

Residence Hall re-opening plans for Fall 2020 amid the Coronavirus

Vaughn College's residence hall is designed to support the education of its students by providing a safe and convenient place on campus where students may choose to live in proximity to classroom buildings. In addition to location, the residence hall adds value to the overall collegiate experience by creating a distinct community of learners who live, study, and have programmatic experiences together. The plan below is designed to adhere to governmental and health department guidance amid the pandemic, while allowing for residence life operations to be maintained.

We recognize that living on campus may be the best option for many of our students, especially those who live a great distance from the college and those who have resource challenges at home. During the pandemic, any registered student may request housing on-campus, even if they are registering exclusively for online courses.

Staffing - Supervision/Cleaning:

Professional Staff

- The **Director of Residence Life and Housing** manages the building, its staff and resources. Students should email all questions related to living on campus to **reslife@vaughn.edu**. The email account is consistently managed Monday – Friday, 10 a.m. – 6 p.m. Most meetings with students will occur via zoom, limited face-to-face appointments may be scheduled as needed. As the coronavirus information and recommendations are evolving, students should expect communication from the Director regarding any changes to operations and services.
- A **security guard post** is stationed in the lobby of the residence hall and remains staffed 24-hours per day / seven days per week when classes are in session. Any urgent/emergency concerns should be directed to the security guard who may be reached at **718.429.6600 x300**. To reduce the amount of frequent contact, it is recommended that students call the security guard instead of appearing in person whenever practical.
- The **Facilities** staff manages building maintenance and cleaning. Each student room has been cleaned and sanitized in preparation for student occupancy. The cleaning staff will clean and sanitize the common areas of the building daily. While the student occupants are responsible for cleaning their own rooms/bathrooms. The facilities team will keep the sanitizer station located at the entrance of the building fully stocked with Environmental

Protection Agency (EPA) recommended sanitizer and will continue to manage and monitor air filtration throughout the building to maintain compliance with the EPA.

- There is a rotating schedule **On-Call professionals**. The on-call staff is comprised of full-time College employees who are trained to respond to urgent student crises and emergencies, including suspected/confirmed COVID-19 situations, in the evenings and on weekends.

Student Staff

- Each floor has at least one trained peer student leader, called **Resident Assistants (RAs)**. The RAs are typically the first line of contact for resident students. They serve as community builders, event planners, policy enforcers, and primary responders for emergencies. Resident students will be given the contact information of their Resident Assistants during the first floor meeting to be held via zoom.

Expectations – Common Areas/Gatherings/Personal responsibility:

As we continue to learn about the coronavirus, governmental and health agencies have recommended many strategies to mitigate the risk of transmitting the disease, both spreading it and contracting it. We will incorporate these mitigation strategies which include use of face coverings/face masks, density/occupancy reduction, six or more feet of physical distancing, limiting indoor activity, furniture removal, health screenings, promoting healthy hygiene habits, enhanced cleaning and awareness among other risk reduction strategies.

Common Areas

- Students must wear face coverings in all common areas of the residence hall as well as in areas where physical distancing of six feet or more may be difficult to maintain. Students will receive a face mask in their welcome materials, but students are also encouraged to bring and use their own masks and face coverings.
- Students are expected to only use the **lobby** to access the inner door to the living space and to engage in applicable transactions with the security guard. Students are not permitted to sit for extended times nor congregate in the lobby. Eating is not permitted in the lobby as this would require mask removal.
- The **1st Floor lounge** is designed as a gathering area and we will permit gatherings of limited size and duration. Students may plug in and play videogames and/or watch television in the lounge in groups of no more than six people at a time who are physically distanced and all wearing face masks for up to one hour at a time. Students may not

move the furniture to be closer to each other. Eating is not permitted in the lounge as this would require mask removal. Use of the lounge is on a first come, first served basis.

- The community **kitchen** is open and no more than two students may be in the kitchen at the same time. Students are expected to use the kitchen to prepare food and bring the food back to their rooms for consumption. There will not be any eating/drinking permitted in the kitchen as this would require mask removal. Students who use the kitchen are responsible for cleaning it when they are finished. Use of the kitchen is on a first come, first served basis. Students waiting to use the facility may queue in an orderly, physically distanced fashion in the hallway outside of the kitchen.
- The **2nd Floor multi-purpose class/study/activity room** is open. To provide additional lounge space for the resident students, there will not be any classes scheduled in the space for the Fall 2020 semester. Students are welcome to use the space provided face coverings are worn, the chairs are not moved closer than six feet each other and that students limit their time in the space to no more than one hour. There will not be any eating/drinking permitted in the multi-purpose room as this would require mask removal. Use of the multi-purpose class/study/activity room is on a first come, first served basis until the posted maximum occupancy is reached at any given time.
- The **Fitness Room** remains closed until further notice.
- 2nd and 3rd floor **Laundry Rooms** are open. Only one student should be in the laundry room at a time. Students are expected to load the washer or dryer and wait elsewhere for the timed cycle to complete. Students should neither linger nor gather in the laundry room. If a student arrives to do laundry and another student is in the room, she/he should wait in the hallway or proceed to the other laundry room. There will not be any eating/drinking permitted in the laundry rooms as this would require mask removal.
- Though the building is a modest height and all three stairwells may be used, both **Elevators** may be used by students. There should be a maximum of two people in an elevator at the same time and both people are expected to wear a face mask. There will not be any eating/drinking permitted in the elevators as this would require mask removal.
- Whenever students (or their parents/visitors) are in the **Hallways** or any of the aforementioned common areas, it is expected that a face covering/face mask be worn. The face mask may be made of any material and must cover both your mouth and nose to reduce the possibility of infectious droplets from exiting or entering your body. There

will not be any eating/drinking permitted in the hallways as this would require mask removal.

Moving in to the Residence Hall:

Summer residents

- Students who are living on campus during the summer and have not requested/secured a housing assignment for the Fall are expected to **move-out 24-hours after their last final** or no later than August 15th for academic students or August 22nd for ATI students to allow ample time for us to clean/disinfect/ventilate the room for the next occupant(s)
- Beginning on August 17th any summer resident who is not currently living in their Fall assignment will begin to move-over into their Fall room.

Criteria for eligibility to move-in for the Fall

- Students should have successfully registered for classes, completed a housing application, received a housing assignment, have a cleared bill/payment arrangement
- Resident students who have received communication from the College that they have a housing assignment, must make an appointment to move-in.
- Residents will be sent an electronic form to identify move-in appointment preferences. We will confirm the appointment date/time. If resident students do not make an appointment, they will not be permitted to move-in.
- Students will be sent electronically all housing check-in forms, i.e. housing contract, emergency contact form, etc.
- Residents must complete the College's travel questionnaire form and the health assessment form by 8 a.m. the day of confirmed appointment arrival. These forms may be found on the College's website on the coronavirus webpage.
<https://www.vaughn.edu/coronavirus/>
- In accordance with the guidance from the New York State governor, anyone who enters New York State from a state with increasing infection rates to be determined a hotspot <https://coronavirus.health.ny.gov/covid-19-travel-advisory> or who travels from any international location will need to quarantine for 14 days upon arrival in New York; therefore the College is recommending that all students cease travel before August 18th to be able to participate in the first day of classes.

Move-in Process

- To reduce density in the lobby and elevators, move-in will occur by appointment only. Each student and maximally one guest will be permitted entry at the appointed time. Please neither arrive earlier nor later than your appointment – we will not be able to accommodate you outside the bounds of your scheduled appointment.
- Appointments will be scheduled in two-hour time slots, Wednesday, August 26 – Wednesday, September 2, 2020 (the first day of classes).

- Weather permitting, the check-in station will be situated outside the residence hall; otherwise, it will occur in the lobby.
- Upon arrival both the student and the guest must pass a temperature screening in order enter the residence hall. No one with a temperature above 100 degrees Fahrenheit will be allowed entry.
- If a fever or any other COVID-19 symptoms preclude you from moving in at your scheduled time, please contact the Office of Residence Life at reslife@vaughn.edu to make appropriate arrangements to reschedule your move-in appointment.
- To reduce the amount of face-to-face time during check-in, students are expected to make a copy of the front and back of their health insurance card and upload it with the emergency contact card to the provided form site, PRIOR to arrival.
- Only the resident student and one parent/accompanying mover may enter the building during the move-in process. (Others may arrive with you to help you unload the car outside if you choose, but will not be permitted to enter the residence hall)
- The student and moving assistant must complete the travel questionnaire and the health assessment screening no later than 8 a.m. the day of arrival (there are separate forms for students and visitors) and pose no risk for the community.
 - If either the student or proposed visitor has traveled internationally or to a state listed as a “hot spot”, the student is expected to quarantine in accordance with the New York State (NYS) guidelines, and defer the move-in appointment until the 14-day quarantine time has lapsed without any symptoms. If a student needs lodging to quarantine within NYS, New York City Department of Health has resources that include complimentary hotel rooms for quarantining related to COVID-19. Please contact 844-692-4692 and press 1 for more information.
 - If either the student or proposed visitor is experiencing any of the symptoms of COVID-19 (including fever, cough, shortness of breath, sudden loss of taste,...), or has been in contact with someone who either has been diagnosed or is suspected of having COVID-19, the student is expected to defer the move-in appointment accordingly. Please contact the Office of Residence Life at reslife@vaughn.edu to reschedule your move-in appointment.
- Every person in the residence hall (the student and the moving assistant) must wear a face covering/face mask that covers both the mouth and nose, at all times when moving throughout the building. If you need a “mask break”, you should only remove your mask outside when you are at least six feet away from others, and away from the front doors.
- In addition to bringing personal items (i.e. clothing, laptops, lamps, laundry detergents, toiletries), students are encouraged to bring face masks, hand-soap, hand sanitizer, cleaning disinfectant, plastic/rubber gloves, thermometer, and cold/flu medications for their personal use.

- Residents will receive welcome kits that include masks and hand sanitizers.

Expectations for Residence Life amid the COVID-19 pandemic:

Fortunately, the residence hall is already designed as an all-suite housing accommodation, which inherently reduces the amount of contact since there are no common bathrooms. There are other precautions and safety measures that the College will take and that we expect the resident students who choose to live on campus to follow.

Density reduction

- Single rooms (within a two-room suite) are being offered regardless of class standing. Approximately 15% of our spaces have been identified as single accommodations.
- All rooms will be assigned as singles or doubles. We have eliminated the open room triples and quads from among our offerings in response to the pandemic.
- We have dedicated four spaces for isolation/quarantining. These rooms will remain empty until/unless they are needed by current residents who are sick or may have been exposed to COVID-19.
- We have reduced the amount of students/people who may congregate throughout the building, see also the common area section of this document.

Hygiene and personal responsibility

- Respiratory etiquette — Students are expected to wear a mask that covers both their mouths and noses throughout the residence hall building whenever they are indoors (except in their assigned room/suite) and if they are unable to maintain at least six feet of physical distancing from the next person (including outdoor activities). Additionally, students are expected to cover their cough/sneeze with a tissue or your inner elbow
- Personal hygiene — Students are expected to frequently wash their hands with warm soapy water or to use an appropriate alcohol-based hand-sanitizer when that is not practical. Students should be attentive to hand hygiene whenever they touch items that are frequently touched by others, i.e. door handles, elevator buttons. Students should avoid placing their hands in their faces and should wash/sanitize face masks daily.
- Public hygiene— We have a responsibility to each other. If/when students are sick, they should stay home. Every time you leave your home (room/suite) you should be wearing a face mask. Students should avoid unnecessarily risky behaviors like large crowds, or situations where there is a blatant disregard for public hygiene, i.e. no masks being worn by others.

Your room/Your suite

- When only the occupants of the room/suite are inside, students should feel free to remove their masks. We will consider each suite as one family unit and expect the occupants of the unit to keep each other safe.
- All rooms will be assigned as singles or doubles. We recommend that if you are residing in a double room that you and your roommate sleep whereby your head is facing your roommate's feet to reduce the possibility of exhaling or inhaling possible contagions.
- As part of the routine roommate/suitemate agreement, students are to agree to a cleaning schedule. In light of the pandemic, we recommend that students have a daily schedule for cleaning/disinfecting frequently touched surfaces (i.e. door knobs, light switches, faucet handles,).
- We recommend that inter-suite visitation is kept to a minimum, and that if/when you proceed to another suite or students from other suites visit you, that everyone wears a mask.

Guest Policy

- In a sincere effort to reduce the spread of the virus while managing student requests and need for socialization, we will permit guests on a limited basis (provided that the local and state infection rate remains low). Guests are defined as any non-resident and includes commuter students and family members.
- Students who share a suite are considered a "family" unit and therefore are expected to communicate with one another about guest expectations. We will permit guests on Fridays and Saturdays only (No guests Sunday - Thursday).
- One guest will be permitted PER SUITE on Friday and a different guest would be permissible PER SUITE on Saturday.
- There are NO overnight guests permitted. Guests must exit the building no later than 10 p.m. the same day as their arrival.
- Guests are required to completed both the Travel questionnaire and the health assessment by 8 a.m. on the day of arrival, pose no risk to the community based on responses, prior to entry. Guests, as usual, will need to present themselves at the security post, and provide a photo identification card.
- The College reserves the right to suspend guest privileges for an individual or the entire building based on lack of compliance with the expectations and/or in response COVID-19 cases at the College, in New York City or in New York State.

Gatherings/Social Connectedness

- During the warmer weather months, the residence life staff and the rest of the student affairs team will plan outdoor opportunities to socialize both on and off campus. Program proposals that are in the works include barbecues/picnics, exercise classes, large

screen movies, hiking trips, etc. Students should expect that there will be a finite amount of available spaces for in-person events to maintain physical distancing and density reduction, and therefore will likely need to sign up in advance.

- Throughout the semester resident students should expect that there will be residence life events held through online platforms, i.e. comedy, movie, dinner and discussions, trivia nights, etc. As always, students may suggest events to residence life staff members (the RAs or Director).
- Resident students will also be able to participate in campus-wide events as planned by the Offices of Student Activities and Engagement, Career Services and Athletics and Wellness.

Enjoying the neighborhood and New York City

- The College has a great location, Queens, affectionately known as “The World’s Borough” for its rich diversity. This coupled with the fact that we are in New York City may have influenced why a student has chosen to learn with us. We ask that you adjust your behaviors in alignment with the Coronavirus pandemic.
 - Entertainment/Socialization - Participating in large off-campus gatherings is risky, counterintuitive and may expose you, and likewise our educational community unnecessarily to the coronavirus. We would like to stay open throughout the Fall and need the cooperation of every person to do so. Please avoid large gatherings and reduce indoor gatherings, and opt for smaller, outdoor opportunities.
 - Food – There are many great eateries throughout the city. While the weather is nice, go and explore . . . and eat outside. Otherwise, you can always order the food to go.
 - Exploring/Site seeing – There are lots of sites to be seen, many can be seen from outside. As more sites re-open indoors, remember to always wear a mask and avoid crowds.

Travel

- Once resident students have moved in for the Fall, it is our expectation that they limit travel outside the bounds of New York State (NYS). This includes weekends to visit family.
- If a student travels outside of NYS, it is expected that she/he will complete the Travel questionnaire form prior to returning and if the student may pose a risk to the community based on the travel destination, the student will need to quarantine in accordance with NYS guidelines.

Sick residents/Self-Isolation/Quarantine

It may be necessary for a resident student to self-isolate or quarantine in accordance with public health and governmental guidance. Please note: If a student has a suspected or confirmed case of COVID-19, the College will work with the New York City Department of Health, they may contact you to begin outreach for testing and tracing.

Sickness

- If you are experiencing any known COVID-19 symptoms including, fever, chest congestion/shortness of breath, excessive coughing, sudden loss of taste, STAY HOME! (or in this case stay in your room/suite)
- In an emergency, contact campus safety and security. The campus has security staff 24-hours a day and the 24-hour emergency phone number for safety and security is **718-505-1024**
- 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.
- Residents are expected to contact professors/instructors according to the syllabus to notify them of expected absence(s).
- If you need to be out of class for more than one day, to manage/receive treatment for/recover from COVID-19 symptoms, you should self-isolate/quarantine in accordance with medical guidance AND contact incidents@vaughn.edu so that we may coordinate communication to your faculty/instructors.

Self-Isolation/Quarantine

- NYS Shelter Precautionary Quarantine Requirements
 - The individual must not be in public or otherwise leave the quarters that they have identified as suitable. *Resident student will need to remain exclusively in their housing assignment and expected to quarantine for 14-days in this space. They will not be permitted to visit other rooms or make use of common spaces during this time.*
 - Separate quarters with separate bathroom facilities for each individual or family group. Access to a sink with soap and water, and paper towels is needed. *For the*

purpose of the building design, suites each with their own bathroom will be considered family units. If a student needs lodging to quarantine within NYS, New York City Department of Health has resources that include complimentary hotel rooms for quarantining related to COVID-19. Please contact 844-692-4692 and press 1 for more information.

- The contact must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room. There must be a door that separates it from the rest of the living area and has its own bathroom. Given that an exposed individual might become ill while sleeping, the exposed individual must sleep in a separate bedroom from household members. *Per protocols previously written, if a student were to fall ill, they may be moved to a private room with private/semi-private bathroom.*
- Cleaning supplies, e.g. household cleaning wipes, must be provided in any shared bathroom. *Facilities will maintain cleaning of all common spaces per our re-opening plan. Facilities has/will clean/sanitize all rooms/suites prior to the beginning of the Fall semester. Students should bring cleaning supplies upon move-in and assume personal responsibility for cleaning their semi-private bathroom within the suite.*
- If an individual sharing a bathroom becomes symptomatic, all others sharing the bathroom will be considered exposed persons until the symptomatic individual is appropriately evaluated and cleared.
- Food must be delivered to the individual's quarters. *Arrangements will be made for food delivery from the campus cafeteria using the student's pre-purchased meal plan. Students who want campus food deliveries, should notify us at incidents@vaughn.edu so that we may coordinate a schedule. Food will be left outside a sick or quarantining student's suite.*
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic. *Students are expected to come to campus with a face mask. Each student will be receiving mask(s) upon check-in. Additionally, a supply of face masks will remain at the security post for distribution to a student who needs one.*
- Garbage must be bagged and left outside by the door of each of the quarters for routine pick up. Special handling is not required. *Students should call the security guard in the residence hall at 718-429-6600 x300 to notify him/her the room number that has the garbage outside so that the cleaning staff may remove it.*
- Laundry – *Once per week students who need clothes laundered should email incidents@vaughn.edu for local pick-up/drop-off service..*

- Individuals should self-monitor for fever and other symptoms of COVID-19 daily throughout the duration of the quarantine period. *Regular check-ins will occur by the College's Wellness Team and/or Residence Life staff by email or phone.*

All inquiries and questions regarding housing should be sent to
reslife@vaughn.edu