



PLAN FOR RESTARTING OPERATIONS

BUFFALO STATE COLLEGE

REVISED: SEPTEMBER 15, 2020



BUFFALO STATE
The State University of New York

} *believe. inspire. achieve.*

Dear Bengals,

I am excited to announce that Buffalo State College is planning to safely restart on-campus operations this fall with a mix of in-person, hybrid, and online courses. We are Ready to Roar Again!

Based on [guidance](#) from Governor Cuomo and the New York State Department of Health, we submitted our re-start plan to the State University of New York for review on June 23 and it was approved by Chancellor Kristina Johnson on July 1. Of course, I must note that Buffalo State's plan remains subject to change based on evolving health and safety information, guidance, and/or direction from the State of New York and the Governor's Office.

This fall, we intend to prioritize on-campus instruction for courses, labs, studios, and practicums where in-person interactions and hands-on experiences are critical to student learning. Core and signature experience courses will also be targeted and prioritized for in-person instruction, while other classes may be offered in a true hybrid format—that is, with lectures offered online and supplemental in-person instruction in smaller groups. Many classes that can be effectively delivered 100 percent online will remain remote to help reduce density on campus. Course schedules will be finalized and posted to Banner in late July.

We are also planning for residence hall operations to resume this fall, albeit with reduced occupancy. Single rooms will be provided to students upon request at no additional cost to the standard double rate. More information about housing assignments and a phased move-in plan will be shared in July. Dining services will be adjusted to maximize social distancing with expanded takeout, pickup, and meal delivery options under consideration. Student support services, extracurricular events, and recreational activities will be offered in a mix of virtual and in-person formats. Intercollegiate Athletics is also preparing for the return of student-athletes and working with the State University of New York Athletic Conference (SUNYAC) on [new divisional alignments](#) for competition this fall.

Our academic calendar will undergo changes this fall. While classes will begin as scheduled on Monday, August 31, we will conclude in-person instruction before the Thanksgiving holiday and finish the final three weeks of the fall semester (including final exams) exclusively online. To accommodate these changes, fall recess will be canceled.

While this semester most certainly will look much different than any semester before it, we are committed to preserving the vibrant, diverse, and engaged campus experience for which Buffalo State is known.

Throughout the fall semester and until further notice, all members of the campus community will be required to wear face coverings or masks when adequate physical distancing is not feasible. New York State has become the nation's leader in reducing the infection rate of COVID-19. For that progress to continue as we return to campus, we must recognize that preserving our health and safety will be a collective effort. Compliance with the face covering requirement and physical distancing will maximize safety for all. Masks will be provided to every student, faculty, and staff member upon their return to campus. In accordance with guidance established by the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health, testing and tracing protocols will also be in place for students, faculty, and staff members. CDC and state guidelines will also inform our cleaning of campus spaces, building ventilation, protective barriers, and foot traffic patterns.

Members of Buffalo State's [Incident Management Team](#), Human Resource Management, and Environmental Health and Safety are finalizing divisional Return to Work protocols as we plan for a phased return to campus for our employees ahead of the fall semester. Until employees are notified by supervisors, alternative work arrangements [remain in effect](#).

As always, I thank you for your continued patience as we navigate this uncharted space.

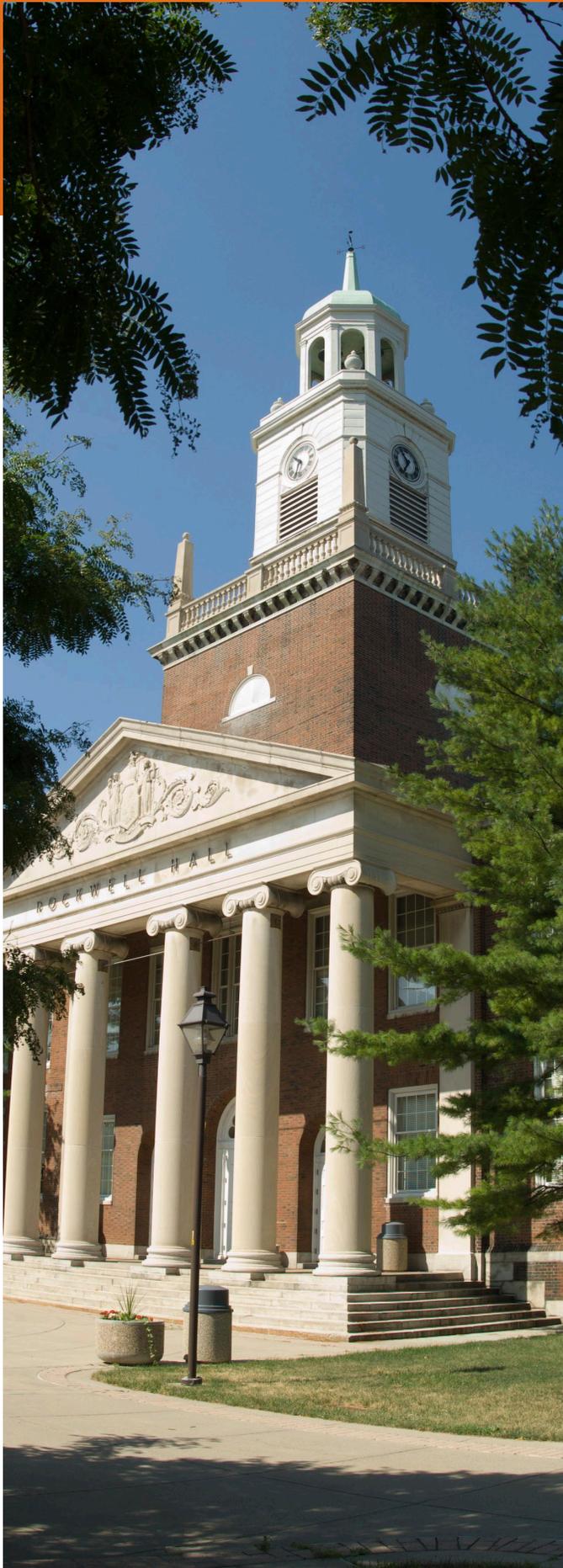
Be well and roar on!

Sincerely,



Katherine Conway-Turner
President
Buffalo State College

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I. REPOPULATION OF THE CAMPUS

A. Capacity to Maintain Social Distancing

1. Public Spaces

Indoor common areas – including performance spaces, reservable spaces on campus and residential common spaces.-- will contain signage with instruction regarding traffic patterns, wearing masks, reducing density and social distancing.

2. Safe Transportation

The following transportation services are poised to continue/resume in order to meet campus needs in fall 2020.

- Niagara Frontier Transportation Authority (NFTA) Metro College/University Transit Pass Program
- Reddy Bikeshare bicycle sharing program
- Intra-campus shuttle service and grocery shuttle
- Zipcars

Each of these services has enacted COVID-19 procedures to ensure user safety.

3. Parking Services

Parking Services staff have been emphasizing electronic transactions (e.g. Web payments of parking summons), and mail rather than in-person transactions (e.g. purchasing parking permits). When populations return to campus, counter service will not resume, and staff will assist customers via phone and email communications.

4. Campus Shuttle Services Reduction in Service

Because peak ridership during a typical semester is approximately one quarter of the vehicle capacity, it is not anticipated that additional shuttles would be required. Service providers will take measures to encourage social distancing while on public transportation.

Buffalo State and its contracted transportation service providers value rider and employee safety. To support this, the college requires transportation providers to operate



in accordance with the [interim guidance for public transportation activities during the COVID-19 public health emergency](#).

The guidance requires: mandatory wearing of masks or face coverings, execution of regular cleaning and disinfectant protocols, increasing service where possible, implementing policies and measures to minimize contact between employees and passengers (such as rear-door boarding on buses, suspending cash collection on trains, and social distancing where feasible), and implementing flexible hours and staggered days for their workforce where practicable.

B. Personal Protective Equipment (PPE): Safety Protocols

1. For Students

Use of face coverings will be an integral part of the re-opening of campus operations. All students will be provided a PPE kit – including two reusable and washable face coverings, hand sanitizer, a sanitary key (to open and touch surfaces safely), disinfecting surface wipes, a hand sanitation card, and information about COVID-19 health resources, -- upon arrival to campus.

Students will be required to affirmatively indicate that they have read and reviewed all COVID-19 safety protocols and expectations. Undergraduate and graduate students who commute to campus will do this by electronically signing a document located on their Banner portal page (available approximately one week before classes begin). Residential students are providing this information via their My Housing portals and related housing license.

Facial coverings will be used in classrooms, residence hall common areas, event and public spaces. They will be required for visitors and vendors, in small spaces and inside the Weigel Health Center. Other PPE such as sneeze guards and social distancing floor markings will be integrated into reopening plans for dining, retail and other common areas. Environmental Health and Safety (EH&S) Office staff will evaluate workspaces and provide the necessary PPE.

2. For Employees

Buffalo State will expect all employees to adhere to Federal, state, and local governing guidance on appropriate health and safety guidelines. Those authorities are likely to follow Center for Disease Control (CDC) and World Health Organization (WHO) guidelines.

EH&S will provide two reusable facial coverings to each campus employee. Facial coverings will be required to be donned when social distancing measures of six feet cannot be maintained. Informational notices and signage will be used to inform the public (students, employees, visitors, contractors, etc.) of those areas where facial coverings are required. Signs will be posted outside the building entrances. Disposable masks will be available through EH&S and the Weigel Health Center.

PPE orders will be placed by the Environmental Health and Safety (EH&S) Office and/or through the collaborative SUNY regional procurement process. Orders will be received through the college's Central Receiving Department. EH&S will then add them to the internal PPE inventory tracking system. EH&S staff will distribute PPE for faculty and staff in response to requests from department directors and deans. For workplace modifications (i.e. sneeze guards, social distancing floor markings and hand sanitizing stations) departments will submit requests to have potential workplace modifications assessed. EH&S staff will evaluate and respond to the departmental requests.

C. Screening and Testing

1. Students

Buffalo State will develop a comprehensive testing strategy for students, faculty and staff, and support campus testing with system-level procurement of testing supplies as needed. Testing will be a cornerstone of any in-person engagement during the fall semester. The current diagnostic testing protocol within New York State is still largely contingent on exposure to a COVID-positive person or having symptoms of COVID-19. We expect this guidance to change, and anticipate broader testing across the full campus population, to include serologic testing supplies and strategic vision. Currently our recommendation will

follow the Erie County health recommendations for COVID-19 exposure and COVID-19 symptomatic persons.

2. Employees

Staff who have been instructed to return to the workplace must conduct symptom monitoring. Employees will self-evaluate for COVID-19-related symptoms two hours prior to reporting to work. If any symptoms are present, if the employee has been in close contact with a confirmed COVID-19 case, or if the employee has received information that they may have been exposed, then the employee should seek medical advice and not report to work.

Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. Each employee will complete a daily COVID-19 health screening questionnaire in an online or paper form. The employee will submit the questionnaire to their supervisor at the end of each week.

Any employee who is sick will be instructed to stay home and charge the appropriate leave accruals.

COVID-19 can cause mild to severe respiratory illness with symptoms of fever, cough, and difficulty breathing. Other symptoms may include muscle aches and pains, fatigue, decrease in appetite, or loss of taste or smell. The employee should take their temperature without taking any fever reducing medications (i.e. Tylenol or acetaminophen), consistent with CDC guidelines. If the employee's temperature is 100.4 degrees Fahrenheit or above, or if they have these symptoms the employee will contact their supervisor and Human Resource Management immediately. Human Resources will review the current medical state, ask questions pertaining to last day on campus, close contacts, and work location. Documentation from the employee's medical provider will be required. Human Resources will report information to Facilities Management for cleaning protocols to be initiated. Human Resources will also report the case to the SUNY Portal and Department of Health if applicable.

It is recommended employees will coordinate testing with their primary health care provider, and/or local department of health for those that are symptomatic.

If the employee is unable to test with their primary health care provider, and/or local department of health, the college has identified the Community Health Center as a vendor to conduct COVID-19 testing. The employee is responsible for costs related to the test.

If an employee tests positive for COVID-19, they must contact their supervisor and the Human Resource Management (HRM) Department. Human Resource Management will initiate contact be made by an appropriate campus tracer. Tracers will follow guidance and directives from the campus designated liaison, the Assistant Vice President for Weigel Wellness Center, in consultation with SUNY and the local department of health on next steps. HRM will notify SUNY and report the information to Facilities Management for cleaning protocols to be initiated. The close contact log will be reviewed for appropriate information.

A positive case will be reported to the college's reporting dashboard. The dashboard would note that the college partners with the Erie County Department of Health on contact tracing efforts and that any close contacts will be notified directly as appropriate.

D. Residential Living

Resident students are being given the option to request a single room for the fall 2020 semester. They will have until early July to request a single room; otherwise, they will be assigned a roommate. Students will be provided with detailed move-in information. August move-in will include density controls such as assigned move-in times, guest restrictions and face covering requirements.

Students who did not arrive by the conclusion of scheduled and phased move-in times were required to quarantine for seven days in an offsite location designated by the campus. Once the Governor expanded rapid testing, as of August 29, 2020, students were able to forgo in-area quarantine as a requirement to move into the residence halls. Instead they are required to provide a negative test result from a test taken no less than 24 hours prior to moving into their rooms.

Buffalo State does not plan to change its Code of

Conduct, which already addresses health and safety policies. We are updating our residential license to more specifically address wearing of masks and social gathering policies (e.g. social gatherings will be limited to 25 residents/staff, assessed according to space size. Capacity signs will be posted throughout common areas.) Residential students will be allowed to visit other residence halls as described in existing guest policies. Non-residents and non-students will not be allowed inside the residence halls for this academic year. Students with conditions will be assisted by Student Accessibility Services in accessing residential accommodations.

The following safety practices will be employed for dining services:

- Contactless payment
- Furniture placed six feet apart
- Physical distancing markers
- Sneeze guards at all locations with food
- Expanded food delivery services
- Limited service items and self-service
- Use of face coverings
- Temperature and symptom checks

E. Operational Activity

All general-purpose classrooms and shared spaces will utilize new seating plans to facilitate proper social distancing for instructors and students while they are seated. Classrooms and shared spaces with built-in furniture will be properly marked to prevent seating that does not comply with social distancing guidelines. On-campus instruction for courses, labs, studios, and practicums where in-person interactions and hands-on experiences are critical to student learning will be targeted and prioritized for in-person instruction, while other classes may be offered in a true hybrid format—that is, with lectures offered online and supplemental in-person instruction in smaller groups. Classes that can be effectively delivered 100 percent online will remain remote to help reduce density on campus.

In-class course offerings and revised scheduling continue to be coordinated with academic planning and facilities based on revised classroom capacities and other facility factors.). Course schedules will be finalized and posted to Banner in late July.

All researchers will be required to complete a Return to Research Application outlining their plans for implementing safety precautions that will minimize the potential for exposure to the COVID-19 virus. These plans are to be reviewed and approved by the Chair, Dean, Office of Sponsored Programs, and Provost prior to the continuation of any research.

Butler Library will open in a limited capacity to campus members with card access. Students will be required to present health screening information upon entry. Building modifications may include the removal of furniture and workstations, the installation of sneeze guards, floor markers, and barriers, and modifications to entrances and exits. Library services will be provided online when possible or using no/low-touch customer service strategies (ex. online payments and check-outs).

Large spaces such as gymnasias, auditoriums and assembly halls will be analyzed for possible use for classroom instruction and student co-curricular activities. Performances and rehearsals will be set based on the rooms and venues ability to allow for physical distancing and audience capacity reduced by 50 percent.

F. Restarting Operations

1. Cleaning Operations

Cleaning protocols have been revised with special attention given to high-touch surfaces. The campus has procured EPA-approved hospital grade disinfectant products that are effective on SARS-COV-2. Academic departments have been supplied with these hospital-grade products. All cleaning and disinfecting protocols have been modeled after current CDC guidelines and are reviewed for updates.

Buffalo State has procured two air-assisted misting disinfecting machines for use in Butler Library and the Student Union.

The college has initiated the “blue tape” system on office doors to monitor access and cleaning/disinfecting needs. Custodial staff place blue tape on the doorknob of an office or suite after it is cleaned; staff remove the tape when entering the space to work. This allows cleaners to know which spaces require cleaning and disinfecting. Additionally, Buffalo State has procured touchless hand sanitizer dispensers, along with alcohol-based sanitizer and is strategically placing and refilling hand sanitizer stations on campus.

Custodial Services will respond to campus cleaning needs upon determination of classroom and facility usage for fall semester; and will re-assign custodial staff dependent upon classroom, residence hall and facility usage. Staff sign in/sign out reporting procedures have been altered to provide social distancing. All staff have been provided gloves and reusable masks.

Custodial Services continues to “deep-clean” all academic and residential facilities in preparation for re-opening and return of students.

2. HVAC Systems and Ventilation

All HVAC ventilation systems will be operated for longer hours, with more outdoor air being supplied to indoor spaces where possible. Ventilation systems in all student housing facilities and all restrooms will be operated continuously.

Air handling units will be inspected, and filters changed. Cooling towers have been operational, tested and inspected. Testing will continue as normal. A classroom ventilation analysis has been conducted.

3. Plumbing/Water Systems

Plumbing domestic water systems have been flushed weekly in all unoccupied buildings. Dining services ice machines have been flushed and sanitized when shut down. Upon repopulation of the campus, systems will be cleaned and sanitized prior to operation. Drink dispensing machines have been flushed, sanitized, and turned off. Upon repopulation, systems will be cleaned and sanitized prior to operation.

4. Mail and General Delivery Services

The campus mailroom and central receiving are

currently operating under COVID-19 procedures with reduced staffing. Under these procedures, mail is received, sorted, and held at the mail room, with department representatives required to retrieve items via curbside pickup.

Student mail, and parcels from USPS, will be batched and delivered to a centralized location, either for each building, or for a cluster of buildings, or for all residence halls combined. Deliveries from UPS and FedEx will be permitted to deliver directly to residence halls with Residence Hall staff providing access to suitable drop locations. This will be monitored and adjusted as needed to meet the needs of the campus community.

As employees return to campus, the mail room can phase in mail delivery while limiting personal exposure by delivering to approximately 5-10 buildings that receive the most mail. These deliveries would be made early each day to reduce exposure. Departments from other buildings will be required to continue curbside pickup at the mail room. This will be monitored and adjusted as needed to meet the needs of the campus community.

G. Extracurricular Activities Including Intramurals and Student Performances

Activities reserved through the Events Management Office, athletics, and activities in performance spaces and the Student Union will be conducted using density reduction -- based on the capacity of the room -- of no more than 50 percent of the original capacity. Student groups that reserve space for an event will review a document regarding policies pertaining to social distancing, mask wearing and health practices. Student groups will be encouraged to host virtual events.

Building staff will monitor spaces, reconfigure spaces, and evaluate traffic patterns for all reservable spaces. Student performances must be approved by the appropriate President’s Cabinet member in advance of the performance. Social distancing must be employed, along with limited audience capacity based on density reduction guidelines.

Events and meetings will be held in compliance with the Campus Events and Visitors Protocol. Venue managers

will review activities in a rubric based upon attendee numbers and risk, impact and priority. The levels reflected will be Level 1: High Impact/Low Risk, High Priority/ Low Risk, Level 2: High Impact/High Risk, Low Impact/Low Risk, High Priority/High Risk and Low Priority/Low Risk, and Level 3: High Risk/Low Impact, Low Priority/High Risk.

On August 18, 2020, Buffalo State Intercollegiate Athletics released a return-to-practice plan that follows federal, state and local guidelines, as well as those of the NCAA. Buffalo State's return-to-play will be based on the NCAA 14-day model of initial quarantine and the suspension of the fall 2020 competitive seasons (no events).

Intramurals and recreational sports that are contact sports will not be held. Recreational sports that can be offered with social distancing guidance will occur. The capacity for the campus workout center will be reduced by 50 percent and cleaning will be increased. Physical distancing markers will be added, and masks required.

H. Vulnerable Populations

1. Students

Students who report health, safety or child care concerns when considering returning to a face-to-face classroom will be referred to, and assisted by, the office of the Dean of Students. The Dean of Students will assist with contacting the appropriate departments to address student concerns on a one-to-one basis. Students with accessibility concerns will continue to be accommodated on a case by case basis by Student Accessibility Services Office.

The campus has available for students, at a reduced rate, child care resources if this is of primary concern.

2. Employees

Employees with concerns about returning to campus will be assisted by the Human Resource Management (HRM) Office. The employee, supervisor and HRM will work collaboratively to seek solutions. These solutions may include schedule changes where operationally feasible, reduced work schedules or extended remote work. These situations will be evaluated on a case-by-case basis to best meet the needs of both the employee and the college.

I. Hygiene, Cleaning and Disinfection

Cleaning protocols have been revised with special attention given to high-touch surfaces. The campus has procured EPA-approved hospital grade disinfectant products that are effective on SARS-COV-2. Academic departments have been supplied with these hospital-grade products.

The campus has initiated a special Custodial Response Team to clean and disinfect potentially compromised locations on campus. The college has also initiated the "blue tape" system on office doors to monitor access and cleaning needs. Additionally, Buffalo State is strategically placing and refilling hand sanitizer stations on campus.

Custodial Services will respond to campus cleaning needs upon determination of classroom and facility usage for fall semester; and will re-assign custodial staff depend upon classroom, residence hall and facility usage. Staff sign in/sign out reporting procedures have been altered to provide social distancing.



II. MONITORING

A. Testing Responsibility

1. Students

Two weeks prior to arrival or the start of the semester, students were expected to complete an online questionnaire relating to symptoms and possible exposure to COVID-19. All students were required to respond before returning to campus.

The questionnaire is an on-line application (app) monitored by the Weigel Health Center and seven student tracers. If anyone answers yes to any of the questions, they will be required to be tested with PCR testing and placed in quarantine. If the test is positive, isolation will be required for 14 days.

As of September 1, 2020, the college has begun offering pool testing, by residence hall floor and athletic team pods, to on-campus students. Students were given appointments to come to be tested. This effort is coordinated by our Weigel Health Center staff using the process and testing system developed by [SUNY Upstate](#). Students receive notification if their pool was positive or negative once results are completed (one to two days after their assigned time). In the case of positive pools, tracers follow up with students via phone and email to schedule individual tests and direct them to begin precautionary isolation.

The Weigel Health Center conducts contact tracing for any student who tests positive and quarantines that individual. After arrival, and throughout the semester, the health center will continue use of a daily symptom survey, and students will be required to call the health center about any positive screening questions with guidance from the Erie County Health Department.

All student athletes will be required daily and immediately preceding any sport activities to undergo screening and symptom checks. If any athlete answers yes to any questions on the questionnaire or has a fever above 100.4 degrees Fahrenheit before a game, they will be required

to be tested and will not be allowed to participate in the game. If the test is positive the student will be isolated and all those who were in close contact with this student will be quarantined for 14 days. All sports activities related to this group will be cancelled for 14 days and with no further exposures. This complies with [NCAA guidelines](#).

2. Employees

Staff who have been instructed to return to the workplace must conduct symptom monitoring. Employees will self-evaluate for COVID-19-related symptoms two hours prior to reporting to work. If any symptoms are present, if the employee has been in close contact with a confirmed COVID-19 case, or if the employee has received information that they may have been exposed, then the employee should seek medical advice and not report to work.

Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. Each employee will complete a daily COVID-19 health screening questionnaire via online or in paper form. The employee will submit a copy of the questionnaire to their supervisor at the end of each week.

Any employee who is sick will be directed to stay home and charge the appropriate leave accruals.

COVID-19 can cause mild to severe respiratory illness with symptoms of fever, cough, and difficulty breathing. Other symptoms may include muscle aches and pains, fatigue, decrease in appetite, or loss of taste or smell. The employee should take their temperature without taking any fever reducing medications (i.e. Tylenol or acetaminophen), consistent with CDC guidelines. If the employee's temperature is 100.4 degrees Fahrenheit or above, or if they have the above-mentioned symptoms, the employee should contact their supervisor and the Human Resource Management Office immediately. Human Resources will review the current medical state, and ask questions pertaining to last day on campus, close contacts, and work location. Documentation from the employee's medical provider will be required.

Human Resources will report information to Facilities Management for cleaning protocols to be initiated. Human Resources will also report the case to the

SUNY Portal and Department of Health if applicable.

B. Testing Frequency and Protocols

1. Students

All symptomatic students will receive PCR testing. The Weigel Health Center will also test those who were in direct contact for more than 15 minutes with a positive COVID-19 person or anyone who answers yes to the daily symptom questionnaire. The health center will also have rapid influenza testing available to distinguish among the different diagnoses.

No one should be allowed on campus who is symptomatic or who answers yes to any of the questions on the on-line questionnaires/app. Students will be asked to complete a health monitoring survey and perform temperature checks daily or at any time they feel febrile. Students in isolation or quarantine will be given daily appointments to speak with a health services nurse or clinician by phone, to review health and temperature survey responses.

2. Employees

Employees who are symptomatic will be asked to coordinate testing with their primary health care providers, and/or the local department of health. Should the employee be unable to do either the college has identified Community Health Center as a vendor to conduct COVID-19 testing. The employee is responsible for costs related to the test.

3. Visitors

All campus visitors will be asked to register and conduct a self-health assessment upon entry to campus properties. (Registration and self-health assessment templates/links will be included in the Campus Events and Visitors Protocol, which is being developed.) Any visitors exhibiting symptoms of COVID-19 will be asked to leave campus immediately and report the information to the host department. If visitors do not have a host department, they should report information to the Weigel Health Center.

Buffalo State requires that all visitors adhere to Federal, state, and local governing guidance on appropriate health and safety protocols. These authorities are likely to follow Center for Disease

Control (CDC) and World Health Organization (WHO) guidelines. In addition to social distancing, face masks are required when maintaining social distancing of six feet is not feasible. Buffalo State will require all event hosts and campus visitors to adhere to the regulations put forth in the Buffalo State Campus Events and Visitors Protocol, currently being developed.

C. Early Warning Signs

If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Daily monitoring will provide us with surveillance about early warning signs. Keeping a log of students who answer yes to the screening questionnaire or test positive will allow us to keep track of occurrences on campus. We will keep those who are symptomatic in quarantine; if they test positive, they will be isolated.

Triggers for a return to remote operations could include, but are not limited to:

- An increase in the rate of disease transmission such that Western New York hospitals are at capacity or are overwhelmed
- An increase in the rate of transmission within the Buffalo State community sufficient to prompt this operational change
- Buffalo State's quarantine space in the North Wing residence hall reaches 70 percent of capacity
- Guidance from the Erie County Department of Health or the Western New York Control Room
- Guidance or a directive from the Governor

D. Tracing

Tracers will follow guidance and directives from the campus designated liaison, the Assistant Vice President for Weigel Wellness Center, in consultation with SUNY and the local Department of Health. If an employee tests positive for COVID-19, tracers will share the appropriate information with the designated campus liaison and the Human Resources Management (HRM) Department. HRM will notify SUNY and report the information to Facilities Management for cleaning

protocols to be initiated. The close contact log will be reviewed for appropriate information.

We have identified five employees who will enroll in the John Hopkins Tracing Program. Additional employees will be identified to complete the training, in the event additional tracers are needed to fill in during vacations or illness, or to accommodate changes in operational needs.

The plan is to have at least seven certified contact tracers who are employees of our campus. We will work closely with our county and state health departments and follow the guidelines set by them. Tracers will also monitor the on-line questionnaire response forms for completion and follow-up with people who test positive for COVID-19.

E. Testing and Screening

1. Students

Buffalo State will develop a comprehensive testing strategy for students, faculty and staff, and support campus testing with system-level procurement of testing supplies as needed. Testing will be a cornerstone of any in-person engagement during the fall semester. The current diagnostic testing protocol within New York State is still largely contingent on exposure to a COVID-positive person or having symptoms of COVID-19. We expect this guidance to change, and anticipate broader testing across the full campus population, to include serologic testing supplies and strategic vision. Currently our recommendation will follow the Erie County health recommendations for COVID-19 exposure and COVID-19 symptomatic persons.

2. Employees

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Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work.

Each employee will complete a daily COVID-19 health screening questionnaire in an online or paper form. The employee submits the questionnaire to their supervisor at the end of each week.

Any employee who is sick will be instructed to stay home and charge the appropriate leave accruals.

COVID-19 can cause mild to severe respiratory illness with symptoms of fever, cough, and difficulty breathing. Other symptoms may include muscle aches and pains, fatigue, decrease in appetite, or loss of taste or smell. The employee should take their temperature without taking any fever reducing medications (i.e. Tylenol or acetaminophen), consistent with CDC guidelines. If the employee's temperature is 100.4 degrees Fahrenheit or above, or if they have these symptoms the employee will contact their supervisor and Human Resource Management immediately. Human Resources will review the current medical state, ask questions pertaining to last day on campus, close contacts, and work location. Documentation from the employee's medical provider will be required.

Human Resources will report information to Facilities Management for cleaning protocols to be initiated. Human Resources will also report the case to the SUNY Portal and Department of Health if applicable.

It is recommended employees will coordinate testing with their primary health care provider, and/or local department of health for those that are symptomatic.

If the employee is unable to test with their primary health care provider, and/or local department of health, the college has identified the Community Health Center as a vendor to conduct COVID-19 testing. The employee is responsible for costs related to the test.

If an employee tests positive for COVID-19, they must contact their supervisor and Human Resource Management. Human Resource management will initiate contact be made by an appropriate campus tracer. Tracers will follow guidance and directives from the campus designated liaison, the Assistant Vice President for Weigel Wellness Center, in consultation with SUNY and the local Department of Health on next steps. The HR department will notify SUNY and report the information to facilities management for cleaning protocols to be initiated. The close contact log will be reviewed for appropriate information.

A positive case will be reported to the College's reporting dashboard. The dashboard would note that the college partners with the Erie County Department of Health on contact tracing efforts and that any close contacts would be notified directly as appropriate.

III. CONTAINMENT

A. Isolation

Buffalo State follows the Erie County Department of Health (ECDOH) Guidance for P-12 and Higher Education in responding to students or staff who have COVID-19 symptoms or a positive COVID-19 test.

Effective September 9, 2020, the college is coordinating with ECDOH to notify students regarding a positive case identified where they attended a course that was 60 minutes or more. All students, faculty and staff will be directed to enter a precautionary isolation at their residence for a period of no more than 14 days. On-campus students may be moved to the medical isolation building in North Wing.

Residential students will quarantine in North Wing if they are symptomatic and IgM positive while waiting COVID results. Residential students who have a quarantined residential family member will remain self-isolated in their assigned residential unit. Non-residential students will quarantine and self-isolate in their off-campus locations. If a quarantined residential student can get home safely, without using public transportation, we will request they go to their permanent address.

B. Quarantine

Quarantined students will remain in their assigned rooms in North Wing. Those self-isolating will remain in their residential rooms or units unless they can get home safely. Once students are quarantined or are self-isolating in their rooms, Buffalo State will deliver meals and check in with the students for physical and mental health twice a day. Students will be provided with supplies for hand washing and cleaning, and procedures for cleaning. Students will be responsible for the daily cleaning of their quarantined sites.

C. Students Confirmed or Suspected to Have COVID-19

There will be 71 quarantine spaces in Buffalo's State's



North Wing residence hall. If a student becomes symptomatic, they and their residential “family unit” will be tested. If their IgM is positive they will go home if they have the ability to safely do so. If not, they will enter quarantine and their family members will go into isolation within the residential room or unit. We will monitor quarantine capacity in tandem with the Erie County Department of Health (EDOH). In consultation with EDOH we will review a recommendation to shut down if we reach a 70 percent capacity of North Wing; or we will expand our quarantine facilities.

D. Hygiene, Cleaning and Disinfection

Cleaning protocols have been revised with special attention given to high-touch surfaces. The campus has procured EPA-approved hospital grade disinfectant products that are effective on SARS-COV-2. Academic departments have been supplied with these hospital-grade products. All cleaning and disinfecting protocols have been modeled after current CDC guidelines and are reviewed for updated.

The college has initiated the “blue tape” system on office doors to monitor access and cleaning/disinfecting needs. Buffalo State has procured touchless hand sanitizer dispensers along with alcohol-based sanitizer, and is strategically placing and refilling hand sanitizer stations on campus.

Custodial Services will respond to campus cleaning needs upon determination of classroom and facility usage for fall semester; and will re-assign custodial staff depend upon classroom, residence hall and facility usage. Staff sign in/sign out reporting procedures have been altered to provide social distancing. All staff have been provided gloves and reusable masks.

Custodial Services continues to “deep-clean” all academic and residential facilities in preparation for the repopulation of the campus.

E. Communication

As the college prepares to return employees to campus and offices this summer, and students to the residence halls and classrooms this fall, coordinated

communications will be essential to keeping our community informed and safe. Since the beginning of the COVID-19 pandemic, communications have been a central component of Buffalo State College’s incident management structure and response.

Considerations for audiences and modalities are reviewed ahead of all announcements and communications. The college utilizes e-mail, multiple social media platforms (institutional and department-level accounts), and the web to ensure current students (resident and commuter student populations), families, prospective students, faculty, staff, the local community, and alumni are informed of important decisions and announcements by the college. Additionally, the college’s Marketing and Communications Office has centralized all COVID-19 related communications, FAQs, resources, and protocols online at <https://coronavirus.buffalostate.edu/>.

Central to the college’s efforts toward containment, protocols, and safety measures will be communicating a sense of shared responsibility to the campus community. In her message to faculty, staff, and students on June 18, President Conway-Turner stated, “New York State has become the nation’s leader in reducing the infection rate of COVID-19. For that progress to continue as we return to campus this fall, we must recognize that preserving our health and safety will be a collective effort. Compliance with the face covering requirement and physical distancing will maximize safety for all.” A similar message was shared on [social media](#). It will be imperative to continue communicating to students, faculty, and staff that their actions can and will impact the rest of the campus community.

Communication with students will include a variety of email, web page, and social media messages to assist them in preparing for campus operations and their responsibilities as the campus reopens. New students will receive health information during Orientation that reinforces face covering requirements (on campus and in residence halls), reinforces the requirement to keep physical distance between themselves and others, and provides information about why it is important to get an annual influenza vaccine. Post orientation, new

and returning students will be directed to websites for updates and important information regarding their roles in keeping the campus safe and the expectations related to daily symptom reporting, what to do if they become symptomatic, and the resources available to support them.

It will also be important for the college community to understand that COVID-19 is prevalent in our community. On the college's coronavirus resource page, a dashboard is planned for the fall semester to offer a snapshot of the number of known positive test results across three categories: 1) Resident Students, 2) Commuter Students, 3) Faculty/Staff. The dashboard would note that the college partners with the Erie County Department of Health on contact tracing efforts and that any close contacts would be notified directly as appropriate. Additionally, links would be present on the dashboard page to the [Erie County COVID-19 Case Mapping Tool](#) and the [New York State Department of Health COVID-19 Tracker](#). An e-mail would be sent to the campus community during the first week of classes highlighting the dashboard page, noting that while campuswide e-mails will not be issued after each positive test (campuswide notifications will be reserved for larger outbreaks that may impact operations), the dashboard will be regularly updated as new cases are identified.

The division of Student Affairs is preparing a robust plan to communicate health and safety protocols during new student orientation this summer, in preparation for phased move-in to the residence halls in August, and on-going messaging during the semester. Modalities will include social media, posters/signage, virtual information sessions, and health ambassadors who will hand out educational cards to students about compliance with face masks, social distancing, and hand hygiene.

As part of the college's phased Return to Work plan, faculty and staff will receive training and information related to preventative protocols and practices. Signage in campus buildings will be posted.

IV. RETURN TO REMOTE OPERATIONS (SHUTDOWN)

Triggers for a return to remote operations could include, but are not limited to:

- An increase in the rate of disease transmission such that Western New York hospitals are at capacity or are overwhelmed
- An increase in the rate of transmission within the Buffalo State community sufficient to prompt this operational change
- Buffalo State's quarantine space in the North Wing residence hall reaches 70 percent of capacity
- Guidance from the Erie County Department of Health or the Western New York Control Room
- Guidance or a directive from the Governor

A. Operational Activity

Guidance from ECDOH, CDC and SUNY would determine necessary ramping down and evaluations of in person events, instruction and operations. The Buffalo State Incident Management Team (IMT) would discuss necessary shut down and ramping down of operations processes. Based on guidance items such as remote delivery dining would begin, move out of residents who can return home would be implemented, any in person events would be cancelled outside of virtual/remote events. Human resource management would consult with SUNY and Government Relations regarding the status of alternate work arrangements. The Provost would communicate the need to return to remote operations via email, social media platforms and the web.

B. Move-Out

Should we need to have residential students depart campus quickly we will conduct express checkout. Residents will be given move-out times (if feasible) and deadlines to have completed express checkout. Resident students will be provided boxes and tape. They will be



asked to pack their items and label and leave them in their rooms if they cannot take them at the time of departure. If students cannot leave campus we will work with remaining residents to provide consolidated housing options.

C. Communication

Since the beginning of the COVID-19 pandemic, communications have been a central component of Buffalo State College's incident management structure and response. The college's communications director is a member of the Incident Management Team (IMT) and works closely with the IMT on all campuswide communications, including messaging (if necessary) regarding a change in operations or shutdown due to COVID-19 cases on campus or in the Western New York community.

Upon direction from President Conway-Turner, SUNY, local/state health officials, or the Western New York Control Room regarding changes to on-campus operations or a shutdown due to COVID-19,

the college would utilize e-mail, multiple social media platforms (institutional and department-level accounts), local media, and the web to ensure current students (resident and commuter student populations), families, prospective students, faculty, staff, the local community, and alumni are informed.

Additionally, the college's Marketing and Communications Office has centralized all COVID-19 related communications, FAQs, resources, and protocols online at <https://coronavirus.buffalostate.edu/>. This site would be updated with appropriate information as it becomes available in the event a change in on-campus operations or campus shutdown becomes necessary.

Additionally, the college's communication director (or designee) will remain in contact as needed with SUNY's communication staff to ensure campus messaging is aligned with system administration and Governor Cuomo's NY Forward Plan.