

WAGNER COLLEGE



EMERGING STRONGER

Wagner College Restart Plan

July 22, 2020

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Table of Contents

Guiding Principles	3
Oversight & Consultation	3
Executive Summary.....	4
Part I. Plan for Reopening.....	6
Repopulation Plan	6
Personal Protective Equipment	7
Pre-Arrival Testing & Training	7
Residential Life.....	7
Campus Visitors	8
Operational & Programmatic Changes	9
Restart Operations	11
Meeting the Needs of Vulnerable Populations.....	12
Guidelines for Wellness & Community Health.....	12
Part II. Monitoring & Containment.....	17
Ongoing Screening & Testing	18
Early Warning Signs.....	18
Proactive Infection Plan.....	19
Contact Tracing	19
Quarantine & Isolation	20
Duty to Consent.....	22
Communication	22
Part III. Shutdown Contingency Plan	23
Defining “Shutdown”	23
Triggers for Shutdown	23
Shutdown Operations.....	23
Moveout Protocol.....	24
Appendix. Academic Calendar 2020-21	25

Guiding Principles

Wagner College's response to the COVID-19 pandemic is based upon five guiding principles:

1. **Health & Safety:** the foremost goal of the plan is to ensure the health and safety of all Wagner College students, faculty, and staff, as well as campus visitors.
2. **Mission Alignment:** the plan is designed to align with and advance the College's mission of serving students and the College's commitment to diversity, equity, and inclusion.
3. **Responsiveness to Data:** in this plan and in subsequent execution, the College will take a data- and research-informed approach to respond to evolving information.
4. **Operational Continuity:** the plan aims to ensure continuity of operations so that the activities of the College and student progress towards obtaining their degrees may proceed with limited disruption.
5. **Flexibility:** the plan is designed to be flexible. The College anticipates that its planning will evolve based upon evolving guidance from relevant government and health authorities, campus, local, and national health conditions, and other factors.

Oversight & Consultation

The College's plan for reopening is the result of effort by the College's Pandemic Response Team, eight working groups comprising 50 members of faculty and staff, town halls with current students, parents, staff, and faculty, and consultation with trustees, local and state government, community partners, health officials, and peer institutions.

General oversight of the College's efforts will be the responsibility of the College's Senior Team. Jazzmine Clarke-Glover, Chief Human Resources Officer, will be the primary point person for all COVID-19 matters pertaining to College employees, contractors, vendors, and guests. Kathy Oberfeldt, DNP, Dean of Health and Wellness, will be the primary point person for all COVID-19 matters pertaining to students. We will also establish a Health Analytics Team comprising College leaders, local officials, and relevant experts. This team will continually monitor health conditions on and around campus to inform the College's decision-making and communications with campus constituencies.

IMPORTANT DISCLAIMER:

This Restart Plan was published on **July 22, 2020** for submission to New York state and distribution to the College community. It is an accurate reflection of College planning as of that date. As new guidance, policies, regulations and protocols are developed and established, the College may make alterations to this plan.

Executive Summary

2020-21 Academic Program

Students will be able to attend classes in-person in reduced density classrooms, virtually from their residence halls, or from an off-campus location, based upon their preference and level of comfort. The full academic calendar for 2020-21 is available in the appendix.

- The fall semester will begin on August 24 and end on December 5
- From December 13 to January 15, the College will offer a fully virtual winter term
- The spring semester will begin on February 8 and end on May 18

Testing & Training Prior to Arrival

All students and employees will be asked to complete an initial COVID-19 test. Students will be asked to complete a COVID-19 test within two weeks prior to their scheduled return to campus. All students will be required to meet New York state requirements for testing and quarantine. The College will test all students upon arrival to campus. Additionally, all students and employees will complete brief online training on community health norms and expectations prior to their arrival to campus. Students will also complete an emergency preparedness questionnaire. The College will provide further information about testing to employees and students by email.

Preparation of Campus Spaces

Campus spaces including classrooms, common rooms, performance spaces, athletic facilities, residence halls, library spaces, offices, campus walkways and grounds, and dining areas will be closed to the general public and altered to accommodate physical distance requirements. Common areas will be cleaned frequently and disinfected twice daily. Traffic flow through buildings will be one-way with clearly marked entrances and exits when feasible. Clear signage reflecting norms and expectations will be posted throughout campus.

Community Health Policies

To ensure the safety of the College community, the College has established a set of community health policies and expectations for all community members that will be shared widely and enforced.

- **Self-screening:** Community members will complete a brief, confidential self-screening questionnaire on the CoVerified smartphone app each day to verify that they are free from any COVID-19 symptoms.
- **Testing multiple times per semester:** All students will complete a COVID-19 test at the beginning of the semester, then multiple times throughout the semester.
- **Physical distancing:** Community members will maintain at least 6 feet of distance from one another throughout campus, whenever possible meeting virtually instead of in-person.
- **Face coverings:** Community members must wear face coverings when in public, including in classrooms. The College will provide face coverings.
- **Enhanced cleaning:** The College has increased its cleaning and sanitization regimen. We also urge community members to take responsibility for cleaning their own spaces or work areas.
- **Clear signage:** Signs and posters throughout campus will provide guidance on flow of traffic, expectations, and instruction on hand hygiene, respiratory hygiene, and cough etiquette.

- **Ample supplies:** The College is making available supplies such as tissues, hand soap, waste receptacles, and CDC-approved hand sanitizer to community members.
- **Visitor limitation:** Campus access will be restricted. Students may not host non-Wagner visitors within residence halls. All campus visitors must have a business purpose and complete the same self-screening questionnaire as community members before accessing any College buildings.

Residential Education

Physical spaces and community norms within campus residence halls will be adjusted for the 2020-21 academic year to align with the College's community health policies. Students will be moving in over the course of 2 weeks prior to classes beginning. They should plan on bringing limited items and will need to be able to move themselves into their building (no helpers). However, 2 people may accompany them to campus and stay in the car. The Residential Education office will email students to schedule move-in time slots.

Dining Plan

The College has worked with Chartwells, our food service partner, to develop a dining and food safety program. We will introduce options for take-out and delivery using an app as well as touchless convenience store pickup areas. We will also decrease capacity in dining halls, adding plexiglass shields and adjusting furniture to manage occupancy and flow of traffic, and introducing new sterilization protocols and training for food service employees.

Supporting High-Risk Populations

The College is committed to meeting the needs of students and employees classified by the CDC as at a high risk of severe illness relating to COVID-19. Students are encouraged to contact the Center for Academic and Career Engagement for additional support and resources. Employees are encouraged to contact the Office of Human Resources for resources or to request reasonable accommodations.

Part I. Plan for Reopening

Repopulation Plan

Adjusted Academic Calendar

Residential students will be able to attend classes in-person in reduced density classrooms, virtually from their residence halls, or from an off-campus location, based upon their preference and level of comfort. The full academic calendar for 2020-21 is available in the appendix.

- The fall semester will begin on August 24 and end on December 5
- From December 13 to January 15, the College will offer a fully virtual winter term
- The spring semester will begin on February 8 and end on May 18

Employee Return to Campus

During Phases I, II, and III of the New York state reopening plan, access to campus was restricted to employees who received express approval from the Chief Human Resources Officer. Employees approved to access campus have been required to complete a COVID-19 self-screen each day, maintain physical distance, and wear an approved face covering at all times while in public. The College will continue to minimize the number of employees working in-person on the campus during summer and fall 2020.

- The Office of Human Resources is coordinating with the heads of all College departments to identify which staff members may reasonably complete their standard duties remotely. All staff members who can work effectively remotely will be directed to do so.
- Staff and faculty members have been requested to contact Human Resources to request reasonable accommodation concerning remote instruction or work.
- Beginning August 1, 2020, all employees will be required to complete a COVID-19 test, provided by the College, within two weeks prior to reporting to campus before they are allowed to do so. In addition to COVID-19 testing, all employees will also be required to complete mandatory, confidential self-screening via an app.

Safe Student Move-In

- Students will be moving in over the course of 2 weeks prior to classes beginning. They should plan on bringing limited items and will need to be able to move themselves into their building (no helpers). However, 2 people may accompany them to campus and stay in the car. The Residential Education Department will email students to schedule move time slots.
- Upon arrival, all students will receive “care packages” enclosing appropriate face coverings as well as cleaning supplies to aid in keeping their spaces disinfected.

Personal Protective Equipment

- The College will procure and provide two appropriate cloth face coverings to all students and employees. Disposable surgery-style face coverings will be available for a nominal fee to students or authorized visitors who arrive on campus without an appropriate face covering.
- All persons on campus will be required to wear appropriate face coverings at all times while in public places, including in classrooms.
- The College will provide reusable plastic face shields to classroom instructors and to other employees who need to be able to speak for long periods while in relatively close proximity to others. The College will also provide or ensure that its contractors provide enhanced and specialized PPE for individuals whose workplace activities typically require a higher degree of protection from PPE due to the nature of their work.
- In addition to forthcoming cloth face coverings, the College has sourced an initial stock of 50,000 3-ply masks, 2,000 kn95 masks, 9,000 vinyl gloves, 560 8-oz. bottles of personal hand sanitizer and will continue to maintain a high stock of each.

Pre-Arrival Testing & Training

All students and employees will be asked to complete an initial COVID-19 test. Students will be asked to complete a COVID-19 test within two weeks prior to their scheduled return to campus. Employees must complete this test two weeks prior to their first plan date to report to campus after August 1, 2020. Students and employees must submit a negative test result, which can be done confidentially via the CoVerified app with which the College has partnered. All students will be required to meet New York state requirements for testing and quarantine. The College will test all students within seven days of their arrival to campus. The College will provide further information about testing to employees and students by email.

Additionally, all students and employees will complete brief online training on community health norms and expectations prior to their arrival to campus. Students will also complete an emergency preparedness questionnaire.

Residential Life

Residence Hall Capacity

Wagner will intentionally reduce the density within its residence halls from 1,433 residential students to 875 residential students to ensure a 4:1 or 5:1 ratio for bathrooms.

Housing Assignments

Returning Students: A survey is being conducted for returning students to ascertain if they are still planning on living on campus and to find out if they have any concerns. Returning students will receive information about housing selection and placement from the Residential Education office.

New Students: New students will be permitted to live with roommates. Those interested in single rooms indicated their preference and entered a lottery for a single-room availability. The College will work to the best of its ability to place students in their preferred housing. New students will receive information about housing selection and placement from the Residential Education office.

14-Day Community Housing Model

In an effort to ensure the safety of all of our students returning to campus, we will implement a 14-day community housing model. In this model, students will have full access to only their own residence halls for their first 14 days on campus. At the conclusion of a successful 14-day community housing model, residential students may be eligible to enter all residence halls regardless of their housing assignment.

Housing Wellness & Safety Protocols

The College will take the following steps to ensure health and safety within residence halls. The College will:

- Require approved face coverings to be worn in common area spaces, including restrooms, laundry rooms, and hallways
- Provide new handwashing stations at designated building entrances in Harborview Hall
- Determine and enforce an approved furniture configuration for double-occupancy rooms (where assigned) to maximize physical distancing. No lofting kits will be provided.
- Close, or reduce permitted density, of building lounges
- Reduce capacity in elevators
- Post clear signage within all common areas, including restrooms and laundry rooms, indicating occupancy limits and mandatory wellness protocols
- Prohibit any non-Wagner guests within all residence halls
- Enhance cleaning protocols of shared areas and bathroom spaces
- Provide each student with an all-in-one spray cleaner and sanitizer that is safe on all surfaces, and two microfiber cleaning cloths, as well as instructions on their proper use
- Alter Residence Life programming as appropriate

Campus Visitors

During the 2020-21 academic year, Wagner College will place screening requirements and restrictions on campus visitation.

Access to campus buildings will be restricted to students and employees of Wagner College. Non-Wagner visitors are prohibited within campus buildings except by express prior permission from the relevant Senior

Team member and must be accompanied by a Wagner sponsor. Students may not host non-Wagner guests in the residence halls. Campus tours will not enter residence halls.

All unaffiliated visitors or vendors must be sponsored by a Wagner College department, including but not limited to Admissions, Lifelong Learning, Campus Operations, Athletics, Chartwells Dining or the Follett Bookstore. Companies with vendor contracts with the College will be required to furnish company screening and health-monitoring protocols to the College for review. Vendors on campus will be expected to comply with company policy and with the College's posted policies and norms, most importantly maintaining appropriate physical distance and wearing face coverings at all times.

Sponsored visitors who are *not* vendors (e.g. families visiting campus for a tour) will be required to complete a daily self-screening questionnaire to verify that they are free of any COVID-19 symptoms. Potential visitors who report COVID-19 symptoms including elevated temperature will be prohibited from campus access. Approved visitors and vendors will be given a parking permit designating an approved parking location. Visitors and vendors who arrive without face coverings may be provided disposable coverings by the College at nominal cost.

For fall 2020, access to the Horrmann Library will be restricted to current Wagner College students and employees. Alumni and other College affiliates will retain access to the Library's virtual resources.

Operational & Programmatic Changes

Campus Events

Limitations will be placed on the size of events and gatherings in accordance with current guidance and recommendations from relevant officials. Physical distancing will be implemented as appropriate. Priority for available space will first be given to the academic priorities of Wagner College. Tabling opportunities in the Union and the Dining Hall will be suspended until further notice and evaluation.

Club Sports & Intramural Contests

Club sports will take guidance from their leagues and national associations, as well as the actions taken by the NCAA on returning to play. E-sports will continue to be offered as normal, as they can be played from remote locations. The Division of Campus Life will determine when it is safe and appropriate to resume intramural contests in accordance with State and CDC guidelines.

Student Clubs & Organizations

Student Engagement and Activities staff will provide tools and training to assist student clubs and organizations with their organization and event planning for the year. The use of virtual meetings and programming will be promoted.

All event requests must be submitted in writing to and approved by the Director of Student Engagement and Activities, or said designee, for approval. Requests must include information pertaining to the number of guests, the objective of the activity, a plan for compliance with safety protocols, and the process for auditing this

plan once in place. The maximum size for events will be determined in compliance with governmental and health official recommendations. Events will only be approved for members of the College community.

Intercollegiate Athletics & Athletic Events

The College will continue to observe all guidance from its regional conferences and the NCAA regarding intercollegiate athletics and the resumption of competitive play. When competition resumes, the College anticipates that appropriate measures will include reduced-density attendance at athletic games. Teams will conduct practices to the extent allowed by relevant guidance; when physical practice is not possible, they will conduct other team bonding and training activities. Wagner's collegiate athletic training facilities will comply with the New York State and City guidance applied to non-collegiate athletic facilities.

Performing Arts

The College will continue to review and observe guidelines and industry standards regarding student performances. When in-person performances are permitted, the College will provide limited capacity seating for in-person audiences and live stream or record performances to allow for wider viewing.

Dining Operations

Wagner's campus food-service partner, Chartwells, has created a leadership task force to establish safe dining conditions during the COVID-19 pandemic. The task force is composed of representatives from purchasing and supply chain, safety and sanitation, human resources, training, and operational leaders including various unit chefs and managers. The group will respond to local and state government requirements and recommendations and will create solutions as needed. The goal is to be a trusted, cost-effective authority promoting a safe food-service environment in a student-friendly environment.

Meeting student needs in this new environment will require establishing a new normal in terms of locations and methods of service, food preparation, and communication. Food Service will remain fully focused on safety and sanitation.

- Plans have been put in place to safely transport food to individuals who are quarantined or isolated
- Through various indoor and outdoor options, as well as staggered time allotments, the College will limit gathering within dining areas
- A sanitation program has been put in place to sanitize tables and chairs after each use and to clean and sanitize work surfaces on a regular basis
- Management or a supervisor will be on-site at all times during working operating hours to ensure all procedures are being followed
- Restroom cleaning schedules are being adjusted for frequency of use during peak dining periods
- Third-party delivery drivers and suppliers have been made aware of campus health requirements
- Plexiglas barriers will be installed at registers to protect cashiers
- Contactless payment options been developed to reduce person-to-person transactions
- Dining furniture has been removed to accommodate appropriate maximum numbers of community members gathering and to account for the need to remove face coverings while eating
- Dining personnel have access to appropriate PPE and will be trained on the proper protocol

Restart Operations

The purpose of this section is to identify Wagner College's plan for its custodial department to reopen the campus for the fall semester. Facilities staff will outline changes in custodial operations in response to the COVID-19 pandemic. With collaboration and input from various campus departments, we will identify potential concerns and obstacles, and we will offer solutions for all of them.

- Facilities staff have and will continue to secure and inventory the required products and PPEs to facilitate proper cleaning and sanitizing found on the EPA's list of approved disinfectants.
- The custodial staff will be required to attend online training sessions to ensure they are following proper procedures to ensure a healthy and safe campus. Training will be provided from two sources, Vivid Safety Training and Clean Check.
- Employee schedules will be reconfigured to allow for new cleaning and sanitizing protocols.
- Specialized cleaning equipment has been purchased, including electrostatic sprayers and two all-in-one cleaning units.
- All cleaning and disinfection protocols will adhere to CDC guidelines, meet state guidelines, and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an EPA-approved disinfectant.

Administrative Offices

All employees are responsible for cleaning their personal workspace/office at the start and conclusion of the workday, and more frequently if needed. Common areas or departmental suites will be cleaned by the custodial department.

Department heads will be responsible for assessing shared use of equipment and small appliances within their area, then establishing proper cleaning and use protocols in compliance with CDC guidelines. It is recommended that common-use small appliances be removed or disabled.

Public Areas

The maximum capacity of all campus spaces and locations will be determined and posted to ensure physical distancing. Common and public areas will either be closed or reconfigured to maintain physical distancing and minimize gatherings. Common areas, eating areas, lounges, classrooms, and other congregating areas will have furniture arranged to promote physical distancing, with signage instructing community members to not move furniture; the placement of furniture in common areas is meant to be sustained and enforced. Plexiglass shields at common access areas, such as reception desks, will be assembled to the extent feasible.

Classrooms & Other Academic Spaces

Classroom capacities will be adjusted to ensure students can sit at 6 feet of distance from one another. Additional potential classroom spaces have been identified and, if necessary, will be added to the classroom inventory. Larger classes will be scheduled in larger rooms to ensure physical distancing. Where the number of students registered for a class exceeds the capability of the space to accommodate students at 6 feet of distance, alternate class attendance schedules will be applied; in such cases, for example, one-half of the students may

meet virtually one day and attend in-person on the following class day to comply with physical distancing guidelines.

In classrooms, tables, chairs, and desks will be set up to comply with physical distancing guidelines. Signs will be placed to remind students and employees not to move chairs, tables, and desks. Laboratories and performance spaces will be re-configured to comply with physical distancing guidelines. Enrollments in courses utilizing these spaces will be adjusted accordingly and/or alternative means of instruction may be employed. In certain performance-based classes, plexiglass barriers might be employed along with physical distancing protocols instead of face coverings, subject to guidance from public health authorities.

Entering and exiting buildings will be done through designated doors, where feasible. This will allow for less cross traffic and result in fewer high-traffic touch points. The custodial staff will be tasked with disinfecting these high touch points on a more frequent basis. We will also promote a “community cleaning” initiative.

Student Recreation & Fitness Centers

Wagner’s Student Recreation & Fitness Centers will operate in alignment with the guidance from NIRSA, NPRA, IHRSA, industry experts, and public health guidelines to establish protocols for re-opening our facilities. For fall 2020, the Centers will only be available to students and employees of the College. They will open and remain open by Senior Team approval and only if New York City gyms and athletic facilities are permitted to be open. We will implement physical distancing and PPE parameters.

Meeting the Needs of Vulnerable Populations

The College will consult guidance from the CDC on an ongoing basis to assist us in understanding the categories of employees and students at higher risk for severe illness. This information can be found on the CDC’s website. Employees are encouraged to work with Human Resources staff regarding reasonable accommodations. Students are encouraged to contact the Center for Academic and Career Engagement for additional support and resources. The College will work to accommodate students, as feasible.

Wagner College’s Center for Health & Wellness and the Associate Dean for Students with Disabilities can help high-risk students not enrolled in the College’s health plan to participate in a remote-monitoring program. The College will also be flexible with our two-year residency requirement to allow high-risk students to commute to campus. We will follow guidance from the American College Health Association, CDC, and the American Academy of Pediatrics regarding COVID-19 vaccination requirements and/or recommendations when available.

Guidelines for Wellness & Community Health

Community Health Policies

To ensure the safety of the College community, the College has determined a set of community health policies and expectations for all community members which will be shared widely and enforced.

- **Self-screening:** Community members will complete a brief, confidential self-screening questionnaire on the CoVerified smartphone app each day to verify that they are free from any COVID-19 symptoms.
- **Testing multiple times per semester:** All students will complete a COVID-19 test at the beginning of the semester, then multiple times throughout the semester.
- **Physical distancing:** Community members will maintain at least 6 feet of distance from one another throughout campus, whenever possible meeting virtually instead of in person.
- **Face coverings:** Community members must wear face coverings when in public, including in classrooms. The College will provide face coverings.
- **Enhanced cleaning:** The College has increased its cleaning and sanitization regimen. We also urge community members to take responsibility for cleaning their own spaces or work areas.
- **Clear signage:** Signs and posters throughout campus will provide guidance on flow of traffic, expectations, and instruction on hand hygiene, respiratory hygiene, and cough etiquette.
- **Ample supplies:** The College is making available to its community members supplies such as tissues, hand soap, waste receptacles, and CDC-approved hand sanitizer.
- **Visitor limitation:** Campus access will be restricted. Students may not host non-Wagner visitors within residence halls. All campus visitors must have a business purpose and complete the same self-screening questionnaire as community members before accessing any College buildings.

Daily Screening

All students and employees who are reporting to campus will be asked to complete a daily self-screening by way of the CoVerified app. (The College has already implemented the protocol using a Google Form for employees but will shift to the CoVerified app soon to enhance ease of use. The College will determine an application vendor to provide this app.) Responses to the self-screening questions will be monitored by Human Resources, and confidentially stored according to relevant laws and regulations. The app will ask the following questions:

- In the past 14 days have you tested positive for COVID-19?
- In the past 72 hours, have you experienced: fever (100.4 Fahrenheit or above), cough, shortness of breath, chills, fatigue, muscle aches and pains, sore throat, headache, new loss of taste or smell?
- Within the last 14 days, have you had close contact with or cared for someone diagnosed with COVID-19, or whom you suspect may have COVID-19, within the last 14 days?
- In the last 14 days, have any of your family members or close contacts experienced any of the following symptoms: fever, cough, sore throat, respiratory illness, or difficulty breathing?
- In the past 14 days, have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory?

The College may add additional questions as appropriate or required by relevant authorities.

Expectations of Students

We expect all members of the Wagner community to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All students are expected to:

- Complete daily self-screening via the CoVerified app

- Wear an appropriate face covering at all times while in public spaces on campus
- Whenever possible, maintain a minimum distance of 6 feet
- Consent to and cooperate with contact tracing, isolation, and quarantine protocols
- Practice hand washing and sanitizing efforts as advised by CDC
- Participate in isolation or quarantine when directed
- Agree to share test results and other necessary medical information with the College and other contact tracers, provided an understanding of patient confidentiality
- Follow the directions of relevant College employees, contact tracers, medical personnel, and other relevant officials

Reports of violations can be submitted directly to one of the following offices: Campus Life, Public Safety, Residential Education, or Human Resources. Human Resources oversees all employee violations and follow-ups; Campus Life oversees all student violations and follow-ups. This is a progressive documentation system. The College may also determine that certain conduct warrants immediate dismissal from campus without first resorting to the first three levels of discipline.

- **First Violation:** Positive Compliance warning; Virtual or phone meeting to discuss.
- **Second Violation:** Formal Compliance meeting, and educational sanction: Student meets with case manager via Zoom or Google Hangouts to discuss compliance; it will be made clear that further violations could mean removal from campus activities. Students are given resources to schedule appointments at the Center for Health & Wellness. Communication will also be sent home as they may be a change in the student's status.
- **Third Violation:** Hearing to determine removal from campus activities. The panel may decide to remove the student from campus activities/residence halls due to the community health violations.

Violations are monitored by a case manager. Students have the same case manager throughout their experience during these discipline proceedings (separate from Community Standards Violations).

Employee-Related Policies

Physical Distancing

Assuming physical distancing guidelines remain at six feet, signage clearly indicating limits and restrictions will be placed at elevators, offices, residence halls and other spaces on campus to encourage proper distancing. In addition, desks/workspaces will be modified as needed in offices utilizing communal workspace to ensure proper distancing. Employees with their own offices will be encouraged to close their office doors whenever possible. Employees who need to do their work on campus at least part of the time will be permitted to do so, but departments will be encouraged to consider and adopt rotational work schedules, in which only a portion of the department's employees are present on campus at a given time, to enhance physical distance between employees.

Best Practice: Convening Virtually

Increased usage of telephonic and web-based platforms should continue even after the current COVID-19 crisis has abated. Although there is certainly value in meeting in-person from time to time when it is safe to do so, the Senior Team of the College will model and recommend that regular and non-critical meetings be held via web

conference or telephone whenever possible, even when all parties are on campus, so that employees can stay in their own offices (a physical distancing measure) instead of traveling across campus for a meeting.

Remote Work & Staggered Shifts

The College will continue to support and encourage remote work wherever feasible, including providing continued support to employees who are not used to working remotely, and advising on best practices regarding setting up a workspace at home, securing child care (whenever possible, in light of pandemic-related closures), and having realistic expectations of oneself when working remotely. Remote work needs will be assessed, and support will be provided to employees on an as-needed basis so that they may continue to perform their job duties remotely. To the extent feasible, the College will support, permit, and/or require staggered shifts (for hourly employees) or regular on-campus work hours (for exempt employees), as always, permitting remote work where feasible. Staggered shifts/work times would permit employees to be on-ground when necessary but lessen the possibility of inadvertently overcrowding workspaces and offices. The College will take multiple steps to protect and support its employees as on-campus operations resume.

Continued Preparation and Tracking Guidelines

As normal operations resume, the College will continue to track and follow guidance and best practices as provided by relevant state and local authorities concerning COVID-19 health and safety precautions as well as anti-discrimination laws.

In addition, the EEOC has updated its regulatory document, “Pandemic Preparedness in the Workplace and the Americans with Disabilities Act.” Included is guidance on assisting employers in identifying employees who are more likely to be unavailable for work in the event of a pandemic in the form of an “ADA-Compliant Pre-Pandemic Employee Survey.” Assuming New York has moved into Phase 4 of its reopening schedule by August 2020, the College will utilize this instrument — or a similar one — in early to mid-August to elicit feedback from employees regarding their availability to work on campus and/or remotely pending a continuing or renewed pandemic-related event.

Human Resources will provide employees with guidance as well as policies, whenever necessary, setting forth best practices in light of COVID-19 and other potential future pandemics. For instance, handshakes and other forms of hand-to-hand contact must be avoided, and regular handwashing and use of hand sanitizer will be encouraged. Meetings involving food or beverage service will be prohibited unless express permission is given by a Senior Officer, and in that case, food and beverages will be limited to single-serving beverages and packaged food items in lieu of communal/shared platters and utensils.

All policies for employees referenced in this document will be distributed prior to the start of the fall semester and will be posted on the Human Resources website.

Commuting & Transportation

The College will continue to operate a shuttle service from the Staten Island Ferry, with the principle goal of supporting employees and students who use the ferry as a means of commuting. The shuttle will operate with several enhanced precautions:

- Use of the shuttle will be by prior reservation only, and only those students, employees and visitors who have received advanced permission will be permitted to use the shuttle. People using the shuttle must have completed screening in the CoVerified App and show they are cleared to come to campus.

- Shuttle vans will operate at significantly reduced capacity based upon relevant guidance about distancing.
- All drivers and passengers must wear appropriate face coverings and will be advised to reduce touching surfaces.
- Shuttle vans will be cleaned and sanitized at least once per day.

Employee Sick Leaves

Employees with a low-grade fever or other related COVID-19 symptoms will be asked to stay at home or return home if they have already reported to work. Symptomatic employees will be urged to speak with their doctor and complete a COVID-19 test. Such employees may be granted leave related to COVID-19. The availability of such leave will be evaluated on a case by case basis by Human Resources.

Enforcement

We expect all members of the Wagner community to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All employees are expected to:

- Complete daily self-screening via the CoVerified app
- Wear an appropriate face covering at all times while in public spaces on campus
- Whenever possible, maintain a minimum distance of 6 feet
- Consent to and cooperate with contact tracing, isolation, and quarantine protocols
- Practice hand washing and sanitizing efforts as advised by CDC
- Participate in isolation or quarantine when directed
- Agree to share test results and other necessary medical information with the College and other contact tracers, provided an understanding of patient confidentiality
- Follow the directions of relevant College employees, contact tracers, medical personnel, and other relevant officials

Violations can be submitted directly to one of the following mandated reporting offices: Public Safety, Human Resources and Campus Life. Human Resources oversees all employee violations and follow-ups; Campus Life oversees all student violations and follow-ups.

- **First Violation:** Positive Compliance warning; Virtual or phone meeting to discuss; positive meeting reinforcing the policy but cultivating relationship
- **Second Violation:** Formal Compliance meeting via Zoom or Google Hangouts to discuss the compliance. More direct communication on violation; employee needs to understand that further violations could mean disciplinary action.
- **Third Violation:** Human Resources review and investigation to determine discipline action up to and including termination.

Violations are monitored by a case manager. Employees have the same case manager throughout their experience through these disciplinary proceedings. Case managers will be Human Resources staff.

Part II. Monitoring & Containment

In this section, we present Wagner's framework for monitoring the disease on campus and discuss our capacity for responding accordingly. Monitoring relies upon our ability to gather data from members of the community to allow for data-driven decision making in our response. Wagner will monitor its progress against objectives to assure we attain our goal of providing a safe and healthful campus. To contain the virus and reduce the risk of a resurgence on Wagner's campus, we must implement comprehensive, cost-effective interventions, including new technologies and new policies and procedures. We must also manifest a shift in campus culture that invests each community member in taking responsibility for maintaining safe and healthy practices.

CDC guidance emphasizes the need to (1) minimize disease transmission to employees, students and others, (2) identify persons with presumptive COVID-19 disease and implement a triage procedure to assign appropriate levels of containment and care, (3) provide necessary in-person clinical services in the safest way possible for students and employees, and (4) maximize the efficiency of PPE and cleaning products across the campus. With these priorities foremost in mind, we have developed this ever-evolving plan.

In proposing the solutions within this section, we have examined three guiding questions using best available data and guidance from relevant government and medical authorities, gleaned best practices from peer institutions negotiating the same challenges.

- What host, viral, or environmental characteristics increase or decrease the risk of COVID-19?
- What are the best methods to swiftly identify potential cases of COVID-19 and any members of the campus community potentially exposed because of those cases?
- What interventions will best prevent or contain outbreaks of COVID-19 at Wagner?

Responsiveness to Evolving Guidance

Guided by the College's Health Analytics Team and Senior Team as well as external authorities, the College will continually monitor evolving local, state, and national public health guidance and adjust its practices and policies accordingly, as appropriate and practicable. The College will:

1. Work with local and state public health organizations, healthcare coalitions (RUMC/SIUH), and other local partners to understand the impact and spread of the virus on campus and in the surrounding community.
2. Explore alternatives to face-to-face interactions.
3. Train employees and students on proper methods of personal hygiene, and to call health services if they develop a fever, respiratory symptoms like cough or shortness of breath, or other symptoms of COVID-19.
4. Develop protocols so that health services can assess all individuals returning to or visiting the campus. Implement data collection tools (telehealth) that will track and advise anyone who may be ill due to COVID-19 and need to seek 9-1-1 transport or go to an emergency department.
5. Assess employees and students' ability to engage in home monitoring, their ability to safely quarantine at home (or in the residences halls), and the risk of transmission to others.
6. Identify personnel who can monitor employees and students at home with daily check-ins using telephone calls, text messages, patient portals, or other means.

Ongoing Screening & Testing

Ongoing Testing

The College will require all students to take a COVID-19 test multiple times throughout the semester, which will be completed on campus by a nasal swab by the student with supervision from a medical professional. These tests, along with daily self-screening, will be a key method of rapidly identifying and mitigating the spread of COVID-19 cases through the community.

Role of Campus Health Services

At Wagner, the staff of our Center for Health and Wellness provides clinical health services. They will provide guidance for reopening the Center for Health and Wellness and establish protocols for in-person visits. Enrolled students will be seen by appointment after the completion of pre-screening/triage completed by telephone or Zoom. Modifications to the Center's physical space and adjustments to the workflow in the Center will be introduced so as to comply with best practices for physical distancing, use of PPE, and touchless transactions. Positive phone screenings will be directed to utilize telemedicine via an app or other appropriate care. The telemedicine program requests daily patient health and symptom updates and alerts a nurse when necessary. The nurse contacts the patient and may escalate the response, as appropriate, to other levels of care, including urgent care, scheduled primary care physician/specialist visits, and emergency medical services. This will help serve the needs of students and employees outside of in-person visits and enhance the current scope of available services.

Early Warning Signs

The College will assess early warning signs by use of the self-screening data from the CoVerified app for students and employees, which will reflect the CDC's guidelines about COVID-19 early symptoms. The Senior Team will review campus and community infection and risk data twice weekly, and more frequently as needed, to make determinations about whether the campus infection rate among students or employees, or infection rates in the surrounding community, exceeds an acceptable threshold. This threshold will be determined first by mandates from relevant local, state, and federal authorities, then by the College's capacity to safely quarantine students who may be exposed, isolate and provide care and support to infected students, and other relevant data from Staten Island, New York City, and New York state.

The CDC believes at this time that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. All students are required to answer a COVID-19 questionnaire daily that addresses COVID-19 signs and symptoms. Signs and symptoms that need to be reported immediately to the Center for Health & Wellness include fever, dry cough and shortness of breath. Other symptoms may include sore throat, headache, chills (sometimes with shaking), new loss of smell or taste, stuffy nose, nausea or vomiting, or diarrhea.

Proactive Infection Plan

The College has a proactive infection plan to address the steps that it will take in the case that a student or employee tests positive for COVID-19, a student or employee reports experiencing COVID-19 symptoms, or a non-affiliate who is known by the College to have had contact with students or employees tests positive for or experiences symptoms of COVID-19. Here, the student or employee who is suspected or confirmed to have COVID-19 is referred to as the “infected individual.”

In any of these cases, the College will take the following steps in accordance to the requirements of New York, State, the guidelines of relevant medical authorities, and the College’s policies and procedures:

1. The relevant COVID-19 coordinator or their designee will activate the quarantine condition for the infected individual, making appropriate confidential notifications to the Residential Education office for any student-related quarantine or isolation.
2. The relevant COVID-19 coordinator or their designee will confidentially access data from the infected individual’s student or employee records and CoVerified self-screening submissions to assess:
 - a. Which campus spaces has the infected individual accessed in the several days preceding?
 - b. With which classmates or colleagues has the infected individual been in sustained contact (i.e. within 6 feet for more than 15 minutes without appropriate face covering)

The infected individual, to the extent of their ability, will also be asked to account for which campus spaces they had accessed and with which peers or colleagues they had come into close contact over the preceding seven days.

3. The College will coordinate with the NYC Health + Hospitals to coordinate contact tracing. Contact tracers will work to identify and contact any students, employees, or other persons who may have had contact with the infected individual. Students and employees must comply with contact tracers.
4. The College will activate the isolation condition for all students or employees who have been exposed to the infected individual. Any College non-affiliate who has been exposed will be barred from entering campus until they can satisfy the requirements as listed in the Campus Visitor section of this plan.

Contact Tracing

Wagner College will support the contact tracing efforts of New York City Health + Hospitals and will provide information to assist community members who test positive for COVID-19 with identifying locations and groups of people they may have come in contact with while on campus. The College will ensure prompt evacuation of potentially infectious contacts to treatment centers or the nearest healthcare facility to prevent high-risk exposure to the College population.

An efficient contact tracing system depends on a relationship of trust within the College community, which in turn fosters optimum cooperation. Students and employees of the College are required to comply with contact tracers. Building confidence among students and employees ensures cooperation with contact tracing teams, which is critical to the referral of symptomatic contacts to designated isolation facilities. Involving appropriate external community members and stakeholders (in particular, local leaders) in contact tracing will also prove helpful. The local surveillance and community volunteers will be involved as early as possible in the response.

Quarantine & Isolation

Defining Quarantine & Isolation

Community members placed under a quarantine condition are those who have been exposed to a person with a confirmed or suspected case of COVID-19. Community members under an isolation condition are those who are ill with COVID-19 or who have tested positive for COVID-19 even if they are completely asymptomatic.

Employees Under Quarantine or Isolation

In the case that an employee has come into contact with a person with a confirmed or suspected case of COVID-19, they will be subject to a quarantine condition. The employee will be asked to stay home for a period of not less than 14 days, to speak with their doctor, and actively monitor their own health. At the end of a 14-day period, the employee must submit a newly administered negative COVID-19 test result to the College by way of the CoVerified App to be eligible to return to campus. Employees under quarantine conditions are expected to continue their regular course of work provided that they are not experiencing any symptoms.

In the case that an employee becomes ill with any symptoms relating to COVID-19, the employee must notify Human Resources immediately and must stay home. They may not report to campus for any reason. These employees will be subject to an isolation condition. The employee must stay home for a period for not less than 14 days following the last day in which the employee experienced COVID-19 related symptoms. At the end of the 14-day period, the employee must submit a newly administered negative COVID-19 test result to the College by way of the CoVerified App to be eligible to return to campus. Employees may refer to the Sick Leave header within Section I for further information.

Employees who reside on the Wagner College campus will be quarantined or isolated in their current campus residences or, in the case that their campus residence is not self-contained, within another designated residence hall.

Students Under Quarantine or Isolation

Residential students under quarantine or isolation on Wagner's campus who may transport themselves home safely will be permitted to do so; other students must remain within a bedroom in their designated quarantine or isolation space for the period of their quarantine or isolation. This decision will be made in concert with the student by the Dean of Health and Wellness, the Director of Residential Education, and the Assistant Dean of Campus Life. The College is exploring partnerships with nearby hotels in the case the College needs additional capacity for quarantine.

Students under quarantine or isolation will be housed in a designated, contained residence hall. Students under quarantine or isolation do not leave their bedroom for any reason except to use the bathroom or in health emergencies. They do not receive visitors. Their meals are delivered to them.

Commuter students under quarantine or isolation will be required to quarantine or isolate in their home for the same period as residential students. The commuter student must complete and submit a newly administered

negative COVID-19 test result to the College by way of the CoVerified App to be eligible to end their quarantine or isolation period and return to campus.

All students will have completed an emergency preparedness plan survey prior to their return to campus. The information therein will inform the College's actions in the case the student must be quarantined or isolated. In particular these plans will guide the College's efforts to provide food and medicine as well as psychosocial, academic and other supports to students under quarantine or isolation.

Students who experience COVID-19-related symptoms but do not have a positive COVID-19 test or students who test positive for COVID-19 but do not present any related symptoms must enter isolation. The student will not leave their assigned bedroom, except to use the bathroom or in health emergencies for a period for not less than 14 days from the date on which they either experienced COVID-19 related symptoms or tested positive for COVID-19 asymptotically. Medical guidance may alter this duration. The student must complete and submit a newly administered negative COVID-19 test result to the College by way of the CoVerified App to be eligible to end their isolation period.

Students who came into contact with a person with a confirmed or suspected case of COVID-19 will be subject to a quarantine condition. The required period for quarantine for a student potentially exposed to COVID-19 generally lasts 14 days from last exposure to the person with COVID-19, though medical guidance may alter this duration based on individual circumstances. At the end of a 14-day period, the student must complete and submit a newly administered negative COVID-19 test result to the College by way of the CoVerified App to be eligible for release from quarantine.

Supporting Quarantined or Isolated Students

The College is committed to meeting the academic, food, medicine, and psychosocial needs of quarantined or isolated students.

- Food meeting the quarantined or isolated student's dietary needs (as described in the emergency preparedness plan) will be distributed to designated pick-up locations within quarantine and isolation spaces by College employees in enhanced PPE.
- Students in quarantine or isolation will have access to telemedicine and, when safe and appropriate, in-person medical visits and will check in virtually once per day with College health services. Quarantined or isolated students will complete daily self-screening and temperature monitoring.
- The College recognizes that under isolation or quarantine a student's mental health needs may be elevated. Quarantined or isolated students will have virtual access to College psychosocial support. Additionally, quarantined or isolated students may participate virtually in campus activities with their peers based upon their level of comfort.
- Students who are quarantined (but not ill) will continue to engage virtually in their classes; students who are quarantined and ill will be excused from class but may participate based upon their level of comfort.
- In the case that an infected student requires hospital transportation, that transportation will be by ambulance.

Duty to Consent

All students who return to Wagner in person for the 2020-21 academic year are required to consent to and cooperate with contact tracing, isolation, and quarantine protocols; participate in isolation or quarantine when directed; agree to share test results and other necessary medical information with the College and other contact tracers, provided an understanding of patient confidentiality; and follow the directions of relevant College employees, contact tracers, medical personnel, and other relevant officials.

Communication

In the case of a suspected positive COVID-19 case, the College will make appropriate notifications to the relevant health authorities. The College will preserve the privacy of the individual who is suspected to be infected, while engaging appropriate contact tracing protocols in concert with health authorities. The College will make appropriate, timely notification to students and employees who may have come in contact with the infected individual, enacting the plans detailed herein for their testing and isolation as appropriate. The College will provide regular community updates about campus prevention, containment, and mitigation efforts, and will deploy the College's emergency communications system in case of any imminent emergencies.

Part III. Shutdown Contingency Plan

The College will continue to follow city, state and federal guidelines along with guidance from the CDC and health officials in monitoring the need to stagger the shutdown of campus should the virus resurface sufficiently to reverse the State of New York's reopening plans and require a return to an earlier phase of re-opening.

Defining “Shutdown”

The College defines “shutdown” as a shift to a non-residential, fully virtual model with only essential staff permitted to report to campus. A shutdown does not constitute a discontinuation of educational activities.

Triggers for Shutdown

The College will immediately implement shutdown procedures if mandated to do so individually or collectively with other institutions of higher education by relevant authorities at the city, state, or federal level. Except in the case of a mandated shutdown, the President will have sole discretion to authorize and initiate shutdown procedures. In making this decision, the President will seek the advice and recommendation of the Senior Team, Health Analytics Team, the Board of Trustees, and relevant health and governmental authorities.

In making this determination, the College will consider the following factors:

1. Guidance and advice from relevant governmental authorities.
2. Health conditions in New York and New Jersey, in New York City, on Staten Island, and on campus.
3. The advice and guidance of the CDC as well as city or state health officials and other relevant experts.
4. Whether the rate of infection among Wagner students exceeds a threshold that can be safely and effectively managed by the College.
5. Whether the rate of infection among Wagner employees exceeds a threshold for safe and effective continuity of campus operations and programs.
6. Other factors affecting the safe and effective continuity of campus operations and programs.

Shutdown Operations

If the College activates shutdown procedures, the College will take the following steps, making every effort to reduce the usage of campus systems while preserving their integrity:

- Confirm that all campus safety systems remain operational and that relevant essential personnel continue to work on campus.
- Perform building checks to ensure that no occupants remain.

- Lock down all campus buildings, ensuring that critical equipment and personal safety equipment remains online while all other equipment will be taken off-line. The season will dictate feasibility of shutdown of electricity to unoccupied spaces.
- Building thermostat temperature set points will be adjusted up or down, according to season.

Moveout Protocol

In the case that the College moves to a shutdown of campus operations, the College will take the following steps:

1. The President will make notifications to campus constituencies, giving as much lead time as possible under the circumstances to allow for planning as appropriate.
2. The Residential Education office will organize a socially distant departure protocol, by which students will vacate their residence halls in orderly phases. Residential Education, with the advice of the Health Analytics Team and Senior Team, will determine whether it is safe to allow parents or other guests to enter buildings to support student moveout.
3. Students will be urged to collect and take with them all personal belongings from their residence hall room and vacate the space completely. Students who are unable to do so will be asked to box all of their remaining belongings, disposing of any perishable items. As appropriate, the College will support students in identifying off-site storage options.
4. Students will be asked to close their windows when leaving.

Appendix. Academic Calendar 2020-21

We have developed a 2020–2021 academic calendar that allows us to maintain a robust residential learning environment, while keeping the health and safety of our community front and center. This calendar is as of July 22, 2020 and is subject to change.

FALL SEMESTER

To do this, we will modify our typical calendar. For the fall semester, we will start classes on August 24, eliminate breaks, finish on-campus instruction by Thanksgiving, and hold finals remotely. These changes enable us to have a full 15-week semester to ensure we maintain a rigorous academic experience. By adapting the calendar in this way, we eliminate the need for students to leave and return to campus after Thanksgiving Break. Back-and-forth travel of this kind would unnecessarily create an opportunity of spreading the coronavirus on our campus.

August 24	First day of classes Late registration for unregistered current students Declare Pass/Fail option begins
August 24-September 1	Drop/Add period (ends at 4:00 pm on Tuesday, September 1 st)
September 18	Last day to declare Pass/Fail option
September 18-20	Rosh Hashanah. No examinations after 4:00 p.m. September 18, Friday through Sunday, September 20.
September 27-28	Yom Kippur. No examinations scheduled after 4:00 p.m. September 27, Sunday through Monday, September 28.
October 5-23	Advisement & Registration for Graduate and Undergraduate students for spring
October 9	Mid-Semester Feedback Forms due to the Registrar's Office for all classes Incompletes due to Faculty
November 21	Last day of classes before final exams Last day to withdraw from a course
November 23-24	Reading Days
November 30-December 5	Final exams held online
December 5	Semester ends.
December 11	Grades due to Registrar's Office by noon

WINTER TERM, ONLINE ONLY

There will be an online Winter Term that will start in mid-December and end in mid-January. Students will be able to take 1-2 courses during this term. This will allow students to reduce their spring semester workload or accelerate their progress towards their degrees.

December 13	First day of classes
December 13-14	Late registration Declare Pass/Fail option period Drop/Add period
December 24-January 3	Christmas Break - No Classes
January 13	Last day of classes. Last day to withdraw from a course.
January 14-15	Final exams held online
January 20	Grades for all students including seniors due at noon to the Registrar's Office

SPRING SEMESTER 2021

The spring calendar will include 14 weeks of on-campus instruction and one week of on-campus finals, with no Spring Break, but may be altered depending on the path of the virus.

February 8	First Day of Classes Late Registration for Unregistered Current Students Declare Pass/Fail option begins
February 8-February 16	Drop/Add period (ends at 4:00 pm on Tuesday, February 16th)
February 26	Last day to declare Pass/Fail option
March 26	Mid-Semester Feedback Forms due to the Registrar's Office for all classes
March 27-29	Passover. No exams after 4pm on March 27 through the end of March 29.
April 2	Good Friday, no exams scheduled Incompletes due to Faculty
April 3-4	Passover. No exams scheduled.
April 5-23	Advisement & Registration for Graduate and Undergraduate students for summer and fall
May 7	Last day of classes Last day to withdraw from a course
May 10-11	Reading Days
May 12-17	Final exams
May 18	Semester ends
May 20	Baccalaureate
May 21	Commencement
May 24	Grades for all students including seniors due by noon to the Registrar's Office.