



## **MANHATTANVILLE COLLEGE FALL 2020 REOPENING PLAN**

In accordance with the Interim Guidance for Higher Education During the COVID-19 Public Health Emergency issued by the State of New York, Manhattanville College submits the following plan for the full reopening of campus for academic instruction. This plan addresses preparations mandated by the New York State guidance for the following:

1. Reopening the Manhattanville campus.
2. Monitoring the health conditions of the Manhattanville community.
3. Containment of COVID-19 to prevent or limit transmission.
4. Shutdown of campus and in-person operation as necessary.

### **About Manhattanville College**

Manhattanville College is a small, private liberal arts institution located 30 miles from New York City on a 100-acre suburban campus in the heart of Westchester County, New York. Manhattanville The College serves approximately 1,500 undergraduate students and 1,000 graduate students from more than 45 countries and 37 states. Founded in 1841, the College offers more than 90 undergraduate and graduate areas of study in the arts and sciences, education, business, and creative writing, as well as continuing and executive education programs. Extracurricular offerings include more than 45 clubs and 20 NCAA Division III teams.

The mission of Manhattanville is to educate students to be ethical and socially responsible leaders in a global community. We are committed to ensuring the intellectual, ethical, and social development of each student with a community of engaged scholars and teachers; encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals; and providing a diverse, inclusive, and nurturing environment which develops in each student a commitment to service and leadership within a global community.

Since the onset of the COVID-19 pandemic, and as we enter this coming academic year, there has been a need to reimagine the way we teach and learn. Strategies for delivering upon our mission and providing a high-quality educational experience while focusing on the health and wellbeing of the community have inspired the faculty and staff to be nimble and develop innovative ways of delivering course content and engaging with students. We are committed to continuing to be flexible and recognize the possibility of a need to pivot again to fully online course delivery depending on the current public health situation.

The leadership of Manhattanville College (hereafter referred to as “the College”), represented by the President’s Cabinet, has reviewed this plan. This plan, and the prior work that was completed that informed the College’s response to the COVID-19 pandemic, was informed by the College’s Emergency Management Team. Manhattanville College’s Emergency Management Team consists of the following members:

- Seann Kalagher, JD – Chief Compliance Officer (Chair)
- Melissa Boston, PsyD – Associate Dean for Student Health
- Stephanie Carcano – Human Resources Generalist and Benefits Specialist
- Cara Cea – Assistant Vice President for Communications and Marketing
- Shari Crandall, EdD – Director of Residence Life and Conference Services
- Donald Dean – Director of Human Resources
- Christine Dehne, MFA – Interim Provost and Vice President for Academic Affairs
- Jean Hall – Interim Vice President for Finance and Operations
- Dan Hannon – Director of Facilities
- Anthony Herrmann – Director of Campus Safety
- Christopher Pappas, PhD – Professor of Biology, Director of Laboratory Safety
- Cindy L. Porter, EdD – Vice President for Student Affairs and Interim Chief Diversity Officer
- Sharlise Smith-Rodriguez, EdD – Dean of Students
- James Russell – Chief Information Officer and Vice President for Digital Strategy and Planning

In addition, the College's plans are prepared in consultation with, and based on recommendations from, the Westchester County Department of Health.

This plan addresses each designated section of the aforementioned New York State guidance in the order it appears in that guidance.

This plan is subject to further review by the College and may change due to new and/or updated guidance from the State of New York or due to changing conditions related to the COVID-19 pandemic. While the College plans for an in-person reopening in accordance with New York State guidance, circumstances may change during the Fall 2020 semester or prior to the start of the Fall 2020 semester that require the College to shift to an instructional method that is primarily online.

### **REPOPULATING THE MANHATTANVILLE CAMPUS**

**Capacity:** *Phasing and quantity of students, faculty and staff to return to campus, considering factors such as ability to maintain social distance in public spaces and residence halls, testing capabilities, Personal Protective Equipment (PPE) availability, quarantine and isolation capacity, local hospital capacity, and availability of safe transportation.*

Since the College enacted New York State's Phase 2 reopening guidance for office staff, the College has committed to maintaining reduced density and having as many employees work remotely as possible. Each office and department cannot have more than 50% of their employees on campus at any one time. Supervisors have been given the explicit instruction that employees should continue to conduct work from home if possible and that employees should only be on campus to conduct campus-based work. This arrangement will remain in place until the conclusion of New York State's COVID-19 emergency.

Workspaces where multiple workers share a space have been evaluated and, when necessary, physical and scheduling adjustments (administrative controls) have been made to reduce workplace density.

Masks or face coverings are required in all indoor spaces and outdoors when 6 feet of social distancing is not possible. Residence halls are also included in this requirement, with the exception of students inside their own room or suite.

Employees have been instructed to conduct meetings virtually through the technological tools such as Microsoft Teams and Zoom that are provided by the College (even if employees are on campus) and most one-on-one meetings between students and faculty or staff members will be conducted virtually, including faculty office hours.

All classrooms will operate with reduced capacity to ensure six feet of social distancing (with capacity at no more than fifty percent, and in most spaces much lower). The College will utilize non-traditional classroom spaces to ensure that larger classes can be held in large spaces that can ensure distancing.

Visitor access to campus is greatly reduced, and all visitors to a campus building must have an appointment. The general public does not have access to the Manhattanville campus. The College will provide access to all of its contracted tenants, so long as those tenants adhere to New York State requirements and share their safety plans with the College.

The College operates a shuttle service Monday through Saturday during academic hours between the campus in Purchase and White Plains while the academic semester is in session. This academic year, the shuttle service is now operating on a limited schedule, with evening trips to White Plains and all trips to New York City eliminated. The College is also a stop on the Westchester County bus route. Commuter students must rely on public transport or their own personal vehicle to access the campus.

***PPE:** Develop plans for obtaining and providing acceptable face coverings to all employees of the institution. Determine if the institution will be providing face coverings or other PPE to students. Develop requirements about what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies.*

In accordance with New York State requirements, the College has provided all employees who work on campus a set of 5 cloth washable and reusable face masks for on-campus work. Employees may wear any mask or face coverings they choose, even those not provided by the College, so long as they meet New York State requirements and cover the nose and mouth.

The College will not be providing masks to students, but students will be notified that they must have a mask to access campus buildings. Students who work as student employees will be provided cloth face masks as an employee of the College. Also, should a specific academic course or requirement require additional PPE (i.e. laboratories, health science/nursing coursework), that PPE will be provided by the College.

Masks are required indoors at all times, even when socially distanced from other people. College policy states that masks can be removed indoors in the following circumstances:

- An employee is inside their individual office.
- A student is inside their residence hall room.
- When seated and dining in the College dining hall.

College departments that have specific PPE needs for certain tasks (i.e. Student Health and Counseling, Facilities, laboratory faculty and staff, Campus Safety, Residential Life) will have access to PPE such as N95 masks and disposable gloves as necessary. Professional fit testing of N95s will be provided to employees where N95 masks are required (e.g. nursing staff). Also, the College has a significant number of face shields that will be made available to faculty and staff who feel safer wearing a face shield.

Specific areas of campus have also been outfitted with plexiglass to provide additional barriers and to further ensure social distancing. This includes certain classroom podiums/lecterns and front-facing offices where customers and/or students are served in-person and where social distancing is not possible.

All visitors who are permitted to enter campus are required to adhere to the College's mask and PPE policies.

**Testing:** *Plan for screening and diagnostic testing of students and faculty for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus. Plans should indicate if individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested. Plans may determine whether to quarantine students upon arrival until they receive testing and a negative test result.*

The College is partnering with a local provider for SARS-CoV-2 testing for Manhattanville students. All residential students who have not received a positive test for SARS-CoV-2 within the past 90 days will be required to take a real-time polymerase chain reaction, also known as quantitative polymerase chain reaction, or RT-qPCR test at move-in and any symptomatic students will not be permitted to move in until test results are received and any required isolation period is completed. Residential students will be directed to quarantine to the extent possible until test results are received. If a test comes back positive, the student will be placed into isolation for the time period prescribed by New York State contact tracers (typically 10-14 days). If a test is negative, the student will be removed from quarantine, unless coming from a restricted state. In which case, the student will be required to complete the full 14 days of quarantine.

All students (commuter and residential), if symptomatic, will have access to RT-qPCR testing for SARS-CoV-2 at the College's Student Health and Counseling center. Students who are tested due to symptoms must quarantine until test results are received. According to our provider, test results will be provided to students within 24-48 hours. The College will also acquire a COVID-19 rapid response antigen testing machine that will be delivered once a unit becomes available.

Employees that desire a COVID-19 test can obtain one through free local testing centers provided by New York State or their health care provider.

Procedures for screening are discussed below.

**Residential living:** *Residential living plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas,*

*restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g. dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow.*

Manhattanville's residence halls will reopen for the Fall 2020 semester at a reduced capacity. The College has offered to all students who wish to live in on-campus housing the option of having a single room. Students who live in a room or suite with other students do so only when requested and agreed to by the students. The College currently plans to have fewer than 700 students in College housing, which is well below capacity.

Masks or face coverings are required in the residence halls, except when students are inside their residential rooms or suites. Students visiting another residence hall room must wear a mask when visiting. Most common areas of the residence halls, including lounges, will be closed.

Student Affairs is communicating and providing training on new behavioral expectations related to social distancing, masks/face coverings, restricting gatherings, and adherence to isolation/quarantine orders. Residential students will only be allowed access to the hall in which they reside. This will be controlled by key card access and policed by Resident Assistants (RAs). Commuter students are not permitted in the residence halls. Residential students will not be permitted to host visitors (overnight or otherwise) in the residence halls. Family members or others who may pick up or drop off a student must do so outside the residence halls. Food delivery will only be permitted at a specific outdoor delivery area outside Spellman Hall. Food delivery drivers will not be permitted to enter or exit vehicles to approach the residence halls.

All residential students who wish to have a single room have been provided with this option, whether or not the student has an underlying health condition. The College has set aside at least 35 beds with private bathrooms for use as isolation/quarantine spaces. There is an established protocol for isolation and quarantine of residential students that is further discussed below.

***Operational activity:*** *Determine how classes, shared spaces, and activities may be adapted in various phases of return and operations (e.g., identify which classes will offer alternate approaches such as A/B schedules or remote instruction; appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time).*

Instruction for the Fall 2020 semester begins on Monday, August 31. The College has announced that in-person instruction will end at the Thanksgiving break, and the remaining three weeks of the semester (beginning November 30), including final exams, will be conducted online.

Classes at Manhattanville will be conducted in a variety of formats, in-person/hybrid and online. All students have been provided the opportunity to opt for an online instructional experience for the upcoming semester, and all in-person/hybrid classes will include an online element. The College has arranged for most courses to be available both online and in-person to accommodate student needs. Some courses offered in a hybrid format will have students alternate between in-person and online sessions in order to reduce class and campus density. The College has identified some classes that are not suitable for online learning, and students in those classes are notified by academic advising so they

can discuss options. If the student has elected to be fully online, they will be advised to find alternative fully online classes within their discipline for the semester. Classes that are currently under review as not suitable for online or hybrid formats include nursing, physical education, performing arts and others. Where the college determines that no alternative delivery model will meet learning objectives, such classes will be held in socially distanced spaces and will have their meetings accelerated to complete the mandatory minimum number of instructional hours before the scheduled campus closure in November. Some courses will also utilize the “hyflex” model, which allows in-person and online students to interact in a synchronous fashion during the class session.

The College will use the technological tools it has available to provide both synchronous and asynchronous learning opportunities for students using Blackboard, Microsoft Teams, Digication, and Zoom. These academic adaptations and preparations prepare the College to convert to a completely online instructional experience should the need arise during the course of the Fall 2020 semester.

Physical classrooms in Brownson Hall and other campus buildings have been evaluated to determine classroom capacity that is compliant with social distancing requirements. Depending on the classroom layout, the College has placed indicators on seats that cannot be used, removed desks and chairs, indicated spaces on the floor where desks must be located, and installed plexiglass barriers on some podiums and lecterns. Together, these create a minimum of 6 feet spacing between each individual within the classroom, and reduces overall classroom capacity between approximately 50-70%, depending on the classroom.

Pursuant to College policy, all students and faculty must wear a mask or face covering in the classroom, even when socially distanced. Students will also be assigned seats in class and asked to not change seats during class sessions. In addition, attendance will be taken at the onset of each class. This is to assist in contact tracing efforts in case a member of the class is asked to quarantine or isolate due to exposure to COVID-19.

Along with the physical classrooms and instructional methods, the College is taking the following measures:

- Student support services, such as advising and the Center for Student Accommodations, will be available via virtual appointments and consultations.
- The Library will be open to student access and use, with seating and services subject to social distancing requirements.
- The College is evaluating the use of several non-traditional spaces (e.g. the gymnasium courts, auditoriums, etc.) for use as classrooms as well as the feasibility of establishing outdoor classroom spaces.
- Large events will not be held until circumstances improve, in accordance with state guidance.
- Automatic doors have been installed in key high-traffic areas to reduce the need to touch door handles.
- Social distancing markers have been placed in areas where lines develop (customer service areas, restrooms as needed, dining areas, etc.)
- Signage has been posted around campus reminding community members to wear face coverings and maintain a distance of six feet.
- Dining:

- Only the main dining hall and The Market will be open. Some other cafes and kiosks may be closed.
- All dining locations will have plexiglass at registers, every service point, and pickup areas.
- Contactless payment options and contactless swipes have been installed so guests can swipe their own card.
- Floor decals separated at six feet apart and one-way aisle signage direct guests through the cafeteria and retail locations to maintain social distancing guidelines.
- There is no buffet-style service this year. Beverage stations will be disinfected every 30 minutes.
- Menus will be modified with more “Grab and Go” meal kits.
- All food associates will serve with a contactless handoff.
- A limited number of students will be allowed to dine in at the cafeteria and The Market. Capacity numbers will be posted. Guests will make reservations to eat in the cafeteria.
- Only single-use, biodegradable cutlery and plating will be used.
- Sanitizing stations will be at every entrance.
- Dining Services will offer a new mobile ordering app so guests can order ahead and skip the line. This will save time and will allow for less contact while ordering.

Students and employees who refuse to wear PPE will not be permitted to remain in classrooms or indoors. Community members who do not comply will be reported to Campus Safety and referred to the appropriate student or employee disciplinary process. Community members may report concerns about non-compliance with College policies to Campus Safety on the RAVE Guardian smartphone app or by calling Campus Safety directly.

Most, if not all, external events open to visitors or the public will be canceled, and meeting/event spaces that are typically open to reservation will be put offline. The only regular visitors to the College will be contract service providers and tenants who lease space from the College under existing agreements. As stated above, meetings, including office, departmental and one-on-one meetings, should take place virtually when possible.

***Restart operations:*** *Implement plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable.*

All college residence halls were largely cleared of students in early March 2020 and remaining students moved out by early June. The College, when moving to online instruction in early March 2020, instructed almost all employees to commence off-campus remote work arrangements. Most offices and many buildings have been largely empty and unused for the past several months. Areas that remained in use (such as Campus Safety, limited residence hall areas and Facilities) were cleaned and disinfected regularly by College housekeeping staff and workers in those areas.

According to guidance from the Centers for Disease Control and Prevention (CDC), SARS-CoV-2 presence on surfaces lasts hours to several days at most. Areas that have been unoccupied during the College’s period of remote instruction and work will not require cleaning beyond standard cleaning and

preparations for building reopening. Areas or buildings needing additional cleaning have been identified by facilities and scheduled for disinfecting as needed.

***Extracurriculars:*** *Institute policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission.*

The College has announced that it will not participate in NCAA intercollegiate athletics for the Fall 2020 semester. The College will work with its Skyline Conference partners to evaluate the status of the winter and spring seasons at the appropriate time. There may be limited Fall sport organized activities, not including full team practices or competitions, in accordance with NCAA, conference and College guidelines.

Campus clubs, events and programs – Clubs and organizations on campus will be required to meet virtually during the Fall semester. No room reservations will be granted. Requests to hold events will not be approved unless a detailed plan that meets New York State (NYS) and CDC guidelines is submitted and approved. Lounge and recreation spaces including the campus “Game Zone” will be closed following CDC and NYS guidance. Student staff members will host virtual gaming events over a variety of platforms. Student events will primarily be hosted in a virtual format. Weather permitting there may be outdoor events such as drive-in movie screenings.

Extracurricular student activities are permitted subject to College policies regarding masks/face coverings, social distancing and gatherings. Large events will not be held until circumstances improve, in accordance with state guidance.

- If food is served at a campus event, it must be pre-packaged.
- All events will be RSVP required.
- All attendees of student events will be checked into the Presence app for contact tracing.
- Student Affairs staff will be present at student events to ensure policies and preventive measures are being followed (face coverings/social distancing).
- Hand sanitizer will be available.
- Cleaning staff will clean indoor spaces after every program.

In-person programming for residential students will be reintroduced only after residents have been on campus for three to four weeks providing that the College has not experienced COVID-19 outbreaks.

***Vulnerable Populations:*** *Consider vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them to safely participate in educational activities and accommodate their specific circumstances.*

Classes at Manhattanville will be conducted in a variety of formats, in-person/hybrid and online. All students have been provided the opportunity to elect an online instructional experience for the upcoming semester, and all in-person classes will include an online element. This option is available to students regardless of whether they are part of a population vulnerable to COVID-19. The College has arranged for most courses to be available both online and in-person to accommodate student needs. Some courses offered in a hybrid format will have students alternate between in-person and online sessions in order to reduce class and campus density. The College has identified some classes that are

not suitable for online learning, and students in those classes are notified by academic advising to discuss this with students individually. Some courses will also utilize the “hyflex” model, which allows in-person and online students to interact in a synchronous fashion during the class session. Beyond the option to select online instruction, the Center for Student Accommodations can provide further assistance to students with documented disabilities.

Since the College adopted the New York State’s Phase 2 reopening guidance for office staff, the College has committed to having as many employees work remotely as possible and all offices and departments cannot have more than fifty percent of their employees on campus at any one time. Supervisors have been given the explicit instruction that employees should continue to conduct work from home if possible and that employees should only be on campus to conduct campus-based work. This arrangement will remain in place until the conclusion of New York State’s COVID-19 emergency.

Human Resources has communicated to employees regarding the process to request accommodations due to health concerns under the Americans with Disabilities Act (ADA). Also, Human Resources has extended remote work accommodations to those over the age of 65 pursuant to CDC recommendations. Full-time faculty who do not qualify for an ADA or other accommodation have also been offered the option to take an unpaid leave for the Fall 2020 semester.

***Hygiene, cleaning and disinfection:*** Establish campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining halls and other facilities. Promote hand and respiratory hygiene among all individuals on campus.

Detailed cleaning protocols are provided at the end of this document.

All College offices and departments must identify commonly touched surfaces and frequently used areas in order to establish cleaning protocols for the staff in those particular areas. This applies to public and/or shared areas and not individual offices that are used by only one person.

EPA approved disinfectant wipes will be distributed to employees for commonly touched equipment and to students and faculty for classrooms in between class sessions.

### **Monitoring the Health Conditions of the Manhattanville Community**

***Testing responsibility:*** Identify who is responsible for purchasing and administering testing, as well as notification of test results; plans should offer contingencies for continual screening of symptoms and temperature checks without testing, if needed.

The College is partnering with a local provider for SARS-CoV-2 testing for Manhattanville students. All residential students who have not received a positive test for SARS-CoV-2 within the past 90 days will be required to take a real-time polymerase chain reaction, also known as quantitative polymerase chain reaction, or RT-qPCR test at move-in and any symptomatic students will not be permitted to move in until test results are received and any required isolation period is completed. Residential students will be directed to quarantine to the extent possible until test results are received. If a test comes back positive, the student will be placed into isolation for the time period prescribed by New York State

contact tracers (typically 10-14 days). If a test is negative, the student will be removed from quarantine, unless coming from a restricted state. In which case, the student will be required to complete the full 14 days of quarantine.

All students (commuter and residential), if symptomatic, will have access to RT-qPCR testing for SARS-CoV-2 at the College's Student Health and Counseling center. Students who are tested due to symptoms must quarantine until test results are received. The College has also contracted to receive a COVID-19 rapid response antigen testing machine that will be delivered once a unit becomes available.

Should the need arise, the College can increase testing to include random surveillance testing if deemed necessary due to a significant rise in positive cases amongst the student body.

Employees who desire a COVID-19 test can obtain one through free testing centers provided by New York State or their health care provider.

***Testing frequency and protocols:*** Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans to test for surveillance to proactively monitor for symptoms of influenza-like illness, as well as protocols around group testing.

As noted above, the College will test students for SARS-CoV-2 under two specific circumstances:

- Residential students prior to moving into their residence halls.
- Students (residential or commuter) who are symptomatic and report to Student Health and Counseling.

Should the need arise, the College can increase testing to include random surveillance testing if deemed necessary due to a significant rise in positive cases amongst the residential student body.

Employees who desire a COVID-19 test can obtain one through free local testing centers provided by New York State or their health care provider. Students may also take advantage of these testing sites if they have a mode of transportation.

***Early warning signs:*** Define metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level; define method(s) to monitor against such metrics.

Confirmed cases of COVID-19 in the community will be tracked and logged and reported to NYS-DOH by Student Health and Counseling (for students) and Human Resources (for employees). Both departments will monitor the number of positive cases, in consultation with the College's Chief Compliance Officer, as well as whether case reports are connected to particular events or gatherings. Employees and students have been and will be directed to not come to campus or report to their class/workplace (if the person resides on campus) if they are symptomatic and/or feeling ill.

The College will also monitor the status and vacancy rate of the designated isolation/quarantine spaces in the residence halls. The number of students utilizing those spaces and the rate at which they are filled

will provide the College with another indicator that positive cases on campus may be rising beyond an acceptable level.

The College will contact the Westchester County Department of Health on all positive or suspected cases connected to the physical campus in order to obtain guidance and direction on next steps, as well as to discuss warning signs if cases at the College are increasing and to elicit the assistance of contact tracers.

**Tracing:** *Consider plans for contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies.*

Pursuant to their communications to area institutions of higher education, the Westchester County Department of Health is taking the lead on contact tracing for confirmed or suspected cases of COVID-19. When the College becomes aware of a confirmed or suspected case, the designated staff member (Student Health and Counseling in the case of a student, Human Resources in the case of an employee) will contact the health department.

The College will assist the health department in their requests for information needed to effectively conduct contact tracing. This includes contact information, work schedules, class rosters, seating charts, residence hall rosters, Manhattanville ID card swipe information, and other information held by the College that is relevant to the health department's tracing efforts.

Employee ID swipes are conducted upon entering the campus, to track traffic for contact tracing.

**Screening:** *Develop plans for regular health screening of employees, students, and visitors.*

Under the Phase 2 guidance, the College initially conducted health screening for the limited number of employees coming to campus on paper forms submitted upon arrival. The College is currently introducing a new smartphone app, provided by CampusClear, to the community that will be the primary method of health screening.

Online health screening will be required each day for any employee reporting to campus, any commuter student coming on campus and from all residential students and employees. The CampusClear tool asks questions related to COVID-19 symptoms, possible exposure to others with COVID-19, and travel to areas with COVID-19 governmental restrictions. Community members whose answers indicate they are at risk for COVID-19 exposure will be directed to remain at their home.

Community members, when arriving on campus through the Campus Safety checkpoint, will be instructed to show the officer on duty that they have completed their health screening (which is visually indicated by the smartphone app). Also, faculty and staff members may request to see the health screening indicator of students prior to teaching or meeting with students face-to-face. The indicator on the smartphone app does not reveal any personal medical information.

In accordance with state guidance, health screening submissions will be reviewed and attested by staff from Student Health and Counseling (for students) and Human Resources (for employees). Those offices

will contact community members who indicate that they are symptomatic or are otherwise at risk of contracting COVID-19 (due to personal exposure or travel). Information will be shared with the health department as necessary.

Visitors who have appointments at the College (such as prospective students and their families) will be directed to use the CampusClear app to conduct their health screening prior to arrival on campus. The office hosting the visitor will ensure that all visitors have complied with the screening and are eligible to enter campus based on their answers. While certain offices may have limited visitors during the Fall 2020 semester, the College will not be open to the general public without an appointment.

### **Containment of Potential Transmission of COVID-19**

***Isolation:** Identify how to isolate symptomatic individuals, both residential and non-residential (as applicable). Plans must specifically identify where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, as well as the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.*

The College has designated at least 35 residence hall spaces with private bathrooms as isolation/quarantine spaces. Residential students who are symptomatic or test positive for COVID-19 will be required to isolate for at least 10 days in cases of mild or asymptomatic infection. The Westchester County Department of Health will be contacted when the College learns of any confirmed or suspected case of COVID-19.

While isolation/quarantine spaces are made available by the College, residential students will be encouraged to isolate off campus at home if at all possible. The College will follow the directives of the Westchester County Department of Health on whether a student who must isolate must remain or leave campus.

Any student who is identified as needing to isolate or quarantine will have their name shared with several departments at the College to ensure the safety of the student and the community. Those departments include but are not limited to Campus Safety, Residence Life, Dining/Chartwells, Provost/Academic Affairs, and Compliance.

Residents who must isolate will be placed in an isolation space. Pagli and Maple Houses will be used for isolation spaces. The two houses provide twelve isolation spaces. COVID-19 positive students will be placed in quarantine spaces within the residence halls should the need for isolation spaces exceed the number of spaces available in Pagli and Maple. The following conditions apply to isolation spaces in Pagli and Maple:

- Residents will share a bathroom with one to three other students.
- Residents' ID cards will be inactivated for other college spaces and alarmed by Campus Safety, who will notify Residence Life if the student is not complying with isolation protocols.
- Resident Assistants will attempt to connect daily with residents placed in isolation, for a general wellness check.
- Students will communicate virtually with staff from Student Health and Counseling as needed for medical evaluation.

- The dining service staff of Chartwells will prepare three meals for students placed in isolation which will be delivered by College staff.

Should isolation spaces become limited or filled, the College will work with the health department to utilize available quarantine/isolation spaces identified by the County at local hotels and resorts.

Non-residential students will be required to isolate at home or elsewhere off campus. Employees who must isolate must do so off-campus or in their on-campus housing unit.

***Quarantine:*** Identify how exposed individuals (residential and non-residential) will be quarantined away from others, including the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed.

The College has designated at least 53 residence hall spaces with private bathrooms as isolation/quarantine spaces. Residential students who are exposed to someone who is positive for COVID-19 or suspected to be positive for COVID-19 will be required to quarantine for fourteen days. The Westchester County Department of Health will be contacted when the College learns of any confirmed or suspected case of COVID-19 and will follow their guidance regarding required quarantines.

While isolation/quarantine spaces are made available by the College, residential students will be encouraged to quarantine off campus at home if at all possible. The College will follow the directives of the Westchester County Department of Health on whether a student who must quarantine must remain or leave campus.

Any student that is identified as needing to isolate or quarantine will have their name shared with several departments at the College to ensure the safety of the student and the community. Those departments include but are not limited to Campus Safety, Residence Life, Dining/Chartwells, Provost/Academic Affairs, and Compliance.

Residents exposed to a positive COVID-19 case will be placed in a quarantine space. At this time, quarantine spaces are distributed throughout the residence halls as follows:

- Founder's Hall – twenty-six spaces (one cluster on the first floor, a second cluster on the third floor, and several other spaces).
- Spellman Hall – three spaces in Spellman.
- Dammann Hall – eight spaces.
- Tenney Hall – four spaces.

The following conditions apply to quarantine spaces within the residence halls:

- Residents will have a private bathroom, which means all other beds in a suite will be offline for the semester.
- Residents' ID cards will be alarmed by Campus Safety, who will notify Residence Life if the student is not complying with isolation protocols.
- RAs will attempt to connect daily with any of their residents placed in quarantine for a general wellness check.
- The dining service, Chartwells, will prepare and deliver meals to students placed in quarantine.

Should quarantine spaces become limited or filled, the College will work with the health department to utilize available quarantine/isolation spaces identified by the County at local hotels.

Non-residential students will be required to quarantine at home or elsewhere off campus. Employees who must quarantine must do so in their home.

The College reserves the right to request students or employees to remain off-campus/out of the workplace, even if the health department has not ordered a mandated quarantine. These measures may be taken, at the College's discretion, out of an abundance of caution.

***Students confirmed or suspected to have COVID-19:*** Residential institutions need to include plans to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results.

Students who test positive for COVID-19 or are suspected to have COVID-19 will be encouraged to isolate at home or off-campus. If a COVID-19 positive or suspected student is isolated on campus, this decision and subsequent medical care and evaluation will be done in consultation with the Westchester County Department of Health.

***Hygiene, cleaning and disinfection:*** Implement strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas.

Cleaning protocols will include an electrostatic sanitizer with an EPA approved disinfectant that will be used routinely in common areas and the use of EPA approved disinfectant wipes given to students and employees entering classrooms and offices.

Detailed cleaning protocols are provided at the end of this document.

***Communication:*** Develop plans to share protocols and safety measures taken by the institution.

Since the outbreak of the COVID-19 pandemic, the College has communicated its decisions and actions to the Manhattanville community, or to specific sections of the community as needed on a variety of items through email, web and social media posts. The College also actively advertises and monitors a special COVID-19 email account to direct student and family inquiries and to direct those inquiries to the correct office or employee.

The College created a COVID-19 web page with several subpages of information for students, parents and employees. This website has served as the primary landing point for inquiries about the College's response to COVID-19. Other communications initiatives include:

- Updates related to COVID-19 on College-operated social media accounts.
- The College has hosted several virtual town hall meetings and other smaller virtual sessions with faculty, staff, students and families.
- Directed communications produced by individual departments related to specific topics from areas such as Human Resources, Facilities, Compliance, Athletics, and Residence Life.

- The formation of an internal communications committee with representation from all areas of the college – faculty, staff and student affairs – to fine-tune communications channels. A Blackboard (intranet) site was created to funnel updates from each planning group weekly to the community.

The College will continue to expand its communications to the community as the academic year progresses, and will send timely communications related to re-start plans as well as any changes to the operating status of the College. The COVID-19 contingency planning website has now become a site dedicated to reopening plans, protocols, processes and procedures.

Training modules: The College has expanded its existing partnership with Everfi, Inc., a provider of student engagement tools and training modules, to launch a COVID-19 online training that will be mandatory for employees and students. The material includes an overview of COVID-19: what it is, its symptoms, and best practices for staying safe. Learners will review important terms and definitions related to PPE, social distancing, and strategies to reduce the possibility of contracting COVID-19. The training also includes a module on mental wellness that explores common causes of stress, as well as stressors related to life during a pandemic and strategies for managing stress and supporting mental wellbeing such as physical exercise, establishing a routine, and communicating personal boundaries.

During the pandemic, Professor of Biology and Director of Laboratory Safety, Chris Pappas, PhD, created an instructional video on how to properly wear a mask that has been featured on the COVID-19 web pages.

### **Shutdown of Campus and In-Person Operations**

***Operational Activity:*** *Include which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; include process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel.*

As stated above, the College embedded online elements into all of its instructional options, which will ease and facilitate any necessary transition to online-only instruction. Faculty have been made aware that conditions related to the pandemic may necessitate a move to online instruction and training has been made available for faculty to facilitate this move. Students also have the option to take an online course of study in the Fall 2020 semester regardless of the College's operating status.

During the initial move to online instruction in March 2020, the College evaluated employee roles at the College to determine which positions could complete work remotely and which roles must be completed on campus. These determinations greatly reduced density on campus and resulted in an overwhelming majority of College employees working remotely. In the case of a need to again resort to fully online instruction, the College would follow the same path as far as employee work and role evaluation. Any essential employees who remain working on campus would do so in accordance with all applicable guidance from New York State.

***Move-out:*** *For residential universities, plans need to be put in place for how students would safely depart campus. Institutions should consider policies for students who may not be able to depart campus quickly (e.g. international students).*

In the event of a return to complete online instruction, the College would evaluate the occupancy of the residence halls and initiate a phased move-out process that ensures density levels remain low, social distancing is maintained, and students are able to leave in an orderly fashion. This may require students to leave the residence halls and return at a later date to collect all of their belongings.

The College will evaluate requests from students to remain in the residence halls on an individual basis. Criteria for consideration include, but are not limited to, the student's home environment, access to technological resources, and international status/distance of travel. The College cannot ensure that dining and other facilities will remain open throughout a remaining student's stay once instruction becomes remote. All remaining students must vacate the residence halls by the conclusion of the academic semester.

***Communication:*** *Develop comprehensive plans to communicate internally and externally throughout the process.*

The College will communicate in a way similar to the earlier transition to remote instruction in March 2020. The College established a dedicated email address, [COVID-19@mville.edu](mailto:COVID-19@mville.edu), to field student and family questions related to the changes in protocols, processes and procedures as a result of the pandemic. The College created a COVID-19 web page with several subpages of information directed to students, parent and employees. This website has served as the primary landing point for inquiries about the College's response to COVID-19. Other communications initiatives include:

- Updates related to COVID-19 on College-operated social media accounts.
- The College has hosted several virtual town hall meetings and other smaller virtual sessions with faculty, staff, students and families.
- Directed communications produced by individual departments related to specific topics related to reopening campus safely from areas such as Human Resources, Facilities, Compliance, Athletics, and Residence Life.

Also, the College will communicate specific information via email and web related to:

- Reopening plans and any changes to the plans or campus status.
- The completion of specific academic programs and professional requirements.
- The status of campus events (i.e. Commencement).
- The status of student employment and whether opportunities exist to continue student positions.
- When and how students can retrieve belongings from the residence halls (if they were unable to pack all items during move-out).
- Questions related to tuition, room and board, and other fees.

## **COVID-19 Cleaning and Disinfection Procedures**

### **1. Introduction**

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at Manhattanville College. These procedures have been developed to provide consistent practices

for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations and guidance available from safety and industry associations.

It is expected that all employees, students, visitors and contractors will follow these procedures to protect their own health as well as other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

## **2. Custodial Department Cleaning and Disinfection Procedures**

The following describes the cleaning procedures to be followed by the housekeeping employees staffed by SMG as well as Manhattanville College Facilities staff.

### **A. Routine Cleaning**

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles.
- Dust- and wet-mopping or auto-scrubbing floors.
- Vacuuming of entryways and high traffic areas.
- Removing trash.
- Cleaning restrooms.
- Spot cleaning walls.
- Spot cleaning carpets.
- Dusting horizontal surfaces.

Note: the frequency of routine cleaning standards will be relaxed, as needed, in order to allow for greater focus on high risk locations.

### **B. Disinfection of Frequently Touched Surfaces**

Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using products meeting the criteria of the Environmental Protection Agency (EPA) for use against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Examples of frequently touched surfaces include:

- Doorknobs or push bars.
- Refrigerator and microwave doors and handles.

- Door handles and push plates.
- Stair handrails.
- Light switches.
- Handles on equipment.
- Buttons on vending machines and elevators.
- Water fountains and hydration stations, etc.

Portable electrostatic sprayers will be used on a rotating schedule to provide a quicker disinfection of surfaces throughout a building.

### **C. Cleaning and Disinfection for Re-Occupancy of Buildings**

Non-academic spaces will gradually return to increased use in accordance with New York State guidelines on occupancy standards. Academic spaces are anticipated to open to no more than fifty percent capacity for Fall 2020 classes. The following section describes the procedures necessary for re-occupancy. Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above.

CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within 72 hours. Therefore, areas that have been unoccupied for 3 days or more only need normal routine cleaning to reopen the area. This section is intended to address the re-occupancy for administrative functions and limited academic course offerings anticipated for the Fall of 2020.

Facilities must be provided with at least one week of notice prior to re-occupancy of an area in order to allow time to properly clean and disinfect the space. Notice should be provided by submitting a request in the Work Order System. Once a space is cleaned and disinfected, green tape will be put on the doorknob indicating that it is complete. Once re-occupied, the tape will be removed by the person occupying the space and will remain on the routine cleaning and disinfection schedule as described in the sections above.

Spaces will be cleaned and disinfected as follows prior to re-occupancy:

1. Spaces in buildings that have remained partially occupied are cleaned and disinfected with the following protocols.

- Clean and disinfect all bathrooms.
- Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.) Cleaning in common spaces in a building will be performed by housekeeping staff.
- Clean and disinfect high touch surfaces in departments or common office areas occupied during PAUSE (e.g. breakroom tables and chairs, refrigerator and microwave doors and handles, office suite door handles and light switches, buttons on vending machines and copiers, etc.) Cleaning and disinfecting in these areas is performed by department employees.

- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied (wipes, disinfecting aerosols, etc.). These disinfecting materials are provided through the housekeeping department.

2. Buildings that have remained unoccupied for at least seven days with entrances and rooms/offices secured (other than an occasional brief entry):

- Conduct routine cleaning of all spaces to be reoccupied.
- Clean and disinfect all bathrooms.
- Clean and disinfect high touch surfaces in common spaces such as hallways, stairways and lobbies throughout building (e.g. door handles, stair rails, water fountains, elevator buttons, etc.).
- Provide disinfecting materials and instructions in each department space or office suite to be reoccupied (wipes, disinfecting aerosols, etc.).

#### **D. Cleaning and Disinfection Following a Suspected or Confirmed Case of COVID-19**

If an individual diagnosed with COVID-19 has been present on campus, temporary closure of impacted spaces will be required to allow for additional cleaning and disinfection. Due to the testing limitations and delays, individuals with COVID-19 symptoms may not receive testing or timely notification of results. Therefore, it is also important to take prompt action in case of a suspected case of COVID-19. Disinfecting protocols consistent with CDC guidance will be followed.

#### **E. Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial Employees)**

**1. Administrative Spaces:** Building occupants should use disinfectant wipes or spray provided by Facilities/housekeeping to frequently disinfect high touch surfaces in their own workspace or shared spaces such as:

- Shared telephones.
- Shared desktops.
- Shared computer keyboards and mice.
- Service counters.
- Light switches.
- Break areas refrigerator and microwave handles.
- Vending machine buttons.
- Copy machine controls.
- Shared tools and equipment.

##### **A. Disinfecting Wipes:**

The following steps should be taken when using disinfecting wipes:

- If surface is visibly dirty, use one wipe to wipe it clean and then discard.
- Use a second wipe to wipe the surface to be disinfected. Use enough wipes for surface to remain visibly wet for the amount of time specified on the label.
- Discard all wipes in trash (DO NOT FLUSH).
- Wash hands thoroughly or use an alcohol-based hand sanitizer.
- Let the surface dry before using it.
- Read labels for proper use.

#### **B. Disinfection Spray:**

The following steps should be taken when using disinfecting spray:

- If needed, pre-clean to remove visible dirt.
- Spray disinfectant liberally to thoroughly wet surfaces. **Leave for 10 MINUTES** to allow disinfectant to work properly. Wipe off any residual disinfectant remaining on surface.
- Dispose of used paper towels in trash.
- Wash hands thoroughly or use an alcohol-based hand sanitizer.

**2. Academic Spaces:** Instructors and students should use disinfecting supplies provided to disinfect their own learning spaces and high touch surfaces in the room before and after using the space:

- Desks.
- Chairs.
- Instructor console.
- Computer keyboards and mice.
- Light switches.
- Doorknobs and handles.
- Shared tools and equipment.

Instructions provided in the previous section should be followed when using disinfecting supplies.