Siena College’s Marching Forward reopening plan outlines official campus policies, as well as the personal responsibility to be taken by students, faculty and staff. To effectively mitigate the opportunity for the virus to spread on campus, all community members must:

- Observe social distancing
- Wear face coverings
- Practice enhanced hygiene

These three rules form the core of our policy. We are committed to safely reopening our campus this August for an in-person college experience.

The Marching Forward page of the Siena website features specific information about protocols for move-in, changes to the course schedules and classroom learning, the modification of dining services and residence life, and more. There is detailed information for commuters, student athletes, and other specific audiences. Our Student Life team is also developing written communication for students and their families. A detailed personal pledge form that sets the conditions for reopening has been emailed to all students and must be completed and signed by August 2.

Central Point of Contact:
The College has designated a campus safety monitor, Lori Ehrensbeck (lehrensbeck@siena.edu) 518–782–6774, whose responsibilities include continuous compliance with all aspects of this reopening plan.

Due to the evolving nature of the regulatory landscape, this plan may be modified at any time. Any changes/updates to this plan will be updated on the College’s Marching Forward website (Siena.edu/MarchingForward).

I. REOPENING OF THE CAMPUS

A. CAPACITY

STUDENTS:
The College has developed a plan for an extended and phased move-in period to support public health guidelines. Our students will be assigned specific days and times to arrive on campus in order to reduce density on campus and especially in buildings.
Students who require the 14-day quarantine (e.g., those from high-risk states designated by New York state) will be the first to move on to campus August 3-5. The second group includes first-year students, who will arrive in staggered groups August 19 and 20. Returning students will begin their staggered move in process over three days, beginning August 21.

During move-in, traffic will be controlled at entrance points to the campus and a health screening, including a temperature check, will be required of all people coming on campus.

Student orientation will be offered in a hybrid format, with much of the training and information presented virtually. The College will also maximize the use of appropriate outdoor campus spaces by setting up tents in open areas to create additional multi-use spaces.

**EMPLOYEES - FACULTY, STAFF AND ADMINISTRATORS**

Most employees who have been working from home will gradually return to campus by the start of the Fall semester.

The College is currently bringing back to campus employees whose work is essential to opening the campus for students and cannot be done remotely. This list has been reviewed and approved by the Vice President prior to returning to campus.

Siena will continue to use a flexible return to workplace protocol so employees who can work remotely will continue to do so. Supervisors are creating groups of employees who will work together; maintaining consistent work partners will help minimize employee interaction, mitigate virus spread and help with tracing efforts.

Most employees who have been working from home will gradually return to campus by the start of the Fall semester.

As we get closer to opening for the Fall, employees will return to campus in phases so operational issues can be resolved before work activities return to normal levels. Each department should limit the number of employees and their hours on campus when starting this phase, to provide operations with the ability to adjust to the staffing changes.

This employee list should be reviewed and approved by their Vice President before an employees returns to campus. Each Vice President will consider the ability of employees to maintain social distance and/or the availability of PPE when determining whether employees will return to campus.

**B. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Face coverings will be provided by the College to all students, faculty, staff and administrators.

The College will provide two face coverings for each student and employee. Individuals are also permitted to use their own acceptable face coverings.
FACE COVERING REQUIREMENTS

INDOORS

Acceptable face coverings for the nose and mouth are required to be worn by all community members inside all classrooms and College buildings unless the person is alone, or with a roommate(s), inside their residence hall room, suite, or townhouse, or inside their office, or other private space.

An exception will be made while eating, but social distancing should still be observed, and the facial covering must always be used when stepping away from the table.

The Marcelle Athletic Complex and Alumni Recreation Center are currently closed pending New York state guidance on reopening workout facilities, at which point this policy will be amended to address protocol for face coverings while exercising.

OUTDOORS

Community members must also wear face coverings outdoors when six feet of distance from others cannot be maintained. When alone and outdoors, all individuals are expected to have a face covering with them at all times so it can be used if another person unexpectedly comes within six feet.

EMPLOYEE TRAINING

Required training on COVID-19, including training on proper usage of face coverings, hand washing guidelines and other protocols, is available to all employees through an on-line Skillsoft course called Safety Short: Coronavirus and COVID-19. (Siena.skillport.com).

STUDENT TRAINING:

All students will be required to complete the United Educators on-line course regarding COVID-19. The course will cover the essential preventative actions and best practices to protect individual health, and the health of others in the community. This training will be reinforced by additional videos, infomercials, and marketing and communication campaigns throughout the upcoming academic year.

C. TESTING/SCREENING

SCREENING FOR REOPENING

EMPLOYEES:

All employees are required to complete an on-line COVID-19 health screening questionnaire each day prior to coming to campus.
**STUDENTS:**

Students are required to complete a COVID-19 health screening form prior to their designated move-in day and will receive a temperature check upon arrival. Any student experiencing symptoms or answering yes to any screening question should not come to campus and should contact their health care provider for further information on COVID-19 testing. Siena would then require proof of a negative test prior to coming to campus.

All students are strongly encouraged to obtain a polymerise chain reaction (PCR) test prior to coming to campus to assess their own health and exposure to COVID-19. While testing is not a requirement for Siena, we strongly encourage students to be tested within 7–10 days prior to their arrival. The testing cost may be covered by health insurance. If not, the College will reimburse any student who chooses to be tested prior to returning to campus for all documented expenses incurred related to their PCR COVID-19 test.

**DAILY SYMPTOM MONITORING**

Each day students will be required to complete the daily symptom screening on the app provided by the College. Any student experiencing symptoms or answering yes to any screening question should:

- not come to campus and call health care provider, if a commuter;
- remain in their residence hall room and contact Health Services immediately if symptoms materialize during business hours, if a resident.

For questions after regular Health Services business hours, students may access a healthcare provider via St. Peter's Health Partners Virtual Visit telehealth.

If students require further information they may call Siena College Public Safety for further guidance. If there is an emergency, students may call 911 for EMS.

**DIAGNOSTIC TESTING FOR HIGH RISK POPULATIONS**

All international students (including Canadians), as well as students returning from states with high rates of infection listed on New York state’s COVID-19 Travel Advisory List, will be required to return to campus August 3–5 and quarantine for 14 days as per state regulations. Employees returning from states with high rates of infection must stay off campus for 14 days while they quarantine and should monitor their health per CDC guidelines. Students in quarantine will be tested between 7–14 days after arrival as part of the quarantine requirement. Even if a test shows no infection, the 14 day quarantine requirement will remain in place until the student is cleared by Siena’s Health Services staff and Albany County Department of Health.
DIAGNOSTIC TESTING FOR SYMPTOMATIC STUDENTS

Siena’s Health Services will offer diagnostic testing for students triaged and screened by Health Services who present with COVID-19 symptoms.

SURVEILLANCE TESTING

Siena will also have a COVID-19 surveillance testing program that randomly samples members of the campus community to assess the overall health of the campus population.

D. RESIDENTIAL LIVING

The College has developed a plan for on-campus residential living that lowers density by reducing occupancy in selected spaces. New/first year students will not be placed in increased occupancy triples, which will also reduce density in the designated residence halls.

The move-in process will be phased over several days. International students and students arriving from high-risk states that require a 14-day quarantine upon arrival to New York will be the first to move on to campus August 3–5. The second group includes the first-year students who will move in August 19 and 20. Finally, returning students will begin their staggered move in process starting August 21.

All students and family members entering campus for the move-in process will be screened and a temperature check will be conducted prior to entering campus buildings.

Most large lounge spaces in the residence halls have been repurposed as classrooms to accommodate physical distancing needs. Remaining communal spaces such as bathrooms, laundry rooms, etc., in the residence halls will have posted occupancy limits, and will be monitored by Community Living staff to ensure compliance.

Hand sanitizing stations have been installed in every residence hall entry area. The College will provide every student upon their arrival with face coverings and hand sanitizer for personal use on campus.

Custodial crews will conduct full cleanings of all communal restrooms, hallways, lounges, and high-touch surfaces twice daily, seven days a week. Nine additional housekeepers have been hired to assist in this effort.

RESTRICTIONS ON VISITORS TO RESIDENCE HALLS AND TOWNHOUSES

Students may not host off-campus visitors or guests, including family members, until further notice. Exception: Parents will be allowed on campus for medical or mental health emergencies. These campus visits must be coordinated with the Office of Community Living or Office requiring the presence of parents. Likewise, family members and guests of faculty, staff and administrators are prohibited from campus, as are all non-essential visitors. Only members of the campus community are allowed as visitors in residence areas. No overnight visits are permitted.
Occupancy Limits for Student Residential spaces: Only two guests will be allowed per living space over the normal occupancy of the space.

**THE MAXIMUM NUMBER OF PERSONS PERMITTED PER ROOM TYPE ARE AS FOLLOWS (INCLUDING RESIDENTS OF THE SPACE):**

- **6-PERSON HOUSE OR SUITE**
  - 2 VISITORS
  - 8 TOTAL
- **4-PERSON HOUSE, SUITE OR ROOM**
  - 2 VISITORS
  - 6 TOTAL
- **3-PERSON ROOM**
  - 2 VISITORS
  - 5 TOTAL
- **2-PERSON ROOM**
  - 2 VISITORS
  - 4 TOTAL
- **SINGLE ROOM**
  - 2 VISITORS
  - 3 TOTAL

Special housing considerations for students who self-identify as immunocompromised or who have an underlying health condition may be requested through the Office of Health Services and the Office of Community Living. The College will work with students to make appropriate housing accommodations, or will encourage the student to remain at home and receive online instruction. Live streaming technology will allow these students to effectively participate remotely in classes that are being offered in person.

**DINING**

- Seating for all three dining spaces – Lonnstrom Dining Hall, Casey’s/Starbucks, and Massry Dining Hall – will be at 50 percent capacity with tables spaced six feet apart, in compliance with New York state guidelines. Face coverings will be required except when seated at tables.
- Siena will be using GET Food as a new mobile ordering system for faster service.
- Additional seating for dining will potentially be expanded to include the Maloney Great Room in Sarazen Student Union, new picnic tables, and a tent on the Quad.
- Lunch with table service will be served at Massry Monday through Thursday.
- Per New York state guidelines, the following modifications to service will take place:
  - Single serve condiments packets
  - An option to take food to go from dining halls
  - Individually packaged, disposable flatware
  - Coffee/Juice/Milk will be served by a Siena Fresh beverage attendant in dining halls
  - New traffic flow patterns will be clearly indicated by floor markings
  - Siena Fresh staff will be required to wear face coverings and gloves at all times
  - Refined menus campus wide will allow for faster service
- The Library Kiosk will be closed until further notice
- Groceries at Bernie’s C-Store will not be available due to inability to social distance in the space.

**MARCHING FORWARD - SIENA COLLEGE PLAN TO RETURN TO CAMPUS-BASED OPERATIONS - FALL 2020**
E. ACADEMIC OPERATIONAL ACTIVITY

CLASSROOM CAPACITY

Classrooms will be restricted to 50 percent capacity, or students will be seated at least three feet apart, whichever amounts to lower capacity in a given room. The College will also hold classes in other spaces, such as the Sarazen Student Union and residence hall lounges. Acceptable face coverings will be required in all indoor classrooms and outside teaching tents that do not have all sides rolled up for cross-circulation and student desks less than eight feet apart.

MODIFICATION TO THE FALL 2020 SEMESTER

Classes for the fall semester will begin on Monday, August 24. The last day of classes will be Thursday, November 19 with Reading Day on Friday, November 20. Final exams will be held November 21–25.

The daily class schedule has also been adjusted for safety reasons. The time between classes has been extended to 20 minutes to allow for spot cleaning of high-touch areas in classrooms and to ease congestion in the hallways. There will no longer be a mid-day free period.

MODIFICATION TO COURSE DELIVERY

Students can expect a mix of course delivery methods in the coming semester. The Siena faculty have been working diligently to ensure that every course maintains Siena’s commitment to an Education for a Lifetime in whatever format necessary.

Approximately one-quarter of all courses will be delivered either completely on-line or remotely this fall.

Technology required to provide live-streaming of classes is being installed for the start of the Fall semester. This technology will allow students to effectively participate remotely in classes that are being offered in person.

LABS

These instruction settings will be restricted to 50 percent capacity or students seated at least three feet apart, whichever amounts to lower capacity. In addition, plexiglass barriers are being installed in computer labs and other accommodations for social distancing are being made in these spaces.

ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

The College will work with students to make appropriate accommodations to the best extent possible. Additionally, the College’s Office of Accessibility will continue to provide advocacy for and accommodations to students with disabilities to ensure equal access to educational opportunities and to empower student self advocacy. Students who require special accommodation or those who wish to take all of their coursework remotely will contact the Student Academic Success and Engagement Office as well as the Office of Accessibility to initiate the request for assistance.
STUDENT SUPPORT SERVICES

The College is still in the process of determining the most effective way for Student Support Services to operate, but be assured that there will be no reduction in services. Most services will offer on-line options and scheduled, socially distanced appointments.

CAN ANY STUDENT TAKE ALL COURSES ON-LINE?

Students who wish to take all of their coursework remotely must contact Jennifer Costello (jcostello@siena.edu) in the Student Academic Success and Engagement Office to initiate the request.

CLINICAL INSTRUCTION

In NURS 410 (Population and Public Health Nursing) there are 90 required clinical hours. This fall, the majority of the clinical hours will be attained through project-based work (supervised by clinical faculty) in collaboration with community sites.

All students will be completing a 5-hour Contact Tracing course developed by Johns Hopkins University, a School Health Index (SHI) Training provided by the Centers for Disease Control (CDC), and a Community Assessment project in one of the three assigned communities (~54 hours).

Clinical groups will either facilitate a school assessment to assist a local school in completing the SHI, develop a plan in response to a SHI assessment in collaboration with a school (~15 hours), implement a project/intervention identified during the above Community Assessment (~15 hours), work with CARES, Inc. on a project related to COVID-19 responses in the homeless population (~15 hours), or complete additional hours with Schenectady County Health Department (this could be working as a contact tracer if they have additional need this fall). All of the clinical hours have been designed to leverage the use of technology to conduct activities remotely whenever possible.

ACADEMIC CONSULTATION PROGRAMMING

With the exception of programming with 10 or fewer people including the instructor, all instructional and research consultation programming will occur virtually.

VISITORS TO CAMPUS FOR ACADEMIC OR BUSINESS PURPOSES

Faculty and administrators are asked to host guests, lectures and events virtually during the 2020–21 academic year, to limit campus density and possible exposure to COVID-19. (As noted above under Residential Living, students may not host off-campus guests.)

The designated purpose of our campus facilities, as well as the purpose of any meeting or event, will guide decisions related to inviting any off-campus visitors, including alumni, community members, vendors, donors, the media, government officials, family members, friends, etc. Visitors will be restricted from utilizing campus spaces when students, faculty, and staff are present unless they are

MARCHING FORWARD - SIENA COLLEGE PLAN TO RETURN TO CAMPUS-BASED OPERATIONS - FALL 2020
invited by the College’s faculty or administration for approved college business or events.

This policy adopts the New York state guidelines that recommend as a best practice limiting visitors to invited guests only, who are expected to abide by all College health and safety protocols.

Please see the set of 15 guidelines for hosting visitors (Appendix A in this document). These guidelines include registering guests, having guests complete a health screening before arriving on campus, keeping track of who attends events, following all social distancing guidelines and other requirements.

**LIBRARY**

Access to the Standish Library, including the art gallery, will be by ID card swipe and limited only to the Siena community. Chairs are being removed to reduce seating capacity by 50 percent. Tables will be moved to allow for more space between them. Computer stations are separated by partitions.

Paging of collections will be done where compact shelving can restrict access. All returned materials will be quarantined for 72 hours before re-shelving. An outside book drop has been added to eliminate entering the library to return books.

The circulation desk has plexiglass shields surrounding all service points and counters. The reference desk has plexiglass shields on three exposed sides.

The hours of service will be reduced to end when classes in the library end (9:00 or 10:00 p.m.). Weekend hours will be reduced by 30 percent. Access to the rare book collection will be by appointment only.

**FACULTY AND STAFF OFFICES**

All faculty will maintain office hours this academic year. Whether they will be held remotely or in person will be determined by the individual faculty member. In-person meetings will adhere to social distancing and face covering requirements.

**CAMPUS EVENTS**

Siena’s Community Living staff are planning new ways to build and develop the community through virtual or small-scale events to allow for socialization while maintaining physical distance. There will be set occupancy limits for any available communal spaces that are accessible for students (lounges, computer labs, etc).

**TRANSPORTATION**

Transportation in College–owned vehicles will be allowed only at the discretion of individual departments based on College policy. All vehicles will be set up to adhere to state guidelines by limiting the number of passengers to provide social distancing within the vehicles. Face coverings must be worn
at all times while inside the vehicles. Cleaning and disinfecting will be done by the driver or group using the vehicle both before and after use.

**MODIFICATIONS TO TRAVEL POLICIES**

Travel restrictions and related quarantines remain complex and subject to change under federal and state guidelines. Those who travel internationally or to states listed under New York’s Travel Advisory should plan to remain away from campus in quarantine for 14 days after their return and should monitor their health per CDC guidelines.

Through at least December 2020, Siena will restrict College-related domestic and international travel for business, work, research and study. College-related international travel that is considered essential may resume with approval by a cabinet-level officer and after consultation with the Director of the Center for International Programs. Travel required for scholarly productivity related to promotion, tenure or other professional standards is considered essential and should be approved by the Dean of the faculty member’s school.

**PERSONAL TRAVEL**

While the College does not impose restrictions for personal travel undertaken by employees within the U.S. or abroad, individual travelers and their supervisors/deans should be aware that U.S. and international travel guidelines and restrictions remain complex, and employees may be required to quarantine upon return.

**STUDENT CLUBS AND ORGANIZATIONS**

Student clubs and organizations will generally not be able to travel to off-campus locations for the Fall 2020 semester. Clubs and organizations are encouraged to work with Student Activities & Leadership Development on specific questions/concerns.

**F. RESTARTING OPERATIONS**

We do not anticipate any issues with the reopening of campus buildings. The College has been operational with some essential employees working on campus since New York State On Pause began in March. Accordingly, all buildings’ HVAC systems have remained on and operational.

We will be increasing the volume of fresh/outside air that our central ventilation systems will circulate throughout our academic spaces.

All facilities have been properly cleaned and disinfected prior to campus reopening.
G. EXTRACURRICULAR ACTIVITIES

STUDENT ACTIVITIES/CAMPUS PROGRAMMING

Social activities and events planned for students will be primarily presented in a virtual format. Some events with limited attendance (as per state guidelines) may be offered, with social distancing and face coverings required. Clubs will be trained virtually and the fall club fair will be hosted virtually.

Support for virtual meetings and events will be supplied by the Office of Student Activities and Leadership Development. All clubs and organizations will be required to meet virtually. Exceptions may be made on an individual basis; permission must be granted by Student Activities and Leadership Development before any club or organization may hold any event or meeting in person. Any in-person meetings or events must meet the same requirements outlined above.

ATHLETICS AND INTRAMURAL SPORTS

• The Metro Atlantic Athletic Conference (MAAC) has cancelled fall sports competition. A decision about winter sports is forthcoming.
• Athletics and Recreation will develop intramural activities that can be done within social distancing protocols, such as Kanjam, corn hole, 5 v 5 team competitions, etc. Intramural activity in the fall will be primarily held outdoors.
• For the Fall 2020 semester, club sports will be encouraged to meet virtually, and may engage in individual training and practice as permitted under New York state guidelines for fitness. Such individual training and practice will be permitted outdoors provided all social distancing requirements are followed and there is no contact.
• Student athletes will be screened daily for COVID-19 symptoms before they are able to participate in any athletically related activities such as team/coach meetings, practice, work outs, competition, training room visits, etc.
• Athletics will develop an orientation for student athletes specific to COVID 19 protocols.
• Athletics is establishing a health ambassador program that each team will deploy to help teams adhere to policies and best practices.
• Plexiglass shields have been placed between each eSports station.
• Once gyms are allowed to reopen in New York's Capital Region, the following changes will be made:

SIENA’S FITNESS CENTER

• Weight machines in the lower level will be separated to ensure at least six feet of distance between each.
• Lower level free weight area will be rearranged to separate equipment by six feet.
• Certain equipment will be removed: mats, weighted balls, chalk.
• Upper level fitness center: equipment will be separated and shields will be placed between treadmills
• Aerobic room and multipurpose rooms will be off-line to serve as classrooms.
H. ACCOMMODATIONS FOR VULNERABLE POPULATIONS

STUDENTS

The College will work with students to make appropriate accommodations to the best extent possible. Additionally, the College’s Office of Accessibility will continue to provide advocacy for and accommodations to students with disabilities in order to ensure equal access to educational opportunities and to empower student self advocacy. Students who require special accommodations or those who wish to take all of their coursework remotely may initiate this request for assistance through the Student Academic Success and Engagement Office as well as the Office of Accessibility.

EMPLOYEES

As we return to working on campus, employees whose work can be done remotely, and in compliance with College policies and procedures, may continue to work remotely with the approval of their supervisor and Dean (in the case of faculty members) or Vice President (in the case of administrators and staff).

Employees who cannot work remotely and whose medical condition puts them at greater risk from COVID-19 may request an accommodation through Human Resources in accordance with the College’s Americans with Disabilities Act policy.

Requests by employees with a disability for an accommodation(s) associated with personal protective equipment (PPE) or any other accommodation(s), should be made through Human Resources using the above procedure.

Employees who cannot work remotely and who are living with household/family members in a high-risk category, or who have other personal circumstances, should talk with their supervisor or Human Resources about other changes that may be made to reduce any possible exposure to COVID-19.

Supervisors may contact Human Resources for assistance with responding to such requests. Employees caring for a family member with a serious health condition may be eligible for Family and Medical Leave and NYS Paid Family Leave and should contact Human Resources.

Employees are not required to provide personal medical information to their supervisor in connection with a request.

I. HYGIENE, CLEANING AND DISINFECTION

The College will adhere to hygiene, cleaning, and disinfection requirements from the CDC and the NYS Department of Health, and will maintain logs that include the date, time and scope of cleaning and disinfection.
FACILITY MODIFICATIONS

Siena’s Facilities Department has been working to verify a six-foot clearance in all directions around all front desk/reception locations, to assist with the practice of social distancing. Where this may not be possible, protective barriers are being constructed.

Signage has been placed in public areas and workspaces to promote social distancing and other CDC-recommended pandemic safety protocols, including, but not limited to, instituting one-way traffic patterns where deemed practical and helpful. In compliance with applicable fire codes, doors to rooms and offices should remain open to avoid frequent touching of door handles. Small spaces (elevators, supply rooms, personal offices, vehicles) will be occupied by only one individual at a time, unless all occupants are wearing face coverings. Even when face coverings are in use, occupancy must never exceed 50 percent of the maximum capacity of the space or vehicle unless it is designed for use by a single occupant.

Hand Sanitizing Stations: Wall mounted and free-standing pedestal hand sanitizing stations are available at building entrances and public areas, in classroom spaces and in office areas. Smaller dispensers will be placed in locations where there is shared equipment such as copiers, printers, etc.

HVAC Systems: We do not anticipate problems reopening buildings as none have actually been closed. Our campus buildings have remained operational and some essential employees have been working on campus since the NYS On Pause began in March. Accordingly, all buildings’ HVAC systems have remained on and operational.

We will be increasing the volume of fresh/outside air that our central ventilation systems will circulate throughout our academic spaces. An evaluation of other supplemental steps to enhance HVAC system performance may result in additional system modifications. The campus community will also be encouraged to open operable windows when weather conditions allow.

Protective shielding: Plexiglass/Lexan shielding has been installed throughout much of the campus in public spaces including food service areas, the post office, student account reception desks, the library circulation desk and the registrar’s office. Face-to-face desk layouts without partitions/barriers are also being redesigned so that individuals are not working in close quarters for prolonged periods.

CLEANING AND DISINFECTION SERVICES WILL BE PERFORMED AS FOLLOWS

Classrooms: Thorough cleaning and disinfecting of all classrooms by our custodial staff will occur in the early morning hours each day there are scheduled classes. Cleaning and disinfecting supply kits will be provided for each classroom for employees and students to use on high touch surfaces (desks, tables, podiums, etc.) in between class sessions.

Residence halls: Thorough cleaning and disinfecting of all public and communal areas (lounges, lobbies, laundry rooms, etc.) will be done twice per day. Communal restroom fixtures and other high-touch surfaces will also be cleaned and disinfected twice per day. Cleaning and disinfecting supply kits
will be provided to Resident Directors for supplemental or after-hours sanitizing efforts.

Restrooms and other public spaces: Thorough cleaning and disinfecting of general public spaces including lobbies, stairwells, lounges, etc. once a day in the early morning hours. All public restroom fixtures and other high-touch surfaces will be cleaned and sanitized twice a day. Non-bottle-fill drinking fountains will be disabled.

Faculty, staff and administrator offices/work stations: All parties will be encouraged to clean their offices and workstations at the beginning of each day or as often as they deem appropriate using cleaning and disinfecting supplies provided by the Facilities Department.

Dining halls: Siena Fresh/AVI Foodsystems, Inc. will be utilizing the following sanitization/disinfection procedures:
· Sanitize tables/chairs between each party (utilizing Ecolab Peroxide Disinfectant and Glass Cleaner RTU (6100923) (“EPD”).
· Hostess will ask students to sit in sanitized areas as they become available after cleaning takes place.
· Hand sanitizer stations will be at each entrance and exit as well as throughout each dining location
· Table tops/chair surfaces will be sprayed with EPD and will be wiped after at least 90 seconds have passed to ensure full disinfection has occurred.
· Dining halls will be shut down between meal periods for 45 minutes for complete disinfection/sanitization.
· Team members will be required to adhere to a more rigorous hand washing and glove changing routine.
· High contact surface zones along the service lines, beverage areas and touchless soda fountains will be wiped down (with EPD) every shift or more frequently as needed.
· Door handles and accessories will also be wiped down with EPD every shift or more frequently as needed (during busy periods).

All spaces outside of the dining areas and serving spaces, including restrooms, will be cleaned and disinfected twice a day.

Positive Cases: See Testing Frequency and Protocols, Isolation, & Quarantine below.

II. MONITORING OF HEALTH CONDITIONS AND CONTAINMENT OF POTENTIAL TRANSMISSION OF THE VIRUS

A. TESTING RESPONSIBILITY

STUDENTS:

We strongly encourage all students to obtain a PCR test at home no more than 7–10 days prior to arriving on campus to assess their own health and exposure to COVID-19. Depending on where the students live and their insurance coverage, the cost of the test may be fully covered. If not, the College will reimburse any student who chooses to be tested prior to returning to campus for all documented expenses incurred related to their PCR COVID-19 test.
Students should also perform daily health screenings that include a temperature check in advance of their arrival on campus. The College will conduct its own screenings, including temperature checks, of every student during move-in days. Students who test positive before departing for campus and students who screen positive upon their arrival must stay/return home until their personal physician certifies their readiness to join the campus community.

Students will be required to participate in daily symptom monitoring once on campus through a mobile application. Siena College Health Services, an affiliate of St. Peter’s Health Partners, will have diagnostic and surveillance testing available. Students will be screened by the triage RN and given a telehealth appointment with the Health Services nurse practitioner for symptom assessment, testing and treatment as appropriate.

**EMPLOYEES:**

Employees who develop symptoms of COVID-19 should contact their health care provider for assessment and testing. All employees must complete the College’s on-line health screening form daily and swipe their ID card when arriving on campus.

**CONFIRMED CASE OF EMPLOYEE OR STUDENT**

Upon confirmation of a positive COVID case with students or employees, Siena College is required to notify Albany County Department of Health. The confirmed case will be registered with the Albany County Contact Tracing program and Siena College will be directed by the Department of Health to assist with their contact tracing efforts as required.

The ACDOH contact–tracing program will be in touch with those contacts in coordination with Siena College. The Department of Health will direct any monitoring or movement either of infected or exposed persons including isolation at home or in the specified isolation location for students. All contact–tracing efforts, to the extent possible, operate within the realm of confidentiality to notify anyone required to be placed in precautionary or mandatory quarantine or tested.

Health Services or Human Resources (in the case of employees) will assist Albany County Health Department/ NYSDOH in developing communications for the Siena community, which is required, to the extent possible, to maintain the confidentiality of the confirmed case. Health Services in conjunction with Albany County Health Department will continue to monitor for additional positive cases to identify infection trends in a particular area and make decisions for cleaning, testing, quarantine or isolation of that area. All of our campus communications are coordinated with the public health officials.

Any person who believes they may have been in contact with an individual should contact Health Services during normal business hours at 518–783–2554 or the NY State COVID 19 Hotline at 1–888–364–3065.
B. TESTING FREQUENCY AND PROTOCOLS, ISOLATION, AND QUARANTINE

STUDENTS:

TESTING, QUARANTINE AND ISOLATION PROCEDURES - UPON MOVE-IN

All international students (including Canadians) and students returning from states with high rates of infection listed on the Governor’s Travel Advisory List will be required to quarantine for 14 days as per NYS regulations. Students in quarantine will be tested between 7-14 days as part of the quarantine requirement. A negative test result does not shorten the 14 day requirement. Students must be cleared by Siena’s Health Services and the Albany County Health Department to be released from quarantine.

QUARANTINE AND ISOLATION PROCEDURES - POSITIVE TEST DURING THE SEMESTER

If a student presents symptoms or is identified as a proximate contact or exposed to someone with COVID-19, the student should contact Health Services to be further triaged. The provider may then direct the student to an isolation room for testing.

The College has identified temporary isolation rooms on campus, which will remain empty, to be used for the testing of students who present Covid-19 symptoms. In most situations, a student will be placed on medical leave and required to go home for recovery if tested positive. In cases where a student cannot leave campus due to extenuating circumstances (e.g., international students), the College is working to acquire quarantine and isolation spaces at a local hotel. The students in isolation and quarantine will be monitored by Health Services via telehealth.

EMPLOYEES:

Employees Return to Work Following COVID-19 Infection or Exposure:

• If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.
• If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.

The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

• If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
• If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Confidentiality of positive COVID-19 tests will be maintained as required by state and federal law and regulations.

Any return to work authorization is subject to the results of the required daily screening.

These employee return to work requirements are subject to change pursuant to New York State Department of Health and/or local department of health guidance and interpretation.

**HYGIENE, CLEANING AND DISINFECTION**

In the event an individual is suspected or confirmed to have COVID-19, the College will provide for the cleaning and disinfection of exposed areas to include, at a minimum, all heavy transit areas and high-touch surfaces, in compliance with NYS Phase IV guidance and CDC guidelines on “Cleaning and Disinfecting Your Facility.”

**COMMUNICATION PLAN**

An employee guidebook, with College policies and best practices, was emailed to all employees on June 7. An updated guidebook was shared with faculty, staff, and administrators on July 3. The College has carefully mapped out a repopulation plan in step with New York state guidelines and with respect for CDC recommendations. We’ve created a webpage, Marching Forward, dedicated to the students’ return, divided into five categories: Health & Safety, Academics, On-campus Living, Student Life & Athletics, and Dining.

All students, parents, faculty, and staff received an email on July 7 with a link to the Marching Forward webpage and this plan will also be posted to the College’s website. The College hosted several virtual town halls throughout the spring/summer to review reopening plans and prepare the community for the new campus environment.

The Office of Student Life is developing a re-orientation packet and training for all returning students to assist in the new protocols.

New students and transfers will receive training about health and safety during orientation.

Signs with information about safety protocols have been posted throughout the Siena campus, including all buildings and public areas.
C. EARLY WARNING SIGNS OF AN OUTBREAK

Siena College will monitor confirmed COVID-19 cases in accordance with the New York State Department of Health. A determination of increased infection within the College population and surrounding community will be monitored based on the following factors:

• Mandates from local, state, federal government or Albany County Health Department
• Identified percentage of students living on campus are infected (Siena has exceeded isolation capacity OR is mandated by ACDOH based on infection rates of college, region or other)
• Identified percentage of face-to-face employees are infected
• Local hospitals have reached an identified percentage of ICU beds capacity
• Local infection rate warrants regional closure by the State

ENCOURAGEMENT OF THE FLU VACCINE

Siena College will continue to strongly encourage all faculty, staff and students to receive an annual influenza vaccine. The College will contract with a third party to provide a clinic on campus for one day during the Fall semester.

ON-GOING EDUCATION ON SYMPTOMS OF COVID 19

Siena College Health Services and Health Promotions will provide regular reminders and education about COVID-19 symptoms.

Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus. People with these symptoms may have COVID-19:

• Fever or chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

This list does not include all possible symptoms.

D. CONTACT TRACING

EMPLOYEES:

Should an employee test positive for COVID-19, the employee will be expected to participate in contact
tracing by providing a list of recent close and proximate contacts as required by the Albany County Department of Health in coordination with Siena’s Director of Health Services and/or the Office of Human Resources.

For potential contact tracing purposes, a record of attendance and location should be kept at every meeting.

Employees must maintain a record of all visitors they encounter, for contact tracing purposes, and those records should be shared daily with supervisors.

**STUDENTS:**

Siena College Health Services will assist the local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for students as needed. As part of communication and education, the campus community will be informed that if they receive a call from “NYS Contact Tracing” (518-387-9993), that they should answer the phone.

Should a student test positive for COVID-19, the student will be expected to participate in contact tracing by providing a list of recent close and proximate contacts as required by the Albany County Department of Health in coordination with Siena’s Director of Health Services. The College will assist the local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for students as needed. Siena College Health Services will also keep a list of certified contact tracers to work in coordination with state, county and College tracing efforts.

As part of communication and education, the campus community will be informed that if they receive a call from “NYS Contact Tracing” (518-387-9993), that they should answer the phone.

**E. REGULAR HEALTH SCREENINGS**

**STUDENTS:**

The College will expect all students to complete a daily health screening on the College-provided app. Any student experiencing symptoms or answering yes to any of the screening questions should not attend classes or come to campus (in the case of a student who resides off-campus) and contact Health Services.

**EMPLOYEES:**

All employees will be required to fill out a daily health screening questionnaire for COVID-19 prior to coming onto campus.

Any employee experiencing symptoms or answering yes to the screening questions should not come to campus. Employees will notify their supervisor and contact the Office of Human Resources.
VISITORS

To the extent practicable, the College will require invited visitors to fill out a daily health screening questionnaire for COVID-19 prior to coming onto campus. (See Appendix A)

III. SIENA COLLEGE CLOSURE FOR PUBLIC HEALTH EMERGENCY

If at any time Siena College is required by Albany County Department of Health (ACDOH) or by the State of New York to partially or fully close and return to remote operations, the President will direct the Provost, the Vice President of Student Life and the Vice President for Finance and Administration to oversee the process of closing the campus.

Some triggers for closure may include:
- Mandate from local, state, federal government or Albany County Health Department
- Identified percentage of students living on campus are infected (Siena has exceeded isolation capacity OR is mandated by ACDOH based on infection rates or other)
- Identified percentage of face-to-face employees are infected
- Local hospitals have reached an identified percentage of ICU beds capacity
- Local infection rate warrants regional closure by the State
- This process would be coordinated by the offices of Student Life and Community Living to accommodate a physically distanced staggered departure of all students living on campus, with an accommodation process for international and domestic students unable to depart campus at the specified time.

CAMPUS CLOSURE

The Vice President of Student Life would inform the President and Provost of the circumstances that warrant closing the campus.

The President, in consultation with members of the Cabinet, would approve and enact any campus closure requirements. This may include a partial closure to operations to some areas of the campus based on the local or state agency directives.

A message to students, faculty and staff, parents and Board of Trustees would be sent to communicate the need to pivot to remote instruction. A specified time for this change in operations to occur (depending on whether it is a time specified closure for full closure for remainder of the semester) and the details for either remote to begin or campus evacuation would be communicated.

IN THE CASE OF A PARTIAL CAMPUS CLOSURE:

STUDENTS:

A quarantine in place directive for the resident students would be enacted within 24/48 hours. Instruction would pivot to on-line/remote. Commuter students would be instructed to leave campus until the campus is cleared for classes to resume.
The College would provide direction to students in residence halls as to the particulars of the quarantine order on campus and provide specific instruction on meals and virtual contact with essential campus personnel and offices.

Cleaning protocols would be enacted for any exposed area.

The College would fully reopen once Health Services, in consultation with ACDOH or New York State, once it has been determined that it is safe to resume normal operations.

**ACADEMICS**

The College has equipped most classrooms with lecture capture cameras; portable camera set-ups will be used in the remaining classrooms. Instructors use the Canvas Learning Management System which affords extensive remote learning capabilities. Approximately 25 percent of all fall 2020 courses are already scheduled to be on-line or fully remote. Those courses would be unaffected by the partial closure.

**IN THE EVENT OF A FULL CAMPUS CLOSURE**

**ACADEMICS**

As soon as the decision is made to close fully, the Provost will immediately notify faculty and preparations will begin to transition all courses to remote instruction. A hiatus in course delivery, depending on the timing, may be necessary to provide students the opportunity to move out of the residence halls without missing classes. In that case, faculty will adjust their assignments to make up for missed time.

Faculty have already been informed that teaching remotely this fall may be necessary. To ease the potential transition, the College issued written requirements and recommendations of best practices for remote course delivery and held training sessions on remote techniques during the summer. The training sessions were run by faculty and instructional technology experts.

Approximately 25 percent of classes are scheduled to be on-line or fully remote in the fall semester. Those courses will not be affected, except that faculty will be lenient on class deadlines during the period when students are involved in leaving residence halls to return home.

In compliance with social distancing requirements, student academic services are already being offered virtually, so students will continue to receive academic advising, tutoring, and other forms of academic support.

Siena College is equipped and well prepared to shift to high quality remote delivery of classes should the need arise.
**STUDENTS:**

Students will be directed to remove as much of their belongings as possible within 72 hours of notice. Community Living would work with students who need some additional time.

International students would be allowed to stay in residence until it is possible for them to return to their home country. Efforts would be coordinated together with the AVP/Dean of Students and Director of International programs.

Students with extenuating circumstances would work with the Associate Vice President / Dean of Students, Associate Dean, and Assistant Dean/Director of Community Living and would be evaluated on a case-by-case basis as to the time needed to remain on campus.

All students would complete an express check-out form for keys, forwarding address, and contact information.

Students who remain on campus may be asked to move to an area where all remaining students can consolidate within social distancing guidelines for safety reasons.

Community Living would coordinate and work with Dining Services to determine any food service needs for students remaining.

**EMPLOYEES:**

Employees would receive instruction as to office closures from the Assistant Vice President for Human Resources and the Vice President for Finance and Administration. In the case of faculty communication, the Provost would instruct faculty and any other support areas on what is needed to be done. Instruction on when remote work and the date that would commence would be included.

**FACILITIES**

Cleaning protocols would be reviewed to identify areas of contagion that may require third-party remediation.

Campus shutdown for any major systems would occur.

Depending on the extended duration of the closing, all spaces will be secured to limit any traffic that may impair a timely re-opening.

**COMMUNICATION**

Information and updates would be provided to employees and students on a regular basis through virtual meetings, email, the College’s Daily Digest, social media and the Marching Forward website. Additional communications will be developed for alumni, parents, Board of Trustees, and other College stakeholders.
APPENDIX A

I. GENERAL GUIDELINES AND DEPARTMENT RESPONSIBILITIES FOR VISITORS

The designated purpose of our campus facilities, as well as the purpose of any meeting or event, will guide decisions related to inviting any off-campus visitors, including alumni, community members, vendors, donors, the media, government officials, family members, friends, etc.

Visitors will be restricted from utilizing campus spaces when students, faculty, and staff are present unless they are expressly invited by the College’s faculty or administration for approved college business or events.

This policy adopts the New York state guidelines that recommend as a best practice limiting visitors to invited guests only, who are expected to abide by all College health and safety protocols. Appeal to this policy may be made to a cabinet member in the event of extraordinary circumstances.

The following is a list of required and recommended (must and should) guidelines that are the responsibility of the host department:

Must communicate to visitors and guests arriving from locations requiring quarantine by NYS or other health agencies that they must adhere to 14 day quarantine requirements before coming onto campus.

Must utilize a registration process including names, emails, and cell phone numbers in advance of the visit. List of registered guests must be sent to Public Safety before they arrive on campus.

Must communicate to registered visitors in advance of the event the College’s policies and procedures regarding safe participation in a Siena community event.

Must ensure visitors complete the College health screening prior to arriving on campus or for “same day registrants” prior to participating in the event. Record of this must be held on file by the department for 12 months. If an individual answers yes to any of the screening questions, they may not come to campus. It is the responsibility of the hosting office to review the screening results.

Must require any individual who screens positive for COVID–19 exposure or symptoms to depart campus immediately. Responsible parties must immediately notify Siena College Health Services and Human Resources about the case if the College is notified the visitor’s test results are positive for COVID–19. It is the hosting office’s responsibility to notify these offices.

Should ensure that a distance of at least six feet is maintained among individuals while on campus, to the extent possible and when seated in a classroom setting or meeting, unless safety or the core activity (e.g., using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence. Any time individuals come within six feet of another person who does not reside in the same residence acceptable face coverings must be worn. Individuals should be prepared to wear a face covering if another person unexpectedly comes within six feet.
Must collect a list of all who attended the event and keep that list on file for a period of 12 months.

Ensure that arrangements for sanitization need to be made with Facilities and depending on the scope of the event, specific arrangements for covering the costs of the sanitization may need to be made.

All events should be kept within visit space restricted size limits (50 people maximum during Phase 4 and no more than 50% occupancy). Indoor religious gatherings are restricted to 33% of capacity.

Responsible parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols.

Responsible parties should take measures to prevent congregation in elevator waiting areas and limit density in elevators, by, for instance, enabling the use of stairs.

Unregistered visitors – such individuals coming to campus for business reasons are the responsibility of the department that they are visiting. The department should ensure the health screening has been completed and must require the visitor to wear a mask, collect and keep on file for 12 months visitor contact information as required above. All unregistered visitors must come through the main entrance or report to public safety.

All registered visitors should enter the gate that the hosting department directs the visitor to enter. Most days that will be the main entrance.

Departments must develop and execute a plan to randomly conduct temperature checks of visitors. Visitors with a temperature higher than 100 degrees must depart campus.

When the College can verify that a contractor has a compliant health screening check process, the contractor’s employees may use that system. In such instances the College reserves the right to audit the system for compliance.

**II. DEPARTMENT SPECIFIC FACILITY GUIDELINES FOR VISITORS**

**CHAPEL**

The Chapel will not allow people from outside the Siena community (defined as staff, administrators, faculty and students) to attend any weekly masses when students are on campus. Exceptions may be made for 11:00AM Sunday Mass and invited guests attending a private Mass for baptisms, funerals, memorial services, weddings, confirmations etc. Registration for the 11:00AM mass will be required.

**ATHLETICS**

All athletics facilities will be closed to outside visitors while school is in session. This includes outside MAC memberships and family members of Siena employees. Facility rentals will be limited to when school is not in session, and renters will be subject to a cleaning fee which will be included as part of the rental fee.
of the agreement. Signs will be posted on the fence gates and entrances to the MAC indicating that the use of these facilities is limited to Siena’s current students, faculty and staff. The Metro Atlantic Athletic Conference (MAAC) has cancelled all fall sports competition. A decision about winter sports is forthcoming.

**STUDENT UNION**

The Sarazen Student Union will not allow visitors from the outside to attend any events or programs when students are on campus.

**BOOKSTORE**

The Bookstore will welcome invited guests to their store only. Invited guests are those that are being hosted by an on-campus office (Athletics, Development, Admissions, Academic Affairs, etc). Individuals must wear masks while in the store at all times. Twenty-five people maximum (including employees) will be allowed in the Bookstore at a time.

**STUDENT ACCOUNTS**

Student Accounts will be open to invited guests, such as parents of current students or another responsible party working to deal with a bill. A mask will need to be worn at all times while working on the transaction.

**PERFORMING ARTS**

Campus performing arts facilities will be closed to outside visitors (with the exception of invited guest artists). Guest artists will be identified by the Producer of Creative Arts.

Theatre and music performances for the Siena community (students and FSA) and invited guests will be held separately, with total attendance of 50.

**KEY AUDITORIUM**

Key Auditorium in Roger Bacon Hall may be used for invited guest speakers and presenters. The Siena community (students and FSA) and invited guests will be welcome with socially distanced seating for 50 people.

**DELIVERIES TO CAMPUS**

Retail deliveries – Mealeo, Ubers and other ride-shares, taxis, flower delivery, food delivery, etc – are welcome to campus for a short period of time – to drop off goods to students/location. Vendors must wear a mask while on campus. When possible, drivers will stay in their car and students/Siena community will come to the car to get their goods.
**LIBRARY**

Standish Library access is restricted to members of the on-campus community. The Library website and the main entrance will have a notice reflecting this. Further, alumni who seek access to the library for scholarly purposes will need to make a request via the Alumni Relations Office. The Alumni Relations Office will notify the director of the Library of any requests approved. This information will also be included on the Standish Library web page.

**CAMPUS GATES**

Campus Gates – Signs will be posted on campus gates indicating that due to the COVID-19 pandemic, the campus is open only to current students, faculty, staff and invited guests. All others are restricted from entering the campus.

A campus-wide invited guest registration system is being developed.