

VaughnCollege

of aeronautics and technology

Novel Coronavirus (COVID-19) Frequently Asked Questions for Students (and Parents/Families of students)

revised 07.17.2020

Newly added information is highlighted in yellow

VAUGHN COLLEGE RESPONSE TO COVID-19

What is Vaughn doing in response to COVID-19?

- The coronavirus pandemic is evolving; likewise, governmental and educational protocols are being developed in response to the health crisis.
- Administrators on the Crisis Response Team have been assembled, are meeting frequently, and have been charged with being educated on the health concern, creating educational contingency plans, and communicating information and procedures to the Vaughn community.
- Vaughn College has increased the frequency of cleaning public/common areas, continuing to use Environmental Protection Agency recommended cleaning supplies and filters for our air circulation system.
- Vaughn College has placed additional hand sanitizer stations near the entrances of all buildings.
- Vaughn College has placed signage informed by health organizations about health, hygiene, and the reduction of spreading viruses.
- Vaughn College has trained faculty/instructors on virtual instruction modalities.
- Vaughn College will continue educating/informing students, faculty, staff through emails, and the website.
- Vaughn College has prepared the residence hall operations to continue to support resident students.
- Vaughn College is promoting “physical distancing” and other known prevention mitigation strategies including reducing density, requiring face coverings, requiring health assessment screenings among other contagion reduction activities.
- Students will be notified through the emergency contact system as needed (via Vaughn email and/or text message). Make sure that your contact information is updated in Sonis.
- On April 15th, Vaughn established a Zoom Front Desk to help answer questions and direct students to resources. Monday through Friday from 9 a.m. to 6 p.m. Zoom ID# 989-7485-1705, or <https://vaughn.zoom.us/j/98974851705>.
- The College has reviewed each student’s Pell Grant eligibility and has distributed federally funded Student Emergency Relief Checks to students at the end of the Spring term.

- The College is developing a re-opening plan that will be in alignment with New York State and New York City governmental and health guidance.

Is the College closed?

- Until further notice, only essential staff and students who are living in the residence hall are permitted to be on campus. Everyone is expected to wear a face mask/face covering when a minimum of six feet of distance can't be maintained between you and others.
- In compliance with New York State mandates, effective March 23, 2020 on campus offices remain closed until further notice; though all services are available remotely.
- The College moved education online in March and will remain online throughout Summer Session I and Summer Session II.
- The residence hall has remained open for our students who needed to stay on campus.
- In alignment with New York State governmental guidance, colleges are permitted to re-open on or after July 20th. Vaughn plans to resume shortly after July 20th and will begin priority operations for our students who need to complete labs and make-up hours from the Spring and Summer 2020 terms.

ONLINE EDUCATION

How will online education work?

- After safety, our primary concern is education. Vaughn College is committed to providing students educational opportunities. The decision to offer classes online will not cancel our obligation to provide a quality education, nor will it cancel your obligation to be a productive student.
- In accordance with New York State Department of Education and governmental agencies, the Academic and Aviation Training Institute (ATI) programs may be offered in different formats.
- Students should anticipate that for the Fall semester, all courses will be either in a hybrid format (options for face-to-face combined with online) or exclusively online; therefore, every student should be prepared for online learning.
- Students will continue to receive the same high-quality instruction virtually as they had received in person.
- Some labs, or certain portions or labs may not be possible to be held virtually because they require in person experiential work, however many lab hours that do not require face-to-face interaction may be done through instructor demonstrations.
- Students should register the Fall 2020 term as they ordinarily would – first by having an individual meeting with an academic adviser.
- Students should make sure that you can access D2L, the College's online learning platform. Directions for accessing D2L may be found on the website at <https://www.vaughn.edu/coronavirus/>
- Many classes will additionally utilize Zoom, you should install/download the Zoom application on your technological device. It is preferred (and in some courses it will be

required) that students engage through Zoom with cameras on (if your technological device has a camera) and that students fully participate in the exchange of ideas and knowledge that are characteristic of a college education.

Is there anything I need to do as a new student?

- All students attending college in New York State are required to provide proof of vaccinations, immunity or exemptions for Measles, Mumps, and Rubella, along with completing a Meningitis questionnaire. Please do so as soon as possible to avoid registration holds during subsequent in person courses.
- Students should review the College Catalog for details regarding their educational program and the Student Handbook to understand code of conduct expectations.
- Students should reply to the information received from admissions and register for New Student Orientation. The Orientation program is specifically designed to acclimate you to your new college environment and contribute to your collegiate success. Orientation will be launched in August and held on the online learning (D2L) platform. Directions to access D2L may be found at <https://www.vaughn.edu/coronavirus/>. For more information about Orientation email sarah.tsang@vaughn.edu.

AVAILABLE SERVICES

What campus services will be open while online instruction occurs?

- Effective March 30, 2020 in accordance with New York State governmental directives, the services of security, and cleaning services will continue.
- The residence hall remains open. In addition to our summer resident students, we will permit students who were housed on campus for the Spring 2020 semester and need to complete labs or make-up hours to return to the residence hall during the summer for no charge. Please email reslife@vaughn.edu for more information.
- The cafeteria remains open and is currently offering meals as take-out only. In accordance with governmental guidance, the cafeteria will permit dine in service when it is deemed safe to do so.
- In compliance with New York State mandates, effective March 23, 2020 on campus offices remain closed; though all services are available remotely. For more information, go the www.vaughn.edu/coronavirus webpage. After July 20, 2020, some offices may begin to re-open. It is recommended that you contact the office you would like to see through email prior to proceeding to campus to confirm their presence on campus, or you may contact the virtual front desk - Zoom ID# 989-7485-1705, or <https://vaughn.zoom.us/j/98974851705>.
- For more information about how to access services, including financial aid, academic support services, student accounts, the registrar and others, please visit us in the virtual front desk - Zoom ID# 989-7485-1705, or <https://vaughn.zoom.us/j/98974851705>.

- Students who need to make or revise arrangements to settle their tuition bills should contact studentaccounts@vaughn.edu for individual consultations or go to their Zoom room Financial Aid Zoom ID # 678-686-441 and Student Accounts Zoom ID # 935-812-441
- Students may schedule appointments with career development professionals by accessing www.vaughn.joinhandshake.com

Who can I communicate questions/concerns to?

- If you are sick on campus and need emergency assistance, call safety and security at **718-505-1024**.
- Students who are ill and/or experiencing COVID-19 symptoms should contact kamla.holland@vaughn.edu . Ms. Holland chairs the Wellness Team and will coordinate notification to your professors/instructors and would be able to connect you to resources including healthcare and counseling. Please remain home or in your residence hall and await further instructions.
- Students may pose additional questions or raise concerns with the Assistant Vice President of Student Affairs/Dean of Students at elaine.white@vaughn.edu
- Students who live in New York City and are experiencing food insecurity should call 311 to locate the public school closest to their homes that is distributing free meals to all NYC residents, regardless of income, or visit: <https://www.schools.nyc.gov/school-life/food/free-meals>
- Free face coverings are being distributed at NYC parks visit www1.nyc.gov/site/coronavirus/resources/facecoverings.page for a location near you.

COVID-19 and RESIDENT STUDENTS

Will the residence hall close?

- The residence hall remains open and residing in the hall may be the best option for some students to continue their education.
- For Fall 2020, the College will offer a limited number of single rooms as an option for resident students. We expect that there may be a high demand for this particular room type and recommend that you register for classes and complete your housing application to secure your space as soon as possible.
- Fall 2020 housing assignments will be made by the end of July and resident students will be notified of their specific room/suite.
- Similar to move-out for the Spring, we anticipate that move-in for the Fall will need to be scheduled in advance to promote physical distancing and reduce the possible spread of the virus.

NOTE – To follow physical distancing guidelines, Room Condition Reports will not be completed in your presence.

- If the College is closed under a Department of Health directed self-isolation or quarantine situation residents may be required to remain in the building.

What do I do if my roommate/suitemate is sick?

- Don't panic — Encourage your roommate/suitemate to contact her/his healthcare provider and follow the guidance of the medical professional.
- Resident students may request a temporary room change into another room with a well student.
- Resident students who are sick and self-isolating/under quarantine will be able to request meal deliveries from the cafeteria. The process is being finalized but for now, please email reslife@vaughn.edu with your name, room number and any dietary restrictions.

What does physical distancing mean for resident students?

- To minimize the spread of the coronavirus, residents are expected to maintain at least six feet of distance from each other and not to congregate in groups until further notice.
- The lobby lounge, kitchen, 2nd floor classroom and laundry rooms remain open; however, we expect that only one or two people will use these common areas at a time.
- The fitness center will be open 8am – 8pm and resident students are reminded to wipe down the fitness equipment both before and after use.
- Resident students are permitted to use the basketball hoop in the parking lot; however, you are not permitted to play the traditional game of basketball. You may play “knock-out”, “taps”, or just shoot-around while maintaining your social distance.

Students with specific questions, should contact us at reslife@cvaughn.edu

SUMMER 2020

What should I expect during the summer?

- Summer Session I and II are being held online
- Students should contact all offices through emailing the person directly or through zoom rooms. If you are unsure who to contact, ask the zoom front desk Zoom ID# 989-7485-1705, or <https://vaughn.zoom.us/j/98974851705>.
- Aviation Café remains open weekdays during the summer 11 am – 6 pm and will operate as a take-out service only until further notice.
- Under continued governmental guidance, the cafeteria will be a take-out establishment only.
- Students are expected to wear face masks/face coverings to access the Main Building/Cafeteria and whenever a six feet distance is unable to be maintained.

Will I be able to make-up/complete my labs from Spring 2020?

- Once the College enters Phase Four, educational institutions can begin to offer instruction. As we develop a plan for face-to-face instruction that meets all of the directives by New York state, we will reach out to students who have lab time to make up. **The College anticipates lab make-ups to resume by the end of July.**

- ATI students should be aware that the Vaughn shuttle transportation will not be available during the summer. Students should drive or take public transportation (Q101) directly to the ATI building in Astoria.

Can I fly with Heritage Academy?

- Beginning July 8th, Long Island has entered Phase Four, and students are able to resume their flight training.

INTERNATIONAL STUDENTS

Will having a reduced course load affect my immigration/Visa status?

- Students are permitted a maximum of one semester of reduced course load. Students should contact the International Student coordinator at celso.alvarez@vaughn.edu for more information.
- On July 14th, the rule that would have barred international students from online study has been rescinded.

If an International student has completed coursework for Spring 2020 and plans to continue for Fall 2020, is it advisable to go home?

- Students are free to make their own decisions; however, due to the uncertainty of the pandemic, the College does not recommend international travel.

If I am both an International student and an ATI student who completes my coursework, may I remain on campus/in the country for the following semester to prepare for my FAA exams, Airframe and Powerplant?

- Student visas permit a maximum of 60 days after coursework is completed before a student must return to their home country.
- The FAA is a federal organization and students are free to schedule their exams at a convenient place and time. The certificate of completion from your program of study is all that is required to take these exams.

FALL 2020

What should I expect for Fall 2020?

- Re-opening plans are being developed in alignment with New York state and local governmental and health department guidance
- Students should register as they ordinarily would for Fall 2020 classes. **There is still time to register!** Contact your adviser directly or access them through the zoom front desk Zoom ID# 989-7485-1705, or <https://vaughn.zoom.us/j/98974851705>.
- The College is expecting to offer the full complement of classes to ensure that students are progressing toward degree completion and/or attainment of licensure and certificates. As noted in the president's message of June 15, courses will be delivered in different modalities including face-to-face, via Zoom, and through the College's learning management system, D2L. More information on which courses are following a given format will be available mid-July.
- Tuition and Fees will not increase for 2020-2021

- The College is expecting to continue to welcome students into the residence hall. To provide physical distancing options, students may request a single room within a suite.
- It is likely that students will need to continue to practice excellent respiratory hygiene and hand-washing etiquette, will need to wear a face covering while on campus, and will need to practice social distancing
- Students should expect to complete health assessment screenings on a regular basis.
- Students should expect a hybrid offering of classes where there may be limited expectations of on campus time combined with virtual learning.
- Students should expect a hybrid offering of activities and social engagement opportunities. The College plans to utilize the expected warm weather for the first half of the Fall semester to have reasonably sized and appropriately distanced activities outside, complimented by virtual activities throughout the semester.

ABOUT COVID-19

What is coronavirus/COVID-19?

- Coronaviruses are a family of viruses that cause illnesses, some mild and some more serious respiratory illnesses like pneumonia.
- The novel coronavirus emerged for the first time in humans in 2019.

What are the symptoms?

- Symptoms for the coronavirus are like other viruses (i.e. influenza).
- Concerning symptoms include having fever and a cough; or having fever and shortness of breath.
- Symptoms may also include excessive fatigue and a loss of smell or taste.

Who is at most risk for having serious/life threatening consequences?

- People who are at most risk for severe illnesses are elderly, people with other health conditions such as chronic lung disease, heart disease, diabetes, or people with weakened immune systems.
- There is no nationality or ethnicity that is more susceptible to contracting COVID-19.

How is coronavirus spread?

- The virus is likely to be spread from person to person between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

Is there a cure?

- Unfortunately, like many viruses, there is no known cure at the time of publishing.
- The Centers for Disease Control has developed a reliable diagnostic test and continues to actively work toward a vaccine.

Should I be afraid?

- One way to reduce fear is to be educated and informed — it is easy to fear the unknown.

- Many people will not be infected with the coronavirus
- Most people who are infected, will experience symptoms, then recover . . . just like the flu
- If your fear is preventing you from enjoying your regular routine of activities, please contact Vaughn’s Director of Counseling and Wellness stacey.dutil@vaughn.edu. An arrangement will be made for a virtual counseling session. You may also access the 24-hour free NYC counseling service by calling 1-888-NYC-WELL or texting WELL to 65173.

GUIDANCE TO MINIMIZE EXPOSURE TO COVID-19

What can I do to reduce the possibility of contracting or spreading the virus?

- Stay home as much as possible
- If you must go out for essential needs, you are expected to:
 - Maintain a distance of at least six feet from other people
 - Cover your nose and mouth with a face covering or non-medical grade mask
- Boost your immune system by eating nutritious foods and getting enough sleep every night.
- Maintain physical and mental health through exercise and seeking counseling as needed. Contact Dr. Stacey Dutil, Director of Counseling and Wellness at stacey.dutil@vaughn.edu.
- Always practice healthy hygiene habits:
 - Respiratory etiquette — covering your cough/sneeze with a tissue or your inner elbow
 - Personal hygiene — frequent hand washing/hand sanitizing
 - Public hygiene— if/when you are sick, staying home; cleaning work/study areas

If I am in a room when someone coughs or sneezes, what should I do?

- Don’t panic but do distance yourself. The health department describes social distancing as 6-feet away and in groups smaller than ten people.
- Don’t immediately assume that the person has coronavirus

What can I do to plan for and/or protect myself from COVID-19?

- If you fall into one of the high-risk categories above, you may qualify for temporary learning accommodations. Contact Mr. Frank Wang, Vaughn’s Americans with Disabilities Act Coordinator at frank.wang@vaughn.edu .
- Refill prescription medications.
- Have food/beverage items readily available to avoid needing to go out if you are sick.
- Obtain cold/flu medicines to help relieve mild symptoms.
- New guidance recommends that you wear a non-medical grade face mask or face covering whenever you go outside and are unable to maintain six feet from other people.
- Develop/Maintain habits to boost your health, i.e. maintain a healthy weight, avoid smoking, . . .

GUIDANCE for SICK STUDENTS

What should I do if I have cold/flu like symptoms?

- Don't panic! We are in cold and virus season. You may have a cold or the flu.
- STAY HOME! You should contact your professor/instructor according to the syllabus
- As usual, if you need to be out of class for more than one day, contact kamla.holland@vaughn.edu so that she may coordinate communication to your faculty/instructors.

At what point should I seek medical attention? What if I might have coronavirus?

- If you have a fever and a cough or shortness of breath, you should call your doctor or an urgent care center (if you need help accessing medical care, call 311) and minimize your contact with others.
- You should follow the guidance of a medical professional – she/he may suggest that you stay home from school/work or that you go in for evaluation.
- To prevent the possible spread of coronavirus, sick people are asked to call ahead so that medical professionals are prepared to receive you— please do not just show up unannounced.
- In the hopefully rare case that you have been diagnosed as having the coronavirus, you should self-isolate/quarantine in accordance with medical guidance AND contact elaine.white@vaughn.edu .
- Don't panic! Even if you test positive, most people who have coronavirus and are under 50 years old with no underlying medical conditions, fully recover within a short time.

Will the College send community notifications if an employee or student has tested positive for COVID-19?

- To maintain privacy, there will not be widespread notification of who may have tested positive for COVID-19
- The College will maintain compliance and full cooperation with governmental and health agencies who will be responsible for contact tracing. We expect notification to occur to students, faculty, and staff who may have been in proximity to an affected person accordingly.

Is the campus and surrounding area safe?

- The campus has perimeter fencing, 24-hour security and a camera surveillance system, all to promote campus safety.
- The director of safety and security maintains a close working relationship with the community officer of the local NYPD (New York Police Department).
- The campus has security staff 24-hours a day and the 24-hour emergency phone number for safety and security is **718-505-1024**

WHERE CAN I OBTAIN MORE INFORMATION?

There are several reputable health sites to gather facts and information from, including:

World Health Organization

<https://www.who.int/health-topics/coronavirus>

Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

New York State Department of Health

<https://health.ny.gov/diseases/communicable/coronavirus/>

New York City Health Department -

<https://www1.nyc.gov/site/doh/health/health-topics/coronavirus.page>

The NYC site has information in many languages including Spanish and Chinese

Non-Discrimination Notice

Vaughn College is committed to maintaining an environment in its educational programs and activities that is free from discrimination, harassment, or retaliation. The College expects that all of its members will treat each other fairly and equitably, and without regard to differences. These standards encompass applicants, students, faculty, staff, visitors and vendors, and are to be observed by all members of the community with respect to all College operations.

Consistent with this commitment, it is the policy of Vaughn College not to tolerate unlawful discrimination or harassment based on age, race, color, creed, ethnic origin, religion, national origin, citizenship status, sex, gender, gender expression, sexual orientation, marital or partnership status, pregnancy, disability, military or veteran status, predisposing genetic characteristics, domestic violence status, or for any other legally protected basis. Such behavior is unlawful and undermines the character and purpose of Vaughn College.

The full Non-Discrimination Notice may be found on p. 6 of The Student Handbook:

<https://www.vaughn.edu/wp-content/uploads/2019/11/2019-2020-Student-Handbook.pdf>

This information for the Frequently Asked Questions above was compiled and provided by the Assistant Vice President of Student Affairs/Dean of Students in a sincere effort to provide accurate information to students. The situation is evolving and there may be additions and/or revisions to the FAQ's – if/when that occurs, a revised date will accompany the document.