SUNY ULSTER SPRING 2021 REOPENING PLAN

Spring 2021 Re-Entry Testing

This plan outlines SUNY Ulster's Spring 2021 re-entry and testing plans. This plan ensures a safe transition for all on-site students back to face-to-face classes after the extended winter break. Under this plan, all on-site students will be tested during their first week back on campus.

All students who return to campus for face-to-face classes will be required to participate in on-campus pool surveillance testing within five days of returning to campus, or provide a recent negative test result. All on-site students will be required to test weekly using our current pooled surveillance testing model.

Student testing calendars will be updated to reflect 100% testing schedules for the spring 2021 semester. Testing will be conducted centrally on campus in the lobby of the Hasbrouck building on the Stone Ridge campus and will be conducted in the lobby of the Kingston Center.

Students who do not comply with testing requirements will be added to a restricted access database and will not be permitted on campus until they either 1) participate in on-site testing or 2) provide a negative test result taken within five days of their required testing date.

Face coverings (masks) must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, even when six-feet social distancing exists. Exceptions to mask wearing include when students are (1) eating meals on campus while seated and social distancing is appropriately enforced, or (2) by themselves. Faculty and staff are likewise exempt when alone in their office or other space.

Quarantine Requirements

All students returning to campus will be required to undergo a seven-day quarantine prior to returning to face-to-classes. Students must provide an attestation affirming their quarantine status. Such attestation must be provided to the Assistant Dean for Students Matthew Brennie at brenniem@sunyulster.edu for review and certification. Students who work in the medical or health professions will not be required to quarantine but must submit waiver paperwork to receive an exemption from quarantine requirements. Students who are employed may submit a request for a

limited exemption from the quarantine period. Such students must document their employer's COVID-19 safety protocols. These documents must be submitted to the Assistant Dean for Students Matthew Brennie at brenniem@sunyulster.edu.

Spring On-Site Population

As indicated below, approximately 350 individuals will be on-site at the Stone Ridge and Kingston Center Campuses during the Spring 2021 semester. This breaks down into 200 students and 150 employees. The SUNY Ulster academic calendar has been updated to remove Spring Break. At this time, the College is evaluating virtual commencement opportunities.

On-Campus Population	
Residential Students	0
Non-Residential Students	200
Employees	150
Total	350

FACE-TO-FACE CLASSES

In Spring 2021, 19% of all classes will be offered face-to-face. Approximately 10 percent of course sections will require face-to-face instruction with required physical attendance. Other modes of on-site delivery will require varying amounts of physical attendance as noted in the Academic Delivery Modalities section of this plan. The Spring Semester will commence on Jan. 25, 2021 in remote delivery modality. Those courses requiring physical attendance will move to the selected delivery modality beginning Feb. 1, 2021. The exceptions, which have SUNY approval, will be nursing training for clinical placement and Police Basic Training.

ACADEMIC DELIVERY MODALITIES

In Fall 2020, SUNY Ulster expanded its definitions for delivery modalities in an attempt to provide students with as much information as possible about how Winternet and Spring 2021 courses would be offered. Here are the modalities available to students. This list is also available at SUNY Ulster's website, the Portal and on student schedules:

A. Face-to-face with full required physical attendance – These courses will meet on campus and physical attendance for each class is required.

B. Face-to-face with optional physical attendance – These courses will meet on campus and physical attendance for each of these classes is optional and may be limited by social distancing guidelines given the class size and classroom space.

The second letter D, E, or F will indicate how remote lectures will be delivered when students are not attending on campus.

C. Face-to-face with occasional required physical attendance – These courses will normally meet remotely (the second letter of D, E, or F will indicate how) but attendance on campus may be periodically required for labs, exams, or other reasons.

D. Remote delivery with live synchronous lectures – These courses will meet remotely with lectures delivered at normal class times over Zoom. All lectures will be recorded.

E. Remote delivery with a combination of pre-recorded and live synchronous lectures

These courses will meet remotely, with some live lectures delivered at normal class times over Zoom. Attendance for the live lectures is expected.

F. Remote delivery with asynchronous recorded lectures – These courses will meet remotely with lectures recorded earlier and made available for students. Some class sessions may be delivered live at the normal class times but attendance is not required.

G. Fully online asynchronous courses – These courses will have all course material placed in Blackboard prior to the start of the semester. Attendance on any particular time or day is not required but most courses have weekly or other deadlines for assignments, papers, or exams.

SUNY Ulster Spring 2021 Exam Specifications

1. Exams are remotely delivered and may be taken over a given time period specified by the instructor.

2. Exams are remotely delivered but must be taken on a regularly scheduled course date and time.

3. Exams must be taken on campus at a regularly-scheduled course date and time.

SUNY Ulster Spring 2021 Proctoring Specifications

A. Exams are remotely proctored. Students must have a webcam. Exams may be timed.

B. Exams are not proctored but may be timed.

DEFINITIONS:

Synchronous - course meets at scheduled time

Asynchronous - class meetings recorded; student views at leisure

STUDENT SERVICES

Advisement, training and instructional support: All full-time faculty are required to keep a minimum of four office hours per week; all adjunct faculty are required to keep one office hour per week per course taught. This is a contractual requirement. Students are sent a newsletter each week with campus and COVID19 updates. Student concerns are collected by the Assistant Dean of Students, who routes them to appropriate offices for resolution.

Specific training is being developed for students, and will be presented to them prior to the start of the Spring Semester 2021 classes. Training will focus on two areas:

1- How to be successful in a remote environment (planning, time management, communication with instructors, etc.); and
2- Training in the use of the Learning Management System (LMS), and the proctoring system (Proctorio). The training will include specific focus on self-empowerment to allow students to problem-solve common LMS and Proctorio issues.

Individual student issues with technology are referred to the Open SUNY helpdesk or are addressed locally by the College's helpdesk or the director of Instructional Technology.

All training will be recorded and made available for on-demand student use.

The College will utilize a structured "Early Warning" system that is initiated by instructors. Once activated, this system engages both academic advisors and members of the College's CAPS team, who engage the student to determine the nature of the concern and devise solutions. Advisors and CAPS experts work with the student and the instructor to alleviate the concern and maintain contact with the student. Students have access to remote tutoring (particularly in math and English), and individual, on-site tutoring can be arranged, if necessary. Students are sent emails from the CAPS center to suggest success strategies for learning in general and remote learning in particular. Many faculty hold Zoom or Meet review sessions for students. Staff responsible for specific cohorts, such as TRIO and EOP have scheduled check-ins with students to gauge both academic and social performance, and to devise solutions as appropriate.

Access to OPEN SUNY resources is an aspect of both student and faculty training. Direct links to these resources are provided to both students and faculty. Faculty access these at the Center for Teaching and Learning page on the College's LMS.

Uniform Sanctions: students may lose access to campus facilities. Other disciplinary actions may be taken by the Student Conduct and/or Human Resources Offices. Student conduct is governed by the campus Code of Conduct Handbook

Policy 1

Policy 2

Policy 3 (SUNY Uniform Sanctioning Policy found under "Judicial Process" & "Sanctions")

Minimum sanctions are outlined in the Uniform Sanctioning in Response to COVID-19 Student Violations. Consistent with SUNY policy, students who are partially or completely removed from the institution due to a violation are not eligible for refunds.

"What Students Need to Know:" SUNY Ulster has adapted the "What Students Need to Know" template, this document will be posted to the COVID-19 Hub and will be sent to students via email through our weekly student newsletter.

Get Instructional and Technology Help: Students will be directed to Open SUNY resources. The College is training a group of staff with student-facing responsibilities to assist in minor Learning Management System and online difficulties. These "Blackboard Mentors" will be available to students needing assistance.

The director of Instructional Technology is a second line of assistance for students and faculty who have not been successful in resolving technology issues using the above resources.

Request Accommodations for Disabilities: Students who wish to disclose covered disabilities and receive reasonable accommodations for their disabilities should contact Sonia Levine, director of Disability Services at levines@sunyulster.edu or disability_services@sunyulster.edu . Additional information is available at on SUNY Ulster's website.

Mental Health Services: The College will maintain mental health services at pre-COVID-19 levels. In case of an immediate crisis or crime in progress, call SUNY Ulster Public Safety at 5221 on campus, or

845-687-5221 from non-campus phones. Public Safety staff are available on campus 24 hours a day, 7 days a week. Or call 911.   To confidentially report a non-urgent situation 24/7:

o Dial 6060 from on campus or 845-688-6060 from non-campus phones

o Or use the College Portal link to report anonymously.

Mental/Behavioral Health Counseling

LINDA FARINA, MPS, CASAC-G, Mental health counseling and referral

M-F, 8:30am-4:30pm

845-687-5192, Farinal@sunyulster.edu

In cases of mental health crisis, call 5221 and Linda Farina will be notified.

KEITH BAKER, LCSW, CASAC: Mental health counseling and referral

845-687-5245, Bakerke@sunyulster.edu

Ulster County Mobile Mental Health: Mental health issues causing personal crisis

7 days a week, 10am-10pm

844-277-4820

Title IX, Sexual Violence, Domestic Violence, Crime Victims Assistance

KEN JURAS: College Title IX Coordinator

845-687-5108 , jurask@sunyulster.edu

AMY WESTBURG, Crime Victims Assistance Program Counselor

M and Th, 9am-12pm, or by appointment

845-332-5221

Additional mental health resources are available at:

ReachOut SUNY

Thriving Campus

Middle Earth from the University at Albany

New York State Office of Mental Health Crisis Text Line: Text GOT5 to 741741

Website access for 19% of classes that will be face to face

The College will use Blackboard, the Learning Management System, for appropriate content delivery in face-to-face classes. Additionally, students may use third-party software as appropriate to the requirements of the course.

FACULTY DEVELOPMENT

The College provides training using Open SUNY throughout the summer of 2020. Both full-time and adjunct faculty were incentivized to participate in the trainings.The College provided local training in the use of its Learning Management System, both introductory and advanced, Microsoft Meet and Zoom Pro (professional licenses purchased for all instructional faculty). Advanced training was provided in the creation of recorded lectures using VidGrid. The College provided additional training on its LMS, Blackboard, in test generation, attendance and gradebook function. The College has provided structured training in the use of Google materials such as testing, assignments, and folder and file creation and acceptance. For those faculty teaching in a blended or hybrid environment, the College provided training in the use of video-camera operation and Zoom Pro.

The College will be providing training in January covering Blackboard basics (for new adjuncts or those who have not yet attended training), advanced Blackboard techniques, breakout rooms in Zoom Pro and advanced functionality of the Google GSuite. The College is also training a group of staff to be Blackboard Mentors who will be familiar with Bb structure and procedures to assist students who encounter challenges while using the LMS.

The coordinator of the Center for Teaching and Learning conducted four additional "drop-in" training sessions in Fall 2020 focusing on remote and online pedagogy and course accessibility, particularly regarding Americans With Disabilities Act considerations. All sessions were recorded and are available to faculty on the Center's Bb page. Additional sessions are planned for Spring 2021.

COVID -19 Surveillance Testing

Spring 2021 - Testing

SUNY Ulster is continuing its partnership with SUNY Upstate Medical for weekly pooled COVID-19 surveillance testing of 100% of on-site Management Confidential staff, Faculty, OPAP and CSEA Employees and students for the Spring 2021 semester. Access SUNY Ulster's approved Fall 2020 and Spring 2021 Testing Plan.

Spring 2021 Faculty and Staff Testing

On-site faculty and staff are required to participate in pooled testing biweekly, but are encouraged to participate in weekly COVID-19 testing.

Spring 2021 Student Testing Plan

All students who return to campus for face-to-face classes will be required to participate in on-campus pool surveillance testing within five days of returning to campus, or provide a recent negative test result.

Student testing calendars have been updated to reflect 100% weekly testing throughout the Spring 2021 semester. Testing will be conducted centrally in HAS and the Kingston Center of SUNY Ulster.

Stone Ridge Testing Instructions:

Pre-register for testing

The Testing Center will be located in the lobby of HAS. The Testing Center is open 9:00am-3:30pm Monday -Friday.

Self-administered testing (without nursing staff assistance) is open from 3:30 pm-6:00 pm. You must bring your own portable device and be able to log yourself into your Upstate Medical Portal account and self administer your test.

Kingston Center Testing Instructions:

Pre-register for testing

Testing will be conducted in the lobby of Kingston Center. Testing Center on Mondays from 5:30 - 6:30 p.m. and Tuesdays and Thursdays from 9:00-3:30pm

Self-administered testing (without staff assistance) is open from 3:30 pm-7:30 pm. You must bring your own portable device and be able to log yourself into your Upstate Medical Portal account and self administer your test.

We've adjusted the COVID-19 testing schedule to provide additional flexibility for evening students. As you know, the COVID-19 test is a self administered test, making it easy for individuals to manage.

With this in mind, all evening public safety officers will be trained to instruct individuals on how to self administer the test.

This will allow evening students to complete their test prior to the start of their class, avoiding unnecessary trips to campus. It is important to note that those who require assistance in logging into their Upstate Medical portal account, should report to testing during normal testing center hours so that staff can assist them in accessing their accounts.

Negative test results will be communicated to students immediately upon receipt via email to their SUNY Ulster Email account.

Positive test results will be reported to the student and SUNY Ulster Health Services for contact tracing purposes. This notification will activate the SUNY Ulster Contact Tracer Team to review the sign-in logs and access sheets to determine the individual's last point of contact on-site and will begin the tracing program to notify others of potential exposure.

Positive pooled tests will be analyzed by Upstate Medical for individual reflex testing to determine which individual(s) within the pool has COVID-19. Individual diagnostic results will be available within 24 hours. As a non-residential commuter campus, students identified in a positive pool will be required to self-isolate and will not be allowed to access campus until individual results are determined.

TESTING LOGISTICS

Testing will be conducted on the Stone Ridge campus and at the Kingston Center of SUNY Ulster.

The Director of Public Safety, Wayne Freer, in consultation with the Coordinator of Health Services, Patricia Vincent, will coordinate the testing chain of command and the testing logistics for the Stone

Ridge Campus. Student service representatives will assist in staffing the testing center and developing/deploying testing logistics and notifications for students.

The Director of Plant Operations, Donald Steward, will coordinate the physical site set up and clean up.

Health Services staff are trained to conduct pooled testing. Nursing students have been trained to conduct this test and may be called upon to staff testing locations on a rotating basis.

Testing locations are set up in a centralized location on campus to increase participation and compliance with testing procedures.

Students will be required to report to testing locations upon completion of their face-to-face class. This will reduce the potential for students to have eaten or drunk anything in the previous 30 minutes.

On-site, students who do not report for testing, will be denied access to campus, and their College ID number (UNumber) will be added to a restricted access list maintained by Health Services. These students would then need to provide proof of a negative test result prior to being admitted back on campus.

Testing results are reported to Health Services, and in the event of a positive pooled test, all students within the pool will be added to a restricted access list and will not be permitted on campus until they obtain the results of their individual test results.

Additionally, all remote only students who are required to come onto campus for in-person classroom exams (including midterms and finals) must report to campus for testing 36 hours prior to their scheduled test. This will ensure that we have received negative test results prior to exams. The testing calendar will be utilized to determine the appropriate testing day. Students will not be permitted on-site for exams without a negative COVID-19 test result.

TESTING PROCESS/PROCEDURES
Students have been informed of the testing process via email, Campus Life newsletters, and social media communication protocols.

Students will be grouped in Groups A and B based on their in-person classroom schedule on the Stone Ridge Campus and the Kingston Center of SUNY Ulster. Stone Ridge testing will be conducted in the Student Life Center/Cafeteria in Vanderlyn Hall.

1- To reduce wait times at testing locations, students must pre-register using your SUNY Ulster email address.

Students who do not pre-register will be required to register at the testing location prior to administering the test.

2- Students must bring their mobile device and SUNY Ulster ID to the testing location. Your mobile device will be used to log into your SUNY Upstate COVID-19 Account/Upstate Medical Portal and scan a custom barcode that will be linked to your test.

3- In order to ensure accurate results, those being tested must not eat, drink, smoke or vape within the 30 minutes prior to their test, and must not brush teeth or use mouthwash within the three hours prior to their test.

4- Upon reporting to the testing location, students will sign into the SUNY Upstate Portal and scan the barcode on their testing tube. Students will self-administer their test, as indicated in this video.

5- Test results will be reported to students through the SUNY Upstate Portal and to SUNY Ulster for contact tracing purposes.

DASHBOARD DATA ENTRY

The Vice President for Administrative Services, Jamie Capuano is the Campus lead for data collection and entry into the SUNY Dashboard.

ISOLATION AND QUARANTINE ROOMS

Currently, there are two rooms designated as isolation rooms on the Stone Ridge campus. These rooms are located in our Public Safety office and our Health Services suite. As a non-residential campus, these rooms are designated as isolation rooms in the event that an individual reports to campus with symptoms or develops symptoms related to COVID-19, and they are unable to transport themselves to a medical provider.

DATA MANAGEMENT

Access to campus is monitored through an electronic database. This database tracks point of entry and time of entry.

If a student, faculty, or staff member obtains a positive COVID-19 test result from an outside testing agency, or they are placed under a mandatory or precautionary quarantine, they are required to notify SUNY Ulster Health Services at healthservices@sunyulster.edu. Vice President for Administrative Services, Jamie Capuano capuanoj@sunyulster.edu is the campus lead for testing data management.

A secure database of testing information has been developed to track testing status for the population sampled. Access to this database will only be shared with Health Services staff members. This database will be updated to track students under mandatory quarantine notifications due to testing results.

CONTACT TRACING

SUNY Ulster has developed an internal contact tracing program. Led by the Director of Public Safety, Wayne Freer, the SUNY Ulster Contact Tracing Team consists of seven individuals who have completed the New York State Contact Tracing training program. This team coordinates with the Ulster County Department of Health to assist in contact tracing efforts and to provide information regarding potential on-site exposure.