Dear Students,

The COVID-19 pandemic has challenged us in many ways to reimagine all aspects of the Siena experience both in the classroom and outside of the classroom. Our goal is to provide a quality in-person experience and to take all the necessary steps required to minimize risks of infection and transmission within the College and Capital Region community.

Keeping the Siena community and each other safe is a shared responsibility—it will require each of us to be vigilant in how we protect each other and all members of the Siena community. As Siena Saints, the Franciscan spirit calls us to think beyond ourselves and how our individual actions impact others. The COVID-19 pandemic, and how we manage our experience on campus safely, will test each of us with our need to be flexible in a changing public health environment.

Until effective treatments and a vaccine are developed, we will need to employ various strategies that can mitigate and reduce the spread of infection and that will help us return to a pre-pandemic life. Our efforts outlined in this guide are a pathway to do that, so each of us remains safe, healthy and in community with each other, which is at the core of the Siena experience. In the fall 2020, these measures include:

• Signing of a pledge by you and your parent if under the age of 18 that you agree to what the campus norms and operating principles are for every person’s safety
• Daily symptom screening on the Campus Clear app provided by the College for all students
• Wearing face coverings indoors at all times except when you are in your residence hall room, suite or townhouse.
• Physical distancing in the classroom and all other situations
• Cooperating with contact tracing efforts, isolation and quarantine protocols
• Have an emergency evacuation plan in place should NY State require campus closures

If we all commit to ourselves and each other to engage in these proactive behaviors to keep Siena safe, this will help to contribute to our goal of an in-person classroom and residence this fall.

Please do not hesitate to contact either one of us with any questions or concerns. We encourage you to read the document carefully, follow the Pledge so we can keep Siena safe.

Sincerely,

Maryellen Gilroy Ed.D. Michael Papadopoulos
Vice President for Student Life Associate Vice President for Student Life/Dean of Students
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>CAMPUS STUDENT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERVIEW</td>
<td>Business Services in SSU</td>
</tr>
<tr>
<td>EXPECTATIONS AND GUIDELINES</td>
<td>Post Office</td>
</tr>
<tr>
<td>COVID-19 training</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Pledge</td>
<td></td>
</tr>
<tr>
<td>COVID-19 health screening</td>
<td></td>
</tr>
<tr>
<td>Wear face coverings</td>
<td></td>
</tr>
<tr>
<td>Public health practices</td>
<td></td>
</tr>
<tr>
<td>Siena College acknowledgment and pledge</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>LIVING ON CAMPUS</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td></td>
</tr>
<tr>
<td>Elevators</td>
<td></td>
</tr>
<tr>
<td>Dining - food services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT LIFE SERVICES AND OFFICE OPERATIONS</td>
<td></td>
</tr>
<tr>
<td>Dean of Students</td>
<td></td>
</tr>
<tr>
<td>Community Living</td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
</tr>
<tr>
<td>Counseling Center</td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td></td>
</tr>
<tr>
<td>Student Activities and Leadership Development (SALD)</td>
<td></td>
</tr>
<tr>
<td>Health Promotion</td>
<td></td>
</tr>
<tr>
<td>Student Life Compliance</td>
<td></td>
</tr>
<tr>
<td>Office of Accessibility and Veteran Services</td>
<td></td>
</tr>
</tbody>
</table>

| CAMPUS ACTIVITIES                                      |                                                                                        |
| Student Activities/Student Organizations               |                                                                                        |
| Club Sports                                            |                                                                                        |
| Recreation and Wellness                                |                                                                                        |
INTRODUCTION

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. This student guide summarizes important information and changes for students for the 2020 – 21 academic year. It includes information on the new requirements and restrictions that will significantly impact your experience on campus. The guidance in this document applies to all students and takes effect immediately.

It is critical that we all work together to effectively mitigate the opportunity for the virus to spread on campus and reduce risk. Please read this guide carefully and be proactive by following the key components of the safety strategy as outlined below:

- CONFORM TO THE ACKNOWLEDGEMENT AND PLEDGE
- COMPLETE THE HEALTH SCREENING ON A DAILY BASIS
- WEAR FACE COVERINGS
- OBSERVE SOCIAL DISTANCING
- PRACTICE ENHANCED HYGIENE

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

STUDENT TRAINING

All students are required to complete the United Educators on-line course regarding COVID-19 prior to coming to campus. 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.

SIENA COLLEGE ACKNOWLEDGMENT AND PLEDGE

As members of the Siena College student body, everyone must make a personal commitment to protect the health and safety of our community. Those responsibilities are outlined in the College’s COVID-19 Acknowledgment and Pledge. The complete document may be found on page 8. All students must complete this online commitment prior to gaining access to campus.

COVID-19 HEALTH SCREENING

Students are required to complete a COVID-19 daily health screening utilizing the Campus Clear app on a daily basis. Any student experiencing symptoms or answering yes to any screening question and receive a “not cleared for campus access” should:

• not come to campus and call their 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.

COVID-19 symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms should be triaged by a health care professional for COVID-19:

FEVER (GREATER THAN 100.4 OR CHILLS)
COUGH
SHORTNESS OF BREATH OR DIFFICULTY BREATHING
FATIGUE
MUSCULAR BODYACHES
HEADACHE
NEW LOSS OF TASTE OR SMELL
SORE THROAT
CONGESTION OR RUNNY NOSE (EXCLUDING SEASONAL ALLERGIES)
NAUSEA OR VOMITING
DIARRHEA
TESTED POSITIVE FOR COVID-19
CLOSE CONTACT WITH A PERSON WHO TESTED POSITIVE FOR COVID-19
TRAVELED OUT OF THE COUNTRY OR TO A STATE ON THE NEW YORK STATE ADVISORY LIST

AFTER HOURS HEALTH CARE SUPPORT

For questions after regular Health Services business hours, students may access a healthcare provider via St. Peter’s Health Partners. Students can access the COVID-19 nurse triage line by phone by calling 518-783-2554 option 3. You must identify yourself as a Siena college student and a nurse will return your call. 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. 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.

FACE COVERINGS

The College will provide two face coverings for each student that will be distributed during the move-in process. Commuters may obtain the face covering at the SSU welcome desk. 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.

• Everyone must wear a face covering in all indoor public spaces.
• Residents and visitors must wear a face covering when they are together inside residential spaces or individual rooms.

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.
FACE COVERING REQUIREMENTS 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.

USE AND CARE OF FACE COVERINGS

PUTTING ON THE FACE COVERING
• wash hands or used hand sanitizer prior to handling the face covering
• Ensure the face covering fits over the nose and under the chin
• situate the face covering properly with the nose wire snug against the nose where applicable
• tie straps behind the head and neck or loop around the ears
• throughout the process avoid touching the front of the face covering

TAKING OFF THE FACE COVERING
• do not touch your eyes, nose or mouth when removing the face covering
• when taking off the face covering, loop your finger into the strap and pulled the strap away from the ear or untie the strap
• wash hands immediately after removing

CARE STORAGE AND LAUNDERING OF FACE COVERINGS
• keep face covering stored in a paper bag when not in use
• launder cloth face coverings with regular laundry detergent
• disposable face coverings must not be used for more than one day and should be placed in a trash receptacle
• dispose of face covering if it is visibly damaged (e.g. stretch to your loops torn or punctured materials), dirty or visibly contaminated

PUBLIC HEALTH PRACTICES
• There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.
• The virus is thought to spread mainly from person-to-person.
  ➤ Between people who are in close contact with one another (within about 6 feet).
Through respiratory droplets produced when an infected person coughs, sneezes or talks.

- These droplets can land in the mouths or noses of people who are near by or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

**PRACTICE ENHANCED HYGIENE**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It’s especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

**SOCIAL DISTANCE/AVOID CLOSE CONTACT**

Practicing social distancing on the Siena campus and elsewhere, individuals can avoid exposure and slow its spread by following these guidelines:

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
DISINFECTING

Use hand sanitizer, cleaning wipes and other disinfectants throughout the day. Clean AND disinfect frequently touched surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. After touching a few surfaces on the way to your class or residence hall room, consider washing your hands or utilizing hand sanitizer. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. When using hand sanitizer, apply the product to the palm of one hand (read the label to learn the correct amount) and rub the product all over the surfaces of your hands until your hands feel dry.

COUGHING/SNEEZING HYGIENE

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

MONITOR YOUR HEALTH DAILY

Be alert for symptoms and complete the Campus Clear Health Screening app on a daily basis. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19 as indicated on the health screening app. Call Siena College Health Services at 518-783-2554 if you have symptoms or Siena College Public Safety or 911 if you’re experiencing an emergency.

SIENA COLLEGE ACKNOWLEDGMENT AND PLEDGE

A personal commitment to protect the health and safety of our community:

Siena College is committed to providing a safe classroom and campus environment for the 2020-21 academic year. That is our sincere pledge to the Siena community, but we can only keep that promise with your help. All students
and community members bear their own responsibility to protect their classmates and colleagues. This heavy burden demands diligent self-care and strict adherence to policies and procedures that promote personal safety and community well-being.

To ensure all community members present on campus understand and acknowledge the role they play in ensuring the protection of others, all students (and parents for those students under the age of 18) must sign this Pledge. Siena College student athletes who participate in NCAA sponsored sports may be asked to sign an additional pledge that is more specific to the athletics program.

As a member of the Siena College community, I AGREE to take active steps to protect the health and safety of every member of our campus and local communities in the midst of this global pandemic by doing the following:

I will:

• Complete the required COVID-19 safety training.
• Complete a health screening form for COVID-19 prior to Move-In Day and consent to temperature check and screening upon arrival.
• I will conduct daily symptom monitoring and screening using the College required app/method.
• Wear face coverings in all College buildings unless alone – or with a roommate(s) – inside my residence hall room, suite, or townhouse, or other private space. I will wear a face covering outdoors when six feet of distance from others cannot be maintained.
• Observe appropriate social distancing, especially in classrooms, labs, or in any shared indoor spaces, and I will avoid crowded rooms, elevators, buses, or off campus locations (including parties) where social distancing is difficult. I will NOT host events or gatherings that do not conform to New York state social distancing guidelines and College policies.
• Stay in my residence and contact Health Services if I feel ill or after possible exposure to someone who is ill or has tested positive for COVID-19 and avoid close contact with others.
• Participate in any diagnostic and/or surveillance coronavirus testing and contact tracing as instructed to preserve community health and adhere to isolation and quarantine instructions.
• Wash my hands frequently with soap and water for at least 20 seconds and avoid touching my eyes, nose, and mouth with unwashed hands.
• Keep my personal belongings, residence, and shared common spaces clean.
• Get a flu vaccine when available during the fall semester.
• Read all College emails to stay informed about health and safety updates or responses to COVID-19, and I will respond to messages from College staff who may be checking on my well-being.
• Acknowledge that travel beyond the College area (except as required to commute to campus for school or work or an internship), particularly out of state, may require me to follow additional public measures such as being in self-quarantine.
• NOT host outside visitors and will limit Siena community visitors to two per living space to ensure compliance with social distancing requirements until these restrictions are lifted by the College.
• Assemble a Go-Kit in case I need to be isolated or quarantined and cannot return to my room.
• Develop an evacuation plan with my family to be used in the event the College closes before the end of the semester.
• Serve as an active bystander for the well-being of myself and others by enforcing social distancing and other health guidelines. I will help others remember their responsibility and remind them to wear face coverings and keep appropriate distance to assure everyone’s health and safety, and I will report any concerns regarding compliance to the Community Living Staff or the Dean of Students.
• Read and follow all College published policies as well as the requirements listed on the College’s Marching Forward webpage and in Siena Life for my safety and the safety of all Saints.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the virus even if I adhere to all of the safety precautions above, as well as any additional guidelines or regulations enacted by Siena College, and those recommended by the CDC, local, state and federal health and medical professionals. I understand that although the College is following the coronavirus guidelines issued by the CDC, New York State Department of Public Health and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with this Siena College Pledge. I further understand that I am subject to the provisions in the Student Code of Conduct as they relate to these expectations for my behavior. I understand that failure to abide by this pledge, guidelines outlined on the Marching Forward webpage and any other violations of the Siena Life Handbook/Code of Conduct may result in disciplinary action and sanctions up to, and including, removal from housing, restriction from campus, and/or expulsion.

By completing this COVID-19 Acknowledgement and Pledge and submitting my electronic signature below, I am indicating that I have read, acknowledge and agree to abide by and
THE FOLLOWING ARE CHANGES TO SIENA LIFE FOR THE 2020-2021 ACADEMIC YEAR

INSTITUTIONAL AUTHORITY

Adjustments to Siena Life 2020-21 due to current Public Health Emergency

Students will not visit residential areas, other than their own, without specific invitation from a resident of that area.

Impromptu or unapproved gatherings with no nexus to the college’s educational mission present an elevated health risk to the community during this ongoing Public Health Emergency. Such gatherings, whether indoors or outdoors, are not authorized by the college. Students must refrain from initiating and participating in such gatherings and understand the risk of virus spread in such a setting. Any student involved may face discipline under the student code of conduct with sanctions ranging from written warning up to and including expulsion.

If an outdoor area, quad or lawn has a gathering(s) of any size that is outside the New York State Guidelines for the current public health emergency or in the assessment of College Officials the gathering poses an elevated risk, college officials will ask the students to disperse in order to ensure the continued health and safety of our community.

Inside residence hall areas, only two visitors in total will be allowed per living space (room, suite, or townhouse) over the normal occupancy of the space.

CODE OF CONDUCT

A. General Code Violations

7. Over Occupancy:

Only two visitors 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):

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Visitors</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-person house or suite</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>4-person house, suite or room</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>3-person room</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>2-person room</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Single room</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>
Students will not visit residential areas/spaces, other than their own, without specific invitation from the resident of that area/space/room.

Exception to policy: Parents will be allowed to campus for medical or mental health emergencies only.

A. General Code Violations

10. Reckless Endangerment of Persons:

This includes, but is not limited to, failing to follow established public or community health protocols, directives, etc.

D. Failure to Comply and Interference:

3. Additionally, requests for compliance with public health and college directives, including medical treatment and testing - COVID related.

E. Other Prohibited Behavior

5. Adverse Conduct:
This includes behavior that would violate the expectations for students to follow in the current public health emergency.

F.2. Visitation and Guest Policy

F. No guests outside the on-campus community are allowed on campus.(see exception below).

Visitors must be a campus community member ONLY!

Students will not visit residential areas/space, other than their own, without specific invitation from a resident of that area.

No overnight visits permitted.

Exception to policy: Parents will be allowed to campus for medical or mental health emergencies only.

HEALTH AND WELLNESS

III. Refusing Medical Treatment

This includes following isolation and quarantine requirements and/or College required COVID 19 related testing.

IV. Medical Leave of Absence Policy
Quarantine and Isolation Procedures - Confirmed Covid-19 Positive Test During Semester.

If a student presents Covid-19 symptoms or is identified as a direct contact of a confirmed COVID-19 positive, the student should contact Health Services to be further triaged. The provider may then direct the student to an isolation room or to a medical facility for testing. The College has identified temporary isolation rooms on campus, which will remain empty. Some of the rooms will also 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, students live in a distant state, etc.), the College has reserved some isolation spaces on campus and quarantine spaces in a local hotel. The students in isolation and quarantine will be monitored by the Care Team.

RESIDENTIAL FACILITIES, LIVING GUIDELINES AND PROCEDURES

I. Facilities

C. Individual Room/Suite/Townhouse Upkeep:

1. In addition, residents in rooms with their own bathrooms are responsible for the regular cleaning and upkeep of those bathrooms, including necessary cleaning supplies.

II Housing Policies and Procedures

B. Closing Periods

7. Emergency Closing Periods may emerge based on a number of factors (pandemic situation, long-term emergency, etc.) In events such as this, students may be required to vacate campus quickly. If a return to campus date is not known, the Office of Community Living reserves the right to enter student spaces to remove and discard food-related items left in rooms and/or in refrigerators/freezers to prevent spoiling and health/safety concerns. In addition, the College reserves the right to adjust normal operations or procedures to maintain public order and/or the health, safety and welfare of the College community (see Public Order/Health, Safety, and Welfare of the Community).
LIVING ON CAMPUS

The College has lowered density in residential living areas 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. 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. Custodial crews will conduct full cleanings of all communal restrooms, hallways, lounges, and high touch surfaces seven days a week.

DINING - FOOD SERVICES

Seating for all three dining spaces - Lonnstrom Dining Hall, Casey’s/Starbucks, and Massry Dining Hall – are at 50 percent capacity with tables spaced six feet apart, in compliance with New York state guidelines.

- Face coverings are 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 has been expanded to include the Maloney Great Room in Sarazen Student Union, new picnic tables, and a tent on the Quad. The tables are distanced as required with six chairs and may not be moved to stay within N.Y. State requirements.
- 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 not sure?
- 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.
- Please maintain social distancing as required
## MOBILE ORDERS ONLY

**Bernie’s | Casey’s | Piazza | Starbucks**

Go to appstore: Search GET Mobile and download the following app:

To log in, use your Siena email credentials:
Scroll down list and select Siena College Username:
first part of your Siena email (do not type “@siena.edu”)
Password: Siena email password

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>HOURS OF OPERATIONS</th>
<th>ORDER METHOD/TENDER</th>
<th>SEATING OPTIONS</th>
<th>MENU OFFERINGS/DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BERNIE’S</strong></td>
<td>Open Daily</td>
<td>Mobile orders only</td>
<td>Take Out Only</td>
<td>Bowls/Burritos/Salads/Nachos/Fresh to Go</td>
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<tr>
<td></td>
<td>Mon. - Thurs.: 7:30 AM - 10:00 PM</td>
<td>Meal Swipe/Bonus $</td>
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<td></td>
<td>Friday: 7:30 AM - 2:00 PM</td>
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<td>Sat.: 11:00 AM - 4:00 PM</td>
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<td></td>
<td>Sun.: 2:00 PM - 8:00 PM</td>
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<tr>
<td><strong>CASEY’S BREAKFAST EXPRESS</strong></td>
<td>Mon. - Fri. 7:30 AM - 10:00 AM</td>
<td>Mobile orders only</td>
<td>Take Out Only</td>
<td>Breakfast Sandwich/Drink/Fruit</td>
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<td></td>
<td></td>
<td>Meal Swipe/Bonus $</td>
<td></td>
<td></td>
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<tr>
<td><strong>CASEY’S STARBUCKS</strong></td>
<td>Open Daily</td>
<td>Mobile orders only</td>
<td>Take Out Only</td>
<td>Baked Goods/Starbucks Drinks/Fresh To Go</td>
</tr>
<tr>
<td></td>
<td>7:30 AM - 4:00 PM Mon. - Fri.</td>
<td>Meal Swipe/Bonus $</td>
<td></td>
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<tr>
<td></td>
<td>9:30 AM - 4:00 PM Sat. - Sun.</td>
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<tr>
<td><strong>CASEY’S MET GRILL/WRAPPED</strong></td>
<td>Open Daily</td>
<td>Mobile orders only</td>
<td>Take Out Only</td>
<td>Classic Grill Items/Salads/Wraps/Sushi/Fresh To Go</td>
</tr>
<tr>
<td></td>
<td>11:00 AM - 10:00 PM</td>
<td>Meal Swipe/Bonus $</td>
<td></td>
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<tr>
<td><strong>LONNSTROM DINING HALL</strong></td>
<td>Open Daily</td>
<td>Meal Swipe/ Bonus $/Cash/Credit Card</td>
<td>Upper Level of Lonnstrom &amp; Norm Optional Take Out Utilize Red/Green Signs to indicate when table is ready</td>
<td>Hot &amp; Cold Breakfast Options/Grill Specials/Americana Station (Homestyle Meals)/Pasta Station (Gluten Sensitive available)/Clarity Station (allergen friendly)/Pre-Packaged Salads/Yogurt/Fruit/Granola/Individually packaged Bakery items/Single Serve Novelty Ice Cream/Fresh whole fruit and single serve yogurt will be available all meal periods/3 menu selections daily using Quesadilla special served daily</td>
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<tr>
<td></td>
<td>Breakfast 7:30 AM - 10:30 AM</td>
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<td></td>
<td>Lunch 11:15 AM - 2:30 PM</td>
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<td>Dinner 4:00 PM - 7:30 PM</td>
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<tr>
<td><strong>LONNSTROM EXPRESS</strong></td>
<td>Mon. - Fri. 11:00 AM - 2:00 PM</td>
<td>Meal Swipe/Bonus $</td>
<td>Take Out Only</td>
<td>Chicken Nuggets/Mac &amp; Cheese/General T’s Chicken/Steamed Rice/Vegetable/Rotating Deli Sandwich options (including plant based)/Canned Soda/Bottled Water/Assorted Side items/desserts</td>
</tr>
<tr>
<td><strong>LONNSTROM PIZZA</strong></td>
<td>Mon. - Fri.</td>
<td>Mobile orders only</td>
<td>Lower Level of Lonnstrom Optional Take Out</td>
<td>Personal Pizzas (including gluten sensitive and plant based cheese options)</td>
</tr>
<tr>
<td></td>
<td>Lunch 12:00 PM - 4:00 PM Dinner 6:00 PM - 10:00</td>
<td>Meal Swipe/Bonus $</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MASSRY DINING HALL</strong></td>
<td>Mon. - Thurs.</td>
<td>Mobile orders only</td>
<td>Eat In Optional Take Out</td>
<td>3 menu selections daily using Quesadilla special served daily</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:30 AM - 1:00 PM Dinner 5:00 PM - 7:00 PM</td>
<td>Meal Swipe/ Bonus $/Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STANDISH LIBRARY COFFEE KIOSK</strong></td>
<td>CLOSED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STREET EATS FOOD TRUCK</strong></td>
<td>Mon. - Fri.</td>
<td>Bonus $/Cash/Credit Card</td>
<td>Take Out Only</td>
<td>Quesadillas</td>
</tr>
</tbody>
</table>
STUDENT LIFE SERVICES AND OFFICE OPERATIONS

DEAN OF STUDENTS OFFICE

The Dean of Student Office will operate during normal business hours, 8:30am – 4:30pm by appointment. Students may call the office to arrange a meeting by calling 518-783-2328 or by sending an email studentlife@siena.edu. Students who email or call must leave a cell number in order for the office to follow up with further instructions regarding scheduling and arrival for the meeting with the Dean’s Office.

• Individual student meetings (for conduct or otherwise) may be conducted in offices while social distancing or virtually via Zoom.
• Student meetings with more than two people present will generally be conducted virtually via Zoom.
• All conduct hearing results will be emailed to the respondent, no paper copies will be sent.
• Student Conduct Review Board training will be conducted virtually.
• Hearings will be conducted via Zoom with complainants, respondents and advocates. All hearing materials for Board members will be shared with them through Google prior to the hearing and then deleted following the hearing.
• Various Committee meetings will be conducted virtually.
• When using a meeting program/Zoom for a conduct related case, it may be important for the hearing officer or the board to include a disclaimer that refers to not recording proceedings and that the college does not give permission for anyone to do so.

COMMUNITY LIVING

Community Living will continue to provide ongoing support to students through virtual avenues as the primary method. This will include calling or emailing OCL staff to schedule Zoom meetings for all routine requirements (maintenance requests, roommate mediations, student conduct violations, etc.). Community Assistants will be engaged in virtual programming to continue to establish and build community. Students can contact us via email (housing@siena.edu) or phone (518-783-2919) with any questions and staff will be able to respond with appropriate resources.

HEALTH SERVICES

Business Hours: Monday-Thursday 9am-5:30pm, Friday 10am-4pm

Student Health Services appointments will be made by phone by calling the Health Services Triage RN at 518-783-2554, option #1. Appointment times will be staggered to assist with proper screening and limiting the volume of students present in Health Services at one time. No walk
in appointments will be accepted. Non-sick visits will be scheduled for in-person appointments. All sick visits will be scheduled via telehealth appointments. Telemedicine will be offered and encouraged for students who are exhibiting potential COVID symptoms.

**After hours and weekends:**

St. Peter’s Health Partners COVID-19 Nurse Triage line allows you to speak with a health care professional who will direct you to the most appropriate place for care, Call 518-783-2554, option #3. *Must Identify yourself as a Siena student*

**WellNow Urgent Care, an affiliate of SPHP, offers in person Urgent Care visits and testing at:**
1438 Western Ave, Albany NY (Latham location coming Aug 31st) Most insurances accepted.

Monday-Sunday 8 am - 8 pm

- For Patients with fever and upper respiratory symptoms
- Rapid Flu, Rapid Strep and Rapid COVID testing offered
- Full service lab and XRay on site
- Telehealth virtual visits 24/7 with a doctor for $75 fee via the following link.https://wellnow.com/services/wellnow-virtual-medical/

**SPHP Virtual Visit**

- Asynchronous or Video Visit for Medical Conditions such as Pink Eye, UTI, Skin Rash, including an option for online screening for symptoms of COVID-19
- If your symptoms match that of COVID-19, the on-call provider will refer you for additional evaluation and your virtual visit will not be charged
- Start a Virtual Visit here - https://sphp.zipnosis.com/
- $25 online/$50 video charge for the visit

**CDPHP has expanded access to their FREE telehealth services for all CDPHP members**

- ER Anywhere is an emergency medicine app that allows you to be connected to a live, emergency medicine provider 24/7
- You can download the app on your smartphone, or simply call 1-866-ER-ANYWHERE or visit www.cdphp.com/ERAnywhere

**New York State Department of Health Coronavirus 24/7 Hotline # 888-364-3065**

Health Services Pre-Appointment Screening
All students seeking general healthcare services from Health Services Center will be screened prior to coming into the Student Health Center with a COVID-19 screening tool over the phone by the triage nurse. The screening questions are updated to reflect the most current signs and symptoms of COVID and will be reviewed by the triage nurse prior to the student arriving. Students will have their temperature taken before entering the clinic area. All students will be asked to wear a mask while in Health Services. Students will be advised of a No visitors policy allowed into the clinic. Students will be able to check in 10 minutes before their appointment time and are encouraged to arrive on time to reduce wait times.

**Health Center Modifications:**

1. Plexiglass shields at Reception desk to create a protective barrier
2. All staff were fit tested for an N95 mask. Mask required signage will be placed.
3. All visits are by appointment only, call the Triage nurse. No Walk-Ins allowed.
4. Limit use of the waiting room to only the student scheduled for an appointment.
   - No visitors will be allowed. Furniture will be marked allowing six feet apart.
   - Floor markings on the floor to ensure social distancing from reception staff.
5. Students will Covid-19 screening prior to all appointments.

**Contact Tracing:**

Health Services and The Office of Human Resources will assist the local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for employees and 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. To prepare for this, some Health Services clinical staff have taken the John Hopkins COVID-19 Contact Tracing course on Coursera.

**COUNSELING CENTER**

All appointments for the Counseling Center will be by zoom / telehealth unless otherwise noted. Any student attending an in-person appointment at the Counseling Center will be required to wear a mask and have a temperature check. To schedule a non-crisis appointment, please do the following during business hours:

- Call 518-783-2342 during normal business hours (8:30am-4:30pm) on weekdays.
- Visit our website for more information about our services https://www.siena.edu/offices/counseling-center/

**AFTER HOURS AND WEEKENDS**

- Please call Public Safety (518-783-2999) to be put in touch with after-hours clinician. A Counseling Center clinician is on call 24/7 for mental health emergencies. Counselors will speak to students by telephone.
Public Safety Office Operations will continue as required but some functions will transition to virtual and/or adapt to safety requirements as outlined by public health guidance. Students can utilize the traditional Public Safety numbers as needed 24/7. The non-emergency number is: 518-783-2376. The emergency is 518-783-2999. Students may also call 911 if there is an emergency which rings to the Town of Colonie Police. Public Safety functions will be performed as follows:

- Reports: To the greatest extent possible, reports will be handled virtually or over the telephone. The second option will be in office by appointment. Emergencies and reports requiring an officer on scene will continue with all COVID safety precautions in place.

- Jump starts/lock-outs/unlock requests: Continue with all COVID safety precautions in place.

- Interviews/statements: Use of virtual meetings for minor follow up. Face to face by appointment only for sensitive cases. There will be a limit of one student at a time (unless there is a regulatory requirement for an advisor). There will be no back to back meetings to reduce population density in office. COVID safety precautions include masks, hand sanitizer, disinfecting surfaces and safety partitions.

- Response to calls: Dispatcher will ask screening questions prior to sending an officer to the call.

- Field initiated activity: Noise complaints, safety observations – Officers will ask residents to step out of room/house and assess for COVID exposure/symptoms (Screening questions).

- Building checks: Officers will use gloves when checking for unlocked windows and doors. Masks will be worn as required by the College Plan.

- Student Transports: Vehicles have been fitted with Plexiglas partitions. Limit of 1 passenger for SUV. And two passengers for vans. All parties in the vehicle, including the driver, will wear a mask. The officer/driver will disinfect the vehicle before and after the transport.

- Virtual/touchless permit system: Public Safety has created a new email account parkingpermits@siena.edu to handle student vehicle permit transactions. Permit requests will be logged, then traffic rules and the parking sticker will be sent to the student.

- Welcome Booth: Public Safety will staff the Main gate booth 24/7. All community members will be required to swipe their Saint Card. A second Booth will be operated at the Middlefield gate from 7am-1pm and again at 4pm – 6pm (M-F).
• Traffic Appeals Board – Students will submit traffic/parking violation appeals in the BOSSCARS system and the Traffic Appeals Board will meet in Virtual format only.

• Public Safety Advisory Committee – Virtual format only.

**STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT (SALD)**

The SALD office has made several functional changes aimed at reducing density, encouraging social distancing, and keeping our campus safe. SALD has also been reorganized to accommodate a new traffic flow. We are encouraging one-way traffic in the corridor outside of SSU 310, and have placed waiting dots 6ft apart to indicate where students may wait (if they have a scheduled appointment in the office). Visitors to the 310 office should walk up the main staircase, and exit to the first floor by the stairwell at the end of the hall (by the Paddock). The only exception is if staff need to utilize the restroom on the 3rd floor.

Frequently used paperwork for clubs and organizations can be found outside the office for efficient/safe pickup. SALD has placed signage at the bottom of the SSU stairway indicating that all visitors to the 3rd floor should contact our offices in advance to make an appointment, and that in-person appointments should only be scheduled if absolutely necessary. Walk-in visitors will be discouraged. Each of our staff members will set aside time on our calendars to schedule student appointments, which will be linked to our email signatures.

SALD staff will also be alternating working in the office or working remotely to reduce density within the space. We will staff the Welcome Desk with slightly expanded hours, and our student staff will conduct walk-throughs of the SSU to ensure that social distancing and regular disinfecting occurs.

**Office Contact Info:** (518) 783-2330 Welcome Desk: x4242; Email: activities@siena.edu

**Office Hours:** Main Office: 8:30am-4:30pm; Welcome Desk: 10:00am-6:00pm

**STUDENT LIFE COMPLIANCE**

The Student Life Compliance Officer will primarily work remotely this fall. Individuals are encouraged to email Jeanne Obermayer (obermayer@siena.edu) with any questions or to schedule a zoom meeting. Mrs. Obermayer is hearing impaired so email or zoom meetings are preferred over leaving any voice messages since those can be hard to decipher. Meetings can be scheduled directly with Mrs. Obermayer by going to calendly.com/jeanneobermayer. The traditional office location is SSU 302 and the telephone number is: 518-783-2421.
HEALTH PROMOTION

The Office of Health Promotion will follow the American College Health Association (ACHA) guidelines and leverage marketing, communications, social media, passive programming and virtual / remote training, education, and initiate student virtual wellness appointments.

• Some urgent/complex referrals may be held in person in a designated space outside of SSU 320 as approved by VPSL and DOS (ie: Padua classroom).

• Student wellness training will occur in approved designated spaces (ie, outdoors, classrooms, etc.) as necessary.

• Wellness visits are still available through Zoom and virtual appointments.

• Trainings, wellness offerings, and peer outreach and education will continue remotely and through social media platforms.

OFFICE OF ACCESSIBILITY AND VETERAN SERVICES

The Accessibility Office will be open from 8:30am-4:30pm daily. Appointments need to be requested through email (jgold@siena.edu). Accommodation letters can be emailed to students upon request or picked up in the office by appointment. Testing accommodations must be made online and should be filed 3-5 days prior to the exam in order to ensure space for you in the testing room.

As the fall semester begins with new protocols in place, we are asking students that have any difficulty in class due to a hearing impairment to please let the faculty/ professor/ administrator know as well as reaching out to the Accessibility Office for assistance. Many people compensate for their hearing impairment by sitting in the front of the room and or lip reading. Some record lessons so they can transcribe them later to read. With the wearing of a mask being mandatory, lip reading will be difficult unless they are using a clear view mask and the voice is muffled due to the mask which makes hearing more difficult as well. Students who may have a need, please reach out to either the Accessibility Office or SASE office.

Accessibility Office – Foy Hall room 109
Student Academic Success and Engagement office (SASE) – Siena Hall room 215
Testing Room – Hennepin 138 – Jay Arnold’s office for fall semester

FOR THOSE STUDENTS THAT REQUIRE ACCOMMODATIONS:

• Complete registration and authorization forms online and submit any necessary documentation (504/IEP and psychological evaluation) through email (jgold@siena.edu), fax (518-782-6770) or mail.
• Schedule a meeting by phone 518-783-4239 or email jgold@siena.edu to pick up any adaptive technology you require for the semester and to sign the contract for it.

• Email jgold@siena.edu for your accommodation letter to be sent through email or for pick up.

• Any questions of accommodations or necessary adaptive equipment, please email jgold@siena.edu.

CAMPUS STUDENT SERVICES

BUSINESS SERVICES IN SSU (STUDENT ACCOUNTS & SAINT CARD)

Office Contact Info: Jamie Skumurski, studentaccounts@siena.edu, 518-783-2317
Jamie Skumurski, saintcard@siena.edu, 518-782-8282

• All students must wear a facial mask at all times. The face covering must NOT be removed when speaking with someone at the counter.

• Only 1 customer will be allowed at the counter at a time.

• 6 ft markers will be posted on the floor and students need to stand on the line in order to remain in line. To reduce building capacity, students are encouraged to return at a different time if a line marker is unavailable to stand on while in line.

• Saint Card Replacements: Students requesting ID replacements should complete a google form (https://forms.gle/Vee157Z4e97y2Pde9) prior to coming to the Saint Card office. You will be sent an email when your card is ready for pick up.

• Student Account Refunds: In order to maintain social distancing guidelines, students requesting refund checks/saint card transfers should complete a google form online (https://forms.gle/nPPtvvyZbpC31kvNGA). Check requests must be completed by the student. Refund requests must be submitted to the Office of Business Services by Tuesday at 3PM in order to receive a check on that Friday. Checks are available for pick up in SSU 229 on Friday. If we have any questions regarding your request, we will email your Siena account.

PAYMENTS:

• Students are encouraged to pay their bills online at https://siena.afford.com/.
• Payments (cash or check) will be accepted in the office but please follow building guidelines and proper social distancing guidelines.

• There will be a drop box outside of the SSU west door to drop payments if you do not wish to enter the building.

Payments can also be mailed to the campus:
• Siena College
  ATTN: Business Services
  515 Loudon Road
  Loudonville, NY 12211

• Trustco Center Drop Box: All paperwork sent to Trustco Center will be dropped in a box mounted on the wall. No paperwork should be given to employees at the counter.

**POST OFFICE**

Laurie Ellis, postoffice@siena.edu, 518-783-2416

• 6 ft markers will be posted on the floor and students need to stand on the line in order to remain in line. Stanchions will also be used to help with the line.

• To reduce building capacity, students are encouraged to return at a different time if a line marker is unavailable to stand on while in line.

• Students will be encouraged to order items to their home and bring with them on move in day.

• Families will be encouraged not to ship packages to students.

• Mailbox keys will be distributed on move in day by the CA’s.

• All students must wear a facial mask at all times. It should NOT be removed when speaking with someone at the counter.

• Only 1 customer will be allowed at the counter at a time.

• Textbooks are encouraged to be ordered to your home prior to campus arrival and brought with you to campus.

• Due to the line limitations, package pickups will be delayed.
FINANCIAL AID

Virtual appointments are available for students and/or parents to meet with the Financial Aid Office. If you need to meet with your financial aid counselor, please schedule a virtual appointment here - https://www.siena.edu/offices/financial-aid/financial-aid-staff/. As always, you may email aid@siena.edu to get your financial aid questions answered as well.

LEARNING ON CAMPUS

GENERAL INFORMATION

SCHEDULE CHANGES

• The 2020-21 Academic Calendar has been modified to provide our students with the best chance of completing full academic terms of in-person instruction, and to help mitigate the threat of the coronavirus spreading on campus.

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

• The daily class schedule has also been adjusted for reasons of safety. 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.

CLASSROOM & ONLINE LEARNING

• Acceptable facial coverings for the nose and mouth, including cloth masks and face shields will be required in all classrooms and labs.

• 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 members. In-person meetings will adhere to social distancing and face covering requirements.

• Students can expect a mix of course delivery methods in the coming semester. The Siena faculty have been working vigorously to ensure that every course maintains Siena's Education for a Lifetime in whatever format necessary.
• Approximately one-quarter of all classes will be delivered either completely online or remotely this fall.

• Technology required to provide live-streaming of classes has been purchased and will be installed by the beginning of the fall semester. This technology will allow students to effectively participate remotely in classes that are being offered in person.

• Classrooms will be restricted to 50 percent capacity, or students will be seated at least three feet apart, whichever amounts to lower capacity (regardless, masks are always required in the classroom). The College will also hold classes in other spaces, such as the Sarazen Student Union. Thorough cleaning of all classrooms by our custodial staff will occur in the early morning hours. High-touch surfaces will be disinfected twice a day by custodial staff; this frequency will be adjusted if needed.

• Classrooms will be outfitted with sanitizing kits for faculty and students to use on their desks, tables, podiums, etc. in between classes. 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.

CLASS SCHEDULE CHANGES:

Students should reach out to their advisor, the assistant or associate deans for their schools, or the SASE office if they wish to adjust their schedules. After July 24, students will have access to registration and will be able to add and drop courses. Please refer to the academic calendar for the last days to add and drop classes.

INTERNSHIPS/EXPERIENCES FOR THE FALL SEMESTER:

Internships will continue as long as businesses are open and can safely practice social distancing. There will be some programs that operate remotely, as well as some in-person. Field experience requirements, such as education and nursing programs, will be fulfilled. We will be working with sites and students to make sure these requirements are met.

CLASS STRUCTURES FOR SEMESTER:

Face-to-Face classes are traditional classes that meet on campus. They are indicated with ‘TBA’ as the location because classroom assignments are being finalized. A specific classroom will appear in Banner before the first day of class. Many of these classes may be split, with half of the students meeting in the classroom one day while the other students participate remotely. Other classes will be able to accommodate all students in the classroom at once.
Online, synchronous classes are classes that meet only online, but there will be a ‘live’ component so students will participate remotely at the same time. These classes have ‘Online’ as their location and a specific meeting time is provided.

Hybrid classes are classes that are a combination of in-person meetings with the entire class and online work. They are indicated with ‘Hybrid’ as the instructional method on student schedules.

Cleaning and sanitizing of classrooms: “Green” cleaning solutions will be used initially, followed by disinfectants with high alcohol content.

Science labs/creative arts studios/other non-traditional classrooms: These types of instruction settings will be restricted to 50 percent or students sitting three feet apart, whichever amounts to less capacity. In addition, plexiglass barriers will be in place and other accommodations are being made in these spaces.

Library configuration and hour changes: Just as is being done with all other locations on campus, the Library will be configured to adhere to social distancing. There will be some adjustments to the hours of operation, but nothing significant.

Face covering for visual/hearing impaired: The College will work with individuals to make appropriate accommodations to the best extent possible. Students requiring special accommodation should contact Julia Gold (jgold@siena.edu) and employees should contact Sherrill Brown (sbrown@siena.edu).

Community Service in the community for the fall 2020 semester: Service in the beginning of the fall 2020 semester should be managed remotely, if possible. Off-campus service opportunities will require approval and a signed agreement by the service site. In all cases, Siena community members must abide by all virus-related College policies such as social distancing and face coverings. Priority will be given for service experiences that are required for academic programs and/or demonstrate significant experiential opportunities.

CAMPUS ACTIVITIES

STUDENT ACTIVITIES/STUDENT ORGANIZATIONS

Social activities and events planned for students will be mainly presented in a virtual format. Limited small (not to exceed the New York State limit for social events) events may be planned with all social distancing requirements and masks must be worn. Clubs will be trained virtually,
the fall club fair will be done virtually and 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 will meet the same requirements outlined above.

CLUB SPORTS

For the fall 2020 semester, Siena College club sports will not compete- but will be permitted to meet virtually, 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. Club sport teams will not be permitted to travel, including to practice locations off campus, and will not be permitted to engage in any competitions or tournaments. These requirements are contingent upon current conditions and subject to change.
RECREATION AND WELLNESS

Siena is in the process of securing the necessary approval to open the gym portion of the MAC. The Marcelle Athletic Complex – which includes the student, faculty, and staff fitness center, the Callanan Field House, general use locker rooms, and aerobic rooms – is required to meet New York state guidance on the opening of gyms which was recently announced. The Albany County Health Department is required to confirm that Siena is meeting those guidelines. Included in New York state’s requirements are that users must register prior to using the facility (MAC registration workout), wear a face mask during workouts, clean equipment after use, and symptom check prior to use (students through their use of Campus Clear and employees through their use of the College’s Employee Daily Health Screening). The portions of the MAC listed above will be available for use by Siena students and employees ONLY. Visitors and family members are NOT permitted to use the facility until further notice.