

SUNY CORTLAND SPRING OPERATIONS PLAN

December 10, 2020



I. SPRING TESTING & ISOLATION

- All students, faculty, and staff must be pre-screened daily for travel history, COVID-19 history and COVID-19 symptoms for two (2) weeks prior to return. SUNY Cortland will use a tool similar to our daily COVID Screening app to document individual travel history.
- All students must submit an attestation that they have completed a seven (7) day precautionary quarantine prior to returning to campus.
- All students who will live on campus, take at least one class on campus, or utilize services on campus or work on campus are required to test for COVID before traveling to campus. They must ALSO undergo a test shortly after arriving.
- Prior to returning for spring 2021 on-campus activities, students must:
 - Present evidence to Student Health Services of a negative COVID-19 test taken within seven (7) days BEFORE returning.
 - Students are expected to arrange for their pre-arrival testing. It is covered by most health insurance and is offered free at state and county testing sites throughout the state.
 - A portal for submitting test results will be made available to students through MyRedDragon.
 - In rare situations where a student cannot access testing, students will be able to work directly with a representative from the College regarding an alternative testing plan.
- Upon returning for spring 2021 on-campus activities, on-campus students must participate in on-campus COVID-19 testing on the day arrive. Off-campus students should begin surveillance testing Jan. 25-31.
- Students who have contracted COVID-19 and have completed a health department-mandated isolation period WITHIN THE LAST 90 DAYS are exempt from testing. They must present documentation of a positive diagnostic result for COVID-19 within that timeframe to Student Health Services before coming to campus.
- Test submissions, campus arrival reservations, related clearances and coordination will be coordinated through systems established in the Fall.
- Students must inform the campus of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19.
- SUNY Cortland will continue to conduct surveillance testing of the student population and employees as soon as students return to campus as per SUNY's Mandatory COVID-19 Testing Program as announced on Sept. 4, 2020. All students, faculty and staff who live on campus and/or plan to be on campus regularly shall be tested regularly.
- In cases of possible exposure to COVID-19 on campus, SUNY Cortland will follow CDC guidance Testing, Screening, and Outbreak Response for Institutions of Higher Education, specifically the

section “Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak.”

- Any student, faculty, or staff testing positive for COVID-19 must isolate and follow the New York State Department of Health Order on isolation and the guidance of CCHD on length of an isolation period and the timing of return to campus.
- Students, faculty, and staff who have traveled to/from restricted states/regions or to/from international locations as defined by New York State must follow the New York State Travel Advisory - whether living on- or off-campus—and attest that they have submitted the New York Traveler Health form and will follow the guidance of CCHD related to mandatory testing, quarantine/isolation, and timing of returning to campus. SUNY Cortland will use its West Campus Apartments for self-quarantine and/or isolation housing for students arriving from non-contiguous states or countries on the CDC Advisory list.
- For spring 2021, Cortland’s quarantine and isolation program will be managed by a Q/I Coordinator and an Assistant Coordinator who will oversee a team of drivers, delivery personnel, intake managers, student welfare staff, and an information/communications coordinator. The Q/I Coordinators will work closely with UPD, Cortland Auxiliary, Communications, Facilities Operations Services, and Student Health Services. SUNY Cortland will have available a total of 224 beds at its West Campus Apartment complex for quarantine and isolation operations. West Campus has the only residential spaces that have individual bedrooms with both bathrooms and kitchens.

II. SPRING MODE OF INSTRUCTION

- Spring 2021 classes will begin on Monday, Feb. 1. The college will offer both fully remote, hybrid and in-person classes for the Spring 2021 semester to meet the needs of all our students. As in the Fall 2020 semester, instructional spaces were reconfigured to limit density and ensure social distancing, and signage was posted throughout academic buildings to promote mask wearing, social distancing and other safety protocols in these spaces. Hand sanitizer dispensers were also installed outside all classrooms. Students and faculty will continue to utilize Blackboard, our learning management system, to ensure access to course content and information. Faculty also use Teams, Webex and other platforms for interacting virtually with students.
- In the event that we are required to transition to a study in place modality, as we did in the Fall, faculty have been asked to prepare for fully online instruction regardless of the planned course delivery. We understand that this places an added burden on faculty who agreed to deliver in person instruction to their students, but all faculty are prepared for this situation.
- There will be limited remote instruction prior to the Feb. 1 start of the Spring 2021 semester. For instance, there is a 2-credit hour pre-student teaching seminar in online pedagogy offered from Jan. 25 through Feb. 5. This course is offered remotely.
- We will use our campus email and social media to communicate with students to notify them of expectations should the college enter a mandatory pause. We have created a small ad hoc Presidential COVID student/staff messaging work group that focuses on these communications.

III. SPRING REMOTE INSTRUCTION

- Much of the planning for the coming terms and for remote instruction have been developed by the Cortland COVID Coordinating Committee, the Academic Planning Group and two ad hoc committees. The Faculty Senate Chair and the President of the local UUP Chapter are members of the Cortland COVID Coordinating committee. The Academic Planning Group consists of the Associate Provost for Academic Affairs, the Associate Provost for Information Resources, the three Deans, the Registrar and the Director of Advisement and Transition. Two ad hoc committees were formed to address the specific issues associated with Online Learning and Online Teaching. These committees include broad representation from across the faculty, professional staff and administration. They work in conjunction with our instructional design office and the Institute for College Teaching (ICT).
- Transparency. Courses will cover the student learning outcomes of each class regardless of the delivery method. As we did in planning for the Fall semester, large classes that could not be accommodated in reconfigured instructional spaces were placed fully online. Faculty were also assigned fully online teaching schedules if they had underlying health conditions or fell into COVID-susceptible cohorts based on other factors. Finally, we provided each academic department with the discretion to determine the delivery mode of courses in their discipline as long as at least 40% of courses were face-to-face. For the campus as a whole, we achieved that threshold for the Spring 2021 semester. Sixty percent of courses will be offered remotely and 40% will be face-to-face.
- Regular Interaction. We are requiring that courses taught in a hybrid or online format use synchronous schedules for course meeting to ensure interaction with faculty and among students. There may be a few exceptions for courses that were already designed for fully online instruction. These situations are monitored and approved by the school deans. We are using data from our campus surveys of faculty and students to inform practice and adjust expectations for remote teaching and learning. Additionally, supports noted above from instructional designers and the ICT are available for all instructors. The ICT has been particularly involved in developing a series of workshops and webinars to assist faculty in teaching within multiple delivery systems.
- International students. International students have access to their faculty advisors as well as the international support services of the International Programs Office to address scheduling issues including time differences. We will assist students in ensuring they have opportunities to engage in meaningful and effective ways with their classes.
- Substantive Interaction. As previously noted, faculty are required to use synchronous instruction for remote teaching and exceptions to this requirement are monitored by the school deans. All other assessment, engagement, communication, group discussions and other activities are expected to parallel the goals of in-person instruction. The Disability Resources Office works to provide faculty with information on students' needs. Faculty are aware of the standards and expectations for appropriate accommodations for students with disabilities. Workshops, materials and one-on-one support are provided to faculty by the following offices and committees: Instructional Design, ICT, the Online Teaching Group consisting of 24 faculty and staff, and the School of Education. Topics include effective use of online teaching strategies,

ancillary tools, online course design, student engagement, and inclusive teaching in online settings. Additional support will be based on feedback from our campus survey.

- All students with declared majors have an assigned faculty advisor within their chosen department, and undecided students are assigned advisors from the Advisement and Transition Office. We require advisement in order for students to register, and we are a Starfish campus to encourage greater academic advising engagement. We share SUNY professional development resources with our faculty and have links to those on our ICT website.

IV. SPRING ACADEMIC CALENDAR

- The revised calendar for the [Spring 2021 semester](#) is available online.
- All instruction, whether remote, hybrid or face to face, will begin on Feb. 1.
- In accordance with the Chancellor's guidance, SUNY Cortland has not scheduled a spring break nor included any spring holiday periods.
- SUNY Cortland will schedule two (2) non-instructional "wellness" days during which no classes will be held and optional program aimed at health and well-being will be offered. Those days will be held on Tuesday, March 9 and Wednesday, April 14.
- SUNY Cortland's 2021 graduate commencement exercises are scheduled for May 14 with undergraduate ceremonies planned for May 15. Those ceremonies will be held remotely.

V. SPRING ON-CAMPUS ACTIVITIES

- All in-person activities will continue to follow the mandatory NYSDOH guidance for social distancing as well as the strictures of the approved campus reopening plan. To the extent possible, activities shall be held outdoors or in a well-ventilated location, and campuses implement CDC recommendations to improve ventilation.
- SUNY Cortland will continuously assess and confirm that all cleaning protocols are in compliance with NYSDOH Higher Education Guidance and CDC guidance (Interim Guidance for Higher Education during the COVID-19 Public Health Emergency and Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes).
- Face coverings (masks) must be worn by all members of the campus community on campus at all times, including in classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions to mask wearing include when students are:
 - In their private residential or personal space, unless a guest is present;
 - Eating meals on-campus while seated and social distancing is appropriately enforced;
 - In the shower or brushing their teeth.

Faculty and staff are likewise exempt when alone in their office or other space. Any request for a medical, religious, or other accommodation to this policy should be reviewed on an individual basis in accordance with relevant laws and campus procedures.

- SUNY Cortland will adjudicate violations of the campus' COVID-19 policies following current standards and the Chancellors Uniform Sanctioning Policy. Each case will be evaluated and, if

warranted, an appropriate and commensurate sanction will be applied. For example, a first-time violation of the on-campus gathering policy will result in removal and restriction from campus with continued academic access for the academic year; a second COVID-19 violation (first violation prior to October 1, 2020) will result in suspension from the institution for the remainder of the current semester and one additional semester.

- Information about the following SUNY Cortland mental health support resources have been and will continually be made available to students on an ongoing basis via email and our website:
 - Support groups and other peer-to-peer support strategies:
 - ✓ SUNY Cortland's Counseling Center will continue offering a number of groups and workshops throughout the remainder of the academic year (e.g., Mindfulness Meditation, Increasing Resilience, Mind and Body Compassion) as well as weekly virtual meetups.
 - ✓ The SUNY Albany Middle Earth Hotline functions as a peer assistance agency, especially after hours when other campus support services are closed. It is open to all enrolled SUNY students, and students do not have to be in crisis to use their services. Trained student volunteers staff the hotline. An online self-help resource, the Middle Earth Café, is also available. For the hotline, call 518-442-5777. The Hotline is open from noon to midnight Monday through Thursday and 24 hours a day Friday through Sunday on weekends during the academic year; and
 - ✓ ThrivingCampus is a web-based application that students can use to connect to off-campus resources across the state and the nation. ThrivingCampus allows a student to browse, filter, and contact providers in one place.
 - Crisis services:
 - ✓ NY State Office of Mental Health has created an Emotional Support Line at 1-844-863-9314 which provides free and confidential support, helping callers experiencing increased anxiety due to the coronavirus emergency. The Help Line is staffed by volunteers, including mental health professionals, who have received training in crisis counseling. Check Emotional Support Line for more information and resources;
 - ✓ Local students may utilize the Mobile Crisis Team 607-756-3771 after hours. If you are located outside of Cortland and are having a mental health emergency, the National Suicide Hotline (1-800-273-8255 [TALK]) will connect you to your local mental health crisis unit; and
 - ✓ Text Got5U to 741741 to reach a crisis counselor on the Crisis Text Line. The Crisis Counselor is a trained volunteer, not a professional. They can provide support but not medical advice.
 - Question, Persuade and Refer (QPR) is a free, online training for those interested in learning more about suicide prevention. Participants are trained how to recognize the signs of suicide risk, while also learning how to intervene. This training is free and all students, faculty and staff can participate by entering "SUNY" as the organizational code.
 - Additional resources:
 - ✓ Coping with stress, fear and anxiety related to the COVID-19 pandemic through self-awareness and self-care;
 - ✓ How to identify, recognize and cope with stress with some quick and easy tips and techniques that can be implemented anywhere and at any time;
 - ✓ Headspace NY has mindfulness and self-care resources that you may find helpful to sleep better, relax more effectively and be more mindful during this difficult time;

- ✓ Tips for Managing the Stress of Living with Covid-19 is a list of tips for more successfully managing the stress you or others around you may be experiencing due to Covid-19;
 - ✓ When stress strikes, self-care often goes by the wayside. Here is some information on the benefits of self-care and ideas for developing your own self-care practices;
 - ✓ This blog addresses how to think about and approach life to promote flexibility and resilience in order to find the opportunities, not just the stressors, associated with physical distancing;
 - ✓ A review of various areas of wellness and self-care, along with worksheets you can use to enhance your own personal self-care; and
 - ✓ Grieving the loss of a loved one from COVID-19 can be complicated by the physical distance we are asked to experience for the sake of health and safety.
- Athletics. Cortland will follow the NCAA Resocialization of Collegiate Sport along with the New York State Department of Health Supplemental Guidance for Athletics at High Education Institutions to develop standards for practice during the spring semester.
 - Club and Intramural Sports. Cortland will follow the New York State Department of Health Supplemental Guidance for Athletics at High Education Institutions to develop standards for practice during the spring semester. Return to activities considerations include:

VI. REPORTING

- SUNY Cortland will report COVID-related information daily to the SUNY COVID-19 Tracker in accordance with guidelines set forth by SUNY.
- Instructional modalities will be reported through standing reporting systems. We will set a reporting update as modalities distributions as changes occur.