

# PLAN FOR RESTARTING OPERATIONS

Winter 2020-21 and Spring 2021

BUFFALO STATE COLLEGE

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The State University of New York

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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 spring 2021.

- 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 emphasize 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 resume in accordance with Buffalo State's COVID-19 Procedures for Social Distancing and Face Covering, and staff will also 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. Masks are required to be worn by all members of the Buffalo State 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) in their private residential or personal space, (2) eating meals on-campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. Any requests for medical, religious, or other accommodations to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures.

Other PPE such as sneeze guards and social distancing floor markings have been integrated into reopening

plans for dining, retail and other common areas. The Environmental Health and Safety (EH&S) Office staff evaluate workspaces and provide the necessary PPE.

### **For Employees**

Buffalo State expects 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 has provided two reusable facial coverings to each campus employee. Informational notices and signage are being used to inform the public (students, employees, visitors, contractors, etc.) that facial coverings are required on campus. Signs are posted outside the building entrances. Disposable masks are available through EH&S and the Weigel Health Center.

PPE orders are received by the Environmental Health and Safety (EH&S) Office and procured through the collaborative SUNY regional process. EH&S then add them to the internal PPE inventory tracking system. EH&S staff 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 submit requests to have potential workplace modifications assessed. EH&S staff evaluate and respond to the departmental requests

## **C. Returning to the Campus for the Winter and Spring Terms: Testing, Monitoring and Support**

### **1. Testing and Isolation Requirement**

Students returning to campus or attending courses on campus for the winter 2020-21 spring 2021 semester will be tested for COVID-19. Buffalo State has developed plans to phase in the safe return of students to accommodate the testing and other health and safety requirements. Faculty and staff who have been regularly reporting to campus have been participating in pool testing.

These specific SUNY requirements will be met:

- All students, faculty, and staff will be pre-screened daily for travel history, COVID-19 history and COVID-19 symptoms for two (2) weeks prior to return.
- Upon returning for spring 2021 on-campus activities, any student who will (1) live on campus, or (2) take at least one class on campus, or (3) utilize services on campus (e.g. library, gym, dining), or (4) work on campus, will:
  1. Submit an attestation that he/she/they have completed a seven (7) day precautionary quarantine prior to returning to campus; and either:
    - a. Present evidence of a negative COVID-19 test taken within three (3) days prior to return or participate in on-campus COVID-19 testing as soon as possible but no later than five (5) days of returning to campus, or
    - b. Present documentation of a positive diagnostic result for COVID-19 from the prior 3-month period.
  2. Inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19 (this notification to campus should not replace reporting to a health care provider or local health department).
  3. The following limited exemptions will be allowed for the seven (7) day precautionary quarantine stated above:
    - Health professions students designated as “essential employees” will not be required to quarantine.
    - Commuter students who are employed may apply to the campus designee for a limited exemption to allow them to work during the quarantine. To qualify for the exemption, such students will need to document the COVID-19 safety protocols of their employers. Also, the exemption will

only apply to their ability to work. When not working, the students will be expected to quarantine from others. Campuses must keep specific information on the number of exemptions approved for the semester and be able to report to SUNY system.

Buffalo State will resume surveillance testing as soon as students return to campus, pursuant to the individual campus testing plans incorporated into the campus reopening plans and SUNY’s Mandatory COVID-19 Testing Program as announced on September 4, 2020. All students, faculty and staff who live on campus and/or plan to be on campus regularly (including instruction, co-curricular activities, and meetings) will be tested regularly.

In cases of possible exposure to COVID-19 on campus, Buffalo State will follow Centers for Disease Control and Prevention guidance entitled, 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.”

Students, faculty, and staff who have traveled to and from restricted states and regions or to and from international locations as defined by New York State will 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. They will be required to follow the guidance of the governing local health department related to mandatory testing, quarantine, isolation, and timing of returning to campus.

Any student, faculty, or staff testing positive for COVID-19 will isolate and follow the New York State Department of Health Order on isolation and the guidance of the governing local health department on the length of the isolation and the timing of returning to campus

Buffalo State will provide appropriate quarantine and isolation space for on-campus residential students and will work with the governing local health department to assist with quarantine and isolation space for off-campus students if necessary.



## **2. Plan for Spring 2021 Restart: Student Testing, Monitoring and Support**

Buffalo State anticipates that there will be approximately 1,100 residential students and 3,500 students in hybrid/in person courses during the spring 2021 semester. Spring 2021 move-in dates are as follows:

- Resident Assistant Move-In: January 22 for new staff; January 23 for returning staff
- School of Education Student Teacher Move-In: January 24
- OA move-in: January 26
- Student Check-In and Move-In: January 28 through 31 in the Sports Arena

### **COVID-19 Testing and Monitoring for Break Period (November 25, 2020-January 15, 2021)**

- **Students Remaining on Campus**

Fifty students have completed applications to remain on campus from November 25, 2020, to January 15, 2021. Between November 25 and December 19 students will remain in their regularly-assigned spaces. After December 19, about 22 students will be consolidated to a single campus location.

- **Testing**

Biweekly pool testing was required of all students remaining on campus beginning November 30 and December 4, 2020. Weekly rapid antigen testing is occurring between December 7, 2020, and January 15, 2021, for 25 percent of the remaining student population. This testing is being conducted by the Weigel Health Center staff on Wednesdays, with 25 percent of the students completing the test each week.

- **Isolation**

Any students who test positive are moved to medical isolation in the dedicated campus isolation space in North Wing residence hall. Meals and support services are provided by Dining Services staff and the quarantine coordinator. Email, phone and web check-ins are conducted with students in isolation.

This space has 19 suites (74 individual bedrooms) available with individual bedrooms and a bathroom. Additional Isolation space will be located in one of our-suite style Tower residence halls. This will increase capacity by 106 campus spaces, reflecting 5 percent of the fall on-campus number (1,600).

Buffalo State has made arrangements for an additional eight to 16 off-campus spaces with our preferred off-campus housing partner. This would bring isolation capacity to 116 spaces. Given an anticipated drop in on-campus residents (the trend has been four percent to six percent) for the spring semester, this would be more than enough capacity to manage a surge. (Please see the chart below for a breakdown by location of quarantine spaces.)

Consistent with a review by the Erie County Department of Health (ECDOH), students who are symptomatic at the same time or those that have had a similar exposure are able to share a suite. All others will be housed singly within a suite, giving some flexibility to increase capacity within the suite spaces identified.

Quarantine Locations		
	Fall 2020	Spring 2021
North Wing	74	74
Tower	0	106
Campus Walk (off-site emergency spaces)	0	16
Total	74	196
Five percent quarantine spaces based on fall occupancy (1,600 residents)	80	80
Number of spaces beyond 5 percent	-6	116

A limited number of laptops is available for use by students who need to move to isolation and continue their coursework. (These laptops will then be quarantined for three days and cleaned via established

protocols prior to use by others.) The Residence Life Office is investigating ways to consolidate current residential students to secure an additional on-campus suite-style hall for use in spring 2021.

#### Agreement

All residents living on campus for spring 2021 will sign an agreement/license acknowledging COVID 19 requirements.

#### Support

The following supports are available for students staying on campus during the break period:

- Health and counseling telehealth/video-based services and limited in-person services
- On-site pantry to assist with food needs for students
- On-call professional staff to assist with emergency or crisis concerns
- Virtual programming and building text chat
- Regular phone, email, and video check-ins by assigned staff

### **3. Communication, Testing, Isolation and Enforcement**

#### Communication and Enforcement of Pre-Arrival Requirements

Students will receive emails, text reminders, announcements in CMS/Blackboard and Banner, and video messages via social media and the campus website to instruct them regarding the requirements for safely returning to campus for spring 2021 courses. They will receive this information beginning in late November 2020 and through early January 2021. The message instructs students that they need to do the following:

- Two weeks prior to planned return to campus, **complete the COVID-19 symptom tracker** daily. This will be done using the campus Medicat system, also used during the fall 2020 semester. Tracers and staff will monitor completion and follow up with those not completing prior to expected student return in January and February 2021. Campus tracers will follow up with anyone indicating they had an exposure or a positive result during this period of time.

- The need to **self-quarantine** in their location away from campus for seven days prior to returning to campus for the spring 2021 semester. All students will be required to sign an attestation form confirming that they have done this and indicating the location and dates of the self-quarantine. Housing staff will require students to furnish the attestation prior to issuing keys to residential space on campus. Commuter students will email their proof to [weigel@buffalostate.edu](mailto:weigel@buffalostate.edu). A report will be run 10 days prior to the start of classes; students who have not furnished this proof will have a hold placed on their account. If they do not comply within 48 hours, their courses may be dropped.

- **Present evidence** of a negative COVID-19 test taken within three days prior to return to campus; or participate in on-campus COVID-19 testing as soon as possible but no later than five days of returning to campus; **or present documentation** of a positive diagnostic result for COVID-19 from the prior 3-month period. Proof of test results will be emailed to [weigel@buffalostate.edu](mailto:weigel@buffalostate.edu).

- **Review and sign the summary** of safety protocols, expectations, and requirements for spring 2021 semester by logging into the registration system. Ten days prior to courses beginning, a report will be run; students who have not completed this review will receive a follow-up contact. Should they not complete the requirement within 48 hours, a hold may be placed and/or housing and dining privileges may be restricted.

Communication to students will include information related to the potential for a mandatory pause if ordered by New York State Department of Health (NYDOH), ECDOH, SUNY or Buffalo State. It will be clearly communicated that a pause will cause the following to shift:

- All instruction will be delivered remotely, with no in-person courses
- All in-person events, activities and services will be shut down or only delivered by virtual or remote method
- Meal service will be adjusted to a grab-and-go service

- Residential students will remain in their rooms and only leave for meal periods or other times communicated by the campus

#### **4. Testing, Monitoring, and Isolation Procedures for the Spring 2021**

##### Monitoring

- All students will **complete the daily COVID-19 tracker**. Tracers will follow up on any student who enters information that indicates symptom exposure or other reasons why they do not receive a green dot.
- Students will be required to **present a current green dot** to enter dining, classroom, labs and other spaces
- Students will **scan identification cards** when entering the library and Student Union to support contact tracing information

##### Isolation

The campus consulted with the ECDOH on numerous occasions about isolation related to COVID-19 and developed its protocol: The campus has identified 74 isolation spaces in North Wing and an additional of 106 isolation spaces in Tower 2. These facilities will house students who meet the following criteria:

- Students who have had confirmed exposure to a positive COVID 19 case. These students will complete the mandatory isolation period based on ECDOH, NYDOH and CDC guidance and Weigel Health Center direction.
- Students who are symptomatic. These students will be moved to isolation and required to complete a COVID-19 test.

##### Testing

- Symptomatic Students and Potential Cases: Currently these students are tested using a rapid test and confirmatory PCR which is administered by the Weigel Health Center. (Previously this testing was conducted using a standard nasal swab test sent out to a lab—with a turnaround time of about three days.) Students who are symptomatic and/or have a confirmed positive are moved to medical isolation until results are received.
- Buffalo State will resume surveillance testing as

soon as students return to campus, pursuant to the individual campus testing plans incorporated into the campus reopening plans and SUNY's Mandatory COVID-19 Testing Program as announced on September 4, 2020. For the Spring 2021 semester Buffalo State will test, on at least a weekly basis, 100 percent of students, faculty, and staff who live on campus and/or plan to be on campus regularly (including instruction, co-curricular activities, and meetings). All shall be tested regularly. 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 per the campus plan. Vaccine recipients shall also be included in surveillance testing.

Surveillance (pooled) testing for the spring 2021 semester will begin February 1, 2021:

- **Residential student testing** will be done with 100 percent of the student population each week, following a schedule based on building location (schedule below). Testing the entire cohort of one building in one pod could help us to contain contagion more quickly.

Residential students were informed and required to attest that they completed a 7-day precautionary quarantine prior to returning to campus. Students also submitted proof of a negative PCR test within 3 days of arrival, OR positive test within 90 days, OR were directed to self-isolate and limit interactions until they participated (and receive negative results) in the first week of pool testing.

##### **STAC & Moore**

Days: Mondays

Time: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena

##### **Cassety, Newman, and Perry**

Days: Mondays

Time: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena



### **Tower 1, 2, 3, 4**

Days: Tuesdays

Time: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena

### **Bishop, Bengal**

Days: Tuesdays

Time: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena

\*Resident students must be tested on their scheduled day.

- **Commuter students:** Buffalo State College will continue to provide symptomatic testing for COVID-19 for all students, including commuters. The college will also require weekly surveillance testing (schedule below) of all commuter students who take at least one class on campus, or utilize services on campus, or work on campus. Commuter students with 100-percent remote schedules and will not come to campus under any circumstance for the spring 2021 are exempt from weekly surveillance testing. If a commuter student comes to campus periodically during the semester, that student would only be required to test the week(s) they visit campus.

Commuter students were informed and required to attest that they completed a 7-day precautionary quarantine prior to returning to campus for the spring semester. Students also submitted proof of a negative PCR test within 3 days of arrival, OR positive test within 90 days, OR were directed to self-isolate and limit interactions until they participated (and receive negative results) in the first week of pool testing.

### **Commuter Student Weekly Testing Schedule**

Daytime Testing Hours

Available: Monday–Friday

Time: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena

Evening Testing Hours

Wednesdays, 4:00–6:00 p.m.

\*Commuter students can select any available day/time within the schedule to be tested each week.

- **Student athletes** will be tested by practice pod and team (10 students per pod).
- Testing will be adjusted to meet requirements of **microcluster zone testing** by designation of yellow, orange or red.
- **Vaccine clinics** may be held at pool testing locations if available
- **Exit Testing:** During the last two weeks of in-person instruction we will offer exit testing.

## **5. Mental Health Supports, Services and Referrals**

Buffalo State recognizes the importance of supporting students during these difficult times. The following services will be advertised and available to students during the spring 2021 semester:

- Telecounseling and telehealth services through Weigel Wellness Center. These services are available by appointment; students can schedule by contacting the center. After-hours services are provided by the on-call services team, along with our community partners, Crisis Services.
- Counseling support groups. Counseling groups will be provided to support students who are BIPOC including groups focused on the impact of racism. Grief support groups and related support groups will continue to be offered.

The campus will promote on-campus and community-based mental health treatment and resources via:

- [ReachOut SUNY](#)
- [Thriving Campus](#)
- [Middle Earth](#) peer support from the University at Albany
- Crisis Text Line, including the New York State Office of Mental Health Crisis Text Line
- Publicizing the availability of free online [QPR suicide prevention training](#) for students, faculty, and staff

All available services will be promoted using:

- Weekly video messages
- Student emails
- Social media
- Placement on Weigel Wellness Center website and commuter student lists
- Signage with QR codes in residence halls and academic buildings
- Posting in student organization portal
- Placement in course sites as announcements

## **6. Monitoring for Staff**

Staff who have been instructed to return to the workplace must conduct symptom monitoring. Employees will self-evaluate for COVID-19-related symptom 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.

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.

Positive case will be reported to the college's reporting dashboard. The dashboard notes 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.

The dashboard, which is updated daily, offers a snapshot of the number of known positive test results across the on-campus population: 1) Resident Students; 2) Commuter Students who attend at least one in-person class or utilize campus facilities; and 3) Faculty/Staff who report to campus. Remote-only cases among commuter students with 100-percent online schedules and faculty/staff with 100-percent remote-work arrangements will also be tracked. In compliance with the [New York State Department of Health's Supplemental Guidance For Covid-19 Containment At Higher Education Institutions During The Public Health Emergency](#) (PDF, 160 KB), the college's dashboard also displays the number of on-campus cases over set two-week measurement periods.

Were Buffalo State to reach 100 on-campus cases within a set measurement period, the college would shift to remote instruction for 14 days and limit in-person activity on campus. The dashboard notes 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 the dashboard links to the [SUNY COVID-19 Case Tracker](#), the [Erie County COVID-19 Case Mapping Tool](#), and the [New York State Department of Health COVID-19 Tracker](#).

## D. Residential Living

Resident students are being given the option to request a single room for the spring 2021 semester. Students will be provided with detailed move-in information. February 2021 move-in will include density controls such as assigned move-in times, guest restrictions and face covering requirements.

Students 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 have updated our residential license to specifically address wearing of masks and social gathering policies. 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 in need of assistance will be helped 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. Academic Calendar and Modes of Instruction

### 1. J-Term, 2020-21

Buffalo State's J-Term is a three-week mini-term that occurs during the first three weeks of January. Instruction for J-Term will be fully remote -- with the exception of courses that require physical presence-- for both undergraduate and graduate students. On-campus density will be minimized to the maximum extent practicable and consistent with New York State Department of Health (NYSDOH) guidelines.

### 2. Spring 2021 Term

Buffalo State spring term instruction will begin later than usual -- on February 1, 2021. Students may return to campus prior to February 1 in order to meet the mandatory testing requirements.

Buffalo State's modes of instruction will ensure safe on-campus density, consistent with New York State and Erie County health department guidelines. Buffalo State is prepared to execute fully remote plans if it 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.

Our expectations for students during such a mandatory pause will be clearly communicated to students prior to the beginning of the semester.

### 3. Remote Instruction

Working together with campus governance processes and in collaboration with its faculty and support staff, Buffalo State will work to ensure that remote instruction meets or exceeds expectations of regular and substantive interaction. Buffalo State will continue to assist students with access to devices and internet connectivity in order for students to be successful with remote instruction.

Before the beginning of each semester, Buffalo State will publish on its website the percentage of courses that will be offered in-person and remote.



The college will:

- Provide for the opportunity for substantive interactions with students on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course
- Monitor students' academic engagement and success
- Make clear that the instructors are responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Currently, within the internet and technology category, Buffalo State utilizes [Open SUNY Support Services](#). This resource:

- Is listed on our Blackboard Learn site
- Has been advertised in the *Daily Bulletin* online newsletter
- Has been communicated via an e-mail from the Dean of Students, announcement pushes in their course sites, and via periodic social media updates
- Is communicated during faculty workshops

Additionally, Buffalo State's [Keep Learning](#) website provides a link to Open SUNY Support Services and similar resources listed on the SUNY site for low-cost internet.

[The Teaching and Learning Center: Preparing for Spring 2021](#) links to the SUNY Remote Teaching Institute, which provides access to past recordings of webinars and additional SUNY resources.

Resources from SUNY Online (Open SUNY Support Services) will continue to be advertised via the *Daily Bulletin* and on the Teaching and Learning Center website.

The Keep Learning website and the [Academic Success](#) website will be updated to include many of these resources. These will be communicated to the Buffalo State community by their respective areas (Student Accessibility Services, Financial Aid Office, etc.) prior to the start of the spring semester.

Buffalo State will make all reasonable efforts to accommodate the needs of international students completing coursework from other time zones. These may include opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities.

Buffalo State will engage students in teaching, learning, and assessment, consistent with the content under discussion, while also including at least two of the following:

- Direct instruction
- Assessment and feedback on a student's coursework
- Responding to questions about the content of a course
- Facilitation of group discussion
- Other instructional activities approved by the accrediting agency

Buffalo State will work with faculty to equip them with the knowledge and skill to support remote learning of students with disabilities; and will remind faculty members that the standard process for requesting academic accommodation through the Office of Student Accessibility continues to apply, no matter the mode of instruction.

Buffalo State will work to ensure all faculty and students have access to orientation and training opportunities to familiarize them with instructional technologies and remote pedagogies, especially those faculty for whom such technologies and pedagogies are new and for those students in vulnerable populations.

Buffalo State will provide proactive and regular advising interventions for all academic programs in a manner that prioritizes student success.

#### **4. Spring Break**

Consistent with SUNY requirements and given the current risks associated with COVID-19 spread, spring break will not occur at Buffalo State. Buffalo State is not planning for any reading days or shorter breaks because we want to limit how often large numbers of faculty, staff, and students leave and then return to campus.

## 5. Commencement

Plans for Commencement 2021 will be determined in accordance with guidance from New York State. The campus will be prepared to proceed with virtual commencement if necessary.

## F. Operational Activity

In-person activities at Buffalo State will continue to follow mandatory health department guidance for social distancing. To the extent possible, activities will be held outdoors or in a well-ventilated location. Buffalo State has improved its ventilation system by installing MERV13 filters.

All general-purpose classrooms and shared spaces have revised 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 remotely 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.

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 gymnasiums, 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.

## G. Restarting Operations

### 1. Personal Protective Equipment (PPE)

Employees are required to wear face coverings when in direct contact with members of the public except where doing so would inhibit or otherwise impair the employee's health. Employees who are unable to wear face coverings due to a medical or other health condition should consult with Human Resource Management to discuss reasonable accommodations.

### 2. Cleaning Operations

Buffalo State will continue to assess and confirm that its cleaning protocols are in compliance with NYSDOH Higher Education Guidance and CDC guidance. 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 three air-assisted misting disinfecting machines for use in Butler Library, the Student Union and residence halls.

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 the spring 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.

### **3. 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.

### **4. 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.

### **5. Mail and General Delivery Services**

The campus mailroom and central receiving will operate under COVID-19 procedures with reduced staffing from December 21 to January 11. Under these

procedures, mail and parcels are received, sorted, and held at the mail room, with department representatives required to retrieve items by appointment via curbside pickup.

As employees return to campus, the mail room will phase in mail delivery while limiting personal exposure by delivering to the 10 buildings that receive the most mail. These deliveries will 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.

## **H. Extracurricular Activities Including Athletics, Intramurals and Student Performances**

### **1. Athletics**

Practices and event protocols are consistent with New York State guidelines of November 23, 2020.

Consistent with operational changes, the Buffalo State athletic fee for spring 2021 has been reduced by 17 percent. The remainder of the fee supports continued engagement with campus and athlete health initiatives, and continued recruitment and retention activities. The plan for spring 2021:

- Practice for spring sports will be based on ability related to microcluster designations, NCAA, and SUNYAC guidance
- Local competitions for spring sports will be based on SUNYAC and microcluster guidance
- Conditioning activities for student athletes in the off season
- Continue recruiting for athletic goals for the fall 2021 incoming class

### **2. Athletic Recruits Visiting Buffalo State College**

To allow high school student-athletes recruited by Buffalo State Intercollegiate Athletics coaches to visit campus during their recruitment, Buffalo State will:

- Follow all appropriate guidelines as outlined in the Practice Schedule & Health Protocol document
- Follow all guidelines as established by the Events and Visitors' Protocol, including:



- Recruits and guests will be defined as off campus or non-affiliated guests
- Only one guest will be permitted with each recruit
- Visits are limited to one hour or less
- Recruits and guests must be invited to campus by the appropriate recruiting coach or staff member
- All invitations and acceptances will be documented and filed with the Athletics administrative assistant at least one day prior to the visit
- On the day of the visit and prior to coming to campus, the recruit and guest will complete self-screening questionnaires and submit them to the coach, who will forward them to the Athletics administrative assistant
- Upon arrival to campus, the recruit and guest will be met at the entry door by the coach for temperature checks; if temperature is 100 degrees Fahrenheit or above, the recruit and guest will log-in at the main office
- Recruits and guests who exhibit symptoms of COVID-19 will be asked to leave campus immediately; this information will then be reported to Weigel Health Center.
- Masks will be worn at all times during the visit or tour.
- Per the Visitor Guide Protocol, the President or her designee shall have the authority to permit exceptions to this protocol when exceptions are deemed to be in the best interests of the campus, addressing concerns for the health, safety and welfare of the campus community.

### **3. Recreation**

Intramurals, use of the fitness center and open swimming will only be offered during spring 2021 should Erie County be moved out of the yellow zone. Examples of safe events that could be offered and protocols are listed below.

### **4. Tentative and Suggested Intramural Programming**

- Corn hole tournament
- Field goal kicking tournament

- Softball round-robin tournament
- Pickleball tournament
- Can Jam tournament

Health protocols will be in place:

- All participants must show medical approval
- All participants will be temperature checked prior to entering the gymnasium
- All participants must wear a mask and will be reminded to do so. Failure to wear a mask will result in team forfeit and a request to leave the facility.
- Proper disinfecting of equipment after each game or use

### **5. Recreation: Open Swim at the Natatorium**

Health safety protocols will be in place:

- There will be no more than one swimmer allowed per lane
- Swimmers will be expected to maintain six feet distance when entering or exiting the pool and when on deck or in changing areas
- Users must wear masks at all times when not in the pool. They will be monitored by a roving staffer.
- Failure to wear a mask will result in swimmers being asked to leave and not return to the facility
- Participants must show the Mediat app/green check. They will be temperature checked at the pool entrance prior to accessing the changing area.

### **6. Events Management**

Activities reserved through the Events Management Office, athletics, and activities in performance spaces and the Student Union will be conducted using density reduction. 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. A Campus Events and Visitors committee has been established to review all event requests according to the priority and risk matrix found in the Protocol. The committee recommends appropriate events to the Executive Committee for final approval.

## I. 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.

## J. 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 spring semester; and will re-assign custodial staff depending upon classroom, residence hall and facility usage. Staff sign in/sign out reporting procedures have been altered to provide social distancing.



## II. MONITORING AND CONTAINMENT

### A. Employees

In accordance with a directive from SUNY, throughout the spring 2021 Buffalo State College will conduct weekly COVID-19 testing of employees who are required to report in person to campus to complete some or all of their work obligation in a particular week. If an employee does not report to campus in a given week, they are not required to participate in testing that week.

Because of the critical need to quickly identify and control the spread of the COVID-19 infection, SUNY established agreements with UUP, CSEA, NYSCOPBA, PBANYS, and PEF to conduct mandatory testing of represented employees. Management Confidential (M/C), Research Foundation, and Buffalo State College Foundation employees are also included in the mandatory testing.

To detect COVID-19 cases and identify asymptomatic carriers, Buffalo State has implemented surveillance testing via self-administered saliva tests. Pool testing—combining samples from several people and conducting one laboratory test on the combined pool of samples—will be used to quickly identify and address potential outbreaks within our campus population.

#### **Testing Times**

Days: Monday–Friday

Times: 9:00–11:30 a.m., 1:00–4:00 p.m.

Location: Sports Arena

#### **Early Morning Testing Hours**

Tuesdays and Thursdays, 6:00–9:00 a.m.

#### **Evening Testing Hours**

Wednesdays, 4:00–6:00 p.m.

\*Employees may select any day/time within the schedule to be tested each week.

On an employee's planned testing dates, if they answer "yes" to any of the health screening questions on the Daily



Health Screening Questionnaire—indicating they may have been exposed to COVID-19—they are instructed not to report to work or for testing.

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 the college has identified Community Health Center as a vendor to conduct COVID-19 testing.

## B. 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.

Staff who have been instructed to return to the workplace must conduct symptom monitoring. Employees will self-evaluate for COVID-19-related

symptoms 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 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.

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.

## E. Hygiene, Cleaning and Disinfection

BCleaning 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 the spring 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.

## F. Communication

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 spring, 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.

## G. Transparency

Buffalo State will disseminate a clear, plain language notice on "What Students Should Know" to all students based on a template provided by SUNY System Administration. This notice will provide information about testing requirements, mandatory quarantine and isolation, uniform compliance, and the percentage of courses which will be offered in-person and virtual, so they can make informed decisions about their educational experience.

Buffalo State will provide students with a "What You Need To Know" document that is linked through the student's registration system portal. Students will electronically sign off that they had read the document.

The document will include:

- Weekly testing requirements for residential students
- COVID-19 safety guidelines related to mandatory mask wearing, physical distancing and avoiding group gatherings
- Guidance about times when students will be required to quarantine or isolate
- Links to course schedules so students can view course options
- Information regarding student behavior, both on and off campus, and a link to the Chancellor's Uniform Conduct policy

In addition to this document, residential students will be provided an updated housing license agreement that includes:

- Testing requirements for students
- COVID-19 safety guidelines related to mandatory mask wearing, physical distancing and avoiding group gatherings

- Daily completion of tracker
- Seven-day prearrival quarantine and affidavit signing
- Reminder that nonresidential guests are not allowed and gathering is not permitted in student rooms
- Reminder about behavior off campus: Not attending gatherings (either on or off campus) that exceed 10 people or 25 percent posted capacity of residential space

## H. Tracking, Reporting and Compliance

Buffalo State will continue to report daily COVID-related information to the SUNY COVID-19 Tracker in accordance with guidelines set forth by SUNY. Buffalo State will keep the data in its campus dashboard consistent with the SUNY COVID-19 Tracker at all times.

The dashboard, which is updated daily, offers a snapshot of the number of known positive test results across the on-campus population: 1) Resident Students; 2) Commuter Students who attend at least one in-person class or utilize campus facilities; and 3) Faculty/Staff who report to campus. Remote-only cases among commuter students with 100-percent online schedules and faculty/staff with 100-percent remote-work arrangements will also be tracked. In compliance with the [New York State Department of Health's Supplemental Guidance For Covid-19 Containment At Higher Education Institutions During The Public Health Emergency](#) (PDF, 160 KB), the college's dashboard also displays the number of on-campus cases over set two-week measurement periods. If the campus would reach 100 on-campus cases within a set measurement period, the college would shift to remote instruction for 14 days and limit in-person activity on campus. The dashboard notes 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 the dashboard links to the [SUNY COVID-19 Case Tracker](#), the [Erie County COVID-19 Case Mapping Tool](#), and the [New York State Department of Health COVID-19 Tracker](#).

Consistent with the *Chancellor's Uniform Sanctioning in Response to COVID-19 Student Violations*, Buffalo State will report to SUNY System Administration, as a continuation of fall semester reporting procedures, periodic statistical summaries of the distribution of instructional modalities among face-to-face, hybrid and remote methods as adjustments are made during the semester.

The division of Student Affairs has a robust plan to communicate health and safety protocols in preparation for phased move-in to the residence halls in January, and ongoing 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 receive training and information related to preventative protocols and practices. Signage is posted in campus buildings.

## I. Campus Safety Monitor

Buffalo State's Campus Safety Monitors are:

- Peter Carey  
Chief of University Police,  
716-878-6333
- Jeffrey Hammer  
Director of Environmental Health and Safety  
716-878-6128



## J. Additional Data

1. Date Res Hall Students Return	January 28-31; staff and limited number begin January 22
2. Start of Spring Classes	February 1
3. Type of Surveillance Testing Used (Pooled, Antigen, PCR)	Pooled testing. We are continuing with surveillance testing of employees in alignment with SUNY guidance and/or upon further zone designation testing requirements.
4. Surveillance Testing Provider	Upstate
5. Surveillance Testing Frequency and Schedule	<p>Buffalo State's plan is to test 100 percent of the residential population once every week.</p> <p>Buffalo State will test 100 percent per week of those students who have in person courses and those who have indicated they are coming to campus to access services.</p> <p>Buffalo State will test 100 percent per week of those student-athletes planning to practice during the spring semester via the athletic department. All others will be tested through general campus pool testing.</p> <p>Buffalo State will test 100 percent weekly of employees who plan to be on campus regularly.</p>
6. Max Residential Students	1,100
7. Max Non-Residential Students	3,500
8. Max Employees	400



### III. 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.