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Elmira College opened for in-person classes for the Fall 2020 Term.

“While we are located in a geographic area that has avoided significant infection, the health and safety of our entire campus community is a top priority,” said Dr. Charles Lindsay, President of Elmira College. “Planning has resulted in what I believe is an informed, well thought-out plan that adopts the latest guidelines from health care officials while offering maximum flexibility should our understanding of the COVID-19 virus shift. However, as New York State and local health guidelines change, these plans will adapt to meet those guidelines.”

Faculty and administration continue to work to ensure a safe environment for students and employees. Given the College’s small class sizes, classrooms are readily converted for an arrangement that promotes physical distancing. Specialty areas such as labs, clinics, research spaces, and simulations with specific limitations have proper protocols posted outside those designated areas. The College is working with its dining services provider, Parkhurst, to ensure a systematic and safe flow to the dining hall for meals. The flow in and out of campus buildings has been adjusted to allow for one-way traffic with hand sanitizing stations at the entrances to most buildings.

The following pages contain details on academics and residential life to screening, testing, isolating and tracing protocols. Content will be updated on a regular basis to meet NYS and local health guidelines.
GUIDELINES FOR ALL STUDENTS, EMPLOYEES, AND VISITORS

• Face coverings are required, per New York State guidelines, in any common areas where physical distancing is not possible.

• All students, employees and visitors must abide by the travel guidance outlined by New York State. Click here for additional information.

• Any student or employee who needs a mask/face covering will be provided one upon request from the Clarke Health Center; however, students and employees are encouraged to provide their own washable, fabric face coverings.

• Hand sanitizer is available at building entrances and common areas.

• All students and employees on campus will complete the daily self-reporting log. The log is available on the home page of MyEC.

• All students and employees are encouraged to seek medical attention/screening if exhibiting any COVID-like symptoms should remain in their room or at home, as appropriate, if they are not feeling well. Students experiencing any symptoms suspected to be COVID-19 related need to consult the Clarke Health Center. Any student or employee who tests positive for COVID-19 should report those results to the Clarke Health Center.

• All essential vendors/visitors should sign in with the respective office. The residence halls are open only to EC students and appropriate employees.

• Frequent reminders about proper hand hygiene and COVID-19 prevention are posted in highly visible areas.

• All students and employees received, reviewed, and completed an Elmira College Wellness Pledge at the beginning of the academic year. This Pledge included information about the virus, symptoms, best practices recommended by health and/or government authorities, and an acknowledgement that the student/employee has read and understands the working and learning environment expectations in order to protect their own health and the health of other campus community members.
COVID-19 STUDENT GUIDELINES

Elmira College is committed to supporting the academic mission of the college and continuing to create an environment where students live where they learn. Elmira College will implement appropriate policies, procedures, and protocol to aid in minimizing the spread of COVID-19. All students will abide by these guidelines to ensure the health and safety of the whole Elmira College community. Students who violate these guidelines are subject to sanctions noted in the Elmira College COVID-19 Sanction Guide.

Specific measures include, but are not limited to:

- In response to the COVID-19 pandemic, Elmira College has established guidelines for the health and safety of the whole community. These include following social distancing protocols while physically on Elmira’s campus and in college-owned facilities. Best practices dictate 6 feet between individuals.
- Students are required to complete and submit a daily COVID-19 self-screening. PC users will receive a reminder when they log onto the EC network; Mac users will need to set a reminder. The online form is available on the homepage of MyEC.

Visitation Hours Guidelines

(For purposes of these guidelines, A guest is defined as a residential student visiting a residence hall other than the one that they live in, off-campus guests remain prohibited)

Residential students will be allowed to visit other residence halls Monday-Friday only during the hours of 7 p.m. to 10 p.m. adhering to the below guidelines. Guests from other residence halls must be checked in at a Residence Hall desk in the lobby of each building.

- Hosts and guests must both be present at check in and must sign a check in form acknowledging that the host is responsible for the guest and both the host and guest are expected to follow all policies outlined in the Elmira College Code of Conduct and COVID-19 Guidelines.
- Students may not travel through the building without their host.
- Guests will leave their Elmira College ID Card at the check in desk and gather them upon leaving the building.
• Residence Life staff reserve the right to ask any guests to leave at any time.

• Any student who abuses this privilege, will have their ability to host guests or visit other residence halls revoked and will be referred to the student conduct process.

• Note that this program/process will continue to be evaluated throughout the term. If there is an issue with enforcement or compliance, Residence Life will cancel any guest privileges for the remainder of the academic year.

• We encourage students to utilize common spaces while maintaining social distancing and wearing appropriate face coverings and ensure that the amount of people in individual rooms is kept to the required amount (see previous bullet point).

• Residence Halls will have updated signage to reflect social distancing. All residents are required to follow them at all times.

• Study rooms, practice rooms, and lounge areas will be limited in occupancy so that people can maintain social distancing. Appropriate face coverings must be worn while present in any of these areas, as well as in any common areas (inside and outside). College personnel will adhere to all government mandated guidelines and will clean and disinfect common areas and restrooms daily using EPA-approved products.

• Students are discouraged from going home during weekends or breaks and leaving Chemung County.

• Elevator occupancy will be limited to 50% occupancy at any one time. Face coverings must be worn at all times.

• Frequent reminders about proper hand hygiene and COVID-19 prevention are posted in highly visible areas and verbally discussed by residence life staff.

• Residence Life staff members will participate in specialized training sessions to enhance their ability to identify and address health-related concerns in residence halls.

• Students with known or suspected exposure to COVID-19, who display any symptoms, or who have received a positive test result must report this information to the Clarke Health Center immediately for appropriate follow up. This may include relocation to isolation housing,
alternative methods for food access and/or delivery, participation in contact tracing protocol, and/or transitioning to alternative course delivery methods.

- College personnel will continue to offer educational and social development opportunities using appropriate social distancing techniques and/or technology-based methods.

Failure to adhere to any of these directives may result in disciplinary action. Note that these guidelines are subject to change at any time. Updated information will be relayed to all students.
PROTOCOLS FOR 2020-2021

ACADEMICS

Faculty Offices and Office Hours:

• Faculty are responsible for the daily sanitization of their office areas.

• Meetings in faculty office space with students\faculty\staff should maintain physical distancing protocols as possible and protective masks should be worn.

• Buildings and Grounds will wipe down door handles once a day. Faculty are responsible for cleaning their door handles during the day when needed (e.g. someone uses the door handle to enter the office). See the “Cleaning and Disinfecting for Buildings and Grounds” section for additional information on protocols.

• Faculty should sanitize seating \ table areas for guests between meetings.

Classrooms:

• Classrooms will be set up as physically distanced classrooms. Desks will be either removed or marked as unavailable to maintain safe distancing.

• Faculty will be notified by the Clarke Health Center if any students should not be attending their classes (e.g. they have been identified with a high temperature, tested positive for COVID-19)

• Faculty should bring all markers, chalk, eraser, etc. with them to class. Community markers will no longer be used in classrooms. There will be designated locations on campus that will have replenishment supplies. Students are encouraged to supply their own markers, if needed.

• It is important for faculty, staff, and students to take responsibility for wiping down surfaces before use with supplies that will be available in academic buildings and classrooms.

• Specialty areas such as labs, clinics, research spaces, simulations that have specific limitations will have proper protocols posted outside those designated areas.
• Students and faculty are required to wear masks/face coverings while in class.
• See the “Cleaning and Disinfecting for Buildings and Grounds” section for additional information on protocols.

ADMISSIONS/CAMPUS VISITS

• Check www.elmira.edu for the most up-to-date information on campus tours. Attendees will be required to register with the Office of admissions and are asked to wear face coverings per the current NYS and local health guidelines.
• All visitors must follow the travel guidance outlined by New York State. Click here for additional information.
• Each tour group will be screened upon arrival.
• No tour groups will enter residence halls occupied by students.
• No overnight visits will take place during the fall term.
• Campus tours and residence hall tours will remain available virtually on our website.
• Virtual meetings with prospective students and parents are available.
• Fall recruitment travel is likely to be limited.
• Virtual events will continue in the fall to engage prospective students.

ATHLETICS

• Given the rigorous testing protocols in place for student-athletes, staggered practices began in January 2021, with the NCAA testing regimen beginning immediately in anticipation of the start of league competition, per league schedules. When athletic competition begins, Elmira College will follow all NCAA, state, and league testing, including COVID testing three times per week starting the week before competition.
CLEANING & DISINFECTING FOR BUILDINGS AND GROUNDS

Office Building Protocols: Monday through Friday

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels and personal protection equipment (PPE) discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.
- All offices cleaned and disinfected daily.
- All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- Proper storage of supplies and chemicals.
- Barriers will be installed in areas when needed for physical distancing

Classrooms Protocols: Monday through Friday

- Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable paper towels and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.
- All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
- All classroom desks, counters, and boards cleaned and sanitized daily.
- Surface disinfectants, sanitizer and paper towels are provided in each room for faculty and students to wipe down surfaces prior to class.
- Proper storage of supplies and chemicals.
• All room capacity will be a 50% reduction for physical distancing

Resident Halls Protocols: Sunday through Saturday
• Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable paper towels and PPE discard containers. Residence life coordinators to provide disposable masks as needed.
• Bathrooms cleaned and disinfected daily with the proper chemicals.
• All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.
• All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.
• All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.
• Students will be responsible for room dwelling cleaning and disinfecting.
• Quarantine resident hall (Anderson Hall): Special PPE will be provided to housekeeping for this area; same protocols will be in place but more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with the Clarke Health Center to meet expectations.
• Proper storage of supplies and chemicals.

Dining Hall (Campus Center) Protocols: Sunday through Saturday
1st Floor Community Location:
• Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable paper towels and PPE discard containers.
• Bathrooms cleaned and disinfected daily with the proper chemicals.
• All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, etc.
• All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.

• All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.

• For classrooms, classroom protocols listed above will be followed.

• Starbucks and Mackenzie’s will follow Parkhurst Dining Protocols.

• Proper storage of supplies and chemicals.

2nd Floor Dining Areas
• Parkhurst Dining Services will require and provide PPE (gloves, face coverings) and training for its dining services personnel.

Athletics Buildings/Facilities (Emerson Hall, Fields, and Murray Athletic Center) Protocols: Monday through Friday / Games
• Sanitation stations cleaned, sanitized and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels and PPE discard containers.

• Bathrooms cleaned and disinfected daily with the proper chemicals.

• Locker rooms will be cleaned and disinfected before and after each use. There is a tag on all the doors: Red = not clean; Blue = cleaned and sanitized.

• All point of contact areas cleaned and sanitized throughout the day to include: door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.

• All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending on usage.

• All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after every use.

• For classrooms, classroom protocols listed above will be followed.

• Proper storage of supplies and chemicals.

• Fields will follow Athletic protocol for athletes and equipment sanitation.
DINING SERVICES

EC administration is working collaboratively with Parkhurst Dining on guidelines that ensure a systematic and safe environment for meals. Parkhurst Dining Services will require and provide PPE (gloves, face coverings) and training for its dining services personnel.

Front Dining Room Kiosk Area
- All Deli Sandwiches will be moved out into the Salad Bar Kiosk. Sandwiches and Salads will be pre-made and wrapped/boxed and served along with appropriate condiments by Dining Services team members. Self-serve stations have been eliminated for health code reasons. Self-service ice cream has been suspended until further notice.

Main Servery Area
- Menus have been streamlined in order to reduce lines and congestion that promote mandated six-foot social distancing protocol. There will be two mirrored lines, one on each side of the Servery. Menu items on each side will be identical. There will be both Grill and Spoon and Fork items on the daily menu. Our Pizza station will have two-identically set up service points to facilitate quick service and proper social distancing.
- In all Dining areas, utensils, cups, napkins and condiments will be served to the customer. Cups will be distributed by dining and may not be refilled. If a beverage refill is needed, a new cup will be distributed by dining. No outside reusable cups may be used at beverage stations in order to minimize risk of spreading the Covid-19 virus.
- The dining room tables will be disinfected after each use. Coasters will be placed on the tables to signal whether the table is dirty or has been properly disinfected and sanitized. Please allow dining room attendants to disinfect tables in between use. The dining room has reduced its capacity by 50% and seating will be engineered to support current social distancing protocols.
- All customers will be expected to wash hands and or use hand sanitizer provided at the entrance prior to entry. Masks are expected to be worn at all times when in the Dining Hall except when eating.
MacKenzies
- Grill, Deli, and Pizza will be open. Orders can be placed with the cashier. A separate station will be designated as the Pickup area. Utensils, napkins, and condiments will be served to the guest. Fountain beverages will be suspended until further notice. Bottled beverages will be available. The dining room has reduced its capacity by 50% and seating will be engineered to support current social distancing protocols. The seating tables will be disinfected after each use.

1855 Room
- Specialty beverages will be available. The seating area has reduced its capacity by 50% and seating will be engineered to support current social distancing protocols.

HOUSING/RESIDENCE LIFE
- Students off-campus wishing to get tested prior to arrival on campus, are encouraged to speak to their local health department or local health care provider to see where testing is being completed and if your insurance will cover the test. The College can help facilitate a test for students who wait to be tested once on campus, but please keep in mind that insurances may not cover the test and there may be out of pocket costs.

- Students are required to complete and submit a daily COVID-19 self-screening. PC users will receive a reminder when they log onto the EC network; Mac users will need to set a reminder. The online form is available on the homepage of MyEC. Residential students will be screened daily for the first two weeks of classes as they exit the residence hall.

- New York State Travel Restriction: Governor Cuomo updated the NYS travel advisory requiring individuals traveling to New York from a non-contiguous state, US territory or CDC level 2 and higher country to provide a negative test result within 3 days or arriving in NY and to quarantine for 3 days upon arrival. On day 4 of quarantine, the individual can test out of quarantine with a second negative test result. Click here for additional information. Items to keep in mind:
  o The College has limited space available on-campus for isolation and quarantine purposes. The College has secured
off-campus options to assist those impacted with the quarantine requirement. That information is available from the Office of Campus Life.

- Students, domestic and international, who are flying to New York will likely be asked to attest to their quarantine plans by completing a document at the airport. This document is also available on the Governor’s Travel Advisory web page.

- All beds in residence hall rooms (doubles and triples) are a minimum of six feet apart. Wherever this could not be achieved, rooms were converted to singles. This is the case with Columbia Hall; since all the furniture is fixed and cannot be reconfigured, all double rooms will be singles for incoming freshmen residing in Columbia.

- Bathrooms in each occupied residence hall will be cleaned and sanitized daily, seven days a week. Cleaning supplies and personal care items (e.g., hand sanitizer, toilet seat covers) will be provided in each shared bathroom.

- Hand sanitizer will be available at all building entrances, bathrooms, and common areas.

- Face coverings are required, per NYS guidelines, in any common areas of the residence halls. Seating will be reconfigured to ensure proper physical distancing, and occupancy will be limited and enforced.

- Students must abide by the Visitation Guidelines outlined on pages 3 and 4 of this document.

- Residence hall programming is limited to small groups as per current NYS physical distancing guidelines.

- Once on campus for Term II, residential students must remain on campus for the full term. Students will not be permitted to return if they choose to go home, even for a visit, at any point during the Term.

- Frequent reminders about proper hand hygiene and COVID-19 prevention are posted in highly visible areas and verbally discussed by residence life staff. This information will be updated as necessary.

- All on-call building staff have access to proper Personal Protective Equipment (PPE) and will be trained on what to do if a student is displaying or acknowledging symptoms.
• Face coverings must be worn in elevators, which are limited to 50% of their maximum capacity. Signs are posted at all residence hall building elevators.

• Students are encouraged to provide their own washable, fabric face coverings, however any student who needs a mask/face covering will be provided one upon request from the Clarke Health Center; however.

**ISOLATION AND QUARANTINE**

• The College practices, with respect to quarantine/isolation of students, have been and will continue to be in consultation with the Chemung County Health Department.

• Anderson and Alumni Halls are reserved as isolation and quarantine facilities. The buildings are labeled as “Authorized Personnel Only” and access is limited.

• These buildings are managed by a select group of individuals within housing/residence life, campus safety, health services, and facilities.

• A residence life coordinator will reside in each building and have access to appropriate PPE to use if entering isolation and quarantine spaces.

• Identities of students housed in isolation and quarantine will be kept as confidential as possible. The College, in accordance with HIPAA, FERPA, and other applicable federal and state privacy and confidentiality laws, will not release the name of the affected individual but will notify those who are known to have had direct contact with the infected individual and will work closely with the Chemung County Health Department for appropriate contact tracing.

• Isolation rooms will only be used for positive cases.

• All attempts will be made so that quarantined students are not sharing restrooms. However, when this is not possible, students will be assigned a specific shower space, bathroom stall, and sink in the closest restroom. All restrooms will be cleaned and sanitized frequently by staff wearing appropriate PPE.

• Students will be required to quarantine/isolate until medically cleared to resume their normal activities.
• Restrooms are stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries. In addition to the steps outlined under Cleaning and Disinfecting for Buildings & Grounds above, B&G will provide cleaning and disinfection of exposed areas, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms handrails, door handles).

• Clarke Health Center staff will remotely monitor students on a daily basis and make appropriate accommodation changes as necessary for clinical evaluations (including travel arrangements).

• Meal delivery will be arranged for students in isolation or quarantine. For students who have not purchased a campus dining plan, a pro-rated meal plan payment option will be available.

• Counseling services are available remotely (phone or virtually).

• Specific information on isolation and quarantine for students is available on MyEC.

MENTAL HEALTH COUNSELING

• Students have the option of in-person, telephone, or virtual appointments with a counselor.

• There is no waiting area, therefore, appointment times will be strongly adhered to and promptness is stressed. Walk-in appointments are discouraged, but information on how to schedule an appointment is posted on the counselor’s door.

• Surfaces are sanitized between student appointments, and face covering are required if physical distancing is not possible.

STUDENT HEALTH SERVICES/CLARKE HEALTH CENTER

• Physical distancing will be maintained throughout the Clarke Health Center (CHC) by using markers on the floor to ensure that a minimum of six feet is kept between people.

• Furniture in the CHC waiting room is spaced at a minimum of six feet apart.
• If unable to maintain physical distancing, due to treatments, physical care, etc., face masks are to be worn.
• All employees and students will complete the daily self-reporting log and the CHC will monitor for symptoms.
• All employees at CHC will review COVID policy and procedure and sign acknowledgement log.
• Masks are available to all employees and students through the CHC.
• Other PPE (face shield, gown, gloves) are worn by CHC staff if performing any task that involves aerosolized particles or breathing treatments.
• CHC assures proper levels of personal protective equipment to be kept in stock in the event of needing to care for persons suspected or known to have COVID.
• Gatherings of more than 10-20 people in the CHC are not permitted.
• Routine hand hygiene is recommended for all employees. Soap and water are recommended, but alcohol-based hand sanitizer is available if washing with soap and water is not possible.
• Hand sanitizing station is set up inside the doors of CHC for all who enter the building.
• Communicable disease policy and procedure is readily available to all CHC employees.
• Signage is posted conspicuously at entrances to CHC.
• All visitors are asked to sign in with the office personnel, so that tracking is possible in the event of a positive test.
• If someone who visits the CHC tests positive, the office personnel will immediately contact the Chemung County Health Department and notify them. CCHD will assist with contact tracing.
• Every visitor (CHC staff, students, employees) to the CHC will be screened with temperature, travel questions, and contact questions. These results will be logged.
• A cleaning schedule has been developed with Buildings & Grounds. Daily cleaning will occur after hours with approved cleansers.
• Frequent sanitization will occur throughout the day by CHC staff for common surfaces (door knobs, exam tables, equipment, telephones, check in desk).

**STUDENT LIFE/ ENGAGEMENT**

• Campus Life programming is limited to smaller gatherings in large spaces and will adhere to current NYS guidelines.
• Face coverings are required during programs where physical distancing may not be possible.
• Virtual programs and social media outreach implemented will be offered.
• Student clubs and organizations are encouraged to meet virtually as much as feasible.
• DIY programs where students share items/materials are postponed.
• Any programs involving food giveaways will adhere to safety guidelines (e.g., popcorn, cotton candy, smoothies).

**VACCINATIONS**

• All students and employees must continue to follow the testing protocols, as well as the College’s COVID-19 protocols, even if someone has received the vaccine. Some vaccines require two doses and there is still much that is unknown about how the vaccine works.
• Students should upload a copy of their vaccination record to the student health portal: https://elmira.studenthealthportal.com/ (use your EC username and password to log in, go to the “document upload” tab, browse documents and upload to the portal). Employees are encouraged to upload their vaccination record to the health portal. This information helps with contact tracing. If receiving a two-dose vaccine, upload the record after both doses have been received.
SITUATION-SPECIFIC PLANS FOR 2020-2021

TERM II RETURN PLAN (JANUARY 2021)

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>1/5, 1/6 and 1/7/21</td>
<td>Essential employees tested at the Clarke Health Center from 9 a.m. to 4 p.m. A test time will be scheduled for non-essential employees and faculty within one week of the start of in-person classes.</td>
</tr>
<tr>
<td>1/11/21</td>
<td>Move-in for students from non-contiguous states who need to quarantine (need negative test results dated 1/6-1/10)</td>
</tr>
<tr>
<td>1/12/21</td>
<td>Move-In for Resident Assistants (need negative test results dated 1/7-1/11)</td>
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<tr>
<td>1/15/21</td>
<td>New student orientation (move-in 1/14; need negative test results dated 1/11-1/13)</td>
</tr>
<tr>
<td>1/16/21 and 1/17/21</td>
<td>Move-in for students from NYS or contiguous state (need negative test results dated 1/12-1/16)</td>
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<tr>
<td>1/17/21</td>
<td>Dining Services opens for meal plans</td>
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<tr>
<td>1/19/21</td>
<td>Classes begin for Winter term</td>
</tr>
<tr>
<td>***</td>
<td>Commuters, part-time, and graduate students: a test time will be scheduled within one week of the start of in-person classes.</td>
</tr>
</tbody>
</table>

Students will not return to campus at any time other than their scheduled return time. Students who violate this directive are subject to the COVID-19 Sanctions posted on MyEC.

All students and employees have a responsibility to help keep the campus community safe by following all COVID-19 protocols. This includes wearing a mask when physical distancing is not possible and limiting travel and in-person meetings or events.

Residential students

It is important to note that once on campus for Term II, residential students must remain on campus for the full term. Students will not be permitted to return if they choose to go home, even for a visit, at any point during the Term. Please plan accordingly.
Prior to returning to campus, residential students will need to provide a negative COVID-19 test result dated within 5 days of return or documentation of a positive diagnostic result for COVID-19 from the prior three-month period. Residential students who previously had a positive COVID test result will need to be retested prior to returning to campus if it has been longer than 3 months since testing positive.

Test results need to be uploaded into the student health portal, https://elmira.studenthealthportal.com/ (use your EC username and password to log in, go to the "document upload" tab, browse documents and upload to the portal).

Residential students will be assigned a time for move-in with Residence Life and are not permitted to return to campus at any time other than their scheduled return time. Residential students who do not turn in negative test results or documentation of a positive diagnostic result for COVID-19 from the prior three-month period, will not be allowed to return. Students who violate this directive are subject to the COVID-19 Sanctions posted on MyEC.

Residential students who are returning to campus from a noncontiguous state, US territory or CDC level 2 or level 3 country, will be required to follow New York State’s Travel Advisory guidelines. Residence Life will relay more specific information to those students who need to quarantine prior to return to campus.

Students will not be permitted into their residence hall until cleared through the Clarke Health Center (negative test results or documentation of a positive COVID diagnostic result from the prior three-month period posted in the student portal). Students will receive confirmation that they have been cleared from Residence Life and Clarke Health Center staff prior to their scheduled move in time via email.

Randomized surveillance testing will occur for all students and employees each week throughout the term.

Commuter, Part-time Students and Graduate Students
A test time will be scheduled for commuter, part-time, and graduate students within one week of the start of in-person classes. Those who do not report for testing when scheduled will need to have a negative test result or documentation of a positive COVID diagnostic result from the prior three-month period uploaded to the student portal within five days of the start of in-person classes. Commuter, part-time and graduate students are included in the random surveillance testing throughout the term. All commuter, part-time and graduate students are subject to the COVID-19 Sanction Guide.
Employees
Employees will be tested upon return to campus. Essential employees (staff, graduate assistants and administrators) may drop in for testing on 1/5/21, 1/6/21, or 1/7/21 at the Clarke Health Center anytime between the hours of 9:00 a.m. and 4:00 p.m. A test time will be scheduled for non-essential employees and faculty within one week of the start of in-person classes. Employees are included in the random surveillance testing throughout the term.

Employees should continue to hold meetings virtually and avoid any travel that is not work-related.

On-Going Testing for All Students and Employees
In addition to testing students who are symptomatic, the College will perform approximately 50 random tests per week on the Elmira College community (students and employees). Random selection will occur on a weekly basis while the College is in session. The whole procedure will take approximately 15 minutes. Specimens will be collected at the Clarke Health Center in Exam Room 3, which is removed from the nurse’s station and routine exam areas. Results will be entered into the NYS ECLRS system within 3 hours of the test.

Employees will also be tested if symptomatic and as part of the random sampling.

The cost of required on-campus testing, including the random weekly testing, for EC students and employees is covered by the College.

It is recommended that individuals check their insurance carrier’s policy regarding coronavirus tests prior to scheduling an optional test.

Vaccinations
College administration is monitoring vaccine distribution, and will update the campus community as information becomes available. All students and employees must continue to follow the testing protocol outlined above, as well as the College’s COVID-19 protocols, even if someone has received the vaccine. The vaccine requires two doses and there is still much that is unknown about how the vaccine works.

Academics
Once approval is received from the Health Department, classes will return to an in-person format. All COVID-19 protocols remain in place. Students who need to quarantine or isolate will take their classes online.
Return to Athletics

Given the rigorous testing protocols in place for student-athletes, the College anticipates beginning staggered practices on January 18. The NCAA testing regimen will begin immediately in anticipation of the start of league competition, per league schedules.

If athletic competition resumes in the winter/spring of 2021, Empire 8 competition could resume as early as March 1. UCHC competition could be as soon as February 19. If athletic competition begins, Elmira College will follow all NCAA, state, and league testing, including COVID testing three times per week starting the week before competition.

Student Conduct Control and Expectations

Residential and non-residential students are to abide the Elmira College COVID-19 Guidelines. The COVID-19 Guidelines are divided into three different levels of conduct violations with corresponding sanctions. See attached documents.

Residence Assistants (RAs) will monitor common spaces and lounges in their respective residence hall. RAs are specifically on duty each night from 8:00 p.m.-12:00 a.m. on weekdays and 8:00 p.m.-2:00 a.m. on weekends. During this timeframe, RAs are in their respective residence hall lounges and monitoring common spaces. RAs also do rounds of their respective residence halls on the following schedule: 8:00 p.m., 10:00 p.m., 12:00 a.m. and then on weekends also at 2:00 a.m. Additional rounds can be done at the direction of the Office of Residence Life.

For students who are not approved to be on campus, card access to residence halls has been turned off. This also turns off access to meal plans.

Day-to-Day College Business

All students and employees should continue to complete the daily screening tool available on MyEC. Meetings should continue to occur virtually. Essential vendors/visitors should sign in with the respective office.

Communications

The College will clearly and regularly communicate all standards and expectations to all members of the campus community (students and employees) using available communication channels, including, but not limited to, email, virtual meetings, the Soaring Forward page on elmira.edu, the emergency alert text system, the Eagles Nest parent portal, and posting a copy of communications to the student/employee portal, MyEC.
**Dining Hall Service for Term II**

Prior to the beginning of the 2020-2021 academic year, the dining room capacity was reduced by 50% and seating at tables spaced to limit the number of customers per table in support of physical distancing protocols. While data and usage numbers for in-person dining while students were taking in-person classes shows that the number of in-person diners in the EC dining room did not hit the 50% capacity mark, the amount of seating in the dining hall will be further reduced, as current structural limitations allow. The logistics of and variations in students' course schedules throughout any given day, does not allow for a consistent dining time by residence hall, however laminated signage will be placed on tables instructing students to sit in residence hall groupings. Takeout food will continue to be an option and strongly encouraged in lieu of dining in.

**Front Dining Room Kiosk Area**

All deli sandwiches will be moved out into the Salad Bar Kiosk. Sandwiches and salads will be made to order by Parkhurst Dining employees. Self-serve stations have been eliminated for health code reasons. Self-service ice cream has been suspended until further notice.

**Main Servery Area**

Spoon and Fork and the Grille Stations will be open. Both stations will be served by Parkhurst Dining employees. The Pizza Station will have two-identically set up service points to facilitate quick service and proper social distancing.

In all dining areas, utensils, cups, napkins and condiments will be served to the customer. Cups will be distributed by Dining and may not be refilled. If a beverage refill is needed, a new cup will be distributed by Dining. No outside reusable cups may be used at beverage stations in order to minimize risk of spreading the COVID-19 virus. Additionally, no reusable food containers will be accepted during this time.

The dining room tables will be disinfected after each use. Coasters will be placed on the tables to signal whether the table is dirty or has been properly disinfected and sanitized. In addition, high frequency touch points will be disinfected and sanitized every 30 minutes.

All customers will be expected to wash hands and or use hand sanitizer provided at the entrance prior to entry. All employees and dining customers will be required to wear face masks except while eating.
MacKenzies
Grill, Deli, and Pizza will be open. Orders can be placed with the cashier. A separate station will be designated as the Pickup area. Utensils, napkins, and condiments will be served to the guest. The dining room has reduced its capacity by 50% and seating has been engineered to support current social distancing protocols. The seating tables will be disinfected after each use including table tops and chairs. High frequency touch points will be disinfected and sanitized every 30 minutes. All employees and customers will be required to wear face masks except while eating.

1855 Room
Takeout only. The 1855 Room’s seating area has reduced its capacity by 100% in order to maintain proper social distancing. There will be a one-way entrance and one-way exit for guests and employees to utilize. All employees and customers will be required to wear face masks. High frequency touch points will be disinfected and sanitized every 30 minutes.

Buildings & Grounds
Office Buildings
Cleaning and Disinfecting Protocols Monday through Friday include:
- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels and PPE discard containers.
- Bathrooms cleaned and disinfected daily with the proper chemicals.
- All point-of-contact areas cleaned and sanitized throughout the day to include: Door knobs, Stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, et al.
- All offices are cleaned and disinfected daily.
- All floors cleaned, disinfected, and vacuumed daily. All vacuums tested weekly for proper filtration and the filters are changed on a regular basis, depending upon usage.
- Proper storage of supplies and chemicals to include:
  - McGraw Hall: All sanitizers and disinfectants will be stored in the Terrace Level storeroom.
  - Gannett Trip Library: All sanitizer, disinfectants, and wipes will be stored in the Terrace Level storeroom next to the bathrooms.
Clarke Health Center: All sanitizers and disinfectants will be stored in the 1st floor store room.

Admissions House (1855 House): All sanitizers will be stored in the back store room on the 1st floor near the exit.

Barriers are installed in areas when needed for social distancing.

Classrooms

Cleaning and Disinfecting Protocols Monday through Friday include:

- Sanitation Stations cleaned, sanitized, and restocked throughout the day with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.
- Bathrooms are cleaned and disinfected daily with the proper chemicals.
- All point of contact areas are cleaned and sanitized throughout the day to include: Door knobs, stairway railings, counters, glass, fire extinguishers, HK equipment, and water fountains, etc.
- All floors are cleaned, disinfected, and vacuumed daily. All vacuums tested weekly for proper filtration and filters changed on a regular basis depending upon usage.
- All classroom desks, counters boards are cleaned and sanitized daily.
- Surface disinfectants, sanitizer and paper towels will be provided to each faculty member for them to disinfect the room after every class.
- All room capacity will be a 50% reduction for social distancing

Proper storage of Supplies and Chemicals to include:

- Kolker Hall: sanitizer and disinfectants will be located in the store room between Carnage and Kolker on the 1st floor.
- Watson: sanitizer and disinfectant will be located in the storeroom on the 1st floor.
- Harris: sanitizer and disinfectant will be located in the storeroom on the 1st floor.
- Cowles: sanitizer and disinfectant will be located in the storeroom across the 1st floor kitchen.
- Fassett: sanitizer and disinfectant will be located in the storeroom on the 1st floor.
Residence Halls
Cleaning and Disinfecting Protocols Sunday through Saturday include:

- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, RLC's to provide disposable masks, disposable paper towels, and PPE discard containers.

- Bathrooms are cleaned and disinfected daily with the proper chemicals.

- All point-of-contact areas are cleaned and sanitized throughout the day to include: Door knobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, etc.

- All floors cleaned, disinfected and vacuumed daily. All vacuums tested weekly for proper filtration and filters are changed on a regular basis, depending upon usage.

- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after each use.

- Students will be responsible for room dwelling cleaning and disinfecting.

- Quarantine Residents: Special PPE will be provided to housekeeping for this area; the same protocols will be in place but conducted more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with CHC to meet expectations. All areas will be disinfected twice daily. Bathrooms will be supplied with COVID-19 disinfectants, garbage bags, paper towels and a cleaning log for students to clean areas after every use.

- Isolation Residents: Special PPE will be provided to housekeeping for this area; the same protocols will be in place but conducted more often than once daily depending on the occupancy and severity. Special instructions will be reviewed with CHC to meet expectations. All bathrooms and stairwells will be disinfected by fogging areas with COVID-19 disinfectants twice daily starting at 9:00AM and again at 1:00PM. Bathrooms will be supplied with COVID-19 disinfectants, garbage bags, paper towels, and a cleaning log for students to clean areas after each use.

- Proper storage of Supplies and Chemicals to include:
  - Anderson: sanitizer and disinfectants will be stored in the store rooms located on each floor.
o Columbia: sanitizer and disinfectants will be stored in the store rooms located on each floor.

o Perry: sanitizer and disinfectants will be stored in the store rooms located on each floor.

o Tompkins: sanitizer and disinfectants will be stored in the store rooms located on each floor.

o Meier: sanitizer and disinfectants will be stored in the store rooms located on each floor.

o Tower B & A: sanitizer and disinfectants will be stored in the store rooms located on each floor.

**Dining Hall (Campus Center)**

Cleaning and Disinfecting Protocols Sunday through Saturday include:

- See Parkhurst Dining for cleaning protocols for dining areas on the 2nd floor

- 1st Floor Community Location:

  - Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.

  - Bathrooms cleaned and disinfected daily with the proper chemicals.

  - All point-of-contact areas are cleaned and sanitized throughout the day to include: doorknobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains etc.

  - All floors are cleaned, disinfected, and vacuumed daily. All vacuums are tested weekly for proper filtration and filters are changed on a regular basis depending on usage.

  - All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after each use.

  - For classrooms in Campus Center, the Classroom Protocols listed above will be followed.

  - 1855 Cafe and Mackenzie’s will follow Parkhurst Dining Protocols.

  - Proper storage of Supplies and Chemicals.
Athletics and Buildings
Cleaning and Disinfecting Protocols Monday through Friday / Games include:

Emerson Hall, Fields, and Murray Athletic Center

- Sanitation Stations cleaned, sanitized, and restocked daily with: hand sanitizer, surface sanitizer, disposable masks, disposable paper towels, and PPE discard containers.
- Bathrooms are cleaned and disinfected daily with the proper chemicals.
- Locker rooms will be cleaned and disinfected before and after each use. There is a tag on all the doors: red indicates not clean and blue indicates cleaned and sanitized.
- All point-of-contact areas are cleaned and sanitized throughout the day to include: doorknobs, stairway railings, counters, glass, fire extinguishers, housekeeping equipment, and water fountains, etc.
- All floors are cleaned, disinfected, and vacuumed daily. All vacuums are tested weekly for proper filtration; and filters are changed on a regular basis depending on usage.
- All bathrooms will be provided with surface disinfectant and paper towels for personal responsibility cleaning by students after each use.
- For classrooms follow classroom protocols listed above.
- Proper storage of Supplies and Chemicals (stored in the storeroom behind stage area)
- Fields will follow athletic protocol for athletes and equipment sanitation.

Calendar Breaks
All buildings are cleaned and disinfected from thoroughly after a 24-hour period to include:

- Beds and Mattresses
- Communal bathrooms in Meier Hall 2nd and 3rd floors
- Dorm room private bathrooms and common rooms.
Deep Cleaning
All buildings are fogged on a rotating basis as follows:

- Isolation buildings twice daily (Alumni Hall, Anderson Hall, and Cottages common areas)
- Classrooms cleaned and disinfected nightly from 9:00pm to 5:00am

Weekly Rotation Schedule:
- Tuesdays: Towers A & B
- Wednesdays: Meier Hall, Columbia Hall
- Thursdays: Perry Hall, Tompkins Hall
MANDATED CORONAVIRUS-RELATED COLLEGE SHUTDOWN

In the event of a New York State-mandated shutdown, the following contingency plans address decreasing on-campus activities and operations and/or closing the campus, including the following:

OPERATIONAL ACTIVITY

Academics
- All Academics courses will switch to online mode once a decision to close the campus is made.
- Depending on the decision date, there may be a decision to postpone classes for a couple days. These days will be made up later in the term.
- The academic calendar for the Fall Term has been adjusted to conclude prior to the Thanksgiving break with final exams set to occur in an online format.
- Student support for academic success will move to a virtual format.

Daily Operations
- Daily operations will be adjusted per local and state guidelines.
- In the event of a shutdown, employees who can successfully perform their work remotely will be allowed to do so, either in full or in part, and should develop a plan accordingly with their supervisor. All meetings will move to a virtual format.
- Essential employees and those whose jobs require that they physically be on campus, will follow all guidelines for use of PPE and self-monitoring of symptoms as per state and local guidelines.
- Campus visitors will be limited to essential visitors only, such as delivery personnel for food, mail and supplies. Admissions tours will be suspended and events/appointments will only be conducted virtually.

Residential and Student Life
- All Campus Life programs would be postponed or conducted virtually.
- Student clubs and organizations will continue to meet virtually.
- All Campus Life staff will be available virtually, via email, video conferencing and/or phone to assist students as needed.
• All safety guidelines will continue until further notice, including, but not limited to, face masks, hand washing, physical distancing, and directional flow through buildings.

• Clarke Health Center will work closely with state and local health authorities to accomplish contact tracing and follow recommendations for closures.

• For any students who, out of necessity, must temporarily remain on campus, the College will implement protective measures to allow resident students to effectively shelter in place until such time that they can safely return home. A system is already in place from experiences in the spring 2020 term.

• In the event of a shutdown, students will be provided the opportunity to receive tele-health services. Sessions may occur via phone or Zoom meeting at no cost to the student or their family.

• If a student elects to pursue services in their home community, assistance may be rendered, if merited, in helping them identify and secure a new provider.

• Tele-health services may continue for the duration of the shut down if the student so desires.

MOVE-OUT

• In the event of a campus shutdown, students will be required to stay in their residence hall rooms until move-out. Depending on the time of year and how quickly students need to leave campus, residential students will be requested to take their belongings with them when they leave. An orderly, staggered move-out plan will be implemented in order to vacate the residence halls over a 72-hour period. A storage option will be available for students who cannot travel with their possessions.

• Any students who cannot leave campus immediately will be permitted to stay in the residence halls until such a time that they can return home. Meals and virtual counseling support will be provided.

• Students who are in isolation or quarantine will not be forced to travel until it is safe to do so (symptom free or negative test results).

• Rooms will be cleaned as they are vacated by residents. All areas will be sanitized before the next wave of student move-outs; process will
repeat until all move-outs are complete. All COID-19 protocols in place will be followed.

COMMUNICATION

- The College will clearly and regularly communicate all standards and expectations to all members of the campus community and utilize available communication channels to adequately inform students, faculty and staff about expectations and requirements. These channels include, but are not limited to, direct email messages, the College’s website and student/employee portal, social media, printed and electronic signage, text alert system, and parent portal.

- The College has developed a web page that includes the 2020-2021 Coronavirus Guidelines, resources and frequently asked questions. This page is updated as new information becomes available and will continue to be a main resource for communicating to our campus community. In addition, messages, announcements, and forms are posted to the College’s student/employee portal, MyEC.
RESOURCES

ELMIRA COLLEGE COVID-19 SANCTION GUIDE

COVID-19 STUDENT GUIDELINES

ISOLATION GUIDELINES FOR RESIDENTIAL STUDENTS

QUARANTINE GUIDELINES FOR RESIDENTIAL STUDENTS

CARES ACT EMERGENCY FUNDING APPLICATION