



State University of New York  
**CLINTON**  
Community College

**Reopening Plans**  
**Winter/Spring 2021**  
**December 28, 2020/January 4, 2021**  
**Clinton Community College**  
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*The State of New York and the entire nation continue to face unprecedented health challenges because of the COVID-19 pandemic. Therefore, SUNY continues to operate under a state public health emergency. The following Winter/Spring 2021 health and safety protocols will be the safety protocols for all SUNY campuses. Should federal, state, or local health guidance change, the SUNY guidance will be updated to conform accordingly\*12/1/2020*

## **RETURNING TO CAMPUS FOR WINTER/SPRING 2021 TERMS**

### **Testing & Monitoring:**

1. **All students, faculty and staff will be pre-screened daily for travel history, COVID-19 history and COVID-19 symptoms for two (2) weeks prior to return.**
  - a. **Clinton Community College will begin spring 2021 classes on February 1, 2021 with 95% of the classes being fully online/remote. It is expected (as of December 9, 2020) that the on-campus presence of students would be 60-80 per day; faculty and staff on campus is expected to be 20-25 per day.**
  - b. **Clinton Community College will not have winter term 2021. Plans are to reopen on February 1, 2021.**

All Clinton Community College students, faculty and staff (who will be on campus for spring 2021 only) will be provided the following link to daily health screening that is submitted directly to the school safety monitor, Dean John Borner. Students are required to complete this form for two weeks prior to the beginning of classes on February 1, 2021. <https://www.clinton.edu/health.aspx>
  - c. **Any student who is taking at least one class on campus MUST submit an attestation that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus AND either**
    - i. **Present evidence of a negative COVID-19 test taken within three (3) days prior to return to campus or participate in an on-campus COVID-19 test within five (5) days prior to returning to campus. Clinton Community College has scheduled its COVID-19 pre-Spring semester testing for January 28, 2021 to comply with this mandate.**

**The following limited exemptions are allowed for the seven (7) day precautionary quarantine stated above:**

- i. **Medical School and Health Professions students designated as “essential employees” will not be required to quarantine.**
- ii. **Campuses may allow, but are not required to allow, commuter students who are employed to**

apply to a campus designee for a limited work exemption. Such exemption will permit qualified commuter students to work during the quarantine. To qualify for the exemption, the commuter students will need to document the COVID-19 safety protocols of their employer. Also, the exemption will only apply to their ability to work. When not working, the students will be expected to quarantine from others. Campuses must keep specific information on the number of exemptions approved for the semester and be able to report to SUNY system.

- d. **Clinton Community College** will follow CDC guidance on tiered approach in cases of possible exposure. The college works in close contact with the Department of Health and follows all guidelines in regard to exposure. Should an employee or student have possible exposure, they are to stay home for 14 days after the last contact with a person who has COVID-19; They should watch for a fever (100.4 F), shortness of breath, cough or other symptoms of COVID-19; maintain social distance from others, especially people classified as high risk.
- e. **Everyone who will be on campus is REQUIRED to test every week throughout the semester.** Clinton Community College will require weekly testing of students, faculty and staff who plan to be on campus regularly (including instruction, co-curricular activities and meetings). **Clinton Community College will begin post-spring semester testing on February 4, 2021 and will be conducted weekly throughout the semester.**
- f. In cases of possible exposure to COVID-19 on campus, Clinton Community College will follow the CDC Control and Prevention Guidelines for Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs).
- g. Clinton Community College students, faculty and staff that have traveled to/from restricted states/regions as defined by New York State, whether living on or off campus, must follow the New York State Travel Advisory and attest that they have submitted the New York Traveler Health form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>) and will follow the guidance of the governing local health department related to mandatory testing, quarantine/isolation and timing of returning to campus.
- h. Clinton Community College will enforce the isolation of any student, faculty or staff member who tests positive for the COVID-19 virus and will rely on the guidance of the Clinton County Health Department. As a note, Clinton Community College does not have on-campus housing/residence halls.
- i. Clinton Community College will not operate the Cafeteria (Cougar's Den) until further notice.

#### **A. Winter**

Clinton Community College will not have a winter 2021 term; therefore, no students will be on campus.

#### **B. Spring**

Communication to students went out prior to the end of the fall semester so they were aware of the opening date for spring (February 1) as well as the resuming of Pool Testing. They were also informed of the need to complete a health questionnaire and attestation as directed by SUNY prior to returning to campus for spring 2021.

Students were and will be made aware of the cancellation of spring break via email, new student orientation, by advisors and admissions offices.

COVID-19 communication will occur during orientation and information sessions with Advisors/Admissions/Financial Aid office staff.

A web-based link has been created and will continue to be used for spring 2021 for the campus health questionnaire (2 weeks prior to return, this questionnaire will need to be completed by everyone who will be coming to campus for spring 2021). The form is submitted directly to the Campus Safety Monitor, Dean John Borner. <https://www.clinton.edu/health.aspx>  
Commencement Plans, at this time, will be held remotely.

### **C. Remote Instruction**

The college is working to affirm and works to ensure that all remote instruction meets or exceeds expectations of regular and substantive interaction by continuing and enhancing practices implemented during the Fall 2020 semester. All classes normally held in person but being delivered remotely are required to be held synchronously as Zoom or Teams sessions at the scheduled days and times as published in the schedule of courses. The college Professional Development Committee held two informational sessions for teaching faculty during the Fall 2020 semester to share experiences with various tools available for enhancing interaction and engagement with students. The outcomes of these sessions are informing faculty for adoption of practices for enhanced engagement in the Spring 2021 semester. The Vice President for Academic Affairs is working closely with department chairs to ensure that all remote classes are maximizing opportunities for student interaction with the instructor and with other students in the class.

95% of all spring semester classes will be delivered remotely and 5% of all spring classes will be delivered on campus. All remote classes being taught at the College will be done in synchronous fashion which maximizes interaction of students with the instructor and with other students. In addition, the academic support services will be delivered remotely in large part and will involve regular communication to students from the respective support offices. Academic department chairs and academic support leaders will be reporting on interaction and delivery of instruction and services at meeting of the Academic Council.

Clinton Community College will make all reasonable efforts to accommodate the needs of international students completing coursework in a different time zone.

All remote classes being taught in the Spring 2021 will engage students in teaching, learning and assessment as consistent with the subject matter content under discussion and will utilize direct instruction delivered synchronously and will include assessment with a diversity of assessment measures and will also provide feedback on students' performance. Every possible effort is being expended to achieve similar instructional and learning outcomes in a virtual environment of synchronous delivery as in an on-campus setting.

The Learning Resource Specialist/Accommodations Officer works closely with the faculty to provide all necessary information to support remote learning of students with disabilities.

The Online Learning Coordinator/Instructional Designer at the college works closely with the faculty in providing guidance on remote instructional methods and technologies and has provided assess to workshops and trainings for faculty. The Online Learning Coordinator/Instructional Designer is also providing guidance to students on use of the course management system being utilized in all remote

classes and is available to address questions from students and faculty regarding remote and online learning and teaching.

All faculty serving as academic advisors as well as the Coordinator of Student Support Services are maximizing their availability to students and are utilizing synchronous zoom meetings with their advisees in supporting student success. The Vice President of Academic Affairs, Academic Department Chairs and academic support staff are available to intervene and assist students as needed.

The Online Learning Coordinator/Instructional Designer at the college provides information to the faculty and support staff on all instructional support available through SUNY.

### **On-Campus Activities/Cleaning & Disinfecting Protocols:**

Clinton Community College will have minimum opportunities for use of facilities by outside organizations due to ongoing construction in the Moore Building. When activities are scheduled, they will be held outdoors (weather permitting) and/or in a well-ventilated room with social distancing protocols in place as per CDC and local County guidelines.

### **PPE:**

- Clinton Community College has acquired masks from several resources and each area of the college (Admissions, Registrar, Bursar as well as administrative offices) have been provided with masks, hand sanitizer and disinfectant wipes.
- Splash shields have also been put in place throughout the campus (offices, labs, service counters)
- Face coverings will be mandated, in accordance with state and local laws, to be worn by all employees, students and vendors. If a person comes to campus without one, a mask will be provided.
- Face coverings will be worn whenever outside staff work areas (if they are in private office or socially distanced offices).
- Plexiglass barriers have been placed in all locations that have face-to-face interaction (library, student services, bursar, etc.)
- Plexiglass barriers have been placed in science and nursing labs for social distancing as well as the IAM technology labs.

### **TESTING:**

- There will be a mandatory health screening assessment (questionnaire, temperature check) before employees begin work each day and for essential visitors and will ask the following:
  - Have they had COVID-19 symptoms within the last 14 days?
  - Have they tested positive for COVID-19 in the past 14 days?
  - Have they had close contact with anyone who has tested positive for COVID-19 in the last 14 days?
- The same protocols in regards to health screening assessments will be used with students who are on campus for class/labs.

- j. Pooled testing will begin on January 28 and occur every Thursday throughout the semester (others, especially people classified as high risk).
- k. **Everyone who will be on campus is REQUIRED to test every week throughout the semester.** Clinton Community College will require weekly testing of students, faculty and staff who plan to be on campus regularly (including instruction, co-curricular activities and meetings) . **Clinton Community College will begin post-spring semester testing on February 4, 2021 and will be conducted weekly throughout the semester.**

HYGIENE, CLEANING AND DISINFECTING:

- Buildings and Grounds department has developed plans, as well as a routine, for cleaning and disinfecting protocols that will utilize DEC products identified by the EPA as effective against COVID.
- Buildings and Grounds department will ensure that regular cleaning and disinfection of restrooms will occur and will note date/time they were sanitized.
- Disinfecting of classrooms that need to be used (labs) will be done immediately after each class and before the next class enters. Staggering of class hours will take place to ensure this occurs.
- Hand sanitizing stations have been placed at all entrances, elevators, bathroom locations, and along the hallways in each of the five buildings on campus.
- Masks will be mandatory for anyone on campus.
- In the event an individual is confirmed as having COVID-19, the areas that were exposed will be closed and receive a deep cleaning following appropriate CDC guidelines. This deep cleaning will include high transit and high touch areas to ensure safety of staff/students.

Daily reporting will continue on the SUNY dashboard with testing results and positive cases. This will be maintained by the President's Office (Tammy Villanueva) or the Campus Safety Monitor (John Borner).

Clinton Community College will keep the System Provost informed of any changes to Instructional Modalities.

*Message sent to All Students, Faculty and Staff from President DiPasquale on December 8, 2020:*

**What Students Should Know: COVID-19 and Returning to Campus  
Spring 2021**

As we return to campus in Spring 2021, SUNY and Clinton Community College's first priority is the health and safety of our campus community, including its students, faculty, and staff. The best way to maintain the safest environment possible throughout 2021 and beyond is for each of us to take steps to minimize the risks, not only for ourselves, but for all members of the SUNY community. This includes:

- wearing face coverings (masks) at all times while on campus (even if 6 ft. apart)
- hand washing
- social distancing
- participating in testing and tracing
- completing daily screenings
- being mindful of our surroundings and the impact we have

Any of us alone can spread this disease and cause harm to others. But **all of us together can build a community that is safe and healthy**, where educational success is possible.

Here's what you need to know and do as SUNY and Clinton Community College welcome students back to campus in 2021:

- **Stay Informed**

Clinton Community College will keep students informed of any and all changes relating to COVID-19 via their Clinton email as well as on the Clinton.edu website.

- **Return to Campus Safely – Testing and Isolation Requirements**

All Clinton Community College students, faculty and staff (who will be on campus for Spring 2021 only) will be provided the following link to daily health screening that is submitted directly to the school safety monitor, Dean John Borner. Students are required to complete this form for two weeks prior to the beginning of classes on February 1, 2021. <https://www.clinton.edu/health.aspx>

- **Any student who is taking at least one class on campus MUST submit an attestation that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus AND either:**

- i. Present evidence of a negative COVID-19 test taken within three (3) days prior to return to campus OR
- ii. participate in an on-campus COVID-19 test within five (5) days prior to returning to campus.
- iii. Clinton Community College has scheduled its COVID-19 pre-Spring semester testing for January 28, 2021 to comply with this mandate.

### **Get Screened Daily**

Everyone coming to campus, including students, must complete a daily health screening (which is submitted automatically to the school safety monitor, Dean John Borner). Students, faculty and staff coming to campus will also have temperature checks done on a daily basis.

<https://www.clinton.edu/health.aspx>

### **Get Tested Regularly**

Clinton Community College will conduct the mandatory pre-semester pool testing on Thursday, January 28 from 8:00 AM to 1:00 PM in the Stafford building; pool testing after this date will be conducted every two weeks beginning on February 11. Reminders and further information will be sent out to the college community (students, faculty, and staff) that this is mandatory testing for everyone who is on campus.

### **Check the COVID-19 Dashboard**

SUNY maintains a comprehensive dashboard of COVID-19 testing and infection rate status across the system and at each campus. <https://www.suny.edu/covid19-tracker/>. Once logged in using your Clinton credentials, you will find information under Clinton for reference.

### **Be Responsible – It's Easy to Do Your Part**

Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 is highly contagious, these simple measures apply **both on and off-campus**:

- **Wear face coverings** (masks) at all times on campus, including in classrooms, conference rooms and other public spaces, even when you are able to maintain six feet of social distancing.

- Exceptions to this requirement include when students are (1) in their private residential or personal space, (2) eating meals on-campus while seated and socially distanced, or (3) by themselves in a lightly trafficked location where no other persons are. Faculty and staff are likewise exempt when alone in their office or other private spaces.
- **Regularly wash your hands** with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.
- **Stay home when you are sick** or have potentially been exposed to COVID-19.
- **Practice social distancing** at all times to reduce transmission.

### **If Exposed, Complete Mandatory Quarantine and Isolation**

Students who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, or medical or campus official that they are “at risk” for having COVID-19 may be required to quarantine or isolate. This may include taking classes remotely, and not going to dining halls and other campus facilities. The campus has specific information about restrictions that may be found at <https://www.clinton.edu/fall2020/>. Students identified for quarantine and isolation (whether residential or non-residential) will have access to certain assistance, such as the delivery of food and medicine. They may also receive psychosocial, academic and/or other supports, as needed.

### **Follow the Rules or Face Disciplinary Action**

When the campus learns of a violation of the rules associated with COVID-19 safety, students may lose access to campus facilities and/or campus housing. 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 <https://www.clinton.edu/student-affairs/student-handbook.aspx>. 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.

### **Take Care of Yourself – Physically and Mentally**

We understand that this is an exceptionally challenging time. SUNY has resources to help you get the support you need.

- Clinton’s Academic Advising and Student Support: <https://www.clinton.edu/campus-resources/academic-advising-and-student-support/default.aspx>
- Clinton Community College’s Personal Counseling: <https://www.clinton.edu/campus-resources/academic-advising-and-student-support/personal-counseling.aspx>
- ReachOut SUNY: <https://online.suny.edu/covid19/students/local-state-and-national-resources/>.
- Thriving Campus: <https://www.thrivingcampus.com/>.
- Middle Earth from the University at Albany: <https://www.albany.edu/counselingcenter/middle-earth.php>.
- New York State Office of Mental Health Crisis Text Line: Text **GOT5** to **741741**.

### **Understand What’s Being Offered On-Campus and Online**

Clinton Community College will begin classes on February 1, 2020 and will remain 95% remote/online learning. Please refer to the course schedule for Spring 2021 for registration; <http://ccc.clinton.edu/Common/masterschedule/masterschedule.aspx>. Barring unforeseen circumstances, Clinton plans to offer less than 5% of courses in a face-to-face format which will be made up mostly of labs for nursing, technology and some art programs.



### **Get Instructional and Technology Help**

Clinton Community College students can obtain IT help by following this link:

<https://www.clinton.edu/IT/faq-students.aspx>. Frequently asked questions as well as technical assistance can be found on this webpage.

### **Request Accommodations for Disabilities**

Students who wish to disclose covered disabilities and receive reasonable accommodations for their disabilities should contact the Clinton Community College Accommodative Services office at

<https://www.clinton.edu/campus-resources/accommodative-services/default.aspx> or call directly to 518-562-4252. Note that the above link has information on who is eligible for services, requesting services, as well as other information for our students.

### **Follow Housing and Dining Updates**

Clinton Community College does not have on-campus housing; however, we do have many options for those students to find local, off-campus housing. You may contact the Student Life office at [Clinton.edu/student-life](http://Clinton.edu/student-life) for more information or call 518-562-4381.

Clinton Community College will not open the cafeteria/dining hall in the Moore building for Spring 2021.

### **If We Have to PAUSE, Follow These Rules**

If the campus must switch to a two-week (or longer) pause, the following rules apply.

#### **OPERATIONAL ACTIVITY:**

- Should there be a required shutdown of campus, all students and personnel will be made aware of this through an “Everybody Email” and “All Student Email” as was done in March. If someone is not on campus and unable to see email, there is a phone tree for supervisors to contact their employees. Faculty will reach out to their students, with the assistance of Academic Affairs staff, to provide information to them on the current condition.
- As in the first shutdown in March, Clinton Community College is very prepared to go fully remote. VPN has been given to all employees who require it; faculty have planned for a spring remote session.
- Buildings and Grounds will begin the process of closing off classrooms and offices as well as the larger areas.
- Campus Administrators will speak directly to their staff about the circumstances and expectations during the shutdown.
- Clinton Community College will follow the guidance of the CDC as well as the local Clinton County Health Department.

#### **COMMUNICATION:**

- Clinton Community College will immediately begin the process of alerting the local media of the shutdown.
- The website and social media will post the closure.
- An “Everybody Email” to faculty, staff and students will be sent out immediately with known information and will note that updates will be sent to them via this communication process and to watch their email for updates.
- Community at large will be notified (will use Chamber of Commerce, The Development Corporation and Advisory Boards) and ask they get the word out that Clinton Community College has shutdown.
- All communications will come from the President’s Office and Vice President of Academic Affairs. Other Administrators may be called in to assist with this process.



**If We Have to Pivot to Remote Instruction, We Will Follow This Plan**

- Clinton Community College will work with Student Affairs and Academic Affairs faculty and staff to notify all students, faculty and staff that the college has gone to fully remote instruction. Should assistance be needed by any student, they will be encouraged to email our Academic Advising and Student Support office at <https://www.clinton.edu/campus-resources/academic-advising-and-student-support/default.aspx>
- All students will be informed that communication will be made via their college email, through social media and on the College's website.

**Changes and Updates**

The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in our response. Updates to scientific knowledge, public health guidance, or laws and regulations may mean SUNY and Clinton Community College have to make changes to our standards and rules, including those indicated above. SUNY and Clinton Community College will try to minimize these changes and their impact. We will keep you informed of new developments.

*1/4/2021*