

Farmingdale State College Restart Plan Fall 2020

Farmingdale State College enrolls approximately 10,000 students, the vast majority of whom are commuters. The campus typically houses fewer than 600 students with approximately the same number of meal plans. To accommodate students, most of whom work while they pursue degrees, the College traditionally spreads its courses over an academic day that runs from 8:00am to 9:30pm with numerous Saturday courses. All of these factors contribute to the College's ability to implement safe social distancing.

1. RESTARTING ON-CAMPUS OPERATIONS

a. Campus Planning Task Force

At the outset of the COVID crisis the College formed an 18-person Emergency Management Team (EMT) that included all cabinet members, their immediate subordinates, and directors in the following areas: University Police (UP), Physical Plant and Custodial, Residence Life, Health and Wellness, Student Activities, Enrollment and Marketing, legal counsel, Human Resources (HR), Information Technology (IT) and campus governance leaders. The EMT met twice daily during the earliest days of the crisis. Subsequently, sub-groups were formed to address specific tasks. More recently, the President's cabinet along with the Health and Wellness Director, UP Chief, Physical Plant Director, and HR Director have led the planning process for the fall 2020 semester.

Since early March, the President has interacted regularly with state and local officials. The College remains in contact with the Governor's regional office, a member of the regional control room, and Suffolk County's Department of Health. The College is participating in Suffolk County's reimagining education working group of school and college officials and is working with the DOH, Long Island Community Hospital, and Enzo Clinical Labs to address testing and contact tracing needs.

b. Academic Program Planning

Farmingdale State College carefully vetted three scenarios for its fall 2020 restart. The College is prepared to implement any one of the following three scenarios:

Scenario 1) Our anticipated approach: A combination of in-person classes along with various distance learning modes of instruction including live stream, remote synchronous, hybrid and traditional online.

Scenario 2) Distance learning instruction using remote or online methods ONLY in the fall semester.

Scenario 3) Distance learning instruction using exclusively remote or online methods of instruction for some part of the semester—if the course of the virus or NYS PAUSE policies require a later start or the virus recurs.

Scenario 1

This is the College's preferred scenario as it permits the fullest range of educational experiences within a well-established health and safety framework.

Consistent with regulatory requirements and public health considerations, the College plans to resume some degree of in-person classes in conjunction with various forms of distance learning in fall 2020. We intend to deliver courses in-person, synchronously, hybrid, and in an online format. For those classes that will have an on-campus experience, care will be taken to maintain social distancing requirements. Depending on the course design, students may be assigned particular days to attend on-campus instruction. This will reduce density in the classrooms while still providing a dynamic and engaging learning experience.

Priority for on-site instruction will be given to two groups of students: those in “high touch” programs that cannot be easily or readily simulated given the significant applied component, and first-time/full-time students and transfers. The on-campus experience will focus on first year students and those engaged in applied learning where personal interactions with faculty members and among students are critical to educational outcomes. These students learn by engaging in direct application of skills, theories, and models from traditional classroom learning to hands-on and/or real-world settings.

By focusing the delivery of face-to-face classes, labs, and applied learning opportunities on discrete programs and populations while also relying on remote learning, the College can balance the primacy of health and safety with high quality educational experiences. Farmingdale remains dedicated to delivering a robust first-year experience for incoming students for whom direct engagement with the faculty and campus experiences are central to success and retention. The on-campus experience is particularly relevant for students in applied programs in health sciences, horticulture, visual arts, and the unique professional pilot program housed at the flight center at Republic Airport. In these areas, clinical and/or experiential components cannot be readily replicated or simulated. These populations compose about thirty-five percent of our student population.

Under Scenario 1, the College anticipates offering an on-campus experience that includes no more than one-third to one-half of its students and faculty on campus on any given day while the remaining students participate synchronously or via simulation. Classes offered on campus will proceed with the physical distancing and public health protocols outlined in this document.

Where appropriate, laboratory science sessions will be delivered by combining face-to-face and virtual instruction. In this approach, during the 14-week semester students would participate in seven hands-on campus-based labs and seven virtual or simulated lab experiences (alternating assignments).

The College is well positioned to deliver its preferred scenario. Faculty and returning students are experienced in remote learning, and substantial investment has been made in improving distance learning infrastructure and instructional opportunities. The Provost’s Office completed an intensive study—on a course by course and instructor by instructor basis. The study determined which courses and are best suited for some form of remote instruction, which courses are best offered both on campus via synchronous technology, and which are best suited for exclusively on campus delivery.

Our Office of Distance Learning has been conducting training sessions to prepare faculty to deliver a quality educational experience in the fall. Over 325 faculty will participate in remote teaching training

courses over the summer. Thirty-five new online courses are also being developed and faculty mentors have been identified to provide peer-to-peer support around discipline specific issues.

Scenarios 2 and 3

In the event the College is unable to return to in-person/on-campus teaching for any or all of the semester, or if instruction is interrupted by a recurrence of the virus, the College is prepared to deliver instruction exclusively through distance learning except in areas where direct experiential applied learning outcomes are required. These include Professional Pilot, Dental Hygiene, Medical Laboratory Science, and others. In such cases, students will receive incompletes until in-person activity is resumed.

New and ongoing training for faculty has been offered since March. We continue to survey full-time faculty and adjuncts to determine their needs. An April survey focused on obstacles to remote course access, technological issues, and training requirements. Eighty-eight percent of faculty surveyed responded. A spring Student Remote Instruction Survey was distributed with results forthcoming. The College's IT staff distributed hardware to students and faculty and are prepared to offer additional laptops and other equipment to those who may be in need. Additionally, all new and returning students have been advised that the possibility of remote instruction may necessitate access to a suitable laptop or digital device and a web cam. Students were informed that the College might be able to help procure such equipment as needed. For example, we are currently positioned to make over 600 Chromebooks and laptops available to students. In July a targeted email to students enrolled in our opportunity programs will be distributed to identify those who have need for a Chromebook or laptop through our loan program. Any student requiring a laptop will have access to our virtual desktop offering access to most of the software needed to perform their coursework. For software that cannot be deployed to virtual desktops, access will be provided through campus computer labs.

Because of recent investments to prepare for a virtual environment, the College will have all the capacity needed for students, faculty, and staff to use the virtual desktops. This is scalable so it can grow based on campus needs.

With the understanding that instructional technology can prove frustrating and complex, the Office of the CIO is launching two new web sites. One focuses on new student technology orientation and providing them with the information and technology skills needed to become fully and promptly operational. IT staff are also building out a new faculty tools and technology site to assist faculty with the new technology solutions. Additionally, the IT and Distance Learning offices have made lecture/demonstration capture technology available for faculty use.

In short, the College, because of investment and planning, is able to move quickly and efficiently to all remote instruction as needed. This may best be evidenced by the College's success in moving its summer sessions entirely to remote delivery while actually increasing enrollment.

i. Classroom Population Density

A small work group from the Emergency Management Team completed a comprehensive review of campus classroom and facilities in May. The College is prepared to add substantial classroom space by converting large areas such as its Campus Center, theater, and multi-purpose events rooms into instructional space. The conversion of these areas offers flexibility for various forms of instruction for

up to 250 additional students at any given time. The College will now have 210 instructional spaces available after closing off those that are too small for safe instruction.

Each existing classroom, along with newly added instructional spaces, will be used to no more than one-third to one-half of capacity based on six square feet between seats. FSC has already begun physically rearranging classrooms, and reconfiguring spaces for instructional uses.

The College's extensive computer labs will also operate at one-third to one-half of capacity to promote safety. Lab Assistants will be provided with protective equipment. In some cases, partitions or other means of distancing will be used.

ii. Instructional and Research Laboratory Protocols

Instructional laboratories will be operated at half capacity, which will allow a hybrid type laboratory course to be effective. Where faculty research space is shared, a schedule will be maintained to ensure that an adequate amount of time lapses between utilization of the space. Most of our faculty have private research space that meet the social distancing requirements.

c. Restarting On-Campus Operations

The College has a plan in place for reducing population density for all classrooms, dining halls, gathering spaces, hallways, entrances to buildings, elevators, and other areas on campus.

As was demonstrated by the College's rapid and decisive response to the coronavirus in March, primacy is always given to the health and safety of the college community.

As noted, physical spaces on campus will be occupied at or below one-half capacity based on a six linear foot distance between people. All in-person classes will maintain a minimum of six feet of separation between students or limit room use to half or less of capacity. Each person in the classroom will be required to wear a face covering.

College staff will continue work remotely to the extent possible. We anticipate a slow, measured, phased return of personnel to campus. A tiered/phased approach adopted by the campus is described below. The College is formalizing a plan for administrative and other support buildings to be vacant for at least 72 hours during each week. For example, offices may work on a Monday through Thursday or Tuesday through Friday schedule. A number of offices may continue to work exclusively in a remote setting. Faculty members who share offices will be required to develop a schedule of single occupancy use.

Offices that are required to be open to serve students (for example, Registrar, Student Accounts, Library, Student Financial Services, Admissions, etc.), will have limited staffing, be equipped with Plexiglas partitions, stanchion ropes, and signage to control the flow of foot traffic. Most students will continue to be served remotely, while those that need in-person attention will be asked to make appointments, to the extent possible.

Per the New York State mandate, face coverings are required of all personnel and students when in the presence of others. Further, all meetings of groups larger than 10 will be held virtually until further notice. Small group meetings on campus will require prior approval, with appropriate social distancing and face coverings. Elevators are to be used only by those with mobility limitations.

The Small Business Development Center's interactions with clients, as well as training sessions, will continue through email, phone, webinar, or via Google meet until the campus resumes normal operations, or approves a phased return. Once the SBDC is cleared to meet clients in person, the Center will follow college policy and guidance from local and state offices. Both clients and SBDC staff will wear face coverings for in-person meetings. The SBDC will limit the number of clients, and schedule face to face meetings to maximize distance between offices within the Center. Ample time will be scheduled for SBDC staff to sanitize their offices between these client visits.

The Children's Center is essential for parents to return to work as Long Island reopens. The Center is working toward being operational on a low level of capacity effective July 6. The Director of the Center will schedule a core group of staff to return to the Center in mid-June to prepare the Center for a safe return. Classroom size will be reduced and additional spaces in the Center will be repurposed for classrooms to accommodate smaller class sizes. Center staff will resume based on pupil population in accordance with Office of Children and Family Services rules and regulations. The Center will follow all guidance and policies set forth by the State, the OCFS, DOH and the campus.

i. Residence Halls

In the likely event that we will not be able to safely accommodate up to 600 residential students, three options for fall 2020 are under consideration:

1. Limit the residential population to approximately 100-200 students whose homes are furthest from campus;
2. Limit residence halls only to international and out of state students (likely to be less than 36 students); or
3. In the event of a resurgence in the virus, keep residence halls closed.

For obvious reasons, option 3 is not desirable but may become necessary under some circumstances. The College effectively demonstrated its ability to safely vacate its residence halls in the spring semester. Options 1 and 2 can be safely implemented. Farmingdale's largest residence hall contains 100+ bathrooms. This will allow the College to assign each student a single restroom. In addition, these 100 students can be widely spaced across two or three buildings. In either scenario, this leaves multiple floors of one residence hall (or one entire hall) available for isolation and quarantine. Farmingdale was able to safely quarantine using this approach in spring 2020. Clear health and safety regulations within dorms will be enforced by the residence life staff. The College intends to retain much of its residence life staff so that distancing and other safety requirements are enforced. A consistent program of monitoring and education will be in place. In addition, the residence hall contract is being modified to reflect the health, hygiene, and behavioral expectations required by the COVID-19 crisis.

This plan will allow the College to scale up in its residence hall capacity should state guidance and requirements permit higher capacity.

ii. Dining Services

As a predominantly commuter campus, Farmingdale typically provides meal plans to up to 600 residential students on an "all you care to eat" basis. In addition, retail-dining services are available to students, faculty, and staff in a number of locations including the Campus Center Marketplace and

Books and Beans (library café). Food service operations for the fall semester will be modified based on the approximate number of faculty, staff and students on campus.

Given the small number of residential students expected in the fall, Aramark will suspend the all you care to eat program and focus on a food-to-go program and “no touch” options that include: (1) Food delivery options that bring freshly prepared meals straight to students’ doors or conveniently located pick-up points on campus; (2) Expanded to-go program options at **all** food service locations to ensure students, faculty, and staff have a variety of meal options throughout the day; (3) Mobile ordering – mobile devices will be used in lieu of a public kiosk touched by multiple users. This is the most efficient way for on-site dining to safely deliver customized meal options. Current meal plan structures will be evaluated and adjusted (if necessary) to accommodate more flexible use of plans under the options discussed above. Under no scenario will catering services be offered during the fall semester.

Aramark will adhere to all DOH rules, regulations, and CDC guidelines for food service operations, including requiring staff to utilize appropriate PPE (masks, gloves etc.), no touch thermometers, soap, sanitizer, disinfecting wipes and sprays. Food service operations will be modified to include floor markings for social distancing, no touch card swipes, and modified seating to limit crowding. In making these adjustments, the campus can ensure that faculty, staff, and students have sufficient meal options, while minimizing contact and the contamination hazards associated with self-serve food operations.

iii. Personal Protection Equipment

The College has obtained thousands of masks for use on campus. Procurement, University Police, and the Health and Wellness Director are identifying sources for additional PPE, which will be distributed through the combined efforts of those areas.

iv. Screening, Testing and Tracing

Screening, testing and tracing will be implemented using a continuing process improvement model that will comply with existing and new guidelines established by the CDC and the New York State Department of Health.

Screening

Before returning to campus, all employees and students will be asked to complete a screening questionnaire designed to help decide if a COVID test is needed. The survey will be sent in July and will be electronically distributed and collected. All faculty, staff, and students reporting to campus are expected to self-monitor for symptoms that are consistent with COVID-19 infection, including cough, shortness of breath, and a fever of greater than 100.4 degrees F. Those who have had symptoms consistent with COVID infection within the past 14 days must remain off campus until one of the following three criteria have been met: 1) a period of 14 days after resolution of symptoms; 2) proof of a negative COVID-19 test to be provided to the Health and Wellness Center (students) or Human Resources (faculty/staff); or 3) written authorization to return to work/school from the Department of Health or a physician.

In order to determine the levels of community spread at FSC, the Health and Wellness Center is preparing to weekly test a small sample of campus members using the Sofia 2 SARS CoV-2 testing platform. All results, both positive and negative, will be relayed to the patient and positive cases will be

reported to the Suffolk County Department of Health to allow for contact tracing. (See Tracing and Monitoring After Reopening)

Testing The College is working with Enzo Clinical Labs, a Farmingdale firm, to offer COVID testing by appointment either on campus or at Enzo's site nearby. The testing would be available to all students, faculty and staff with insurance coverage. In addition, Long Island Community Hospital is expanding its testing capabilities and has expressed a willingness to work with the College to address testing needs.

Students who present with symptoms consistent with COVID-19, will be seen by an on-site provider and initially tested with the Sofia 2 SARS CoV-2 rapid antigen test. Since the test is 80% sensitive (99% specific), negative cases will be tested by PCR diagnostic swabs which will be sent to Enzo Clinical Labs for a definitive diagnosis. All students who present with symptoms consistent with COVID-19 and a negative Sofia test will be required to self-isolate until a definitive diagnosis is made by a PCR test. For those students who wish to be tested at a laboratory other than Enzo, a prescription will be given for them to have lab testing done at a location of their choice.

Tracing All functional areas will keep attendance records of all persons who were physically present in their workspace and classrooms daily. Cases diagnosed on campus will be referred to the Suffolk County Department of Health for contact tracing. In the event of a positive case, the Department of Health will be provided with comprehensive rosters of potential contacts (inclusive of name, address, phone number, and email) to facilitate rapid identification of possible exposures. Farmingdale State College has also developed a secure portal that allows faculty, staff, and students to voluntarily self-report potential exposures along with confirmed positive cases of COVID-19. The College worked with the LI regional control room to prepare over 50 Nursing students and faculty members as contact tracers to work with the Suffolk County Department of Health.

v. Custodial Services

A daily cleaning and decontamination protocol is in place. The facilities and custodial staff implemented a formal coronavirus prevention and decontamination plan in early March which is updated regularly. The Custodial Department has been cleaning, sanitizing and disinfecting the campus on a regularly reviewed schedule to ensure the health and safety of our students, faculty and staff. The department is completing a plan for the fall return which includes detailed information of the daily and hourly use of each campus building. This information is essential as the Custodial Department will enter those areas to perform a deep detailed cleaning as well as sanitizing and disinfecting each area. These areas will be put on the custodial daily clean schedule. A custodial supervisor will then inspect each area. Once that area is approved by the supervisor, a trained staff member will spray the area with an antibacterial solution. Custodial staff members have had training on new products and procedures and have been equipped with proper Personal Protective Equipment. They are provided with masks, gloves, gowns, and/or specialty suits to wear while performing their duties. Custodial has actively worked with the broader campus community to promote prevention. Over 150 additional hand sanitizers were installed across campus during the spring semester bringing up the total on campus to 335.

vi. Student Health Services

The Health and Wellness Center will provide services to students through a combination of in person clinical visits along with tele-health visits, where appropriate. Health Services staff will be split into two

teams that will alternate working at home in a tele-health format, and in person for traditional visits. Each team will work every other week onsite, Monday-Thursday from 9 AM – 5 PM. All Friday appointments will be tele-health only. No in-person office hours will be offered on Fridays to provide a 72-hour period between the two teams touching common surfaces. This schedule allows staff to remain at home for 10 days between visits campus. This schedule will mitigate the possibility of a widespread quarantine of Student Health Services employees at one time.

For fall 2020, regular in person medical appointments will include physicals, well health, gynecologic exams, STI screening, and immunizations. To prevent potential COVID transmission at the Student Health Center, specific hours will be designated for well-health visits versus cough and cold visits. Ancillary services will not take place. All non-emergency appointments will be required to be pre-booked and traditional walk in appointments will not be available. Exam rooms will be rotated in order to decontaminate each room after every patient visit regardless of the patient's chief complaint. Only one patient will be allowed in the waiting room at a time. Health Center staff will call patients prior to their appointment to let them know that they can report to the HWC for their scheduled visit.

d. Campus and local communities

i. Vision for “Town and Gown” interactions

Farmingdale State College is a destination for public, civic, athletic and others meetings on Long Island. In order to minimize the potential for community spread of COVID-19, the campus anticipates that it will host no externally sponsored events for the duration of summer 2020 and the entire fall 2020 semester. Appropriate notifications are being issued.

ii. Transportation, Mail and General Delivery Services

Within Scenarios 1 and 2, the campus shuttle service would operate at one-third to one-half of vehicle capacity as a result of the limited number of on-campus classes and programs. This will naturally allow distancing on the shuttle vehicle. In addition, the College may waive parking fees for fall 2020 to encourage single passenger transportation. The shuttle bus provider, like the MTA and LIRR, will conduct daily sanitization of the vehicle(s). The following precautions will be implemented:

1. Sanitizer dispensers placed on every vehicle.
2. Buses/vehicles are to operate at a maximum of 50% capacity.
3. Passengers must wear a face covering for entry and other regulations consistent of those used by the MTA and/or LIRR.

Under Scenarios 1 and 3, the College will provide contactless mail delivery services. Departments will be required to setup a mail pick-up and drop-off location where mail can be securely and safely processed by Mail and Supply staff members. Signatures will be temporarily suspended for all package deliveries. Should the College move to an all remote learning format, the College will continue to offer mail pick-up/drop-off at our Central Receiving location. Staff members will be required to pick-up mail by appointment only. A bin will be left on the loading dock of Central Receiving for pick-up at a designated time. A drop-off area will also be setup for outgoing mail delivery at the Central Receiving site.

2. TRACING AND MONITORING AFTER RE-OPENING

The campus has extensive experience with contact tracing. FSC will implement a surveillance and contact tracing protocol that will be updated as new recommendations become available from New York

State. When a positive case of COVID-19 is identified on campus, close contacts who are presumed to have been exposed, whether they are FSC employees or students, will be notified consistent with guidelines developed by the NYS DOH. General community notifications of positive cases will be made in compliance with privacy laws that pertain to personally identifiable health information.

All persons who will be physically on campus will be required to adhere to regulations, including the wearing of face coverings; and self-monitor for symptoms consistent with COVID-19 on a daily basis. Campus members will also be required to adhere to social distancing guidelines that have been developed for academic, residential, and other common spaces on campus.

Any member of the campus community who feels ill is advised to remain home. Students will be advised to contact their professors and the Health and Wellness Center. Employees will be advised to contact their supervisors and Human Resources. If any member of the FSC community is diagnosed with COVID-19, they are required to self-quarantine according to guidelines established by the NYS DOH.

Given sufficient testing, the campus response to a potential outbreak will be to monitor disease prevalence rates in the greater Long Island area along with those found on campus. Should a trend indicate that a resurgence is occurring, Farmingdale, in consultation with the Suffolk County DOH, will take steps to curtail on-campus functions up to and including the move back to a completely remote model. Through testing, monitoring, and self-reporting through the campus COVID-19 portal, the Health and Wellness Center will monitor incidents of the virus on campus versus regional data.

A concerted, community-wide effort is being made to ensure that social distancing guidelines are being followed and that all individuals on campus have a face covering. This will include electronic signs and traditional signage to promote a safe environment. Communication regarding expectations will recur in July and August and throughout the semester.

3. COMMUNICATION AND OUTREACH PLAN

To promote public health and transparency, the College continues to regularly communicate with all constituencies about key issues including hygiene, campus safety measures, rules and regulations, and other operational changes. As it has since early March, the College sends these communications proactively and in a timely manner. Key constituencies including current students, faculty, staff, and prospective students and their families will receive both print and digital communications intended to inform, educate, and advise. The campus governance body, College Council, local government, legislators, and local media will continue to receive regular information, including direct personal contact.

During summer 2020, Farmingdale will provide information to all students detailing the methods of instruction as well as the rules and regulations that will apply on campus during the public health emergency. This will be accomplished via US mail, email, through the College's Coronavirus web hub, and via social media. Messaging will also remind students that the methods of instruction may be altered if an outbreak occurs. Social media will be used to remind students to check these sources for relevant information. A summer communication will be sent to parents highlighting pertinent fall information.

After receiving both print and digital communication that outlines the College's social distancing, hygiene, and behavioral expectations, students will be asked to affirm their understanding of these campus policies and procedures. Special attention will be devoted to the resident student population. All residential students will be regularly informed and reminded about expected health and safety behaviors, and of the modifications to campus housing policies in light of the coronavirus threat.

All general communications regarding COVID-19 will be vetted and sent through the Office for Institutional Advancement. The Coronavirus "hub" on the College's web site will continue to be used as the repository for information and updates. The College community will continue to receive (at least) weekly communication from the Office of the President and/or Institutional Advancement.

4. RESOURCES REQUIRED TO RE-OPEN

The costs outlined below are largely dependent on the extent to which faculty, staff, and students return to campus. All are estimates and include the ability to perform surveillance testing as outlined above. The College will incur substantial infrastructure, technology, and personnel costs in implementing any of its reopening scenarios. As noted, a significant investment in instructional technology is needed to effectively stream lectures as well as the capture and display of information in spaces not typically used as classrooms. The expected cost of IT infrastructure is \$175,000. To support students, whether fully remote or in blended delivery, the College anticipates a need for instructional designers, as well as several software packages to be used in distance learning. The total expected cost of these resources is just under \$190,000—this is a blend of one-time costs and annual recurring costs.

The availability of point of care diagnosis in Health and Wellness requires the acquisition of testing kits for both flu and COVID-19 as well as other supplies needed for effective delivery of care. Medical personnel will require appropriate PPE in order to ensure a safe environment and prevent further transmission of infection. The expected cost of these tests and supplies is \$150,000.

Finally, the College will add Plexiglas partitions in many public areas and make other adjustments and/or improvements to physical space to enable social distancing, and will provide every employee on campus with two reusable cloth masks. Due to an enhanced decontamination and sanitation protocol, an estimated \$30,000 per semester beyond normal the cost of custodial operations will be incurred.

The total of estimated reopening costs is anticipated at just over \$425,000. Further details are available in the attached chart; Attachment A.

5. TIME REQUIRED FOR RESTARTING ON-CAMPUS OPERATIONS

Presuming Long Island enters Phase 4 of New York's reopening plan in mid-July, the College is prepared to deliver face-to-face instruction consistent with this plan effective on the scheduled first day of classes. As noted, the return of staff to campus will be phased and remote work by many offices is expected to continue through the fall semester.