



Return to Campus Plan

SUBMITTED AUGUST 11, 2020



ITHACA COLLEGE

Message from President Shirley M. Collado

From the beginning of the COVID-19 public health crisis, Ithaca College resolved to be methodical, metrics-driven, nimble, and iterative in our response, and to always prioritize the health and safety of our college and Ithaca-area communities. This Return to Campus Plan for academic year 2020-21 reflects a continuation of this approach and our deep sense of responsibility to our students and their families as we strive to provide a transformative IC experience in what is undoubtedly an unprecedented time in our world and in the history of higher education.

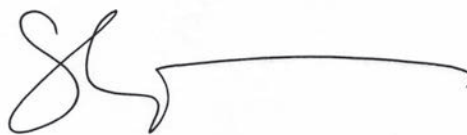
We are proud to present this plan to the New York State Department of Health—and to our Ithaca College community. It is a result of the tremendous expertise, effort, and diligence of many individuals, particularly the tireless work of the Return to Campus Task Force. The heart and humanity of the administrators, faculty, staff, and students who comprised this task force ensured that this plan reflects the very best of what we can offer our students and our community during one of the most significant and challenging moments in higher education. Thank you.

It is important to note that this plan was created at and for a particular moment in a highly volatile and ever-changing public health crisis. At the time of the submission of this document, COVID-19 cases are rising nationwide—most alarmingly as schools reopen—and the number of travelers from states who require quarantine upon entry into New York State continues to grow and shift. In keeping with our commitment to be responsive to ever-changing conditions, we reserve the right to amend this plan when necessary as we move toward and through the coming academic year.

Finally, as a result of this process and our ongoing commitment to safeguarding the health and safety of our on- and off-campus communities, this plan provides for the creation of the Director of Public Health Emergency Preparedness at Ithaca College. This position, held by Christina Moylan, who holds a doctorate in public health policy from the Johns Hopkins Bloomberg School of Public Health, will be responsible for directing the implementation of our campus response to COVID-19, monitor our compliance with the New York Forward plan, and advise the senior leadership team regarding our response to the pandemic. Dr. Moylan has been a key part of the formulation of our return-to-campus plan, serving as a member of the Health and Safety Advisory Group, a subset of the college's Return to Campus Task Force.

I want to close by reiterating my deep gratitude to the college's Return to Campus Task Force, and to the many faculty, staff, students, families, and community members who shared their thoughts at all stages of the development of this plan; our partners and local officials at the city, town, and county level; members of our regional medical community; and for the strong guidance provided at the state level by the Department of Health and the Regional Control Rooms. Finally, Ithaca College's membership in and collaboration with the institutions that comprise the Commission on Independent Colleges and Universities in New York has been critical to our ability to craft a comprehensive, thoughtful framework for our return to campus in the coming academic year.

Sincerely,

A handwritten signature in black ink, appearing to read 'SC', followed by a long horizontal line extending to the right.

SHIRLEY M. COLLADO
PRESIDENT



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Reopening Plan

The Ithaca College Reopening Plan was developed by the Return to Campus Task Force and associated subgroups throughout the late spring and summer of 2020. The task force assessed contingencies and alternative scenarios so that, as this pandemic crisis continues to evolve, Ithaca College would be able to remain nimble and adapt our plans as necessary and prudent. Our goal was to create both a smooth transition back to campus and a positive collegiate and employment experience for our Ithaca College community.

This reopening plan reflects our best approximation at the time of plan submission of how campus will operate in compliance with New York Forward guidelines in the coming academic year. It is purposely designed with flexibility in mind so that we can quickly adapt to the unpredictable COVID-19 situation. Ithaca College will amend our approach as needed and will continue to prioritize the health and safety of our campus community members in our decision-making processes.

Return to Campus Task Force

Return to Campus Task Force members included the following:

- Co-Chair, Rosanna Ferro, Vice President for Student Affairs and Campus Life
- Co-Chair, La Jerne Terry Cornish, Provost and Senior Vice President for Academic Affairs
- Tim Carey, Associate Vice President for Facilities, Finance and Administration
- Guilherme Costa, Vice President, General Counsel and Secretary to the Board
- Odalys Diaz Piñero, Chief of Staff, Office of the President
- Bill Guerrero, Vice President for Finance and Administration
- Doreen Hettich-Atkins, Director for Strategic Planning and Administration, Student Affairs and Campus Life
- Bill Kerry, Director of Public Safety and Emergency Management, Student Affairs and Campus Life*
- Christina Moylan, Associate Dean, School of Health Sciences and Human Performance*
- Tim Ryan, Assistant Director of Environmental Health and Safety, Student Affairs and Campus Life*
- Dr. Ellyn Sellers-Selin, Medical Director, Student Affairs and Campus Life*
- Bob Wagner, Chief Communications Officer, Office of the President
- David Weil, Associate Vice President for Information Technology, Finance and Administration

In addition, four members of this task force (*) met as the Health and Safety Advisory Group.

PURPOSE AND CHARGE

The Return to Campus Task Force was charged with ensuring that the appropriate health and safety guidelines are incorporated into all aspects of our college operations as we move ahead. The task force developed protocols, practices, and guidelines in accordance with federal, state, and local regulations that we will implement for as long as is necessary to restore residential and in-person instruction for the fall that is as safe as reasonably possible. This included determining the answers to such questions as what classes, teaching, work, living, dining, and other campus interactions might look like in keeping

with the ongoing guidance of state and local officials as well as national public health experts.

TASK FORCE STRUCTURE

The Return to Campus Task Force was guided by a steering committee comprising key leaders from across campus who brought expertise and experience in areas critical to a safe and smooth reopening process. They were accountable for ensuring the committee charge was met.

SUBGROUPS

Ten subgroups were formed to focus on specific critical content areas and populated by faculty and staff who brought deep knowledge and subject-matter expertise to their assigned subgroup. Each subgroup was guided by a member of the steering committee, ensuring connectivity and alignment with the broader goals of the task force.

- Academic and Classroom Planning
- Athletics and Recreational Sports
- Campus Dining
- Campus Programming, Events, and Student Engagement
- Communications
- Counseling, Health, and Wellness Services
- Educating for Social Responsibility
- Facilities Management and Operations
- Faculty and Staff Return to Work
- Residential Life and Housing

HEALTH AND SAFETY ADVISORY GROUP

The Health and Safety Advisory Group served as a resource to all the subgroups as they developed their recommendations and were critical in the final review for all health and safety plans for the college. They also played a key role in determining how Ithaca College would collaborate with local, state, and federal health organizations; provide testing as appropriate for students, faculty, and staff; develop a plan for testing containment, surveillance, and contact tracing; assess and treat active illnesses; and develop a plan for quarantine and isolation procedures as needed.

Designated Personnel

The primary executive/owner/operator of the higher education institution (e.g., university president), or another party designated by the executive/owner/operator (in either case, the Responsible Parties), shall be responsible for meeting these standards. The designated party can be an individual or group of individuals responsible for the operations of the higher education institution.

The college has designated Christina Moylan, Ph.D., to serve as the director of public health emergency preparedness. Dr. Moylan previously served as the associate dean for our School of Health Sciences and Human Performance and holds degrees in public health. Dr. Moylan will direct the implementation of the campus response to COVID-19 as described in this document and any forthcoming addendums that may be required to be responsive to the pandemic. A smaller task force of representatives from key areas of the institution will be identified to support Dr. Moylan's efforts, along with action groups of specific expertise as needed.

Responsible Parties must designate a campus safety monitor whose responsibilities include continuous compliance with all aspects of the higher education institution's reopening plan.

Assuring continuous compliance with the Ithaca College reopening plan will be the responsibility of the director of public health emergency preparedness.

Responsible Parties should designate points of contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication. Coordinators should be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution.

The main contact will be Ellyn Sellers-Selin, M.D., medical director. Dr. Sellers-Selin will work closely with the Tompkins County Health Department, Cayuga Health Systems, Cornell University, Tompkins Cortland Community College, and other governmental authorities as needed to be responsive to positive cases. Dr. Sellers-Selin will also coordinate with the Ithaca College Communications Team to facilitate necessary announcements to the campus community and public.

Responsible Parties should designate a central point of contact(s), which may vary by activity, location, shift, or day, responsible for receiving and attesting to having reviewed all screening activities, with such contact(s) also identified as the party for individuals to inform if they later are experiencing COVID-19-related symptoms of COVID-19 exposure, as noted on the questionnaire.

Designated human resources personnel will receive and attest to having reviewed screening activities for employees; the Hammond Health Center will manage this same process for students.



Reopening

A. Capacity

A1. CAMPUS REPOPULATION

A1.1 EMPLOYEES

Following the complete shutdown of campus in mid-March, Ithaca College has provided limited access to campus in accordance with New York State guidelines. Throughout the summer, the following phases of campus repopulation have already occurred:

- **Phase Zero:** Only those designated as essential personnel on campus.
- **Phase One:** Faculty who could only do their research from campus, personnel needed to be on campus to plan students' return to campus, and facilities and custodial staff required for cleaning, rearranging, and preparing spaces (e.g., cleaning, making signs, developing protocols, modifying workspaces and classrooms, etc.). This included all essential personnel plus additional identified

research faculty and staff needing to continue their research in on-campus laboratories.

We plan to offer our first COVID-19 testing date to the campus community on August 14. Employees from Phase Zero and Phase One will be invited to test on this day, in addition to any students who have arrived in the area.

On August 18 and 19, all remaining employees planning to access campus in the fall and off-campus students who have arrived in Ithaca will participate in a mass testing event in our Athletics and Events Center. Once individuals are cleared by Cayuga Health Systems (conducting the testing) to return to campus, they will be permitted to access campus based on the operating procedure that each business unit/office has established for the fall.

A1.2 STUDENTS

On June 24, Governor Cuomo signed an executive order requiring individuals traveling into New York State from states with a high incidence of COVID-19

transmission to quarantine for 14 days upon their arrival in New York. This presents a significant challenge for Ithaca College as we do not have the resources or infrastructure to manage quarantining either on campus or off campus for the large number of students affected by this order. As a result, we have made the difficult decision that residential on-campus students who have not remained in New York during the summer and whose permanent address is in a state on New York's mandatory quarantine list will need to take their classes remotely until the state of their permanent address is removed from the New York mandatory quarantine list.

While we continue to monitor the situation, students from these states will not be permitted to move into residence halls or to engage in in-person instruction or other campus activities. Off campus students may access campus provided they submit the New York State Traveler's Health Form and satisfy the requirement for completing a 14-day quarantine within New York State.

We are planning to welcome back students from states not on the New York mandatory quarantine list in groups. This schedule was developed to accommodate our move-out process from the spring 2020 semester that still needed to be completed during the summer months, as well as in coordination with Cornell University and Tompkins Cortland Community College to prevent a large, sudden influx of students into the Ithaca area. More specifically, student return will be phased as follows:

- **Group 1:** Graduate physical therapy students who need to participate in PT Boot Camp and all essential student employees such as residence advisors (RAs), dining, and information technology. **Friday-Saturday, August 28-29**
- **Group 2:** First-year students and transfers, as well as students who have been requested to arrive by their academic department because they are in a class or major that includes hands-on learning starting the first week of instruction. **Friday-Sunday, September 4-6**
- **Group 3:** Students who have been requested to arrive by their academic department because they are in a class or major that includes hands-on

learning starting in week two. This will also be the beginning of a phased-in return of athletes.

Friday-Saturday, September 11-12

- **Group 4:** Students who have been requested to arrive by their academic department because they are in a class or major that includes hands-on learning starting in week three. **Thursday-Saturday, September 17-19**
- **All others:** Additional dates for which students may schedule move-in and/or testing appointments. **Friday-Saturday, September 25-26; Friday, October 2.**

This gradual return of our students will also allow us to test our safety plans and our new classroom protocols and technologies. This means that some instruction in our actual classrooms (for those faculty whose primary course delivery method includes "on the ground" instruction) will begin as early as September 8 for specific populations of our students. This will give us an opportunity to consider how physical distancing will affect our in-classroom interactions, to test our streaming capabilities (where needed and appropriate), and to see how we might need to further amend our practices before the full repopulation of campus.



A2. PHYSICAL DISTANCING STRATEGIES

A2.1 TRAFFIC FLOW

To reduce face-to-face and bi-directional foot traffic, most buildings, and some key interior locations where possible, will have one entrance, while all other doors will be designated as “exit only” (all doors will be available as exits in the case of fire or other emergency). The college will place rope and stanchion barricades in appropriate locations, as well as reminders of CDC guidelines for physical distancing. Where multiple stairways exist within a building, at least one stairway will be designated for traffic going up and others designated for traffic going down. Signage will be posted in all buildings indicating that six feet of distance must be maintained between persons. Additionally, physical distancing floor markers, identified areas that are acceptable for seating, as well as the distribution of furniture in congregation areas will be implemented.

A2.2 SIGNAGE

The Office of Facilities, in collaboration with all building coordinators, has developed signage that is not only appropriate to the pandemic but also Ithaca College-brand specific. More specifically, signage will include visual cues for the following:

- Reminding people to stay home if they feel sick.
- Covering the nose and mouth with an acceptable face covering.
- Locations where face coverings can be found if one is needed.
- Proper storage and, when necessary, disposal of personal protective equipment (PPE).
- Adhering to physical distancing instructions.
- Reporting symptoms of or exposure to COVID-19, and how to do so.
- Following hand hygiene and cleaning and disinfection guidelines.
 - › Reminding people that visibly soiled hands should be washed with soap and water and that hand sanitizer is not effective on visibly soiled hands.
- Following respiratory hygiene and cough etiquette.
- Indicating traffic flow, including entrances and exits to buildings.
- General campus navigation.

Signage will be prominently displayed at building entrances and other strategic locations. Particular

attention will be afforded to signage in high-traffic areas and areas where individuals congregate (e.g., lines for dining halls, student services, etc.).

Concentrated signage will be posted in restrooms illustrating and explaining proper handwashing techniques and physical distancing.

A room diagram for each classroom or meeting space will be provided that observes physical distancing measures for a lecture-style configuration in each classroom or meeting space. The locations of acceptable seating will be marked by stickers on the floor.

A3. PERSONAL PROTECTIVE EQUIPMENT AVAILABILITY

The Facilities Management and Operations Subgroup conducted a survey of all business units in June 2020 to determine PPE-related needs to either procure through a centralized process or produce ourselves on campus. Based on the results of this survey, Ithaca College plans to procure and warehouse sufficient hygiene and sanitation supplies, as well as PPE, for academic year 2020-21.

A4. QUARANTINE AND ISOLATION CAPACITY

For our residential students, the college reserved 138 single-bed rooms with private bathrooms in Emerson Hall, an on-campus residence hall, for isolation or quarantine. In addition, the college plans to secure local hotel rooms to be able to flex capacity should additional rooms be needed. Ithaca College will supply students with dining, sanitation, medical, mental health, and academic support services as needed for residential students in Emerson Hall or those placed in local hotels.

For our off-campus students, quarantine or isolation will occur in their own housing. Students in isolation or quarantine must remain at home, preferably in their own room, and may not access campus or the broader Ithaca community.

It may be possible for students to travel to complete isolation or quarantine in their home outside of Ithaca if they do not have to access public or mass transportation for travel. This option will be considered on a case-by-case basis in consultation with the Tompkins County Health Department.

Employees will complete quarantine and isolation in their own home, with guidance from the Tompkins County Health Department.

A5. LOCAL MEDICAL CAPACITY

A5.1 HAMMOND HEALTH CENTER

Located on the Ithaca College campus, the Hammond Health Center (HHC) is the primary health center for all undergraduate and graduate students. HHC works with partners on campus, such as the Center for Counseling and Psychological Services (CAPS) and the Center for Health Promotion, as well as community partners, such as Cayuga Health Systems, to serve the health and wellness needs of students.

HHC employs the services of a variety of health professionals including:

- 4 physicians
- 2 physician assistants
- 1 nurse practitioner
- 8 registered nurses
- 1 x-ray technician
- 2 licensed clinical laboratory technologists,
1 laboratory assistant

At this time, HHC is serving students with a combination of telehealth and limited on-campus appointment times. When fully operational, HHC is

typically open Monday to Friday beginning at 8 a.m. and closed at 5 p.m. On weekends, HHC is open on Saturdays from 11 a.m. to 4 p.m. and is closed on Sundays. Two Thursdays a month, HHC is closed, with no services available from 11:30 a.m. to 1:00 p.m. It is closed during this time period for all staff meetings as well as for case conferencing with CAPS service providers.

HHC uses the MyICHealthCenter web portal for students to sign up for appointments, and it uses a digital experience check-in for appointments (Check-In Kiosk). While the number of appointments available for students varies by day due to practitioner availability, typically the available times for student appointments is split, about half for same-day appointments and about half for prescheduled, routine appointments. In order to minimize risk of COVID-19 exposure while at the HHC, the clinical staff will be seeing well students in the morning and will then transition to seeing ill students by late morning/early afternoon.

There are no charges for most of the services provided at HHC. All Ithaca College students are required to have some sort of health insurance coverage. Students insured through family or a spouse are not required to purchase the college-sponsored health insurance.



A5.2 CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

Located on the Ithaca College campus, the Center for Counseling and Psychological Services (CAPS) promotes and fosters the academic, personal, and interpersonal development of Ithaca College students by providing short-term individual, group, and relationship counseling, crisis intervention, educational programs to the campus community, and consultation for faculty, staff, parents, and students. Our team of licensed and license-eligible professionals values inclusivity and is dedicated to creating a diverse, accessible, and welcoming environment that is safe and comfortable for those we serve and interact with.

At this time, CAPS is serving all clients via Telehealth. We use a HIPAA-compliant, encrypted Zoom account. We will be providing services online through the fall semester to ensure the safety of students and CAPS staff. All services are conducted in compliance with state licensing requirements. Counselors will work with students to make sure services can be provided within existing state boundaries and according to applicable regulations. For students who choose to remain remote from campus, if their state does not allow counselors from Ithaca College to offer services, CAPS will help to identify a counselor in their home state.

CAPS can also be responsive to urgent needs, and students can be seen the same day for Same Day Crisis Services (SDCS). SDCS are not counseling sessions; instead, these brief appointments are designed for assessment of crisis, problem-solving, and recommendations. Any need for continued counseling can be scheduled for future appointments. On weekends and after 5 p.m., students can access our after-hours services by calling the main CAPS phone number (607-274-3136). By following the prompts, students will be connected to a live, licensed mental health counselor who can contact the CAPS director if there is an emergency. In addition, the Office of Public Safety at Ithaca College is available to address life-threatening situations 24 hours a day.

A5.3 CAYUGA HEALTH SYSTEM

Cayuga Health System (CHS) is an expanded, integrated health-care system that serves the entire

region and will serve as a critical partner in responding to COVID-19. CHS has operated a COVID-19 sampling center in the community for months and brings significant expertise to the testing process. Cayuga Medical Center (CMC), one of its main hospitals, is located approximately 10 minutes from the Ithaca College campus.

CMC houses 212 beds, employs over 1,500 health-care professionals, and has a medical staff of more than 200 affiliated physicians. It is a not-for-profit, acute-care medical center bringing state-of-the-art diagnostic and treatment services to the residents of Tompkins, Cortland, Seneca, and Tioga counties.

A6. AVAILABILITY OF SAFE TRANSPORTATION

The college is reserving several small and large passenger transportation vans from its existing fleet to provide transportation to medical appointments or quarantine/isolation for students with suspected or confirmed COVID-19. Safety protocols will include the following:

- Depending upon the size of the van, no more than two students will be transported at a time.
- The driver will have a face covering, and the driver's area will be sealed with several layers of transparent heavy plastic to protect the driver during transport.
- The passenger will be seated in the rear row and wear a face covering and gloves, and windows will be open for air flow, weather permitting.
- The van will be disinfected in compliance with CDC protocols using EPA-approved disinfectants following each use.

B. Personal Protective Equipment

B1. PLANS FOR PROVIDING FACE COVERINGS

The college will follow all Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and state and regional guidelines for face coverings.

Face coverings will be required on campus at all times when indoors and in situations where six feet

of physical distance cannot be maintained (exceptions to this requirement: personal offices with only one occupant, student residential hall rooms with a roommate, and while seated to dine in a designated dining area). Employees or students with medical concerns will be asked to contact the Office of Human Resources or Student Accessibility Services, respectively, to determine possible reasonable alternatives.

The college will provide all employees and students with three cloth, reusable, and cleanable face coverings at the beginning of the fall semester. Replacement face coverings will be available if/as needed in various locations on campus, and personally procured face coverings are acceptable to wear. Acceptable face coverings will include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandanna) or surgical masks.

In certain departments where face covering use causes them to need more frequent replacement (e.g., facilities, dining, certain academic disciplines, etc.), additional face coverings can be requested from the college's warehouse as needed.

The Office of Environmental Health and Safety will assess any workplace activities that require a higher degree of protection due to the nature of the work to determine if N95 respirators or other PPE must be used in accordance with industry standards and OSHA guidelines. If so determined, employees *must* wear more protective PPE due to the nature of their work, in compliance with OSHA standards.

The Office of Environmental Health and Safety will also provide consistent guidance to the campus community regarding how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to appropriate face coverings. All employees, including student employees, will be required to watch an online training that covers proper donning and doffing of PPE.

B2. FACE SHIELDS

We do not anticipate that face shields will be required in most circumstances. However, there are some instances where close physical contact between individuals is required (e.g., athletic

training, dining, Hammond Health Center, or clinic spaces such as occupational therapy, physical therapy, and likely some other disciplines), and face shields may be appropriate. Face shields are not a substitute for face coverings, though, and must be worn in conjunction with face coverings. Face shields are being produced on campus by the Ithaca College Print Shop.

B3. PLEXIGLASS BARRIERS

Plexiglass barriers will be installed in customer-facing offices (e.g., Information Technology Help Desk, Campus Center Information Desk, Dining Services locations, Student Financial Services, Office of the Registrar, etc.). Plexiglass transaction shields will be installed where necessary in retail and resident dining locations. In addition, special requests from business and academic units for plexiglass barriers will be accommodated wherever possible.

Final determination of plexiglass barrier locations will be made by the Office of Environmental Health and Safety. The Ithaca College Office of Facilities procured and crafted—with assistance from the IC Print Shop—most plexiglass barriers for the campus community.

B4. GOWNS, GLOVES, AND OTHER PPE NEEDS

We do not anticipate that gowns will be required in most circumstances. However, there are some instances where close physical contact between individuals is required (e.g., athletic training, Hammond Health Center, or clinic spaces such as occupational therapy or physical therapy). In such instances, the college will provide gowns as needed.

As with gowns, most circumstances will not require the use of gloves. Gloves are not required for disinfecting workstations. Gloves are mainly recommended for individuals working with chemicals (e.g., facilities personnel, chemistry labs, etc.) or where close physical contact between individuals is required (e.g., athletic training, dining, Hammond Health Center, or clinic spaces such as occupational therapy, physical therapy, and likely some other disciplines). In such instances, the college will provide gloves as needed.

C. Return to Campus Testing

C1. TESTING REQUIREMENTS PRIOR TO RETURNING TO CAMPUS

C1.1 EMPLOYEES

All essential workers, as defined by New York State guidelines, or symptomatic employees can currently obtain a COVID-19 test by accessing the drive-through testing facility staffed by Cayuga Health Systems available at the Shops at Ithaca Mall. The college is planning to conduct a pilot mass testing event on campus on August 14, with all remaining employees who plan to have an on-campus presence in the fall accessing testing at the Athletics and Events Center on August 18 and 19.

C1.2 STUDENTS

All students will be strongly encouraged to obtain a COVID-19 test at home approximately two weeks prior to arriving in Ithaca. In addition, students will be asked to voluntarily self-quarantine for 14 days before returning to campus, even if the COVID-19 test is negative. Students from states that are not on New York's mandatory quarantine list who complete these steps may proceed to campus. We note that students may be traveling from areas where robust testing is not available. We strongly encourage students to obtain testing; however, we will not prohibit a student from returning to campus if testing is not available in their location.

Students who have a positive COVID-19 test are expected to seek guidance from their primary care provider and remain in isolation for a minimum of 10 days since symptoms first appeared and have not had a fever for at least 24 hours, without the use of fever-reducing medications, and that any other symptoms have improved. It is possible that isolation could be longer depending upon the severity of symptoms. Once the student is released by their local health department from isolation, and the student is in a state that is not on New York's mandatory quarantine list, the student can proceed to campus.

C2. TESTING PROCESS UPON RETURN

C2.1 EMPLOYEES

We are planning to test employees with an on-campus presence in the fall on August 14, 18, and 19. There will be no cost to employees for testing. The

testing process will be the same as what is described for the students in Section C2.2.

Employees who are symptomatic for COVID-19, should contact their primary care provider for evaluation and testing options. See Section J (Monitoring) for further information.

C2.2 STUDENTS

Upon arriving on campus, all students will be tested for COVID-19 using polymerase chain reaction (PCR) nasopharyngeal swabs for appointment-based walk-through testing in the Athletics and Events Center. Testing will be staffed by the Cayuga Health System. The swab will be taken while the student is seated in a chair, in an area with fabric walls to ensure privacy. Swabs will be labeled and stored per established protocol and will be couriered to the Cayuga Medical Center for testing. Family members, caretakers, or move-in helpers will not be permitted to accompany students through testing nor can they seek testing for themselves. There will be no cost to students for the testing.

Off-campus students will be required to obtain testing on a day that the walk-through testing is available.

Antibody testing will not be used as the validity of test results is inconsistent, and it is unclear whether antibodies in fact confer immunity.

Students who become symptomatic for COVID-19 after their initial test may seek testing by contacting the Hammond Health Center for next steps. See Section J (Monitoring) for further information.

C3. QUARANTINE PROCESS PENDING TEST RESULTS

Students must quarantine in their residence hall room or in their off-campus housing until Cayuga Health Systems notifies the college that the student is cleared to access campus. Students must remain in the room and may not access the remainder of the residence hall (except to use bathroom facilities) or the broader campus community until such clearance is received. Residential students will be provided with their first three meals at check-in to take to their quarantine location. If quarantine must be extended, additional meals will be arranged and provided by Dining Services.

Off-campus students must remain in their housing and may not access campus or the broader Ithaca community until Cayuga Health Systems notifies the college that the student is cleared.

Roommates may not quarantine in the same residential room pending testing results. We are strongly recommending that roommates coordinate and plan to arrive on campus on different days to the extent possible. If a roommate has already arrived on campus, the college will secure hotel rooms, at our cost, in the Ithaca area where self-quarantine can occur safely until the test results are available. Students with cars or families dropping off students will be asked to transport themselves to the hotel once testing is complete. The college will arrange for transportation back to campus once Cayuga Health Systems clears the student to access campus.

Residential students who are not cleared to return to campus will be placed in isolation, which may require a temporary relocation to a different residence hall or local hotel arranged by the college. Students must remain in isolation until release is approved by the Tompkins County Health Department. Ithaca College will provide support to ensure that daily needs (e.g., food, medication) are met.

C4. REPEAT TESTING

A positive test during the move-in process may require additional confirmatory testing with Cayuga Health System or Hammond Health Center. There will be no cost to the student if additional confirmatory testing is required. The college will provide support and guidance in how this re-testing process will occur on a case-by-case basis.

C5. NOTIFICATION OF TEST RESULTS

Test results typically take approximately 24 hours to be shared. Cayuga Health System will notify any student who tests negative. Once the college is notified that the student is cleared to access campus, students will be released from quarantine and be approved for on-campus participation. A Tompkins County Health Department (TCHD) employee will notify any student who tests positive and will initiate contact tracing. TCHD will also notify the county of the student's home residence to initiate contact tracing for that community as well. If testing results



are positive, the student will be placed in isolation at housing designated by Office of Residential Life staff (on-campus isolation residence hall site or hotel location) and evaluated via a telemedicine consultation with a Hammond Health Center provider. Additional confirmatory testing with Cayuga Health System or Hammond Health Center may be required.

C6. ENFORCEMENT

Residential students will not be able to obtain their student identification card or access their room if they do not comply with testing requirements upon arrival to campus. Students will be responsible for making their own arrangements for accommodations at their own cost until they comply with pre-testing requirements.

Off-campus students who do not comply with initial or ongoing testing requirements will have certain institutional privileges suspended (e.g., ability to add/drop courses, library usage, dining usage, access to card swipe buildings, classrooms, or labs) and be subject to campus judicial action and/or removal from campus.

D. Residential Living

D1. CAPACITY LIMITS

All residence halls have been de-densified to limit capacity to a maximum of two students in a residence hall room. All quad (four-person) and triple rooms have been reduced to doubles. In addition, the college has reserved Emerson Hall (138 single beds) solely for quarantine and isolation.

D2. ENHANCED CLEANING AND DISINFECTION

Please see Section I for information on cleaning and disinfection protocol for residential living areas.

D3. APPROPRIATE PHYSICAL DISTANCING

D3.1 KITCHENS AND LOUNGES

As limited dining capacity means that students will need access to the kitchens to warm food, common kitchens and lounges will remain open for student use. Also, students with special accommodations who are released from the dining plan need to be able to cook their meals. All shared utensils will be removed from kitchens to avoid the sharing of kitchen supplies.

Given concern that closing lounges would instead promote students socializing in smaller locations like individual rooms and hallways in more tightly confined spaces, the college instead intends to focus on educating students regarding how to utilize these spaces in a more safe manner by following these guidelines:

- Students must wear face coverings in residence hall common areas and any time they are outside of their specific room/apartment (except when showering, brushing their teeth, or cleaning their face).
- Capacity will be posted in all lounges.
- Additional trash cans will be provided in the common areas.
- Hand sanitizers will be added in each residential laundry room.
- In residence halls with only one kitchen, an additional microwave will be added to a lounge.

D3.2 BATHROOMS

Changes instituted in residence hall bathrooms include the following:

- Use of educational signage to encourage physical distancing, handwashing, and students assisting with bathroom cleanliness.
- Encouraging the use of every other sink to comply with physical distancing guidelines.
- An increase in restroom cleaning and disinfection, according to the schedule defined in Section I3. In addition, every residence hall bathroom will be supplied with paper towels and a spray bottle containing disinfectant to enable students to sanitize sinks, faucets, etc., prior to each use.

D4. USE OF ACCEPTABLE FACE COVERINGS IN COMMON AREAS

Students will not be required to wear a face covering while in their residential hall room with their assigned roommate (considered to be a member of their “household”).

Students will be required to wear face coverings in hallways and all common areas within the residential hall. Also, when using the restroom, students are expected to wear face coverings except when showering, brushing their teeth, or cleaning their face.

D5. RESTRICTIONS ON NON-ESSENTIAL GATHERINGS AND ACTIVITIES

Students will be strongly discouraged from any non-essential gatherings. Any gatherings that do occur must comply with Ithaca College policies and any local, state, and federal guidelines in force at the time. The Residence Hall Housing Agreement signed by students has been modified to reflect this requirement.

D6. LIMITED ACCESS BY STUDENTS TO OTHER RESIDENTIAL HALL SPACES

D6.1 STUDENT ACCESS TO RESIDENTIAL FACILITIES

Only students assigned to a residence hall will be allowed in the building. Card access is already set so that only the students living in a residence hall can enter the building with their identification

card. The Residence Hall Housing Agreement signed by students has been modified to reflect this requirement.

D6.2 VISITOR ACCESS TO RESIDENTIAL FACILITIES

Visitors will not be permitted in residential facilities. The Residence Hall Housing Agreement signed by students has been modified to reflect this requirement.

D7. SPECIAL HOUSING CONSIDERATIONS

D7.1 IMMUNOCOMPROMISED STUDENTS

Students will use the established Special Housing Accommodation Process with Student Accessibility Services if specialized housing needs exist due to COVID-19.

D7.2 ISOLATION AND QUARANTINE

See Sections A4, O, and P regarding isolation and quarantine facilities.

D8. MODIFIED RULES

The Residence Hall Housing Agreement has been modified to reflect new rules related to COVID-19 consistent with Ithaca College policies and local, state, and federal guidelines. In addition, a new Community Agreement will be signed by residential and off-campus students.

The college will also create a COVID-19-specific incident report tool that can be accessed online for students/faculty/staff/community members to submit incident reports regarding violations of the Community Agreement. Students who are found to be in violation of the health and safety guidelines may face any of the following levels of judicial actions:

- **First-Level Intervention** – Verbal warning (may come from resident advisor, faculty/staff member, etc.)
- **Second-Level Intervention** – Documentation followed by notice of alleged violation from the Office of Student Conduct and Community Standards – no judicial record or sanction
- **Third-Level Intervention** – Referred to the Office of Student Conduct and Community Standards – written warning and educational sanction if found responsible

- **Fourth-Level Intervention** – Referred to the Office of Student Conduct and Community Standards – full range of sanctioning if found responsible

Violations of the guidelines, including off-campus conduct that is detrimental to health and safety, will be subject to disciplinary action in accordance with the Student Conduct Code.

Violations of the Community Agreement by employees will be addressed through the standard Office of Human Resources disciplinary process for faculty/staff.

E. Operational Activity

E1. ACADEMIC OPERATIONS

E1.1 CLASS SCHEDULE MODIFICATIONS

As described earlier, we plan to welcome students back to campus in groups. Campus will be fully operational with in-person instruction by Monday, October 5, unless we are required to take a different course of action to respond to the pandemic. In-person instruction will continue for students through Tuesday, November 24. Instruction and coursework will be remote from Monday, November 30, through the last day of classes, Monday, December 14. Finals will be held remotely beginning Tuesday, December 15.

Courses will be offered in four instructional models in the fall semester as follows:

- **100% On Campus Required:** The class must meet in person and all students must attend in person. This method will be reserved for classes with accreditation or regulation-related requirements, or classes with hands-on equipment-related student learning objectives that cannot be delivered remotely. Students will need to review the guidance from faculty about the first four weeks of the term, September 8–October 5, and when to expect to meet remotely and when to expect to meet in person.
- **Online Asynchronous:** The class meets online with no specific days or times specified beginning September 8.

- **Online Synchronous:** The class meets online on particular days and times beginning September 8. These days/times can be found on the course schedule under Instructor/Meeting Times.
- **Hybrid: Online with F2F option:** The class has in-person elements but is accessible to students who are attending fully online. Students attending on campus will need to review the guidance from faculty for when to expect to meet remotely and when to expect to meet in person (for non-remote students), beginning September 8.

Updating our fall classes to these four types will give much-needed flexibility to those students who will be attending remotely, and it will help alleviate the space shortage resulting from COVID-19 physical distancing requirements.

Day-to-day pedagogy will remain the jurisdiction of faculty. They will retain the flexibility they would typically have in a semester to use their scheduled course meeting time to consult individually with students, to hold small-group learning experiences, to facilitate a whole-course discussion, to execute a lab or simulation, or to lecture (just as examples). More substantive flexibility regarding course delivery will be determined via consultation among faculty and their chair and dean. Pedagogical choices during this pandemic semester may be influenced by factors such as the following:

- Classroom layouts
- Accreditation requirements
- The percentage of students who physically can be in a classroom at a given time
- The options available for meeting student learning outcomes
- The kinds of activities normally offered in a given class meeting that might require face-to-face dialogue that would be better executed in online breakout rooms

E1.2 USE OF HYBRID: ONLINE WITH F2F INSTRUCTION

Ithaca College will have approximately 220 learning spaces with audio and streaming technology to support hybrid learning by fall 2020. Thirty-three (33) of our classrooms have preexisting video conferencing capabilities. Additional classrooms will be equipped as follows:



- Adding 97 additional learning spaces with integrated video conferencing capabilities
- Adding 31 spaces with new meeting-room-style capabilities (not as integrated, more limited but will have microphone and video capabilities)
- Creating 56 spaces to leverage new portable video conferencing capabilities
- Making available a small pool of additional portable equipment for checkout or loan

This will facilitate de-densification strategies identified by faculty members (i.e., permit some students to be face-to-face in the classroom while others are engaging remotely) and will also assure academic continuity for students who may need to be absent from class due to being a suspected or confirmed COVID-19 case.

E1.3 PHYSICAL DISTANCING

Ithaca College will not be removing furniture from classrooms due to the cost of off-campus storage and a lack of labor to execute the removal and then the subsequent return of the furniture. Instead, room diagrams are being developed for each classroom to provide guidance to faculty and others using classrooms on proper spacing. In addition, either stickers on floors or chairs will be used to denote acceptable seats to occupy to maintain appropriate physical distancing.

E1.4 FACE COVERINGS

In addition to physical distancing, faculty and students must wear face coverings in the classroom. Employees or students with medical concerns should contact the Office of Human Resources (HR) or Student Accessibility Services (SAS), respectively, to determine possible reasonable alternatives. Certain classes may require additional personal protective equipment (PPE) based on the nature of the course content. In these cases, faculty and students must comply with requirements for additional PPE or reasonable alternatives identified by HR, SAS, and/or the Office of Environmental Health and Safety.

E1.5 ADDITIONAL HEALTH AND SAFETY MEASURES

The following expectations will also be in place related to the classroom:

- Faculty, staff, and students must complete the daily screening prior to departing their residential hall room or coming to campus, and may not be in the classroom if they are exposed to COVID-19 or if they are showing any COVID-19 symptoms.
- Faculty and students must follow all recommendations regarding traffic flow for entering and exiting a classroom.
- Faculty and students should bring their own dry erase markers or other personal supplies to the classroom.
- No personal items should be left in the classroom.
- Six feet of physical distance must be maintained whenever possible, unless a closer distance with heightened personal protective equipment is approved to satisfy a required academic component.
- Classroom items (desks, mouse, computer, equipment, etc.) should be cleaned with college-provided disinfectant at the beginning of class and between each use if any items are shared in the classroom. Disinfectant supplies should not be removed from the classroom.
- To the extent possible and where appropriate, faculty should use electronic means for course materials, testing, and submitting assignments to minimize contact and the sharing of paper.
- A common statement regarding minimum health and safety guidelines will be provided to faculty to include in all syllabi.
- To the extent possible, seating charts should be created, with students seated in the same seat

every class period and attendance taken every time the class meets.

Finally, face-to-face coursework with the potential to be a super spreading event should request assistance and will receive support from the Office of Environmental Health and Safety to identify necessary personal protective equipment.

E2. BUSINESS OPERATIONS

E2.1 FLEXIBLE WORK ARRANGEMENTS

Ithaca College will consider flexible work arrangements for employees whenever possible, including but not limited to the following:

- Establishing staggered shifts, whenever possible, for faculty and staff to work on campus to reduce density in offices and workspaces and allow for proper physical distancing.
- Using a compressed work week, which allows faculty and/or staff to work the 37.5-hour week (or 40 hours depending upon the position) over a shorter period of working days. The most common arrangement is four 10-hour days instead of five 8-hour days.
- Reducing the amount of time faculty are on campus to those days/times faculty are teaching in person. Class planning and scholarly research should be done remotely whenever possible.

In addition, business units are encouraged to restrict face-to-face meetings for all employees whenever possible. Office hours, student advising sessions, and faculty and/or staff meetings should be conducted virtually. When face-to-face meetings are unavoidable, they should occur in spaces where six feet of distance is allowed, 50% capacity is not exceeded, and all parties are required to wear face coverings.

E2.2. PHYSICAL DISTANCING

All business units will also be expected to change work practices and procedures to maintain adequate physical distancing and encourage the following:

- Choose phone, email, or videoconference interactions instead of face-to-face interactions whenever possible, even when offices are close by (e.g., same building, floor, corridor).
- Develop self-service alternatives to face-to-face interactions.



- Consider closing or avoid congregating in break rooms, kitchen areas, or conference rooms. In these shared spaces, six feet of physical distance must be maintained, 50% of capacity cannot be exceeded, and all occupants should wear face coverings. Any touched surfaces or equipment must be cleaned and disinfected before and after use.
- Encourage employees to eat at home or in their own offices and to bring their own coffee or other drinks as food and beverages should not be shared among employees.

The Office of Facilities, in collaboration with building coordinators, will also provide signage reminders in shared offices and lobbies regarding expected compliance with safety behaviors.

E3. DINING

Dining locations will have separate entrances and exits identified to prevent patrons from crossing when entering and exiting facilities. All dining areas on campus will be de-densified to comply with the six feet of physical distance required by New York State guidelines. We are planning to have additional seating areas for diners in Emerson Suites, Glazer Arena in the Athletics and Events Center, other locations across campus, and possibly some exterior tents. All dining offered on campus will be served (no self-serve of any items) and will be in a grab-and-go/pickup container. Order-ahead services will be utilized in retail locations on campus where possible.

Space limitations in kitchens and service areas on campus will impede the ability for culinary staff to keep the required six feet of physical distance regularly. Therefore, staff will be required to use PPE as determined necessary by the Office of Environmental Health and Safety, including face coverings at all times, when working on campus. Dining staff shift changes will be managed or staggered as best as possible to maximize physical distancing.

E4. EMPLOYEE TRAINING

HR, in conjunction with Office of Environmental Health and Safety, will offer a COVID-19 training compliant with CDC, OSHA, and any other relevant rules and regulations that all employees, including student employees, must complete prior to returning to work.

On a day-to-day level, business units will provide proper training to all employees on the use of shared areas, equipment, and cleaning of surfaces they often use.

E5. TRAVEL POLICY

E5.1 EMPLOYEE TRAVEL

All Ithaca College-sponsored travel by employees requires new approval. Any employee with an existing approved travel authorization form must seek reapproval from their respective vice president or dean by submitting a new travel authorization form. Employees should not travel on college business to locations where they do not feel comfortable going.

College travel is prohibited to countries with a CDC Warning Level 3 Travel Health Notice – Avoid All Non-Essential Travel. All Ithaca College employees who return to the United States after having traveled through or from countries with a CDC Warning Level 3 will be required to self-quarantine for a minimum of 14 days after last being in the Level 3 country before they will be allowed to return to the Ithaca campus. Employees who choose to travel to a CDC Warning Level 3 country for non-college travel will be required to use paid time off to self-quarantine.

Domestic travel during the semester is strongly discouraged, and employees will be encouraged to be

mindful of federal and state travel restrictions or requirements for quarantine as these may change over time. Employees who are self-quarantining should discuss flexible work arrangements with their supervisors. If not able to work remotely, employees will be expected to use paid time away while in quarantine following domestic travel unless under an order of quarantine or isolation from the Tompkins County Health Department. All employees are strongly encouraged to consult both New York State and CDC guidance before traveling domestically.

Employees will be encouraged to reconsider travel to non-Ithaca College professional meetings and/or conferences. In all instances, individuals should consider use of technology, such as Zoom videoconferencing, rather than in-person meetings.

In addition, Ithaca College will ask that employees reconsider personal travel plans to locations that may have recently been affected by COVID-19. The status of individual locations, as reported by the CDC, is changing rapidly and may be reclassified during travel, creating potential travel issues and the possibility of required self-quarantine upon return.

E5.2 STUDENT TRAVEL

Ithaca College has suspended our London Center and ICNYC programs as well as all affiliated study abroad programs for the 2020-21 academic year. The Roy H. Park School of Communications LA Program was suspended for fall 2020 but will resume in the spring 2021 semester unless pandemic conditions require that it be suspended.

Ithaca College's existing travel policy does not permit student travel to countries with a U.S. Department of State travel warning or to countries where the college's insurance carrier will not provide coverage. The college may permit exceptions to this travel policy after a review of the purpose of the proposed travel, the arrangements for safety and security, and the time to be spent at the destination. The Office of International Programs is responsible for the development and implementation of procedures for the review and approval of any exceptions to this policy.

In the case of approved travel to a destination under a U.S. Department of State travel warning,

employees, students, and their parents/guardians must sign waivers releasing the college from liability, acknowledge having read and understood the U.S. Department of State travel warnings regarding the destination country, confirm their agreement to comply with the rules, regulations, and directives of the appropriate authorities of the country, and commit to register their travel and contact information with the United States Embassy.

To assure medical and political/security evacuation coverage for individuals to travel to countries with warnings, the college may be required to share the travel information with the college's insurance carrier in advance of approved travel. Employees, students, and their parents/guardians should note that the carrier may not provide insurance or services for the destination country; costs not covered by the insurance carrier will be the responsibility of the employee, student, and/or parents/guardians.

F. Restart Operations

F1. CLEANING AND DISINFECTION

The Office of Facilities has maintained cleaning and disinfection protocols during the period of shutdown, where appropriate, given use and access to buildings. As the campus repopulates, cleaning and disinfection will occur in accordance with the protocols outlined in Section I of this document.

F2. RESTARTING VENTILATION AND WATER SYSTEMS

The Office of Facilities has ensured that mechanical systems and HVAC are functioning as designed and has worked within the designs of these systems to optimize the ventilation in all buildings. Facilities has continued to treat spaces as occupied since the campus was closed in March, with some restrictions where possible. General building exhaust has been running 24 hours per day, and demand control ventilation has been overridden and spaces are being treated as fully occupied, which is bringing in as much outside air possible (the amount depends on the season and outside air temperatures). Mechanical run times were extended past normal

operating hours to allow for more conditioning of air. Set point temperatures for rooms were changed in some instances to allow for the possible increase of outside air intake. Staff focused on ensuring that filters were changed, that the cleanliness of outside air intakes was maintained, and that mechanical systems worked as designed. Where possible, we are replacing traditional filters with MERV filters.

Water faucets in all buildings have been turned on periodically to assure that the water supply is fresh and safe for campus opening.

F3. CONTRACTOR AND VENDOR POLICY

Restarting campus operations will also include permitting contractors and vendors to access campus. The following procedures will be used to facilitate compliance with health and safety guidelines:

- **Revisable Online Notice:** This notice will be hosted on the Procurement website, incorporated into new contracts, included in online purchase order terms and conditions, and displayed with physical signage at front (Danby Road), back (Coddington Road), and facilities/warehouse (Farm Pond Road) entrances.
- **Content of Notice:** The content of the notice will indicate that anyone accessing campus is required to abide by online safety protocols and the on-site Vendor Registration System. It will also advise of the expectations for their business practices outside of their presence on campus.

- **Visitor Registration System:** Vendors/business invitees will be advised to register in advance of arrival and upon arrival, including all stops if multiple locations are involved. Receiving staff will be instructed to confirm with vendor that they have registered.
- **One-Time Mass Communication:** Ithaca College will communicate these new policies via Marketplace to all vendors, advising them to review the online notice.

G. Extracurriculars

G1. CAMPUS EVENTS AND PROGRAMS

Access to our campus will be limited to current members of the Ithaca College community (students, faculty, and staff) and those who have been invited by the college as approved by a vice president. Scheduled visitors, such as vendors, contractors, or affiliates, will be permitted with vice president approval in order to continue critical business operations on campus.

Large admissions and athletic events will not occur. Prospective students and student-athletes may access campus through scheduled visits; however, parties will be limited to the student and one family member. Visits will be outdoors, face coverings and physical distancing will be required, and there will be limited or no access to buildings.



Large gatherings and events will not be permitted on campus in fall 2020. This decision will be revisited for the spring 2021 semester based on current New York guidelines. Smaller extracurricular meetings and events may be hosted by campus community members, although the preference is that these occur remotely whenever possible. When face-to-face meetings are unavoidable, they must occur in spaces that allow for six feet of physical distancing, and all parties are required to wear face coverings. All event sponsors will be required to follow all state health and safety guidelines, including room capacities and setup, to maintain physical distancing. Each event must have a health and safety point person, designated by the event sponsor, on site.

An Event Approval Committee will be responsible for approving event requests to ensure there is a centralized schedule of events on campus, to prioritize the use of spaces, and to ensure the organizing group has sufficient health and safety protocols in place to conduct the event.

G2. ATHLETICS

Ithaca College has suspended fall athletics competition in alignment with the Liberty League announcement that it will also be canceling all league competition and championships through December 31, 2020. Athletic teams may continue to practice with their teams, under heightened health and safety guidelines.

H. Vulnerable Populations

H1. EMPLOYEES NOT RETURNING TO CAMPUS

Employees may request consideration for remote work arrangements via their supervisor and/or the Office of Human Resources. Depending upon the nature of the request, this may involve medical documentation, which will be kept confidential. It may also require discussions with various parties including the Office of Human Resources, deans, chairs, supervisors, and/or the Office of Environmental Health and Safety, depending upon the nature of work for the employee. It is also possible that particular functions that are not student- or

customer-facing may be assigned to remote working assignments to decrease density on campus.

H2. STUDENTS NOT RETURNING TO CAMPUS

For students who elect not to return to campus due to health or safety concerns, every effort will be made to provide them with remote learning opportunities. However, it may be possible that some coursework can only be completed in a face-to-face environment due to accreditation or other requirements, in which case a student's progress toward a degree may be delayed until such coursework can be completed face-to-face. In addition, not all courses may be able to be delivered in a dual environment due to technology and space limitations. This may require that students rearrange their courses for a given semester and/or delay their progress toward a degree until the coursework can be completed either face-to-face or at another institution if petitioning for transfer credit is permissible for that course under Ithaca College policies.

I. Hygiene, Cleaning, and Disinfection

I1. ACADEMIC BUILDINGS AND CLASSROOMS

The Facilities Academics Team is responsible for all academic, administrative, athletic, and support facilities on campus. This team also handles unique facilities such as the Athletics and Events Center pool, the Hill Center cadaver lab, Hammond Health Center, the Center for Natural Sciences laboratories, locker rooms, and other spaces. Pandemic cleaning protocols for these areas are as follows:

- “Touch points” in all academic buildings are one of the highest priorities to be disinfected throughout the day and include the following:
 - › Entranceways, light switches, door handles, sinks, drinking fountains, handrails, desks, counters, chairs, and elevator buttons
- Restrooms will be cleaned and disinfected daily across campus. Touch points will be disinfected in restrooms of known occupied buildings on weekends.
- Public spaces and gathering spaces will be cleaned and disinfected daily across campus.

Note that due to staffing limitations, intensive cleaning of academic and administrative buildings cannot occur seven days per week. A more specific schedule of scheduled cleanings of academic buildings and classrooms is as follows:

TASK	TIMES PER WEEK	
	Pre-COVID-19	Post-COVID-19
RESTROOMS		
Disinfect Toilet Bowls	5	7
Disinfect Urinals	5	7
Clean and Disinfect Sinks	5	7
Mop Restroom Floors	5	5
Restock Soap, Paper Towels, and Toilet Paper	5	7
Empty, Clean, and Disinfect Sanitary Napkin Disposal Container	5	7
Sanitize Restroom Partitions and Doors	2	7
Clean Mirrors	5	5
General Restroom Monitoring ¹	7	7
OFFICES AND OTHER SPACES		
Clean Doors, Frames, and Hardware	5	1
Empty Trash Containers in Public Spaces	5	5
Replace Trash Can Liners (as required)	5	5
Clean Water Fountains	5	5
Monitor Area and Remove Debris	5	5
Clean/Vacuum Floors in Public Spaces	5	5
Sweep Stairwells and Landings	5	1
Damp Mop Stairs and Landings	2	1
Classroom Desks	5	5

Classroom Floors	5	2
Classroom Whiteboards/Chalkboards (washing)	5	1
Mop Hard Floors in Public Areas ²	5	3
Clean/Snow Removal/Salt Application at Entranceways (within 20 feet of building) ²	5	5
Vacuum Carpets in Private Offices and in Cubicle Areas	2	Monthly
Dust Mop Hard Floors in Private Offices	2	Monthly
Damp Mop Hard Floors in Private Offices	2	Monthly
Dust Accessible College-Owned Office Furnishings	2	Monthly
Dust Horizontal Surfaces	2	Monthly
Remove Trash in Private Offices ³	2	0
Clean Entrance Mats	2	1
Dust Vertical Surfaces	2	Twice monthly
Breakroom/Kitchenette (except refrigerator, microwave, and oven) Maintenance Direct work order request for special cleaning	5	5
Shampoo/Extract Carpets All Areas	Twice annually	Once annually
Power Wash Entryways	Twice annually	Once annually
Window Cleaning (external) Summer	Once annually	Once annually

NOTES

- 1 - Major restrooms will be checked and monitored daily
- 2 - Weather dependent
- 3 - For more frequent trash removal, trash should be placed outside of office doors or in public spaces.

Most classrooms will be equipped with disinfecting solution and paper towels to enable faculty and staff to wipe down their workspaces before and after use.

12. PERSONAL OFFICE SPACES

Office cleaning will only occur on a monthly basis during pandemic periods so that custodial efforts can be applied to residence halls, common areas, and restrooms. Employees will be asked to place their trash and recyclables in public receptacles or outside their office door for pickup. Faculty and staff who wish to request a one-time cleaning can submit a work order via the Maintenance Direct portal on the apps.ithaca.edu website.

Forward-facing offices will be equipped as needed with plexiglass barriers, and supplies to clean these locations will be provided by the college upon request.

13. RESIDENTIAL

The Residential Facilities Team will execute the following hygiene and sanitation tasks daily:

- “Touch points” in all residential buildings are one of the highest priorities to be disinfected throughout the day and include the following:
 - › Entranceways, light switches, door handles, sinks, drinking fountains, handrails, desks, counters, chairs, and elevator buttons
- Restrooms in residence halls will be cleaned and disinfected twice daily.
- Public spaces and gathering spaces will be cleaned and disinfected daily across campus.

Note that due to staffing limitations, intensive cleaning of all residential buildings cannot occur seven days per week. A more specific schedule of cleanings for residential facilities is as follows:

TASK	TIMES PER WEEK	
	Pre-COVID-19	Post-COVID-19
RESTROOMS		
Clean and Disinfect Toilet Bowls	7	14
Clean and Disinfect Urinals	7	14
Clean and Disinfect Sinks	7	14
Sweep and Mop Restroom Floors	7	14
Restock Soap, Paper Towels, and Toilet Paper	7	14

Empty, Clean, and Disinfect Sanitary Napkin Disposal Container	7	14
Clean Mirrors	7	14
Clean Bathroom Door Frames and Hardware	2	7
Clean Doors and Touch Plates	7	14

OFFICES AND PUBLIC SPACES		
Empty Trash Containers in Public Spaces	7	7
Replace Trash Can Liners (as required)	7	7
Complete Lounge Cleaning including Edging	7	7
Clean Water Fountains	7	14
Monitor Public Areas and Remove Debris	5	7
Monitor Balconies	5	7
Vacuum Floors in Public Spaces	5	3

14. RESTROOMS

The Office of Facilities will focus daily efforts in academic and administrative buildings on restrooms and commonly touched surfaces. Hand dryers in restrooms will be turned off with signage to inform patrons that they have been rendered inoperable; paper towel dispensers will be added to such locations.

Restrooms in residence halls will be cleaned and disinfected twice daily.

15. DINING SERVICES

15.1 CLEANING FREQUENCY AND LOGS

Regular cleaning is already the protocol in Dining Services during every shift and meal period. Upon reopening, all cleaning products will be EPA-approved as effective against COVID-19. Cleaning logs will be kept in every dining facility on campus, which will be maintained by on-site managers and supervisors. Facilities (not Dining Services) will be responsible for additional daily cleanings of

restrooms and common areas, and their supervisors will keep and maintain these cleaning logs.

15.2 HAND WASHING AND SANITIZING STATIONS

Hand washing and hand sanitizing stations already exist in all campus dining facilities for staff use. Ithaca College will install at least one additional hand sanitizing station in the entryway of each campus dining facility for patrons. Signage, including prominent posters throughout the dining preparation and serving locations on campus, will be posted to reinforce hygiene and sanitation procedures.

15.3 CLEANING OF SHARED OBJECTS AND MATERIALS

Any seating area indicated as reserved for campus dining will be cleaned and disinfected after every use. Seating in the dining areas will have signs to indicate when the table and chair have been cleaned and disinfected (and are thus available for use). Staff will be identified and charged with cleaning and disinfecting any common areas and items (including door handles).

Culinary equipment will be cleaned after use by every employee. Industrial grade dish-washing machines are utilized in the three largest dining facilities on campus and will be used to clean utensils and other equipment after use.

16. COLLEGE-OWNED VEHICLES

For department-specific vehicles (e.g., athletics), the Office of Facilities will advise on cleaning protocol, but these tasks will need to be executed by individual departments. Individuals who normally clean these vehicles will assume this role.

The college rental fleet vehicles will be disinfected by the transportation shop once they are returned to the service garage.

17. SPECIALIZED ASSET PRESERVATION

In instances where unique products are needed for asset preservation (e.g., musical instruments, scientific lab supplies, etc.), individual departments will identify, procure, and utilize such products.



18. PROMOTION OF HAND AND RESPIRATORY HYGIENE

Hand sanitizer dispensers, using an alcohol-based hand sanitizer containing at least 60% alcohol, will be located in all campus building lobbies and in other strategic locations. There will also be signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water and that hand sanitizer is not effective on visibly soiled hands. Furthermore, campus community members should be aware that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas on campus.

Signage demonstrating proper health and safety practices (reminders on proper hand washing, PPE usage, physical distancing, coughing etiquette, etc.) will be placed in numerous locations throughout the campus. Particular attention will be afforded to signage in high-traffic areas and areas where individuals congregate (lines for dining halls, student services, etc.). Concentrated signage will be posted in restrooms illustrating and explaining proper handwashing techniques and physical distancing.

The Community Agreement, to be signed by all campus community members, also includes an expectation of compliance with hand and respiratory hygiene policies and procedures.



Monitoring

J. Testing Responsibility

J1. RESPONSIBILITY FOR PURCHASING TESTING

The college is committed to financially supporting on-campus testing of employees and students. Should additional funding be required during the academic year, this will be addressed by the Division of Finance and Administration and the Institutional Effectiveness and Budget Committee. The Ithaca College Board of Trustees will also be engaged as required.

J2. ADMINISTERING TESTING

J2.1 EMPLOYEES

Employees with symptoms should not come to campus. If the Cayuga Health System drive-through testing facility is still available at the Shops at Ithaca Mall, then employees should use that facility for testing. If it is not, then employees should contact their health care provider for instructions regarding how to obtain testing.

All on-campus employees will participate in surveillance testing that will occur throughout the semester administered by Cayuga Health System and will occur on campus.

J2.2 STUDENTS

The Hammond Health Center will conduct testing of symptomatic students as needed and will work closely with Cayuga Health System.

J3. NOTIFICATION OF TEST RESULTS

In the case of a positive result for employees or for students, the Tompkins County Health Department will notify the individual, and the campus medical director will also be notified. The Tompkins County Health Department will initiate contact tracing, and Ithaca College employees will assist with this process as requested. The campus medical director will engage with appropriate administrators at the college to initiate isolation and enhanced cleaning protocols.

J4. SCREENING

See Section N for a detailed discussion of daily screening protocols.

K. Testing Frequencies and Protocols

K1. TESTING FREQUENCY

Surveillance testing will occur throughout the semester. The exact frequency will be determined in coordination with Cayuga Health System as their staff will be supporting the testing process, unless another monitoring mechanism is identified.

K2. TESTING CONDITIONS

K2.1 EMPLOYEES

Any employee exhibiting symptoms consistent with CDC guidelines for COVID-19 should seek testing either at the drive-through facility at the Shops at Ithaca Mall or from their own health care provider.

K2.2 STUDENTS

The Hammond Health Center will conduct testing of students exhibiting symptoms consistent with CDC guidelines for COVID-19 during hours of operation. After hours, students may seek advice on testing from local urgent care centers or the Emergency Department at Cayuga Medical Center.

K3. SURVEILLANCE TESTING AND MONITORING

Surveillance testing will occur throughout the semester and be administered by the Cayuga Health System, unless another monitoring mechanism is identified.

L. Early Warning Signs

The Tompkins County Health Department is closely monitoring the number of positive cases of COVID-19 in our community and is requiring local primary care providers to supply a daily tally of patients presenting with symptoms consistent with COVID-19. Hammond Health Center staff will be supplying the daily tally of symptomatic Ithaca College students seen by health center clinicians to the Tompkins County Health Department as well. Ithaca College's medical director will maintain close communication with Tompkins County Health Department staff to assess for warning signs that suggest untraceable community spread is imminent.

In addition, the college will monitor regularly other early warning signs such as absenteeism, isolation and quarantine capacity, supply chain disruptions, and COVID-19-related expenditures.

M. Tracing

The Tompkins County Health Department (TCHD) will have the primary responsibility for contact tracing. Ithaca College's medical director will serve as the contact person on campus for TCHD.

In addition, approximately 15 Ithaca College employees have been trained using the Johns Hopkins Bloomberg School of Public Health contact tracing modules and can be tapped as needed to assist the TCHD.

N. Screening

All members of the campus community are encouraged to educate themselves about COVID-19 symptoms and will be screened every day before they will be permitted to come to campus. Campus members will receive an email reminder each morning prompting them to complete the electronic screening. A paper-based screening will also be available to individuals without access to email. The screening will ask questions regarding exposure to COVID-19-positive individuals and whether they are experiencing any COVID-19 symptoms themselves. Specific medical information will not be collected or stored. Anyone answering "yes" to the questions must remain off campus and should connect with a health care provider, which may be via telemedicine or a visit to a primary care physician if the person is an employee or the Hammond Health Center if the person is a student. Supervisors and department offices will be notified of individuals who demonstrate a pattern of not completing the daily screening for additional follow-up.



Containment

O. Isolation

01. ISOLATION OF SYMPTOMATIC INDIVIDUALS

01.1 STUDENTS

For our residential students, the college is reserving 138 single-bed rooms with private bathrooms in Emerson Hall, an on-campus residence hall, for isolation or quarantine. In addition, the college plans to secure local hotel rooms to be able to flex capacity should additional rooms be needed.

For our off-campus students, isolation will occur in their own housing. Students in isolation must remain at home, preferably in their own room, and may not access campus or the broader Ithaca community.

It may be possible for the students to travel to complete isolation in their home away from Ithaca if they do not have to access public or mass transportation for travel. This option will be

considered on a case-by-case basis in consultation with the Tompkins County Health Department.

01.2 EMPLOYEES

The Tompkins County Health Department will notify any employee who is COVID-19 positive. Ithaca College's medical director will also be alerted. Employees will complete isolation in their own home (or another location of their own choosing in compliance with Tompkins County Health Department orders).

01.3 DURATION OF ISOLATION

Isolated individuals must comply with any Tompkins County Health Department orders and Ithaca College policies regarding the duration of isolation. In general, for persons recovered from COVID-19 illness, CDC recommends that they remain in isolation for a minimum of 10 days since symptoms first appeared and have not had a fever for at least 24 hours, without the use of fever-reducing medications, and that any other symptoms have

improved. It is possible that isolation could be longer depending upon the severity of symptoms.

02. SUPPORT SYSTEMS FOR ISOLATED INDIVIDUALS

02.1 STUDENTS

Ithaca College will provide students in Emerson Hall, or those isolated in local hotels should Emerson fill to capacity, with daily checks and dining, sanitation, medical, mental health, and academic support services as needed.

02.2 EMPLOYEES

The Tompkins County Health Department will provide guidance to employees required to isolate. Employees are also encouraged to access the **COVID-19 Employee Resources** available on the Office of Human Resources webpage.

P. Quarantine

P1. QUARANTINE OF EXPOSED INDIVIDUALS

P1.1 STUDENTS

For our residential, on-campus students, the college is reserving 138 single-bed rooms with private bathrooms in Emerson Hall, an on-campus residence hall, for isolation or quarantine. In addition, the college plans to secure local hotel rooms to be able to flex capacity should additional rooms be needed.

For off-campus students, quarantine will occur in their own housing. Students in isolation or quarantine must remain at home, preferably in their own room, and may not access campus or the broader Ithaca community.

It may be possible for the students to travel to complete isolation or quarantine in their home away from Ithaca if they do not have to access public or mass transportation for travel. This option will be considered on a case-by-case basis in consultation with the Tompkins County Health Department.

P1.2 EMPLOYEES

The Tompkins County Health Department will notify any employee who is considered a close contact of a positive case of COVID-19. The Ithaca College medical director will also be alerted. Employees will complete quarantine in their own

home (or another location of their own choosing in compliance with Tompkins County Health Department orders).

P1.3 DURATION OF QUARANTINE

Quarantined individuals must comply with any Tompkins County Health Department orders and Ithaca College policies regarding the duration of quarantine. In general, the CDC recommends that quarantined individuals stay home for 14 days after their last contact with a person who has COVID-19. Individuals should monitor themselves for fever (100.4°F), cough, shortness of breath, or **other symptoms** of COVID-19. If possible, they should also stay away from others, especially people who are at **higher risk** for getting very sick from COVID-19. Individual circumstances may vary.

P2. SUPPORT SYSTEMS FOR QUARANTINED INDIVIDUALS

P2.1 STUDENTS

Ithaca College will provide students in Emerson Hall, or those quarantined in local hotels should Emerson fill to capacity, with daily checks and dining, sanitation, medical, mental health, and academic support services as needed.

P2.2 EMPLOYEES

The Tompkins County Health Department will provide guidance to employees required to quarantine. Employees are also encouraged to access the **COVID-19 Employee Resources** available on the Office of Human Resources webpage.

Q. Students Confirmed or Suspected to Have COVID-19

Q1. PROVISION OF MEDICAL CARE AND OTHER HEALTH SERVICES

Students will have access to some medical care services, as described earlier in this document, from Hammond Health Center. Due to resource limitations, these services are not available to employees, and they should seek needed care from providers in the local community. It is important to be aware that some services will not be offered by Hammond Health Center this academic year due to

COVID-19. Students and their families are encouraged to read and understand the [Frequently Asked Questions](#) webpage about Hammond Health Center services prior to arriving on campus.

Q2. PROVISION OF MORE ADVANCED MEDICAL CARE

The Hammond Heath Center does have a limited scope of practice, which is articulated on the [webpage](#) and in the [Frequently Asked Questions](#), for operations during COVID-19. If students need more advanced medical care, we will help connect them with providers in the local community based on specialty, with urgent care when Hammond Health Center is closed, or with Cayuga Medical Center for hospital care.

R. Hygiene, Cleaning, and Disinfection

R1. NOTIFICATION TO OCCUPANTS

In the case of a confirmed COVID-19 case, the medical director will notify the director of public health emergency preparedness, who will initiate a protocol to notify all impacted parties, which may include residential hall residents, academics, dining facilities, and other campus locations. In addition, the Senior Leadership Team and the Core Emergency Response Team will be apprised of COVID-19 activity on a regular basis.

R2. CLEANING AND DISINFECTION

In the case of a confirmed or suspected COVID-19 case, the college will temporarily remove from service areas that individual occupied (e.g., residential hall room, classroom, dining, etc.) based on guidance from the Tompkins County Health Department.

The Office of Facilities will follow CDC protocol for cleaning and disinfecting after persons suspected/confirmed to have COVID-19 have been in a facility. More specifically, facilities will wait 24 hours before cleaning and disinfecting contaminated areas, if possible. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the infected persons, focusing especially on frequently touched surfaces.

If it has been more than seven days since a person who is suspected or confirmed to have COVID-19 has visited or used a facility, additional cleaning and disinfection will not occur. However, routine cleaning and disinfection will continue.

All Office of Facilities employees receive yearly trainings with Office of Environmental Health and Safety staff and are instructed on the proper use of PPE and procedures for using any and all approved cleaning chemicals. Standard procedures are followed, which comply with OSHA regulations.

S. Communication

S1. ELECTRONIC

All plans and protocols will be available to the campus community and the public on the college's [Coronavirus Updates](#) webpage and [Return to Campus](#) webpage in an ADA-compliant manner.

S2. PAPER

A paper copy will be available in the Office of Human Resources to review upon request.



Shutdown

T. Operational Activity

IC's president and Senior Leadership Team will make decisions regarding any changes to the college's operational activity and shutdown in accordance with guidance from federal, state, or local government authorities and our own warning metrics.

T1. PROCESS FOR OPERATIONS TO BE DECREASED, SCALED BACK, OR RAMPED DOWN

Many of our academic and business functions are prepared to shift to a remote environment relatively quickly. For areas that cannot function remotely, a critical step will be determining the number of students and employees who need to remain on campus. Therefore, one priority will be to work with the Office of Residential Life to determine the number of students who are not able to leave campus. A second priority will be to work with the various business units with functions critical to business continuity that cannot work remotely to

determine staffing that must remain present on campus. Once this information is known, operations and staffing will be scaled appropriately. We anticipate that such decisions would impact a variety of areas such as health services, libraries, social gatherings and campus events, travel, and dining.

Using Dining Services to provide a more specific example of the process to scale back operations, the Campus Center Dining Hall will be the target unit to remain open for service for remaining students and employees, but with reduced hours of operation. The Ithaca Bakery location will also remain open for retail service with reduced hours. Dining employee equipment and other supplies will be gathered at the Campus Center and Terrace Dining Hall loading docks while students are leaving campus.

T2. PROCESS FOR OPERATIONS TO BE SHUT DOWN

Campus buildings and on-site services will be closed and access restricted in compliance with federal, state, or local orders. All campus units will be advised

to be prepared for a shutdown and sudden shift to a remote working environment. If a shutdown must occur, it will be communicated to employees and students via our typical communication channels, which include email announcements, webpages, social media, and meetings.

Essential personnel, as defined by federal, state, or local orders, will be permitted to access campus where possible to maintain our physical infrastructure and also to provide daily supports to students who have not been able to vacate campus.

T3. PROCESS FOR OPERATIONS TO BE CONDUCTED REMOTELY

T3.1 ACADEMIC CONTINUITY

Our faculty spent the summer preparing for a return to campus in the fall with the understanding that a move to a remote teaching format during the semester may be required. More than 200 faculty members participated in a summer institute, Flexible by Design, hosted by our Center for Faculty Excellence. The five modules offered during the institute focused on the following:

- Sustaining Values and Principles through Disruptions
- Enhancing Significance by Aligning Course Elements
- Engaging Learners in Multiple Modalities
- Building Learning Communities across Space and Time
- Pulling a Flexible Course Together

Our Information Technology systems and services have been sized to fully support a return to remote instruction and has a continuity plan in place to provide continued support in the event we return to all-remote instruction. Remote learning will be supported through our learning management system, Sakai, although it is common for faculty to augment Sakai with other electronic learning tools. We are also prepared to provide loaner laptops to students or faculty without such technology available in their home environment. Other supports are also available and explained on the college's [**Keep Teaching**](#) and [**Keep Learning**](#) webpages.

It is possible that, due to accreditation or other regulatory requirements, there are aspects of an

academic course that cannot be offered remotely. In this case, the faculty members, department chairs, and deans' offices will determine how to best provide remaining instruction to students. This may need to occur at a future date or through a substitute or alternative experience.

T3.2 BUSINESS OPERATIONS CONTINUITY

Many of our employees will already be working remotely during the academic year to facilitate physical distancing and de-densification of campus. All campus units have been advised and are prepared for shutdown and a sudden shift to a remote working environment. If a shutdown must occur, it will be communicated to employees and students via our typical communication channels, which include email announcements, webpages, social media, and meetings.

We are also prepared to provide loaner laptops to employees without such technology available in their home environment. Other supports are also available and explained on the college's [**Working Remote**](#) webpage.

U. Move-Out

U1. MOVE-OUT PROCESS

U1.1 MID-SEMESTER SHUTDOWN

Should campus need to be closed during the semester, the Office of Residential Life will be notified at least 24 hours before the shutdown notice is shared with students/families so that appropriate processes can be activated. The Office of Residential Life has created a pre-planned communication that is ready for use in the event that a mid-semester shutdown occurs.

The college will give students seven days, if possible, to vacate the residence halls. Students will be asked to pack and take all of their belongings with them. Since the college is limiting what students can bring to campus with them at the outset, we are hopeful that most students will be able to take all of their belongings with them at the time of move-out. Students who are not able to take their belongings will be instructed to take all essential items. The college will provide students with access to packing materials, and students will pack remaining items



and either have them shipped or label them and leave in their room for storage.

In addition, the Office of Residential Life will offer a campus housing exceptions process so that students can request to remain on campus if they have exceptional need. The IC Cares Student Emergency Relief Fund for students needing travel assistance will be available.

Students in quarantine or isolation will be provided instructions regarding the move-out process on a case-by-case basis, in collaboration with the Tompkins County Health Department (TCHD). If TCHD determines the student must remain on campus, the college will continue to provide the student with daily checks and dining, sanitation, medical, mental health, and academic support services until move-out can occur.

Similar to the move-in process, move-out helpers will not be permitted in residence halls, apartments, or other buildings on campus.

U1.2 THANKSGIVING BREAK

The college will close all residence halls *and* apartments from Thanksgiving break until spring opening. Students will be required to take home all academic material and laptops/computers to ensure the ability to complete the final three weeks of the

semester. They should also take all essential items including prescriptions, medications, travel documents, etc. The college will recommend that students take home all items from their room since we cannot guarantee a return in the spring. The college will require that any items the student cannot take home be packed in boxes and labeled, so we can easily ship them home if necessary.

Similar to the move-in process, move-out helpers will not be permitted in residence halls, apartments, or other buildings on campus.

U2. INTERNATIONAL STUDENTS

The Office of International Programs will coordinate with the Office of Residential Life and other partners on campus to support international students with travel documents (I-20s, DS-2029s, and travel signatures) or F-1 Visa questions in returning to their permanent home or another safe location. The IC Cares Student Emergency Relief Fund for students needing travel assistance will be available. The Office of Residential Life will have an exceptions process for students requesting to remain on campus if they are not able to return to their home away from Ithaca or do not have a place to go over break.

U3. OTHER STUDENTS UNABLE TO LEAVE CAMPUS

The Office of Residential Life will have an exceptions process for students requesting to remain on campus if they are not able to return to their home away from Ithaca or do not have a place to go over break. These students will have access to dining, sanitation, medical, mental health, and academic support services as needed.

V. Communication

V1. INTERNAL COMMUNICATION

Ithaca College has developed a comprehensive, coordinated plan to provide information to the college community about our return to campus efforts, including students and their families, staff, faculty, and the City of Ithaca and Tompkins County.

Website: The college's Return to Campus website includes details on our task force and reopening plan, health and safety guidelines, an archive of messages sent to-date, a feedback form, and a section for each target audience. Updates will be added to the site on a continuing basis, positioning it as the go-to source of information and insights on all things related to returning to campus. The Ithaca College homepage has a banner directing visitors to the site. "Return to Campus" has also been added to the college's main website navigation structure, making it easily accessible from any page on the college's site.

Virtual Campus Meetings: The college continues to host frequent virtual campus meetings with students, faculty, and staff to provide updates on our reopening plans and answer any questions/concerns.

Emergency Notification: The college can employ its Emergency Notification System (ENS) for any urgent messages (i.e., text, email, and phone).

Social Media: The college continues to share and amplify important updates on all social media channels as needed.

Additional Communications: Communications vehicles take the form of email messages from the president and college leadership team, video messages, articles

on the IC News site, blogs, podcasts, and infographics, as appropriate. All content will live on the website or will be pointed to from that site to appropriate host locations.

Operation Status Change: IC leadership will notify students and employees, via email, should the college need to scale back operations or reduce density on campus.

Campus Signage: As noted earlier in the plan under Section A2 (Physical Distancing Strategies), signage will be installed throughout campus to facilitate compliance by reducing density, increasing distance, and addressing traffic flow. We have outlined various types of signage needed to help campus community members adjust to these new patterns. Signage includes noting proper entrances and exits, use of stairwells and elevators, room occupancy, and new classroom layouts with physically distanced seating along with reminders. Smaller, downloadable versions of signs will be available for quick use along with full-scale replacement signage as needed.

Educating for Social Responsibility: Additional signage and messaging in various forms will focus on educating Ithaca College community members about health and safety expectations and social norms to be practiced. We will be encouraging our community to be part of the solution, asking them to take positive actions to keep our campus community safe and healthy.

V2. EXTERNAL COMMUNICATION

Community Partners: We are in frequent contact with the Tompkins County Health Department, local government officials, and representatives from Cornell University and Tompkins Cortland Community College as we work together to follow New York State recommendations and mandates, and to make decisions collectively, when possible, for the health and safety of the community.

Public At-Large: We will also be sharing updates directly with local community members and news media outlets, as needed, and communicating visitor policies to such external audiences as college suppliers/vendors.

