and disinfect them before and after use.

Options include but are not limited to:

- Bleach solution containing five tablespoons (1/3 cup) bleach per gallon of water
- 70% ethanol or isopropyl alcohol
- Disinfectant provided by MVCC custodial services

Follow label directions for safe and effective use. Follow contact time (surface visually wet).



Office Environments

All MVCC employees, affiliates, and students working or learning on premises must maintain social distancing practices (e.g., be sure to maintain at least six feet distance from co-workers).

- Density is determined by usable floor/workspace with adequate distance or physical separation.
- The College will identify maximum occupancy for each space including break rooms and conference rooms and post signage to guide behavior.
- Occupants must wear a face covering when six feet of social distancing is not feasible or unless eating and seated in designated locations.
- Safe social distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms. Refrigerators, microwaves, coffee machines, etc., may be used, but they are an individual responsibility for cleaning after use, and hand cleaning before and after use is required.
- While daily cleaning of high contact touch points will be completed by custodial staff (with additional cleaning of high touch points such as stairwell and room door handles and elevator buttons), everyone is responsible for their own work and/or learning environments including equipment that they use.
- Cleaning cloths and approved disinfectants will be made available in each office area. Individuals can bring their own supplies provided they meet the following requirements:
 - Contain at least 70% ethanol or isopropyl alcohol, or
 - Are common use, all purpose disinfectant wipes (e.g. Lysol, Clorox, etc.)





Symptoms Monitoring

The College has developed a reporting tool to support daily self-monitoring and/or verification of symptom-free status. For now, we are relying on every individual to develop this essential daily habit. Individuals may not report to campus unless they are free of ALL symptoms potentially related to COVID-19 or have been evaluated and cleared by a doctor or nurse.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills

Students and employees who have any symptoms should immediately notify the Health Center at (315) 792-5452 or covidscreening@mvcc.edu. Individuals who test positive will be contacted by a health care worker to provide guidance regarding self-isolation, monitoring of symptoms, and general health advice. They will also be asked a series of questions as part of our contact tracing process to help determine if others may have been exposed in the workplace/learning environment. If an individual undergoes testing either under their own direction or the direction of their primary care, he/she must notify the College Nurse above. Individuals who may have had meaningful exposure to a COVID-19-positive person will be notified without being told the identity of the patient. The individual will be advised to self-quarantine for a period determined by the time of the initial exposure. Individuals are required to stay at home while they are sick or experiencing any of the symptoms above unless otherwise directed.



Noncompliance with Guidelines

Failure to comply with these guidelines places our community at risk for spreading the virus which could endanger community health and result in further disruption of educational activities. In consultation with the County Health Department and SUNY, the College President has the authority to shut down facilities and activities that are noncompliant with these health and safety precautions. Every member of our community is empowered to request compliance with guidelines set forth here and in other College communications. Those who encounter noncompliance with guidelines, may notify the College through the Department of Public Safety.

Noncompliance with current COVID-19 workplace safety guidelines may result in suspended facility access and/or disciplinary action. Human Resources must be consulted regarding any non-compliant employee action, and The Office of the Vice President for Student Affairs must be consulted regarding disciplinary actions for non-compliant students.



Attestation

To ensure compliance, we incorporated the attestation electronically into our college record keeping system. Commuter students must attest via our student information system upon login. Residence life has an independent attestation that all residential students must complete prior to move in.

Acknowledgment and Attestation

All individuals must complete this acknowledgment and attestation to help us minimize the spread of COVID-19 on campus. Should you choose not to complete this requirement, you are not allowed on campus and are subject to corrective action, up to and including termination and dismissal.

I understand the College will, in addition to its standard cleaning practices, be taking the following health and safety measures:

- Deep cleaning and disinfecting of common areas;
- Ensuring hand sanitizer stations are located in all buildings, subject to availability of hand sanitizer;
- Checking ventilation for proper airflow to reduce the possibility of airborne transmission of the virus; and
- Building occupancy management to reduce density and facilitate physical distancing

I have read MVCC's Return to Campus Guide and commit to following the guidelines to fulfill my responsibility for protecting the health of our community.

- I will check my temperature daily and stay home if my temperature is higher than 100.0 degrees Fahrenheit.
- I will stay home if I have any of the following:
 - Fever
 - Chills or shivers
 - Muscle pains or aches (not due to exercise)
 - Cough (worse than usual if you have a daily cough)
 - Shortness of breath or trouble breathing
 - Headache (worse than usual if you have headaches)
 - Scratchy or painful sore throat
 - New loss of taste and smell
 - Nausea/vomiting/diarrhea/stomach cramps
 - Dizziness and lightheadedness
 - Sneezing, runny nose, or congestion (worse than usual if this is common for you)
 - Fatigue that is unusual or more severe than normal
 - Eyes are unusually red or painful
 - A member of my household has a confirmed COVID-19 infection or I have been in close contact with someone who had a confirmed COVID-19 infection.
- I will practice good hand-washing hygiene (washing after touching your eyes, nose or mouth; washing after blowing your nose, or sneezing or coughing into your hand; washing after touching contaminated surfaces; washing after using a disinfectant product; washing before preparing food or eating and after; washing frequently and for 20 seconds with soap and water, and utilize hand sanitizer if hand washing facilities are not available.
- I will practice physical/social distancing (six ft.) on and off campus, when on College business.
- I will stay home if I have been exposed to anyone suspected to have COVID-19 or confirmed to have COVID-19.
- I will wear a face covering at all times or unless I am eating and seated alone in a private office or designated location.
- I attest that I have completed the 14-day daily pre-screening/monitoring for COVID-19 symptoms for two (2) weeks prior to return.
- I attest to having completed a 7-day precautionary self-quarantine prior to returning to College.
- If I had to work or go to school as a dually enrolled high school student, I attest that I followed all of my employer or educational institution's COVID-19 protocols.

I acknowledge and agree to the previous requirements and understand that my failure to live by these requirements could lead to corrective action up to and including termination or dismissal from Mohawk Valley Community College.

Name: _____

M#: _____

Date: _____

Please sign this attestation online at mvcc.edu/attest or if you don't have computer access return completed form to HR via interoffice mail.



Protect yourself, your family, and your co-workers!

COMING TO CAMPUS?

CHECK IN

If you're coming to campus, check in via app or web first.



RECEIVE BRACELET

Make sure you wear your daily colored bracelet on campus at all times.



WASH HANDS

Use hand sanitizer or wash your hands many times every day.



CLEAN

Clean work surfaces at least once a day with a disinfectant.



SOCIAL DISTANCE

Keep a distance of 6 feet or more both at work and in public.



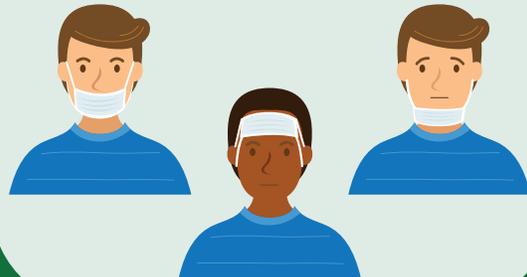
WEAR A MASK

Wear a mask (preferably surgical) at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions include private residential spaces, private offices or eating while seated.



CORRECT

INCORRECT



CHECK SYMPTOMS

Monitor yourself and your family for symptoms. If symptoms develop, isolate yourself right away and get tested.

