DUTCHESS COMMUNITY COLLEGE
RESTARTING ON-CAMPUS OPERATIONS

Under the guidance of the Governor’s Office, New York State Department of Health, New York Forward Re-Opening Advisory Board, New York’s Reimagine Education Advisory Council, and the Boston Consulting Group’s “Interim Guidance for Higher Education”, the State University of New York System and the Dutchess County Department of Behavioral and Community Health, Dutchess Community College has developed plans to restart on-campus activities and limited in-person instruction for the Fall 2020 semester.

Campus Planning Task Force:

A Campus Planning Task Force has been formed to coordinate with the local Dutchess County Department of Behavioral and Community Health, SUNY Administration and other SUNY and private colleges located near Dutchess Community College. The DCC Task force for Restarting On-Campus Operations reports to Dr. Ellen Gambino Provost and VP Academic Affairs and Student Services.

Since the beginning of the Covid-19 outbreak, Dutchess Community College has been closely coordinating and collaborating with the Dutchess County Department of Behavioral and Community Health. The DCC Administration communicates continually with our county in weekly calls and participates in regular meetings with the other local colleges.

The DCC Task force is comprised of the following members:

Bridgette Anderson – AVP for Administration (Chair)
Maria Boada – Dean of Academics
Ed Blakely – Information Technology
Mark Condon – Faculty
Brenda Keller-Cummings - Health Office
Thomas Duffy – Purchasing
David Freeman – Faculty
Ed Kogut – Campus Safety
Jaclyn Murray – Communications and Public Relations
Robert Peralta – Housekeeping
Coreen Sims – Human Resources
Michael Soltish – Information Technology
Colleen Trogisch – Dean of Students
Kaitlin Young – Residence Life

Academic Program Planning:

The college has developed three possible scenarios for delivery of instruction including
completely on-campus, completely remote and a hybrid option in which delivery of the majority of courses is moved to remote modalities, restricting the campus presence to courses for which faculty deemed that face-to-face interaction is essential to deliver the learning outcomes of the course (and program).

DCC is planning to implement the hybrid model for the fall semester. We have identified those courses and sections that would require an on-campus component, analyzed all classroom space to determine room capacity based on social distancing guidelines, determined an A/B schedule for delivery of on-campus instruction where possible, developed projections for the number of students on-campus each day and in each building, determined which buildings will be open, and established entrance and egress plans to ensure protocols will be followed.

Repopulation of the Campus and Classroom Population Density:

Classroom population density has been reviewed with new capacity limits established based on the six-foot social distancing rules. Ongoing review of all campus space is underway by the task force to identify additional available space to convert into instruction space. Ex: library, student lounge, standard lecture classroom converting into computer lab space. Only those buildings that are required for delivery of on-campus instruction will be open to the public.

Laboratory classroom space has been reviewed for the addition of partitions where possible to provide separation of students where social distancing is not practical or not easily achieved. Laboratory class scheduling will be adjusted to accommodate reduced capacity. PPE will be provided for students and faculty in the labs and wherever face to face instruction will occur.

Office staffing is currently being staggered to ensure that social distancing protocols are being followed. As we move into future phases, staffing levels will be adjusted as appropriate. Physical barriers are being installed where six-foot spacing between staff cannot be provided.

Restarting On-Campus Operations

Personal Protection Equipment

The College has 4000 masks for the campus community and the specialized PPE required for use in laboratory classes, with additional supplies ordered as needed. Masks will be required and provided to all students, faculty and staff at the entrance of every open building. Staff are required to wear a mask when social distancing is not possible. Faculty and students in face-to-face classroom settings will be required to wear facial coverings at all times. College offices that will be open to the public also will have masks for visitors who arrive on campus without one.

Custodial Services and Maintenance Operations

An evaluation of the campus buildings has been completed to determine the types of surfaces and materials that make up each area. Many surfaces and objects will require normal routine
cleaning. Enhanced cleaning protocols for high-touch surfaces and objects like light switches, handrails, doorknobs, faucets, bathrooms and elevator buttons have been developed to address disinfecting them on a more frequent basis. In addition, appropriate disinfecting wipes will be supplied at entrances to office, classroom and laboratory spaces for student, faculty and staff personal use within their work space. Cleaning and disinfecting protocols will be based on CDC recommended guidelines and only-EPA registered products will be used to disinfect surfaces. Additional hand sanitizer dispensers have been ordered and will be installed throughout the buildings.

Building HVAC systems have been maintained and operational throughout the campus closure. Testing schedules for potable and building systems water have been ongoing with results monitored to ensure no issues with water quality.

**Residence Halls**

DCC has one, 465-bed, suite-style residence hall. Each suite has two bathrooms and accommodates between 4 and 6 students. The college is considering whether to open the residence hall for the fall term. Capacity is currently being determined by limiting occupancy to one student per bedroom, which would allow for approximately 155 students plus some set aside for quarantine and isolation rooms. The building also features several lounges that will be outfitted to ensure social distancing during group events. All necessary PPE will be made available to students. Students who test positive for the virus will be quarantined in rooms designated on one wing of one floor. If cases of COVID-19 are identified among residents of on-campus housing, we will work with local public health officials to implement all necessary protocols in the residence hall and on-campus. When further guidance from NYS, SUNY and the County is provided we will reconsider and adjust all safety protocols.

**Dining Services**

Campus Dining Services is in the process of developing scenarios for operating that are dependent on whether the residence hall opens. Our contract with Chartwells is currently suspended until such time as there is a decision on housing. If dining services are in operation, social distancing indicators will be posted through signage and floor markings. Capacity of seating areas will be reduced and movement restricted though the use of signage, barriers, and space modifications while maintain ADA compliance. All menu options with either be served or pre-packaged.

**Extracurricular Activities**

All extracurricular activities will be delivered remotely for the fall semester. A determination has not yet been made regarding intercollegiate sports.

**Vulnerable Populations**
Vulnerable students will be advised into classes and sections that are being delivered completely in a remote modality. Staff will work with the Human Resources Office to determine appropriate accommodations.

Vision for “Town and Gown” interactions

The College continues to communicate with our County Department of Behavioral and Community Health and local colleges to share information for opening compliance procedures as they become available. Weekly meetings are being held to continue the discussion.

Transportation, Mail and General Delivery Services

Current campus department procedures are being reviewed and revised for mail and general delivery services. Once completed the task force will review and approve changes to these services. Designate drop zones are being created within campus departments for general delivery services following social distancing guidelines. Appropriate PPE will be used.

DCC does not provide regular on campus student transportation. If transportation is required, it will be provided in compliance with recommended CDC procedures. Drivers of college vehicles are required to wear masks and will be trained on enhanced cleaning procedures.

Student Health Services

The DCC Health Office is staffed by a registered nurse who provides health education, referrals and information. The office will continue to work with the County Department of Behavioral and Community Health on all health-related issues including suspected cases of Covid-19.

Screening, Testing and Tracing

Before the start of classes, all registered students will be provided detailed instructions on the protocols for social distancing and how to report symptoms or exposure. All employees and commuter students will be required to complete a screening survey to ensure that they are not symptomatic, have not tested positive and have not been in contact with someone who has tested positive in the last 14 days. This procedure is currently being done for anyone working on campus. Results of the screening will be logged and monitored.

Any faculty, staff or commuter student who tests positive will be required to report their status to Human Resources and isolate at home according to CDC and Dutchess County Department of Behavioral and Community Health Services guidelines.

If the College determines that the residence hall will be opened for the fall semester, we will require that all residence hall students show test results from within two weeks of starting school and bring it with them by the move-in date. Students traveling from hot zones must quarantine. Once on campus, residents will be expected to follow protocols for daily self-
We have already identified an isolated location within the residence hall where tests can be administered. Students with symptoms will be automatically isolated in one wing of the residence hall identified for that purpose, tested, and assumed to have COVID until test results are received. Anyone who has been in contact with the symptomatic individual will be required to self-quarantine for 14 days or until a negative result is received.

Protocols will be in place to ensure that students in isolation or quarantine are provided with food and medication as necessary. These protocols will ensure that isolated or quarantined individuals will not leave their designated area and that there is no contact with anyone delivering food or medicine. Academic and counseling support will be delivered remotely. If any individual requires medical attention, 911 protocols will be followed.

**Tracing and Monitoring**

Individuals on-campus will be identified as contact tracers and will complete the required training. Their responsibility will be to coordinate with the Dutchess County Department of Behavioral and Community Health that will have primary responsibility for all contact tracing.

**Early warning signs of an outbreak**

Thresholds to assess levels of infections and other data will be determined using the enclosed [Early Warning Sign Metric](#) as developed by SUNY Brockport and adapted for use on our campus. Data will be shared with the Dutchess County Department of Behavioral and Community Health and other agencies as required to determine if further action is needed.

**Communications and Outreach Plan**

In order to facilitate a safe transition to on-campus learning and working, the following measures will be instituted to ensure students, faculty, staff and visitors are aware of the policies and procedures outlined in the reopening plan.

**Website**

A landing page on the DCC website will be created to house the reopening plan and its associated policies and procedures.

**myDCC/Blackboard**

Links to the above landing page will be added to the College’s myDCC (blackboard) portal so students, faculty and staff have quick access to the information.

**Email Communication**

A campus-wide email will be sent out to inform registered students, faculty and staff of the reopening plan and its associated policies and procedures.
On-Campus Signage
Extensive on-campus signage will be implemented so those on-campus are clearly aware of the rules and policies set forth in the reopening plan. Signage will promote the reopening plan’s policies, general COVID-19 information, as well as safety and hygiene information. Materials include: posters of various sizes, sandwich signs, outdoor banners and digital signage on campus TV monitors...

On-Campus Computer Notifications & Communication
When logging into a computer on campus, a notification will appear reminding users to clean their workspace before and after use. Additionally, screensavers and computer desktop images on on-campus computers will further promote COVID-19 safety.

Social Media Posts
Social media posts (Facebook, Twitter and Instagram) will be made prior to the opening of campus directing viewers to the reopening plan landing page on the DCC website.

Inclusion of the Reopening Plan in Course Syllabi
To further communicate the policies and procedures outlined in the reopening plan, a copy of the plan’s policies and procedures will be included in all course syllabi.

Press Release
At an appropriate timeframe, a press release will be sent to local media announcing the reopening plan.

Return to Remote Operations (“Shutdown”)

Academic Program
In the event of a shutdown, all instruction and student support services will be delivered remotely. Given that the College will be delivering most courses through remote modalities in fall, this will be handled in an orderly fashion at the course, program and department level. Those administrative functions that can be conducted remotely, will be moved off campus. Essential personnel will be on campus only as necessary.

Residence Hall Move-out
If move-out is required, it will be handled in two phases, as was done in spring 2020. Students will be asked to take only essential belongings with them for the first phase. As the health emergency abates, students will be scheduled to return to campus to complete the move-out in a safe and orderly fashion. Any international students or students who are housing insecure will be provided on-campus housing.
**Resources Required to Re-open**

With the expiration of the lease for DCC’s southern extension site being July 31, 2020, the College entered into a lease for a new facility in a better sited location as recommended by our Facilities Master Plan. The lease for this facility began June 1, 2020. This new site is unable to accommodate our students due to the freeze affecting two capital projects funding the classroom and security technology, laboratory fit-out and classroom furnishings. The facility replaced a location that is important to sustaining our enrollment. The classroom, computer labs and science laboratory space are needed to meet the Covid-19 restrictions on class sizes and remote instruction support. We desperately need this funding approved to allow us to open the facility.

Training of faculty to provide quality online instruction will require a significant financial investment. It is expected to cost approximately $100,000 to provide the instruction necessary to successfully implement the online program.

**Time Required for Restarting On-Campus Operations**

The College is in the process of bringing back limited student support personnel in compliance with State guidelines. Until firm guidance is provided on the reopening of the campuses, it is impossible to provide a definitive timetable for the restarting of further on-campus operations.
Early Warning Sign Metrics
Dutchess Community College Operation and Shutdown Considerations

Screening forms will be reviewed daily by the Office of Human Resources for faculty and staff and by the College Health Office for students. President’s Cabinet will receive regular updates on screening results and immediate notification regarding any positive results. Thresholds that would require the campus to pivot to fully remote instruction will require analysis of each data source and will occur in close consultation with Dutchess County Department of Behavioral and Community Health and SUNY. Trends will be monitored daily and weekly, providing critical information to inform decision points related to each mode of operation in Fall 2020.

Triggers to a higher level include:

- Number of cases increasing over a 5-7 day period
- Increasing towards capacity limits for isolation and quarantine facility
- Increasing towards depletion of inventory and availability of supplies
- Decrease in stakeholder support and compliance, including campus, county and state

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<tr>
<th>Category</th>
<th>Data Source</th>
<th>Metric</th>
<th>Daily Results</th>
<th>Weekly Results</th>
<th>Thresholds: New Normal Moderate Alert High Alert Very High Alert</th>
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<td>Number of faculty who are hospitalized</td>
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<td>Monitor trends related to departments and/or locations</td>
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