MARCHING FORWARD - SIENA COLLEGE PLAN FOR THE FALL 2021 SEMESTER
Since the outset of the COVID-19 pandemic, Siena College has prioritized the well-being of its students and staff while adopting policies and procedures to safely execute on the distinctive value of an in-person Siena education. Through diligent adherence to our COVID protocols, we proudly avoided any disruption to the Siena education this spring. However, in many ways, our vibrant campus experience has been dormant for 18 months. This fall, by following the science and reaching near 100 percent vaccination totals within our community, we can ensure the Siena experience will be in full bloom.

Most of the restrictions that protected our community before widespread accessibility to the COVID-19 vaccine have now been lifted as a result of our vaccination mandate. College facilities, including classrooms, teaching and research laboratories, libraries, common spaces, and administrative spaces, will operate at full capacity. Residence halls and dining halls will also operate at normal capacity.

As a community, however, we must recognize that variants of the COVID-19 virus continue to be a threat. Until the Siena community is fully vaccinated, for the safety of all, we must require some deviations from the normal.

Siena College's Marching Forward plan for the Fall 2021 semester outlines official campus policies, as well as the personal responsibility to be taken by students, faculty and staff to effectively mitigate the spread of COVID-19 on campus.

CENTRAL POINT OF CONTACT

The College has a designated Ops Team to manage compliance with all aspects related to Marching Forward, testing, and the College’s COVID-19 Dashboard. You can reach the Ops Center at ops@siena.edu or 518-782-5600.

Due to the evolving nature of the regulatory landscape, this plan may be modified at any time. The College’s Coronavirus Ops Team meets daily to track internal and external coronavirus trends and developments. The Ops Team also coordinates with the local Department of Health and monitors CDC guidance as well as the emerging science to propose policy for the safety and security of the Siena community. Any changes/updates to this plan will be noted on the College’s Marching Forward website, Siena.edu/MarchingForward. The Marching Forward page features additional resources including FAQs and a link to the Fall 2021 COVID-19 Dashboard.


INCLUDED IN MARCHING FORWARD FALL 2021

A. Vaccination Requirements  F. Surveillance Testing
B. Face Covering Requirements  G. Visitors
C. Academic Instruction  H. Isolation/Quarantine
D. Travel  I. Contact Tracing
E. Extracurricular Activities  J. Campus Access

A. VACCINATION REQUIREMENTS

STUDENTS

All students are required to receive the COVID-19 vaccination and upload confirmation via the student health portal. Students are required to begin the vaccine series before their campus arrival. Exceptions will only be made for students who have been granted a medical or religious exemption. All applications had to be made by the August 15 deadline through Siena’s Director of Health Services Carrie Hogan at chogan@siena.edu.

EMPLOYEES: FACULTY, STAFF AND ADMINISTRATORS

All Siena employees who come to campus are required to receive the COVID-19 vaccination. Any accommodations for disability, religious or other medical reasons will be made by the human resources office.

All unvaccinated employees will be required to sign an acknowledgement form of the College policy attesting to the following:

1. I will wear an acceptable face covering inside, unless I’m alone in a private work space and/or eating and drinking.
2. I will maintain physical distance from others to the extent possible.
3. I will schedule and participate in bi-weekly surveillance testing at *my own expense and my own time (once the FDA clears any of the approved vaccines for regular use).

For more information, please review the COVID-19 Vaccination Policy and the COVID-19 Surveillance Testing Policy on the College’s Human Resources webpage (siena.edu/offices/human-resources/).

All unvaccinated employees must submit a negative PCR test taken between August 30–September 3.

*Employees with an approved College exemption will not be required to pay for their testing.
B. FACE COVERING REQUIREMENTS

Effective Monday, September 27, the College’s masking policy reverted back to the original Fall 2021 Marching Forward language, below. From September 14 – September 26, Siena required – in compliance with the New York State HERO Act plan – all employees, including student workers, to mask indoors when physical distance of six feet could not be met. The State plan has since been modified to no longer require indoor masking of fully vaccinated employees working in fully vaccinated communities, such as Siena College.

INDOORS

For fully vaccinated community members, masking is optional in all indoor locations. Anyone who would prefer to wear a mask in any setting is welcome to do so. In large settings, vaccinated community members should evaluate their personal comfort level, and anyone who chooses to wear a mask will be encouraged to do so. Students and employees who are not vaccinated are required to wear masks inside campus buildings, except when alone in a private office, in a personal residence room, or when eating and drinking. In some situations, vaccinated students may be required to mask (e.g. a classroom lab setting where the faculty has requested all participants, regardless of vaccination status, to mask).

All unvaccinated visitors to campus are expected to wear masks inside campus buildings (except when eating and drinking), again in an effort to help us protect our community.

All community members and visitors should carry a mask and proof of vaccination on their person at all times.

OUTDOORS

Masks are not required outdoors. However, unvaccinated community members are required to maintain physical distancing to the extent possible, and don masks when they are unable to do so.

C. ACADEMIC INSTRUCTION

The vast majority of courses will be taught in-person with no special accommodations made to facilitate remote learning. All courses designated as in-person (including the in-person component to hybrid courses) will require students to be present in the classroom without an exception.

Any student required to isolate or quarantine in accordance with the directives of Siena College Health Services or Albany County Health Department, will be placed on medical leave and instructed to make arrangements at their professors’ discretion for the completion of their course work. There is no remote learning option available and any arrangements need to be made with the student, faculty and Office of Student Academic Success and Engagement.

D. TRAVEL

EMPLOYEE DOMESTIC TRAVEL

Faculty, staff, and administrators intending to travel to conferences and other College-sponsored events will need to seek approval from their vice president or dean. The COVID-19 rate should be used to determine if travel to that area will be approved. After approval, employees should still continue to monitor for possible increases in the COVID-19 rate in the area. Travel to hot spots is not recommended. Employees will need to follow any rules/regulations that Siena College institutes regarding quarantine/testing when returning and monitor for symptoms after returning from travel.
EMPLOYEE INTERNATIONAL TRAVEL

All international travel funded by the College must have approval from a Cabinet-level officer with consultation from the Director of the Center for International Programs.

All employees returning from any international travel will need to follow CDC guidance which can be found at https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html

Recommendations after international travel:

**If vaccinated**
- Seek a COVID-19 viral test three to five days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- If exposed to COVID-19, wear a mask for 14 days or until you receive a negative test result (three to five days after exposure).
- Follow all state and local recommendations or requirements after travel.

**If not vaccinated**
- Seek a COVID-19 viral test three to five days after travel AND stay home and self-quarantine for a full seven days after travel (even if you test negative, stay home and self-quarantine for the full seven days; if your test is positive, isolate yourself to protect others from getting infected).
- If you don’t get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all state and local recommendations or requirements.

STUDENT SERVICE TRIPS

Consideration should be given to the COVID-19 rate and vaccination rate in and around the proposed destination, particularly when traveling to vulnerable communities. All trips must be approved by the Risk Officer, Lori Ehrenbseck at lehrensbeck@siena.edu, in consultation with the Ops Center.

With regard to the College’s daily local service programs, please monitor the COVID-19 rate – both at the program site and on campus. You do not want to spread the virus into the community you are serving.

CLUB TRAVEL/FIELD TRIPS

Student clubs wishing to travel off campus for events, activities, and competitions must obtain prior approval from the Director of Student Activities and Leadership Development (Maggie Cross, mcross@siena.edu) in consultation with the Student Life Compliance Officer (Jeanne Obermayer, obermayer@siena.edu). The COVID-19 rate should be used to determine if travel to that area will be approved. After approval, students should still continue to monitor for possible increases in the COVID-19 rate in the area. Travel to hot spots is not recommended. Students will need to follow any rules and regulations that Siena College institutes regarding quarantine and testing when returning.
Class Field Trips to off-campus sites should follow the regular approval policy for such travel, taking into consideration the COVID-19 rate in the area. Masking may be required depending on the circumstances and regulations in place.

**TRANSPORTATION**

Transportation in College-owned vehicles will be allowed, though face masks must be worn at all times, regardless of vaccination status, unless the driver is alone in the vehicle. This policy extends to all College-owned vehicles, including Public Safety transports. Vaccinated employees moving about campus in College vehicles may unmask at their own discretion.

**E. EXTRACURRICULAR ACTIVITIES**

**STUDENT ACTIVITIES**

Events will follow the regular event approval process, in compliance with current COVID-19 protocols in place. All organizers and participants should keep safety best practices in mind when planning and attending events.

**CLUB SPORTS**

**Siena Participants**

- All Siena club sports players must be fully vaccinated (and have completed the HIPAA Privacy Authorization) in order to be an approved player.
- As College staff, all club sport coaches must upload proof of their vaccination.
- Players must upload their vaccine card and HIPAA Privacy Authorization through the Student Health Portal – Siena Health Services staff will confirm vaccination status before marking a player as “approved” on the Saints Connect club roster.
- Players who have received a medical or religious exemption to the vaccine from Health Services may play provided they wear a mask at all times during all club activities. Such players must upload their HIPAA Privacy Authorization through the Student Health portal and verification of the exemption will be confirmed with Health Services prior to being approved for participation.

**Opposing Participants**

- Opposing team members must all be vaccinated, and must provide documentation prior to the game
  - Siena will provide a list of schools with compliant vaccine policies (green-light schools). No additional documentation is required to play against a green-light school.
  - For any non-green-light schools, the team must provide a copy of the school’s vaccine policy, and written confirmation from the school’s club sports coordinator that all players in the game are vaccinated.
- Clubs should prioritize playing against green-light schools in order to streamline the approvals process as much as possible.
**DIVISION I ATHLETICS**

In order for a student athlete or athletic staff member to be able to participate in team related activities (i.e. games, practices, team meetings, team meals etc.) they must be fully vaccinated or have an approved exemption from Siena College. If neither of these conditions exist, the student athlete and/or staff member is prohibited from being a part of their team. **Student athletes who return to campus unvaccinated (without an approved exemption through the Siena’s health services office) and are simply waiting for a vaccine to move from “emergency” to “full” approval by the FDA to begin the vaccination process, will not be allowed to be a member of the their team for the entire 2021-**

Student athletes and/or staff members who receive an exemption from Siena College must be tested bi-monthly from Siena at their own expense of $20 per test. In addition to the College surveillance testing, the athletic department will test three times a week on Monday, Wednesday, and Friday between 8:00 am and 8:30 am.

Student Athletes and/or staff members who are unvaccinated with an approved College exemption must remain masked at all times except for when competing in practice or in a game. Masks must be worn when traveling on the team bus, team meetings, locker rooms, etc.

**SIENA’S FITNESS CENTER**

The Marcelle Athletic Complex – which includes the fitness center and the Callanan Field House – is open for use by Siena students and employees only. All other restrictions have been lifted.

The MAC will operate under the following hours:
Monday – Friday: 7 A.M to 10 P.M.
Saturday – Sunday: 9 A.M. to 5 P.M.

**F. SURVEILLANCE TESTING**

All unvaccinated employees who come to campus agree to bi-weekly testing as a requirement to continue employment. Employees will need to test on their own time at their own expense (employees with an approved exemption do not have to arrange for their own testing, but may be tested as part of the College’s surveillance testing program).

All unvaccinated employees must submit a negative test taken between August 30 and September 3.

The College will conduct bi-weekly mandatory testing of unvaccinated students (approved with official exemption).

Unvaccinated students are also required to provide a negative test completed within 72 hours of arrival.
G. VISITORS

GENERAL GUIDELINES AND DEPARTMENT RESPONSIBILITIES

All campus visitors must be registered in advance via the Visitor Registration Form (guests of faculty, staff and administrators) or the Parent/Guardian/Guest Visit Request Form (guests of students).

In order to limit campus density and possible exposure, visitors (including alumni, community members, vendors, siblings and extended family members, friends, etc.) will be restricted from utilizing campus spaces when students, faculty, and staff are present unless they are guests who have been registered to be on campus through the College’s Visitor Registration process.

Visitors are expected to abide by all College health and safety protocols and anyone hosting a visitor is responsible for making sure the visitors do comply.

VISITORS TO OFFICES/DEPARTMENTS

The following is a list of required and recommended guidelines that are the responsibility of the host department/student:

1. Must communicate to visitors and guests that they must wear a mask if they do not have proof of vaccination while on campus.
2. Must utilize a registration process and must be submitted in advance of the visit. Daily list of registered guests is sent to public safety.
3. Must communicate to registered visitors in advance of the event the college’s policies and procedures regarding safe participation in a Siena community event.
4. Must require any individual who screens positive for COVID–19 exposure or symptoms to depart campus immediately. Host office must immediately notify Siena College Ops Center (ops@siena.edu) about the case. If notified later that any visitor has tested positive for COVID–19 after being on campus within the last five days, hosting offices must notify ops@siena.edu.
5. All visitors to campus must arrive via the main gate on Route 9 and check in at the Welcome Booth unless directed elsewhere by the hosting department.
6. Must collect a list of all who attended the event and keep that list on file for a period of two months.
7. Ensure that arrangements for sanitization need to be made with Facilities Management and depending on the scope of the event, specific arrangements for covering the costs of the sanitization may need to be made.
8. Unregistered visitors – such individuals coming to campus for business reasons – are the responsibility of the department that they are visiting. The department should ensure that proof of vaccination is provided or require the visitor to wear a mask at all times while on campus, except while eating/or drinking. All unregistered visitors must come through the main entrance or report to public safety.

VISITORS OF STUDENTS

Students may request authorized access for up to two vaccinated visitors per day by completing the
**Parent/Guardian/Visitor Visit Request Form.** Request forms must be submitted at least 72 hours in advance of the requested visit. All parents/guardians/visitors are required to depart campus by 9:00 p.m. Students may not host any visitors overnight.

Parents/guardians/visitors of students will be permitted to visit campus so long as they are registered by their student 72 hours in advance (visit registration link), provide proof of vaccination, satisfy all college visit guidelines and while on campus adhere to campus COVID-19 policies and procedures. Proof of vaccination must be uploaded prior to the arrival on campus and all guests should have a proof with them while on campus. All visitors are required to show proof of vaccination if asked by a College official.

Requests are reviewed/approved by the Student Life Compliance Officer once proof of vaccination is uploaded. If approved, the parent/guardian/visitor and student will both receive confirmation emails.

All student-hosted visitors to campus must arrive via the main gate on Route 9 and check in at the Welcome Booth.

### H. EXPOSURE/ISOLATION/QUARANTINE

**Isolation:** Any community member who tests positive for COVID-19 will be required to isolate off campus for 10 days from the date of symptom onset or date of the positive test if asymptomatic as determined by the Albany County Health Department/New York Department of Health. The positive test result is reportable to the Albany County Health Department and the individual will be contact traced by the residing county health department.

**Quarantine:** A Close Contact is defined as anyone who has been in contact with a positive individual for more than 10 minutes and within six feet regardless of masking. Unvaccinated Close Contacts as identified by the local health department must quarantine at home for 10 days from the last day of contact with the positive individual, monitor for symptoms and get COVID tested if symptoms develop. Vaccinated Close Contacts as identified by the local health department are not at risk for quarantine unless they are symptomatic. They are advised to monitor for symptoms. If they become symptomatic, they are advised to get COVID testing done and isolate at home until test results are obtained. Per CDC guidelines, asymptomatic vaccinated contacts are advised to mask indoors for 14 days and get COVID tested in three to five days after the last exposure to the positive case in order to discontinue mask use (upon receipt of a negative test).

There will be no designated isolation or quarantine rooms on campus.

### I. CONTACT TRACING

Regardless of your vaccination status, anyone experiencing COVID-19 symptoms should be evaluated and COVID tested. All positive COVID test results are reportable to the County Health Department who will perform a contact tracing investigation. Please note: vaccinated individuals may be contact traced and are expected to participate in the process. However, as noted above, asymptomatic vaccinated individuals, while not at risk for quarantine, may be encouraged to test three to five days after exposure or mask for 14 days.
**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), 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.

**EMPLOYEES**

All employees must self-monitor for symptoms of COVID-19 prior to arrival and while on campus. Any new or emerging symptom should be reported to their supervisor and Cynthia King-Leroy, Asst VP of Human Resources, at king-leroy@siena.edu or 518-786-5081. If symptomatic, an employee should not be on campus and should contact their health care provider for assessment and testing.

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. An employee who tests positive must immediately contact Cynthia King-Leroy, Asst. Vice President of Human Resources, at king-leroy@siena.edu or 518-786-5081.

**J. CAMPUS ACCESS**

**GATES**

Campus gates will be open from 6:00 a.m. to 7:00 p.m. weekdays and from 6:00 a.m. to 5:00 p.m. on weekends, with a few exceptions. The front gate will stay open 24/7, and the Welcome Booth will be staffed around the clock. The gates off Fiddlers Lane (Middlefield and St. Francis) will close at 6:00 p.m. on Fridays and remain closed until Monday morning in accordance with a town agreement.

**LARGE GATHERING GUIDANCE**

While individual visitors may be welcomed to campus pursuant to the College’s Visitors Policy, no events this fall will be permitted to offer an open invitation to the public without prior approval from the College’s Risk Officer, Lori Ehrensbeck at lehrensbeck@siena.edu. Depending on the nature of the event, registration and/or proof of vaccination may be required. Also, group gatherings that may include a large number of unvaccinated individuals (including children under the age of 12) will not gain College approval. Event organizers will be responsible for registering visitors, assigning seats, and assisting health services with any contact tracing.
On September 6, Governor Kathy Hochul announced the designation of COVID-19 as an airborne infectious disease under the New York Health and Essential Rights Act (NY HERO Act). The law mandates extensive workplace health and safety protections in response to the pandemic. In most cases, Siena’s Marching Forward Plan greatly exceeds the minimum standards required by the NYS Department of Health, and as a vaccinated community, Siena is in a much stronger position than nearly all other businesses and institutions impacted by this decision. However, until the state designation is lifted, the College will activate its HERO Act Plan in compliance with the State’s declaration. Human Resources shared the plan with all employees on September 2.

Activation of the plan initiates some temporary changes to operations, beyond College operations stated in our Marching Forward plan, which apply to Siena employees. Effective Tuesday, September 14 and until further notice:

- All College employees including student workers at their campus job sites, regardless of vaccination status, must wear a College approved face covering indoors when physical distancing of six feet cannot be maintained.

To facilitate daily health screenings, the College has reactivated its health screening questionnaire. Please take a moment to bookmark siena.edu/healthscreening. It is not required to submit the form each morning, nor is it necessary to swipe your Saint Card upon arrival, but please consider these questions each day and take appropriate action when necessary.

Once again, as a vaccinated community, Siena is better protected against the virus than most institutions held to the NY HERO Act. Plus, further mitigation strategies outlined in our Marching Forward plan and enforced daily provide Siena with defenses well in excess of the State standards. Thus, our overall COVID posture remains vaccine required, mask optional and welcomed, providing employees remain six feet apart from any individual when indoors.

Effective September 27, fully vaccinated Siena employees were no longer required to mask indoors regardless of proximity to others. New York State modified its HERO Act plan to make a distinction for fully vaccinated communities, and accordingly, Siena removed the masking restrictions detailed in the following addendum.