

**North Country Community College
Campus Restart Plan
Updated: September 18, 2020**

Overview and Introduction

Since July 1st, 2020, the date our Fall 2020 restart plan was finalized, several changes have been made to it. This update includes the following modifications made to the Fall 2020 plan since then:

- delivering the majority of instruction through remote/online means,
- delivering the majority of academic and administrative supports through remote/online methods,
- the decision to not offer residential housing or on-campus food service, and
- the suspension of athletics.

On August 10th, 2020, we updated our plan to reflect new guidance from SUNY related to students traveling from states under a New York State travel advisory as well as international students. That change is included within this document.

As the semester began and COVID-19 infections began to emerge on college campuses, SUNY adopted a surveillance testing protocols for all campuses. Our surveillance testing plan was approved on September 17th, 2020 and is also included in the document.

Given the dynamic situation associated with the COVID-19 virus, we can anticipate that there may be needs to further change our plan in the future.

I. Fall 2020 On-Campus Operations

Our Fall 2020 reopening plan was developed with one guiding principle: ensuring the safety and health of our campus community. We were able to draw upon our experience in responding to the novel coronavirus pandemic during the Spring 2020 semester and our nearly twenty years of experience with delivering online education.

The Department of Health's (DOH) *Interim Guidance for Higher Education During the COVID-19 Public Health Emergency* from June 20, 2020 was helpful with our planning as were the resources provided to us by SUNY and our public health partners. We are grateful for their assistance and guidance. This plan addresses the four (4) components highlighted in the DOH's *Interim Guidance* document: reopening, monitoring, containment and shutdown, as well as the various elements that comprise each. In Appendix 2, we walk through each of these four (4) components and associated elements.

The College shares with the larger SUNY system the following priorities related to reopening and these too have helped guide our planning process:

1. Health & Safety of Every Individual:

As we gradually allow individuals back on campus with greater regularity and frequency, NCCC's established protocols will reduce the risk of transmission of the virus through:

- *Alignment with County, State, and Federal Guidelines*
- *Continuation of Best Practices:* regular screening/monitoring of health status, social distancing protocols, face masks and other personal protective equipment (PPE)

2. Protection of our core areas of academic excellence:

Identifying those programs essential to serving the region that require face-to-face learning to support student learning outcomes as the first to return.

3. Fulfillment of the College’s Mission:

A supportive, inspiring, and challenging learning environment that provides higher education opportunities for members of our communities remains the central mission of NCCC including:

- *Delivery of a High Quality Teaching and Learning Experience:* including professional development and technological assistance to faculty and students to support academic success.
- *Support for employee and student needs:* While teaching and learning is at the heart of our College’s mission, we aim to be as supportive and compassionate as possible within the midst of much uncertainty, anxiety, and stress.

4. Sustaining Academic Programs and Realizing Operational Efficiencies:

The academic programs and experiences we provide for our students are at the heart of our operations and ensuring their ongoing success is mission-critical. Relatedly, we have found some operational efficiencies as a by-product of the pause and will continue to mine them for ongoing improvement.

5. Responding to Regional Workforce Needs:

As partners with our regional employers and workforce development colleagues we will continue the work we have been doing to help those in our region prepare to return or retool for work.

A. Campus Planning Task Force

The task force which helped prepare our response in face of the onset of the COVID-19 pandemic in Spring 2020 was repurposed to assist with and plan for the reopening and is now at work in preparing for the Spring 2021 semester. This group will be charged with preparing for any ramp down of operations should conditions deteriorate in during the academic year. The group, identified below, is broadly representative of the campus community and includes campus leadership in key areas: academics, administration, allied health programs, auxiliary services, branch campuses, business operations, communications, enrollment, human resources, IT and student life.

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* College point-of contact

** Campus-based point person(s)

Communication and coordination with area hospitals and our county public health officials began in early Spring 2020 and continues to this day. Members of the Task Force work with their healthcare colleagues to provide the College with the most current information and intelligence of the virus, on testing capacity and on the ability to care for the ill. Members of our Regional Control Room are also the leaders of our county sponsors and the President's Office has been the principal contact with them. Partnerships with public health and area hospitals continue to ensure adequate COVID-19 PCR testing capacity, contact tracing capacity and health care capacity to meet our needs.

B. Academic Program Planning

1. Fall 2020 Operations

We considered three (3) scenarios consistent with the then-current status of the state and regional reopening. They were: 1) a modified face-to-face teaching schedule, 2) a mostly hybrid teaching schedule, and, 3) a mostly remote teaching schedule. Given the state of the virus and, as importantly, the lack of a vaccine, we adopted the 3rd approach, offering most of our courses online/remotely.

Primarily a commuter school (about 10% of our student body is typically in a residential setting), the travel to and from campus by 90% of the college community brings with it a set of risks and challenges that seem hard to overlook and effectively contain. Additionally, our infrastructure is such that the overwhelming majority of our classrooms and instructional spaces are relatively small. Effective social distancing would limit the size of classes so much that it would impose additional financial burdens to operate courses.

In both cases, a mostly online delivery offered the best opportunity to 1) put safety of our students and employees first, 2) protect our core mission of academic excellence, and 3) sustain programming through academic and operational synergies. Doing so, then allows for us to 4) fulfill our mission, and 5) continue to serve our regional workforce needs.

- **Mostly Online/Remote Teaching Schedule:** Most classes are being delivered remotely with few exceptions in programs where the program/course learning outcomes are dependent upon face-to-face instruction (e.g. clinical coursework for Radiologic Technology freshman, Massage Therapy freshman and sophomores and a singular environmental science lab). Courses with face-to-face instruction are occurring at our

Saranac Lake campus only. Students are required to complete a COVID-19 PCR test 5-8 days prior to arrival on-campus and participate in ongoing surveillance testing throughout the semester.

- **LAC/Library/Computer Labs:** Open to students by-appointment only. Students are required to complete a COVID-19 PCR test 5-8 days prior to arrival on-campus and participate in ongoing surveillance testing throughout the semester.
- **Office Staff:** Present, but reduced numbers on campus. Open to students by-appointment only. Students are required to complete a COVID-19 PCR test 5-8 days prior to arrival on-campus and participate in ongoing surveillance testing throughout the semester.
- **Akwesasne Site:** No on-site instruction/tutoring. Distance learning modality only.
- **Correctional Facilities:** No on-site instruction or tutoring. Distance learning modality only.
- **Athletic Facilities:** Closed.
- **Metrics/Information Required to Exit/Ramp Down:** On August 28th, 2020, the NYS Department of Health issued [*Supplemental Guidance for COVID-19 Containment at Higher Education Institutions During the Public Health Emergency*](#). In the guidance, infection rate thresholds were established whereby in-person instruction would be temporarily suspended. It noted: “...*whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days.*”

In the event that we were forced to exit operations for a safer setting, we would follow the process we did in March 2020 when we moved all our operations, with few exceptions, to a fully remote setting.

All students and employees will be required to follow these protocols:

- *Face masks:* All parties (students, faculty and staff) will be required to wear face masks whenever physical distancing protocols cannot be followed and in cases where they are sharing space with others (e.g. classrooms, labs, office space). The College has provided reusable face masks for each employee and student and has disposable masks available at or near major entry points to the campus.
- *Physical/Social Distancing:* Physical distancing will be followed in every campus operation. As noted below, maximum populations densities were calculated are being followed. In shared spaces, face masks will be required. In many locations, protective barriers were installed and social distancing markers were put in place.
- *Hand sanitizer* is available at each campus entrance/exit, outside each restroom (allowing for sanitizing after leaving restroom), in classrooms/labs, in offices, shared spaces and other strategic locations on campus.
- *Disinfectant Wipes* are available in each room/location and all those using high-touch areas (keyboards that have shared uses during a day), will be asked to wipe down that space prior to and following use.
- *Cleaning and disinfecting:* facilities/maintenance staff have employed a set of cleaning and disinfectant protocols for classrooms, restrooms, labs, offices and other locations per the CDC guidelines.
- *Signage and Communication:* informational signs on a host of COVID-19 related details, from symptoms to safe practices are posted and distributed throughout campus, with goal of both reinforcing knowledge and helping produce normative change in behavior related to the virus.

- *Vulnerable Populations:* we expected that some individuals among our college community (employees and students) would be reluctant to return to campus either to study or work. For some, the concerns were related to anxiety surrounding the virus and the risk of contracting it, particularly in the absence of a vaccine; for others, they or their family members have health issues, including being immunocompromised or having respiratory illnesses, that would place them at great risk. For students, many of those concerns were addressed through on-line/remote learning. For our employees, we have worked with those who are vulnerable/immunocompromised to maintain/find remote working arrangements.

2. Classroom Population Density

North Country CC campuses have a limited number of large classrooms. Maximum population densities were figured for each classroom and use, including applied experiences (studio sessions, labs), skills testing (clinical skills—Nursing/Rad Tech/Massage), and on-site testing. Our libraries and learning assistance centers, which support student academics and success, were also evaluated for maximum population densities and those figures are included. Those figures follow in Appendix 1.

3. Instructional Laboratory Protocols

- Group Size:** No more than 10; six feet of space.
- PPE Protocols:** Masks—gowns, goggles, gloves when necessary.
- Cleaning Process:** Individual cleaning of work space with provided supplies (wipes, sanitizer) before and after use followed by custodial cleaning of the space.

C. Other On-Campus Operations

1. Residence Halls

North Country Community College has four residence halls (Essex, Franklin, High Peaks, and Saints Hall) operated by the NCCC Association which can house 96 students in a safe, clean and convenient location adjacent to the Saranac Lake campus. Each resident student is provided with a furnished private bedroom, one of four in a suite. Each suite has a galley kitchen area equipped with a microwave and a small refrigerator and its own bathroom. Each bedroom and the living room are wired for cable television, telephone services, and data connection for computers.

During June 2020, discussion between the College and the NCCC Association, the entity the owns and operates the residence halls, led us to decide to refrain from inviting students to live on-campus this semester. We envisioned challenges with helping to keep students' virus-free in congregate living situations such as the residence halls. Additionally, as most of our courses and supports were being offered in an online setting, it was felt that our residential students would have been shortchanged in the experience we could offer them this semester.

2. Dining Services

As with residential housing, we opted to not open our on-campus dining services, and for the same reasons.

3. Personal Protection Equipment

a. Masks

The College is providing masks for all students, faculty and staff and has secured adequate supplies. Each member of the College community who will be on-campus can receive three (3) reusable, cloth masks for their personal use. These are supplemented with disposable ones. We have reduced access points for campus buildings to facilitate monitoring mask usage and social distancing will be required at each access point.

Masks and other PPE can be accessed through a no-contact method of package receiving. For cloth masks, Human Resources and the Office of Student Life have been coordinating to ensure that each member of the community is provided with them and track who received them. For disposable masks, they are provided in staging areas outside entry points to campus buildings.

In terms of mask-wearing protocols:

- A face mask is required to be worn at all times, EXCEPT when eating or drinking, when more than six feet away from others in an outdoor space, or when working alone in a workspace, such as an office. Masks are to be worn in common areas such as hallways, restrooms, mailroom, copy rooms, connector, and the gym, even when no one else is present.
- If a student, faculty or staff member is not able to wear a mask for medical reasons, they are required to notify the Office of Student Life (students) and the Human Resources office (faculty and staff). A face shield will be provided as supplies permit and will be required to be worn wherever a face mask would be required.
- Students, faculty and staff are welcome to provide their own mask or cloth covering that covers the mouth and nose. Masks with exhalation valves will not be permitted unless covered with an additional face mask.

b. Gloves

In certain circumstances, where gloves are needed, they are provided for by the College. Current guidelines recommend that frequent handwashing is the most effective means to help reduce transmission of the virus.

c. Hand Sanitizer

Hand sanitizer is placed outside of bathrooms as well as strategically distributed throughout the College to help reduce transmission of the virus. Hand sanitizer has been procured and is distributed through our Facilities/Maintenance Department. Wall-mounted units and refillable bottles are filled routinely and a log tracking that will be developed which will help us with projecting future needs.

4. Screening, Testing and Tracing

a. Screening

Prior to returning to campus, employees who were working remotely were asked to participate in a minimum seven (7) day isolation period to ensure they were asymptomatic and safe to return. Upon return, all employees who are working on-campus are required to complete a daily screening through the SUNY System's *Back-to-Work Screening Tool*, which the College adopted. Additionally, employees are encouraged to participate in routine passive screening throughout the workday to self-assess for a fever and/or newly present symptoms indicative of COVID-19. Students who will returning to campus for face-to-face instruction/support, will also be screened each day they are on campus through the same tool.

In all cases, if a fever and/or respiratory symptoms are present, students, faculty and staff are to:

- Remotely report this information to the Student Life Office and their instructors (students) and to their direct supervisor and the Human Resources Office (employees).
- Remain off-campus.
- Call their primary care provider for medical guidance.

- If students and/or employees test positive, we will:
 - ensure public health is notified so that proper contact tracing can be done.
 - require a period of self-isolation/quarantine per public health’s guidance. Return to campus will be predicated upon at least ten (10) days passing since onset of symptoms, three (3) days fever-free without use of medication, and symptom improvement
 - notify students and employees who may have been in contact with the infected individual of a positive case and their potential exposure, providing guidelines for next steps to take regarding self-monitoring, testing and isolation
 - for students, notify their faculty member that they may be away for a period of time and ask that they work with the student in making up lost work where feasible
 - for faculty/staff, notify their supervisor and work with them on a plan to continue their classes or fill-in for any duties they may miss out on fulfilling.
 - provide a thorough cleaning and disinfecting of areas where the student/employee were known to have been, above and beyond our normal cleaning and disinfecting protocols.

We have been working with our area health care providers and public health providers and are assured that there is sufficient capacity for PCR event-testing at area hospitals in all our locations. The following is a list of area healthcare partners near our campus locations who can conduct testing:

Campus	Healthcare Partner
Malone	Alice Hyde Hospital
Saranac Lake	Adirondack Health
Ticonderoga	Elizabethtown Community Hospital – Ti Campus

Prompts via social media, automated text messaging, and other communication will be sent to students, faculty and staff to increase awareness and adherence. Messaging to the College community encouraging the performance of a *daily symptom survey* for COVID-19 including a self-scan are in place. Symptoms include: cough, shortness of breath/difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

Administrative controls, such as new health practices for students and employees to remain home if ill, are underway. This including the faculty on modifying sick/absence policies for students who become ill or are required to be isolated/quarantined.

b. Testing

Earlier versions of our plan called for no testing of our students or employees. Since then, as noted in the [introduction](#), we have developed a surveillance testing plan (see addendum) that includes three types of testing: 1) initial PCR, 2) pooled surveillance, and, 3) event PCR. Each is being tracked, monitored and reported to SUNY as part of our operations. PCT testing is being completed at one of the area hospitals, while the pooled surveillance testing is being conducted on-campus using methods and protocols developed by SUNY Upstate.

c. Contact Tracing

The College will work with the local Department(s) of Health (Essex County Public Health and Franklin County Public Health) for contact tracing. Coordination with public health for contact tracing involving those members of the College community who test positive will take place as follows:

- for students with positive test results, contact tracing will be coordinated through the Office of Student Life, and,
- for faculty and staff with positive test results, contact tracing will be coordinated through the Human Resources Office.

Student schedules will be reviewed to determine potential exposure. Attendance rosters will be taken and retained by the instructor for the semester and shared with public health officials as needed. Those with close contact will be asked to isolate and/or be tested per medical guidance.

Employees will be evaluated for contact with other employees and or students. As with students, those who came into close contact will be asked to isolate and/or be tested per medical guidance.

Facilities/Maintenance will be notified to disinfect surfaces and office area as appropriate.

5. Custodial Services

Since mid-March 2020 and the start of the pause, our custodial services added CDC guidelines and recommendations related to cleaning practices to reduce viral transmission. This included use of a broad spectrum disinfectant, deep cleaning of high traffic areas, and increased frequency cleaning in high use areas. Those practices will continue to be followed as we reopen. See Appendix 2 for particulars on hygiene, cleaning and disinfection.

Additionally, we continue to exploring alternative approaches related to frequency of cleaning (i.e. following each class period), as well as products that will support keeping the community healthy and safe. We continue to evaluate the need to flex/add positions to support, what we would expect, would be additional demands on the custodial staff. At this time, with mostly remote operations, those demands have actually decreased. Finally, will are assessing our HVAC systems to ensure they are clean and operating effectively.

6. Student Health Services

While the College does not have formal health services as part of campus operations, we do have solid and enduring working relationships with our [area healthcare providers](#). We will continue to work with them to ensure optimum student health, physical and mental. This will include:

- continuing to refer students to county and regional providers' tele-health services.
- expanding our network of counseling partnerships for easier referral at all campus locations.
- migrate health records forms online and reduce face-to-face contact in the process.

D. Campus and Local Communities

1. Vision for "Town and Gown" Interactions

The vision of our first president, Dr. George Hodson, was for the college to be a center for the academic and cultural life in the community. While those aspirations still motivate us, the latter is more problematic during this period. Academically, we anticipate that for the start of the Fall 2020 semester, there will be a limited set of off-campus contacts and on-campus visitors. Those that do occur will be primarily focused on activities that are part or/advance student learning outcomes such as clinical placements, internships and field work.

Culturally, for the Fall 2020 semester, we will look to find alternative means by which engagement with our communities occurs. As community members ourselves, we want to

ensure that the bridges we have created over the years continue to be nurtured and our engagement will, of course, be informed by state and regional guidelines. Over the Summer 2020 semester, we launched a 12-week free lecture series on topics ranging from personal health and wellness to Black History in the Adirondacks. We have a new Fall 2020 series focused on indigenous peoples' history, with a special focus on the St. Regis Mohawk Tribe.

We anticipated that there could be some concerns from some community members, particularly in the Saranac Lake area, as we resumed operations and brought students back on campus. In partnership with our neighbor, Paul Smith's College, we participated in a Saranac Lake Chamber of Commerce event in August 2020, prior to the start of the semester, where we shared our restart plans and fielded questions from the community. As noted in our communication plan, our approach was and remains honest and direct, and we continue to share with community stakeholders our planning process and the protocols we will put in place, and invite them into a dialogue if concerns arise.

2. Transportation, Mail and General Delivery Services

In general, there is limited amounts of transportation of goods and services by the College. What there is occurs primarily between campuses. Most of our transportation is related to travel of faculty and staff. For the Fall 2020 semester, non-essential travel is restricted. Essential travel will continue and largely involves faculty and staff commuting between campuses and travel to and from clinical/applied learning sites.

In regards to those traveling or involved in the practice of transporting people and goods, they will be encouraged to practice hand hygiene and respiratory etiquette. As with other areas, preventive measures including social distancing, use of personal protective equipment, clean and disinfect surfaces, and improving ventilation.

Mail and General Delivery Services:

The following protocols are currently in place for mail and general delivery services and will continue in the reopening:

- Staff and students are required to wear a face covering when entering the mail room.
- Only two individuals are allowed in the mail room at the same time.
- Facilities staff will continue to pick up and deliver mail to and from post office.
- Gloves must be worn when handling mail.
- Proper hand washing protocols must be followed after handling mail.
- Special pickups (for large outgoing quantities of mail and packages) must be scheduled in advance.

The College will continue its services with BOCES for general delivery services between the Saranac Lake and Malone campuses.

II. Tracing and Monitoring After Re-opening

As noted [above](#), the College will work with the local Department(s) of Health for contact tracing. Monitoring of student COVID-19 status will flow through the Office of Student Life, while faculty and staff COVID-19 status monitoring will be overseen by the Human Resources Office. We expect that self-assessment and self-monitoring, which is reinforced by the College's internal messaging, will support those efforts.

III. Communication and Outreach Plan

Throughout the pandemic, we have been in regular contact with our campus community through a variety of venues articulated below. Our community has become acculturated to look to those

sources for updates and they offer some redundancy, which can be helpful. The college will use these means to provide essential information regarding plans to restart on-campus operations for the Fall 2020 semester and as necessary once the semester is underway.

- College Email
- College Website
 - Pop-up and banner announcements as well as news articles on home page
 - New landing page for all information on [restarting on-campus operations](#)
- College social media: [Facebook](#), [Twitter](#), [Instagram](#)
- The Connector, a weekly e-newsletter to students
- Press releases sent to area news media
- Call Campaign to students, faculty and staff
- Posters and flyers on all entryways and classrooms and common areas of college buildings
- Signage at entrances to each campus

Message Audiences: The audiences for the college’s communications and outreach efforts include students, parents of students, faculty, staff and the public. In some cases, the college’s communications and outreach efforts will target all these audiences, however, there may be certain occasions when only certain groups are targeted.

Message Themes: In every communication and outreach effort, the college will use the following themes as guidelines:

- Reiterate that the safety and health of our employees, students and community is our top priority
- Communicate clearly and repeatedly about the precautions and steps we are taking
- Be honest and direct
- Don’t be afraid to say we don’t know something or don’t have the answer
- Stress that we are working closely with SUNY, the state, and public health officials on our plans to reopen

Message Contents: The contents of each communications and outreach effort will be determined and directed by the Campus Planning Task Force and will follow the college’s Campus Restart Plan and Protocols. For example, a communication and outreach effort could specifically be targeted to the college’s residential students on the guidelines for using PPE, cleaning and using gathering spaces in the residence halls.

Message Timeline: The timeline of each communication and outreach effort will be determined and managed, using the following matrix, once all necessary approvals for resuming on-campus learning have been granted.

Communication	Audience	Contents	Delivery Date	Delivery Method	Contributors	To be sent by

Message Contributors: Contributors to each communication and outreach effort will vary, depending on the message, but could include the President, Vice President for Academic Affairs, Vice President for Marketing and Enrollment, Dean of Student Life, NCCC Association Executive Director and others, as appropriate.

Message Approvals: All communications and outreach efforts to any of the above audiences regarding the college’s plans for restarting on-campus operations must be approved by the

President, the Director of Communications and/or the Vice President for Marketing and Enrollment, prior to being sent or initiated.

IV. Resources Required to Re-open

At present, the College has sufficient resources to sustain safe and healthy operations including:

- masks (cloth and surgical)
- gowns, goggles, gloves when necessary
- additional hand sanitizer and disinfectant wipes
- Plexiglas partitions for various offices (i.e. SL Business Office counter)
- signage
- contingency policies surrounding mask-wearing, etc.

V. Time Required for Restarting On-Campus Operations

As of this publication, our Fall 2020 semester is fully underway. As indicated above, our plan has worked well thus far and has been improved with additional testing protocols put in place. Going forward, we will continue to monitor the virus in our region and on our campuses. This will include ongoing partnerships with our public health colleagues, our area hospitals and our campus community.

What follows this plan is:

- Appendix 1 - North Country CC Campus Square Footage and Maximum Occupancy
- Appendix 2 - August 10th, 2020 Plan Update related to Out-of-State and International Student Travel
- Appendix 3 - North Country CC – COVID-19 Surveillance Testing Plan

As always, these plans may be subject to further review and modification as new guidance is provided to us by the Governor's Office, the Department of Health and/or other appropriate New York State agencies.

In closing, we extend our thanks to all who helped with its creation and, as importantly, for all those who will assist us in executing it successfully.

Appendix 1

North Country Community College						
Fall 2020 Reopening Plan						
Campus Room Square Footage and Maximum Occupancy						
23-Jun-20						
Building	Room	Length	Width	Room Ft ²	Social Distancing Ft ² Req	Max Occupancy
Academics/Classrooms						
Clermont	6	24	34	816	22.67	22
	7	28	24	672	18.67	18
	12	36	30	1080	30.00	30
Pottery	Main	32	31	992	27.56	27
River St. Hall	112	35	19	665	18.47	18
	301	37	21	777	21.58	21
	303	37	21	777	21.58	21
Library	Main			4307	119.64	119
	11 (class)	30	20	600	16.67	16
	11 (annex)	11	16	176	4.89	4
Hodson	105			568	15.78	15
	116	19	21	399	11.08	11
	118	27	16	432	12.00	12
	114 (Mt Clinic)					
	Waiting Room	23	13	299	8.31	8
	Therapy 1	11	9	99	2.75	2
	Therapy 2	10	9	90	2.50	2
Therapy 3	10	9	90	2.50	2	
Science	1	29	33	957	26.58	26
	3	33	33	1089	30.25	30
	19	30	74	2220	61.67	61
	20	30	33	990	27.50	27
	22	30	33	990	27.50	27
Classroom	3	18	33	594	16.50	16
	5	18	33	594	16.50	16
	7	18	33	594	16.50	16
	9	22	33	726	20.17	20
	13	22	33	726	20.17	20
	8	25	19	475	13.19	13
	10	25	19	475	13.19	13
	LAC	25	52	1300	36.11	36
Ticonderoga	101	32	27	864	24.00	24
	102	36	27	972	27.00	27
	107	34	32	1088	30.22	30
	110	38	27	1026	28.50	28
	114	30	27	810	22.50	22
	212	28	24	672	18.67	18
	217	35	21	735	20.42	20
	219	28	20	560	15.56	15
	220	28	22	616	17.11	17
	221	28	22	616	17.11	17
222	28	21	588	16.33	16	

Reshetkina Hall	106	39	19	741	20.58	20
	108	28	19	532	14.78	14
	111	24	18	432	12.00	12
	112	30	19	570	15.83	15
	203	29	19	551	15.31	15
	204	47	19	893	24.81	24
	207	36	18	648	18.00	18
	208	30	18	540	15.00	15
	107	22	18	396	11.00	11
Ballard Mill	106	28	25	700	19.44	19
	105	34	25	850	23.61	23
	203	29	17	493	13.69	13
	204	29	17	493	13.69	13
	205	30	25	750	20.83	20
	206	28	25	700	19.44	19
	301	32	23	736	20.44	20
	303	43	29	1247	34.64	34
	304	43	19	817	22.69	22
	Sparks Gym					
	Gym			12031	334.19	334



SARANAC LAKE | MALONE | TICONDEROGA

**North Country Community College
Campus Restart Plan – Update
August 10, 2020**

I. Campus Restart Plan – Update

On July 31st, 2020, we received updated guidance from SUNY regarding the need to update our campus restart/reopening plan “...with protocols for students coming from states under a travel advisory and also international students”. Specifically, each campus plan is to be updated regarding the process for the arrival of international and out-of-state students, regardless of whether campus housing will be offered. Furthermore, students who have traveled from these areas and will be on campus are required to register online at this location and complete the isolation and quarantine requirements. This document provides those updated protocols as requested and references Executive Order 205 and the guidance therein

https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance_traveladvisory.pdf as well as a link to the Traveler Health Form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>).

A. International and Out-of-State Students

Our decision to have a mostly online instructional delivery for Fall 2020, led us to related decisions including suspending Fall 2020 athletic programs and not offering residential housing for the Fall 2020 semester. Since the overwhelming majority of our international students and out-of-state students were also student-athletes, we are not expecting any but a handful to be on-campus this semester. Our current data indicates that there are five (5) out-of-state students registered for programs that will have an on-campus component, and they are all from Vermont, a state that is currently not identified as one with significant community spread of the novel coronavirus.

B. International and Out-of-State Travel

Less known, is the travel of our entire student body out-of-state, including international travel. We are relatively certain that, while we share a long border with Canada, most of our students have not traveled there because of restrictions to do so. Travel to other states where the infection rates of the novel coronavirus are increasing and where significant community spread has been identified (per NYS criteria) is not known to us. As is noted in Section D below, we will be requesting that all students who have recently traveled out-of-state or internationally to complete the New York State Traveler Health Form per the guidelines from SUNY. Out-of-state travelers will be required to follow the 14-day isolation and quarantine guidelines. Students will also be required to send a copy of that completed form by taking a screen shot and sending it to our Campus Safety Monitor, Ms. Tara Smith, at tarasmith@nccc.edu.

C. Anticipated On-campus Presence

As was communicated in our restart/reopening plan of July 01, 2020, we will be delivering the overwhelming majority of our instruction in an online format. For those few exceptions in programs where the learning outcomes are best realized with face-to-face instruction, the first two weeks of the semester will be entirely online. That includes clinical practice in Practical

Nursing certificate, Associates Degree in Nursing program, Massage Therapy, Radiologic Technology and Environmental Science.

We also anticipate students coming to campus to meet with tutors and other academic support professionals, to use our library and learning assistance services and to meet with professional staff members by appointment. These, too, will be delivered entirely remotely during the first two weeks of the semester as any of these students, could, of course, include those who have recently traveled to areas where the virus is spreading.

D. Communication Plans (including registration, isolation and quarantine requirements)

Recent guidance from SUNY regarding the need for students who will have traveled from out-of-state and international locales to register online and complete the New York State Traveler Health Form and the associated isolation and quarantine requirements necessitated a change in our communication plan. We will be communicating with all our students *one week prior to the start of classes* regarding:

- the registration requirements if they have recently traveled out-of-state and a link to the New York State Traveler Health Form (<https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>),
- the requirement to send a screenshot of the completed New York State Traveler Health Form to our Campus Safety Monitor, Ms. Tara Smith, at tarasmith@nccc.edu,
- the need to comply with the isolation and quarantine requirements associated with any restricted travel to states with significant community spread,
- the two-week period of fully online/remote learning and instructional/other supports at the start of the semester,
- protocols for on-campus interaction starting at week three, to include mask requirements, social distancing requirements and screening, and,
- guidelines for how to best schedule appointments with our professional staff.

E. Summary

We understood at the outset that our plans were living documents and, as conditions changed, so too would the plan. This update illustrates that understanding and reality. We will continue to modify our plans per the guidance we receive from SUNY, our public health partners including the Department of Health, and the Governor's Office.



SARANAC LAKE | MALONE | TICONDEROGA

COVID-19 Surveillance Testing Plan September 17, 2020

Introduction and Overview

In the wake of new outbreaks of the COVID-19 virus on college campuses, including some sister SUNY institutions, SUNY moved quickly to require surveillance testing plans for all campuses. This is North Country Community College's plan for the remainder of the Fall 2020 semester. It was created using the best and most current information related to surveillance testing and supports our goal to ensure the health and safety of our campus community. Like all things related to COVID-19, it is subject to change based on: 1) the conditions related to the virus, 2) updated governmental or SUNY requirements, and, 3) improvements in testing.

For Fall 2020, North Country opted for a mostly remote delivery of instruction, academic supports and administrative operations on all three of the North Country CC campuses: Saranac Lake, Malone, and, Ticonderoga. We suspended participation in intercollegiate athletics, shuttered the residence halls, and stopped food service operations. Thus, we are entirely a commuter institution this semester, though the overwhelming majority of students will not be commuting as there are relatively few courses being delivered in-person.

What follows is North Country Community College's plan for surveillance testing of three groups: students who will be participating in on-campus classes at our Saranac Lake campus only, students who will access campus for reasons other than classes, and, our employees.

Campus Demographics

Fall 2020 Maximum Campus Population

Campus	Students in Classes*	Other Students on Campus**	Faculty/ Staff	Total	5% of Total
Saranac Lake	49	na	56	105	5.25
Malone	0	na	15	15	.75
Ticonderoga	0	na	3	3	.15
Total	49	na	74	123	6.15

* *Natural Cohorts – Students (By campus)*

Saranac Lake only

- Radiologic Technology (24 students and 2 faculty members)
- Massage Therapy (20 students and 3 faculty members)
- Environmental Science (5 students and 1 faculty member)

Malone

- NA

Ticonderoga

- NA

** *Non-Cohorts - Students: This group includes all students who could potentially access campus operations, including Library services, Learning Assistance Center services, and Administrative offices, as well as those whose home-based internet access is limited or non-existent. We are currently re-evaluating whether all operations will remain remote.*

Testing Types, Plan and Frequency

While there are several types of testing available, we are planning to use the following testing strategies:

1. *Individual PCR Tests*: will be administered off-campus by area hospitals or health care providers prior to admission on-campus and for diagnostic/event testing (nasopharyngeal/nasal swab). Depending on which campus the student is enrolled in and where they live, the following hospitals will most likely do the PCR testing: 1) Saranac Lake - Adirondack Health, 2) Malone – Alice Hyde, 3) Ticonderoga – Elizabethtown Community Hospital. Students will be required to provide the testing results to our Campus Safety Monitor. These may be in the form of screenshots, email, or printed copies.
2. *Pooled Surveillance*: will be administered by North Country CC to cohorts of students, faculty and staff following protocols and procedures established by SUNY Upstate. These will be administered, tracked, monitored and reported by the College’s Campus Safety Monitor. Further explanation of pooled saliva surveillance testing can be found below in the section on *Student Testing and Screening*.

Waste-water testing will not be employed as a) we are not housing students on campus, and, b) the cohort size will be small in any singular building. We will rely upon the two types above along with regular screening, a reduction in population density, proper social distancing, required mask-wearing, and enhanced cleaning and disinfection practices.

Student Testing and Screening

A summary of the Fall 2020 Student Testing Plan for students is as follows:

Fall 2020 Student Testing

Campus	Students in Classes	Other Students on Campus*	# of PCR Tests**	# of weekly PST tests***	# of students/ samples tested weekly	% of cohort tested weekly
Saranac Lake	49	na	49	2-3	24-25	50%
Malone	0	na	0	0	0	na
Ticonderoga	0	na	0	0	0	na
Total	49	na	49	2-3	24-25	50%

* Presently re-evaluating plan to allow students on campus for reasons other than attending class.

**Nasopharyngeal or nasal swab provided by area hospital or provider at two points: a) prior to being on campus, and, b) if pooled testing or screening indicate need for follow-up diagnostic testing. These tests will be completed by area hospitals or providers where the student is enrolled/live: 1) Saranac Lake – Adirondack Health, 2) Malone – Alice Hyde, 3) Ticonderoga – Elizabethtown Community Hospital.

*** Pooled surveillance testing through SUNY Upstate – these are tests, not samples.

1. Natural Cohorts

All students (100%) receiving on-campus instruction during the Fall 2020 semester, will need to provide a negative COVID-19 test result completed no more than 5-8 days *prior to* their first scheduled class period on campus. This test will be a *PCR test* (nasal swab or nasopharyngeal swab) and will allow us to a) identify any potential cases, b) mitigate risk to the campus community, and, c) establish a baseline upon which future surveillance testing can be compared to.

Each week following the return of students to campus (the day of week TBD to give us opportunity to intervene most quickly and prevent future spread), a *pooled surveillance test* will be conducted for 50% of each natural cohort. Thus, every two weeks, 100% of these cohorts will have been tested through this method. This will continue throughout the semester while these natural cohorts have campus-based instruction.

Each day on campus, students will undergo COVID-19 symptom screening and be required to follow protocols related to reducing population density, social distancing, mask-wearing and proper self-care. Any students reporting COVID-19 symptoms will be immediately referred for a PCR test and follow isolation/quarantine procedures as laid out by the county public health department. They will be able to return to campus after receipt of a COVID-19 diagnostic test result and resolution of symptoms. If the PCR test is positive for COVID-19, the student will follow the required 10-14 isolation period as prescribed by the county public health department. Return to campus will be predicated upon at least ten (10) days passing since onset of symptoms, three (3) days fever-free without use of medication, and symptom improvement.

2. Non-Cohorts

This is the greater challenge of the two, as these students do not form a natural cohort. At present, in addition to all courses, all academic support services and administrative services are being delivered remotely. Students will be encouraged, wherever possible, to continue to receive academic and administrative support services remotely.

For those who wish to be on campus for reasons other than instruction, they will be required to follow the same testing requirements and protocols outlined above in the *Natural Cohorts* section.

Employee Testing and Screening

All employees working on campus, including those working with students in a face-to-face setting, will be encouraged and invited to be tested via PCR followed by pooled surveillance testing. For those willing to participate, 50% of the cohort would be tested using pooled surveillance testing each week, with 100% tested every two weeks. Most employees belong to a collective bargaining unit thus we are not able to require participation without negotiation.

Currently, a daily COVID-19 screening is completed by each employee when working on campus. When employees are identified as symptomatic, either by screening or other self-reports, they will be referred for individual PCR testing and follow quarantine procedures until negative results are received and symptoms are resolved. If the PCR test is positive for COVID-19, the employee will follow the required 10-14 isolation period as prescribed by the county public health department. Return to campus will be predicated upon at least ten (10) days passing since onset of symptoms, three (3) days fever-free without use of medication, and symptom improvement. A summary of employee testing plans can be found on the last page of the document.

Diagnostic testing protocols when positive test on Campus

If and when there is a positive test identified on campus, it will be referred to the local health department, either Essex County Public Health or Franklin County Public Health, depending on the campus location and student address. Students and employees will be required to

follow public health guidelines related to isolation/quarantining and will not be permitted on campus until they are able to provide a negative COVID-19 test. Contact tracing and subsequent quarantining/isolation will be conducted by the local public health department, with the College providing logistical support and information.

Plan Logistics

Individual PCR tests

PCR tests in the form of nasal/nasopharyngeal swabs are offered by primary care providers and area hospitals including Adirondack Health, Alice Hyde, and, Elizabethtown Community Hospital. Students will be required to provide the College's Campus Safety Monitor with confirmation of a negative PCR test result taken 5-8 days prior to arriving on campus. This can be accomplished through a screenshot of the PCR test results, an email with the results attached or a hard copy delivered to the College's drop-box. Similarly, the Campus Safety Monitor will be the principal contact for the surveillance test logistics including test set-up, training, providing PPE, chain of custody for test and the like.

Pooled saliva surveillance testing

Pooled saliva surveillance testing will follow SUNY Upstate protocols and be coordinated by our Campus Safety Monitor who will also serve as one of the test administrators. Employees assisting with test administration will be trained by the Campus Safety Monitor and be required to read SUNY Upstate's Surveillance Testing documents including: *Onsite Operations Reference*, *Surveillance Testing Manual*, *Surveillance Testing FAQs*, and *Surveillance Testing – Information for Students*. They will also be required to view videos demonstrating the process of collecting samples, and, the roles of campus staff. Finally, they will participate in a mock test run to practice these new skills and protocols safely, including donning required PPE.

The College will provide PPE including N95 masks, goggles/face shields, gowns with cuffs, plastic gloves and disinfecting wipes. We currently have sources for all the PPE required.

The College will have four testing sites: two (2) on the Saranac Lake campus and one (1) each at the Malone and Ticonderoga campuses. At each site, testing will occur weekly with 50% of on-campus students. As the Saranac Lake campus is the only one to hold in-person instruction this semester, the testing will be as follows:

- *Saranac Lake:*
 - 50% of the Massage Therapy student cohort and 50% of the non-cohort student population testing will occur every other week on Monday morning. Opposite week testing will occur every other week on Wednesday mornings. Testing will take place in the entrance to the Sparks Athletic Complex, where the Massage Therapy classes are occurring. Non-cohort students will be able to test at that time and location as will employees interested in participating.
 - 50% of the Radiologic Technology student cohort will be tested each week on Friday morning. That testing will take place in the lounge area of the Connector, close to the Radiologic Technology classroom. Non-cohort students will be able to test at that time and location as will employees interested in participating.
 - 50% of the Environmental Science student cohort will participate every other week on any of three days where testing is offered, while the remaining 50% will do so on alternate weeks.

- *Malone:*
 - Testing will occur in the lounge area of Reshetkina Hall. 50% of students on-campus and interested employees will be able to test.
- *Ticonderoga:*
 - Testing will occur in the lounge area on campus. 50% of students on-campus and interested employees will be able to test.

At each campus, students will be identified by a testing number (odd #s will be tested weeks 1, 3, 5, 7... and even #s will be tested weeks 2, 4, 6, 8...) throughout the semester. At check-in, students will also be marked as “testing” and follow-up results will be entered for each student, each week. This will ensure 100% of students will be tested every two weeks. Those lists will be cross-checked with summary lists provided by SUNY Upstate for each pooled sample that is tested. Similar practices will be followed for faculty and staff who elect to be tested.

Students taking courses on campus will be monitored and tracked through course rosters and attendance. For students desiring to be on-campus for reasons other than classes (e.g. tutoring, accessing internet), they will be admitted to campus by appointment only and only after they have received clearance from our Campus Safety Monitor by demonstrating a negative COVID-19 test result taken 5-8 days before initial arrival. Those appointment requests will generate a list of who will be required to participate in pooled surveillance testing as well, which will be tracked, monitored and reported by our Campus Safety Monitor. The faculty and staff whom the student is working with will be regularly updated of all students who are able to come to and remain on campus.

Isolation and Quarantine Protocols

In the event of a confirmed positive test for COVID-19 of either a student or an employee, management of the isolation requirements will fall to the county where the individual resides; the College will support the county where possible. Return to campus will be predicated upon at least ten (10) days since onset of symptoms, three (3) days fever-free without use of medication, and symptom improvement.

Students or employees quarantined by the county public health office due to risk of exposure, will be able to return to campus after three (3) days of being fever-free without use of medication, and symptom improvement. For those quarantined due to demonstrating symptoms, they will be able to return to campus after receipt of a COVID-19 diagnostic test result and resolution of symptoms.

In the event that a member of the College community does not have an appropriate quarantine or isolation location, we will work with the respective county public health office to secure one.

For students, quarantine or isolation could lead to missed classes. Every effort will be made to help them continue their work/studies in a remote setting while they isolate/quarantine. Faculty members have been asked to modifying sick/absence policies for students who become ill or who are required to undergo a period of isolation or quarantine.

Plan Data Management

The College’s Campus Safety Monitor, Tara Smith, is the main contact for the management of the data and the plan. Three testing procedures are being tracked, monitored and reported as

part of the plan: 1) initial PCR, 2) pooled surveillance, and, 3) event PCR. The Campus Safety Monitor will serve both as administrator of the plan and gatekeeper to the campus for students. The Campus Safety Monitor will be collecting and tracking initial and event PCR test results, and permitting access to campus based on negative PCR tests. That will be communicated with students, as well as faculty and staff the student will be working with.

The Campus Safety Monitor will be the principal contact with SUNY Upstate on surveillance testing and tracking, and as with PCR testing, and will communicate presumptive negative test results to students, as well as the faculty and staff they will be working with. Positive test results will require student contact with county public health officers, an isolation period of at least ten (10) days, three (3) days of being fever-free without use of medication, and symptom improvement before being allowed back on campus.

Data management will include use of MS Excel spreadsheet to enter and track data related to: a) receipt of initial and any event PCR test results, b) communication with students, as well as faculty and staff they will be working with regarding their ability to be on campus, and, c) tracking pooled saliva surveillance testing and results. Students who test positive will also be tracked and monitored to ensure they have met the public health department's requirements to be able to return.

In regards to reporting the data, the College does not have an IT platform for reporting the results but has the ability to upload information into the SUNY COVID-19 site. As we are not providing any on-campus housing this semester and do not have residential students, we are not providing rooms for isolation or quarantine. As the College is not providing isolation or quarantine sites, there will be no tracking of capacity.

Contact Tracing

In the event that there are positive COVID-19 cases identified through either testing methodology, the College will support the work with the local Department(s) of Health (Essex County Public Health and Franklin County Public Health) for contact tracing, depending upon the campus and home address of the student. Coordination with public health for contact tracing involving those members of the College community who test positive will take place as follows:

- For students with positive test results, contact tracing will be coordinated through the Office of Student Life, and,
- For faculty and staff with positive test results, contact tracing will be coordinated through the Human Resources Office.

Testing Plan and Frequency Summary

	PCR Prior to 1 st Day on Campus	% Tested	PCR Event Testing	Pooled Surveillance Testing (PST)	PST % and Frequency	# of Samples/ Week (anticipated)	# Pooled Tests/week (anticipated)	Mask Required on Campus	Social Distancing Required
Students									
Natural Cohort	Yes	100%	If symptomatic	Yes	100% (50% every week)	24-25	2-3	Yes	Yes
Non-Cohort	Yes	100% of those on-campus	If symptomatic	Yes	100% (50% every week)	na	na	Yes	Yes
Employees	Encouraged		If symptomatic	Encouraged	100% (50% every week)	up to 37	up to 3-4	Yes	Yes
Provided/ conducted by..	Area hospitals* or provider		Area hospitals* or provider	NCCC				NCCC	
Results Provided to	Campus Safety Monitor		Campus Safety Monitor	Campus Safety Monitor					
Financially Responsible Party	Personal Insurance or NYS		Personal Insurance or NYS	College		College		College	
Costs						\$15/sample \$368/week for students \$555/week for employees			

* Area hospitals include: 1) Saranac Lake - Adirondack Health, 2) Malone – Alice Hyde, 3) Ticonderoga – Elizabethtown Community Hospital.