

Northeastern Seminary at Roberts Wesleyan College

New York State Reopening Plan for Higher Education - Version 2.0

Populations and Stakeholders

Northeastern Seminary sits on the campus of Roberts Wesleyan College and shares many administrative processes and facilities. The College and Seminary have spent extensive time and effort in engaging Administration, Faculty, Staff, Students and Constituents in consideration of our Reopening Plan. Beginning in May 2020, we engaged eight task forces, each made up of a mix of administration, faculty and staff, to begin considering safety and health as we reopen campus. In June 2020, those groups were reduced and combined to form a Step One Team and finally reorganized again into a final Restart Team. Seminary administration, faculty, and staff representatives have been involved in all stages of the process.

Additionally, we engaged students through surveys, Website postings and email; engaged staff and faculty through Town Hall sessions and email communications and engaged parents, alumni and other constituents through Website, social media and email communication. Through this process, we built an FAQ section of the Website that is frequently updated using stakeholder questions.

The enclosed plan takes into special consideration the needs of:

- All employees, with special interest for at-risk employees
- All students, with special interest for at-risk students
- Facilities and cleaning staff, Food Service (Metz Culinary) employees
- Those individuals who cannot work remotely or take classes virtually
- Outside vendors (Metz, Barnes and Noble, UPS, USPS, contractors)
- Visitors and guests (constituent groups, family, prospective students)

The Seminary has been closely monitoring applicable State guidance, which has guided our reopen activities over the past months. Additionally, we will continue to monitor updates to NYS guidelines and will adjust our plan accordingly.

1. Reopening of the Campus

Capacity:

Phased return of approved employees on the following schedule:

6/22/20	Essential and other employees up to 20% of total
7/7/20	Additional employees up to 50% of total
8/3/20	80% of employees return to campus; remaining employees will work remotely or have accommodations due to health concerns
8/24/20	First day of classes

Quarantine & Isolation Capacity

- The Seminary does not have resident students. The Seminary has instructions in place for quarantine and isolation for employees and commuter students. Seminary students who live on the campus of Roberts Wesleyan College follow all resident student protocols for quarantine and isolation at the College.
- The Health Center and the contracted physician at Roberts Wesleyan College direct symptomatic students to testing and health care resources including urgent care and local hospitals and emergency rooms. Monroe County is well suited to handle COVID positive cases currently.
- Students who need medical attention beyond isolation or quarantine would be transported to a hospital or care facility. In this case, the student's family would be contacted for safe transport or would be advised to use an ambulance, as directed by the Monroe County Health Department.

Physical Distancing:

Employees

- Phased employee return to campus for 20%, 50%, and finally 80% with consideration for at-risk employees.
- Reduced capacity of work spaces. Shared or close work stations will implement physical distancing guidelines, reduce the number of chairs in waiting areas, and require wearing face coverings.
- Occupancy of larger work spaces kept under 50% of maximum capacity.
- Established physical distancing markers for service areas.
- Offices with customer service counters can request clear barriers.
- Limited capacity and restricted use of tight, confined spaces to one person at a time (elevators, copier stations, supply rooms, small bathrooms).
- Signage posted on all entrances regarding physical distancing and personal hygiene.
- Office workdays limited to Monday through Thursday 8 am - 5 pm until August 3, 2020.
- Floor markers establishing proper physical distancing present where lines form.
- Physical distancing will be practiced in all public or common spaces.
- Meetings will continue virtually.
- Essential in-person gatherings will be held in open, well-ventilated spaces with appropriate distancing among participants.
- Face coverings and six feet of physical distance from others is required on campus.
- Swipe access by ID card is required for all campus buildings.

Students

- Commuting or at-risk students can choose in-person or virtual instruction.
- Reduced capacity limits for shared or common spaces with signage and video instructions.
- Reduced density in each classroom by 50%, capped class sizes, removed furniture and reconfigured classrooms.
- Posted physical distancing signs at all building entries.
- Significant modifications established regarding food service distribution implemented for on campus dining include physical distancing of tables, one-way traffic flow and reduced seating capacity.
- Face coverings and six feet of physical distance from others is required on campus.
- Swipe access by ID card is required for all campus buildings.

Personal Protective Equipment Availability

- The Seminary has secured and will provide each employee and on-campus student with multiple reusable cloth face masks as needed or requested.
- Additional face masks have been secured for any person in the campus community who needs one while on campus.
- Face coverings are required to be worn by everyone on campus.
- Face shields have been secured for all faculty and will be provided for students in science and nursing labs and those with a medical accommodation.

Testing & Screening

- Employees who are coming to campus will complete the daily health self-assessment survey prior to reporting for work.
- Commuting students will complete the daily health self-assessment survey each day they come to campus.
- Resident students at Roberts Wesleyan College complete the health self-assessment survey daily before leaving their residence hall.
- Employees reporting symptoms or close contact with someone who is sick should stay home and contact their physician for care and supervisor to report their absence.
- Students reporting symptoms contact Campus Safety for further direction.
- Assessment responses will be reviewed daily by staff in the health center (students) and Human Resources (employees) and documented.
- Employees who have traveled internationally or to states on the Governor's COVID-19 Travel Advisory "Restricted States" list will be asked to self-quarantine for 14 days.
- International students are required to complete a 14-day quarantine after arriving in NYS.
- Domestic students from states identified on the Governor's COVID-19 Travel Advisory "Restricted States" list are required to complete a 14-day quarantine after entering NYS.

Operational Activity

- Capacity in classrooms and shared spaces reduced by 50%
- Signage posted for reduced maximum capacity in each gathering space or meeting room.
- Face shields and masks provided for all faculty.
- Enhanced disinfection and cleaning in all shared spaces.
- Reduced seating capacity of labs, lounges and gathering spaces (removed or marked chairs not to be used, disabled computers).
- Remote options provided for employees who require accommodations and whose job can be performed virtually.
- Enhanced cleaning and disinfecting frequency and services for bathrooms and additional high touch locations to follow CDC guidance.

General Communication

- Employees and students receive emails with safety measures and added requirements prior to their arrival on campus.
- Signage is prevalent across campus and near all building entrances.
- Employees and students receive information as they arrive on campus to restate safety measures.
- Health and safety measures posted on the Seminary website (<https://www.nes.edu/restart-at-northeastern-seminary/>), including a robust and regularly updated FAQ section. This material states safety is of primary importance, enhanced sanitation efforts across campus, face covering requirements and good hand hygiene. Specific mention is given to physical distancing, hand washing, use of hand sanitizer, clean personal spaces and wearing face coverings.
- Town Halls, email, social media and website postings are utilized for ongoing communications.
- Specific signage includes:
 - Signage reinforcing rules throughout the campus
 - Signs at all entrances indicating the campus is closed to external visitors
 - Individuals maintaining a six-foot physical distance (floor markings, signs, seating in classrooms, room capacity, etc.)
 - Expecting the campus community to wear face coverings
 - Daily health self-assessment required for employees and students arriving on campus
 - Increased hand sanitizing stations available
 - Enhanced cleaning and disinfection efforts

Range of Academic Options for Students and Faculty

- Traditional undergraduate students not living on campus may choose fully online or on-campus instruction.
- Some courses will have a hybrid instructional model with some students shifting from physically present to virtual on specific days.
- Course registration changes will be accommodated or adjusted for online students.
- Enhanced ITS support and training resources for faculty and students.

Restart Operations

- Building cleaning schedules set prior to any building being open for use.
- Disinfection spray and wipes present in multiple areas prior to a building being occupied.
- Signage regarding physical distancing, hand hygiene and face coverings posted near each building entry and in common or public spaces.
- Ventilation systems meet required standards for New York State.
- Hand sanitizer stations added across campus.
- Hand blowers in bathrooms replaced with hands-free paper towel dispensers.
- Employees arriving on campus for the first time receive face masks, orientation to facility changes, availability of personal cleaning supplies and new requirements for physical distancing, daily health screening and the importance of hand hygiene.
- The very limited number of invited guests on campus are required to complete a health screening and provide contact information.

Extracurricular Activities

- Access to athletic facilities has been restricted and opened to authorized persons only with no visitors or outside guests.
- All non-essential, off-campus trips are cancelled for the Fall 2020 semester with any essential activity using Roberts Wesleyan College transportation following the NYS Guidance for Public Transportation.
- Public concerts and performances will be paused until further notice.
- Pre-approved religious services may be held and will be limited to 33% of location occupancy or the current NYS guidance for religious services.
- Events on campus are limited to fewer than 50 individuals or the maximum occupancy of the room in which it is held, whichever is less. Any approved events, both indoor and outdoor, follow face covering and physical distancing guidelines.

Vulnerable Populations

- Watchful and constant care will be shown for vulnerable employees and students.
- Vulnerable employees are offered various possible accommodations, such as remote working, relocation of work site or flexible work hours.

- Vulnerable students can choose to have virtual classes instead of physically coming to campus.

Hygiene, Cleaning and Disinfection

- Employees and students coming to campus will view training video and receive communication regarding hand hygiene, physical distancing and wearing face covering.
- Signage regarding hand hygiene, physical distancing and wearing face coverings is present at all building entrances, common and public spaces and gathering areas.
- Hand sanitizer available at all buildings near entrances.
- Wipes and disinfectant spray available for all employees to wipe down their work surfaces and for students to wipe down work areas in classrooms.

1A. Academic Program Planning

Instruction

- Instruction will be offered in-person and online for the Fall 2020 semester. Students may request to complete the semester online through the Office of Academic Affairs. Faculty may request an accommodation to teach online through a process in HR.
- Field trips and other off-site instruction will not be included in the Fall 2020 semester.
- All faculty are prepared to return to virtual learning at any time if deemed necessary by the relevant authority.
- All instruction will continue to meet ADA requirements for accessibility and learning accommodations.

Academic Calendar

- Classes for the Fall 2020 semester will begin as scheduled on August 24, 2020.
- The semester will continue in person until November 21 without a break.
- Thanksgiving break will run from November 21-29.
- All courses will transition to virtual learning on November 30, 2020 and continue until the start of the spring semester.

Equipment and Supplies

- Faculty are supplied with masks and face shields to use for in-person instruction. Students in lab courses are required to wear face shields, which are provided by the College.
- All students must wear appropriate face coverings at all times and maintain six-foot physical distance when in classrooms, inside buildings and across campus. Classroom buildings have a supply of masks made available to students who do not have a mask when coming to class. Face shields will be made available to lab students and those with medical accommodations.

Policy Changes

- Creation or modification of policies for the Fall 2020 semester related to attendance, grading or other academic requirements will be reviewed by the Academic Cabinet and approved by Faculty Senate.
- Course syllabi should include a statement that the mode of instruction in the course may change to virtual if deemed necessary by the relevant authority.
- All faculty will take attendance each class day to facilitate contact tracing if needed. While not required, assigned seats are suggested in large classrooms.

Physical Space and Classroom Density

- Classrooms operate at 50% capacity or the capacity required to maintain six-feet of physical distance between participants, whichever is lower. Classroom layouts and furniture are reset to ensure physical distancing guidelines are met.
- Classrooms and other spaces used for instruction on campus with fixed seating may operate at a more limited capacity. Seats are marked off to limit available seats in the room.
- Faculty wear masks and may additionally wear face shields in the classroom. Students will wear appropriate face coverings at all times while in class.

2. Monitoring of Health Concerns

Testing Responsibility

- Students arriving from other countries as well as States on the New York State COVID-19 Travel Advisory “Restricted States” list need to provide confirmation of a 14-day quarantine within NYS to return to campus. The Seminary may require a negative test result to return to campus.
- Employees who travel abroad or to or from a State on the COVID-19 Travel Advisory “Restricted States” list complete a 14-day quarantine at home before physically returning to campus. The Seminary may require a negative test result to return to campus.
- Employees and students who become symptomatic must stay home or in isolation while they are sick and consult their health care provider about the need for additional testing and a return to normal activities.
- Health Services, Campus Safety and the Seminary website will post and assist students to find available testing site information.
- As the availability of testing sites and the turnaround time of test results are fluid, the Seminary is also exploring third-party providers to provide testing to students.

Testing frequency and protocols

- The Seminary recognizes the recommendation for random, asymptomatic testing and will conduct such tests when effective and timely options are available within our region.

- Individuals developing symptoms are required to stay home, go home or, quarantine until a test can be performed at a local testing site and a negative test result is produced.
- The Monroe County Health Department is consulted for each individual who develops symptoms or reports a close or proximate contact with an individual testing positive for COVID-19.
- Upon identifying an individual with a positive test result, the Seminary will follow the recommendations of the Monroe County Health Department and assist with tracing as requested.

Early Warning Signs

- Employee attendance is monitored to track trends for potential community health concerns through a daily self-screening.
- Health Assessment survey results will be reviewed daily by the Seminary's HIPAA officer in Human Resources. Concerns are escalated to the campus Health Center.
- Health Services staff monitor student-reported symptoms.

Tracing

- Four employees have been identified as Tracing Supervisor and Tracing Assistants.
- All four employees completed the Johns Hopkins Tracer course and are meeting with the Monroe County Health Department.
- Additional Tracing Assistants will be considered if required.
- Tracing protocols and procedures are directed by Monroe County Health Department as part of a Memorandum of Understanding between Roberts Wesleyan College and Health Department.

Screening

- All employees and students will receive mandatory health, hand hygiene and safety training prior to arriving on campus.
- Employees who are coming to campus complete the daily health assessment survey prior to reporting for work.
- Commuter students complete the daily health assessment survey on days they come to campus.
- Resident students at Roberts Wesleyan College complete the health assessment survey each day.
- Employees not taking the health assessment survey and who swipe into a building for the day are contacted by HR representative and asked to complete the survey.
- Invited guests and visitors will be asked by their specific host (or Campus Safety) to complete a daily health assessment survey and provide contact information.
- Assessment responses are reviewed daily and documented.

3. Containment of Potential Transmission of the Virus

Definitions:

Isolation: Isolation is indicated for someone who is infected with the virus and keeps them away from others.

Quarantine: Quarantine is indicated for individuals who might have been exposed to the virus to keep them away from others and helps to prevent secondary spread.

Contact: A COVID-19 contact is an individual who was within 6 feet of an infected person for at least 15 minutes starting 2 days before illness onset (or for asymptomatic patients, 2 days prior to specimen collection until the time the patient is isolated).

Isolation

Employees who have a positive COVID-19 test will:

- Isolate at home.
- Contact their healthcare provider for care.
- Report their absence to their supervisor or department head.
- Contact Erin Siranni in Human Resources 585-594-6838.
- Employees can return to work at the direction of the Department of Health.

Commuter students with a positive COVID-19 test will:

- Call Campus Safety at 585-594-7777
 - Campus Safety will notify the Health Center and Student Life.
 - The Health Center will notify Student Life that a student needs virtual learning.
 - Student Life will notify faculty that a student will be virtual.
- Isolate at home.
- Contact their healthcare provider for care.
- Convert to virtual education as student's health allows.
- Health Center Staff, in conjunction with the Department of Health, will determine when students may end isolation.

Quarantine

Employees

- Employees with COVID-19 symptoms or known exposure should quarantine at home.
- Contact their healthcare provider for testing.
- Report their absence to their supervisor or department head
- Contact Erin Sirianni in Human Resources
- Employees can return to work at the direction of the Department of Health and/or their health care provider.

Commuter Students

- Students with COVID-19 symptoms or known exposure to a person who is confirmed positive with COVID should call Campus Safety: 585-594-7777.
- Students who are determined to have been in close proximity without appropriate PPE to an individual with presumed or confirmed COVID-19 or students with confirmed COVID-19 symptoms (by Health Center) must quarantine at home.
 - Campus Safety will notify the Health Center and Student Life.
 - The Health Center will notify Student Life that a student needs virtual learning.
 - Student Life will notify faculty that a student will be virtual.
- Symptomatic students will be assessed by the Campus Health Center providers to determine if symptoms require COVID-19 testing prior to returning to campus.
 - Students will be provided with information on availability of COVID testing sites. Roberts Wesleyan College has a relationship with Immediate Care in the Chili-Paul Plaza and can seek medical attention and testing at that site between 9 AM and 9 PM M- F and 9 AM - 8 PM on Saturday and Sunday
- Symptomatic students will remain quarantined while waiting for test results.
- Health Center Staff, in conjunction with the Department of Health, will determine when students may end quarantine.

Hygiene, Cleaning and Disinfection

- Employees who report showing symptoms or feeling sick will be asked to stay home and not report for work. HR notifies facilities and the workplace and associated areas used by the employee receive a full disinfection within 24 hours on the day they report feeling sick following the CDC guidance.

Communication

- Campus contact tracers, in conjunction with the Department of Health will contact persons exposed to an individual who has tested positive for Covid-19.
- Updates and status changes will be communicated across the campus community via <https://www.roberts.edu/covid-19> or email.
- Communication protocols will be followed to communicate with tracing officials and the local health department.

4. Shutdown of In-Person Operations on the Campus, if necessitated by widespread COVID-19 Transmission

Operational Activity

- Upon direction to close operations from the relevant authorities, all instruction will move to virtual formats.
- There will be a 2-3 day break, likely along with a weekend, in the academic schedule to allow for faculty to prepare for all virtual instruction.

- All faculty are prepared to switch to virtual learning and will use the short break to convert classes to ensure minimal disruption to the learning experience.
- Internship and experiential learning sites will determine if their activities continue, are scaled back, or move to virtual formats.
- Non-essential employees will work remotely whenever possible.
- Cleaning and disinfection will continue across campus, particularly in places where there are students still on campus.

Communication

Plans to communicate internally and externally throughout the process:

- All shutdown information will be posted on the comprehensive website developed for restart information <https://www.nes.edu/restart-at-northeastern-seminary/> with detailed information, Q&As and information by audience/stakeholder.
- Communication will also be posted via social media outlets and the Facebook parents group.
- The internal Intranet page will be the primary source of shutdown information for employees.
- The Seminary will continue to communicate with students, parents and employees throughout the shutdown and in reference to Spring 2021 semester plans.

5. Additional industry specific guidelines:

Dining Hall and Food Service (Interim Guidance for Food Services)

Employee Safety

- All employees working in the Garlock Dining Hall have a temperature check as they punch in for the day.
- Anyone with a temperature of 100.4 degrees or higher will be sent home.
- Masks are mandatory for all employees.
- All cashier stations include plastic shields to separate space from guests.
- Credit card/Student ID swipe reader is located in a spot to allow the guest to swipe their own cards.

Minimize risk in dining hall

- Dining Hall capacity is reduced to 50% of normal seating.
- Food is served by staff rather than self-serve or buffet style.
- Dining Hall offers expanded service hours for lunch, dinner and late-night to reduce density.
- All areas include floor markers identifying six-foot physical distancing for lines.
- Signage posted at all entry points remind guests of physical distancing requirements.
- New directional traffic flow lanes established.
- Limited number of people allowed in the servery at any one time.

- To Go meals are available during lunch service.

Cleaning and disinfection

- Additional staff hired to sanitize and disinfect tables during meal periods.
- The entire dining hall is disinfected twice a day following CDC guidance.
- Sanitizer is available at all locations.

Transportation (Interim Guidance for Public Transportation)

- Travel is limited to selected, pre-approved trips (See section Extracurricular Section above)
- Vehicles used for transporting students or employees will be large enough to accommodate physical distancing.
- All operators and passengers must wear masks covering their nose and mouth for the entire duration of the trip.
- Enhanced cleaning and disinfection protocols enacted after each trip.
- Disinfectant and disposable wipes are available for passengers to use.
- Physical distancing floor markers are in place where possible to distance passengers from the operator.
- Passengers must be spaced out as far from each other as possible in vehicles.
- Increase ventilation with outside air as much as possible.
- Seats closest to operator are not used.
- Increase number of vehicles used to reduce crowding.
- Vehicle operators wear face coverings at all times when passengers present.
- Face masks or face shields are provided for employees driving students.
- Daily health screenings required for all employees and students using Roberts Wesleyan College transportation.
- Campus Safety maintains a log of all riders in Roberts Wesleyan College vehicles.

Bookstore (Interim Guidance for Retail Business Activities)

- Posted signage and distance markers reminding customers of face coverings, physical distancing space and hand hygiene
- Reduced capacity to 50% of certificate of occupancy limit.
- Face coverings for employees when interacting with customers and within six feet of another person.
- Modified retail layout to create distance between employees and customers.
- Customers required to wear face coverings as they enter retail space.
- New book distribution process for in-store pick up of pre-ordered books to reduce traffic in retail space.
- Stanchions placed to enable one-directional foot traffic.
- Hand sanitizer stations provided in store.
- Increased regular cleaning and daily disinfection schedule.

VAC (Interim Guidance for Gyms and Fitness Centers)

- In accordance with state guidelines for gyms and fitness centers, the Roberts Wesleyan College gym, weightroom, aerobic room, and pool have remained closed.
- Roberts Wesleyan College will seek approval from the department of health before opening the gym, weightroom, aerobic room, or pool.
- When opened, capacity will be limited to no more than 33% occupancy.
- Masks will be required at all times in the gym, corridors, weight room, and aerobic room.
- Signs marking out six feet of distance and mask requirements are placed throughout the building.
- Some machines are closed to allow six feet of distance between individuals.
- Hand sanitizer is located throughout the building and at the entrance.
- Cleaning is done regularly by the facilities team.
- The facility arena, weightroom, and pool are equipped with a central air handler and MERV14 filters are used for air supply.
- Locker rooms are closed at this time.
- Roberts Wesleyan College will close the building if deemed necessary to control the spread of Covid-19.