



**Union College Plan for Reopening Campus  
Fall 2020**

**Prepared for the State of New York**

**Submitted**

**August 14, 2020**

## Overview

Union College intends to resume as a residential campus beginning on September 9, 2020, and with a phased return of students in quarantine in late August. Our plans for a safe re-opening of campus and the return of in-person instruction are in accordance with the *Interim Guidance for Higher Education During the COVID-19 Public Health Emergency* issued by New York State (NYS) Department of Health on June 28, 2020.

All of the College's planning for fall is the result of the work, ideas, and recommendations of a broad set of community stakeholders, including trustees, faculty, staff, students, and local health officials.

In April, President David Harris led a working group with faculty, staff, and students, *Planning for Multiple Tomorrows*, to consider a variety of scenarios and propose plans for the 2020-21 academic year with the following overarching goals in mind:

- 1.) safeguarding the health and wellbeing of our campus community and surrounding communities;
- 2.) completing the 2020-21 year while remaining true to Union College's core mission and vision; and
- 3.) ensuring the short- and long-term financial sustainability of the College.

This group of 27 faculty, staff, and students gathered for two hours each day in May as a group or in five subgroups: Teaching, Learning, and Scholarship; Residential Curriculum; Housing and Dining; Athletics and other Student Activities; and Reputation. A number of campus and external partners were consulted to enhance the group's understanding of facilities, public health, learning technologies, the academic calendar, course scheduling, dining, and other keys to advancing our goals. In addition, the PMT gained critical insights through town halls, a community survey, small group conversations, emails, and one-on-one conversations.

In June, Union announced its plans for fall, *Union Where You Are*, a flexible plan, offering all faculty and students choices about teaching and learning in person, online, or remote; allowing all staff to work remotely when possible; transforming all residence hall rooms to singles; supplying PPE campus-wide; testing students and staff on arrival and periodically; reconfiguring spaces on campus, and working in coordination with local health departments on plans for quarantining and isolating students.

With the release of NYS guidelines in late June, Union's leadership team worked with campus and community partners to put together this document detailing how we will successfully and safely phase the return of students, faculty, and staff to campus, and resume as the innovative and forward-thinking residential liberal arts college Union has been for the past 225 years.

This document affirms the close review and understanding of NYS guidance, and addresses our planning and preparedness consistent with the requirements detailed by the *NYS Department of Health in the Interim Guidance for Higher Education During the COVID-19 Health Emergency*, and, more generally, our plan to reopen and operate for the duration of the COVID-19 public health emergency until circumstances and State requirements allow for modifications of the plan. Its outline is consistent with NYS guideline's four pillar areas: Reopening, Monitoring of Health Conditions, Containment, and Shutdown of In-Person Operations (if required).

## Reopening

### CAPACITY

Union has instituted a reopening operation plan in accordance with NYS guidelines to phase the return of employees (staff and faculty) and students to campus with consideration of the following factors: ability to physical 6' distance in public spaces and residence halls, testing capabilities, Personal Protective Equipment (PPE) availability, quarantine and isolation capacity, local medical capacity, and availability of safe transportation.

Union's leadership team -- led by President David Harris and composed of vice presidents overseeing facilities, the health care center, communications, human resources, student affairs, admissions, and academic affairs -- will be responsible for ensuring continuous compliance with all aspects of the reopening plan in collaboration with many campus and external partners.

### RETURN OF EMPLOYEES TO CAMPUS:

Union's Return to Campus Plan, in accordance with Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency, outlines the process and procedures required for employees to return to campus. Our coronavirus informational website is a consistent means to provide individuals with the most updated information.

All employees are required to complete a Union-provided COVID-19 training course prior to starting work. Training includes responsibilities for members of our campus community, available resources, and safety policies. All employees (faculty, staff and administrators) are expected to fully comply with the policies, protocols and guidance outlined in this plan. They will need to affirm that they have read, understand, and will

abide by a Commitment to the Union Community document or face disciplinary action for failure to comply.

Prior to employees returning to campus, each administrative unit must provide a COVID-19 Safety Plan specific to their work areas by completing the COVID-19 Safety Plan for Administrative Units. The completed form will be submitted to EHS and the Vice President of the relevant area for review and approval. Each Department Plan must be communicated to employees in the area to ensure they understand the scheduled date to return to campus and the requirements for working safely.

There are several options available to Departments when considering how to maintain required social distancing measures and to reduce density within buildings and work spaces. Managers and supervisors will be provided training on employee safety and guidance on the information below:

- Staggered work schedules to reduce the number of people in the office space.
- Remote Work - Employees who can work remotely to fulfill some or all of their work responsibilities should continue this practice to reduce population density on the campus.
- Flexible scheduling to allow employees to accommodate special circumstances.

**Return to Research:** Union's Return to Research (R2R) working group, composed of faculty, academic affairs administrators, and staff from the Facilities and Environmental Health & Safety Offices, developed Return to Research Plan for a phased return to on-campus laboratory research in accordance with New York State Interim Guidance for Higher Education Research During the COVID-19 Public Health Emergency. The document includes process, procedures, and these guidelines, including social distancing, PPE, and instruction and materials for cleaning and disinfecting frequently touched materials.

#### RETURN OF STUDENTS TO CAMPUS

All Union students have the choice of being online for the fall term (with the option of coming back in winter and spring terms) or coming to campus and abiding by all safety policies in accordance with NYS guidelines. In order for students to return to campus, they must read, understand, and commit to upholding the policies outlined in the **Intent to Return & COVID-19 Policy Agreement**. Students who do not comply will be subject to disciplinary actions ranging from a warning to sanctions. In cases of severe violations, sanctions could include suspension or separation from the College.

Classes will begin September 9, and we will stagger the arrival of students starting in mid-August for safety reasons. Students can schedule time to move in their belongings before classes begin to reduce density on move-in days. This optional pre-arrival drop-off will occur August 17-22. Students and parents must wear masks. Students are told to

minimize the possessions brought to campus this fall due to the possibility of having to move out on short notice. Pre-orientation is offered both in person and virtual.

Schedule of student arrivals:

- August 17-21 - Early student belongings drop-off (Fox, Davidson, Richmond, West, Garnet, College Park Hall)
- August 17-18 - Pre-o/First Gen/RAs/OAs/Pre-o leaders 14-day, UC international students with travel issues, FY International
- August 21 - FY students 14-day
- August 19 & 23 - HRAs/RA's
- August 24-25 - UC 14-day
- August 26-28 - OAs, Pre-o leaders, UC int'l students, int'l orientation leaders, First-gen
- August 30 - Pre-o move-in (Pre-orientation program Sep 2-5)
- September 4-5 - FY move-in; House managers
- September 6-8 - Upperclass move-in
- September 9 - Classes begin

The fall term will conclude before Thanksgiving break.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Union's Office of Environment Health and Safety (EHS) developed a safety plan to prevent the spread of COVID-19 on campus. This plan details appropriate physical distancing among employees, provision of PPE to all employees, students and visitors; hygiene and cleaning requirements in accordance with CDC, DOH, and OSHA; as well as local public health laws, regulations, and policies.

Details related to PPE in our safety plan include the following:

- Areas and spaces used by multiple individuals will have floor decals and/or signage that states a distance of 6 feet must be maintained when possible. Face coverings will be worn in these areas to protect individuals for interactions when it's not possible to physically distance.
- Required in-person meetings will be held in open, well ventilated spaces with appropriate social distancing among participants. All participants will be required to wear face coverings.
- Union has ensured a sufficient supply of face covering for employees, students, and visitors free of charge. EHS surveyed campus departments to determine quantities of PPE needed for working and for protection against the COVID-19 virus for the 2020 Fall term. A PPE & Supplies spreadsheet is managed by EHS.

7,600 cloth masks have been ordered, which is a more than adequate supply to provide 2 cloth masks to each employee and student. 10,500 disposable masks have been ordered to allow faculty and students to wear these during lab sessions and to provide to employees and essential visitors who don't have a mask with them.

- To ensure that PPE is appropriately cleaned, stored and/or discarded, employees will receive training from EHS & Human Resources prior to returning to campus or their first day back, including care & maintenance of cloth face masks. [CDC information sheet](#) "How to Safely Wear and Take Off a Cloth Face Covering" is on the [Union Where You Are website](#) and a copy will be provided in a care kit for all employees and students. The care kit will also include an oral digital thermometer and a 2-ounce bottle of hand sanitizer. These bottles are designed to be refilled at stations on campus.

## TESTING

Union has engaged the [Broad Institute](#) "The Broad" as our testing provider for our onboard and regular screening testing.

### Testing Partner

The Broad is a partnership between MIT and Harvard seeking "to improve human health by using genomics to advance our understanding of the biology and treatment of human disease, and to help lay the groundwork for a new generation of therapies."

Highlights of this testing approach include:

- The Broad CRSP SARS-CoV-2 RT-PCR Diagnostic Assay is used for in vitro qualitative detection of SARS-CoV-2 in respiratory specimens. This means the test is designed to detect the presence of the genomic material of the SARS-CoV2 novel coronavirus, the pathogen responsible for the disease known as COVID-19.
- Limit of detection - analytical sensitivity
- The limit of detection (LoD) is defined as the lowest concentration at which 19/20 replicates (or approximately 95% of all true positive replicates) are positively detected.
- The Broad CRSP v2 assay (high throughput) with dry swabs as an input is validated with an LoD of 1.6 copies/ $\mu$ L (or 1600 copies/mL). For context, a study published in *The Lancet*<sup>1</sup> found median viral load in COVID positive patients at presentation to be 158,489 copies/mL.

- Information about Broad's **Safe for School Program** is available on their website: <https://covid-19-test-info.broadinstitute.org/safe-for-school/>. See the Appendix A for a description of the process.

The Union testing plan includes:

**Preboarding testing** - All students are strongly encouraged to get a test and submit results to the College 5-7 days before arriving on campus.

**Initial testing** - All students and employees will be screened and tested for the Sars-Cov-2 virus upon arrival and as they return to work. Faculty and staff already working on campus will also be tested at this time.

**Asymptomatic or presymptomatic surveillance testing** – After the initial testing, students will be tested weekly. Staff and faculty will be tested periodically throughout the term. Employees with high levels of interactions with others will be tested more frequently.

**Symptomatic testing** – Health Services will provide testing for symptomatic students. This will be separate from the screening testing site. This will include a rapid testing mechanism for results onsite and tests that will be sent out to labs for confirmation.

*Please see Monitoring and Containment sections for more information on symptomatic testing, isolation and quarantine.*

All students will be screened and tested for the SARS-CoV-2 virus upon arrival, including students living off campus who have opted to take courses on campus, as well as those students needing to arrive early in order to begin a 14-day quarantine because they are traveling to Union from a state that NYS guidance requires such a quarantine. Since we do not know when off campus students will arrive, we will be working with those students to identify an appropriate testing day before classes start on September 9.

Union will utilize the Memorial Field House as our testing site. Students will register for a recurring weekly appointment for screening tests. To administer, we will use a greeter, four administrative assistants for check in, six observers. Broad will provide the supplies. All students would have to quarantine until the initial onboarding test results are available (an estimated of 48-72 hours).

Process for students arriving on campus

Student arrival will be staggered to provide the safest environment possible. Students will sign up for a move-in time according to their cohort if possible, and that will be their designated arrival time. They will go directly to the COVID-19 testing site located in the Memorial Field House on campus. Upon completion of their test, they will proceed to the Residential Life tables in the Viniar Athletic Center to pick up a room key. Students will then move into their residence hall room. Two helpers with face coverings may be present for a two-hour window. All must complete the health attestation upon arrival and be symptom-free on campus.

Students then begin their pre-test result quarantine. They must remain in quarantine until they receive negative test results, anticipated to be within 48-72 hours. Students who don't comply with quarantine will be referred to the Office of Community Standards for disciplinary action. Union will provide support to students during this quarantine period, including meal delivery. Students asked to come prepared with anything they may need during the quarantine time frame.

### Testing schedule

Date/Time	Pre-o/First Gen/RAs/OAs from NYS travel advisory; UC Int'l with travel issues; FY Int'l HRAs (8/19)			FY from NYS Travel	RAs	UC from NYS travel		OAs; Pre-o leaders; Int'l orient. Leaders; UC Int'l; First Gen; UC from NYS travel (8/26 only)			Pre-o	FY students		Returning students		
	8/17	8/18	8/19	8/21	8/23	8/24	8/25	8/26	8/27	8/28	8/30	9/4	9/5	9/6	9/7	9/8
9a-10a	12	12		12		12	12	12	12	12	24	24	36	36	36	36
10a-11a	12	12	8	12	12	12	12	12	12	12	24	24	36	36	36	36
11a-12p	12	12	8	12	12	12	12	12	12	12	24	24	36	36	36	36
12p-1p	BREAK															
1p-2p	12	12	8	12	8	12	12	12	12	12	24	24	36	48	48	48
2p-3p	12	12	8	12	8	12	12	12	12	12	24	24	36	48	48	48
3p-4p	12	12		12				12	12	12	24	24	36	48	48	48
4p-5p														48	48	48
TOTALS	72	72	32	72	40	60	60	72	72	72	144	144	216	300	300	300



### **Students affected by the 14-day quarantine**

The NY State COVID-19 Travel Advisory has caused concern for students living in one of the states on the restricted list. Union has provided options and guidance for students traveling from states on New York's travel advisory list who are required to quarantine for 14 days upon arrival in NY. We have advised all families to stay up-to-date and follow the latest information available on the [NY State COVID-19 Travel Advisory site](#).

Additionally, knowing of the CDC recommendation that International students or students returning to the U.S. from traveling directly from another country should also quarantine for 14 days, we provided all out-of-state travelers from designated states with this [form](#) to complete upon entering New York.

Students affected by the NY State required quarantine or students traveling from other countries will have the following options for quarantine:

**Student/Family-Coordinated Quarantine** - Students and families can make their own arrangements to quarantine in New York, or in a state that is not on the [restricted list](#). These arrangements could include, staying with friends and family, staying at a hotel or booking a short-term rental. Students choosing this option need to complete a form attesting to their location for the 14 days prior to their scheduled move-in date.

**College-coordinated Quarantine:** We offered two options for College-Coordinated quarantine spaces listed below, and will work with each student on their options including arrival dates and testing procedures.

On Campus Quarantine: Students traveling from restricted states who are assigned College Park Hall dormitory for the fall term can move-in early and quarantine in their residence hall room, as College Park Hall meets the criteria outlined in the NY State guidance. Students will be expected to follow all quarantine protocols, and they will have food delivered to their room each day.

Quarantine in a Local Hotel: Students traveling from a restricted state who do not have a fall term housing assignment that meets the criteria outlined in the NY State guidelines will have the option to quarantine in a hotel close to campus for the 14-day required quarantine period. Students are expected to follow all quarantine protocols and will be given a gift card for food purchase and delivery. There is not a cost associated with hotel and food expenses. This option is for students only. Family members and friends will not be permitted to stay in the room with the student.

## RESIDENTIAL LIVING

Union's Office of Residential Life has adopted the following protocols to achieve social distancing and foster a safe living environment for students (residence halls, apartment-style housing, theme houses, Minerva Houses, fraternities and sororities):

- Use of common areas and lounges will be limited, and the larger public kitchens will be closed.
- Most students will be assigned to single occupancy rooms, but they will have the opportunity to opt into a double occupancy room, if interested.
- Students will be permitted to gather in small groups only.
- RA programs will be virtual, socially distanced or a combination of both, and without common sources of food.
- No guests from outside the Union community will be permitted in residential Spaces.
- There will be separate living quarters for persons undergoing isolation and quarantine (see Isolation and Quarantine section for details).
- Students with underlying health conditions can go through our special accommodations process. The director of accommodative services reviews their specific needs with a committee of health and wellness staff including counselors, and accommodates students based on that need.

## OPERATIONAL ACTIVITY

**Physical Distancing:** As a key element for reducing the spread of infection, physical distancing must be practiced on Union's campus. Several working groups have worked tirelessly to put together plans using best practices to determine how classes, shared spaces, and activities may be adapted in operations and various phases of the return students, staff and faculty.

The College has taken the following steps to de-densify campus and promote physical distancing:

**Academic Offerings:** Students can opt to go completely online from wherever they reside (away from campus). Union developed special online offerings -- internship courses and online courses tackling the Big Questions to incentivize students to choose to be online. Half of Union's curriculum will be offered online in the fall.

Students choosing to be on campus will have a mix of online, in-person, or hybrid (some portion of class is in-person and other times online) classes. Faculty have a choice to teach in person or remote.

**Academic Talks and Guest Speakers:** We are cancelling all on-campus events for fall and winter term. For events scheduled in the spring term, faculty are told to consider rescheduling, cancelling or determining if there could be an online option for hosting such an event.

**Campus Spaces:** Union has engaged Envision Architect to audit all buildings for appropriate distancing circulation in entries and corridors, audit space requirements in all buildings for 6' social distancing requirements, and provide recommendations to prepare buildings for social distancing with respect to furniture placement, circulation/entry/exiting, and sign/decal installation. Facilities will partner with departments across campus on final layout and implementation.

Based on Envision Architect's recommendations, Union will implement the following:

- Install signage/decal for interior circulation and 6' distancing
- Install Maximum Occupancy signs on doors of tightly confined spaces
- Modify furniture placement, circulation patterns, and restrooms for safe occupancy in Academic/Administrative and Residence Buildings.
- Remove furniture as required
- Install signage in bathrooms for fixture reduction and reduced occupancy
- Install signage for general social distancing guidelines/masks
- Install plexiglass shields in high traffic areas in accordance with [OSHA guidance](#)

The total occupancy for indoors is limited to 50 percent of the maximum occupancy for any particular area, as set by the certificate of occupancy. To help members of our community visualize 6 feet, the College will be placing signs and floor markings in densely populated areas. Areas that have a high volume of people and require close interactions such as registers, counters or service desks will have a clear barrier guard installed to provide an additional layer of protection

**Tents and outdoor seating:** The College will be installing sturdy tents with floors and sides that open up to accommodate up to 20 seated people with social distancing measures in place. These tents are designed to provide limited shelter (sun, rain) and maximum fresh airflow and could be used for classes or discussion sessions outdoors during favorable conditions.

**Classrooms:** Audit of all classroom spaces was completed over the summer. Seating capacity will be reduced by 50 percent or more to ensure students and instructors are at least 6 feet from each other. Maximum occupancy signs will be posted on doors of tightly confined spaces

**Labs:** Similar to classrooms, smaller lab groups will be placed into larger rooms when possible and lab sections will be spread out across the day.

**Common spaces:** Furniture in common spaces will be removed or taped off.

**Restroom Modifications:**

- Remove furniture as required
- Installation of touchless paper towel dispensers in all restrooms, and disable existing hand dryers
- Installation of signage for occupancy and fixture use
- Altering existing restrooms and showers in dormitories to facilitate social distancing by reducing the number of fixtures available for use

**Meetings:** Meetings will be conducted remotely via Zoom or a similar platform whenever possible. If an in-person meeting is required it must be limited to no more than the maximum amount of people allowed by current guidance provided by New York State. The meeting space must be large enough to allow a distance of 6 feet for all people in the meeting and masks must be worn.

**Dining:** The following protocols will be in place for dining based on Interim Guidance for Food Services During the COVID-19 Public Health Emergency:

- Social distancing will be required.
- There will be a 50% reduction in seating in dining facilities.
- Students will need to wear masks at all times except while eating.
- There will be more grab-and-go options.
- Pre-ordering through the GET Food app will be encouraged.
- Self-serve options will no longer be available, and there will be limited
  - ability to customize food orders.
- Additional outdoor seating around campus (see Restart Operations)
- Service ware will be disposable

**Deliveries:** Each Department will designate an area for internal deliveries and pickups; the area should be located at least 6 feet away from employees. If necessary, a physical barrier will be installed if a 6 ft. distance can't be maintained.

**Other policies adopted to avoid the spread of COVID-19:**

**Travel:** Students are discouraged from traveling off-campus for anything besides essential errands and off-campus housing. The College will limit all non-essential business travel for employees. Individuals must secure approval from their supervisor before making business travel plans. Study abroad programs cancelled for fall term.

**Calendar:** Union will not hold classes after Thanksgiving break.

**Campus Events:** We are limiting in-person congregation, cancelling events such as Homecoming weekend in fall.

**Visitor Policy:** Visitors will only be allowed in campus buildings if they are determined to be essential or part of a group that is pre-approved. Departments who are sponsoring visitors must ensure the visitors review Union's COVID-19 daily checklist, attestation of no symptoms through the eMocha app, and wear an appropriate face covering when in public places on campus. Departments will be responsible for recording visitors' names and contact information, as well as locations on campus visited. Departments will forward logs to Human Resources, as well as keep a copy for their records.

## **RESTART OPERATIONS**

Union established a taskforce to develop a plan with protocols to safely reopen facilities on campus, enhance cleaning and disinfection, and improve air handling, treatment and ventilation.

**Enhance cleaning and disinfection:** The Union College Facilities Services Housekeeping department is following cleaning and disinfecting protocols in accordance with NYS Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19. Cleaning and disinfection of frequently touched surfaces will be completed daily.

Team Leaders of the Facilities Services Housekeeping Department will be responsible for maintaining daily cleaning logs. Logs will be filed with the Manager of Building Services and Work Order Systems.

Facilities Services staff will monitor hand sanitizer and soap dispenser stations to ensure proper quantity at all times. Stand-alone hand sanitizers have been added to various locations around campus. Facilities Services will maintain a cleaning log of dates, time and scope of cleaning performed.

Individuals will be responsible for cleaning their work area and equipment. Disinfecting kits will be provided by EHS.

**Improve air handling, treatment and ventilation:** To reduce the risk of SARS-CoV-2 exposure to members of the Union community, the College has invested in substantial upgrades to its air filtration and ventilation systems:

- Increase fresh air intake to aid in the ventilation of spaces and maintain relative humidity levels between 40 and 60 percent, the optimum range to minimize adverse health effects.
- Use of Bipolar Ionization (BPI) wherever possible and a mix of improved filtration and/or Ultraviolet Germicidal Irradiation (UVGI), technologies that have been shown to be high BPI uses high concentrations of ions (positive and negative) injected into the air stream. Ultraviolet germicidal irradiation (UVGI) uses short-wavelength ultraviolet light to kill or inactivate microorganisms.

BPI will be installed in the following locations on campus:

- Academic spaces with air handling systems
- Rathskellar, Reamer Campus Center and Alumni Gymnasium
- Administrative buildings including Grant Hall, Nott Memorial & College Park Hall
- Filters/UVGI will be installed in:
- Administrative Buildings: Silliman Hall, Feigenbaum Hall, Becker Hall, Abbe Hall and Kenney Community Center
- Hale House, Old Chapel and Memorial Chapel

UVGI or BPI will be installed in Athletic buildings including Viniar Pavilion, Memorial Field House and Messa Rink. In locations that are not being covered by BPI, and where applicable, UVGI and improved filtration will be implemented. The College will continue to allow fan-based filtration (non-cooling/heating) units in residence halls.

## **EXTRACURRICULARS**

The College has instituted policies regarding extracurricular programs, designating which activities will be allowed, with consideration of physical distancing and risk of COVID-19 transmission.

**Events:** Most events will be held virtually, socially distanced or as a combination of both. Events will require social distancing and masks in accordance with NY guidelines.

- Programs with food will be limited and must obtain approval.
- Minerva House Council meetings will take place virtually.
- Fall recruitment for fraternities and sororities will occur virtually; chapter meetings and events will be held remotely.

**Athletics:** On July 13, Union announced that fall sports teams will not participate in intercollegiate competition during the 2020 fall season due to safety concerns.

**Club and organization activities:** Activities will continue throughout the fall – either virtually, in a socially-distanced setting or with a combination of both as guidelines permit.

## **VULNERABLE POPULATIONS**

Employees who are at higher risk for serious illness from COVID-19 or who are concerned about returning to work are asked to consult with their supervisor and Human Resources about the possibility of working remotely or pursuing other options.

Union is not requiring any student or faculty member who is not comfortable returning in the fall (for any reason) to do so. All students are able to select all their classes online if they so choose. Students choosing to be remote who are in need of accommodative services will still have access to the necessary services provided by the Office of Accommodative Services.

All faculty can choose their mode of teaching for fall, whether that be in person, online or hybrid.

## **HYGIENE, CLEANING AND DISINFECTION**

Union has enhanced e campus-wide cleaning and disinfection protocols for classrooms, residence halls, dining halls, and other facilities. Our Awareness Campaign, *A Healthy Union Begins with U* promotes hand and respiratory hygiene among all individuals on campus.

### **Cleaning & Disinfecting Protocol**

The Union College Facilities Services Housekeeping department is following cleaning & disinfecting protocols provided by the Center for Disease Control & Prevention (CDC) and NYS Dept. of Health (NYSDOH). The Facilities Services Stockroom staff is ensuring to the best of their abilities that the necessary cleaning and disinfecting products are in stock.

As part of standard infection control practices, routine cleaning is rigorous and ongoing, and time is allocated for individuals to routinely clean. Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product.

Surfaces touched most frequently will be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces. We will clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours.

**Enhance Cleaning and Disinfection:** Housekeeping will be adding an additional shift to provide a second daily cleaning and disinfecting of high-use areas. In addition, cleaning solution and paper towels will be available in each classroom for individual use.

Cleaning protocols for key areas of campus:

**Classrooms-** Facilities Services housekeeping staff will clean and disinfect frequently touched surfaces and flooring in academic classrooms on a daily basis from 5:00am – 9:00am Mon-Fri. A second round of cleaning will also be done from 9am – 5:30pm Mon-Fri in the corridors, common spaces and restrooms and classroom areas will be cleaned during Common Time when they are not in use. Frequently touched hard surfaces include door handles, light switches, floors, desks, chairs and podiums. This does not include electronic equipment and accessories. A disinfection kit will be available in each class room that includes instructions, a spray bottle with a non-hazardous disinfectant that's effective in killing the COVID-19 virus, paper towels and hand sanitizer. Individuals are encouraged to wipe down their chair and desk prior to the start of class. Faculty members are not responsible for doing this, but should remind

students the kit is available for their use. Daily cleaning & disinfecting logs will be kept by Facilities Services, individuals do not need to maintain logs for disinfecting items.

**Teaching Laboratories-** Facilities Services housekeeping staff will clean and disinfect frequently touched surfaces in Teaching Laboratories Mon-Fri from 5:00am – 9:00am. A second round of cleaning will also be done Mon-Fri from 9am – 5:30pm in the corridors, common spaces and restrooms and teaching laboratories will be cleaned during Common Time when they are not in use. Frequently touched hard surfaces include door handles, floors and bench tops where areas are clear. This does not include any equipment or shared objects in the lab. Faculty and staff are expected to disinfect shared equipment in the lab using a suitable disinfectant as recommended by the manufacturer. Disinfection kits will be available for each lab area; it's expected that 1 kit will be shared in shared lab spaces. The disinfection kit includes instructions, a spray bottle with a non-hazardous disinfectant that's effective in killing the COVID-19 virus, paper towels and hand sanitizer. Daily cleaning & disinfecting logs will be kept by Facilities Services, Individuals do not need to maintain logs for disinfecting items.

**Research labs** - Facilities Services housekeeping staff will clean and disinfect frequently touched surfaces in Research Laboratories Mon-Fri from 5:00am – 9:00am. Frequently touched hard surfaces include door handles, floors and bench tops where areas are clear. This does not include any equipment or shared objects in the lab. Faculty and staff are expected to disinfect shared equipment in the lab using a suitable disinfectant as recommended by the manufacturer.

**Offices-** Facilities Services housekeeping staff will clean and disinfect frequently touched surfaces in offices Mon-Fri. This includes door handles, light switches, desktops where areas are clear, and floors. This does not include electronic equipment and accessories. If an individual wishes to disinfect frequently touched surfaces in their office space such as door handles, phones, desktop and any shared items, they may use a disinfection kit assigned to their department, location and sign-out procedures to be determined per department. The disinfection kit includes instructions, a spray bottle with a non-hazardous disinfectant that's effective in killing the COVID-19 virus, paper towels and hand sanitizer. Disinfectant used for disinfecting electronic equipment in an office should be suitable as recommended by the manufacturer or ITS. Daily cleaning & disinfecting logs will be kept by Facilities Services, Individuals do not need to maintain logs for disinfecting.

**Restrooms** – Facilities staff will clean and disinfect twice daily on Mon-Fri across the campus in Academic, Administrative and Residence Hall buildings. Frequently touched hard surfaces include door handles, light switches, floors, toilets, sinks and urinal fixtures.

**Residence Halls** - Facilities Services staff will clean the campus residence halls twice daily Mon-Fri from 9:30am – 1:30pm, and from 12:30pm – 8:30pm. Frequently touched hard surfaces and flooring in Common areas, corridors and Bathrooms will be cleaned



and disinfected. Residence halls will be cleaned once per day on the weekend (Sat/Sun) from 5:00am – 1:30pm.

**Electrostatic Disinfectant Foggers** – Areas where electrostatic foggers will be used are only in Athletic areas; locker rooms, showers, and restrooms.

**Hand Sanitizing Stations** - Union is providing and maintaining hand hygiene stations throughout the campus, including handwashing with soap, running warm water, and disposable paper towels, as well as alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

All Facilities Services staff has been instructed to monitor hand sanitizers and soap dispensers to ensure proper quantity at all times. Stand-alone hand sanitizers have been added, in addition to current wall hung sanitizers to make them more visible.

**Additional Safety Precautions:** Supplemental disinfecting kits will be available for employees and students to disinfect frequently-touched surfaces in their work areas and/or classrooms.

#### **References:**

NYS Department of Health Interim Cleaning and Disinfection Guidance  
[https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf)

CDC Cleaning and Disinfecting Your Facility  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **Monitoring of Health Conditions**

Union has instituted a plan to monitor and track health conditions related to COVID-19 on campus on an ongoing basis. Wicker Wellness Center, Union College's student health center, in partnership with DOH, will manage implementation of testing, early warning, contract tracing and screening initiatives. We have established capacity for testing and screening of students, faculty and staff with relevant responsibility assignments and frequency protocols. Union's contract tracing plan will be significant to controlling the spread on campus. We currently have 13 certified tracers on campus.

### **TESTING RESPONSIBILITIES**

#### **Symptomatic Testing**

Union College Health Services will be able to administer the Quidel Sophia2 Sars-Cov-2 test in the Wicker Wellness Center. Three Wicker staff are responsible for purchasing

and administering tests. This is a test that will provide our healthcare professionals with results in approximately 15 minutes. To ensure the health and safety of our community, the following precautions will be employed (*more details provided in following sections*):

A Student may *not* walk in for a test. If a student is exhibiting any symptoms, they must first call Health Services to discuss their symptoms and make an appointment to come in.

- Students with symptoms seeking a test will enter through a rear entrance near Alumni Gym and will be escorted to an isolation room.
- Practitioners working with students that are looking for a test must wear appropriate PPE.
- Two rooms in the Wicker Wellness Center have been designated as isolation spaces.
- Students will not leave the Wicker Wellness Center until they have the test results.
- Negative results will have a confirmatory send out and the student will be quarantined until the negative result is confirmed.
- For students testing positive, Health Services will work with the Dean of Students and Office and Residential Life to (a) help the student contact family to isolate or quarantine at home or (b) arrange for isolation/quarantine housing and dining on campus.
- Transportation will be arranged for the student

### **Asymptomatic or presymptomatic surveillance testing – screening testing**

Union will utilize the Memorial Field House as our testing site. Students will use a platform to self-schedule, likely as a feature to our EMR, Pyramed. To administer, we will use a greeter, four administrative assistants for check in, and six observers. Three Wicker staff are authorized to purchase testing from The Broad which will provide the supplies. Students will be notified of negative tests via email after a maximum of 48-72 hours.

### **TESTING FREQUENCY AND PROTOCOLS**

All students and employees will be screened and tested for the Sars-Cov-2 virus upon arrival and as they return to work. Faculty and staff already working on campus will also be tested at this time. Asymptomatic or presymptomatic surveillance testing protocols require weekly testing for students, faculty, and student-facing staff. Other staff working on campus will be tested on arrival and periodically.

### **EARLY WARNING SIGNS**

Union will continually monitor COVID-19 infection rates state-wide and regionally with the [NYSDOH COVID-19 Tracker](#), locally with the [Schenectady County's daily dashboard](#), and on campus with metrics such as number of available isolation beds, number of available quarantine beds, and availability of local hospital beds, among others. Schenectady County currently has a positive infection rate of 2.3% according to the NYS tracker. Monitoring data trends daily will help to detect early warning signs. Union's Leadership Team will continually monitor and discuss any actions the College needs to take to keep our community and surrounding communities safe from spread of infection.

## **TRACING**

In partnership with Schenectady County Health Department (SCDOH), Union has established tracing protocols in keeping with [NYS guidelines](#).

Wicker Wellness Center staff will notify the SCDOH of all positive student cases and will initiate contact tracing for individuals on campus who may have had contact with the positive/presumed positive individuals during the 48 hours prior to the first date of symptoms. They will assist the SCDOH when needed. Union has 13 certified tracers. Individuals identified as direct contacts will need to quarantine in their rooms (other students) or at home (employees) for 14 days.

For employees testing positive, EHS will notify the Wicker Wellness Center staff, 13 of whom are certified Contact Tracers, to jump start the process of identifying areas where the confirmed individual was on campus for the previous 48 hours and with whom they may have had close contact. The College contact tracers will work in conjunction with the County Health Department to provide guidance for close contacts and inform them of the steps they need to take for quarantining and contacting their health care providers.

## **DAILY HEALTH SCREENING**

With input and guidance from state and local officials and the CDC, the College has created [Health and Safety Protocols](#) for daily health self-screenings and attestation for all faculty, students, and staff.

Individuals returning to campus will use a mobile application, [emocha Health](#), for symptom tracking and monitoring. Using the app, students, faculty, and staff can monitor symptoms and easily contact emocha public health consultants. Individuals experiencing symptoms will receive support to assist with further medical evaluation or testing. Individuals returning to campus will also receive color-coded digital badges to indicate return-to-learn/work clearance and safe campus entry.

## **Containment**

## **ISOLATION**

Wicker Health Center will be in touch daily with students required to isolate to check and see if the student needs supplies or would like counseling services. Residential Life professional staff will provide an isolation kit outside their room, and deliver meals outside the room door. Academic Affairs will coordinate getting missed course materials to students in isolation/quarantine (if they are not already doing classes online or in a hybrid mode).

Students in isolation will also be monitored daily by the Schenectady Department of Health through the CommCare System. Students with worsening symptoms will be scheduled to be re-evaluated at the Health Center or referred to a higher level of care such as hospitalization. Ellis Hospital is located across the street from campus. There are a number of quality hospitals in the Capital Region.

If a student who lives off campus has access to a private bedroom and bathroom, they may be allowed to isolate in place. If they do not have adequate accommodations, they will be moved to our designated isolation site near campus. If they have a roommate, that person will be advised to quarantine in the same fashion as a student living on campus.

### Return to class/work after positive test or exposure:

Students and employees requiring quarantine by the SCDOH will not return to campus after a positive until they have been cleared by SCDOH to do so. In addition, students will need to be authorized to return by Health Services. Employees will work with Human Resources to secure the appropriate approval before returning to work.

Once a student is well enough to return to routine activities, Wicker Wellness will notify Residential Life. Dining Service will be notified to end food services. Residential Director/Advisors will be notified that the student has been cleared.

## **Quarantine**

Individuals who have been in close contact (< 6ft.) for longer than 15 minutes with a positive COVID-19 individual, and who is not displaying symptoms, will be quarantined for a 14-day period.

Students may quarantine:

- At home with their family
- In their room or apartment if the space meets the required conditions (single, 1-1 or low student:bathroom ratio)

- In a Union College designated quarantine space, at one of three hotels near campus.

Residential life and SCDOH will check on students daily to make sure they have the supplies they need and to see if they need counseling. Campus Food Service will deliver their meals.

## **STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19**

If a student has COVID-19 symptoms, they must contact Wicker Wellness Center. Based on a phone screening with one of the Wicker staff, testing will be arranged at Wicker Wellness Center. Wicker staff must tell the student to remain in their room until testing has occurred and that they will be contacted by Residential Life staff shortly.

Wicker Wellness Center staff will immediately notify the on-call Resident Director that a student has been advised to be tested, quarantined or is presumptive positive. Residential Life support services will be initiated at this time.

If a student tests positive or is required to quarantine, the student must either:

- 1.) arrange to be picked up by a parent immediately if they choose to isolate/quarantine at home, or
- 2.) coordinate with Health Services to quarantine in Union's designated building located less than a mile from campus.

If a student needs transportation to either Wicker Health Center or isolation space, Campus Safety will transport the student in accordance with NYS guidance. During the transport, the student must wear a face covering and try to maintain social distancing from the driver. The transporting officer must have been fit tested to wear an N95 respirator mask and wear it during transport, as well as disposable gloves, disposable lab coat, and eye protection. After the student is dropped off at the isolation space, the officer must carefully remove all PPE and place it in a garbage bag and secure it. The PPE can be disposed of as regular trash. The vehicle used for transport must be disinfected following Campus Safety's protocol before being used again.

All belongings needed for the isolation period will be brought by the student at this time. If they receive a positive diagnosis at Wicker Wellness Center, contract tracing will be initiated. If they are negative at Wicker, a nasal sample will be collected and sent to Aegis Lab for confirmation. Both scenarios will result in transfer to an isolation room as even in the event of a negative result, they must isolate until the confirmatory negative result is received. Wicker Wellness staff will notify the appropriate Residential Life staff member and the Dean of Students Office. Students will be asked if they give permission

for faculty to be notified, and if granted, an email will be sent. Parents will not be notified of any positive cases unless express consent is given by the student.

If a student tests negative for COVID-19, but still has symptoms, they may be advised by Wicker Wellness Center to remain in isolation for 14 days, starting from the date when symptoms first appeared. These are considered by the Schenectady DOH to be “presumptive positives”.

If the student has a roommate, that individual (s) will be advised to begin a quarantine period. They can call and schedule a test at Wicker but a negative result does not exempt them from the 14-day quarantine period.

## **HYGIENE, CLEANING, AND DISINFECTION**

Union has implemented the following strategies for cleaning and disinfection of exposed areas. Signage will be posted to advise that the impacted area(s) must not be entered. All cleaning staff receive proper training in accordance with NYS guidelines.

Cleaning Protocol for Union College areas where Individuals with Suspected/Confirmed COVID-19 have Visited or Resided:

An individual with suspected COVID-19 means that person displays symptoms, which includes, but is not limited to, fever, coughing, shortness of breath. An Individual with confirmed COVID-19 means that person has tested positive, with the test being administered by a certified health professional.

This cleaning protocol is aimed at limiting the survival rate of the novel coronavirus in key environments. Areas to be cleaned and disinfected will be determined by the individual’s previous movements.

Based on guidelines from the Centers for Disease Control (CDC) and the NYS Department of Health (DOH) the following will apply:

Timing and Location of Cleaning and Disinfection of Surfaces:

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. The following surfaces are common ones that should be cleaned and disinfected, each area to be cleaned will be reviewed with cleaning staff to ensure all surfaces in the area are treated:

- Restroom and bathroom floors
- On and under all hand dryers
- Bathroom fixtures and handles and dispensers
- Shower areas, including walls and floors
- Doors to offices and restroom stall doors
- Stair railings
- Hard surfaces- table tops, desks, etc.
- Fitness center equipment
- Fitness floors
  - Drinking fountains and water fill stations

#### Surface Cleaning and Disinfection:

For disinfection, products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. The College is currently using Diversey Oxivir Five 16 (EPA Reg. # 70627-58), which on the [USEPA Registered Antimicrobial Products](#) for use Against the Novel Coronavirus SARs-CoV-2, the Cause of COVID-19.

Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). It is important to allow the specified time for the disinfectant to remain on the hard surface.

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Do not shake out any of these items. After spot cleaning, if the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then completely dry items in a dryer.

If porous materials cannot be laundered, use products with the [EPA-approved emerging viral pathogens claims](#) that are suitable for porous surfaces.

Other resources used:

[NYS Department of Health Interim Cleaning and Disinfection Guidance](#)

[NYS Registered Disinfectants Based on EPA List](#)

[SARs-CoV-2, the Cause of COVID-19](#)

[CDC Environmental Cleaning and Disinfection Interim Recommendations for US Community Facilities with Suspected/Confirmed COVID-19](#)

#### **COMMUNICATION:**

Since the beginning of the COVID-19 pandemic, Union has utilized the [COVID-19 Website](#) for communication and information related to the pandemic. The College also launched a fall planning website for academic and health and safety protocols. Both sites have been routinely updated and link to each other for key points of information.

Union will utilize the following communication channels for COVID-related developments on campus:

Channel	Audience	Key Points of Communication
<u>COVID-19 Website</u>	All	<ul style="list-style-type: none"> <li>○ Health and Safety Protocols</li> <li>○ Campus Operational Status</li> <li>○ COVID-19 ‘dashboard’ that will aggregate data related to positive cases</li> <li>○ Points of contact for key areas</li> <li>○ Reopening campus plan</li> </ul>
Social Media Channels	All	Community-wide messaging and push out answers to relevant FAQs, changes, campus protocols
Regular Emails	Customized to: trustees, faculty/staff, students, international students, on-campus and off-campus students, student-athletes, parents, and families	Campus updates
Signage throughout campus and social media campaign, “A Healthy Union Starts with U”	Students Employees	Health and safety protocols and importance of adhering to CDC/DOH guidance including: <ul style="list-style-type: none"> <li>○ Cover their nose and mouth with a face covering, especially when a distance of 6’ can’t be maintained.</li> <li>○ Properly store and, when necessary, discard PPE.</li> <li>○ Adhere to physical distancing instructions.</li> <li>○ Report symptoms of or exposure to COVID-19, and how they should do so.</li> <li>○ Follow hand hygiene and cleaning and disinfection guidelines.</li> </ul>
covid19@union.edu	All	Anyone can email with questions related to COVID-19, and the designated appropriate contact will respond.



Media outreach	Local and National	Campus updates as necessary
Ad hoc webinars	Key audiences	Campus information sessions as necessary

## Shutdown

### OPERATIONAL ACTIVITY

In the event that the rate of infection changes significantly on campus or in the Capital Region, for the safety of our community the College has prepared plans to place additional restrictions on campus operations or require our students to leave campus. Members of the senior leadership team will review information daily related to the health of our campus and surrounding areas (infection rates among students, employees, people in surrounding areas; number of positive cases on campus for students and employees and signs of resurgence or clusters, etc.) and Union’s capacity to prevent or contain the situation (testing availability, PPE supplies, and availability of quarantine and isolation spaces, or hospital beds if necessary).

The high-level plans below work in partnership with many protocols developed by our various campus departments many of which are described above.

The decision to move from one phase of operations to another will be made by the senior leadership team of the College and the implementation of these plans would be executed by our crisis management team.

Phase of Operations	Key Actions
Level 1 - Monitoring - full campus operations	<ul style="list-style-type: none"> <li>● Monitor health conditions on and off campus</li> </ul>
Level 2 <sup>1</sup> - Minimal Restrictions - reduced density	<ul style="list-style-type: none"> <li>● Visitors - significantly restricted</li> <li>● Employees - must be less than 50% occupancy</li> <li>● Travel guidance as per CDC, State Department guidelines, etc.</li> <li>● Social Events Restricted (e.g. less than 25 people, up to 50 with permission, limited to certain spaces) with physical distancing in place</li> <li>● Restrictions and additional guidance on access to campus facilities</li> </ul>

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<sup>1</sup> As of the date of publication, the College expects to open at Level 2

<p>Level 3 - Moderate Restrictions - medium density</p>	<ul style="list-style-type: none"> <li>● Visitors prohibited without special permission</li> <li>● Social Events Additional Restrictions (e.g. less than 10 people, limited to certain spaces)</li> <li>● Consider closures of additional spaces; additional restrictions on use of spaces</li> <li>● Consider limiting off campus travel for students</li> <li>● Employees - Consider reducing on-campus workforce</li> </ul>
<p>Level 4 - Maximum Restrictions - low density</p>	<ul style="list-style-type: none"> <li>● Visitors prohibited</li> <li>● Enhanced cleaning protocols for affected spaces</li> <li>● Social Events Prohibited; athletic activity - prohibited</li> <li>● Essential employees only - other employees asked to leave campus</li> <li>● Student significantly restricted movement (e.g. stay in your room as much as possible)</li> <li>● Possible closure of College for X days - classes continue online if possible</li> </ul>
<p>Level 5 - Only Essential Operations</p>	<ul style="list-style-type: none"> <li>● Students require to leave campus, if possible; provide temporary housing on campus for students that cannot get home</li> <li>● Employees - minimum staffing levels; essential employees reduced to absolute minimum for campus operations</li> <li>● All classes online</li> </ul>

**MOVE OUT:**

In the event the College needs to evacuate campus expeditiously, the Office of Residential Life has prepared the following **Campus Closing Plan**:

This document will outline the plan in the event of a significant number of students, faculty or staff test positive for COVID-19. The College will work with the Schenectady County Department of Health to determine if an outbreak has occurred and if closing is required. If it is determined that an outbreak has occurred, appropriate steps will be taken to further restrict social contact and to control community spread.

**These steps may include:**

- Students and faculty would immediately return to 100% remote instruction, with students either remaining on campus or returning to their homes.
- Staff would immediately return to work from home.

- Consider immediate curtailment of activities or closure.
- Public health considerations or other criteria may generate a full or partial closure.

**In the event of a partial closing:**

- Students, faculty, staff and community partners will receive communications announcing closure.
- Instruction will shift to remote for the duration of the partial closing.
- All in-person classes, meetings and events will be suspended for the duration of the partial closing.
- Employees who are able will work from home as assigned by their supervisors.
- Students living on-campus will quarantine in their rooms for the duration of the partial closing. Meal services would move to remote pick-up/delivery options only. Students will only leave their assigned rooms to pick up meals or use restrooms.

**In the event of a full closing:**

- Students, faculty, staff and community partners will receive communications announcing closure.
- Instruction will shift to entirely remote for the remainder of the term/year as indicated in the announcement.
- Only essential employees will continue to work on campus. All other employees will be assigned by supervisors to work remotely.
- Students whose homes are within 3 hours of travel from the college will be instructed to make plans to return home within 48 hours.
- Students whose homes are greater than 3 hours of travel will be instructed to return home within 7 days.
- Students who are international whose countries' borders are closed and domestic students who are housing insecure may apply for permission to stay on campus via an online form that will be made available by Residential Life. Students who are allowed to remain will experience a reduction in services available but would continue to have access to food service and public safety service. They would also have access to technology services to continue with remote instruction.
- In the most extreme circumstance, all students would be asked to vacate housing.

**COMMUNICATION:**

Upon making the decision to close the campus, Union College is prepared to execute an internal and external communications plan. We will use a variety of communications vehicles such as email, video, our website and social media sources to ensure that our primary, internal community (students, staff, faculty and parents) has timely and

relevant information. In addition, our plans allow for informing our secondary audiences (e.g. alumni) and external stakeholders as well.

The College has prepared drafts of the following communications. Leadership would be updating the following in advance of announcing any changes to ensure timely and organized communication:

<b>Communication</b>	<b>Audience</b>	<b>Vehicle</b>	<b>Key Points</b>
Pre- or early notifications	Trustees Mayor Faculty Leaders	Email or Call	<ul style="list-style-type: none"> <li>● Timing may be just in advance or just after the community announcement</li> </ul>
Website	All	Website	<ul style="list-style-type: none"> <li>● Banner across the homepage with the status update</li> <li>● COVID site updated with the latest information</li> <li>● FAQs posted</li> </ul>
Initial Announcement	Students, Faculty, Staff and Parents	Email	<ul style="list-style-type: none"> <li>● Detail elements of the closure and expectations for the community.</li> <li>● Identify where they can seek more information (web, supervisor, etc.)</li> <li>● Video, if possible</li> </ul>
Social Media Posts	Internal and External Communities	Twitter, Facebook, Instagram	<ul style="list-style-type: none"> <li>● Highlight</li> <li>● Drive to story on the website</li> </ul>
Media Announcement	Media Outlets	Press Release	<ul style="list-style-type: none"> <li>● Forward internal community email</li> </ul>
Follow Up Communications	Students by class year - Class Deans Faculty - VPAA Staff - HR	Email	<ul style="list-style-type: none"> <li>● Address unique challenges faced by each class year or employee population</li> <li>● Additional detail about move out and expectations</li> </ul>
Notification to other agencies	Others including: CICU Schenectady County DOH	Email	<ul style="list-style-type: none"> <li>● Forward of relevant community messages</li> </ul>

## **Summary**

Union College is committed to work closely with New York State, the Schenectady County Department of Health, and local leaders to open campus safely in accordance with the requirements detailed in the *Interim Guidance for Higher Education During the COVID-19 Public Health Emergency*, issued by the New York State Department of Health (June 28, 2020).