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NEW YORK GUIDANCE ON REOPENING HIGHER EDUCATION

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Reopening

Reopening requirements include consideration of plans for:

- Capacity
- PPE
- Testing
- Residential Living
- Operational Activity

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Reopening (cont.)

Reopening requirements include consideration of plans for:

- Restart Operations
- Extracurriculars
- Vulnerable Populations
- Hygiene, cleaning and disinfection

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Capacity

- Phasing and Quantity of Students
- Social Distancing Protocols
- PPE Availability
- Isolation and Quarantine Capacity
- Local Medical Capacity
- Availability of Safe Transportation

Personal Protective Equipment

- Identify how PPE will be obtained
- State whether PPE will be provided to students, and if so, how
- Identify what PPE is required, by whom, and when
- Policy must follow applicable State and Federal Guidance

Residential Living

Specific plan that should address:

- Capacity limits
- Enhanced cleaning and disinfection
- Social distancing
- Face coverings/PPE
- Restrictions on non-essential gatherings
- Limited access to other students

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Residential Living (cont.)

Specific plan that should address:

- Visitor restrictions
- Special housing for high risk students
- Separate living spaces for students under quarantine
- Modified set of rules to follow

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Operational Activity

- How will classes, shared spaces and activities be adapted?
    - o Remote instruction
    - o A/B schedules
    - o Appointment only use of shared spaces
    - o Limiting the number of people participating in in-person activities

Restart Operations

- How will buildings be safely reopened?
    - o Cleaning and disinfection
    - o Restarting ventilation, water systems and other key facility components

Extracurriculars/Vulnerable Populations

- What extracurricular activities will be permitted, and under what circumstances?

- How will vulnerable individuals be able to participate in educational activities?

Hygiene, Cleaning and Disinfection

- Must establish campus-wide cleaning and disinfection protocols for:
  - o Classrooms
  - o Residence Halls
  - o Restrooms
  - o Dining Halls
  - o Other facilities
- Must promote hand and respiratory hygiene

Monitoring

Monitoring requirements include consideration of plans for:
- Testing
- Tracing
- Screening

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Testing and Pre-Arrival Processes

- Plan should indicate:
    - if there will be testing,
    - who will be tested,
    - frequency and method of testing,
    - notification of test results, and
    - process for those arriving to campus untested
- Determine whether Plan may include quarantining students upon arrival until they receive testing and a negative test result.
- Not in Guidance, but as of June 24, individuals coming from states with certain levels of infection must quarantine for 14 days upon returning to New York State.
- Interim Guidance encourages testing for individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus.

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Testing

- Identify who at the campus is responsible for arranging for testing of students and employees and notification of test results.
- Campus may administer testing itself, or contract with an outside health care provider.
- Plan should offer contingencies for test shortages such as continual screening for symptoms and temperature checks without testing, if needed.
- Determine testing frequency and process, which may be for cause or for proactive monitoring, including for group testing (e.g., athletic team, residence hall floor).
- Define early warning signs that positive cases may be increasing to an unacceptable level; define method to monitor.

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Contact Tracing

- Consider plans for contact tracing in close coordination with State and local health departments.
- Use protocols, training, and tools provided through the New York State Contact Tracing Program.

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Health Screening

- Develop plans for regular health screening of employees, students and visitors.
- Guidance does not specify, but many institutions are developing an online health screening questionnaire.
  - Make efforts to include as little specific information as possible in the responses (ask have you had any of these 5 symptoms for yes/no answer rather than asking separately for each symptom with yes/no answer).
  - Employees should do screening before arrive on campus and then daily.
  - Visitors should do screening before each time allowed onto campus.
  - Students should do screening before arrive on campus, then at intervals.

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Containment and Prevention: Response to Positive or Suspected Cases

Isolation

- Plan must identify how to isolate symptomatic or Covid-positive individuals, both residents and non-residents.
- Plan must specifically identify where individuals will be residing throughout duration of isolation (e.g., residence halls, home, hotels).
- Plan must specifically identify support systems including how institution will provide individuals with food, medicine, and psychosocial, academic, and/or other support as needed.
- Residential institutions must include plans to monitor and provide medical care and other health services to students who: test positive and are in isolation, need more advanced medical care, or are awaiting test results.

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Containment and Prevention: Response to Positive or Suspected Cases

Quarantine

- Plan must identify how exposed individuals (both residential and non-residential) will be quarantined away from others, including support system that will provide individuals with food, medicine, and psychosocial, academic and/or other support as needed.
- Residential institutions must include plans to monitor and provide medical care and other health services to students who are in quarantine and need more advanced medical care, or are awaiting test results.
- Implement measures for cleaning and disinfection of exposed areas and appropriate notification to occupants of those areas.
- Develop plans to communicate protocols and safety measures taken by institution.

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Contingency Plans

- Create contingency plans for decreasing on-campus activities and operations and/or closing the campus, that must include, at a minimum:
    - Which operations will be decreased, scaled back, ramped down, or shut down and which will be conducted remotely;
    - Process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel;
    - For residential institutions, how students would safely depart campus in a shutdown. Consideration of policies for students who may not be able to depart campus quickly, such as international students; and
    - Comprehensive plans to communicate internally and externally throughout the process.

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Relevant Industry Guidance

- Final portion of Safety Plan requires that the Plan reflect the industry guidance applicable to five components of campus operations:
  - Food Service
  - Research
  - Office-based work
  - Public Transportation
  - Retail

  Links to Guidance for these operations are included in the Higher Education Guidance and can be found in our Information Memo from earlier this week

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Food Service

- Physical distancing for staff and customers (including those waiting in lines at food kiosks).
- No cafeteria-style self-service.
- Face coverings required for staff at all times.
- Face coverings required for customers when not seated.
- Direct foot traffic as necessary to maintain distancing.
- Consider capacity limitations in dining areas.
- Condiments – single use.
- Pre-packaged or pre-rolled silverware and straws.
- Robust cleaning and disinfecting protocol.

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Research

- Continued use of shifts in labs – consider sign-in/sign-up sheet so lab director is aware of who was in lab when.
- Protocols for cleaning and disinfecting of shared equipment and other high-touch areas.
- Face coverings requirements – especially if interfacing with human subjects.
- Limit travel to non-essential.
- Limit or prohibit visitors.
- Prohibit eating and other social congregating.

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Office-Based Work and Retail

Office-Based Work
- Consider personnel returning to campus who are interfacing with students, e.g. financial aid, bursar, counseling, housing.
- Shifts or other staggered work arrangements.

Retail
- Face coverings for customers
- Social distancing/capacity limitations
- Cleaning and disinfecting protocol for high-touch areas

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Transportation

- Face coverings at all times for drivers and riders.
- Best efforts for social distancing including potential increase in number of buses on heavily-used routes.
- Robust cleaning and disinfecting protocols
- Air ventilation
- Signage
- Safety monitor must be designated

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Communication

- Early and Often
  - Actual plans should be developed with input of campus community members.
  - Will be a lot of detail – making communication even more important.
  - Safety plans are dependent on compliance by members of the campus community so communication is especially important.
  - Consider confidential reporting mechanism for instances of non-compliance.
  - Consider disciplinary consequences of non-compliance for studens, faculty and staff.
  - Signage

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Communication

Communication can be broken into four sectors:
- How the operations on campus will look different (Classrooms, dining halls, residence halls, gyms, etc.).
- Monitoring health.
- Containment of virus transmission (what if …).
- Contingency plans for scale-back or shut-down.
- Training or safety plan content (and PPE use) will be necessary.

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State Requirements to Re-Open

- Guidance has link to use to submit an institution's safety plans with the Department of Health. DOH may require the institution to modify its plans, to the extent necessary to ensure compliance with the guidance.
- Guidance also has a separate link that requires the institution to affirm that it has read and understood its obligation to operate in accordance with the guidance.

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