

Plan for Re-Opening Rochester EOC



Fall 2020

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Table of Contents

Introduction/Guidance/Approval	3
Instructional Model	3-4
Policies	4
Transportation Service	4
Mailroom and Copy Room	4
Required Resources	5
Guiding Principles	5-8
Screening	8
Symptoms, Testing and Results	9-10
Return to Work and School	10-11
Early Warning Signs/Metrics	11
Building Hours	11
Telecommuting Program	11
Contractors/Vendors/Consultants	11-13
Conference Rooms	13
Bookstore	13
Technology	13-14
Events	14
Accessibility and Inclusion	14
Accommodations	14
Building Operations	14-15
Communication and Outreach Plan	15
School Closures and/or Changes to the Instructional Model	15
Student Services	16-19
Admissions	16
College Connections	16-17
Counseling Services	17
Registration and Records	17-18
Testing	18-19
Career Services	19-21
Rochester Initiatives to Sustain and Excel	21
HPOG	21
Business Affairs	21-22
Security	21-22
Maintenance/Custodial Staff	22
Classroom Population Density	22
Academic Affairs	22-28
Academic Program Planning	22
Instruction	22-23
Physical Space	23
Equipment and Supplies	23
Community Programming and Services	23-28
Cosmetology and Barbering	23-24
Culinary Arts	24-27
Learning Resource Center	27-28
ATTAIN Lab	28
Information Technology	28
Return to Remote Operations (Shutdown)	28
Operational Activity	28
Communication	28

Approval

This Rochester EOC (REOC) re-opening plan is subject to approval by the University Center for Academic and Workforce Development (UCAWD). 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 fall 2020 preliminary re-opening plan is based on information, resources, and guidelines from the Bringing Back Brockport plan, New York State Education Department (NYSED), Center for Disease Control (CDC), and the New York State Department of Health (NYSDOH).

Planning/Instruction 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 classes (100 percent at REOC)
2. Hybrid instruction (limited face-to-face, asynchronous online, synchronous online remote-live video and self-paced online modules)
3. Online classes (100 percent online instruction)

Possible Factors Identified

Creating an online approach to learning is not without identified barriers to instruction and recruitment. Some identified possible roadblocks to learning with this model and also with model three (100 percent online instruction) are:

- 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.

Fall 2020 Instructional Model

REOC chose a hybrid approach to instruction after vetting the three instructional models. This approach adheres to the four pillars (see below) as guiding principles and provides the most comprehensive range of educational experiences. It allows REOC the ability to better support our most vulnerable students, satisfy hands-on requirements that are so necessary for the delivery of REOC's short-term vocational programming, and to fulfill expected density (50% density as of 8/1/2020) and social distancing requirements. There will be no on-site classes on Fridays so that a thorough cleaning can occur.

If, for any reason, the hybrid approach has to be suspended, REOC is prepared 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.

Policies

REOC created the following policies to address COVID-19. The policies were guided by the four pillars of: Social Distancing, Increased Cleaning and Disinfecting, Frequent Handwashing, Mask/Face Covering, which incorporates CDC and NYSDOH guidelines. Consistent modification of existing policies will support and assist staff, students and visitors.

Existing policies are continuously being reviewed for accuracy and applicability. It will be a shared expectation that all students, faculty and staff will adhere to policies in place in order to safeguard public health.

Current policies include:

- [covid-19 Rochester EOC-daily-temperature-testing-policy/](#)
- [covid-19 Rochester EOC-student-daily-symptom-checker-policy/](#)
- [covid-19 Rochester EOC-transportation-policy/](#)
- [covid-19 Rochester EOC-visitor-policy/](#)
- [covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)

Transportation Service

REOC currently has one 12-passenger van and one SUV in service. REOC staff will adhere to the social distancing and face covering as well as the transportation requirements when operating these vehicles.

The SUV is not equipped at this time to properly accommodate safe social distancing of passengers and a driver. The SUV will be utilized to ONLY transport materials or for single-driver trips.

The 12-passenger van can accommodate ONE passenger in addition to the driver in order to safely adhere to social distancing requirements.

Applicable Policies:

- [covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)
- [covid-19 Rochester EOC-transportation-policy/](#)

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 are allowed access into the mailroom/copy area.

Applicable Policies:

- [covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)

Required Resources

The REOC will 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
- Personnel Protective Equipment replenishment supplies (ongoing)
- Cleaning products and supplies (ongoing)
- Monetary support to sustain long-term operations and to support efforts as needs arise

Guiding Principles

The Four Pillars utilized in determining the plan were:

1. Social Distancing

It is important for all members of REOC to understand that applying social distancing standards and other measures of prevention is everyone's responsibility.

The physical space of the REOC has been re-organized to meet the social distance guidelines. Physical barriers were installed in locations where social distancing was not feasible, including restrooms, places where transactions must occur, and in locations where it was necessary to meet CDC, and NYSDOH guidelines. Strategies were used to prevent congregation of individuals and ensure social distancing is maintained. Signage is located throughout the facility to help remind faculty, staff, students and visitors of the state and building requirements for social distancing.

Applicable Policies:

[covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)

2. Increased 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. A log detailing when cleaning and disinfection occurred in a space will be maintained.

- All classrooms, labs, public spaces, offices and any other space used on campus will be cleaned and disinfected daily and before the start of classes.
- All trash will be collected and disposed of a minimum of twice daily.
- All classrooms, labs, public spaces, and entranceways will be provided with either a disinfecting wipe station, sanitizing station, or a spray disinfectant, for use during the school year. These items will be consistently monitored and replenished by facilities when needed.
- A supply replenishing area is in the facility for faculty and staff to restock disinfecting supplies and trash liners for personal workspaces. This area will also contain a place to deposit trash and recycling.
- An electrostatic disinfecting machine will be used for both restrooms and classrooms to ensure that everything is properly cleaned, disinfected and ready for the next business day.
- Training will be provided by video or in person to all faculty, staff or students who will be using disinfectant/sanitizers on campus.
- Training is provided to all maintenance staff on new systems and protocols that will be used to protect the campus from COVID-19.

- Hand washing, respiratory hygiene, and cleaning protocol signage is posted throughout the facility.
- 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.
- All interior and exterior door handles, stairwell handrails and elevators in the facility will be disinfected hourly every day.
- Masks and gloves are located at facility entrances for anyone who may require them.
- The maintenance staff will be available at ALL times for any need that may arise throughout the business day.

a. Confirmed Cases/Exposed Areas

In the event of a suspected or confirmed case of COVID-19 at REOC, the student or staff will be immediately escorted to the isolation room. REOC will contact the SUNY Brockport and Monroe County Department of Public Health immediately to facilitate the contact tracing process and rapid identification of possible exposures. The contact tracing process reviews the timeframe the individual was likely contagious and will identify all close contacts of the positive individual during that timeframe. Some of the identified close contacts may be class members at REOC. All identified close contacts will be directed to quarantine. If a faculty member tests positive, that faculty member must isolate and also cannot be in a classroom until a negative test is achieved. Contact tracers will notify by phone and email anyone who is determined to have been exposed. It is critically important that the current email address and phone number of all students and staff are updated.

All cleaning and disinfection of exposed areas will be in accordance with CDC and NYSDOH guidelines, and all cleaning and sanitation products used will be registered with the NYSDEC and EPA as effective against COVID-19. Cleaners will maintain a log detailing when cleaning and disinfection occurred.

The Facilities cleaning team, wearing appropriate personal protective equipment (PPE), will:

- close off the areas used by the person by posting signs on the spaces and notifying occupants, where necessary.
- open outside doors and windows to increase air circulation in the area when possible.
- wait 24 hours or as long as possible to clean and disinfect the area.
- clean and disinfect all areas used by the individual including those used 48 hours prior to showing symptoms. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary. However, routine cleaning will continue.
- clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) used by the individual, focusing especially on frequently touched surfaces, like door knobs, switch plates, counters, tabletops, remote controls, phones, etc.
- re-open closed areas once they have been appropriately cleaned and disinfected.

A designated supervisor of the cleaning staff will observe disinfection and cleaning, and document rooms, materials and surfaces on the "COVID-19 Disinfecting Log." Supervisor of the cleaning staff will observe PPE donning and doffing and ensure all rooms are disinfected as specified in the cleaning plan.

3. Frequent Handwashing

- Hand washing, respiratory hygiene, and cleaning protocol signage is posted throughout the facility.
- 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

Faculty members are provided a face shield to be used in classroom teaching settings. This face shield will cover all sides of their face. In addition, faculty members are provided two face coverings to use inside or outside of classrooms. Students and staff members are provided two face coverings upon arrival to campus. All faculty teaching in a face-to-face environment/classroom are required to wear a face shield in addition to a mask. Students and staff will be required to wear a mask and maintain social distancing on REOC premises.

REOC requires that all individuals wear an acceptable face covering, except when:

- working alone in an enclosed space.
- wearing one is prohibited by law or regulation while performing a job duty.
- in a situation where imminent threat or danger is present and wearing a mask would inhibit communication that is necessary for the safety of the individual or other individual(s).
- outdoors and social distancing restrictions can be consistently maintained (not when there is a high likelihood of passing someone on a walkway, such as when traveling in between class periods).
- unable to medically tolerate one. Individuals who are unable to wear a face covering due to a documented medical condition or other health reason will be given a reasonable accommodation. To request a reasonable accommodation students must contact the Special Accommodations Coordinator at REOC and employees must contact the SUNY Brockport Office of Human Resources (HR).

Students will initially receive two face masks and one 2 oz. bottle of hand sanitizer.

Employees will receive two face masks, a bottle of hand sanitizer and wipes. Employees who are required to wear more protective PPE than a face covering based on the nature of the work will be provided with the appropriate PPE. Additional PPE supplies for employees may be requested from the REOC Business Affairs Department.

Employees will be required to complete a virtual training on donning, doffing, cleaning, and discarding PPE prior to Fall 2020. Link will be provided to faculty and staff during Convocation.

Staff will receive training as part of the HR Return to Work process.

Students will be required to complete a virtual PPE training during student orientation. A make-up session will be offered for those not able to attend the orientation.

PPE protocols will be posted on the REOC webpage. PPE protocol signage will be posted throughout the Rochester EOC building.

Applicable Policies:

[covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)

I. Screening

REOC follows requirements for the NYSDOH Travel Advisory with respect to restricted travel and requirements for reporting and quarantine if an individual has traveled to an identified restricted state. Screening documents and policies contain information regarding the advisory. <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

A. Students

Students will be encouraged to take their temperature at home and be required to complete a Daily Symptom Checker. As an extra measure of precaution, REOC will have a temperature scanner machine at the main entrance to take temperatures of students and anyone presenting with the symptoms of COVID-19. Students must be prepared to show their screening information as requested.

Applicable Forms:

[REOC Student Daily Symptom Checker](#)

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

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

B. Employees

Employees are required to complete the SUNY Brockport Daily Symptom Checker. Supervisors will be required to follow up with any employee who does not comply. Any positive responses will be automatically sent to HR. The supervisor will receive an email from HR indicating their employee answered yes to one of the questions. HR will follow up with the employee directly to review their answers and symptoms.

Applicable Forms:

<https://brockport.edu/system/healthscreen/>

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

C. Visitors

A visitor is defined as anyone coming to the REOC who is not a student or staff member. Visitors are encouraged to conduct business by virtual means, when possible. Meetings should occur by phone or through virtual tools such as Zoom, Teams, Skype, etc. to the greatest extent possible. Visitors will be allowed in the office area, such as the admissions office, career office but not in classrooms unless they are coming to do a presentation for the students. Visitors must wear a face covering while on the REOC campus. All visitors must fill out the Visitor Screening Questionnaire, which will be reviewed by the Dean or designee. Records will be kept regarding daily visitors in the event that information is needed for subsequent contact tracing.

Applicable Forms:

[REOC Visitor COVID-19 Screening Questionnaire](#)

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

[covid-19 Rochester EOC-visitor-policy/](#)

II. Symptoms, Testing and Results

A. Definitions

Isolation Students and/or employees who need to go into isolation have symptoms and are awaiting a test result, or they have a positive test.

Quarantine Students and/or employees who need to go into quarantine are those who have had close contact with confirmed positive person, for more than 15 minutes, within 6 feet of one another, and one of the two parties is not masked. MCDPH can/will issue Quarantine Orders. REOC can also mandate a student to enter quarantine based on real or suspected exposure, regardless of MCDPH orders.

B. Employees

If the employee is reporting symptoms related to COVID-19, they will have to contact their physician and will need to follow up with HR before returning to work. They will be placed on self-isolation. The employee shall remain in self-isolation at home until the COVID-19 test results are received by the HR office.

If the employee tests **negative**, they will be cleared to return to campus. If the employee tests **positive**, they will be placed on a mandatory 14-day quarantine. Human Resources will notify the supervisor of the quarantine dates. REOC will follow current CDC and NYSDOH guidelines to address any COVID-19 positive cases. The students/staff who may have been exposed will be notified.

HR will contact those employees with whom the individual says they have come in contact with and provide guidance.

1. Pool Testing

REOC is committed to the health and safety of the REOC community. In an effort to monitor for the presence of SARS-COV-2 (COVID-19) on the REOC campus, the Hazen Center for Integrated Care at SUNY Brockport will be providing free pool mandatory testing for surveillance of asymptomatic employees, through Upstate Medical Labs in Syracuse. This will allow REOC to identify and address potential outbreaks on campus quickly. The employee mandatory pool testing is supported by SUNY and the UUP and CSEA unions.

Every Thursday, a selection of UUP, CSEA and MC employees will be notified that they are directed to report to the SERC located on the SUNY Brockport campus on the following Tuesday to complete their mandatory testing. Employee Pool Testing will be conducted every Tuesday from 8 am – 10 am from now through the end of the year. Please note, as this is a random selection process, an individual may be selected for testing multiple times or not at all.

Communication: HR will update the tracker form which notifies SUNY and is tracked for the Governor's Office. HR will notify Emergency Management to inform them of the positive results, dates, and level of quarantine.

HR will "case manage" each situation and conduct follow up to ensure testing has been completed and will follow up on testing results with all employees involved.

Students who get sick at REOC will be relocated to an isolation area in room 152 until they are able to go home. If the student needs to use a restroom, the closest single use rest room will be used.

If a staff member needs to quarantine, they will need to work with their supervisor and HR to ensure that they complete their work at home.

Note: Facilities will be dispatched to disinfect the areas where the individual(s) has been.

C. Students

Students who have symptoms and are waiting for a test result, or have a positive test, will be directed to quarantine or remain home.

Students who get sick at REOC will be relocated to an isolation area in room 152 until they are able to go home. If the student needs to use a restroom, the closest single use rest room will be used.

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 or if the test result is positive.

Some quarantine guidelines for students include:

- Students will be required to quarantine if they have been in close contact with a confirmed lab positive person for more than 15 minutes, within 6 feet of one another, or one of the two parties is not masked.
- Mandatory Monroe County contact tracing will be implemented with a quarantine order.
- Students may quarantine at home while awaiting test results. If the student receives a quarantine order, they will be asked to stay home for 14 days.
- A mandatory 14-day quarantine period can be completed on day 15 if no symptoms are present.
- If a student needs to quarantine, they will work with their instructor to ensure that they complete their school work at home. They will have the same access to virtual programming as non-quarantined students.

D. Visitors

Visitors who exhibit symptoms or have taken a COVID-19 test and are waiting for the test results, will be asked to exit the building and remain at home.

Note: Facilities will be dispatched to disinfect the areas where the individual(s) has been.

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

[covid-19 Rochester EOC-visitor-policy/](#)

III. Return to Work and School

Students and staff who had symptoms of COVID-19 may return to REOC after providing documentation from a healthcare provider that states that they recovered from COVID-19 and they are no longer infectious. As a precaution, students and staff who had symptoms of COVID-19 should ensure that they are fever-free for at least 24 hours without the use of fever reducing medication such as Tylenol or Motrin.

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.

IV. Early Warning Signs/Metrics

REOC Employees and Staff – Daily Symptom Checker numbers monitored by SUNY Brockport.

REOC Visitors and Students – Daily Symptom Checker numbers monitored by REOC Administration and reported to SUNY Brockport.

All numbers are compiled by SUNY Brockport and combined with Brockport Downtown numbers, and if there is a confirmed positive case, the combined single number will be reported back to REOC Administration. The number reported is based on the previous day's reporting. All information will be posted on the REOC website.

REOC follows NYS Guidelines with respect to maximum 5% metrics of positive COVID-19 case exposure that necessitates pivoting all classes to 100% online instruction.

V. Building Hours

September, 2020 through December, 2020

Monday - Thursday 7:00 am – 9:30 pm

Friday - Saturday 7:00 am – 5:00 pm

VI. Telecommuting Program

Currently, there is a Pilot Telecommuting program that allows employees who are capable of performing their core functions from home to remain off campus and work at a remote location. This program assists in decreasing location (REOC) density. REOC works directly with SUNY Brockport on this program. SUNY Brockport is proposing the continuation of this program, or the ability to develop a similar Human Resources policy internally for employees. The policy would allow those employees who can perform their core functions from home be allowed to do so. The employees are required to develop a work plan, submit the plan to their supervisor for approval on a weekly basis, and provide any required documentation. This policy would be reviewed and approved periodically and will take into consideration COVID-19 information. A staggered work plan is also considered and reviewed periodically.

The Telecommuting program has been extended through December 31, 2020. REOC will continue to allow employees to work remotely several days a week if they can complete their work from home until further notice from Human Resources.

Employees must contact their supervisor and HR 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 our regular process to request a reasonable accommodation and the interactive process will begin.

Applicable Forms:

https://brockport.edu/support/human_resources/forms/docs/final_accommodation_request_process.pdf

VII. Contractors/Vendors/Consultants

In order to start working at REOC, all contractors will be required to submit a safety plan to the REOC Business Affairs Department and SUNY Brockport Procurement and Payment. Only plans that align with the REOC's and/or SUNY Brockport COVID-19 social

distancing, cleaning and disinfection, hygiene, and face coverings policies will be approved.

Applicable Forms:

[REOC Visitor COVID-19 Screening Questionnaire](#)

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

[covid-19 Rochester EOC-visitor-policy/](#)

A. Protocol for Contractors, Vendors and Consultants on REOC Campus During the COVID-19 Pandemic Situation

Contractors, vendors or consultants (hereinafter “contractors”) who come on to the REOC campus are required to comply with the following requirements during the time they are on campus property. Minimum standards require each contractor take appropriate additional measures as required by their employer, or as deemed necessary in their own judgement, to protect their own health.

- Contractors must limit their visits to campus if possible, and conduct business or work by virtual means, when possible. Meetings should occur by phone or through virtual tools such as Zoom, Teams, Skype, etc. to the greatest extent possible.
- When on REOC’s campus, all CDC/OSHA and Monroe County Department of Health and other state or local directives and guidelines, including all State of New York orders and directives regarding COVID-19 requirements, must be followed and adhered to while on campus.
- Before coming onto campus, all contractors shall conduct a daily symptom assessment for symptoms of COVID-19, including fever, cough or shortness of breath, or at least two of these symptoms: fever, chills, muscle pain, headache, sore throat or new loss of taste or smell. Contractors are responsible for tracking their employees’ compliance with this requirement.
- Any contractor feeling ill or exhibiting signs of illness (including any COVID-19 symptoms) are not permitted on campus. Individuals that do come to campus showing any sign of illness will be asked to leave campus immediately.
- All contractors will complete and sign a “Visitor COVID-19 Screening Questionnaire” to be verified by the Business Affairs department.
- Social distancing of at least 6 feet shall be maintained at all times while on campus, to the maximum extent possible. When social distancing is not possible, barriers can be utilized, as appropriate to the service or work performed.
- Contractors MUST wear face coverings at all times inside any building on campus except when alone in an assigned work area or an exception is permitted under the State of New York’s public health orders. Contractors are strongly encouraged to wear a face covering when outside a building as well, and in particular whenever social distancing cannot be maintained or when interacting with any member of the REOC community or the general public. The contractor, and not REOC, shall provide the face coverings to its employees.
- The contractor must limit the personnel on campus to those necessary to complete the service or work, or as agreed upon with REOC. No more than 10 persons may be in a meeting or gathering at the same time, except as permitted by NYS directives. REOC reserves the right to further limit the number of contractors’ employees present on campus if needed.
- As applicable to the service or work provided, contractors should participate in handwashing, hand sanitizing, and other hygiene protocols as deemed necessary by the campus and federal, state, and local public health officials.

- Contractors are only permitted to travel and be present in the areas of campus necessary to complete the service or work, including the paths of travel to and from the work areas, parking, or restrooms.
- If requested by REOC, the contractor must provide REOC with a copy of their COVID-19 risk mitigation/safety procedures plan.
- Contractors must notify REOC if a contractor who has been on campus in the last 14 days has tested positive or has been diagnosed with the COVID-19 virus, is being tested for COVID-19, or is under quarantine for possible exposure. The dates the individual was on campus as well as the building areas which they occupied must be reported. All contractors must cooperate with REOC and the local board of health in determining appropriate steps for limiting and tracking potential exposure to others while on campus. If a contractor who has been on campus tests positive for COVID-19 or is presumably diagnosed with COVID-19, they (contractor) must immediately suspend the service, work, or operation until an appropriate resumption of a work plan and safety measures are agreed upon by REOC and the contractor. This process may include steps such as: sanitizing the worksite/tools, isolating exposed workers, delaying work by exposed teams, and/or working with local health authorities.
- Any contractors or contractor's employees not following these protocols will be asked to leave campus immediately.

Note: This protocol may be altered or changed at any time upon notice from REOC or orders of the federal, state, or local public health authorities. Additional protocols may also be issued and required of certain contractors who are involved in construction projects or maintenance work on campus.

VIII. Conference Rooms

Faculty and staff are encouraged to continue to have virtual meetings. In the event that the conference room has to be utilized, portable sneeze guards will be made available.

IX. Bookstore

SUNY Brockport Bookstore Barnes and Noble fall, 2020 operation hours:

September 21 through the remainder of the fall 2020 term

Mondays, Tuesdays, Thursdays 9:00 a.m. – 5:00 p.m.

The following guidelines will be in place to keep the bookstore customers and staff safe:

- Masks must be worn while inside the store.
- Only 3 customers will be allowed at one time.
- Observe social distancing of 6 feet between other people.
- Follow spacing guidelines on the floor during checkout.
- Contactless payment and e-receipts will be available.
- Store staff will implement regular cleaning.

X. Technology

REOC provides a technological infrastructure that facilitates the delivery of quality programs and services remotely.

A. Employees

REOC faculty and staff will be informed of the technology resources that are available and provide opportunities to give feedback. A training calendar was developed to

address professional development needs for use of technology to effectively perform job duties.

B. Students

All applicants to REOC programs are asked about their access to the internet and a device for online learning during the application process. This data will be used to assess and assist with meeting online learning needs. Once admitted to a program, laptops (loaned or gifted from donations) will be provided based upon supply on a first-come, first-served basis. A strict policy for loaned devices will be followed and shared with the students.

XI. Events

No major events before audiences will happen in the fall, other than those specific to a class or program. Virtual events will be strongly encouraged, both programmatically and to provide services.

XII. Accessibility and Inclusion

Additional support will be provided for students who have to adapt to new methods of learning, and also to ensure access to technology.

XIII. 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](#)

XIV. 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 faculty member can get is through our bottle fill station on the first floor.

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.

XV. Communication and Outreach Plan

The REOC has an active webpage dedicated to the REOC Re-Opening Plan and Community Resources. This webpage will be updated to reflect all of the steps and actions taken in the plans to return to the REOC campus for the fall 2020 semester and other semesters as needed.

A welcome back message provides information related to returning to REOC. The message will be posted on social media and on the REOC webpage.

REOC has created signage and posters to remind all of social distancing, maximum occupancy of spaces, handwashing, and wearing face coverings.

Existing communication channels, including automated phone calls, email, social media, as well as appropriate signage and training opportunities, will be used to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements and options related to REOC operations throughout the pandemic.

REOC has partnered with Causewave Community Partners to assist in a fall advertising campaign. This campaign is utilizing a digital approach to outreach which is so important in this current environment.

XVI. 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.

XVII. Student Services

Student Services consists of the admissions, college connections, counseling, registration and records, and testing services.

Services are open for in-person visits; appointments strongly encouraged. All applicants must complete the health screening process prior to being admitted to REOC each day.

A. Admissions

Fall, 2020 Schedule

Monday through Thursday

8:00 a.m. – 6:00 p.m.

Friday

Admission office services will only be offered remotely.

Face-to-face appointments will be scheduled in 30 minute timeslots to allow time to complete the Visitor Screening Questionnaire.

Office hours are subject to change.

Additional Health and Safety

In addition to the standard health and safety guidelines established in the body of this document, the following will be implemented:

- Plexiglas has been installed at the welcome desk and advisor stations.
- Seating in the waiting area is reduced to a maximum of six chairs in order to comply with a six foot social distancing requirement.
- Admissions appointments will be scheduled over the phone or by email.
- Applicants will be asked to bring in all eligibility documents at the time of visit to minimize number of visits to the office.

Admissions Website Information

The REOC website will contain information on hours, face mask, social distancing, and health and safety requirements.

The admission process is offered completely online. Applicants will be directed to the online application link and advised on required documentation.

Visitors are strongly encouraged to schedule an appointment and will be directed to either email the admissions office at reocadmissions@brockport.edu, or call 585-327-4035.

B. College Connections

Fall, 2020 Schedule

Monday and Tuesday

8:00 a.m. – 4:00 p.m. Appointments preferred.

Wednesday through Friday

8:00 a.m. – 4:00 p.m. Remote access to services

For walk-in (unscheduled) meetings at REOC, College Connections staff are available from 8:00 a.m. until 4:00 p.m. on Monday and Tuesday.

Office hours are subject to change.

Additional Health and Safety

In addition to the standard health and safety guidelines established in the body of this document, the following will be implemented:

- Individuals are encouraged to contact College Connections (585) 327-4073 or sgonzale@brockport.edu for an appointment, whether it is for an in-person meeting at REOC or it is a remote meeting by phone or video call.
- Individuals are not permitted to bring others to the meeting to ensure social distancing. Maximum number of individuals allowed per appointment is two.

C. Counseling Services Fall, 2020 Schedule

Monday through Thursday

8:00 a.m. – 4:00 p.m. Appointments preferred.

Friday

8:00 a.m. – 4:00 p.m. Remote access to services

Counselors may be available for walk-in services from 8:00 a.m. to 4:00 p.m. Monday through Thursday, however, appointments are preferred and priority will be given to individuals who have previously scheduled a time to be seen.

Office hours are subject to change.

Additional Health and Safety

In addition to the standard health and safety guidelines established in the body of this document, the following will be implemented:

- Counselors will limit the amount of individuals waiting to be seen at REOC to a **maximum** of *three* individuals.
- During in-person meetings with counselors at REOC, individuals will be required to wear a mask and keep a distance of 6 feet from the counselor.
- Counselors may hold in-person meetings with individuals in open-area office space as the counselor sees fit.
- Individuals are not permitted to bring others to the meeting.

Counseling Website Information

The REOC website will contain information on hours, face mask, social distancing, and health and safety requirements.

D. Registration and Records Fall, 2020 Schedule

Monday and Tuesday

8:00 a.m. – 4:00 p.m. Appointments preferred

Wednesday through Friday

8:00 a.m. – 4:00 p.m. Remote access to services

Office hours are subject to change.

Information Requests

Previous or current students looking for documentation can submit the Information Request Form found [here](#). An Information Request Form can be completed and sent electronically, or printed and sent via email, fax, or regular mail.

Registration

- The REOC counselor or advisor will email the student the link to the Supplemental Data form. The student will complete the form online and then submit it electronically to the Registrar for registration.
- The Registrar will register the student and send a confirmation email to the student, SNAP, instructors, and HPOG (if necessary).

Student ID

- REOC Student IDs will be issued at the start of their program.

Registration and Records Website Information

- If you are a previous or current student looking for documentation, please submit the Information Request Form found [here](#).

E. Testing

Fall, 2020 Schedule

Monday through Friday

8:00 a.m. – 4:00 p.m.

Friday

8:00 a.m. – 4:00 p.m. Remote access to services

TABE Testing Schedule

Day	Type	Time(s)
Monday	Remote testing	9:00 a.m. and 1:00 p.m.
Tuesday	In person	9:00 a.m.
Wednesday	In person	9:00 a.m.
Thursday	In person	12:15pm
Friday	Remote testing	9:00 a.m. and 1:00 p.m.

TABE Testing Requirements for In-Person and Remote Testing

- A testing appointment will be confirmed through admissions and scheduled.
- Masks must be worn at all times in the building and throughout the entire test process.
- Applicants have to fill the Visitor Questionnaire form before testing.
- Hand sanitizer will be available for use in the testing room/area.
- Disinfecting wipes will be available in the testing room.
- Maintenance will be responsible for cleaning the computer stations (computer, keyboard, desk, chair, etc.) before and after the TABE test.
- Examinees will be notified by the admissions office to complete the COVID-19 Rochester EOC Visitor Screening Questionnaire.
- Testing staff should verify that each applicant completed the COVID-19 Rochester EOC Visitor Screening Questionnaire. No one will be allowed to test after the start of the examination without the express permission from the testing coordinator or proctor.
- Examinees will wait for testing staff to escort them to the designated waiting area on the testing floor

- Upon entering testing floor examinees will wait in the designated waiting area before being escorted to the testing room by the testing staff. This is to enable REOC to follow social distancing protocol.
- If protocols are not followed by the examinee, they may be asked to leave and may or may not be rescheduled for future testing.

Note: The maintenance team will disinfect the admissions office every hour and testing areas after each group test.

Room capacity set up with adherence to social distancing guidelines

- Room 420-(10 seats)
- Room 218-(5 seats)
- Room 327-(6-8 seats)
- Room 328-(5 seats)
- Room 308-(8 seats)

Testing Website Information

- The REOC website will contain information on hours, face mask, social distancing, and health and safety requirements, testing schedule and testing requirements.

Applicable Forms:

[COVID-19 Rochester EOC Visitor Screening Questionnaire](#)

Applicable Policies:

[covid-19 Rochester EOC-daily-temperature-testing-policy/](#)

[covid-19 Rochester EOC-visitor-policy/](#)

[covid-19 Rochester EOC-social-distancing-and-face-covering-policy/](#)

XVIII. Career Services

The Career Services area includes career services operations, S.N.A.P. / C.A.S.H. coordination, community relations, marketing, advertising, and alumni affairs.

Fall, 2020 Schedule

Monday and Wednesday

8:00 a.m. – 6:00 p.m. Staff on-site, appointments preferred

Tuesday

8:00 a.m. – 7:00 p.m. Staff on-site, appointments preferred

Friday

8:00 a.m. – 4:00 p.m. Staff offsite, remote access to services

There will be a minimum of one staff member available between regular business hours in the building, with the exception of Friday. All staff members will be available via remote session during the same periods, including Friday.

Office hours are subject to change.

Additional Health and Safety

In addition to the standard health and safety guidelines established in the body of this document, the following will be implemented:

- Face masks will be worn by staff, students, faculty and applicants.
- Frequent handwashing is encouraged.
- Hand sanitizer is available.

- Social distancing is required by all.
- Seating in the waiting area is reduced to six.
- Plexiglas shields will be utilized for close inter-personal communications.
- Face shields and masks will be utilized for group and class presentations.

Student appointment scheduling

Specific instructions on how to contact Career Services (CS) personnel and appointment scheduling will be posted on the REOC website, as well as on the Career Services landing page. Online appointment setting and meetings will be encouraged. Students will have the option to:

- schedule an appointment with any member of the CS team, via the CS website appointment scheduler.
- communicate and schedule through email or phone.
- communicate and schedule through the CS Blackboard page with messaging link.

While on site, the following resources will support the student's request and/or ability to schedule and meet directly with their requested advisor:

- Student workstation - (1) located in the student life suite; (1) located in the SNAP department. Both will have the following:
 - A functional PC with working internet connection
 - Zoom application installed
 - Accessibility to email
 - Video camera and microphone for live virtual advisement
 - Access to CS Blackboard shell

In-person appointments

Students will be strongly encouraged to schedule an appointment to meet with an advisor. Zoom and Blackboard meetings will be strongly encouraged.

S.N.A.P./C.A.S.H.

- Students will utilize the student workstation in the admissions offices, adjacent to their current cubicle locations.
- When necessary, students will meet at the conference table in the student life suite or the front office in the admissions suite, with a Plexiglas shield utilized as a safety barrier.
- Pending: Crosstec computer software, to assist in online collaboration

Classroom/ Group Presentations and Workshops

Career Services personnel will adhere to all building and teaching safety guidelines as set forth in the respective Student Affairs and Business Affairs protocols while in a group or classroom setting.

Job Readiness Training

The following services will be conducted via Zoom, Blackboard, or Teleconferences.

- Resume assistance
- Interview prep
- Job coaching
- Job search

Employment Verifications

Obtaining verification of job placement (entry & retention) will be completed by utilizing:

- Telephone
- Work Number verification services
- Fax
- Email
- Postal Mail

XIX. Rochester Initiatives to Sustain and Excel (RISE) and HPOG

The Rochester Initiatives to Sustain and Excel (RISE) area is responsible for coordinating and assisting with a variety of policy formation, partnerships, grants and special project initiatives. RISE is responsible for HPOG and volunteers.

Fall, 2020 Schedule

Monday (RISE and HPOG)

8:00 a.m. – 4:00 p.m. Remote access to services

Tuesday (RISE on-site, HPOG remote access to services)

8:00 a.m. to 4:00 p.m.

Wednesday (RISE and HPOG on-site)

8:30 a.m. – 4:30 p.m. HPOG, Appointments preferred

11:00 a.m. to 7:00 p.m. RISE, Appointments preferred

Thursday (HPOG on-site, RISE remote access to services)

8:30 a.m. – 4:30 p.m. HPOG, Appointments preferred

8:00 a.m. to 4:00 p.m. RISE

Friday (RISE and HPOG)

8:00 a.m. – 4:00 p.m. Remote access to services

Office hours are subject to change.

XX. Business Affairs

Business Affairs is comprised of Welcome Center clerical staff, Facilities and Plant staff, Security, and the Business Affairs Assistant.

Fall, 2020 Schedule for Security, Maintenance and Custodial Staff

Monday through Thursday

7:00 a.m. – 9:30 p.m.

Friday and Saturday

7:00 a.m. – 5:00 p.m.

Office hours are subject to change.

A. Security Staff

REOC security guards will be responsible for ensuring the safety of all staff, faculty, students and guests by limiting the number of people who enter the building at any one time. They will also be responsible for monitoring social distancing and making sure that masks are worn properly.

If the visitor, staff member, or student comes to REOC and the temperature checker indicates a raised temperature (> 100.4 degrees Fahrenheit/38 degrees Celsius) that requires a visitor, staff member, or student to leave the premises, the REOC Lobby

Representative must document the information and forward it to the REOC Dean/Executive Director.

Students and staff who are required to leave the premises must notify their instructor or supervisor. Visitors who are required to leave the building must notify their REOC Visitor Coordinator.

B. Maintenance/Custodial Staff

A daily cleaning protocol is in place. In addition to cleaning and disinfecting the building thoroughly throughout the day, they are responsible for the following:

- Set up the building (classrooms, labs, student lounges, faculty break rooms) for social distancing.
- Install physical barriers in front of the lecterns in every classroom and in high traffic areas, such as the Welcome Center, Counselors' offices, Learning Resource Center and Admissions Office, to name a few.
- Place signage throughout the building.
- Cleaning and disinfecting the building thoroughly throughout the day.

Note: REOC is allowing most faculty and staff to work remotely on Fridays so the cleaning team can clean the building thoroughly.

C. Classroom Population Density

REOC completed a classroom population density study using the parameters of 40 sq. feet per person, every other row empty, and every student spaced six feet apart.

The Business Affairs Department is currently creating "mock-up" drawings of classroom spaces, seating arrangements, etc. The Business Affairs Department will then produce updated signage indicating the "new" maximum occupancy numbers for each classroom, and facilities staff will hang the new signs outside the classrooms.

Webcams have been installed in all classrooms in order to support the REOC hybrid teaching and learning approach.

XXI. Academic Affairs

Academic Affairs is responsible for Learning Resource Center, ATTAIN Lab, Information Technology, faculty, and academic and vocational programming.

A. Academic Program Planning

In order to offer hybrid programming for the fall 2020 semester, the Academic Affairs Director led a coordinated effort with faculty and staff to develop detailed plans for delivering academic programming. The fall, 2020 calendar incorporates flexibility in order to pivot to remote instruction during the middle of the semester if necessary.

Additional plans focused on the following areas:

B. Instruction

- Considerations of alternate and staggered delivery to ensure density goals are met.
- Development of contingency plans to pivot to remote instruction, as necessary.
- Increased use of technology (videos, webcams, software, etc.) to provide instruction in hybrid, distance, or staggered learning scenarios.

- Consideration for instructional, nursing, and computer laboratory protocols, internships and labs, in order to ensure the four pillars are met, partnership requirements are followed, and academic requirements are achieved.
- Options of how faculty would teach the same number of students in multiple locations were considered and integrated as necessary.

C. Physical Space

Classroom space has been adjusted in order to achieve social distancing and decrease density with fewer students being in a designated space. Classrooms, gathering spaces and other areas will have reduced chairs, tables and desks.

D. Equipment and Supplies

In order to comply with the four pillars, faculty were asked to identify new equipment (such as online or technological solutions) that may be needed. New technological equipment and software was ordered for faculty and staff. Blackboard and document cameras are incorporated in synchronous and asynchronous teaching.

E. Community Programming and Services

REOC's Community Programming and Services consists of the REOC Cosmetology and Barbering Salon/Services, REOC B-Stro restaurant/food services, REOC Learning Resource Center/tutoring and testing services, REOC ATTAIN lab digital training programs and services, and REOC IT Information Technology supports.

1. REOC Cosmetology and Barbering Department

These departments provide services to the public by appointment. The services are offered as a part of instruction and monitored by department faculty in order for students to practice and enhance learned skills.

Below is highlighted information compiled from the NYS and NYSED sites regarding re-opening for salons/schools.

Area	Mandatory	Recommended products/action
Physical Distancing: Classroom	Limited to 50% capacity in classroom/salon occupancy. ½ of the salon chairs “blocked off” with tape and classroom chairs removed.	Removal of “every other” chair in salon and chairs in classroom.
	Ensure 6ft. distance between individuals, unless engaged in necessary application of procedures (demo, haircut, etc.)	Distance signage on the floor indicating 6 feet.
	Floor labels with markers for designated areas of operation.	
Physical Distancing: Salon	Follow above steps plus the following: All services are appointment only	Plexiglas partition for reception desk.
	Customer seating are 6ft except from those providing services.	
	Block off every other sink and remove shampoo chair.	Yellow tape and/or removal of shampoo chair.
	Block off middle pedicure station area.	Yellow tape
Protective Equipment 1 Instruction	Provided instructors with acceptable face covering and	

	have adequate supply for replacement.	
	Provide students with acceptable face covering and have adequate supply for replacement.	
	Provide gloves when necessary and use appropriate hand washing products.	
	Instructors and students must wear clean smock and aprons. If provided coverings (e.g. apron, smock) to a student, covering must be disposable or cleaned and disinfected between each use.	
Protective Equipment 2 Salon	Customers are able to enter the salon if they have appointment and acceptable face covering.	
General hygiene cleaning and Disinfection	Leave time between appointments for full station cleaning (e.g. 5 minutes).	Disinfection supplies on hand
	Portable sanitation stations in salon and classroom areas.	
	Supply of gloves on hand (various sizes).	
	Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).	
Protective Equipment office	Portable Plexiglas used in offices during conversations with students/staff.	Need 1 for each office area; Cosmetology suite and room 314.
Communication General	Post signage inside and outside of the salon/classroom.	State approved verbiage for public posting.
	Affirm via form that all students and clients are aware of the practices to be enforced.	
Screening (NYS guidelines)	Ensure that students performing services directly on or to customers (i.e. haircutting) are tested for COVID-19 through a diagnostic test every 14 days.	SUNY guidelines required for implementation.
	Clients have to fill the Visitor Screening Questionnaire.	

2. REOC Culinary Arts Department

This department will offer B-Stro services to the staff and students based on a “grab and go” approach. These services are offered as a part of instruction and monitored by department faculty in order for students to practice and enhance learned skills.

Below is highlighted information compiled from New York State, National Restaurant Association, CDC, and ServSafe sites regarding re-opening for food service establishments and classes.

Area	Mandatory	Recommended Procedures
Physical Social Distancing Kitchen & B-Stro/BTG Areas	Limit face to face contact with students as much as possible. Enforce face coverings, glove use & proper handwashing procedures.	The class will be split up with alternating days for Group A and Group B. Group A to report Mon, Weds & every other Friday. Group B will report Tues, Thurs. and every other Friday opposite of Group A.
	Ensure 6ft. distance between individuals, unless engaged in necessary kitchen tasks (food prep, cleaning & sanitizing, etc.)	With the smaller class size, utilize 2 back kitchen prep areas, the front B-Stro area prep table, pizza prep table and salad prep tables.
	Floor labels with markers for customers who are waiting to order food through cashier. Maintain 6 ft. distance between waiting customers. Cashier will call customers up to counter AFTER previous customer has left area.	Only open 1 sliding door for entry only to cashier stand. Post "ENTER" sign on door. Plexiglas shield to be installed with room for credit card machine. Disinfecting wipes used after every transaction and at the beginning & end of shift. Use tables to control flow of entry & exit. Exit only through single door with "EXIT" sign pointing the way.
	Waiting Area needs to have chairs placed in lobby with 6ft. distance between. Customers will be called by name for pick up.	Plexiglas shielding to cover entire length of BTG area with 12" space opening below for contactless food pick up. Terry P. has measurements.
	Call Ahead Ordering for timed pickups. Available from 9 am – 11 am.	Cashier will accept orders and process payment over phone. Cash orders will need to be placed at front cashier stand. Encourage use of credit/debit cards when possible. Gloves to worn by cashier.
	Menu posted on website as well as on digital board.	Continue to post menu on website and on each floor including 5 th floor.
	Condiments, plastic ware & paper bags.	Use only portion control packs & pre-wrapped plastic ware kits. Fork, knife, soup spoon, napkin. Use paper bags and write check number on bag. Order from vendor (Regional).
Personal Protective Equipment	Provide instructors with acceptable face covering and have adequate supply for replacement.	500 disposable masks obtained from Monroe County. More needed as the semester goes on.
	Provide students with acceptable face covering and have adequate supply for replacement. Allow students	500 disposable masks obtained from Monroe County. More needed as the semester goes on.

	to provide their own if they want.	Have students view sanitary procedure for putting on & removal of face coverings.
	Provide gloves to instructors and students in various sizes.	Follow Monroe County Health Dept. glove use guidelines. Also taught in ServSafe class. This is taught at the beginning of each cohort and reinforced daily.
	Instructors and students must wear clean uniforms and/or aprons. Head covering must also be worn. Two Chef hats are provided to all students. Hairnets available – provided by REOC.	Follow Monroe County Health Dept. hair restraint guidelines.
	Customers will only be allowed to enter if they have acceptable face covering.	Post sign on front door of B-Stro for customers to see.
Personal Hygiene	Observe students upon entering kitchen for clean uniforms and hair restraint.	Reinforce sanitation protocols. Educate students on expectation level during orientation.
	Handwashing stations in kitchen, bathroom & B-Stro area available & unobstructed.	Post handwashing signs at all handwashing stations. Practice handwashing with class during orientation. This is also a ServSafe core competency.
	Supply of gloves on hand (various sizes).	These are available in the back kitchen & front kitchen as well. Educate on proper glove use, removal & disposal.
Cleaning & Disinfecting	Adhere to cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning and disinfection.	Daily cleaning, sanitizing & disinfecting of all work surface areas before and after each shift.
	Provide hand sanitizer station(s).	Need 1 in back kitchen & 1 in front kitchen
	Provide training to students and staff for proper cleaning, sanitizing and disinfecting	Post signs in chemical/mop closet for which chemical to use.
Communication with Vendors	No face to face meetings.	Communicate via phone, text, email or online ordering platforms.
Deliveries	Limit deliveries to 1X per week per vendor. Regional, Sysco, Flower City Produce. Sysco may be every 2 weeks depending on needs. Coca Cola 1X per month	Consolidate deliveries to reduce overall contact. Enforce face covering and social distancing with delivery drivers. Communicate any special delivery instructions to vendor.

Required Trainings	<u>ServSafe</u> Re-Opening Video. <u>Face covering</u> video-proper way to put on & take off. Post signs. <u>Glove Use</u> will train and review daily for compliance by staff & students.	Require all students to watch video and print off certificate of completion. This can be done remotely BEFORE face to face instruction begins.
	Students complete a version of Daily Symptom Checker	Follow REOC guidelines when a student or staff member tests positive or has symptoms.

3. Learning Resource Center

The Learning Resource Center will be open with reduced hours while still maintaining safety and ensuring continuity of educational efforts. Students and community members are encouraged to make appointments with the Learning Resource Center Coordinator (msefrane@brockport.edu) to ensure timely assistance with educational and resource needs.

Fall, 2020 Schedule

Monday through Thursday

8:00 a.m. to 4:00 p.m. on-site

Friday

8:00 a.m. – 4:00 p.m. Remote access to services

Office hours are subject to change.

Area	Mandatory	Recommended products/action
Physical Distancing in Common Spaces	Limited to a maximum of 50% density.	Removal of “every other” chair.
	½ of the computer chairs “blocked off” with tape and classroom chairs removed.	
	Ensure 6ft. distance between individuals, unless engaged in necessary individual assistance.	Distance signage on the floor indicating 6 feet.
	Floor labels with markers for designated areas of operation.	
Programming/Workshops	Virtual: All workshops will be presented virtually whenever possible.	
Protective Equipment	Patrons will only be allowed to enter if they have acceptable face covering.	Large container of hand sanitizer provided by entryway.
General Hygiene Cleaning and Disinfection	Leave time between appointments for full cleaning.	Disinfection supplies on hand. Container hand sanitizer provided by entryway.
	Portable sanitation stations in common areas.	
Protective Equipment for Office Area	Portable plexiglass used in offices during conversations with students/staff.	Need one plexiglass installed for each office area.
Communication General	Post signage inside and outside of the LRC.	State approved verbiage for public posting.

4. ATTAIN Lab

The ATTAIN Lab will be open with reduced hours while still maintaining safety and ensuring continuity of educational efforts. Students and community members are encouraged to make appointments with the ATTAIN Lab to ensure timely assistance with educational and resource needs.

Fall, 2020 Schedule

ATTAIN schedule is located at: <http://www.rch.sunyeoc.org/calendar/>

Office hours are subject to change.

5. Information Technology

The Information Technology department supports the REOC staff both on-site and through remote access.

Jane Ferris jferris@brockport.edu

Kevin Dunn kdunn@brockport.edu

Fall, 2020 Schedule

Monday through Thursday

8:00 a.m. to 5:00 p.m. On-site and remote

Friday

8:00 a.m. – 5:00 p.m. Remote access to services

Office hours are subject to change.

XXII. 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 will be implemented.

Essential personnel list will be updated and ready. 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 well-communicated to students and employees through email, phone calls, faculty and staff meeting and on the website.

###

UPDATES

(Link) Link will be provided when updates occur

<u>Section</u>	<u>Title</u>	<u>Date</u>
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