



Pandemic Recovery Plan

Last Updated: **August 3, 2021**



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PREAMBLE

Temporarily and due to the emergency nature of its existence and work, the Pandemic Response Team (PRT) reviews and recommends for the President's or designee's approval actions to protect the health and safety of the college community. These actions include developing this framework for returning teaching, learning, and work to college locations.

The PRT works with federal, state, and county public health agencies and other local authorities to identify legal authority, decision makers, thresholds, and precautions to resume on site activity. Where practicable and feasible, this authority considered the inclusive intent of the college governance structures and related collaborative decision-making protocols including, minimally, notifications to established governance bodies and updates to the College Board of Trustees.

The Governor delegated final approval of each campus plan to SUNY System Administration, and the College subsequently provides updated plan documents upon request by the SUNY Chancellor.

Pandemic situations are very fluid. Accordingly, the PRT will continuously review and revise its plans with input from public health and emergency management agencies and with engagement with other authorizing agencies and the college community.



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I. INTRODUCTION

This document, known as the Pandemic Recovery Plan (PRP), is a corollary to the College's Pandemic Preparedness Plan (PPP). Its purpose is to expand the PPP's *Recovery Level* into sub-levels. The PRP also affirms the College's commitment to teaching and learning as well as to the overall health and safety of the community. In addition to the action items found in this document, college divisions (inclusive of the WCC Foundation, WCC Faculty-Student Association, and WCC Educational Opportunity Center) will create their own Recovery Plans that identify action items for their respective units at each Recovery Sub-Level.

NOTE 1: The action items are directly associated with best practices and current recommendations related to the COVID-19 pandemic and may need to be adjusted in future pandemics.

NOTE 2: With approval of the College President, the College will effectively enter the Recovery Level of the PPP following the Mid-Hudson Region of New York State entering Phase 4 of the Governor's 2020 reopening plan.

NOTE 3: The Virginia Marx Children's Center is accredited by the New York State Office of Children and Family Services (OCFS) and will have a separate plan for re-opening to ensure compliance with this agency. This plan is subject to approval by the College President.

NOTE 4: The PRP and Division Recovery Plans shall seek to protect College employees, students, and visitors, make the physical workspace safer, and implement processes that lower risk of infection at the College through implementation of prescribed precautions, which may include:

1. Adjust workplace hours and shift design as necessary to reduce density in the workplace.
2. Enact social distancing protocols.
3. Restrict non-essential travel for employees.
4. Require all employees, students, and visitors (if applicable) to wear masks if in frequent contact with others.
5. Implement strict cleaning and sanitation standards.
6. Enact a continuous health screening process for individuals to enter College Property.
7. Continue tracing, tracking, and reporting of cases.
8. Develop liability processes.

NOTE 5: College divisions will create their own plans that identify relevant action items they will undertake at each Recovery Sub-Level.

NOTE 6: Emergency use of college facilities by government or government-sponsored entities may be permitted to the extent that use does not unduly impact necessary College operations or increase the health or safety risk for members of the College Community or visitors to its premises. Such emergency uses may include but are not limited to (1) Federal, New York State, or Westchester County requested use for activities to support operations during or immediately after an emergency; (2) important public health and safety operations; or (3) essential community services or activities sponsored by a government agency. Any such emergency use of college facilities must be governed by a separate health



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and safety plan established by the entity seeking permission for the emergency use. This plan is subject to review by the PRT and approval by the College President.

NOTE 7: On a case-by-case basis, and when the increased health and safety risks have been identified and weighed against specified health and safety mitigation strategies, the College President may approve a PRT-recommended exception to one or more of the provisions contained in the College's Pandemic Recovery Plan for specified activities of the College.

II. DEFINITIONS

- **Campus or college property:** all land, buildings, facilities, & other property in the possession of or owned, used, or controlled by the college, either solely or in conjunction with another entity.
- **Social distancing:** six-foot physical separation of people.
- **Mask:** a face covering that prevents and/or reduces open-air circulation of respiratory droplets from the mouth and nose of a person.
- **Health screening process:** the use of simple tests and/or questionnaires to identify individuals who have risk factors or early stages of disease, but do not yet have symptoms.
- **Tracing, tracking, and reporting of cases:** reports from employees and students, that have been on campus, that they have been exposed, infected or presumed positive to COVID-19 shall be reported to the Westchester County Department of Health (WCDOH) and necessary information from college records shared with WCDOH upon request.



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III. RECOVERY SUB-LEVELS

There is no predetermined amount of time for the duration of a Recovery Sub-Level. The decision to move the college from one Recovery Sub-Level to another will be made using the definitions of each Recovery-Sub-Level, an assessment of current conditions, and/or guidance from local, state, and federal authorities that may include but are not limited to the 14-day rolling average of positive cases in Westchester County and/or the college, the percentage of Westchester County population with a COVID-19 vaccine, the availability of PPE and cleaning/sanitizing supplies, and the availability of diagnostic testing options. The College President, in consultation with the Pandemic Response Team, will make this decision.

Recovery Sub-Levels are NOT listed sequentially but are listed in order of de-escalating risk to the community. The College may move among Recovery Sub-Levels as health conditions change.

The College will consider guidance and recommendations from local, state, and federal authorities and other health officials regarding best practices for all Recovery Sub-Level Action Items. Recovery Sub-Level Action Items are subject to change based on evolving guidance and recommendations from these sources.

Recovery Sub-Level A: Limited Return to Campus Operations

Definition

- Recovery Sub-Level A will include (1) returning personnel with registration/enrollment and teaching and learning duties to their workstations as identified by their division heads, (2) returning courses on-campus that require use of specialized equipment and are required for degree completion, and (3) implementing maximum social distancing protocols (typically 113 square feet per person as recommended by FEMA).

Action Items

- Campus Access
 - Maximum campus occupancy (the maximum number of individuals allowed at a campus location at one time):

▪ Valhalla:	340
▪ Yonkers Cross County Extension Center:	21
▪ Mount Vernon Extension Center:	38
▪ Ossining Extension Center:	22
▪ Peekskill Extension Center:	35
▪ White Plains Education and Training Center:	41
▪ Educational Opportunity Center:	58
 - Only employees, students, and visitors authorized by a division head or designee will be permitted access onto the campus. Names of all visitors will be provided to Security by division heads in advance.
 - Access point(s) onto campus will be limited to specified locations.
 - Buses coming onto campus will only pick-up and drop off in Lot #11.



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- All employees, students, and visitors will be required to verify their identity prior to entering campus.
 - Employees will be required to have their WCC ID cards displayed on their person while on campus.
 - Students will be required to have their WCC ID cards when on campus.
 - Visitors will be required to have government issued identification and will be required to show their identification if asked by Security or another College Official.
- Health screening protocols will be required before an individual can gain access to campus.
 - Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire they will not be permitted on campus.
 - Individuals will be required to complete a temperature screening before being allowed onto campus. Individuals with a temperature at or over 100 will not be permitted on campus.
- Before coming to campus, students traveling internationally or from the areas under a travel advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory#restricted-states>) must adhere to a **14-day quarantine requirement** and must complete the **online health form** as required by New York State (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>).
 - Students required to complete this online health form before coming to campus must email a screen shot of the last page [to HealthOffice@sunywcc.edu](mailto:HealthOffice@sunywcc.edu).
- Once on campus, individuals will be restricted as to what buildings and/or areas they are permitted to access.
- Community Education
 - Signage will be placed at campus access points and various building entry points. These signs will share health and safety information/protocols to help maintain the well-being of the community.
- Protective Measures
 - Maintain maximum social distancing protocols, which requires the following:
 - No physical contact, close contact, or proximate contact between or among persons on the campus.
 - No person should come within six (6) feet of another person for any period, except incidental no touch breaches of the six (6) feet rule that do not exceed one (1) minute (i.e. passing each other in a hallway or walking by a person sitting at a desk or table) unless otherwise approved by the College President.
 - No activity for which more than one (1) person may be in a specified room shall exceed two (2) hours.



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- Face coverings (masks) must be always worn by all members of the campus community while on campus, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions to mask wearing include when people are (1) eating meals on campus while seated and social distancing is appropriately enforced, or (2) by themselves. Employees are likewise exempt when alone in their offices or other spaces.
- The college will assist local and state health departments with tracing, tracking, and reporting of cases.
- Frequent cleaning and sanitizing of occupied spaces will occur to maintain the health and safety of the community.
- Air quality will be maintained to ensure the health and safety of the community.
 - See HVAC Maintenance Plan in Appendix O.
- Use of protective barriers in locations involving close work proximities, customer service counters, and other high traffic areas.
- Surveillance Testing
 - See the COVID-19 Testing Plan in Appendix R.
- Academic Activities
 - Academic Affairs in coordination with Workforce Development will identify courses or curricula to be run on campus. Only course that (a) require student use of specialized equipment, locations, and/or materials and (b) are needed for degree/program completion may be run on campus.
 - Course capacities will not exceed room capacities to allow for social distancing.
 - Appropriate classroom locations will take into consideration the health and safety and academic needs of students and faculty.
 - All other courses will operate remotely.
- Enrollment & Student Services
 - All programs and services related to enrollment, student engagement, and student support will be offered remotely. Limited enrollment services may be offered on-campus.
- Personnel
 - Divisions will identify personnel to return to their workstations with a priority on individuals whose work relates to enrollment and teaching and learning.
 - Personnel returning to their workstations will be made at the discretion of their respective division heads.
 - Personnel may be placed on alternating shifts and/or days to maintain social distancing guidelines and campus density.



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- Personnel who have not yet returned to their campus workstation will continue to work remotely.
- Group Gatherings/Space Occupancies
 - See Appendices M, N, & O for the maximum number of persons permitted in specific locations on campus.

Recovery Sub-Level B: Expanded Return to Campus Operations

Definition

- Recovery Sub-Level B will include (1) implementing expanded course offerings on-campus, (2) offering moderate programs and services related to enrollment, student support, and student engagement on-campus, and (3) implementing social distancing measures (typically 6-foot distancing as recommended by CDC) for unvaccinated persons, as practicable.

Action Items

- Campus Access
 - Maximum occupancy limits will revert to normal with expectations for social distancing in common areas and spaces used for non-instructional purposes. See Appendices M, N, and O for normal occupancy limits.
 - All bus stops will be re-opened.
 - Individuals will not be checked at the gate, not asked to provide proof of identity, and not be required to complete a temperature screening before being allowed onto campus. All College employees must always display their college identification when in public spaces on college property.
 - Once on campus, individuals are *encouraged* to access only the buildings and/or areas that are necessary for them to conduct official business.
 - Daily health screenings are no longer required to access campus, however all community members are encouraged to perform a daily self-health screening and should stay home and/or seek medical care when showing signs or symptoms of infectious illness.
 - All students, employees and visitors to campus are expected to take personal responsibility for compliance to the New York State and CDC travel guidelines as outlined in the following two links:
 - <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Protective Measures
 - Vaccinated individuals that have provided documented proof to the college will no longer be required to social distance. Unvaccinated individuals will still be required to maintain a six-foot social distance while on college property, as practicable.
 - Masks will be required in all indoor college spaces.
 - Exceptions include anyone (1) actively participating in athletics activities; (2) drinking beverages or eating meals while social distanced; (3) by



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themselves, including employees when alone in their offices or other spaces; (4) instructing or presenting while social distanced.

- Any person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) may submit a request for consideration of an exemption from mask wearing based on a medical accommodation, regardless of vaccination status. Students may submit their requests to the Disability Services Office and Employees to Human Resources.
- All group meeting and activity duration limits are suspended.
- The college will revert to its standard practice to assist local and state health departments with contact tracing upon request.
- All other protective measures remain consistent with Sub-Level A: frequent cleaning and sanitizing of occupied spaces, air quality maintenance, and the use of protective barriers in locations involving close work proximities, customer service counters, and other high traffic areas.
- Vaccination Requirement
 - All students registered for in-person classes at Westchester Community College are required to submit proof of a completed COVID vaccination.
 - NOTE: High School students in concurrent enrollment programs with Westchester Community College will only be subject to vaccine requirements as designated by New York State local health departments and guidelines provided by local school districts.
 - All employees of Westchester Community College are required to submit proof of a completed COVID vaccination.
 - Please see Appendix X for more information about vaccination requirements for the Fall 2021 semester.
- Surveillance Testing
 - Fully vaccinated individuals will be exempt from regular COVID-19 testing.
 - Unvaccinated individuals who have received a college approved exemption will be required to take a weekly COVID-19 test at the Westchester Medical Center, the College's testing partner.
 - All individuals accessing college locations may be periodically and randomly selected to take a COVID-19 test as part of a general surveillance testing program.
 - Based upon SUNY guidance, if 5% or more of the on-campus population tests positive for COVID-19, the College President may change the college's pandemic recovery status to Sub-Level A and institute limited use of college facilities.
- Academic Activities
 - More instructional activity may take place with modifications that comply with Sub-Level B requirements.



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- Enrollment and Student Services
 - Moderate levels of programs and services related to enrollment, student engagement, and student support will be offered on-campus.

- Personnel
 - Same as Recovery Sub-Level A.

- Group Gatherings/Space Occupancies
 - Room occupancies will return to normal levels with only unvaccinated individuals who have received a college approved exemption required to maintain six-foot social distancing as practicable.

Rescinding Recovery Levels

Definition

- Reverting to standard operating procedures may occur after a federal, state, and/or local authority lifts COVID-19 restrictions, the health risks are assessed, and it is determined to be safe to adopt less restrictive practices.

• **Action Items**

Rescinding recovery levels represents a return to full on-campus operations. The college may maintain certain protocols, policies, or procedures in perpetuity. This decision will be made by the College President in consultation with the Pandemic Response Team.



SUNSETTED & ARCHIVED
APPENDIX A: CHECKLIST FOR RESTARTING
ON-CAMPUS ACTIVITIES AND OPERATIONS FOR FALL 2020

1. **Repopulation of the Campus:**

- **Capacity to maintain social distancing.**

Westchester Community College will return to campus operations using a three-level approach. The levels, referred to as Recovery Sub-Levels, are listed in order of de-escalating risk to the community and the College may move among Recovery Sub-Levels as health conditions change.

Each Recovery Sub-Level identifies the total number of individuals who can be present on a campus at any given time. To make this determination, the college took the gross square feet of a particular campus and divided it by 113 square feet (the FEMA and New York state advised square footage to allow for social distancing). This gave the college the maximum capacity for a campus that allows for social distancing. However, the college determined it should exercise an abundance of caution and determined that maximum campus capacities should be at 5% social distancing capacity for Recovery Sub-Level A and 50% social distancing capacity for Recovery Sub-Level B. Using this calculation, the college determined the following:

<u>QUANTITY OF PERSONS ALLOWED AT EACH CAMPUS FOR EACH RECOVERY SUB-LEVEL</u>		
CAMPUS	PERSONS ALLOWED RECOVERY SUB-LEVEL A	PERSONS ALLOWED RECOVERY SUB-LEVEL B
Valhalla Campus	340	3,401
Cross County Extension Center	21	53
Mount Vernon Extension Center	38	97
Ossining Extension Center	22	55
Peekskill Extension Center	35	88
White Plains ETC	41	61
Westchester Educational Opportunity Center	58	146

In addition to the above, the College has created occupancy maximums for each room on a campus using the New York State advised 113 sq/ft for all spaces. Those measurements can be found in Appendices M, N, & O of this document.

- **PPE.**

During each Recovery Sub-Level, Westchester Community College will provide all employees and students who are entering the campus and do not bring their own PPE a reusable cloth mask. The college anticipates having access to reusable cloth masks. Should those supplies run out, the college will distribute disposable masks.

Anyone present on campus during any Recovery Sub-Level will be required to wear a mask.



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- **Screening and testing.**

<u>Screening & Testing for Students & Employees</u>	
Recovery Sub-Level A	Recovery Sub-Level B
<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p> <p>Individuals will be required to complete a temperature screening before being allowed onto campus. Individuals with a temperature at or over 100 will not be permitted on campus.</p>	<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p>

Westchester Community College will not be offering COVID-19 diagnostic or antibody testing on its campuses. Every individual requesting access to the campus facilities during the three sublevels of recovery will be required to answer specific COVID 19 screening questions. Any individual who reports having tested positive, being exposed to COVID-19 or experiencing symptoms of COVID-19 will be denied access to WCC campuses. Those who report they have tested positive will be advised to follow the standard CDC/NYSDOH guidelines. Students and employees will be allowed to return to the campus facilities following a 14-day quarantine or isolation period and experiencing no symptoms.

- **Residential living.**

Westchester Community College is not a residential college.

- **Operational activity.**

The College is placing priority on courses that (a) require student use of specialized equipment, locations, and/or materials and (b) are needed for degree/program completion to run on-campus. In Recovery Sub-Level 1, these courses will be offered in-person and on-campus; all other courses will operate remotely. In Recovery Sub-Levels 2 and 3, these courses will be given priority for in-person, on campus instruction; all other courses will operate remotely.

Courses offered in-person will be adapted in the following means:

The capacity of classrooms will be reduced to be in line with social distancing measures to ensure that there is 113 square feet allocated per person in each classroom. In



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addition, the College has created occupancy maximums for each room on a campus. Those measurements can be found in Appendices M, N, & O of this document.

Aside from reducing the number of students in the classroom/lab, the length of time spent together in the academic space will also be limited depending on the recovery sub-level of the college. Faculty and students will wear PPE in the classrooms/labs.

- **Restart operations.**

All buildings are continuously cleaned and disinfected. The ventilation, water, and all other systems have been running as per usual. The systems will be running at a modified level to meet SUNY requirements for reopening (maximizing outside air, replacing filters with higher MERV ratings more often, etc.)

- **Extracurricular activities including intramurals and student performances.**

All student programs and engagement programs sponsored by Student Life Departments will continue to operate in remote environments during all Recovery Sub-Levels. Student club/organization travel will remain suspended during each Recovery Sub-Level.

The only extracurricular activities that are subject to return to on-campus operations are intercollegiate athletics. These activities are only eligible to return at Recovery Sub-Levels 2 and 3. The College will follow guidance from the NJCAA, local health departments and SUNY regarding protective measures to be implemented for all trainings, practices and games that may return to campus. Modifications to the program (inclusive of trainings, practices and games) may be made in order to allow for appropriate social distancing and other protocols for a Recovery Sub-Level. The decision to return these programs to campus will be made by the College President.

- **Vulnerable Populations.**

The College is taking the necessary measures to provide a safe working environment that ensures the health of its community. Following all recommendations from the CDC and other federal, state and local health authorities, the College has identified numerous measures to meet this objective, including limiting campus, building and room capacities, increased cleaning and sanitizing protocols, mandatory use of PPE, screening protocols prior to campus entry, etc. The College will provide information and education to individuals who may not feel comfortable returning to campus about the measures taken that address health and safety concerns. Individuals from vulnerable populations can speak with Human Resources (for employees) or with instructor or curriculum chair (for students) about requesting accommodations to allow them to safely participate in educational activities.

Hygiene, cleaning and disinfection.

Deep cleaning/sanitizing of all hard services (desks, tables, chairs, doorknobs, light switches, handrails, elevator buttons as well as all restroom surfaces) Computer equipment and lab equipment are sanitized using antibacterial wipes.



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Hands-free sanitizers are located at entrances of buildings, restrooms will be equipped with soap and paper towel dispensers and sanitizing wipes will be available in every classroom. Plexiglas barriers installed in customer service and high traffic areas, especially where strict social distancing may not be feasible.

2. Monitoring:

The College will maintain a screening process for anyone entering the campus during each Recovery Sub-Level, per the below chart:

Screening for Students & Employees	
Recovery Sub-Level A	Recovery Sub-Level B
<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p> <p>Individuals will be required to complete a temperature screening before being allowed onto campus. Individuals with a temperature at or over 100 will not be permitted on campus.</p>	<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p>

- **Testing frequency and protocols.**

Westchester Community College partners with Westchester Medical Center to conduct COVID-19 testing. See the COVID-19 Testing Plan in Appendix R for details on who tests on what frequency, etc.

In addition, students enrolled in allied health programs requiring internships in local healthcare facilities may be required to seek other or additional testing for entrance to the clinical sites. Any students whose symptoms or program indicate a need for testing will be referred to local testing facilities.

- **Early warning signs.**

Individuals are asked to report if they test positive for COVID-19 to either Health Services (students) or Human Resources (employees). All reports of exposures on campus will be closely monitored and immediately reported to the Westchester County Department of Health.



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- **Tracing.**

Westchester Community College will work in conjunction with the local health department and the contact tracers assigned to students or employees who have been identified as positive cases. In addition, employees and students have completed the Johns Hopkins Contact Tracing Course and have been referred to the Westchester County Department of Health as potential tracers. If conditions warrant a need, and if requested by the health department, WCC employees who have completed the training may serve as tracers for immediate containment.

- **Screening.**

The College will maintain a screening process for anyone entering the campus during each Recovery Sub-Level, per the below chart:

Screening for Students & Employees	
Recovery Sub-Level A	Recovery Sub-Level B
<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p> <p>Individuals will be required to complete a temperature screening before being allowed onto campus. Individuals with a temperature at or over 100 will not be permitted on campus.</p>	<p>Authorized individuals will be sent a health questionnaire to review before coming to campus. If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted to enter the campus.</p>

3. Containment.

- **Isolation.**

Westchester Community College is not a residential college, but any individual who reports that they tested positive or who is waiting for test results will not be allowed access to campus. They will be instructed to quarantine (exposed) or isolate (positive) at home for 14 days. They can return to campus following the 14 days if they are asymptomatic.

- **Quarantine.**

Students who are self-quarantined will still be able to access services remotely, inclusive of mental health counseling, health services counseling, advisement from Student Support Service personnel for resource insecurity assistance, the Academic Support Center, and other Student Life support and engagement opportunities.



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- **Students confirmed or suspected to have COVID-19.**

Westchester Community College is not a residential college.

- **Hygiene, cleaning and disinfection.**

The exposed area will immediately be closed off and doors and windows will be opened in order to increase air circulation. Deep cleaning and disinfection will be carried out including surfaces the exposed person touched. The area will reopen after it has been appropriately cleaned and sanitized.

- **Communication.**

The response and recovery plans include communications that regularly update the college community on guidance from federal, state, and county health officials, and corresponding college safety protocols. Official correspondence to students and employees provides guidance on access to campus locations, testing, use of PPE, etc. The college uses online town hall meetings to convey information and collect input from the college community.

The college will assist the Westchester County Department of Health to identify and contact any students or employees who have been identified as contacts of exposed individuals.

4. Return to remote operations (“Shutdown”).

- **Operational Activity.**

The College has phases in its Recovery Plan document to allow for the scaling up or back of on-campus operations as health conditions may change. In the event of a significant resurgence and thus the need to conduct all operations remotely, the College will return to operations as governed under its Pandemic Preparedness Plan (PPP). The PPP details the specifics how the college will operate remotely during a pandemic.

- **Move-out.**

Westchester Community College is not a residential college.

- **Communication.**

The response and recovery plans include communications that regularly update the college community on guidance from federal, state, and county health officials, and corresponding college safety protocols. Communications from the College will correspond with the change of phases in the Recovery Plan. Communications to students and employees will occur via official college email, the website, social media and virtual town halls. Communications will include access details, what will be required for access to campus, campus resources, and other important updates.



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APPENDIX B: ACADEMIC AFFAIRS RECOVERY PLAN

<u>Academic Affairs</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<p>Academic Affairs will focus on the activities required to teaching learning outcomes that are both essential to the curriculum and cannot be accomplished remotely.</p> <ul style="list-style-type: none"> • Any full-time faculty, administrator or staff member may return to campus for up to two (2) hours upon request in order to access equipment/locations/materials • Faculty will be able to identify a schedule for regular use of an academic space to instruct small groups of students. • Extension Center facilities can be used for small group instruction by recommendation of the Department Chair and/or Dean. • A limited number of students may return to campus under the guidance of a faculty member to achieve a specified learning outcome. Activities must be limited to under two (2) hours of contact, unless otherwise approved by the PRT. The PRT has given exemptions to the following classes/programs: <ul style="list-style-type: none"> ○ <u>Culinary Arts</u>: Allowed to meet for up to three (3) hours given the ventilation in the spaces being used and cleaning protocols associated with the curriculum. • Programs and courses receiving priority for Sublevel 1 return to campus include: <ul style="list-style-type: none"> ○ Nursing ○ Respiratory Care ○ Radiologic Technology ○ EMT/Paramedic ○ Health and Human Performance ○ Culinary Arts Hospitality Management and Nutrition ○ FILM Program for instruction on equipment. ○ ACTING I and II/III ○ FASH 120, 150 & 220 (labs) ○ CIVIL 214 – Surveying 1 (activities to be held outside) ○ MECH 144 – Manufacturing 1 ○ MECH 162, 164, 265, 267 – if it is not possible to access CAD lab remotely • Academic employees may return to campus if they are needed to a) teach or b) conduct work on campus associated with moving to sublevels 2 or 3.



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	<ul style="list-style-type: none"> • Lab and Media Technicians and Essential Employees may return to campus. All other personnel must request access on an “as needed” basis to campus. • Access to the following spaces is anticipated. All others on a case-by-case basis: <ul style="list-style-type: none"> ○ Stage and Theater ○ Sewing Lab in GTW 373 ○ The Health Sciences Building, all labs and offices. ○ Science Building, Paramedic, and Science Labs ○ Culinary Arts kitchen and labs in STC ○ Technology Building, Engineering Labs (TEC 26, 31, 36, 148, 156), Film/Communications Equipment room and Lab (TECH 13D) • PPE will be worn by faculty and students. • At least one hour of time will be provided in between room uses to allow for cleaning. • Academic Support Center offices and Testing Center offices will be limited to employees and small number of students on an as-needed basis. •
<p>B</p>	<p>Academic Affairs will focus on addressing the full range of learning outcomes on campus, although it is anticipated that many classes will remain remote/on-line. Lab spaces, studios, practice rooms will all be used on a regular basis. Assessments may be conducted on campus as needed.</p> <ul style="list-style-type: none"> • Classroom spaces may be regularly scheduled , for instructional use in accordance with social distancing requirements. • Faculty and staff may return to regular use of their offices and academic spaces in accordance with safety guidelines. Faculty and staff with shared offices who plan to work on campus must request separate spaces. • Librarians will offer synchronous and asynchronous online instruction to faculty recorded/live depending on the faculty request, including consultation with students for searches citations, etc. • Items from the library stacks may be reserved and a picked up at the library by appointment only.



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	<ul style="list-style-type: none"> • The Academic Support Center will offer in-person appointments that allow for proper social distancing and cleaning measures. Tutoring will continue on-line, synchronously and asynchronously. • Media services will provide on-ground support to classrooms and learning spaces. Media will continue to provide support to remote learning. • Computer labs will be made available for students use, following social distancing guidelines. • Study spaces will be made available for students following social distancing guidelines. Spaces will be made available to students to engage in synchronous classes. • Placement testing will be offered in-person on an as-needed basis in addition to continued only placement procedures. • Faculty may resume in-person office hours with appointments at their discretion in spaces that allow for social distancing. • Adjunct faculty may make arrangements for the use of appropriate spaces to meet with students. • Additional spaces that will become available include those used by Health Information Technology and Nutrition.
<p>Recovery Level Closure</p>	



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APPENDIX C: ADMINISTRATIVE SERVICES RECOVERY PLAN

Security Department	
<u>Sub-Level</u>	<u>Action Items</u>
A	<p><u>Campus Access</u></p> <ul style="list-style-type: none"> • Number of persons on any campus property shall not exceed the prescribed number that permits appropriate social distancing to be achieved with 113 square feet allocated per person. • Only authorized individuals will be permitted access onto any campus property. Names of authorized employees and students will be provided to the Security Department. • Individuals authorized to access any campus shall be provided with safety and security protocols in advance. <p><u>Access Points</u></p> <ul style="list-style-type: none"> • Access point(s) onto Valhalla campus will be limited. • Security Officer(s) will be posted at the Grasslands Road East Gate entrance to monitor authorized individuals entering the Valhalla campus property. • Security Officer(s) will be posted at a designated area of Lot #11 to monitor authorized individuals entering the Valhalla campus property via public transportation. • Public transportation will only pick-up and drop off authorized individuals in Lot #11. • Access point(s) onto all extension campuses will be limited to extension campus main entrance only. • Security Officer(s) will be posted at each extension campus' security desk area to monitor access to their respective extension campus. <p><u>Entry/Access Protocols - Identification</u></p> <ul style="list-style-type: none"> • All employees and students will be required to be present their WCC ID cards or verify their identity before they are granted entry to any campus property. • Security Officer(s) posted at all campus property access points will verify that all authorized individuals are in possession of a valid Westchester Community College Identification Card, or otherwise verify their college status. • Security Officer(s) posted at all campus property access points will verify buildings and/or areas authorized individuals are permitted to access.



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	<p><u>Entry/Access Protocols – Health Screening</u></p> <ul style="list-style-type: none"> ▪ Health Screening Protocols will be implemented at the campus access points. ▪ Security Officer(s) posted at all campus property access points will verify that authorized individuals answered required health questionnaire prior to being allowed entry to any campus property. ▪ If individuals answer “Yes” to any of the items on the questionnaire, they will not be permitted on any campus property. ▪ Security Officer(s) posted at all campus property access points will conduct a temperature screening of all authorized individuals at the campus access points before being allowed onto any campus property. ▪ Individuals with a temperature at or over 100 will not be permitted on campus property. <p><u>Protective Measures</u></p> <ul style="list-style-type: none"> • All individuals on any campus property will maintain strict social distancing protocols as defined in the Pandemic Recovery Plan. • Face covering will be mandatory for all individuals present on any campus property and will be distributed upon entry to any College property as needed. • Security Officers will constantly monitor compliance with the implemented protective measures and any deviations will be reported to the Director of Security.
<p>B</p>	<p><u>Campus Access</u></p> <ul style="list-style-type: none"> • College Employees and Students authorized to access any campus shall be provided with safety and security protocols in advance and visitors shall be informed of the safety and security protocols by the College affiliated person(s) who invited the visitor(s) to the campus. <p><u>Access Points</u></p> <ul style="list-style-type: none"> • Access point(s) onto Valhalla campus will not be limited. • Security Officer(s) may be posted at operational campus or building(s) entry points to monitor authorized individuals entering the campus property and/or facilities. • Security Officer(s) may be posted at operational public transportation pick up and drop off points on campus property to monitor authorized individuals entering the Valhalla campus property via public transportation. • Public transportation onto the Valhalla Campus will not be limited and all bus stops on the Valhalla Campus may be used without restriction when the College is open. <p><u>Entry/Access Protocols - Identification</u></p>



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	<ul style="list-style-type: none"> • All employees shall be required to display their WCC ID card at all times while on College property. • Security Officer(s) posted at all campus property access points may verify that all authorized individuals are in possession of a valid Westchester Community College Identification Card, or otherwise verify their college status. <p><u>Entry/Access Protocols – Health Screening</u></p> <ul style="list-style-type: none"> ▪ Health Protocols shall be implemented by the College and security may assist with the removal from College property any person that does not comply with the established College Health Protocols. <p><u>Protective Measures</u></p> <ul style="list-style-type: none"> • All individuals on any campus property will maintain social distancing protocols as defined in the Pandemic Recovery Plan. • Face covering will be mandatory for all individuals present on any campus property and will be distributed to any person on College property as needed. • Security Officers will monitor compliance with the implemented protective measures and any deviations will be reported to the Director of Security or his designee.
<p>Recovery Level Closure</p>	
<p>NOTES:</p>	<p>Many of the action items found in this document are directly associated with best practices or current recommendations related to the COVID-19 pandemic of 2020 and 2021 and may need to be adjusted in the event of changing circumstances and/or future pandemics.</p>

<u>Physical Plant</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<p><u>Campus Access</u></p> <ul style="list-style-type: none"> • Number of persons on any campus property shall not exceed the prescribed number that permits appropriate social distancing to be achieved with 113 square feet allocated per person. <p><u>Protective Measures</u></p> <ul style="list-style-type: none"> • All Physical Plant personnel shall abide by all safety and security protocols, which include, but are not limited to social distancing and face coverings. • The maximum number of persons permitted in specific campus locations, including but not limited to educational labs, classrooms and office spaces, shall be prescribed.



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	<ul style="list-style-type: none"> • Protective physical barriers shall be installed in customer service and high traffic areas. • Hand sanitizing stations shall be installed and maintained in common areas on all campus properties. • Bathroom paper towel dispensers shall be installed and maintained on all campus properties. • Single occupant bathrooms shall be open for use while multi-person use bathrooms shall not be used. • Calculated social distancing occupancy limits signage will be posted outside of all academic spaces to be utilized by students. • Safety protocols (ie. face coverings and social distancing) signage will be posted at the entrance and within all buildings. <p><u>Utilities</u></p> <ul style="list-style-type: none"> • HVAC fresh air exchange rates and filter replacements shall be maintained and monitored for every Valhalla Campus building. • Landlords shall coordinate with the Director of the Physical Plant to maximize the maintenance and monitoring of HVAC fresh air exchange rates and filter replacements for their respective WCC extension properties. <p><u>Cleaning/Disinfecting</u></p> <ul style="list-style-type: none"> • Daily schedules and locations of spaces utilized on campus shall be provided to the Director of the Physical Plant by each College Division. • Timely and targeted cleaning and disinfecting of all campus spaces previously occupied as well as related common areas and facilities shall be conducted. • Cleaning service contractors must utilize cleaning and disinfecting agents in compliance with industry and health official guidelines. <p><u>Campus Services</u></p> <ul style="list-style-type: none"> • Mail for all college departments will be dropped off and picked up at the Reproduction Center’s service counter located at the Physical Plant Building. • Packages for all college departments will be dropped off and picked up at the Receiving Office located at the Physical Plant Building. • Items for reproduction will be scanned and sent to Reproduction Services and when completed will be available for pick up at the Reproduction Center’s service counter located at the Physical Plant Building. • Inter-office mail for and from Extension Centers shall be picked up and dropped off at the Reproduction Center’s service counter located at the Physical Plant Building.
B	<u>Campus Access</u>



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- Number of persons on any campus property shall not exceed the prescribed number that permits appropriate social distancing to be achieved with 113 square feet allocated per person.

Protective Measures

- All Physical Plant personnel shall abide by all safety and security protocols, which include, but are not limited to social distancing and face coverings.
- The maximum number of persons permitted in specific campus locations, including but not limited to educational labs, classrooms and office spaces, shall be prescribed.
- Protective physical barriers shall be installed in customer service and high traffic areas.
- Hand sanitizing stations shall be installed and maintained in common areas on all campus properties.
- Bathroom paper towel dispensers shall be installed and maintained on all campus properties.
- Safety protocols (ie. face coverings and social distancing) signage will be posted at the entrance and within all buildings.

Utilities

- HVAC fresh air exchange rates and filter replacements shall be maintained and monitored for every Valhalla Campus building.
- Landlords shall coordinate with the Director of the Physical Plant to maximize the maintenance and monitoring of HVAC fresh air exchange rates and filter replacements for their respective WCC extension properties.

Cleaning/Disinfecting

- Daily schedules and locations of spaces utilized on campus shall be provided to the Director of the Physical Plant by each College Division.
- Timely and targeted cleaning and disinfecting of all campus spaces previously occupied as well as related common areas and facilities shall be conducted twice daily.
- Cleaning service contractors must utilize cleaning and disinfecting agents in compliance with industry and health official guidelines.
- Overnight comprehensive cleaning and disinfecting of all common areas on the Valhalla Campus shall be conducted.

Campus Services

- Mail for all college departments will be dropped off and picked up at the individual building mailrooms, Hartford Hall and Administrative Offices.
- Packages for all college departments will be dropped off and picked up by Campus Services personnel.



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	<ul style="list-style-type: none"> • Items for reproduction will be scanned and sent to Reproduction Services and when completed will be available for pick up at the Reproduction Center’s service counter located at the Physical Plant Building or else delivery to the recipient on campus. • Inter-office mail for and from Extension Centers shall be picked up and dropped off at the Reproduction Center’s service counter located at the Physical Plant Building.
Recovery Level Closure	
NOTES	Many of the action items found in this document are directly associated with best practices or current recommendations related to the COVID-19 pandemic of 2020 and 2021 and may need to be adjusted in the event of changing circumstances and/or future pandemics.

Finance (Business Office; Payroll; Bursar; Purchasing)	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • All non-essential employees will continue to work remotely following the plans outlined in the Pandemic Preparedness Plan.
B	<ul style="list-style-type: none"> • Continued use of a hybrid plan will be permitted for individual departments. Bursar will be staffed adequately to ensure coverage is optimal for students.
Recovery Level Closure	<ul style="list-style-type: none"> • All Finance employees return to work at their designated campus locations unless the College has adopted a remote work policy in which case that policy will be followed.
Human Resources	
	<u>Human Resources</u> <ul style="list-style-type: none"> • HR personnel members will be on campus on a rotating schedule of up to three (3) days per week on campus and the remaining days working remotely. Only 1 to 2 staff members will be on campus at a time on a rotating basis.



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**APPENDIX D: WCC FOUNDATION, INSTITUTIONAL ADVANCEMENT, AND
 MARKETING & COMMUNICATIONS RECOVERY PLAN**

Unless requested to return earlier by the President, all staff members of the Westchester Community College Foundation (WCCF) and Office of Institutional Advancement (IA) will return to campus at Recovery Level Closure of the College’s Pandemic Recovery Plan.

Westchester Community College Foundation & Office of Institutional Advancement	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> Limited number of Foundation/IA employees return to campus as needed; remainder of staff to continue working remotely. Work with Marketing & Communications as appropriate to send updated messaging on recovery to departmental constituent groups (alumni, volunteers, donors, board, grantors, vendors, etc.) Each department will <i>review</i> which services, procedures, classes, etc. will be available in-person and which will remain remote beginning in Phase 3. As needed, program specific re-opening plans will be drafted (e.g. oversight of community garden by NPC if necessary). Managers will begin to collect data from Physical Plant to plan office space adjustments as needed in preparation for Phase B.
B	<ul style="list-style-type: none"> Foundation/IA employees return to campus with any adjustments as required by PRP. Work with Marketing & Communications as appropriate to send updated messaging on recovery to departmental constituent groups (alumni, volunteers, donors, board, grantors, vendors, etc.) Adjust services, procedures, classes, etc. for those that are moving back on site as needed. Conduct meetings and events with social distancing measures in place as mandated by Physical Plant per room limitations, or continue remotely as necessary.
Recovery Level Closure	The pandemic/health crisis has passed. External Affairs employees will return to work at their designated locations on campus and at extension sites.



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<u>Marketing & Communications</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • All M&C employees continue working remotely. • Stay in contact with SUNY to ensure M&C is kept up-to-date with system messaging and response • Prepare for updates in messaging from PRT • Work with PRT to send updated campus-wide messaging on recovery • Create/Update web page that will act as the primary source for up-to-date information from the college • Create messaging regarding which operations, services, classes, etc. will be available in-person and which will remain remote.. • Notify vendors of increased recovery operations underway regarding current work and/or assignments
B	<ul style="list-style-type: none"> • M&C Employees may return to campus with modified scheduling including the continued ability to work remotely, staggered scheduling, and limited/no office sharing. All changes to scheduling will be approved by management. • Stay in contact with SUNY to ensure M&C is kept up-to-date with system messaging and response • Prepare for updates in messaging from PRT • Work with PRT to send updated campus-wide messaging on recovery • Update web page that will act as the primary source for up-to-date information from the college • Create messaging regarding which operations, services, classes, etc. will be available in-person and which will remain remote. <p style="margin-left: 40px;">Notify vendors of increased recovery operations underway regarding current work and/or assignments</p>
Recovery Level Closure	<p>The pandemic/health crisis has passed. All External Affairs employees may return to full on-campus operations, but employees may work remotely with management approval.</p>



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APPENDIX E: FACULTY-STUDENT ASSOCIATION RECOVERY PLAN

<u>Faculty-Student Association</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • There will be no additional returning FSA personnel to campus except those with essential responsibilities; <p><u>FSA Business Office</u></p> <ul style="list-style-type: none"> • Business Office personnel will continue to work remotely. Only one or two Business Office staff members as listed on the College’s essential access list will be on campus at a time and only once per week on a rotating basis. On-campus work will be to pick-up mail and print checks for payment to vendors and suppliers where payment can’t be made electronically. All other work such as electronic payments, payroll, contracts, general administration, accounting, etc. will continue to be performed remotely unless necessary work must be able to be performed on campus. • Access to the Business Office by others will be restricted accept on an as needed basis and will be limited. <p><u>Bookstore Operations</u></p> <ul style="list-style-type: none"> • Barnes & Noble full-time staff will access the Bookstore to continue to process student orders for textbooks, course materials, supplies and any other item sold via the Bookstore website. The physical store will still be closed to any customer and all sales are to be placed online. <p><u>Dining Services</u></p> <ul style="list-style-type: none"> • All Dining Services will continue to be closed. <p><u>Cultural Arts</u></p> <ul style="list-style-type: none"> • There will continue to be no on-campus events and any programming will be via remote means and will not return until the campus is fully open and operational.
B	<p><u>FSA Business Office</u></p> <ul style="list-style-type: none"> • Business Office personnel will be on campus on a reduced schedule of up to three (3) days per week on campus and the remaining days working remotely. Only three (3) Business Office staff members will be on campus at a time on a rotating basis. • Access to the Business Office by others will be limited. <p><u>Bookstore Operations</u></p>



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	<ul style="list-style-type: none"> • Barnes & Noble full-time staff will access the Bookstore to continue to process student orders for textbooks, course materials, supplies and any other item sold via the Bookstore website. The physical store will be opened for servicing students, staff and faculty while adhering to social distancing protocols. Hours of operation will be expanded from prior sub-levels. <p><u>Dining Services</u></p> <ul style="list-style-type: none"> • All Dining Services locations will be open on a basis to support campus student and employee volume with some having limited hours and services. • All locations will adhere to space occupancy limits and appropriate social distancing guidelines. • No self-service of food and beverage items including but not limited to the salad bar, coffee, tea, and fountain drinks unless guidance allows to offer the services. • All food and beverage items will be sold in closed containers. • Service will be on order ahead for either pick-up or delivery and in location service. <p><u>Cultural Arts</u></p> <ul style="list-style-type: none"> • There will continue to be no on-campus events and any programming will be via remote means and will not return until the campus is fully open and operational.
<p>Recovery Level Closure</p>	<p><u>Business Office</u></p> <ul style="list-style-type: none"> • Business Office activities may return to full on-campus operations with a preference for teleworking schedules on an approved basis per FSA’s Telework Policy. <p><u>Bookstore Operations</u></p> <ul style="list-style-type: none"> • Bookstore operations may return to full on-campus operations. <p><u>Dining Services</u></p> <ul style="list-style-type: none"> • Dining Services may return to full on-campus operations. <p><u>Cultural Arts</u></p> <ul style="list-style-type: none"> • Cultural Arts programming may return on-campus.



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APPENDIX F: INFORMATION TECHNOLOGY RECOVERY PLAN

<u>Information Technology</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	Information Technology employees will continue to work remotely. Only employees identified as essential will go to the College to perform critical work, which must be done onsite. Critical issues that arise on campus or at extension sites during this phase, will be addressed remotely when possible. Personnel will physically come to the College as required.
B	Information Technology employees will return to work at their designated locations on campus and at extension sites as required to support the functions of administrative offices, and educational needs of faculty and students. The following exceptions will be applied. <ul style="list-style-type: none"> • If social distancing and other health department guidance remains in effect, employees with underlying health conditions will continue to work from home if they can still perform the essential functions of their position • Depending on health department guidance, employees with family members living in the same household, who work in high risk areas (Hospitals and similar industries) may continue to work from home.
Recovery Level Closure	The pandemic/health crisis has past. All Information Technology employees will return to work at their designated locations on campus and at extension sites.



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APPENDIX G: PRESIDENT’S OFFICE RECOVERY PLAN

<u>Administrator-in-Charge Order of Succession</u>	
<u>Order</u>	<u>Title</u>
1	President
2	Chief of Staff and Vice President of Strategic Operations
3	Associate Dean of Diversity, Equity, and Inclusion and CDO

<u>Re-Emergence Sub-Levels and Action Items</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • All non-essential employees remain offsite. • Employees work remotely to the extent possible.
B and Post-Pandemic Plan Operations	<ul style="list-style-type: none"> • Resume onsite operations after the college reopens, perhaps under modified work schedules or reconfigured workstations.



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APPENDIX H: STRATEGIC OPERATIONS RECOVERY PLAN

<u>Reporting Units</u>	
Process Strategy and Excellence	Institutional Research, Planning, and Effectiveness

<u>Administrator-in-Charge Order of Succession</u>	
<u>Order</u>	<u>Title</u>
1	Chief of Staff and Vice President of Strategic Operations
2	Assistant Dean of Process Strategy and Excellence
3	Assistant Dean of Institutional Research, Planning, and Effectiveness

<u>Essential Employees</u>	
<u>Title</u>	<u>Reason and Frequency</u>
Chief of Staff and VP of Strategic Operations	Member of Pandemic Response Team/As-Needed
Assistant Dean of Process Strategy and Excellence	Administrator-in-Charge/As-Needed
Assistant Dean of Institutional Research, Planning, and Effectiveness	Administrator-in-Charge/As-Needed

<u>Recovery Sub-Levels and Action Items</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> All non-essential employees remain offsite. Employees work remotely to the extent possible. With exception of Facility Rentals, Strategic Operations has implemented practices to maintain all activities remotely and online during all three sublevels of reemergence.



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<p>B and Recovery Level Closure</p>	<ul style="list-style-type: none">• Resume onsite operations after the college reopens, perhaps under modified work schedules, reconfigured workstations, and other safety precautions as designated by new college policy and procedure.• Resume Facility Rentals by accepting new reservations and rescheduling past reservations for facility use and rental arrangements following new guidance for ongoing health and safety procedures.• Reschedule any data reports or analysis that may have been impacted by a disruption of operations at external agencies.
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APPENDIX I: STUDENT ACCESS, INVOLVEMENT & SUCCESS RECOVERY PLAN

The Division of Student Access, Involvement & Success (SAIS) is managed by the Vice President of SAIS. SAIS is divided into two main units, Student Life and Enrollment Management, each managed by an Associate Dean. Within each unit, there are multiple departments managed by a department director. Opportunity Programs (TRIO, EOP, Viking ROADS, and BHMI) report directly to the Vice President.

<u>Student Life</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • All non-essential employees will continue to work remotely following the plans detailed in their departmental Level 3 Plans found in the Pandemic Preparedness Plan. <ul style="list-style-type: none"> o Health Services may return up to three employees at one time in Health Services Suite. These individuals will be at their campus workstations in order to facilitate the immunization record keeping protocols that require the printing of hardcopy healthcare records for student registration/enrollment as well as to manage issues related to the pandemic. o Intercollegiate athletics governed by the NJCAA may conduct trainings & practices on-campus if allowed by the governing body and the College President. Modifications, subject to the approval of the Pandemic Response Team, will be made to allow for appropriate social distancing and other health and safety protocols.
B	<ul style="list-style-type: none"> • Non-essential employees will begin to return to their on-campus workstations on a rotational basis and as deemed appropriate by the Associate Dean and/or Vice President.
Recovery Level Closure	<ul style="list-style-type: none"> • All SAIS employees will return to their on-campus workstations, but employees may work remotely certain days of the week pending approval of a work from home policy.

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<u>Enrollment Management</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> • All non-essential employees will continue to work remotely as detailed in their departmental Level 3 Plans found in the Pandemic Preparedness Plan. At the discretion of the Associate Dean of Enrollment Management and to



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	ensure continuous enrollment processes, some enrollment personnel may be called to in person work following all pandemic health and safety protocols.
B	<ul style="list-style-type: none"> Non-essential employees will begin to return to their on-campus workstations on a rotational basis and as deemed appropriate by the Associate Dean and/or Vice President.
Recovery Level Closure	<ul style="list-style-type: none"> All SAIS employees will return to their on-campus workstations, but employees may work remotely certain days of the week pending approval of a work from home policy.

<u>Opportunity Programs</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> All non-essential employees will continue to work remotely following the plans detailed in their departmental Level 3 Plans found in the Pandemic Preparedness Plan.
B	<ul style="list-style-type: none"> Non-essential employees will begin to return to their on-campus workstations on a rotational basis and as deemed appropriate by the Associate Dean and/or Vice President.
Recovery Level Closure	<ul style="list-style-type: none"> All SAIS employees will return to their on-campus workstations, but employees may work remotely certain days of the week pending approval of a work from home policy.

NOTE: The Virginia Marx Children’s Center, a department of SAIS, is accredited by the New York State Office of Children and Family Services (OCFS) and will have a separate plan for re-opening to ensure compliance with this agency. This plan is subject to approval by the College President.



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APPENDIX J: WESTCHESTER EDUCATIONAL OPPORTUNITY CENTER
RECOVERY PLAN

<u>Westchester Educational Opportunity Center</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<p>Recovery Sub-Level 1 will be the first step in returning to EOC operations and will include: (1) returning personnel with IT, admissions, and supervisory duties to their workstations; (2) implementing strict social distancing protocols. (3) implementing limited lab based classes on-site. Westchester EOC is in a public building necessitating individuals to self-regulate when in public common spaces.</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> • <u>Campus Access</u> <ul style="list-style-type: none"> ○ Maximum number of individuals allowed onsite at one time: 58 ○ Only employees authorized by the EOC Director will be permitted onsite. ○ Authorized individuals will be sent a health questionnaire to review before coming to EOC. If individuals answer “Yes” to any of the items on the questionnaire, they must not come to the campus. ○ Once onsite, individuals will be restricted to the floor/area of their office/classroom. • <u>Protective Measures</u> <ul style="list-style-type: none"> ○ Maintain strict social distancing protocols. Strict social distancing requires: <ul style="list-style-type: none"> ▪ No physical contact, close contact, or proximate contact between or among persons on the campus. ▪ No person come within six (6) feet of another person for any period of time, except incidental no touch breaches of this six (6) foot rule that do not exceed one (1) minute (i.e. passing each other in a hallway or walking by a person already sitting at a desk or table). ▪ No activity for which more than one (1) person may be in a specified room shall exceed fifty (50) minutes. ○ Mandatory use of masks by anyone present. ○ Individuals will sanitize the areas they come in contact with using products supplied. ○ General cleaning and sanitizing will take place every evening to maintain the health and safety of the community.



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	<ul style="list-style-type: none"> • <u>Academic Activities</u> <ul style="list-style-type: none"> ○ All courses will operate remotely. • <u>Enrollment & Student Services</u> <ul style="list-style-type: none"> ○ All programs and services related to enrollment, student engagement, student support and academic support will be offered remotely. • <u>Personnel</u> <ul style="list-style-type: none"> ○ Department will identify personnel to return to their workstations on a needs basis. <ul style="list-style-type: none"> ▪ Personnel returning to their workstations will be made at the discretion of their respective department head. ▪ Personnel may be placed on alternating shifts and/or days to maintain social distancing guidelines and density caps. ○ Personnel who have not yet returned to their workstation will continue to work remotely. • <u>Group Gatherings</u> <ul style="list-style-type: none"> ○ There will be no group gatherings.
<p>B</p>	<p>Recovery Sub-Level B will focus on: (1) implementing limited social distancing measures; (2) implementing expanded course offerings on-site; and (3) offering expanded enrollment, registration, student support, academic support and student engagement programs and services to students on-site.</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> • <u>EOC Access</u> <ul style="list-style-type: none"> ○ Individuals allowed onsite will be guided by vaccination completion. ○ Employees and students will be authorized by EOC Administration to be onsite. Visitors will be limited to the lobby area. <ul style="list-style-type: none"> ▪ Employees will be required to have their ID cards displayed on their person while on-site. ▪ Students will be required to have their EOC ID cards when on-site. ○ Once on-site, individuals will be encouraged to only access floors/or areas that are necessary for them to conduct official business and attend classes. • <u>Protective Measures</u> <ul style="list-style-type: none"> ○ Moderate social distancing protocols require that unvaccinated person maintain 6 ft distance as practical. • <u>Mandatory use of masks by everyone.</u> <ul style="list-style-type: none"> ○ General cleaning and sanitizing will take place every evening to maintain the health and safety of the community. ○ Use of protective barriers in locations at customer service counters.



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	<ul style="list-style-type: none"> • <u>Academic Activities</u> <ul style="list-style-type: none"> ○ Select classes and labs will be held onsite. ○ Select classes will remain virtual. • <u>Enrollment & Student Services</u> <ul style="list-style-type: none"> ○ Services related to enrollment, student support and academic support will be offered on-site and remotely. • <u>Personnel</u> <ul style="list-style-type: none"> ○ Personnel may return to their regular on-site workstations. Staggered shifts may be implemented at the discretion of the Associate Dean & Director • <u>Group Gatherings</u> <ul style="list-style-type: none"> ○ Group gatherings may be limited.
<p>Recovery Level Closure</p>	<p>When the pandemic is declared over by a local, state, or federal authority. This will effectively close both the Recovery Level and the greater Pandemic Preparedness Plan.</p> <p><u>Action Items</u></p> <p>The declared end of the pandemic does not necessarily equate to a return to operations or procedures that existed in a pre-pandemic college environment. The College and EOC may maintain certain protocols, policies or procedures in perpetuity. This decision will be made by the College President in consultation with the Pandemic Response Team.</p> <ul style="list-style-type: none"> • <u>EOC Access</u> <ul style="list-style-type: none"> ○ Employee and student verification will not be required to enter campus. <ul style="list-style-type: none"> ▪ Employees will be required to have their ID cards displayed on their person while on-site. ▪ Students will be required to have their EOC ID cards when on-site. • <u>Protective Measures</u> <ul style="list-style-type: none"> ○ All policies related to social distancing, use of PPE, use of protect barriers, etc. may be discontinued. ○ Community members will be encouraged to continue to engage in basic disease protective measures (washing of hands, remaining home when ill, etc). • <u>Personnel</u> <ul style="list-style-type: none"> ○ All personnel may return to their workstations on-site.



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	<ul style="list-style-type: none">• <u>Academic Activities</u><ul style="list-style-type: none">○ All academic activities may return to full on-site operations. • <u>Enrollment & Student Services</u><ul style="list-style-type: none">○ All programs and services related to enrollment, student engagement, student support and academic support will be offered to students on-site. • <u>Group Gatherings</u><ul style="list-style-type: none">○ Group gatherings may be limited.
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APPENDIX K: WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION
RECOVERY PLAN

Planning will begin to ensure readiness of Pandemic Recovery return to campus operations. The senior administrators will coordinate the action steps and communication with WDCE staff and instructors/facilitators, students, and community partners as appropriate. The following represents the chain of Administrator in Charge for WDCE (in Order):

- i. Vice President, WDCE
- ii. Assistant Dean, WDCE – Extensions
- iii. Assistant Dean, WDCE – Workforce
- iv. Assistant Dean, WDCE – ESL
- v. Division Coordinator
- vi. Program Coordinator

<u>Workforce Development & Community Education</u>	
<u>Sub-Level</u>	<u>Action Items</u>
A	<ul style="list-style-type: none"> ● Campus Access <ul style="list-style-type: none"> ○ WDCE will follow all guidelines for campus access (Inclusive of all extension locations) and maximum room capacities as specified by the College’s Recovery Plan and Room Occupancy Plan. ○ Most all WDCE employees will continue to work remotely. Should there be a need for on campus work, WDCE Deans and Coordinators will identify the applicable employee(s) and submit their names to the Vice President of WCDE for authorization. Once employees have been authorized by the Vice President of WDCE, their names will be provided to the director of security and verified at the time of campus entry. ○ All employees will be notified that they are required to present their WCC ID Cards or verify their identity before they are granted entry to the campus. ○ All health and safety protocols will be followed by any WDCE employee going to a college location. ○ The assistant dean for extensions and center directors will work with the director of security to ensure that all equipment required to adhere to health and safety protocols is secured. ● Protective Measures <ul style="list-style-type: none"> ○ The Division of WDCE will adhere to all guidelines and protocols regarding all protective measures that the college established in their PRT. ● Academic Activities



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	<ul style="list-style-type: none"> ○ WDCE will continue to deliver most all courses remotely. ○ In collaboration with Academic Affairs and under the guidance of the Director of Security and Coordinator of Health Services, WDCE will identify courses that require in person instruction. Only courses that: (a) require student use of specialized equipment, locations, and/or materials and (b) are needed for program completion will be considered. All sublevel 1 maximum capacities will be followed. ● Enrollment & Student Services <ul style="list-style-type: none"> ○ All programs and services related to enrollment, student engagement, student support and academic support will be offered remotely. ○ In some cases, registration and payment processing will be done on the Valhalla campus by registration staff on a very limited basis as needed and with the approval of WDCE leadership.
B	<ul style="list-style-type: none"> ● Campus Access <ul style="list-style-type: none"> ○ As more classes are offered in person on campus and at extensions, WDCE employees will begin to return to workstations. Priority personnel will include individuals working in support of enrollment, instruction, and certification administration. ○ Non-essential employees will begin to return to their on-campus workstations on a rotational basis and as deemed appropriate by deans/coordinators and/or Vice President. ● Protective Measures <ul style="list-style-type: none"> ○ The Division of WDCE will adhere to all guidelines and protocols regarding all protective measures that the college established in their PRT. ● Academic Activities <ul style="list-style-type: none"> ○ In collaboration with Academic Affairs and under the guidance of the Director of Security and Coordinator of Health Services, WDCE will identify additional courses that may be completed on-campus. All sublevel B maximum capacities and social distancing requirements will be followed. ○ All other courses will operate remotely. ● Enrollment & Student Services <ul style="list-style-type: none"> ○ Enrollment and student service-related activities will be expanded on campus to support expanded instruction and training as necessary. Other services will continue to be offered remotely to ensure employees' health and safety. ● Group Gatherings



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	<ul style="list-style-type: none"> ○ Group gatherings will adhere to the established policies and protocols of the college’s PRT plan.
<p>Recovery Level Closure</p>	<ul style="list-style-type: none"> ● Campus Access <ul style="list-style-type: none"> ○ Most, if not all WDCE employees will return to their workstations. Should the college offer a remote work option, consideration will be given to employees on a case by case basis. ● Academic Activities <ul style="list-style-type: none"> ○ Academic activities may return to full on-campus operations. Remote instruction may continue if it benefits students’ learning and access to quality of instruction. ● Enrollment & Student Services <ul style="list-style-type: none"> ○ All programs and services related to enrollment, student engagement, student support and academic support will be offered to students on-campus with the option of certain activities offered remotely or in a hybrid form. ● Group Gatherings <ul style="list-style-type: none"> ○ Group gatherings may be limited.



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APPENDIX M: ROOM OCCUPANCIES FOR VALHALLA CAMPUS

***NOTE:** When combined, the total occupancies for all buildings on the Valhalla campus may exceed the maximum Valhalla campus occupancy as stated in the “Campus Access” section of a Recovery Sub-Level. Should this be the case, the Valhalla campus occupancy maximum identified in the “Campus Access” section of a Recovery Sub-level will control.

ADMINISTRATION BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
B05	IT Suite	178	1	1	1	1 Work Station	1
B15	Conference Room	742	25	6	6	Conference Table	6
B16	IT Open Office	567	4	5	1	4 Work Stations	1
B26	Programmers Office	248	4	2	1	4 Work Stations	1
B30	Terminal Room	399	4	3	1	4 Work Stations	1
B42	Human Resources	168	2	1	1	2 Work Stations	1
B44	Conference Room	146	6	1	1	Table/6 Chairs	1
107	Registrar Open Off.	1538	13	13	8	13 Work Stations	8
110	Lobby Lounge	490	20	4	6	20 Chairs	4
120	Finan. Aid Open Off.	1572	9	14	8	9 Desks	8
124	Payroll	64	3	1	3	3 Desks	1
125	Bursars Open Off.	1513	10	13	8	13 Work Stations	8
132	Main Lobby	1980	2	17	12	2 Work Stations	12
207	Cont. Ed Open Off.	1268	11	11	8	11 Desks	8
220	Admin Services Off.	401	2	3	1	2 Work Stations	1
227	Business Open Off.	1010	7	9	3	7 Work Stations	3
236	Admissions Open Off.	732	5	6	3	5 Desks, Tables	3



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110A	Inclusive Bathroom	56	1	1	1	Single Use	1
	Single Occ. Offices					54 Offices	54
Total Occupancy of Building: 122*; Total Building Sq Ft (Gross): 35000							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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BOOKSTORE							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
100	Sales Floor	7565	126	66	15	Sales Floor	15
-	FSA Suite	690	4	6	3	5 Work Stations	3
-	Inclusive Bathroom	10	1	1	1	Single Use	1
-	Inclusive Bathroom	9	1	1	1	Single Use	1
Total Occupancy of Building: 23; Total Building Sq Ft (Gross): 11164							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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CLASSROOM BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
100	Lecture Hall	1788	72	15	15	76 chairs	15
101	Computer Lab	1024	29	9	9	24 Comp Stations	9
106	Classroom/TV Studio	744	30	6	6	6 Tables 11 Chairs	6
200	Lecture Hall	2827	113	25	24	234 Chairs	24
301	Computer Lab	1200	34	10	10	34 Comp Stations	10
302	Computer Lab	1120	32	9	9	34 Comp Stations	9
303	Computer Lab	1176	34	10	10	21 Comp Stations	10
305	Computer Classroom	1200	34	10	6	8 Comp St/6 Tables	6
306	Computer Lab	1200	34	10	10	34 Comp Stations	10
320	Computer Lab	960	27	8	8	26 Comp Stations	8
321	Computer Lab	600	17	5	5	21 Comp Stations	5
318	Student Lounge	360	14	3	3	Tables/Chairs	3
115	Inclusive Bathroom	31	1	1	1	Single Use	1
215	Inclusive Bathroom	32	1	1	1	Single Use	1
311	Inclusive Bathroom	32	1	1	1	Single Use	1
	Single Occ. Offices					50 Offices	50
Total Occupancy of Building: 165; Total Building Sq Ft (Gross): 65518							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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GATEWAY CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
S100	Café	1680	72	14	7	18 Tables with 4 chairs	7
S110	Servery	630	2	5	1	Serving Stations/Register	1
S133	Classroom	768	31	6	6	45 Desks	6
S135	Classroom	768	31	6	6	45 Desks	6
S137	Classroom	768	31	6	6	48 Desks	6
S138	Computer Lab	1176	34	10	15	35 Computer Stations	10
S139	Classroom	768	31	6	6	38 Desks	6
S140	Classroom	680	27	6	6	30 Desks	6
S141	Classroom	768	31	6	6	56 Desks	6
N203	Computer Lab	768	22	6	6	20 Computer Stations	6
N209	Computer Lab	768	22	6	6	16 Computer Stations	6
N215	Computer Lab	788	23	6	6	16 Computer Stations	6
N219	Computer Lab	744	21	6	6	24 Computer Stations	6
N225	Computer Lab	1146	33	10	6	34 Work Stations	6
S229	Classroom	696	28	6	6	43 Desks	6
S232	Seminar Room	460	18	4	6	23 Chairs/6 Tables	4
S234	Seminar Room	460	18	4	6	24 Chairs/6 Tables	4
S235	Mod. Tutorial Rm.	444	13	3	3	15 Computer Stations	3
S236	Seminar Room	460	18	4	6	24 Chairs/6 Tables	4
S237	Mod Lang. Lab	800	23	7	7	27 Computer Stations	7
S238	Seminar Room	460	18	4	4	27 Desks	4
S239	ELI Lang. Lab	800	23	7	7	28 Computer Stations	7



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S240	Seminar Room	460	18	4	4	23 Desks	4
S241	ELI Small Lab	464	13	4	6	4 Comp Sts/6 Tables	4
G200	Lobby	2392	68	18	18	Staircase, 4 benches	18
N343	Conference Room	256	10	2	2	Conference table, 10 chrs	2
N361	Seminar Room	615	20	5	5	20 Chairs/6 Tables	5
N363	Seminar Room	503	20	4	4	20 Chairs/6 Tables	4
N365	Seminar Room	503	20	4	4	20 Chairs/6 Tables	4
N367	Focus Group Room	503	20	4	4	20 Chairs/6 Tables	4
N368	Classroom	784	30	6	6	30 Chairs/6 Tables	6
N369	Seminar Room	703	24	6	6	24 Chairs/12 Tables	6
N373	Fashion Lab	825	24	7	6	Chairs/Tables	6
N374	Classroom	756	30	6	6	24 Chairs/11 Tables	6
N376	Seminar Room	567	24	5	6	24 Chairs/6 Tables	5
S145	Inclusive Bathroom	40	1	1	1	Single Use	1
S223A	Inclusive Bathroom	55	1	1	1	Single Use	1
	Single Occ. Offices					49 Offices	49
Total Occupancy of Building: 246; Total Building Sq Ft (Gross): 70000							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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HANKIN ACADEMIC ARTS BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
104	Orchestra	1238	50	10	10	Desks/Chairs	10
119	Classroom	621	25	5	5	Desks/Chairs	5
218	Dance Studio	1100	22	9	8	Open Space	8
233	Stage	4608	307	40	25	Open Stage	25
234	Scenery Shop	1612	32	14	4	Machines	4
301	Gallery	2176	73	19	15	Open Gallery	15
316	Theater	4176	394	36	32	Seats	32
402	Painting Studio	1673	33	14	10	Easels	10
403	Graphics Studio	1365	27	12	12	Computers	12
406	Printmaking Studio	1365	27	12	12	Computers	12
407	Sculpture Studio	1691	34	14	10	Tables	10
301B	Inclusive Bathroom	64	1	1	1	Single Use	1
132	Inclusive Bathroom	48	1	1	1	Single Use	1
	Single Occ. Offices					55 Offices	55
Total Occupancy of Building: 198; Total Building Sq Ft (Gross): 86321							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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HAROLD DRIMMER LIBRARY							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
1	Computer Lab	744	21	6	6	Comps	6
8	Computer Lab	1058	30	9	9	Comps	9
14	Computer Lab	1500	43	13	13	Comps	13
16	Computer Lab	600	17	5	5	Comps	5
63	Computer Lab	945	27	8	8	Comps	8
36	A/V Lab	926	26	8	8	Tables/Chairs	8
37	A/V Lab	926	26	8	6	Tables/Chairs	6
38	Computer Lab	926	26	8	6	Comps	6
44	Math Lab	726	21	6	4	Tables/Chairs	4
45	Math Lab	726	21	6	4	Tables/Chairs	4
46	English Lab	726	21	6	4	Tables/Chairs	4
51	Reception	860	3	7	1	3 Work Stations	1
54	Work Room	860	8	7	2	8 Computers	2
131	Stacks	11700	117	103	15	Shelves	15
147	Desks	400	4	3	3	Desks	3
146	Media Theater	1157	80	10	10	Seats	10
228	Stacks	3100	31	27	10	Shelves	10
235	Found. Brd Room	1120	40	9	9	40 Chairs/1 Table	9
211	Stacks	2070	21	18	7	Shelves	7
311	Stacks	9314	93	82	10	Shelves	10
139	Inclusive Bathroom	48	1	1	1	Single Use	1
140	Inclusive Bathroom	48	1	1	1	Single Use	1
	Single Occ. Offices					50 Offices	50
Total Occupancy of Building: 190; Total Building Sq Ft (Gross): 100000							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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HARTFORD HALL							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
120A	Inclusive Bathroom	48	1	1	1	Single Use	1
124	Board Room	387	12	3	3	12 Chairs/Table	3
	Single Occ. Offices					29 Offices	29
Total Occupancy of Building: 32; Total Building Sq Ft (Gross): 12408							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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HEALTH SCIENCE BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
2	Classroom	625	25	5	5	41 Desks	5
3	Classroom	625	25	5	5	43 Desks	5
4	Computer Lab	287.5	8	2	2	20 Comp. Stations	2
5	Respiratory Lab with ventilators	625	12	5	4	4 Work Tables	4
7	Classroom	625	25	5	5	41 Desks	5
8	Nursing Lab	938	19	8	5	5 Instr. Beds	5
9	Nursing Lab	300	6	2	2	2 Instr. Beds	2
12	Rad Tech Lab	175.75	3	1	1	Waiting Room Set Up	1
12B	X-Ray Room	219.38	4	2	2	2 Instr Beds	2
13	Vet Tech Lab	666	13	6	4	Pet WorkSt/Wrk Tbl/6 chrs/1 Sink	4
14	Rad Tech Lab	462.5	9	4	2	2 Instr. Beds, 1 Work Table	2
8G	Student Lounge	310	5	2	2	Couches	2
23	Inclusive Bathroom	44	1	1	1	Single Use	1
	Single Occ. Offices					22 Offices	22
Total Occupancy of Building: 61; Total Building Sq Ft (Gross): 14358							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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KNOLLWOOD CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
101	Open Office	330	3	2	1	2 Desks	1
2	Classroom	544	22	4	4	Tables/Chairs	4
3	Classroom	544	22	4	4	Tables/Chairs	4
4	Classroom	735	29	6	6	Tables/Chairs	6
5	Classroom	735	29	6	6	Tables/Chairs	6
105	Inclusive Bathroom	70	1	1	1	Single Use	1
	Single Occ. Offices					2 Offices	2
Total Occupancy of Building: 23; Total Building Sq Ft (Gross): 6164							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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PHYSICAL EDUCATION BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
6&7	Gymnasium	12,745	1512	112	100	Bleachers, Open Room	100
3	Classroom	450	18	4	4	Desks	4
4	Classroom	775	31	6	6	Desks	6
5	Mat Room	1,410	28	12	8	Open Room	8
8	Fitness Center	2,210	44	19	7	Exercise Machines	7
20	Weight Room	2,422	48	21	7	Exercise Machines	7
23	Mens Lockers	554	11	4	4	Benches	4
42	Womens Lockers	979	20	8	6	Benches	6
60	Pool	7,160	143	63	50	Pool/Deck	50
10A	Inclusive Bathroom	95	1	1	1	Single Use	1
	Single Occ. Offices					12 Offices	12
Total Occupancy of Building: 204; Total Building Sq Ft (Gross): 66835							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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SCIENCE BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
102	Lecture Hall	1456	58	12	12	120 Chairs	12
104	Lab	1234	25	10	8	4 Wide Lab Tables	8
106	Lab	1234	25	10	8	4 Wide Lab Tables	8
115A	JobStar (Comp)	540	15	4	4	4 Tables/16 Comp Stations	4
121	Lab	1234	25	10	8	4 Wide Lab Tables	8
123	Lab	1222	24	10	5	5 Lab Tables	5
204	Lab	1234	25	10	6	6 Lab Tables	6
206	Lab	1253	25	11	6	6 Lab Tables	6
208	Lab	1253	25	11	6	6 Lab Tables	6
219	Science Tutorial (Comp.)	1748	50	15	11	11 Tables/12 Comp St	11
230	Lab	1243	25	11	6	6 Lab Tables	6
232	Lab	1155	23	10	8	4 Double Sided Lab Tables	8
240	Lab	1234	25	10	6	6 Lab Tables	6
242	Lab	1234	25	10	6	6 Lab Tables	6
307	Lab	1250	25	11	8	4 Double Sided Lab Tables	8
316	Classroom	1250	50	11	11	50 Desks	11
318	Lab	1250	25	11	8	Ambulance/Room	8
346	Lab	1250	25	11	8	8 Tables	8
348	Lab	1250	25	11	8	4 Double Sided Lab Tables	8
357	Lab	1250	25	11	8	4 Double Sided Lab Tables	8
359	Lab	1250	25	11	8	4 Double Sided Lab Tables	8
366	Classroom	653	26	5	5	50 Desks	5
367	Classroom	661	26	5	5	50 Desks	5
370	Classroom	667	27	5	5	50 Desks	5
371	Classroom	653	26	5	5	50 Desks	5
108B	Lounge	1560	62.4	13	10	Tables and chairs	10



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217A	Inclusive Bathroom	56	1	1	1	Single Use	1
	Single Occ. Offices					82 Offices	82
Total Occupancy of Building: 271; Total Building Sq Ft (Gross): 77500							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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STUDENT CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
102	Coffee Shop	524	8	4	3	1 Register/8 Chairs	3
113	Beverage Lab	946	37	8	8	Tables/Chairs	8
138	Culinary Lab	1850	37	16	12	Kitchen Equipment	12
151	Cul Dining Kitchen	867	17	7	6	Kitchen Equipment	6
153	Culinary Dining Room	1005	51	8	8	Dining Tables/Chairs	8
154	Connector Lounge	1900	25	16	12	Couches	12
158	Cafeteria	6794	284	60	47	Dining Tables/Chairs	47
159	Event Room	1872	80	16	12	Tables/Chairs	12
180	Student Lounge	426	27	3	3	Couches	3
182	Nurse's Suite	1154	4	10	3	4 Work Stations	3
201	Student Lounge	376	22	3	3	Couches	3
204	Student Lounge	384	24	3	3	Couches	3
282	Student Lounge	339	27	3	3	Couches	3
136	Inclusive Bathroom	57	1	1	1	Single Use	1
137	Inclusive Bathroom	57	1	1	1	Single Use	1
	Single Occ. Offices					50 Offices	50
Total Occupancy of Building: 173; Total Building Sq Ft (Gross): 72301							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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TECHNOLOGY BUILDING							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
13D	Comp Lab	840	24	7	7	22 Comp Stations	7
13E	Comp Lab	840	24	7	7	31 Comp Stations	7
25B	Comp Lab	1260	36	11	11	46 Comp Stations	11
25D	Comp Lab	896	26	7	7	30 Comp Stations	7
25E	Comp Lab	888	25	7	7	31 Comp Stations	7
25F	Comp Lab	540	15	4	4	22 Comp Stations	4
26	AutoCAD Lab	720	21	6	6	22 Comp Stations	6
27	HelpDesk Open Off.	1540	16	13	8	16 Work Stations	8
31	Machine Shop	1728	35	15	6	19 Large Mach./4 Work Bnchs	6
36	Material Lab	1116	22	9	2	4 Lrg Mach./2 Work Bnchs	2
38	Comp Lab	1008	29	8	8	31 Comp Stations	8
39	Comp Lab	1152	33	10	10	30 Comp Stations	10
40	Comp Lab	1568	45	13	13	18 Comp Stations	13
104	Comp Lab	961	27	8	8	31 Comp Stations	8
126	CAD Lab	594	17	5	5	16 Comp Stations	5
128	Art Lab	623.5	18	5	5	15 Comp Stations	5
146	Elec Lab	645	13	5	4	14 Chairs, 1 large table	4



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147	Elec Lab	1091.5	22	9	8	17 Comp Stations	8
148	CAD Lab	870	25	7	7	23 Comp Stations	7
137	Student Lounge	2000	80	17	14	Tables/Chairs	14
135	Inclusive Bathroom	64	1	1	1	Single Use	1
112	Inclusive Bathroom	147	1	1	1	Single Use	1
	Single Occ. Offices					40 Offices	40
Total Occupancy of Building: 187; Total Building Sq Ft (Gross): 92449							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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VIRGINIA MARX CHILDREN'S CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
105	Classroom	544	11	4	4	Tables/Chairs/Beds	4
106	Classroom	499	10	4	4	Tables/Chairs/Beds	4
107	Classroom	499	10	4	4	Tables/Chairs/Beds	4
108	Classroom	531	11	4	4	Tables/Chairs/Beds	4
119	Classroom	531	11	4	4	Tables/Chairs/Beds	4
120	Classroom	531	11	4	4	Tables/Chairs/Beds	4
121	Classroom	499	10	4	4	Tables/Chairs/Beds	4
122	Classroom	544	11	4	4	Tables/Chairs/Beds	4
124	Multipurpose	503	10	4	4	Toys/Mats	4
115	Inclusive Bathroom	35	1	1	1	Single Use	1
	Single Occ. Offices					8 Offices	8
Total Occupancy of Building: 44; Total Building Sq Ft (Gross): 11833							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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APPENDIX N: ROOM OCCUPANCIES FOR EXTENSION CENTERS

NOTE: The total occupancy listed for building, as noted in the tables below, may exceed the maximum Extension Center occupancy as stated in the “Campus Access” section of a Recovery Sub-Level. Should this be the case, the maximum Extension Center occupancy identified in the “Campus Access” section of a Recovery Sub-level will control.

Mount Vernon Extension Center							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
n/a	Tutoring, academic support	1408	40	12	7	18 computer stations, 14 round or rectangle tables (4 seats each)	7
119	ASC Meeting Room	1342	39	11	11	Table and chairs	11
110A	Faculty Bathroom*	48	1	1	1	Single Use	1
119C	Faculty Bathroom*	48	1	1	1	Single Use	1
n/a	Faculty Bathroom*	48	1	1	1	Single Use	1
	Single Occ. Offices					12 Offices	12
Total Occupancy of Building: 19; Total Building Sq Ft (Gross): 22000							
*Due to COVID19 one single use bathroom needs to be designated for student use.							
These were the areas that were requested, if there any further areas we can add it to this chart.							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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OSSINING EXTENSION CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
8	Healthcare lab (noncredit)	1320	20	11	5	5 instruc beds, 25 tablet arm chairs, sink	5
7	BIOL instruction lab	1320	16	11	8	16 workstations	8
4	Instruction	750	18	6	6	18 workstation	6
6	SHIFT into BIOL lab	840	34	7	7	Classroom Desks	7
	Single Occ. Offices					6 Offices	6
Total Occupancy of Building: 32; Total Building Sq Ft (Gross): 12558							
These were the areas that were requested, if there any further areas we can add it to this chart.							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							

Approved by Dr. Miles on 3/30/21

Effective April 1, 2021 an exception to the current Sublevel 1 status will be made allowing the Ossining Extension Center to increase room and building capacity to the proposed Sublevel B levels (6 ft of separation) as identified by the college’s Director of Facilities (see chart below). All other health and safety protocols as defined in Sublevel 1 will remain in effect, including COVID testing, temperature checks, cleaning and venting space and PPE (masks, gloves and gowns).

Purpose: This will allow for the completion of noncredit healthcare training programs by or before the end of June, impacting approximately 35 current students. It will also allow for the viability of continued healthcare training.

Effective April 5, 2021: Allow for Max. Occupancy of Rooms at Sub Level B (6 ft social distancing – see below) and maintain total building capacity at a “not to exceed” 55 individuals level.

Building	Room	Designation	Sq Ft	Sub-Level A 113 sq ft per person	Max. Occupancy for Sub Level B at 6ft Apart**
Ossining	1	Classroom	667	5	17



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Ossining	2	Classroom	700	6	17
Ossining	3	Classroom	528	4	10
Ossining	4	Instruction	750	6	11
Ossining	5	Classroom	570	5	12

- While room occupancy will increase, the maximum building capacity can remain at the 55 person maximum.
- Class times will be staggered to avoid students arriving and departing at the same time
- Rooms will be cleaned/refreshed between classes with 1 hour intervals between start times
- All current protocols for entry will continue. Students will continue weekly COVID testing and wear masks, gloves and gowns during class times



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PEEKSKILL CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
A	Instruction & training	428	15	3	5	15 workstations, table	3
B	Instruction & training	525	15	3	5	15 workstations, table	3
C	Instruction & training	555	15	4	5	15 workstations, table	4
D	Instruction & training	729	15	6	6	15 workstations, table	6
F	Instruction & training	687	15	6	6	15 workstations, table	6
1st Flr	Staff Bathroom	56	1	1	1	Single Use	1
2nd Flr	Inclusive Bathroom	56	1	1	1	Single Use	1
	Single Occ. Offices					7 Offices	7
Total Occupancy of Building: 44; Total Building Sq Ft (Gross): 11833							
These were the areas that were requested, if there any further areas we can add it to this chart.							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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WHITE PLAINS CENTER FOR THE ARTS							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
	Classroom/Healthcare Room	1400	56	12	10	Open room for class and/or CNA or other healthcare lab work	10
	Instruction and Training	840	24	7	7	Computer lab with long table and 3 spaces per row with 4 or 5 rows	7
	Single Occ. Offices					3 Offices	3
	Classroom/Healthcare Room	1400	56	12	10	Open room for class and/or CNA or other healthcare lab work	10
Total Occupancy of Building: 30; Total Building Sq Ft (Gross): 6915							
These were the areas that were requested, if there any further areas we can add it to this chart.							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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YONKERS CROSS COUNTY EXTENSION CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
213	Classroom	687	27	6	9	28 computer stations	6
212	Classroom	891	36	7	13	40 computer stations	7
224	Faculty Bathroom*	48	1	1	1	Single Use	1
	Single Occ. Offices					7 Offices	7
Total Occupancy of Building: 20; Total Building Sq Ft (Gross): 12167							
*Due to COVID19 one single use bathroom needs to be designated for student use.							
These were the areas that were requested, if there any further areas we can add it to this chart.							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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APPENDIX O: ROOM OCCUPANCIES FOR
WESTCHESTER EDUCATIONAL OPPORTUNITY CENTER

WESTCHESTER EDUCATIONAL OPPORTUNITY CENTER							
Room #	Purpose/Description	Square Feet	Normal Occupancy by Square Feet*	Social Distancing Occupancy by Square Feet **	Physical Layout Social Distancing Occupancy	Description of Physical Layout Occupancy Restrictions	Maximum Permitted Room Occupancy During Recovery ***
602	Lab	798	16	7	6	Health Training Lab?	6
704	Comp Lab	612	18	5	5	Computer Stations	5
705	Comp Lab	600	18	5	5	Computer Stations	5
706	Comp Lab	480	14	4	4	Computer Stations	4
707	Practice Comp Lab	528	16	4	4	Computer Stations	4
708	Typing Lab	522	15	4	4	Computer Stations	4
709	AVT Lab	320	10	2	2	Computer Stations	2
821	EMT Lab	688	14	6	6	Health Training Lab?	6
	Single Occ. Offices					34 Offices	34
Total Occupancy of Building: 70; Total Building Sq Ft (Gross): 33000							
All Single Occupancy Offices may be occupied							
Unless otherwise specified, only 1 person may occupy a shared office space							
*Measured w/ 25 square feet per student for classrooms; 35 sf/st for Computer Labs; 50 sf/st for Labs							
**Measured with State advised 113 sf/st							
***These occupancy limitations will not apply for instructional spaces if the college is operating in Recovery Sub-Level B							



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APPENDIX P: HVAC Maintenance

HVAC Maintenance During COVID-19 Pandemic		
General Maintenance	Regular Maintenance	Enhanced Maintenance During COVID19
Filtration Rating	4" MERV 8 Rating Filters used	New 4" MERV 13 Rating Filters Used
Replace Filters	4 times per year	5 times per year
Outdoor Ventilation	Minimum required	Maximize where possible
Humidity	Minimum required	Increase to 40-60% where possible
Air Flow	Minimum required to meet Temperature Requirements	Disable automated system to maximize Cubic Feet per Minute airflow
Restroom Exhaust Fans	Minimum flow required	Exhaust Fans run at 100%, disable automation to run in unoccupied mode
Continual Water flow	Regular Water Use	Water systems are flushed to prevent stagnant water
Unoccupied Times	10pm-7am	Can be changed in buildings schedule up to 24hrs
BMS Workstation	Early morning check	Early morning and afternoon checks



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SUNSETTED & ARCHIVED

APPENDIX Q: MODIFICATIONS TO THE ATHLETIC PROGRAM –
FALL 2020 & SPRING 2021

Until indoor facilities have been cleared for use by the Westchester County Department of Health (WCDOH), practices will be limited to outdoor use only. Only after the WCDOH has cleared the Gymnasium for practices may athletic teams use that facility.

Access to campus will be limited to up to two teams at a time along with one athletic trainer and one member of Athletics Staff to provide support each team in order to ensure full compliance to social distancing and PPE requirements.

Modifications to the Athletic Program

The following are required modifications for all components of the Athletic Program while operating in the Recovery Level. Any individual athlete found acting contrary to any of the below is subject to disciplinary sanctions through the College.

- Athletic Department Staff will coordinate social distancing and PPE training to coaches and student athletes. There will be at minimum two separate training sessions in order to educate both groups about community policies, the consequences of violating community policies, and their overall importance to ensure a safe return to athletic practice. Students and coaches will not be allowed to practice until they have completed this mandatory training.
- Until indoor facilities have been cleared for use by the Westchester County Department of Health (WCDOH), practices will be limited to outdoor use only. Only after the WCDOH has cleared the Gymnasium for practices may athletic teams use that facility.
- All student-athletes will be required to have a valid physical on file with the Athletic Department prior to participation.
- Athletic staff may return to their workstations prior to and after a practice. Athletic staff will be limited to one person in the Athletic suite. There will be no in person meetings in offices. Face masks will be required at all times.
- Practice group sizes will be limited to limit density. Please see Team Specific Plans below for more information.
- Ball sports will be modified so practices can only include activities where a person can only come into contact with their own equipment. The only exception will be the game ball, in which teams may share a ball during practices. Coaches will be required to frequently sanitize balls during practice.
- An athletic trainer will be required to be in attendance at all practices.
- Face masks are required for all student-athletes at all times, except during times of strenuous physical activity when strict social distancing guidelines are in place. Two masks will be provided to all student athletes; however, student-athletes may use their own masks.
- Locker Rooms remain closed at all times for all teams. Student Athletes may only use restrooms in the Student Center.



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- Hand sanitizer will be provided at all practices. Student-athletes will be required to use hand sanitizer upon entry and exit of practice site. Use will be encouraged throughout practice.
- The following behavior is strictly prohibited: (a) spitting of any kind, including saliva, drinks, etc.; (b) handshakes; (c) high fives; (d) fist bumps; (e) sharing drinks, bottles, towels, or any other.
- All players must bring and use their own water bottles and their own water. Water coolers will not be available.
- Practices will be limited to a two-hour maximum.

Stages for Return to Practices

In order to be more responsive to ever changing conditions, the Athletic Department has proposed a three-phase plan for a return to practices. Each stage must fully comply with the requirements listed in the *Modifications To The Athletic Program* found in Appendix Q.

Stages are not listed sequentially, but in order of de-escalating risk to the community, allowing the athletic program to move between levels in either direction. It is the decision of the Athletic Director, with confirmation of the Pandemic Response Team, to move the Athletic program to a new stage.

Stage 1: Small Pod Practices

- All teams will work in designated pods of 10 players or less. Pods will stagger times they are at the practices site and/or the area of the practice site they are occupying. A coach will be assigned to each pod and no cross contact shall occur between pods. Activities permitted will be limited to: (a) strength and conditioning; and (b) sport related drills and skill development. Under no circumstances may there be physical contact between players. Only one team may practice on-campus at one-time.

Stage 2: Full Team Practices

- Pods will be permitted to practice together. Activities permitted will be limited to: (a) strength and conditioning; and (b) sport related drills and skill development. Under no circumstances may there be physical contact between players. Subject to campus capacity restrictions, up to two teams can practice concurrently so long as they are on different fields and required Athletic Department Staff and athletic trainers are available.

Stage 3: Intra-Squad Games

- Intra-squad games and simulated game scenarios will be permitted. Scrimmages with outside competitors are prohibited. Under no circumstances may there be physical contact between players.

Team Specific Plans

All teams, including individual student athletes, must adhere to the *Modifications To The Athletic Program* in Appendix Q in addition to what is listed below per their respective sport:

Women's Volleyball

Practices can occur two times per week for a period not to exceed 60 days in preparation for



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competition for the spring 2021 semester. Practices must occur between October 1 and December 15.

- Practices will be held outdoors on Barret Field or on the old softball field using portable volleyball nets. No indoor use of the gymnasium court.
- Players must remain at least 6 feet apart at all times
- All volleyballs will be disinfected by coaching staff after each practice session and stored

Men's Soccer

Practices can occur two times per week for a period not to exceed 60 days in preparation for competition for the spring 2021 semester. Practices must occur between October 1 and December 15.

- Practices will be held outdoors on Barret Field.
- Players must remain at least 6 feet apart at all times
- Small group work limited to six players per station
- All soccer balls disinfected by coaching staff after each practice session and stored

Men's and Women's Basketball

Practices can occur up to 2 times per week for a period not to exceed 60 days in preparation for competition for the spring 2021 semester. Practices may occur from October 1st – December 15th.

- Practice occurs outdoors on tennis courts or Parking Lot 9 using portable basketball hoops
- Players must remain at least 6 feet apart at all times
- Small group work limited to 6 players per station
- Practice basketballs numbered and assigned at the beginning of each practice, players should only use their assigned ball for the duration of practice for any ball handling, shooting or skill development drills
- All basketballs disinfected by coaching staff after each practice session and stored

Baseball

Practices can occur two times per week for a period not to exceed 60 days in preparation for competition for the spring 2021 semester. Practices can occur during a time period of 60 consecutive days between October 1 and November 15.

- Players must remain at least 6 feet apart at all times
- No more than 4 people in the bullpen at one time
- Players must use only their own mitts, batting gloves and helmets. It is recommended that students provide their own batting helmet, if they are unable to one will be assigned to them for the duration of the season and should not be shared at any time.
- Sunflower Seeds, spitting, and licking hands to get a better grip on the baseball is prohibited
- All baseballs, bats and helmets will be disinfected by coaching staff after each practice session and stored

Golf

Practices may occur at the driving range and scheduled practice rounds on the course.



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- Players must remain at least 6 feet apart at all times
- Players may only use their own clubs, golf balls and equipment
- Players will be provided travel hand sanitizer
- Players must travel to and from the practice site in own vehicles

Cross Country/Track & Field

Cross Country has been cancelled. Practices track & field training may continue based on the guidelines below.

- Practices can occur at unused fields and/or the track field and on the paths and roads on campus.
- Runners must remain at least 6 feet apart at all times
- Masks shall not be used during running activities
- Runners will be provided access to hand sanitizer at practice site

Bowling

Organized team practices are prohibited until further notice. This cannot be considered until on-campus indoor practices are permitted. When such practices are approved the following parameters must be followed.

- Bowlers must remain at least 6 feet apart and masks must worn at all times
- Bowlers will be provided travel hand sanitizer
- Travel to and from practice site will be via student-athletes own vehicles

Protocol When A Player, Participant, Or Coach Tests Positive

Should a positive test be reported to the Athletic Department, the Director of Athletics will immediately notify the Coordinator of Health Services. The Athletic Department will provide all information requested by the College or local health officials for contact tracing purposes as well as comply with any further directives.

Practices may be cancelled until such time that it is deemed safe to return to team activities. If there is a significant impact on a particular team, other teams may be forced to cancel activities as well as a precaution. Significant concerns and positive tests may result in the suspension and/or cancelation of practice sessions for all sports indefinitely.



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APPENDIX R: COVID TESTING PLAN – FALL 2020

Introduction

In an effort to both protect the health and safety of community members working and learning on-campus and meet the mandate of the SUNY Chancellor's directives to help stop the spread of COVID-19 in New York, Westchester Community College (WCC) has developed the following testing plan. The objective of this plan is to maintain public health in an equitable and efficient process that takes into consideration the unique characteristics of WCC's commuter-only campus, collaboration with its county health department and healthcare providers, Pandemic Recovery Plan, and the guidelines from SUNY System Administration.

All students and employees who are on campus for: a) in-person instruction; b) use of campus facilities, and/or c) employment will be required to participate in the campus testing plan. Individuals accessing campus are required to complete a COVID-19 PCR test in a manner prescribed by the College according to the requirements of this plan.

Testing Frequency & Requirements

Every four weeks, Westchester Community College will test approximately 100% of students and employees who are on on-campus for: a) in-person instruction; b) use of campus facilities, and/or c) employment. Approximately 50% of the on-campus population will be tested over the course of a two-week period with the remaining 50% tested the following two-week period. Once the policy is effective, testing will adhere to the following cycles:

Weeks 1 & 2: All students on-campus

Weeks 3 & 4: All employees on-campus

The above cycles will repeat for all subsequent weeks until college operations are no longer governed by the Pandemic Recovery Plan.

Security in coordination with Health Services will identify the individuals to be tested each cycle and will jointly manage the testing program.

Test Administration

The College has entered into a partnership with Westchester Medical Center (WMC), which will be the institution's primary and sole agency to administer COVID-19 PCR testing to WCC community members. In this collaboration between WMC and WCC, WMC will schedule PCR tests, administer the tests at no additional charge to employees and students, and provide results to the college for related tracking and any required action as well as subsequent reporting to state systems.

Students Taking A Class on the Valhalla Campus

In order to ensure the efficacy of the testing process and to best utilize the limited resources on WCC's campus, all students taking one or more in-person classes on the Valhalla campus are required to be PCR tested by WMC when called upon to do so. Students taking one or more in-



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person classes on the Valhalla campus will not be eligible to use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan.

Students Taking In-Person Classes Exclusively at an Extension Center

Recognizing the challenges coming to Valhalla may present, students who are taking in-person classes exclusively at an Extension Center will have the option to either be tested at WMC or use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan. Students may contact the New York State COVID-19 Hotline at 1-888-364-3065 or at <https://covid19screening.health.ny.gov> to inquire about the nearest free acceptable testing location. Students will be required to submit their documentation demonstrating their compliance with the testing mandate to CovidReporting@sunywcc.edu by the deadline presented to them at the time of their notification. The documentation must include the following information: (a) date of test; (b) lab report for COVID-19 (aka SARS-CoV2); (c) indicate the type of test was a PCR-nasal swab; (d) the result of such a test for COVID-19; and (e) contact information of provider/agency who conducted the test, preferably on letterhead. Students who complete their testing requirement with their own physician or a testing center of their choice will not be eligible for reimbursement from the College for any expenses they incurred.

Employees

In order to ensure the efficacy of the testing process and to best utilize the limited resources on WCC's campus, all employees working on WCC property are required to be COVID-19 PCR tested by WMC when called upon to do so. Employees will not be eligible to use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan. An employee will not incur any personal charges for having to take this test, but may be asked to present their insurance card. Employee testing may be conducted during regular work hours.

What Happens When a Positive Case is Identified

In the event someone tests positive, the Health Services Office supported by the Security Department will immediately notify the Westchester Department of Health (WDOH) to initiate contact tracing protocols. Community members who may have had contact with the individual who tested positive will be contacted by contact tracers assigned by the WDOH. Contact tracers will notify exposed individuals of their exposure and quarantine/isolation requirements.

The individual who tested positive will be instructed by the College and/or WDOH of their isolation/quarantine requirements.

Return to Campus - Students

Before a student who previously tested positive is able to return to on-campus, they will be required to present the Health Services Office a clearance letter from the WDOH or their home county's department of health.

As a result of any quarantine or isolation orders by the WDOH, specific on-campus activities, inclusive of classes, will be moved to a virtual environment for a specified set of time.



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Return to Campus - Employees

Before an employee who previously tested positive is able to return to on-campus, they will be required to present the Health Services Office a clearance letter from the WDOH.

Communications

Policy Notification

The College will notify all community members, inclusive of faculty, staff, administration and students of this policy in advance of the policy becoming effective. The College’s Marketing & Communications Office will coordinate all communications to students and employees.

Notification of Testing Requirement

Security will provide the list of individuals required to test to the WMC each week. The WMC will contact each individual to schedule their COVID-19 PCR test at WMC. Individuals who fail to appear at their first scheduled testing appointment will be contacted by the WMC to attend a follow up (second) appointment.

Failure of Community Members to Test

WMC will contact Security and/or Health Services with responsive information about testing conducted and to include identifies of individuals who were not tested. Health Services will maintain a list of non-compliant students who are taking in-person classes exclusively at an Extension Center.

Security and/or Health Services will notify the following offices of non-compliant individuals:

- Office of Student Life: Non-Compliant Students
- Human Resources: Non-Compliant Employees

Policy Effective Date

This policy will go into effect on November 1, 2020.

Compliance

Students Taking A Class on the Valhalla Campus

Per the SUNY Chancellor’s September 25, 2020 memo, titled *Uniform Sanctioning in Response to COVID-19 Student Violations*, students who fail to attend at least two scheduled appointments at the WMC, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing will be subject to administrative action to enforce compliance. The College will take administrative measures to restrict a student from accessing any WCC campus or facility, including a restriction from attending on-campus classes (though they may continue in remote coursework only, if available and as subject to campus policy and process). These administrative actions are not disciplinary in nature, and the affected student may revive full access by obtaining a diagnostic or surveillance test at the WMC.

The Office of Student Life shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or on-campus course without curing this deficiency shall be



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considered trespassing and may result in investigation and discipline through the College's process detailed in the Student Code of Conduct.

Students Taking In-Person Classes Exclusively at an Extension Center

Per the SUNY Chancellor's September 25, 2020 memo, titled *Uniform Sanctioning in Response to COVID-19 Student Violations*, students who either: (a) fail to attend two scheduled appointments at WMC, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing; OR (b) who fail to submit the appropriate and complete documentation to the Health Services Office by the stated deadline will be subject to administrative action to enforce compliance. The College will take administrative measures to restrict a student from accessing any WCC campus or facility, including a restriction from attending on-campus classes (though they may continue in remote coursework only, if available and as subject to campus policy and process). These administrative actions are not disciplinary in nature, and the affected student may revive full access by obtaining a diagnostic or surveillance test at the WMC.

The Office of Student Life shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or on-campus course without curing this deficiency shall be considered trespassing and may result in investigation and discipline through the College's process detailed in the Student Code of Conduct.

Employee

The College will take administrative measures in accordance to the WCC testing policy. Immediate action will be to restrict a non-compliant employee from accessing any WCC campus or facility. Further non-compliant actions will be handled through the disciplinary procedures of the corresponding collective bargaining agreements.

Westchester Educational Opportunity Center Procedures

The Westchester Educational Opportunity Center as a separate entity from the College will follow the below plan:

Test Administration

Students who are scheduled to be on site for eight (8) hours or more within a two-week period will be required to obtain a PCR test. Students will be given the option of obtaining a PCR from their healthcare provider or to call the New York State Hotline for assistance with scheduling a test at a location convenient for them. They will be instructed to state they are asymptomatic, but the test is needed for school. As per the NYS Hotline, they will refer students to sites that will test for free (insurances will be accepted but uninsured individuals will be tested without cost). They will be tested with the same frequency as students on the Valhalla campus.

Students will need to provide the test results to the designated WEOC official or request that the testing site provide them directly to Covidreporting@sunywcc.edu.

The WEOC Director will provide the Health Office, supported by the Security Department, with the names and contact information for the individuals being tested.

Communication - Notification



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Students will be notified through their WEOC email and via direct communication from a WEOC staff member.

Compliance

WEOC students who are required to test and do not, will not be allowed to enter the facility until they have complied. This may result in students being dropped from their program.



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APPENDIX S: COVID TESTING PLAN – SPRING 2021

Introduction

In an effort to both protect the health and safety of community members working and learning on-campus and meet the mandate of the SUNY Chancellor's directives to help stop the spread of COVID-19 in New York, Westchester Community College (WCC) has developed the following testing plan. The objective of this plan is to maintain public health in an equitable and efficient process that takes into consideration the unique characteristics of WCC's commuter-only campus, collaboration with its county health department and healthcare providers, Pandemic Recovery Plan, and the guidelines from SUNY System Administration.

All students and employees who are on campus for: a) in-person instruction; b) use of campus facilities, and/or c) employment will be required to participate in the campus testing plan. Individuals accessing campus are required to complete a COVID-19 PCR test in a manner prescribed by the College according to the requirements of this plan.

Testing Frequency & Requirements

For the Spring 2021 semester the College shall test, on a weekly basis, 100 percent of all students, faculty, and staff who are on campus conducting college business (i.e. instruction, co-curricular activities, meetings, etc.) during that given week.

Test Administration

The College has entered into a partnership with Westchester Medical Center (WMC), which will be the institution's primary and sole agency to administer COVID-19 PCR testing to WCC community members. In this collaboration between WMC and WCC, WMC will schedule PCR tests, administer the tests at no additional charge to employees and students, and provide results to the college for related tracking and any required action as well as subsequent reporting to state systems.

Students Taking A Class on the Valhalla Campus

In order to ensure the efficacy of the testing process and to best utilize the limited resources on WCC's campus, all students taking one or more in-person classes on the Valhalla campus are required to be PCR tested by WMC each week they are on campus. Students taking one or more in-person classes on the Valhalla campus will not be eligible to use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan.

Students Taking In-Person Classes Exclusively at an Extension Center

Recognizing the challenges coming to Valhalla may present, students who are taking in-person classes exclusively at an Extension Center will have the option to either be tested at WMC or use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan. Students meeting this criteria will be required to be tested weekly. Students may contact the New York State COVID-19 Hotline at 1-888-364-3065 or at <https://covid19screening.health.ny.gov> to inquire about the nearest free acceptable testing location. Students will be required to submit their documentation demonstrating their compliance with the testing mandate to CovidReporting@sunywcc.edu by the deadline presented to them at the time of their notification. The documentation must include the



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following information: (a) date of test; (b) lab report for COVID-19 (aka SARS-CoV2); (c) indicate the type of test was a PCR-nasal swab; (d) the result of such a test for COVID-19; and (e) contact information of provider/agency who conducted the test, preferably on letterhead. Students who complete their testing requirement with their own physician or a testing center of their choice will not be eligible for reimbursement from the College for any expenses they incurred.

Employees

In order to ensure the efficacy of the testing process and to best utilize the limited resources on WCC's campus, all employees working on WCC property are required to be COVID-19 PCR tested by WMC when called upon to do so. Employees will not be eligible to use their own physician or a testing center of their choice to satisfy the requirements of WCC's testing plan. An employee will not incur any personal charges for having to take this test, but may be asked to present their insurance card. Employee testing may be conducted during regular work hours.

What Happens When a Positive Case is Identified

In the event someone tests positive, the Health Services Office supported by the Security Department will immediately notify the Westchester Department of Health (WDOH) to initiate contact tracing protocols. Community members who may have had contact with the individual who tested positive will be contacted by contact tracers assigned by the WDOH. Contact tracers will notify exposed individuals of their exposure and quarantine/isolation requirements.

The individual who tested positive will be instructed by the College and/or WDOH of their isolation/quarantine requirements.

Return to Campus – Students & Employees

Once the isolation/quarantine period is completed and the individual is asymptomatic they will regain access to college property. These individuals will not be required to participate in the college's testing program until 90 days after the date of the positive test result.

What Happens When a Person is Exposed to Someone Who Tests Positive

All employees and students, who are exposed to an individual who tested positive will be notified by contract tracers from the WDOH or by college personnel. Exposed individuals will be required to enter into a precautionary quarantine for 14 days per WCC policy.

Return to Campus After Exposure – Students & Employees

If the exposed individual remains asymptomatic and the isolation/quarantine period is completed, they be permitted to regain access to college property.

Communications

Policy Notification

The College will notify all community members, inclusive of faculty, staff, administration and students of this policy in advance of the policy becoming effective. The College's Marketing & Communications Office will coordinate all communications to students and employees.



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Notification of Testing Requirement

Security will provide the list of individuals required to test to the WMC each week. The WMC will contact each individual to schedule their COVID-19 PCR test at WMC.

Failure of Community Members to Test

WMC will contact Security with responsive information about testing conducted and will include identifies of individuals who were not tested. Health Services will notify Security regarding students who have met the testing requirement that are taking in-person classes exclusively at an Extension Center. Security will compile a weekly list of non-compliant individuals and will take immediate action to restrict their access to campus. Security will notify the following offices for further action:

- Office of Student Life: Non-Compliant Students
- Human Resources: Non-Compliant Employees

Compliance

Students

Students who fail to participate in their weekly testing requirement will be subject to administrative action to enforce compliance. The College will take administrative measures to restrict a non-compliant student from accessing any WCC campus or facility, including a restriction from attending on-campus classes (though they may continue in remote coursework only, if available and as subject to campus policy and process).

The Office of Student Life shall notify the student that of their campus access restriction. These administrative actions are not disciplinary in nature.

To cure this deficiency and have their access to campus restored a non-compliant student must submit documentation demonstrating their compliance with the PCR testing mandate.

Documentation must be sent to CovidReporting@sunywcc.edu. The documentation must include the following information: (a) date of test; (b) lab report for COVID-19 (aka SARS-CoV2); (c) indicate the type of test was a PCR-nasal swab; (d) the result of such a test for COVID-19; and (e) contact information of provider/agency who conducted the test, preferably on letterhead.

The Office of Student Life shall notify the student via their MyWCC email when they are eligible to access campus again. It may take up to ten (10) business days from the time a non-compliant student submits their testing results to COVIDReporting@sunywcc.edu before they are notified that are eligible to regain access to campus.

A non-compliant student may not access campus until they cure their deficiency and receive an email from Student Life granting them access to campus again. Non-compliant students coming to campus or seeking access to a campus building or on-campus course without prior approval shall be considered trespassing and may result in investigation and discipline through the College's process detailed in the Student Code of Conduct.

Employees

The College will take administrative measures in accordance to the WCC testing policy. Immediate



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action will be to restrict a non-compliant employee from accessing any WCC campus or facility. Further non-compliant actions will be handled through the disciplinary procedures of the corresponding collective bargaining agreements.

Westchester Educational Opportunity Center Procedures

The Westchester Educational Opportunity Center as a separate entity from the College will follow the below plan:

Test Administration

Students who are scheduled to be on site for eight (8) hours or more will be required to obtain a PCR test. Students will be given the option of obtaining a PCR from their healthcare provider or to call the New York State Hotline for assistance with scheduling a test at a location convenient for them. They will be instructed to state they are asymptomatic, but the test is needed for school. As per the NYS Hotline, they will refer students to sites that will test for free (insurances will be accepted but uninsured individuals will be tested without cost). They will be tested with the same frequency as students on the Valhalla campus.

Students will need to provide the test results to the designated WEOC official or request that the testing site provide them directly to Covidreporting@sunywcc.edu.

The WEOC Director will provide the Health Office, supported by the Security Department, with the names and contact information for the individuals being tested.

Communication - Notification

Students will be notified through their WEOC email and via direct communication from a WEOC staff member.

Compliance

WEOC students who are required to test and do not, will not be allowed to enter the facility until they have complied. This may result in students being dropped from their program.



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APPENDIX T: SUNY UNIFORM SANCTIONING
IN RESPONSE TO COVID-19 STUDENT VIOLATIONS

On September 25, 2020, the Chancellor of the State University of New York (“SUNY”) issued a comprehensive emergency directive to all SUNY Campuses, concerning the disciplinary sanctions which campuses will impose starting on October 1, 2020, in the event a student on a SUNY campus violates COVID-19-related regulations or protocols of their campus, or of the State of New York, or of the New York State or local Departments of Health.

This is an unprecedented time in the history of SUNY and Westchester Community College (“WCC” or the “College”). Unlike most Student Code of Conduct disciplinary violations that impact just the accused or a small group of people, a violation of mandatory COVID-19 safety protocols can have a wide impact upon many people, and can result in their illness, injury, and/or death. Violations of mandatory COVID-19 protocols can cause the spread of the virus, which can result in the partial or complete closure of a campus, loss of academic opportunity, and significant economic damage on and off campus.

The Uniform Sanctioning Policy in Response to COVID-19 Violations (“COVID-19 Sanctioning Policy”) lists the disciplinary sanctions which the College may impose should any student be found in violation of COVID-19-related protocols, depending on the severity and intentionality of the conduct. The COVID-19 Sanctioning Policy does not affect any of the due process rights that students are entitled to by applicable federal and state laws, and by the WCC Student Code of Conduct. As such, the sanctions listed below will be implemented by the College in full compliance with such due process rights, including, but not limited to the right to have notice of the accusations, the opportunity to present evidence either before the Dean of Students, or the Student Conduct Hearing Committee, and the opportunity to appeal the sanction. The preponderance of the evidence standard will be used for COVID-19 related infractions. Students will be presumed not responsible until the College makes a finding based upon the evidence. Furthermore, the College may consider a student’s financial and other exigent circumstances in resolving a violation.

The College may impose Interim Suspension upon students who commit a COVID-19-related violation during the pendency of the investigation and adjudication process. The College shall determine whether students can participate in their coursework remotely during this time. Further, during the pendency of such an investigation and adjudication, a hold shall be placed on a student’s transcript and the transcript will not be released. Amnesty and Whistleblower policies and principles that are currently in place to encourage disclosure of violations of federal, State, or local law or campus policy or participation in an investigation or adjudication of such a violation may be expanded to apply those principles to potential violations of the provisions of this policy.

Generally, and as it relates to this Policy, students shall retain all rights to expression as protected under the First Amendment. This policy shall apply equally to all students, regardless of membership in a protected class.

Multiple findings of responsibility may result in graduated levels of sanction, up to and including permanent dismissal. Additionally, findings of violations during periods when a campus is partially or



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completely closed (or on pause) under the standards established by the New York State Department of Health and SUNY Chancellor, may result in elevated levels of sanction. All sanctions established in this policy serve as the minimum, and the College shall have discretion to enact higher sanctions where merited.

Students who are found responsible for a COVID-19-related conduct violation, and sanctioned to dismissal or suspension shall **not** be eligible for refund of tuition or fees, and the student will remain responsible for all amounts owed.

Students are strongly encouraged to continue following the reasonable requirements of wearing masks/coverings, socially distancing, avoiding crowds, presenting for COVID-19 testing when required, filling out the Student Daily Health Screening before arrival on campus, reporting positive test results to the College, and following all directives of campus, local, and State health officials, as further described in the Student Guide for Returning to the Campus.

This COVID-19 Sanctioning Policy shall take effect on October 1, 2020. The Policy shall apply only during the State of New York's and SUNY's emergency response to the COVID-19 pandemic, and shall end upon order of the SUNY Chancellor.

- **I(A)- COVID-Positive Intentional Violations:** For students who know that they have tested positive for COVID-19, from one or more positive tests, or students who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and then intentionally expose other students by any means—including, but not limited to, visiting with the COVID-19 positive tested person in an enclosed area or inviting that person to the student's home or other enclosed space, sharing food or other personal items, or hosting a gathering of any size—the available sanctions shall be:
 - permanent dismissal or suspension from academic access (including distance learning) for no less than one calendar year.
 - A student dismissed or suspended from Westchester Community College for a positive intentional violation shall be ineligible for admission to any other SUNY institution, including State-operated and community college colleges, during the pendency of their sanction.

- **I(B)- Failure to Self-Isolate:** For students who have been directed by the College or the New York State or local Department of Health to self-isolate (because they have tested positive for COVID-19) off campus, and then engage in any conduct that would violate such isolation order—including, but not limited to, intentionally leaving isolation, exposing other individuals, including students (whether in isolation or not) by visiting with them in an enclosed area, by inviting them to the student's home or other enclosed space, by sharing food or other personal items, or by hosting a gathering of any size—the available sanctions shall be:
 - permanent dismissal or suspension from academic access for no less than one calendar year.



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- A student dismissed or suspended from Westchester Community College for failure to self-isolate shall be ineligible for admission to any other SUNY institution during the pendency of their sanction.
- Failure to follow the directions of State or local Health Departments or the provisions of Executive Orders (including but not limited to New York State on Pause) may also result in fines, criminal prosecution, or referral to relevant government agencies.
- **I(C)- Failure to Quarantine:** For students who have been directed by the institution or the State or local Department of Health to complete a quarantine period (mandatory or precautionary), and then engage in any conduct that would violate such quarantine order, the available sanctions shall include:
 - A suspension from academic access to the campus of at least one year with continued access to their academic program via remote or online learning only (if available and subject to College procedures), or
 - permanent dismissal from the College.
 - Failure to follow the directions of State or local Health Departments may also result in fines, criminal prosecution, and referral to relevant government agencies.
- **II(A)- Prohibited On Campus Gathering (Hosts):** For students who organize an unauthorized on-campus gathering of any size, whether indoor or outdoor, that violates or exceeds campus policy and/or the current limitation published by the College, Executive Order, or the State or local Department of Health, the available sanctions shall include:
 - an academic suspension of at least one year with or without continued access to their academic program via remote or online learning only, or
 - permanent dismissal from the College.
- **II(B)- Prohibited On Campus Gathering (Attendee):** For students who attend an unauthorized campus gathering of any size (but not as host), whether indoor or outdoor, that violates or exceeds campus policy and/or the current limitation published by the College, Executive Order, or the State or local Department of Health, the available sanctions shall include:
 - A suspension from academic access to campus of at least one year with continued access to their academic program via remote or online learning only, if feasible and subject to College policies, or
 - or permanent dismissal from the College.
- **III(A)- Prohibited Off Campus Gathering (Hosts):** Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or College policy present significant health and safety threats on campus and have a nexus to continued functioning of each campus. For students who host an off-campus gathering of any size, indoor or outdoor, that exceeds the current limitation published by the College, Executive Order, or the State or local Department of Health, the available sanctions shall include:



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- a suspension from live attendance at the College of at least one year with continued access to their academic program via remote or online learning only (if available and as subject to College procedures),
 - a suspension of at least one year, or
 - permanent dismissal from the institution.
 - For such prohibited gatherings, all individuals who are on the lease (or a member of their family is on the lease), pay rent, or live at the location shall be considered a host unless it can be shown that they were not present and played no part in organizing, hosting, promoting, or advertising the event.
- **III(B)- Prohibited Off Campus Gathering (Attendee):** Acts that occur off campus in violation of social distancing requirements under law, regulation, order, or College policy present significant health and safety threats on campus and have a nexus to the continued functioning of each campus. For students who attend a gathering of any size (but not as host), whether indoor or outdoor, that exceeds the current limitation published by the College, Executive Order, or the State or local Department of Health, the available sanctions shall include:
 - a suspension from live attendance at the College with continued access to their academic program via remote or online learning only (if available and as subject to College procedures),
 - an academic suspension, or
 - permanent dismissal from the College.
- **IV- Face Mask and Social Distancing Requirements:** For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of the College, Executive Order, or the State or local Department of Health, the available sanctions shall include:
 - an academic suspension with or without continued access to their academic program via remote or online learning only, or
 - permanent dismissal from the College.
- **V- Contact Tracing.** For students who repeatedly fail to comply, whether intentionally or unintentionally (unless it can be shown that the student was genuinely not reached by contact tracers through no failure on their part), with COVID-19 contact tracing efforts conducted by the College or the State or Westchester County Departments of Health, the available sanctions shall include:
 - an academic suspension with or without continued access to their academic program via remote or online learning only, or
 - permanent dismissal from the College.



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- **VI- Failure to Comply with Campus Health Protocols:**
 - **Violation of COVID-19 Testing Requirements:** For students who fail, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the College's published protocol, the College shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access and restrict access to College facilities (or equivalent). For students whose access has been restricted, they shall be ineligible to attend live classes, though they may continue in remote or online coursework only (if available and as subject to College procedures), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and the affected student may revive full access by submitting a negative result of a COVID-19 test. The College shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.
 - **Violation of COVID-19 Daily Screening Requirements:** For students who fail to submit their Daily Health Screening via the student portal for at least three (3) consecutive days, without sufficient excuse, the College shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access and restrict access to College facilities (or equivalent). For students whose access has been restricted, they shall be ineligible to attend live classes, though they may continue in remote or online coursework only (if available and as subject to College procedures), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature and affected student may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.
- **VII- Student Athletes:** For student athletes, in addition to the other provisions of this policy,
 - a finding of responsibility for any violation detailed above in Sections I, II, and/or III, or repeated violations of other provisions above, may also include, at a minimum:
 - a loss of the privilege of competing in intercollegiate athletics at the College in the current academic year or longer.
 - Athletic sanctions may also include:
 - temporary or permanent removal of leadership roles; and
 - loss of scholarship (where applicable).
 - For student athletes found responsible for any violation detailed above in Sections I(A), I(B), I(C), the consequences may also include:
 - permanent loss of the privilege of competing in intercollegiate athletics at the College;
 - temporary or permanent removal of leadership roles; and



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- loss of scholarship (where applicable).
 - Such consequences may also impact NCAA, NCJAA, or other conference or association eligibility (pursuant to applicable rules).
- **VIII- Student Clubs and Organizations:**
 - Where applicable for recognized or registered student clubs and organizations, whether academic, social, athletic, or of any other nature, that have one or more members who know that they have tested positive for COVID-19, from one or more positive tests, or members who know they have had close contact to someone who has tested positive for COVID-19 or been treated or is symptomatic for COVID-19, and are found to have hosted a gathering of any size, indoor or outdoor, on campus or off campus, that exceeds the current limitation published by the College, Executive Order, or the State or Westchester County Departments of Health, the available sanctions shall include:
 - de-registration or de-recognition and a report to a national organizing body (if applicable), and
 - may also include permanent ineligibility for recognition or registration.
 - Where applicable for recognized or registered student clubs and organizations, whether academic, social, or of any other nature, that are found to have hosted a gathering of any size, indoor or outdoor, that exceeds the current limitation published by the College, Executive Order, or the State or Westchester County Department of Health, the available sanctions shall include:
 - a de-registration or de-recognition, a report to a national organizing body (if applicable),
 - organizational suspension of at least one year, or permanent ineligibility for recognition or registration.
 - Student members of a club or organization found to have engaged in any conduct described Section III above, who themselves individually organized or participated in such a gathering shall, in addition to the sanctions described above, be subject to loss of their membership and/or officer status (where applicable) in an organization found to have so violated.

This information has also been posted to www.sunywcc.edu/codeofconduct



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APPENDIX U: Mental Health Resources

With the ongoing COVID-19 pandemic, Westchester Community College recognizes the importance of taking care of one's physical AND mental health. During this time your stress levels are higher as physical health, economic worries, and social changes can impact a person's well-being, and change can be stressful and anxiety-producing. It is normal to experience increased anxiety, fear, and uncertainty. The College strongly urges students to consider using the following college resources sponsored through the Personal Counseling Department:

- Free, confidential [short-term individual counseling](#) and [group counseling](#) to Westchester Community College students.
- Reaching out is brave! [Request an Appointment](#) or consider filling out our free, anonymous [Stress and Depression Questionnaire](#).
- [Worried About a Friend page](#).

In addition, the College encourages students to reach out to the following COVID-19 specific community resources:

Online

[CDC Website: Coping with Pandemic Stress](#)
[NYS Covid-19 Coping Circles](#)
[NYS Coping Resource Complication](#)
[NY Project Hope](#)

Call and Text Support

COVID-19 Emotional Support Helpline: 1-844-863-9314

Westchester DCMH Covid-19 Anxiety/Stress:
Call 914-995-1900 between 8am-8pm
Text 914-461-7281

Bereavement and Grief Support

[Calvary Hospital Bereavement Groups](#)
[Bereavement Center of Westchester](#)

Apps

[COVID Coach App](#)

This information is also available on www.sunywcc.edu/personalcounseling



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SUNSETTED & ARCHIVED

Appendix V: Fall 2020 Wind-Down Plan

In accordance with the SUNY COVID-19 surveillance testing and safe wind-down/start-up requirements, Westchester Community College's plans are as follows:

Fall 2020 Pre-Thanksgiving Recess Testing Plan

- All students coming to campus the week of November 16 will be contacted by Westchester Medical Center (WMC) and informed they must be tested within 10 days prior to the start of the Thanksgiving recess. Testing will be conducted by WMC.
- Students and employees who are tested as part of clinical placements or other employment will be eligible to have PCR test results count toward this requirement upon verification by the college's Health Services Office.
- Students who do not get tested will be subject to administrative action per the college's Student Code of Conduct and will not be eligible to return on-campus until testing has occurred.

Close of Fall 2020 Testing Plan

- All students coming to campus the week of December 14 will be contacted by Westchester Medical Center (WMC) and informed they must be tested within 10 days prior to the end of the fall semester. Testing will be conducted by WMC.
- Students and employees who are tested as part of clinical placements or other employment will be eligible to have PCR test results count toward this requirement upon verification by the college's Health Office.
- Students who do not get tested will be subject to administrative action per the college's Student Code of Conduct and will not be eligible to return on-campus until testing has occurred.



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APPENDIX W: Spring 2021 Start-Up Plan

In accordance with the SUNY COVID-19 surveillance testing and spring return requirements, Westchester Community College's plans are as follows:

- A. Westchester Community College does not have residence halls; accordingly, there is no process for students to request permission to remain on campus after the fall semester ends and there is no plan for quarantine and isolation space on campus.
- B. Instruction for the Winter 2021 term will be fully remote, with the exception of courses such as those with clinical practicums, research, and applied learning experiences that require physical presence (i.e hybrid courses).
- C. Instruction for the Spring 2021 term will be fully remote, with the exception of courses such as those with clinical practicums, research, and applied learning experiences that require physical presence (i.e hybrid courses).
 - o The first day of instruction for spring 2021 has been postponed to January 25. Hybrid classes will begin remotely and will not be held in person prior to February 1. Any exceptions will be submitted according to the protocol set forth by the SUNY Provost's office.
- D. Spring break has been cancelled. The spring term ends on May 9 as previously scheduled.
- E. Employees who are scheduled to come to the main campus or extension locations prior to February 1 will be COVID-19 PCR tested the week of January 17.
- F. Students enrolled in courses that have instruction at the main campus or an extension location will be identified and COVID-19 PCR tested in the period of January 29, 2021 through February 5, 2021 to meet entrance testing requirements.
- G. Westchester Community College will resume surveillance testing on February 1, 2021. For the Spring 2021 semester WCC shall test, on a weekly basis, 100 percent of all students, faculty, and staff who are on campus conducting college business (including instruction, co-curricular activities, and meetings).

Those who have had a positive PCR test will not participate in surveillance testing for 90 days from the date of their positive test. Upon conclusion of the 90 days, they will be included in regular surveillance testing.

Vaccine recipients will also be required to participate in surveillance testing.
- H. In addition to a temperature check, every student and employee entering any college location will be required to complete a daily questionnaire (<https://www.sunywcc.edu/healthscreen/>). This form will include information on travel history, COVID-19 history, and COVID symptoms. This will serve as the daily screening tool we will use to assess a student's travel history, COVID-19 history, and COVID-19 symptoms for 14 days prior to return.
- I. Students will be required to submit an attestation form that indicates they have completed a precautionary quarantine for seven (7) days prior to their return to campus for the week of



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February 1, 2021. Exemptions will be made for students who are working who submit a request to the college in advance.

- J. In cases of possible exposure to COVID-19 on campus, the college shall follow Centers for Disease Control and Prevention guidance [Testing, Screening, and Outbreak Response for Institutions of Higher Education \(IHEs\)](#), specifically the section “Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak.”
- K. Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the [New York State Travel Advisory](#) - whether living on- or off-campus—and attest that they have submitted the [New York 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.
- L. The college’s surveillance testing plan will remain in effect: 100% of students and employees regularly coming to campus will be tested every four weeks.
- M. All safety practices will remain in place, including maximum campus capacity limits restricting access to pre-determined levels only and classes that require in-person instruction and the many other distancing, cleaning, and testing strategies already deployed. More information about WCC’s Pandemic Response and Recovery Plans and their specific safety protocols and programs can be found at <https://www.sunywcc.edu/about/updates-from-the-college/>.
- N. The executive leadership of the college has conferred with the college’s faculty and staff unions during the development of these plans.
- O. The College is planning to hold the May 2021 Commencement exercise in a virtual environment.
- P. In accordance with the Protective Measure section found in each Recovery Sub-Level, 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-foot 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.
- Q. For spring 2021, the College’s Safety Monitor will continue to be Scott Sullivan, Director of Security who can be reached at scott.sullivan@sunywcc.edu
- R. The College continues to operate in Recovery Sub-Level 1 (pg 5) for Spring 2021. As such, Maximum campus occupancy (i.e. the maximum number of individuals allowed at a campus location at one time) is as follows:

▪ Valhalla:	340
▪ Yonkers Cross County Extension Center:	21
▪ Mount Vernon Extension Center:	38
▪ Ossining Extension Center:	22
▪ Peekskill Extension Center:	35
▪ White Plains Extension Center:	12
▪ Educational Opportunity Center:	58



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- S. Westchester Community College will continue to report daily COVID-related information to the SUNY COVID-19 Tracker in accordance with guidelines set forth by SUNY.
- T. Westchester Community College shall continue to report to SUNY System Administration periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods as adjustments are made during the conduct of the academic semester.
- U. On December 22, 2020 all students received an email containing a WCC customized version of SUNY's "What Students Should Know" memo. This information included information about the college's plans to move fully remote if the campus meets the threshold for a mandatory pause on in-person instruction as outlined in the [Supplemental Higher Education guidance](#) from the New York State Department of Health. A copy of the document is also posted on the college's website and can be viewed by visiting: <https://www.sunywcc.edu/re-emergence-plan/>.
- V. Classes taught remotely will meet 100% of the learning outcomes of the course regardless of instructional modality.
- W. Classes taught remotely will fall into one of the following instructional modes:
 - **ONLINE (OL) – Asynchronous**
No scheduled meeting times. Learning objectives will be met using Blackboard tools.
 - **ONLINE (OS) – Synchronous**
Classes takes place remotely in real-time via Blackboard and Zoom. Students are expected to participate in class on the scheduled days and times. Learning objectives are met using Blackboard and Zoom.
 - **Online (OC) – Combined (Mix of Asynchronous & Synchronous)**
Combination of synchronous and asynchronous methods. 50-80% of the class will be spent meeting synchronously.
 - **HYBRID (HY) – Synchronous & In-Person**
Combination of online synchronous and in-person instruction modes. Students are expected to attend class in person, on campus to complete specified learning outcomes, as well as synchronously on-line. This mode is generally reserved for classes with applied learning outcomes.
- X. WCC uses on-line video conferencing software (currently Zoom) as a platform for classes and routine, regular interactions with students working remotely.
- Y. A wide range of asynchronous courses are offered for students who are currently residing in different time zones. International students may enroll in any remote class according to schedules, with the exception of Hybrid classes which have an in-person component.
- Z. Remote classes are hosted on the WCC's Learning Management System, Blackboard in coordination with SUNY's on-line services. All remote classes engage students in teaching, learning, and assessment, consistent with the content under discussion, while also including at least two of the following: a) Provision of direct instruction; b) Assessment and / or the provision of feedback on a student's coursework; c) Provision of information and / or



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responding to questions about the content of a course or competency; d) Facilitation of group discussion regarding the content of a course or competency.

- AA. Faculty training: All faculty teaching remotely must be certified by the WCC Office of On-line Learning in the instructional mode in which they are teaching. Asynchronous teaching requires a 1-2 week course in on-line teaching in which faculty learn to and practice all elements of Blackboard, including assessment, discussion, posting files and grades, and course organization. Synchronous teaching requires completion of an asynchronous training course with seven units dealing with organization of on-line courses, assessment and grading, on-line discussion, and grading.
- BB. Student training: Student support is provided on Zoom by our Media Technology department. In addition, students may ask for assistance through the WCC Welcome Center which directs inquiries to our Office of On-line Learning and Media Services. Students may also request assistance from SUNY On-line.
- CC. The WCC Office of On-line learning coordinates with SUNY On-line to provide professional development and technical support for Blackboard and on-line teaching. Faculty utilize SUNY On-line professional development in addition to the resources available on campus.
- DD. WCC has published the percentage of courses which will be offered in-person and remote on the following website <https://www.sunywcc.edu/academics/spring/>.
- EE. Westchester Community College will provide proactive and regularized advising interventions for all academic programs in such manner that prioritizes student success. These interventions include remote academic, transfer and career advisement by counselors, appropriate faculty, school deans and other designated staff.
- FF. As part of the Remote Certification Course, which is a requirement for all faculty to teach online remote courses, the Office of Online Education developed and administered a dedicated learning module on Accessibility. This learning module consisted of the following: course design strategies for accessibility, adding alternative text to images and website links, and creating accessible documents. In addition, guidelines and information on accessibility for faculty can be found on this webpage: <https://www.sunywcc.edu/academics/online-education/accessibility-considerations/>

For live captioning, the Office of Online Education has recommended to faculty the use of this free online tool <https://webcaptioner.com/> for their synchronous Zoom class sessions with students. In late January, live captioning services will be integrated into the Zoom platform for higher education clients. In the Spring 2021 semester, Media Services staff members will promote the use of this integrated live captioning service within Zoom.



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APPENDIX X: COVID-19 Vaccine Requirements for Fall 2021

In an effort to ensure a safe and equitable return to campus in Fall 2021, Westchester Community College has adapted the following policy regarding COVID-19 vaccination requirements. This policy is subject to change as new guidelines, requirements, and information is released from the State University of New York (SUNY) and local, state, and federal officials.

1. COVID 19 Vaccine Requirement

Students

All students registered for in-person classes at Westchester Community College for the Fall 2021 semester are required to submit proof of a completed COVID vaccination*.

NOTE: High School students in concurrent enrollment programs with Westchester Community College will only be subject to vaccine requirements as designated by New York State local health departments and guidelines provided by local school districts.

Employees

All employees of Westchester Community College working during the Fall 2021 semester are required to submit proof of a completed COVID vaccination*.

*Completed COVID vaccination is defined as an individual who has received the second dose of a two-dose vaccine or one dose of a single shot vaccine and at least 14 days have passed since the final shot in the series.

2. Exemptions

Students

Students who qualify for one or more of the below will be exempt (permanently or temporarily) from the Fall 2021 COVID 19 vaccine requirement:

- i. Individuals who provide documentation, as written by a physician, physician assistant, or nurse practitioner, stating that they have a health condition, which is a FDA or CDC recognized contraindication to receiving any COVID-19 vaccine.*
- ii. Individuals who hold genuine and sincere religious beliefs which are contrary to the practice of COVID 19 immunization. Those requesting religious exemptions will need to submit a letter/statement indicating they hold genuine and sincere religious beliefs against the practice of COVID vaccinations and why their religious beliefs conflict with this practice. Students under the age of 18 will be required to have a parent or legal guardian write and sign the note and the student will be required to do so upon his/her 18th birthday.
- iii. Individuals who are pregnant.



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- iv. Individual who are taking all of their classes remotely and will not access the college property for any reason, including for student support, engagement, or other reasons.
- v. Individuals who choose to not receive the COVID-19 vaccination because the FDA has not approved any vaccine(s) (i.e. a personal exemption).

*For an individual under the age of 18, a contraindication to only the Pfizer vaccine qualifies for a temporary exemption until either the individual turns 18 or another vaccine is authorized for administration in persons under the age of 18 for which the individual does not have a contraindication.

Students who have college-approved exemptions may be physically present on-campus, however they will be required to wear a mask at all times, maintain six-foot social distance as much as practicable, and complete a weekly PCR COVID 19 test as part of the Westchester Community College Testing program.

Employees

Employees who qualify for one or more of the below may be exempt from the Fall 2021 COVID 19 vaccine requirement:

- i. Individuals who provide documentation, as written by a physician, physician assistant, or nurse practitioner, stating that they have a health condition, which is a FDA or CDC recognized contraindication to receiving any COVID-19 vaccine.*
- ii. Individuals who are pregnant.
- iii. Individuals who hold genuine and sincere religious beliefs which are contrary to the practice of COVID 19 immunization. Those requesting religious exemptions will need to submit a letter/statement indicating they hold genuine and sincere religious beliefs against the practice of COVID vaccinations and why their religious beliefs conflict with this practice. Employees under the age of 18 will be required to have a parent or legal guardian write and sign the note and the employee will be required to do so upon his/her 18th birthday.
- iv. Individuals who choose to not receive the COVID-19 vaccination because the FDA has not approved any vaccine(s) (i.e. a personal exemption).

3. Compliance

Students

Any student of Westchester Community College that will be entering College property in Fall 2021 to take an in-person class or for some other approved reason, who



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has not submitted proof of COVID vaccination (including those who have received exemptions to being vaccinated) will be required to meet the following criteria:

- Complete a COVID-19 test each and every week of the Fall Semester at the Valhalla testing site at the Westchester Medical Center.
- Wear a mask indoors and seek to social distance at all times practicable when on College property.
- accept any COVID-19 risks associated with coming upon College property without being vaccinated.

Course Registration

1. Students will be given a deadline of August 30, 2021 to submit their proof of COVID vaccination.
 - a. Those who fail to submit their proof by the deadline will coded as taking the “personal exemption” and will be notified of their requirements for Fall 2021 as a student with a vaccination exemption. Students may submit proof of vaccination at any time, following the identified processes.
 - b. As of August 31, 2021, students will need to submit proof of a completed COVID vaccination* or file an exemption before registering for in-person courses.

*Completed COVID vaccination is defined as an individual who has received the second dose of a two-dose vaccine or one doze of a single shot vaccine and at least 14 days have passed since the final shot in the series.

Full FDA Approval

Upon full FDA approval of a vaccine, students who had received prior exemptions may be required to receive the COVID-19 vaccination to be able to enter upon College property for the purpose of in-person class(es) or for some otherwise approved reason. Students making the personal decision to not receive the COVID-19 vaccination and/or submit proof of vaccination, may face an interruption or cessation of their ability to enter upon College property, until they are fully vaccinated. Students making the personal decision to not receive the COVID-19 vaccination and/or submit proof of vaccination will not be eligible for a refund should a COVID vaccination requirement be issued by SUNY and/or New York State that prevents them from continuing or completing their courses.

Employees

Unvaccinated employees who have an approved exemption or employees who do not submit documentation of their full vaccination may be physically present on-campus; however, these employees will be required to wear a mask at all times, maintain six-foot social distance as much as practicable, and complete a weekly PCR COVID 19 test as part



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of the Westchester Community College Testing program.

4. How To Demonstrate Proof of Vaccination and/or Request an Exemption

Students

Students who received vaccinations administered in New York State, inclusive of New York City, will submit their proof of vaccinations **TBD**. Proof of vaccinations received outside of NYS will be submitted through a web portal that will allow for verification of the proof submitted by an accredited third party vendor.

Employees

Proof of vaccinations will be submitted through a web portal that will allow for verification of the proof submitted by an accredited third party vendor. Employees vaccinated in NYS or NYC may also be asked to participate in the SUNY System online portal for vaccine verification.