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# Academic Continuity and the Health and Safety of Students, Faculty and Staff Policy for Winter and Spring Terms 2021

Cayuga Community College prioritizes the health and safety of its campus community and the surrounding region, while at the same time ensuring its students have access to courses and services. In response to the COVID-19 pandemic, the College instituted a robust series of health and safety protocols that ensured the well-being of the College community. [These measures, which are outlined in detail in the College's Fall 2020 reopening plan](#), included mandatory health, travel and temperature screenings, [pooled surveillance testing](#), required and appropriate facemasks, social distancing guidelines and other protocols. These measures were successful in the Fall 2020 semester, and they will be continued in the Spring 2021 semester.

For the spring semester, the College will continue in a format largely consistent with its approach to the fall semester, including offering most courses online. Support services will remain accessible virtually, and while every effort will be made to enable students to access such services in-person, protecting the health and safety of all members of the College community will be a paramount consideration in determining the extent to which this can be done safely. Students have succeeded in this virtual format, and the College has worked to ensure continuity and quality of service remain high in a virtual setting.

## **1. COVID-19 Testing and Monitoring**

### **A. Departing Campus in Fall**

#### *1. Fall Semester Wind-Down at Cayuga Community College*

Cayuga Community College proactively implemented a plan to reduce the on-campus population beginning in early November. This plan enhanced social distancing efforts and helped with sanitation to keep the campus community healthy, and at the same time allowed students to continue their academic pathways in a distance learning environment.

Beginning the week of November 9, College offices had fewer on-campus personnel, with employees who were off-campus virtually serving students. Most College courses were already offered in distance learning environments. With very few exceptions, College courses and support services will be completely remote starting the week of November 30, further reducing the on-campus population density. This plan for remote operations and distance learning has been shared with employees and students, as has the College's plan and expectation for COVID-19 pooled surveillance testing before and after the Fall semester wind-down.





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## *II. Plans for COVID-19 Pooled Surveillance Testing*

[Earlier in the Fall 2020 semester, Cayuga Community College previously instituted a rigorous COVID-19 pooled surveillance testing program.](#) Working with SUNY Upstate, during the Fall 2020 semester the College conducted pooled surveillance testing multiple days per week at both College campuses. The testing population includes employees working on-campus, students enrolled in at least one on-campus course, students working on-campus, students residing in an affiliated facility and students participating in athletics. Testing requirements and results are shared with the campus community.

The College regularly communicates COVID-19 information and data to its campus community, and solicits feedback on how this information is helping the community during the pandemic. These communications remind the community of the College's safety guidelines, and the expectation that employees and students adhere to these measures. Students and employees are reminded that a failure to follow the guidelines and testing requirements can result in disciplinary action. With the College approaching a shift to greater use of remote operations, the campus community will be reminded of the need to avoid large gatherings, the continued use of appropriate facemasks, and to practice responsible social distancing.

The College built an ambitious, stringent pooled surveillance testing plan leading up to the November holiday recess that required this same testing population to be tested within 10 days of the College closing on-campus instruction and services. This plan was shared with the testing population, as was a reminder of the mandated disciplinary actions for those who fail to complete their surveillance test. Pooled surveillance testing was conducted on an increased number of days and times at each College campus to create greater opportunities for students and employees to complete this required testing. Multiple communications were sent to the testing population to remind them of this requirement. Pooled testing will also continue for appropriate employees and students for the remainder of the Fall semester.

## *III. Quarantine and Isolation Plans*

The College does not own or operate student residential facilities. If a student, faculty or staff member tests positive for COVID-19 or has been exposed to COVID-19, the College will require the individual to cooperate with the County Health Department. The College will support the individual and cooperate with the Health Department on the contact tracing process. The individual will be restricted from campus while in quarantine or isolation.





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While Cayuga does not have student residential facilities, it does maintain a marketing agreement with a living facility in the City of Auburn. This facility does have rooms available in the event a student residing in the building needs to be quarantined/isolated. The College would communicate and cooperate with the owners of the facility and the County Health Department in such an event. The College would support the student in any way possible, and would inform the student of expectations as far as adhering to the guidance from the County Health Department. Students placed in isolation or quarantine will be restricted from campus, but will have access to virtual support services to continue their courses.

### **B. Students Remaining on Campus**

Cayuga Community College does not own or operate student residential facilities. It does maintain a marketing agreement with a living facility in the City of Auburn, and students will be allowed to remain in this facility if necessary. College staff will communicate with students to monitor their mental and physical well-being and to ensure they have access to meals. This facility does have rooms available in the event a student residing in the building needs to be quarantined/isolated.

Any student residing in this facility has been included in the College's pooled surveillance testing protocols, and will continue to participate if they remain in the facility as of November 30, 2020. If a student tests positive, they will be required to cooperate with the County Health Department. The College will ensure any student residing in the facility past the November 30 date will sign an acknowledgement of the rules governing their stay. Non-residential students who visit campus for class or to access services are also required to participate in surveillance testing.

### **C. Returning to Campus for Winter and Spring Terms, Testing and Isolation Requirements**

Students returning to campus for any reason will participate in COVID-19 surveillance testing. The College has developed plans to phase in a safe return for students that includes testing requirements and health and safety protocols.

Through a combination of virtual courses and services, the College expects to have a minimal number of students and employees on-campus. The expected maximum number of students with a physical presence on-campus is approximately 520, and the expected number of employees is 210. However, as most staff and faculty will be working remotely and courses will be virtual, the daily number of students and employees on-campus is expected to be a lower total.





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Data regarding students and employees with a physical presence on campus will be updated further in January.

### *I. Travel History*

Students and employees will be pre-screened daily for travel history, COVID-19 exposure and symptoms for two weeks (14 days) prior to returning to campus. In early January the College will conduct an online survey to determine students' and employees' recent travel history.

If a student or employee has recently traveled, they will be required to submit proof of compliance with New York State's COVID-19 Travel Advisory. College personnel will work with any students and/or employees who have traveled to ensure compliance with necessary quarantine and/or testing requirements.

### *II. Student Requirements*

Any student accessing campus for class, services, or work will submit an online attestation that they completed a seven-day quarantine before returning to campus. For most students, this means they will begin the precautionary quarantine on January 25. Pending SUNY approval, adjustments to the precautionary quarantine timeframe will be made for those seeking access to campus prior to February 1.

Students will also inform the campus of any known contacts with COVID-19 positive individuals, of any symptoms consistent with COVID-19, or of a positive test result for COVID-19.

Upon returning for Winter and/or Spring 2021 on-campus activities, any student who lives on-campus, takes at least one class on-campus, utilizes any on-campus service, or works on-campus must complete the following before returning to campus:

- Present evidence of a negative COVID-19 test taken within the previous three days prior to returning, or participate in on-campus mandatory pooled saliva testing within five days of returning to campus; or
- Present documentation of a positive diagnostic result for COVID-19 from the previous three months.

When appropriate and in accordance with the guidelines of New York State and SUNY, the College may allow employed students a limited exemption permitting them to work during the seven-day precautionary quarantine. The exemption would apply for the students' ability to work, and students must document the





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COVID-19 safety protocols of their employer. When not working, the student will quarantine. The College will track the number of exemptions and report this total to SUNY. Applications for a limited exemption will go to the College's COVID Action Team for consideration.

### *III. Spring 2021 Surveillance Testing*

Working with Upstate University Hospital, the College has operated a [successful pooled surveillance testing operation](#) during the Fall 2020 semester. [The College administered more than 2,000 tests for its on-campus population during this semester](#). This effort during the Fall semester included increased testing during the weeks prior to the Thanksgiving and Holiday recesses, to ensure the health and safety of the on-campus population and the surrounding community.

During the Winter Term, the College will continue pooled surveillance testing for employees and student-employees.

Ahead of the Spring semester, the College will resume mandatory pooled saliva testing before students return to campus. Testing requirements will be communicated with the campus before the December holiday break.

The testing population will include employees who access campus, or who potentially may be needed on-campus, as well as students who live on-campus, take at least one class on-campus, or utilize services on-campus (e.g. library, gym, dining). This expectation will be shared with students several times before the semester begins January 19.

Following the detailed recommendations outlined in SUNY guidelines, Cayuga Community College will conduct pooled testing on 100% of the on-campus population each week. All students, faculty and staff who live on-campus and/or plan to be on-campus regularly (including instruction, co-curricular activities, and meetings) shall be tested regularly.

Testing is available each week on both of the College's campuses. The College uses an online scheduling platform to allow the testing population to schedule appointments. The testing population will be notified weekly about their obligations.

The table below details the target number of participants each week who will participate in pooled testing. This information will be updated in January.





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	Students	Employees	Lattimore Students
Total On-Campus Population	474	210	46
<b>Target # Tested Weekly</b>	<b>237</b>	<b>105</b>	<b>23</b>

*IV. Possible COVID-19 Exposure*

In the event of possible on-campus exposure to COVID-19, the College will adhere to guidelines from the Centers for Disease Control and Prevention. The College will also cooperate with state and local health departments on contact tracing and other necessary protocols.

*V. Travel*

The College has instituted travel policies for students and employees based on New York State’s Travel Advisory. Any College student or employee who has traveled to/from restricted states, regions or international locations as defined by New York State must follow the state’s Travel Advisory and submit the New York Traveler Health form upon returning. The student or employee must also follow the guidance of the governing local health department related to mandatory testing, quarantine or isolation, and the timeline of returning to campus. These plans are updated when New York State and SUNY issue additional guidelines. The College’s travel polices are shared with employees and students.

*VI. Isolation Guidelines*

Any College student or employee who tests positive for COVID-19 must isolate and follow the New York State Department of Health Order on isolation and the guidance of the governing local health department on the length of isolation. They will be restricted from campus as part of their isolation, and will be informed of this requirement.

*VII. Quarantine and Isolation Space*

The College does not own or operate student residential facilities, but maintains a marketing agreement with a living facility in the City of Auburn. This facility does have rooms available in the event a student residing in the building needs to be quarantined/isolated. If a student tests positive for COVID-19, they will be expected to cooperate with local health departments and adhere to quarantine and isolation guidelines.

The College expects approximately 46 students to reside in this facility during the Spring semester.





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## **2. Mode of Instruction**

### **A. Winter 2020-21 Term**

Instruction for the winter term will be fully remote, with no exceptions. On-campus density is being reduced to the maximum extent practicable, to exceed New York State Department of Health (NYSDOH) guidelines. For all on-campus students, faculty, and staff, surveillance testing will be maintained at the percentage level stated in the College's reopening plan.

### **B. Spring 2021 Term**

#### *I. Instruction*

Spring term instruction will be almost entirely remote prior to February 1 to minimize additional risks associated with influenza season. The only exceptions requested are for clinical experiences within Nursing labs and a very small cohort of students starting the new Culinary program (applied learning structure) with a condensed schedule made necessary by facility construction delays.

For the Spring 2021 semester, more than 90 percent of the College's courses will be offered either partially or completely in a distance learning environment.

#### *II. Exceptions*

A request for the exceptions referenced above has been forwarded to SUNY Provost Laursen.

#### *III. Modes of Instruction & Remote Operations*

Modes of instruction will ensure safe on-campus density, to meet or exceed New York State and the governing local health department guidelines. The College is prepared to execute fully remote plans if the College meets the threshold for a mandatory pause on in-person instruction as outlined in the Supplemental Higher Education guidance from the New York State Department of Health.

#### *IV. Communications with Students*

The College uses a comprehensive approach to communicating information with students about academics and support services. Communication methods include email, social media, campus signage, Blackboard and other online platforms. The College has also encouraged students and faculty to communicate directly regarding plans for Spring 2021 courses.

Students have been notified of the changes to the academic calendar and that, with few possible exceptions, courses and support services will only be available virtually before February 1. Information about the Spring semester will be posted to the College's COVID-19 page in December.





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## **C. Remote Instruction**

Working through Cayuga’s governance process and in collaboration with faculty and support staff, the College affirms that remote instruction meets or exceeds expectations of regular and substantive interaction. The College will continue to assist students with access to devices and internet connectivity in order to maximize student success with remote instruction.

The College utilizes several formats for distance learning, all of which are reinforced with in-person and virtual student support services. These formats were utilized during the Fall 2020 semester, and will be used again in the Spring 2021 semester. These course designs — some of which are the traditional online format, some are synchronous online offerings allowing for direct interaction between students and faculty, and some that combine the online platform with in-person offerings — have been communicated with students.

To help students understand these formats ahead of the Fall semester, the College produced videos describing the different formats, and showing how these courses would appear in the students’ schedules. [The videos are posted on the College’s COVID-19 page.](#)

### *I. Transparency*

Before the beginning of each semester, the College publishes on its website the percentage of courses which will be offered in-person and remote.

### *II. Regular Interaction*

In all courses and competencies, Cayuga provides diverse opportunities for substantive student interactions on a predictable and regular basis commensurate with both the length of time and the amount of content. Instructors, advisors and the Center for Student Engagement monitor students’ academic engagement and success, holding all instructors responsible for promptly and proactively engaging in substantive interaction with all students when needed, or upon request by the student.

### *III. International Students*

Cayuga makes all reasonable efforts to accommodate the needs of international students completing coursework from other time zones, e.g. – opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities.

### *IV. Substantive Interaction*







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The College engages students in teaching, learning, and assessment, consistent with the content under discussion, while also including various multi-factor combinations of:

- Provision of direct instruction;
- Assessment and/or the provision of feedback on a student's coursework;
- Provision of information and/or responding to questions about the content of a course or competency;
- Facilitation of group discussion regarding the content of a course or competency; or
- Other instructional activities approved by the institution's/program's accrediting agency.

#### *V. [Academic Accommodation](#)*

The College is committed to ensuring that students with disabilities continue receiving accommodations to which they are entitled during the pandemic. As such, the College has ensured that students can access these services remotely online, by email or over the phone. Accommodative testing continues on-campus by appointment only. Locations are set-up at each campus to ensure that students requesting accommodative testing adhere to social distancing guidelines while completing the exam.

[The College's Accessibility Resources web page](#) provides dedicated information to new students and current students that covers available resources, documentation guidelines, service and resource agencies, assistive technology and disability confidentiality. Instructors are aware that the standard process for requesting academic accommodation continues to apply, no matter the mode of instruction.

#### *VI. Training and Orientation*

Faculty training and support activities continue to ensure that all faculty and students have access to orientation/training opportunities to familiarize them with instructional technologies and remote pedagogies, especially those faculty for whom such technologies/pedagogies are new and for those students in vulnerable populations.

For students, orientation is annually part of the Fall and Spring semesters. At the start of the Fall semester, the College started an online orientation process that demonstrated the distance learning course formats, how to access support services, health and safety protocols and other aspects of the College's Fall semester operations. This online orientation is being updated and will be used for the Spring semester.





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Starting ahead of the Fall semester, the College provided faculty and staff with training opportunities and resources to assist with the greater usage of distance learning courses and services. These training sessions included, but are not limited to:

- [Introduction to Zoom Blackboard Integration](#)
- [Screensharing in Zoom](#)
- [Polling in Zoom](#)
- [Breakout Rooms in Zoom](#)
- Documentation supporting employees using Qwickly Attendance
- Video Tutorial: [Introduction to Qwickly Attendance](#)
- [Introduction to the Online Synchronous Classroom](#)
- [Introduction to Blackboard](#)
- [Designing Activities for the Online Synchronous Classroom](#)
- [Hybrid Basics](#)
- [Introduction to Online Test Proctoring \(Proctorio\)](#)
- [Blackboard In-Depth: Tests](#)
- [Blackboard In-Depth: Assignments](#)
- [Blackboard In-Depth: Discussion Boards](#)
- [Blackboard In-Depth: Grade Center](#)
- [Introduction to Attendance and Early Warning Systems](#)

These video tutorials will continue to be available for faculty and staff during the Spring semester, and the College will schedule additional training opportunities.

### *VII. Advisement*

The College proactively engages students and faculty to maximize advisement opportunities and student success. In the Fall, the College embedded Student Success Advocates in certain courses to support students and utilized a centralized online support platform to facilitate communication with students. These online support communities ensured students have consistent contact with familiar College personnel, and that they have access to program-specific information and services. College staff also worked with program coordinators, faculty and staff to contact all students and provide support or resources as needed. The College also created a virtual orientation to introduce new students to new course and support service formats and health and safety protocols. All of these services will continue in the Spring semester.

In addition to these services, the Spring semester will also see the College launch videos assisting students with steps for enrollment. This will help students start the semester with the necessary resources. The College has also implemented ConexEd, which is a virtual services and scheduling





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platform. Currently the virtual lobby is used by multiple offices and allows students to easily access services remotely. This program also allows students to schedule appointments with advisors to facilitate the communication process. This is the latest of several projects to build the College's virtual services across multiple departments.

### *VIII. Instructional Support*

The College's Center for Academic Success supports students with a wide range of available programs and services. These online services include:

- Peer and professional math and writing online tutoring sessions;
- Embedded peer tutoring for specific courses;
- Zoom peer tutoring for other courses by appointment;
- STAR-NY consortium online tutoring five nights a week;
- NetTutor online tutoring 24 hours a day, seven days a week.

Information about available services and any changes to online access is communicated with students.

The College will also integrate the broad range of instructional supports offered by SUNY into teaching and learning resources.

## **3. Academic Calendar**

### **A. Spring Term Start Dates**

A request has been made to Provost Laursen for clinical experiences within Nursing labs and a very small cohort of students starting the new Culinary program (applied learning structure) to begin in-person instruction on January 19. All other Spring 2021 instruction will be remote prior to February 1.

### **B. Spring Break**

The College has cancelled spring break and other spring holiday periods, and will notify its campus community of these changes.

### **C. Commencement**

The College is actively considering alternatives to a traditional Commencement, all of which will abide by appropriate health and safety guidelines as outlined by SUNY and area Health Departments. The College has previously held a virtual Commencement to recognize students, and this is a possible avenue of student recognition following the Spring 2021 term. Commencement plans will be communicated with students through a variety of channels to ensure maximum possible student participation and support.

## **4. On-campus Activities**





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## A. Federal, State and Local Guidance

Since the Spring 2020 semester, the College has taken a proactive approach with instituting health and safety protocols, and with adhering to federal, state and local guidance. The College has restricted in-person events, with student activities shifting to a virtual format and most spring courses offered in a distance learning environment. In the unlikely event an in-person event is scheduled, it will be held outdoors or in a well-ventilated location. College facilities are sanitized daily, with facility deep-cleans conducted as needed. These cleaning practices are routinely evaluated to ensure maximum effectiveness. Any event and on-campus activity will also strictly adhere to health and safety guidance from local agencies and the New York State Department of Health.

To ensure that students and employees have regular and easy access to reliable state and federal information regarding the COVID-19 pandemic, the College has established a [“Health Links” tab on its website](#). This page contains links to the New York State Department of Health, the Cayuga and Oswego County Departments of Health, the Centers for Disease Control and the World Health Organization.

## B. Face Coverings (Masks)

Since resuming on-campus operations in the summer, the College has instituted strict guidelines requiring employees and students to wear appropriate face masks. This requirement is outlined in the [College’s reopening plan](#) that was submitted before the start of the Fall 2020 semester, and is posted in several locations on the [College’s COVID-19 information page](#). The campus is reminded of this in regular communications, and employees and students have adjusted to this new normal. This practice will continue to protect the campus community.

Face masks must be worn by all members of the campus community on-campus at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. The only exceptions are:

- When students/employees are in a private residential or personal/office space;
- Students/employees are eating meals on-campus while seated and social distancing is appropriately enforced;
- Students/employees are by themselves.

Requests for a medical, religious or other accommodation to this policy should be reviewed on an individual basis in accordance with relevant laws and campus procedures.





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## **C. Compliance**

The Uniform Sanctioning in Response to COVID-19 Student Violations released this semester by SUNY have been instituted at Cayuga Community College. The expectations and disciplinary actions outlined in the plan were shared with employees and students, and [the document is posted to the College's COVID-19 information page](#). The Uniform Sanctions have been enforced when needed during the fall semester, and the College will continue to enforce them in the Spring 2021 semester.

## **D. Mental Health Supports, Services and Referrals**

### *I. Mental Health Treatment and Resources*

The College recognizes the need for increased visibility of mental health services and community resources. The College reached students via email and in the online classroom, informing them of the resources available for behavioral health and overall wellness. This included information about agencies addressing domestic violence and substance abuse. The College will incorporate ReachOut SUNY, Thriving Campus, and Middle Earth resources to enhance available services.

### *II. Therapy Groups, Peer-to-Peer Support*

The College will provide information about therapy groups and peer-to-peer support strategies. With restricted face-to-face services, the College will continue connecting students through programming and referral, promoting existing resources. Special programs will also be available, offering workshops to students, faculty and staff.

### *III. Crisis Services*

The College will advertise and promote crisis services via the New York State Office of Mental Health Crisis Text Line. This information will be added to the growing list of resources available to students, faculty, and staff in this time of need.

### *IV. Free Online QPR Training*

The College will publicize the availability of free online QPR suicide prevention training for students, faculty and staff. The Coordinator of Wellness and Intervention Services is certified to train the QPR program and has offered this to colleges and community groups.

## **5. Reporting**

### **A. Daily Dashboard**

The College reports COVID-19 related information daily to the SUNY COVID-19 Tracker, and will continue this practice in the Spring 2021 semester. To be





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transparent with the campus community, links to and information about the Daily Dashboard have been shared with students and employees.

## **B. Instructional Modalities**

The College's Office of Institutional Research has regularly submitted monthly required summaries of the distribution of instructional modalities, including face-to-face, online and hybrid. These reports will continue in the Spring 2021 semester.

## **6. What Students Should Know: Transparency**

The College has instituted a comprehensive communication plan for students since the Spring 2020 semester. The [College launched a web page dedicated to COVID-19 updates, documentation and contact information](#). This page is updated regularly, including over the summer with videos and examples of different course formats to help students understand their option. The College's reopening plan, surveillance testing plan, and additional documents are also shared on this page for students to review. This page, and select information it contains, is shared on the College's social media pages.

Along with using the COVID-19 web page, the College emails students with regular updates, and ensures that departments with direct interaction with students have updated information to share when needed. Campus signage is posted and updated regularly with reminders of safety policies, campus access changes, and other information. Admithub texting and RAVE alerts have also been used to contact students, and will be used in the future. The College will utilize the forthcoming SUNY template to ensure transparent, clear communication with students.

Communication topics include but are not limited to health screening, surveillance testing services and compliance, positive tests, quarantining and isolating practices, academic topics including course formats, support services and virtual student activities. These communications are also used to remind students of regular health and safety practices such as social distancing and facemasks.

### **College COVID-19 Response Team**

Dr. Brian Durant, President

Dr. Cathy Dotterer, Dean for College Advancement & Chief Diversity Officer

Dr. Ron Cantor, Vice President of Academic Affairs and Provost

Jeffrey Rosenthal, Vice President of Student Affairs

Marie Nellenback, Acting Chief Financial Officer, Treasurer

Thomas Corcoran, Director of Human Resources





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Dr. Keiko Kimura, Associate Vice President of Academic Affairs/Dean of the  
Fulton Campus  
Douglas Kinney, Director of Facilities and Public Safety, and Campus Safety  
Monitor  
Andrew Poole, Public Relations and Media Associate