

Rochester EOC

Fall 2021-2022 Re-Opening Plan



161 Chestnut Street, Rochester, NY

Submitted by Dr. Roosevelt Mareus

Table of Contents

Approval/Introduction/Guidance for Re-Opening	2-3
Alternative Planning/Instructional Models	3
Possible Factors Identified	3
Instructional Delivery	3
Requirements and Guidance	3
Mailroom and Copy Room	4
Required Resources	4
Guiding Principles (Social Distancing/Maintenance, Cleaning and Disinfecting/Frequent Handwashing, Mask/Face Covering)	4-5
Screening	5-8
Definitions	5
Daily Symptom/Temperature Check	5-6
Weekly Surveillance Testing/Results	6-8
Return to Work and School	8
Monitoring Cases and Reporting Metrics	8
Accommodations	8
Building Operations	8-9
School Closure and/or Changes to the Instructional Model	9
Return to Remote Operations (“Shutdown”)	9

Approval

This Rochester EOC (REOC) re-opening plan is subject to approval by the University Center for Academic and Workforce Development (UCAWD) and SUNY Brockport. The plan will be continually evaluated and updated often in accordance with local, state and federal guidelines to continue to ensure the safety of staff and students. The most up-to-date information about re-opening will be posted on the REOC website.

Rochester EOC

Over fifty years of ongoing service to the Rochester community has earned the Rochester EOC (REOC) the reputation as one of the outstanding Educational Opportunity Centers in New York State. With the support of SUNY Brockport and UCAWD, REOC's teachers, counselors, support staff, and administrators have worked together to give students the opportunity to gain skills needed to continue to college or obtain a career. REOC's annual enrollment is currently over 1,365 commuter students.

Guidance for Re-Opening

REOC's 2021-2022 re-opening plan is based on information, resources, and guidelines from the Bringing Back Brockport plan, State University of New York (SUNY), University Center for Academic and Workforce Development (UCAWD), New York State Education Department (NYSED), Center for Disease Control (CDC), and the New York State Department of Health (NYSDOH Revised Guidance).

Alternative Planning/Instructional Models

A workgroup committee created instructional models based on the environmental conditions at the time of teaching and learning. The three plans identified below include various risk mitigation strategies that provide a safe learning environment as well as a productive educational experience for students.

1. In-person instruction (100% in-person at REOC)
2. Hybrid instruction (limited face-to-face, asynchronous online, synchronous online remote-live video and self-paced online instructional modules)
3. 100% online instruction

Possible Factors Identified

Hybrid and 100% online instructional approaches to learning may create identified barriers to instruction and recruitment such as:

- Job loss and other changes in family circumstances may create an increase in the need for supportive services.
- Childcare and child educational supports at home may create a scheduling conflict within families.
- Individuals may feel more isolated due to lack of social interactions.
- Lack of proper technology and resources could hinder online teaching and learning.
- Policies reflect disability-related considerations and the accessibility to accommodations.

Instructional Delivery

Fall 2021

All REOC programming is delivered by face-to-face instruction except for online (SUNY for All) programming. This approach adheres to the Guiding Principles (below) and provides the most comprehensive range of educational experiences.

REOC is prepared, when necessary, to deliver instruction entirely through distance learning except in areas where direct experiential applied learning is required. REOC is aware that this is a living document and that the instructional model may change due to daily COVID-19 monitoring and possible NYS guideline modifications and adjustments.

Requirements and Guidance

Requirements for social distancing and face coverings are continuously being reviewed for accuracy and applicability. It will be a shared expectation that all students and employees will adhere to requirements and guidance in place in order to safeguard public health.

Mailroom and Copy Room

The mailroom location is a shared space with copy machines and is large enough for staff to practice social distancing. The mailroom has a shared area (with Brockport Downtown employees) for mail services for interoffice mail distribution to and from SUNY Brockport campus.

No students or visitors are allowed access into the mailroom/copy area.

Required Resources

The REOC may need additional resources to sustain operations through unexpected situations as the need arises. Some identified resources are:

- Increased Information Technology software, hardware, instructional support, webcams, microphones, etc.
- Instructional support for faculty members
- Personal Protective Equipment replenishment supplies
- Cleaning products and supplies
- Monetary support to sustain long-term operations (i.e. COVID-19 testing, delivery, and tracking efforts) and to support efforts as needs arise

Guiding Principles

The following are utilized to implement the guidance and policies as determined by review of CDC Guidelines, NYSDPH Guidelines, NYSED Guidelines and SUNY Guidelines.

1. Social Distancing

Applying social distancing standards and other measures of prevention is everyone's responsibility. Rochester EOC is utilizing 6 foot social distancing standards when possible.

2. Maintenance Cleaning and Disinfecting

All cleaning and disinfection will be in accordance with CDC and NYSDOH guidelines and all cleaning products and sanitation products used will be identified as effective against COVID-19 by the NYSDEC and EPA.

- Cleaning and disinfection supplies will be available in locations where shared and frequently touched surfaces are present and for cleaning workspaces.
- Drinking fountain use will be limited to water bottle filling only.
- The maintenance staff will be available for any need that may arise throughout the business day.

3. Frequent Handwashing

Hand washing, respiratory hygiene, and cleaning protocol are continuously encouraged.

Hand sanitizer stations will be maintained at major building entrances, throughout the facility, and in high-traffic areas. Supplies for handwashing will be available in all restrooms and throughout the facility.

4. Mask/Face Covering

Current requirements include:

- **Face coverings are required for all individuals (students, employees, visitors, and volunteers regardless of vaccination status) on the REOC Campus.** Please note that **fully vaccinated individuals** may remove their face covering when alone in their office, or when seated at their workstation if they are at least six feet away from others, or when presenting to an audience and six feet away from others.

Unvaccinated individuals will need to continue to mask **at all times** when on the REOC campus.

- **Acceptable face covering information:**
 - cloth-based face coverings
 - disposable masks
 - MUST cover both the mouth and nose

I. Screening (Definitions, Daily Symptom/Temperature Check, Weekly Pool/Surveillance Testing)

REOC provides screening guidance for students, employees and visitors through daily symptom checks, temperature checks, and pool testing.

A. Definitions

Isolation Students or employees who have a positive test, or who **only** have symptoms, or who have symptoms **and** are also awaiting a test, need to remain in isolation at home and away from other people who are not sick.

Quarantine Students or employees who have had close contact with a confirmed positive person for more than 5 minutes, and were within 6 feet of one another where one of the two parties was not masked, must be COVID tested. While they are awaiting a test result these individuals need to go into quarantine. MCDPH can/will issue Quarantine Orders. REOC can also mandate that a student cannot return to the REOC building (regardless of MCDPH orders) until the quarantine period is over. A student must present paperwork from the MCDPH or their doctor releasing the student from quarantine.

B. Daily Symptom/Temperature Check

1. Students

Students will be notified of the Daily Student Symptom Checker requirements at student orientation.

All Rochester EOC students attending face-to-face instruction are required to complete the online Daily Symptom Checker prior to entering the building, as well as have their temperature taken by the temperature scanning machine at the building entrance. Students must be prepared to show their screening information as requested.

a. Responses on the Daily Symptom Checker

If the student answers “yes” to any question on the COVID-19 Daily Symptom Checker, or exhibits symptoms in person at the REOC, they must get tested to confirm the presence or absence of COVID-19. The student shall remain in isolation at home until the student submits the COVID-19 test results to the REOC COVID Testing Team or designee for review.

- If the COVID-19 test results are **negative**, they will be cleared to return to the REOC campus.
- If the COVID-19 test results are **positive**, the MCDOH will place the student on a mandatory 10 day isolation period and conduct any follow-up with the student.
- If a student needs to quarantine, they must contact their instructor to develop a plan to ensure that they complete their work at home.

b. Students Who Develop Symptoms While at REOC

Students who get sick at REOC will be required to leave the building, clinical site or internship site. Students will be required to remain at home and will not be allowed to participate in any REOC face-to-face class or activity while waiting for a COVID-19 test result.

Applicable Forms:

[REOC Student Daily Symptom Checker](#)

Applicable Policies:

[covid-19 Rochester EOC-student-daily-symptom-checker-policy/](#)

2. Employees

Employees are not required to complete the online Daily Symptom Checker. While there is not a requirement to complete a Daily Symptom Checker, employees are encouraged to perform daily self-health screenings for infectious illnesses, including COVID-19. **Anyone with signs or symptoms of infectious illness should stay home when sick and/or seek medical care.**

a. Employees Who Develop Symptoms While at REOC

- If the employee is reporting symptoms related to COVID-19, they will have to contact their physician and will need to follow up with SUNY Brockport Human Resources (HR) before returning to work.
- If the employee tests **negative**, they will be cleared by HR to return to campus.
- If the employee tests **positive**, they will be placed on a mandatory 10 day isolation through the MCDOH.

3. Visitors

Visitors are not required to complete the online or paper Daily Symptom Checker. However, visitors **are** required to have their temperature taken by the temperature scanning machine at the building entrance. Visitors who exhibit symptoms will be asked to leave the building. (For the purpose of this document, "Visitors" will include contractors, individuals visiting the Learning Resource Center, Bookstore, Admissions, etc. – i.e. non-registered students.)

4. Volunteers

Volunteers are not required to complete the online or paper Daily Symptom Checker. However, volunteers are required to have their temperature taken by the temperature scanning machine at the building entrance. Volunteers who exhibit symptoms will be asked to leave the building. (Volunteers are individuals who are registered as volunteers with the Rochester EOC.)

C. Weekly Surveillance Testing/Results

REOC is required to follow the SUNY mandate of 100% COVID testing guidelines for unvaccinated individuals. Therefore, REOC, in conjunction with SUNY Brockport, is directing all unvaccinated employees who are working in the REOC building to participate in COVID-19 pool testing. This will allow REOC to identify and address potential outbreaks on the REOC campus quickly. REOC is committed to the health and safety of the REOC community.

The REOC Covid Testing Team will send out a weekly email to all employees with dates and times of pool testing. These schedules will be adjusted based on program schedules and number of students and employees to be tested. Any unvaccinated employees are required to test weekly during the scheduled dates and times.

1. Students

Students who are **fully vaccinated** are exempt from the weekly surveillance testing requirement.

A “fully vaccinated” individual is defined as an individual who has received both doses of the Moderna or Pfizer shot, or one dose for Johnson & Johnson shot, **AND** 14 days have elapsed since the last shot. In order to be considered for exemption, the student completes the [REOC 2021 COVID-19 Testing Exemption Form](#) or presents proof of full vaccination status to REOC Admissions/Registrar Office.

For pool testing related questions, an email has been established at REOCCOVIDTESTING@brockport.edu.

a. One-Time Exemption

If extenuating circumstances prevent a student from being tested in a particular week, they may request a **one-time** exemption prior to the scheduled test date.

Applicable Forms:

[REOC 2021 COVID-19 Testing Exemption Form](#)

2. Employees

All unvaccinated employees are required to participate in weekly surveillance testing. Vaccination of employees is strongly encouraged.

3. Visitors

Visitors are not required to participate in weekly surveillance testing. However, visitors who exhibit symptoms will be asked to leave the building.

4. Volunteers

Volunteers are required to submit proof of vaccination status to Pam Callan, Assistant to the REOC Dean/Executive Director (or designee) if they are requesting to be exempt from weekly surveillance testing. If the volunteer is unvaccinated or does not show proof of vaccination status, they will be required to participate in the scheduled weekly surveillance testing.

5. Delivery and Results

After the tests have been completed, they will be shipped to Upstate Labs or driven there directly. The results of the pooled tests will be sent to the SUNY Brockport campus.

Upstate Medical University will directly notify each person via email when their test results are available to view online, usually within 24-72 hours after testing.

Once an email test result notification is received from Upstate Medical, individuals should log into the Upstate Medical site by accessing: <https://www.suny-covid-test.com/> to view their pool test results. The most recent testing date will be listed under “Your Profiles” and individuals should click on “View Result” for the most recent date tested.

a. Negative Test Results

A negative test result for faculty/staff will be listed as: **Presumed Negative**

b. Positive Test Results

If a pool is determined to have a positive result, SUNY Upstate Labs will conduct a reflex test (further individual tests) on the positive pool to determine the positive individual(s).

- Any **faculty/staff** who are determined to be positive for COVID-19 as a result of the reflex testing will be contacted directly by the SUNY Brockport HR COVID Testing Team with further instructions.
- Any **students** who are determined to be positive for COVID-19 as a result of the reflex testing will be contacted directly by the REOC COVID Testing Team with further instructions.

c. Printable Result Option

There is an option to obtain your official results from Upstate Medical by selecting “Download Result (PDF).”

II. Return to Work and School

Students and employees who have been exposed to COVID-19 and who have developed symptoms may return to REOC after providing documentation from a healthcare provider that states that they received a negative COVID-19 test result and they are no longer infectious.

Anyone with signs or symptoms of infectious illness should stay home when sick and/or seek medical care.

Note: The Dean/Executive Director will stay well-informed of any and all potential accelerations and closely monitor infection, hospitalization, and community spread rates within Monroe County. Any changes that may rise to a potential level of concern may necessitate operational changes.

III. Monitoring Cases and Reporting Metrics

If there is a positive case identified, either by lab results or self-disclosure (for all REOC and Brockport Downtown employees and REOC students), those numbers will be shared with REOC Administration and posted on the REOC website.

- SUNY Brockport HR monitors REOC and Brockport Downtown employees’ positive lab-identified cases of COVID-19.
- REOC COVID Testing Team monitors students’ positive lab-identified cases and student self-disclosed COVID-19 cases.

IV. Accommodations

Employees must contact their supervisor and SUNY Brockport Human Resources if they have health conditions or concerns that may prevent them from being able to return to the facility. The employee will need to follow SUNY Brockport’s process to request a reasonable accommodation and the interactive process will begin.

Students will need to contact Ms. Lisa Gerst if they need special accommodations.

Applicable Forms:

[COVID-19 Rochester EOC Student Reasonable Accommodation Request Form for Wearing Face Mask/Covering](#)

V. Building Operations

A. Air Quality

The REOC has a turnover of fresh air at a rate of 10,000 CFM per floor. Our Energy Recovery Ventilation system (ERV) has fresh air intakes from the roof and also exhausts through the roof. Filters will be monitored and changed every 2-3 months as needed. Our heat pump system filters will be monitored and changed every 4-5 months as needed. All pumps, valves and lines are visually checked daily for leaks and are greased and lubed as required.

B. Cooling Towers

Cooling towers are on the roof and are monitored 3-4 times a week. Motors are greased semi-annually and belts are checked weekly (seasonal).

C. Boilers

System is checked daily for proper operation (seasonal) and pumps are greased semi-annually.

D. Chiller

The Chiller feeds the coils in each of the three ERV's that are in the building. It feeds these coils year round depending on the building temp and outside air temp. It is visually checked daily and maintenance is performed semi-annually to ensure proper operation.

E. Kitchen Make-up Air

The kitchen make-up air unit is on the roof along with the four hood exhaust fans for the kitchen and B-Stro. The filters are changed 2-3 months and the motors are greased semi-annually to ensure proper operation.

F. Water

REOC's drinking water is tested semi-annually for lead. All water fountain bubblers have been turned off on all floors. The only fresh drinking water a student or employee can get is through our bottle fill station on the first and fifth floors.

G. Kitchen

All hot and cold water in the kitchen has been run for a minimum of 20 minutes twice a week since March of this year to ensure proper operation.

H. HVAC Pumps

Belt replacements, cleaning, lubing, and repairs of any motors on all HVAC units will be completed to ensure they are running at maximum efficiency. All air handling units in the building have run on a continuous basis. Units will continue to run 24 hours with air/ventilation dampers fully open and heating/cooling coils active to maintain occupied level temperature and humidity in the building.

A visual inspection of the REOC building (exterior and interior) will be conducted daily to check for water leaks from roofing, plumbing, or other issues. Any major problems identified will be corrected promptly.

VI. School Closures and/or Changes to the Instructional Model

Information regarding closing and or changes to the instructional model will be made available as follows: Facebook, REOC website, phone system, email alerts, signs on front door, and local media. This will also apply to re-opening information.

VII. Return to Remote Operations (“Shutdown”)

A. Operational Activity

REOC leadership will identify if operations need to move (partially or fully) to a remote format.

The telecommuting policy may be re-implemented. Essential personnel list will be updated. Should REOC density need to be reduced, this list will guide who will remain working in-person and who will work remotely.

B. Communication

The modified plan will be communicated to students and employees.

###