ACPHS Reopening Plan

8/13/20

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Overview

This ACPHS reopening plan incorporates all of the mandatory requirements included in the [NYS Interim Guidance for Higher Education During the COVID-19 Public Health Emergency](#) and includes additional recommended best practices to protect our communities on both our Albany and Vermont campuses during this pandemic. For reference, here are the [Checklist for Higher Education Institution Reopening Plans](#) and the [Higher Education Guidelines](#) that list the mandatory requirements and recommended best practices.

ACPHS has two unique features pertinent to our management of the pandemic. First, since the College operates a licensed pharmacy and has licensed pharmacists on staff, we have applied for and received a Limited Service Laboratory (LSL) certification. This LSL allows us to do point-of-care CLIA-waived COVID-19 antigen testing on site with rapid turnaround (less than an hour).

Second, we partnered with [EYP Architecture & Engineering](#) to develop data driven procedures to create a safer environment for our campus community. EYP collaborated with our Campus Reopening Task Force to:

- Develop protocols for how spaces are used, configured and monitored
- Evaluate building infrastructure including air quality
- Analyze people flow and provide solutions to reduce surface contact
- Evaluate technology infrastructure and systems
- Provide graphics and analytics to communicate findings and procedures

Additionally, to help us evaluate the HVAC systems in our diverse infrastructure, we worked closely with the Colden Corporation, occupational health, safety, and environmental consultants. Representatives from both expert firms evaluated our campus spaces including classrooms, laboratories, offices, common areas, residence halls, recreational facilities, etc. on both campuses. Fortunately, the majority of our buildings on both the Albany and Vermont campuses meet the recommended standards for air filtration, air flow and outside air quantity. The few academic spaces that need modifications to meet the recommended standards, will be complete before classes resume, or they have been taken off-line until further notice.

Consistent with the NYS Interim Guidance for Higher Education:

- ACPHS engaged with campus community members (e.g., administrators, faculty, staff, students, board of trustees) when developing this reopening plan.

- ACPHS developed a communications plan for students, parents or legal guardians, employees, and visitors that includes reopening-related instructions, training and signage, and a consistent means to provide them with information. This plan includes, but is not limited to, using web pages, texts, emails, and social media posts.

- ACPHS President Greg Dewey affirmed that he read and understands the College's obligation to operate in accordance with the NYS Interim Guidance for Higher Education.

- ACPHS' reopening plan was submitted to the Department of Health prior to reopening and is conspicuously posted for employees and students to access.

- This reopening plan includes the following four sections:
    1. Reopening of the campus
    2. Monitoring of health conditions
    3. Containment of potential transmission of the virus
    4. Shut down of in-person operations on the campus, if necessitated by widespread COVID-19 transmission

Reopening of the Campus

1. Capacity & Physical Distancing

- A distance of at least six feet must be maintained among individuals while on campus, inclusive of employees and students, to the extent possible and when seated in a classroom setting or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence.

- Acceptable face coverings must be worn **__at all times__** on campus, both indoors and outdoors, except for roommates while they are inside their own room/suite/apartment. This will be communicated to the campus community and reinforced with signage.

- For the purposes of this plan, students who share the same residence (e.g., dormitory room/suite/apartment) will be considered members of the same household.

- Even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space on our Albany campus and will not exceed 75% of the maximum occupancy on our Vermont campus, unless it is designed for use by a single occupant.

- ACPHS is reducing bi-directional foot traffic using tape or signs with arrows in hallways or spaces throughout campus, and posting signage and distance markers denoting spaces of six feet in any areas in which lines are commonly formed (e.g., campus centers, libraries, classrooms, dining halls, health screening stations).

- ACPHS is modifying or reconfiguring spaces and restricting the use of classrooms and other places where students and employees congregate, so that individuals are at least 6 ft. apart in all directions (e.g., side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use.

- ACPHS is installing physical barriers in some locations. These barriers will not affect air flow, heating, cooling or ventilation, or otherwise present a health or safety risk, in accordance with OSHA guidelines. (Physical barrier options may include strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable dividers or partitions.)

2. PPE

- ACPHS is providing face coverings to all employees, at no cost to the employee.

- ACPHS will have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement, or visitors do not have one.

- ACPHS is requiring that students get their own face coverings, but masks will be available for purchase at campus bookstore.

- ACPHS is training employees and students on how to adequately put on, take off, clean (as applicable), and discard PPE.

- Face coverings will be cleaned or replaced after use and will not be shared, according to CDC guidance on cloth face coverings and other types of PPE.

- Employees, students, and visitors are required to wear face coverings **at all times** on campus, indoors and outdoors, except for roommates while they are inside their own room/suite/apartment.

- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana) and surgical masks. Face shields that cover both the mouth and nose may be worn, but must be in addition to a cloth-based face covering or mask.

- ACPHS is limiting the sharing of objects such as laptops, notebooks, touchscreens, and writing utensils, as well as the touching of shared surfaces, such as conference tables, and is requiring employees to perform hand hygiene before and after contact.

3. Training, Testing and Screening

- ACPHS is requiring all students, faculty and staff to complete mandatory COVID-19 training prior to returning to campus.

- ACPHS is requiring that all students, faculty and staff be tested for COVID-19 and provide documentation of a negative test result prior to returning to campus in the fall so we can be confident of starting the semester without anyone infected with the virus. For students returning to the Albany campus from the list of restricted states with quarantine restrictions, including Puerto Rico, and from other countries consistent with CDC's quarantine guidance, we are requiring they be tested on campus within 24 hours of arrival, quarantine for 7 days, and be retested on campus on day 7. Only students with two negative test results will be allowed to leave their quarantine location. The Vermont Campus will be partnering with the University of Vermont Medical Center and the Broad Institute to provide COVID-19 testing for our Vermont campus. The screening process will be under the direction of an ACPHS-VT clinical pharmacist.

- On our Albany campus, all First Year students who must quarantine upon arrival will be quarantined on campus in South Hall (*more details in quarantine section*). Returning residential students can either quarantine with friends or family who reside in New York State or in a nearby designated hotel paid for by the College. Commuter students can quarantine at home or in their off-campus residence.

- Students returning to our Vermont campus, including those from Canada, are required to abide by the following quarantine restrictions included in Vermont's [Mandatory Guidance for College and University Campus Learning](#).

- ACPHS is requiring all students, faculty, staff and invited visitors to complete a daily short self-health assessment to prevent anyone who is experiencing symptoms or who may have been exposed to someone with COVID-19 from coming to campus. For those students residing on campus, this daily health screening will help us track symptoms and contain any possible spread of COVID-19 (*see Screening section for questions*).

- If anyone indicates on the daily health screening that they are experiencing COVID-19 symptoms, we will test them on campus and get the results quickly using a point-of-care test to determine if they are infected and contain the spread. If someone tests positive on campus, we will be able to rapidly test on campus their close contacts and quarantine them. All close contacts will be quarantined for 14 days regardless of their test result.

- In addition to the point-of-care test, ACPHS has the capacity to test the entire community on each campus as warranted with the use of an offsite lab.

4. Residential Living

- Students will be assigned into single and double occupancy rooms in compliance with New York State guidelines.

- Students will either have a private bathroom in their room or share a common bathroom in their suite or apartment. It is the student's responsibility to clean their own bathroom.

- Face coverings must always be worn within the residence halls except when students are in their own room, suite, or apartment.

- Only ACPHS students may enter the residence halls. Members from outside the community, including family members and delivery personnel (e.g., Grubhub), may not visit the residence halls.

- ACPHS is limiting visitors to "invited guests" who will need student/institutional IDs or permission from an authorized faculty or staff member to enter on-campus buildings.

- Invited guests will be required to abide by all campus protocols, including completing the self-health assessment, filling out the guest registration form to support potential contact tracing efforts, and wearing a face covering at all times.

- Staggered and scheduled residential belonging drop off will begin up to three weeks before official move-in days to promote social distancing upon arrival.

5. Operational Activity

- ACPHS is offering a mix of traditional in-person and remote classes depending on student needs (e.g., vulnerable populations), technological capabilities, and/or immediately following historically high-travel periods, among other measures to reduce in-person congregation.

- ACPHS is moving to remote instruction after Thanksgiving. This will limit any potential spread of COVID-19 since many members of our campus communities choose to travel during this break.

- ACPHS is taking measures to reduce interpersonal contact and decrease density on campus, through methods, such as:

  o adjusting class or work hours, where appropriate and possible;

  o limiting in-person presence to only those employees who are necessary to be at the institution;

  o reducing in-person workforce and increasing remote workforce to accommodate social distancing guidelines;

  o encouraging video or teleconferencing in lieu of in-person gatherings (e.g., classes, conferences, office hours) to reduce the density of congregations, per CDC guidance [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)](#);

  o staggering schedules for employees to promote social distancing;

  o staggering schedules to allow more time between classes to reduce congestion in walkways and buildings;

o designing class schedules to create cohorts or sections of students (e.g., A/B schedule or course sections) to reduce risk of transmission;

o closing non-essential amenities and communal areas that promote gathering or are high-touch (e.g., break areas, communal coffee machines); or providing cleaning and disinfecting supplies that may be used by individuals before and after they use the amenity or area.

6. Restart Operations

- ACPHS is implementing plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable.

- ACPHS is increasing ventilation and air filtration with outdoor air to the greatest extent possible. ACPHS had its HVAC and air filtration systems reviewed and assessed by EYP Architecture & Engineering and Colden Corporation (Health, Safety and Environmental Consultants.) ACPHS is following recommendations to the HVAC systems including: installing MERV 13 filters when possible, installing portable air filtration systems to four rooms on campus, and providing portable HEPA air filtration units to a number of offices. ACPHS is also installing carbon dioxide sensors to monitor fresh air quantities in spaces on campus.

- ACPHS is establishing designated areas for pickups and deliveries, limiting contact to the extent possible.

- ACPHS is limiting visitors to "invited guests" who will need student/institutional IDs or permission from an authorized faculty or staff member to enter on-campus buildings. They will be required to abide by all campus protocols, including the self-health assessment.

- ACPHS implemented an updated Visitor Policy effective August 3, 2020 that states:

o ACPHS community members must have all visitors pre-approved by their Cabinet member.

o   Visitors should only come to campus when there are no other means of completing their business other than coming to campus.

o   All campus visitors must be pre-registered, provide full name and contact information and complete a health screen on the day of the visit. The ACPHS community member to be visited will work with the visitor to obtain the necessary information.

o   Visitors must wear a face covering when on campus, indoors and outdoors, and must bring a face covering with them to campus.

o   Visitors must follow all social distancing guidelines, as well as ACPHS, state and CDC guidelines, to the best of their knowledge and ability.

o   Visitors must remain 6 feet (socially distant) from others, except for members of their own visit party.

o   Some portions of campus may not be open for visitors at this time to reduce the risk to our campus community.

o   Visitors must stay with their ACPHS community member when on campus.

o   If a visitor becomes ill with COVID-19 or COVID-19 like symptoms or tests positive for COVID-19 within two days of being on campus, the visitor must immediately notify the ACPHS community member visited so that we can alert anyone who connected with the visitor while on our campus.

o   Delivery personnel, contractors and third-party vendors are permitted on campus without following the above procedures, if they provide their documented screening and tracing procedure to the ACPHS Vice President for Administration.

o   Visitors who do not follow these procedures will be asked to leave campus.

o   The Office of Admissions will host prospective students/families for on-campus visits and tours. These visits will be coordinated through the Office of Admissions and provide prospective students an opportunity to experience our campus facilities in person.

- o Visitor policies for the College's off-campus entities (Student Operated Pharmacies, Collaboratory, CBET and PRI) should follow the Visitor Policy of the property owner.

- ACPHS is suspending all college-supported domestic and international travel until further notice. Employees and students considering travel for personal reasons in the United States are required to adhere to all CDC, state and local health department travel guidelines and quarantine requirements upon return.

- To the extent feasible, ACPHS is limiting on-site interactions (e.g., designating separate ingress or egress for employees, eliminating bi-directional flow of individuals to the extent practicable).

- ACPHS is determining which on-campus facilities (e.g., libraries, study lounges, recreational facilities) will be closed to the general public.

- ACPHS is referring to relevant industry-specific guidelines provided by the Department of Health for operations including:

  - o Dining halls: [Interim Guidance for Food Services during the COVID-19 Public Health Emergency](#)

    - ACPHS is modifying the dining halls in Albany and Vermont to abide by state guidance including reducing seating capacity and ensuring it accommodates six feet of separation. We are enhancing our grab and go options to make it easier for students to get their meals and prohibiting shared food and beverages (e.g., buffet style meals). Everyone is expected to wear face coverings in all public spaces, indoors and outdoors, including the dining halls, but people are not required to wear them while eating in the dining hall.

  - o Research: [Interim Guidance for Higher Education Research during the COVID-19 Public Health Emergency](#)

  - o Office workspaces: [Interim Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#)

- o Transportation: [Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency](#)

- o Retail stores (including campus bookstore): [Interim Guidance for Retail Business Activities during the COVID-19 Public Health Emergency](#)

- o Gym: ACPHS will repurpose the Albert M. White Gymnasium to serve as an additional student lounge area. Seating will be arranged to maintain social distancing and face coverings will be required at all times.

- All students are required to acknowledge and agree to a Student Health/Safety Agreement that details training, testing and social distancing requirements. This agreement informs students that violations will be adjudicated through the student Code of Conduct and that ACPHS has the right to take interim measures, including removal from campus for non-compliance. Additionally, faculty have the authority to remove a student from class who does not comply.

- Human Resources has informed employees that they are required to follow all of the requirements in the campus reopening plan as part of workplace expectations and guidelines. Employees who do not fully comply with the state, local and ACPHS COVID-19 policies and restrictions outlined in this reopening plan may be subject to disciplinary action.

- Community members are encouraged to address violators individually and request they abide by our safety protocols outlined in this reopening plan. Individuals who violate the requirements of our campus reopening plan on multiple occasions or refuse to comply must be reported to the Student Conduct Officer (students) or employee's supervisor (employees).

7. Extracurriculars

- ACPHS is instituting policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission.

- Club sports and intramurals are postponed until further notice. Intercollegiate fall semester athletics have been postponed to the spring semester with the following anticipated start dates:

  o January 4, 2021- Basketball
  o February 1, 2021 - Soccer; Track and Field
  o Cross Country will be canceled because a spring schedule conflicts with Track and Field

- The fitness center and **all** locker rooms will remain closed for the fall semester. There are public restrooms in the vicinity if needed.

- Participants will be required to wear face coverings and maintain social distancing during all co-curricular gatherings and student organization meetings.

- Students will be encouraged to host events virtually. Events that cannot be done virtually or within applicable federal, state and local social distancing guidelines will be postponed to a time when guidance permits these types of events.

- Attendance will be taken at all Student Affairs events/meetings for potential contact tracing efforts.

- Student Affairs will be involving Student Engagement and Leadership, Residential Life and Student Government to develop activities under these guidelines.

- Some small gatherings of clubs and their members will be scheduled during the fall semester to augment the virtual events and will abide by the requirements in this plan.

8. Vulnerable Populations

- ACPHS is considering vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them to safely participate in educational activities and accommodate their specific circumstances.

9. Hygiene, Cleaning & Disinfection

- ACPHS is adhering to hygiene, cleaning, and disinfection requirements from the [Centers for Disease Control and Prevention (CDC)](#) and [Department of Health (DOH)](#), including displaying the [Stop the Spread poster](#) when applicable, and maintaining logs that include the date, time, and scope of cleaning and disinfection.

- ACPHS is identifying cleaning and disinfection frequency for each facility type and assigning responsibility.

- ACPHS is providing and maintaining hand hygiene stations throughout the institution, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- ACPHS is conducting regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces using [products identified by the Environmental Protection Agency (EPA)](#) as effective against COVID-19.

- ACPHS is ensuring regular cleaning and disinfection of restrooms; restrooms will be cleaned and disinfected more often depending on frequency of use.

- ACPHS is making hand sanitizer available throughout common areas.

- ACPHS is placing signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water, and that hand sanitizer is not effective on visibly soiled hands.

- ACPHS is reminding individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas on campus.

- ACPHS is posting signs throughout the campus, consistent with [DOH COVID-19 signage](#) to remind individuals to:

- o Stay home if they feel sick.
- o Cover their nose and mouth with an acceptable face-covering.
- o Properly store and, when necessary, discard PPE.
- o Adhere to social distancing instructions.
- o Report symptoms or exposure to COVID-19, and how they should do so.
- o Follow hand hygiene and cleaning and disinfection guidelines.
- o Follow respiratory hygiene and cough etiquette.
- o Use ShareMy.Health app to notify campus having symptoms.

- ACPHS is placing receptacles around the institution for disposal of soiled items, including PPE.

- ACPHS is providing appropriate cleaning supplies to employees so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before/after use.

- ACPHS is installing touch-free amenities (e.g., water fountains, trash receptacles, paper towel dispensers), where feasible. When installing touch-free amenities is not feasible, ACPHS is making hand sanitizer available near high-touch surfaces (e.g., trash receptacles, paper towel dispensers).

- ACPHS is ensuring distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom occupancy at any given time, where feasible.

- Regarding residential or communal bathrooms, ACPHS is:

  - o Installing physical barriers between showers and toilets if 6 ft. of separation isn't feasible.

  - o Using paper towel dispensers in lieu of air dryers.

  - o Where the layout of the building permits, designating communal bathrooms on a residential hall floor for use by specific rooms or individuals to limit cross contamination and assist with traffic control.

> ○ Limiting storage of personal items within communal bathrooms, particularly if they are shared by individuals who are not members of the same residence (e.g., roommates).

Monitoring of Health Conditions

1. Testing Responsibility, Frequency and Protocols

- All students, faculty and staff will complete a COVID-19 test upon initial return to campus. Additionally, ACPHS has the ability to perform on campus testing in our CLIA-waived limited service laboratory for symptomatic individuals. Lastly, if a campus-wide COVID-19 screen is required, ACPHS has contracted with an outside laboratory to quickly complete this task.

- An individual who tests positive for COVID-19 will be immediately isolated; either in their residence, or the designated quarantine/isolation location.

- ACPHS will immediately notify the state and local health departments of confirmed positive cases.

2. Early Warning Signs

- In order to monitor the health of our community, we will be conducting a daily health screening delivered via text message to determine whether or not students, employees, or visitors should be coming to campus each day and/or if there is a need for a COVID-19 test. Based on the answers to the daily screening, community members will be contacted for additional follow-up information or prompted to schedule a COVID-19 test on campus.

3. Tracing

- In response to a case of COVID-19 on our Albany campus, the Albany County Department of Health will be notified immediately and in response they will perform tracing of close contacts, in accordance with the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations. On our Vermont Campus, the University of Vermont Medical Center will report any positive COVID-19 test results from the Vermont campus screening process. The Vermont Department of Health will conduct

contact tracing consistent with [Vermont's COVID-19 public health response](#). Additionally, as part of the tracking program on campus, we will assess risk of exposure based on any positive COVID-19 test results.

4. Screening

- ACPHS is implementing mandatory health screening practices (e.g., questionnaire, temperature check) for employees, students, and scheduled visitors (e.g., on-campus tour groups) and asking at a minimum: (1) [COVID-19 symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days, (4) any travel out of New York State or by airplane in the last 14 days, and (5) have you been in a situation that you could not remain socially distant or did not wear a mask in the last 14 days? The daily health assessment responses will be reviewed every day and such review will be documented. ACPHS community members will be screened on a daily basis using the ShareMy.Health system.

- In order to monitor the health of our community, we will be conducting a daily health screening delivered via text message to determine whether or not students, employees, or visitors should be coming to campus each day and/or if there is a need for a COVID-19 test. Based on the answers to the daily screening, community members will be contacted for additional follow-up information or prompted to schedule a COVID-19 test on campus.

Containment of Potential Transmission of the Virus

1. Quarantine & Isolation

- ACPHS has reserved private spaces in a residence hall with private bathrooms for the purpose of quarantining and/or isolating individuals living on-campus who have, who are suspected to have, or who were exposed to COVID-19.

- Residential students will be encouraged to quarantine at their home address if possible. Otherwise, they will be assigned to designated quarantine spaces. Meals will be delivered to these students at a designated time period that will include continental breakfast, cold lunch and a warm dinner.

- In consultation with the local health department, ACPHS is will identify contacts for students who have tested positive and provide them with testing and quarantine instructions.

2. Students Confirmed or Suspected to Have COVID-19

- An individual who tests positive for COVID-19 will be immediately sent home, to their residence, or to the designated quarantine or isolation location.

- ACPHS will immediately notify the state and local health departments of confirmed positive cases.

- If there are COVID-19 cases on campus, ACPHS will restrict social contact and mobility across campus, particularly in affected areas.

- ACPHS may choose to temporarily move all classes where an individual has tested positive to remote/virtual format until all contacts can be identified, notified, tested, and cleared.

3. Hygiene, Cleaning and Disinfection

- ACPHS is using [CDC guidelines](#) for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

- ACPHS will follow CDC guidelines on [Cleaning and Disinfecting Your Facility](#) if someone is suspected or confirmed to have COVID-19 and will:

  - Close off areas used by the person who is suspected or confirmed to have COVID-19. (ACPHS will not necessarily need to close operations, if it can close off the affected areas.)

  - Open outside doors and windows to increase air circulation in the area.

  - Wait 24 hours before cleaning and disinfecting. (If 24 hours is not feasible, ACPHS will wait as long as possible.)

  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.

○ Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

○ Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 will be able to return to work area or resume on-campus activities in the area immediately after cleaning and disinfection. ACPHS will refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.

○ If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.

4. Communication

- ACPHS is designating points of contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication.

- Coordinators will be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution.

- Coordinators will work closely with local health departments and other higher education institutions to monitor public health conditions and jointly develop monitoring strategies.

Shut Down of In-Person Operations on the Campus

1. Shut Down Decision Making Process

- ACPHS has an Emergency Management Team (EMT) in place along with an Emergency Management Plan that includes requisite policies and procedures for handling crisis situations. The Emergency Management Plan will be adapted for

COVID-19 related issues. This crisis response infrastructure will be used to handle the decision making, management and communication regarding shutting down in-person campus operations.

- For issues involving COVID-19, the EMT will include the Director of Public Relations and the Campus Reopening Task Force members responsible for testing, tracking and tracing.

- If a member of the ACPHS community tests positive for COVID-19, after appropriate tracking and tracing has occurred to determine the extent of community transmission, the EMT will meet to discuss the situation. Every positive case will trigger an EMT meeting.

- An EMT meeting can be called by any team member or by the need to respond to an external mandate.

- A representative from the EMT will confer with a representative of the Albany County Health Department and/or Vermont Health Department to discuss the shutdown criteria listed below and get input on whether it's prudent to shut down in-person campus operations.

- The EMT will make a recommendation to the ACPHS President on whether the College needs to shut down in-person campus operations. The decision of whether to shut down in-person campus operations will be made by the ACPHS President in consultation with the Board of Trustees.

2. Shut Down Criteria

- The criteria the EMT will use to make their recommendation on whether ACPHS needs to shut down in-person operations will include, but is not limited to:

  - The College's ability to isolate and quarantine the infected population. Currently, ACPHS has the capacity to isolate approximately 3% of the resident student population on campus, and to quarantine approximately 10% of the resident student population by securing a block of rooms at a nearby hotel.

  - The College's ability to contain the infected population. Based on tracking and tracing, an assessment will be made on how limited the "hot spot" is and

our ability to test and quarantine the exposed population. Multiple hot spots or more widespread transmission in several parts of campus may dictate a closure.

o The development of a regional, state or national context where it appears that ongoing operations will not be sustainable can trigger a closure (e.g., widespread community transmission in the surrounding area). Situations may arise where external factors make it untenable to continue to offer an on-campus experience.

3. Shutting Down and Transitioning of Operations

- ACPHS shut down and transitioned campus operations in Spring 2020, and we would follow a similar process if needed that includes:

  o All instruction would move its face-to-face components to remote instruction using both synchronous and asynchronous formats. Since we have already created a blended curriculum delivery model for the fall semester, this represents less of a challenge than in the spring. The current plan for laboratory courses includes a rotation schedule for in-person experiences for key topics, online experiences and demos with data analyses. Thus, transitioning the in-person experiences to the other types will be a smooth process. Experiential components would continue as clinical sites permit, and as necessary, will be rescheduled.

  o "Essential workers" would be allowed to continue to perform their job duties on campus with social distancing, and would continue to follow the daily screening and testing protocols.

  o All other job functions would be performed remotely by employees.

  o In the case of a short-term shutdown to allow for campus wide testing, all students would quarantine in place, remote instruction would begin, and all non-essential workers would work remotely.

4. Student Move-Out Process

- Students will be notified prior to their arrival to campus for the fall semester that an emergency shutdown of in-person College operations and on-campus housing may require them to make a complete residential move out, and that they should pack for the fall semester by taking that into consideration.

- The move-out process will include the following:

  o Students will be notified of the necessity to move out of their room by a campus wide email.

  o Students will be given the opportunity to request to remain in their on-campus housing assignment due to extenuating circumstances. These requests will be tracked through an online form asking students to indicate the reason for being unable to leave campus. Accommodations to remain on campus will be made for international students or those with special needs.

  o Checkout will be handled using appropriate social distancing and face coverings will be required.

  o Students must vacate the residence halls within 48 hours of notification that there is an emergency shutdown of Residential Life operations.

  o Students will utilize a form to confirm their knowledge of the shutdown and to indicate their departure time. Students who need an exception to the 48-hour time frame to vacate the residence hall will be handled on a case-by-case basis.

  o Students requiring move out assistance will be limited to two assistants; assistants will complete the daily health screening prior to being allowed to participate in the move-out process.

  o Students are expected to depart campus immediately upon completion of the move-out process.

o Within 72 hours of completing the move-out process, Residence Life staff will conduct a visual inspection for confirmation that students have left.

o At least 96 hours after completing the move-out process, Physical Plant and the cleaning staff can begin the full disinfection process.

o Students isolated or quarantined at the time of shutdown will remain in their assigned isolation or quarantine location until the Albany County Health Department in consultation with the College determine it is safe for them to move out. All services will remain in place for isolated or quarantined students during shut down.

o Food service for quarantined and/or isolated students will be provided.

o Any remaining students may be relocated to one residence hall on campus and assigned to rooms that allow for students to be housed with optimal social distancing.

5. Shut Down Communications

- ACPHS will use the following communication channels to notify our campus community of an emergency shut down including:

  o emails sent to the entire ACPHS community
  o social media posts on all of our platforms
  o texts and phone calls using Send Word Now emergency notification platform
  o [ACPHS Reopening Plan web pages](#) and [ACPHS home page](#)

- All external and internal communications will come out of the President's Office and the Director of Public Relations will be the point person.

- With coordination with the Director of Public Relations, all student-specific communications will come from the Vice President of Student Affairs, and all faculty and staff-specific communications will come for the Vice President for Human Resources. Student Affairs and Human Resources will handle responses to specific inquiries from their respective communities.