



ELMIRA COLLEGE

Fall 2020 Reopening Guidelines

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Reopening Elmira College – Fall 2020

Elmira College will, barring any future government restrictions, open 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 are working to ensure a safe environment for students and employees. Given the College’s small class sizes, classrooms are easily converted for an arrangement that promotes physical distancing. Specialty areas such as labs, clinics, research spaces, and simulations that have specific limitations will 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 safety and health of all students and employees is a primary concern,” said Lindsay. “The College is in regular contact with staff at the Arnot Ogden Medical Center and the Chemung Co. Health Department, along with the Lake Erie College of Osteopathic Medicine, to ensure local health guidelines are met.”

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.**

General 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.
- New York State Travel Restriction: Governor Cuomo has issued a travel advisory requiring that individuals traveling to New York from certain states experiencing high infection rates of COVID-19 will be expected to self-quarantine for 14 days. [Click here for a list of states](#) meeting the criteria for required quarantine.
- 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. Any student or employee not feeling well should remain in their room or at home, as appropriate.
- Visitors to campus are limited to prospective students and their families who have registered with the Office of Admissions and essential vendors/visitors. All essential vendors/visitors should sign in with the respective office. The residence halls, dining hall, and academic buildings are open only to EC students and employees.
- Frequent reminders about proper hand hygiene and COVID-19 prevention are posted in highly visible areas.
- All students and employees will receive, review, and complete an Elmira College Wellness Pledge, which includes 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.

Admissions / Campus Visits

- On campus tours for individual family groups resumed on June 29 and will continue throughout the summer. Attendees will be asked to wear face coverings per the current NYS and local health guidelines. There will be four tours per day (9 a.m., 10 a.m., 1 p.m., and 2 p.m.) Monday through Thursday.
- New York State Travel Restriction: Governor Cuomo has issued a travel advisory requiring that individuals traveling to New York from certain states experiencing high infection rates of COVID-19 self-quarantine for 14 days. [Click here for a list of states](#) meeting the criteria for required quarantine.
- 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.

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 if possible. If not, 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.

Athletics

- On July 15, the Empire 8 Conference announced that all fall competition is postponed. Decisions surrounding winter sports competition will be made by October 1.
- On July 24, the United Collegiate Hockey Conference announced that it would postpone conference competition until January 1, 2021, provided it is safe to resume at that time.
- Elmira College intends to engage student-athletes in athletic-related activity this fall to provide beneficial opportunities for student-athletes and teams. All activities will be in accordance with Empire 8, NCAA, and local health guidelines.
- ALL athletes (even in light of the above postponements), MUST be tested prior to returning to campus. Additional information will be provided by Athletics.

Student Life / Student Engagement

- Student 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 during the spring term will continue to 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).

Housing / Residence Life

- It is **STRONGLY RECOMMENDED** that students get tested **BEFORE** returning campus to assure that they are safe to come to campus. That said, there are exceptions to this policy:
 - ALL athletes (even in light of Fall sports being suspended), **MUST** be tested. Additional information will be provided by Athletics.
 - ALL junior and senior nursing majors **MUST** be tested. Nursing faculty will provide instructions regarding a time frame for testing.
 - Any student who has a positive screening by answering “yes” to any of the following questions **MUST** get tested prior to arrival on campus: In the last two weeks, have you had any symptoms such as shortness of breath, cough, fever, nausea, vomiting, sudden loss of taste or smell; In the last two weeks, have you had any contact with someone known to, or is suspected to have COVID-19; In the last two weeks, have you travelled outside the United States or to any high risk areas; Do you have a temperature over 100 degrees Fahrenheit.
- Students wishing to get tested prior to arrival, 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 who leave campus, particularly to travel outside of the Twin Tiers, may be required to provide further test results.
- Once on campus, 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.
- Individuals traveling to New York from certain states experiencing high infection rates of COVID-19 are expected to self-quarantine for 14 days. Please be sure to visit the [Governor’s Travel Advisory web page](#) often for the latest list. Items to keep in mind:
 - The College has very limited space available on-campus that meets the quarantine requirements set forth in the executive order. Although some residence hall space has been designated for quarantine use during the Term, if needed, it does not provide enough space for students affected by the Governor’s travel advisory.
 - The College has been working to secure off-campus options to assist those impacted with the quarantine requirement and a list of hotels offering discounted rates is available from the Office of Student Life.
 - Students may also choose to self-quarantine somewhere else in New York State.
 - Students may be required to submit evidence of the mandatory 14-day self-quarantine (plane or bus ticket, hotel receipt, toll charge, etc.).
 - Those impacted must quarantine for a full 14-days prior to arriving on campus. In some cases, this may mean 15 nights of quarantine. For example, if a student is scheduled to

move in on August 27, that student should plan to begin quarantine no later than August 12.

- 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](#).
 - The 14-day requirement starts once a student is no longer in an impacted state, and continues during travel time provided you do not stop in another impacted state for 24 hours or more. For example, if a student spends three days driving to New York, the travel time outside of the impacted state counts towards the required quarantine.
 - Students who cannot or choose not to comply with the quarantine requirements, will be offered the opportunity to enroll in remote learning alternatives.
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- 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.
 - Anderson Hall will only be used to house one Residence Life Coordinator. The rest of the space will be reserved to serve as isolation and quarantine facilities if necessary.
 - 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.
 - A no-guest policy has been implemented in the residence halls. Only residents of a particular building are permitted to enter via limited proximity card access.
 - Limitations are in place on how many residents may be in each residence hall room at one time.
 - Residence hall programming is limited to small groups as per current NYS physical distancing guidelines.
 - Students are discouraged from traveling or returning home during the fall term. If leaving the surrounding area, students may be required to provide negative COVID-19 test results before re-entering the residence halls.
 - 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.

Dining Services

EC administration is working collaboratively with Parkhurst Dining on reopening 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 this Fall term 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. **This Fall 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.

Starbucks

- Starbucks will now operate as a We Proudly Brew location. Starbucks brand coffee will be served along with an assorted pastry selection. 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.

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 are encouraged to stay home if they are not feeling well and to seek medical attention/screening if exhibiting any COVID-like 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. They 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).
- CHC will work with Arnot Health to set up a schedule for necessary students/staff/faculty testing.

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.

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. Returning home for quarantine/isolation is always an option for students if they are able and have private transportation.
- If students are unable to return home due to (1) lack of appropriate transportation while ill, or (2) circumstances at home that are unsafe or unsuited for recovery at home, students will be placed in the quarantine or isolation housing as outlined in the section above.
- Anderson Hall is reserved as an isolation and quarantine facility. The building is labeled as "Authorized Personnel Only" and access is limited.
- This building is managed by a select group of individuals within housing/residence life, campus safety, health services, and facilities.
- A residence life coordinator will reside in the 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 on the third floor will only be used for positive cases (for students who have no other options). The first and second floors will be used for quarantine.

- 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 below, 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 residing in Anderson Hall. 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).

Cleaning and Disinfecting for Buildings & Grounds

Office Building Protocols: Monday through Friday

- Sanitation stations cleaned, sanitized and restocked daily 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 on a daily basis 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 daily 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 on a daily basis 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 daily 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 on a daily basis 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 daily 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 on a daily basis 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 daily 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 on a daily basis 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.

Coronavirus-Related College Shutdown

Contingency plans for 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 has been adjusted to conclude prior to the Thanksgiving break with final exams set to occur in an online format.
- As with the spring terms, 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 Student Life programs would be postponed or conducted virtually.
- Student clubs and organizations will continue to meet virtually.
- All Student 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. 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 remain on campus temporarily, 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 terms.
- In the event of a shut down, 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 Anderson Hall for the purpose of 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 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. The standards/expectations will be incorporated into relevant College policies and procedures as appropriate. Employees and students will participate in an online educational module regarding these expectations. The module will include an acknowledgement of receipt and understanding and agreement to accept responsibility for compliance.
- The College will use all available communication channels to adequately inform students, faculty and staff about expectations and requirements. These channels will include direct email messages, the College's website and student/employee portal, social media, printed and electronic signage, etc.
- The College has [developed a web page](#) that includes the reopening 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](#).
- In the event of a shutdown, the College will use all available communication channels to adequately inform students, faculty and staff what the process and procedure will be. These channels will include direct email messages, the College's website and student/employee portal, social media, printed and electronic signage, etc.