

## Vaughn College

### Restarting of Campus Operations

September 2, 2020 (updated)

July 27, 2020

#### Staying Safe:

Help us keep our campus safe by remembering a few key points.

#### COVID -19 Symptoms

The health and safety of all members of the Vaughn College community is our top priority. Anyone not feeling well or experiencing symptoms of COVID-19 should stay at home, contact a medical professional and inform Human Resources, Student Affairs, Security or their instructor(s).

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if you or someone near you has emergency warning signs of COVID-19. Call your medical provider for any other symptoms that are severe or concerning to you.**

### **Health Monitoring:**

**Prior to coming to campus each day, all members of the VC community are required to complete the Health Assessment questionnaire.**

- **Stay home if you are not well. Follow the instructions on the questionnaire.**
- **The link for the health questionnaire is on Vaughn's website: [www.vaughn.edu/coronavirus](http://www.vaughn.edu/coronavirus).**

**As the forms are electronically submitted/collected, they will be reviewed and if follow up is needed based on the responses to the health assessment, Human Resources will follow up with faculty and staff, Student Affairs will follow up with students and Security will follow up with vendors.**

**The follow up will include determination of appropriate testing and/or medical documentation and confirmation of any return to campus plans.**

**The Human Resources Department will be the Vaughn contact with the Department of Health.**

### **Travel Screening:**

**NYS Executive Order #205: Quarantine Restrictions on Travelers Arriving in New York**

**In response to increased rates of COVID-19 transmission in other countries and in certain states within the United States and to comply with quarantine mandates from governmental agencies, the College must know where all members of the Vaughn community have traveled within the past 14 days. In addition, the College must know if you are planning to travel.**

**All faculty, staff, students and vendors are to complete a travel questionnaire prior to their in-person return to campus. The link is on the website: [www.vaughn.edu/coronavirus](http://www.vaughn.edu/coronavirus).**

**Human Resources will follow up with any faculty or staff member about the need to quarantine prior to the faculty or staff member's return to in-person work on campus. Student Affairs will follow up with any student about the need to quarantine prior to the student's return to campus. Security will follow up with vendors before allowing them on campus.**

**For a list of destinations requiring quarantine, please visit the following link to see the New York Department of Health COVID-19 Travel Advisory and/or the CDC Travel Health Notices:**

**<https://ny.gov/states>**

### **Hygiene and Safety:**

**Maintain social distancing – stay at least 6 feet apart whenever possible**

**Do not gather in groups, unless it is approved (includes meetings)**

**Wear a mask, a face shield, or other face covering when in the buildings, common areas, hallways, cafeteria, bookstore, library and classrooms.**

**Wash hands regularly with soap for at least 20 seconds.**

**Use hand sanitizer frequently.**

**Wipe down your workspace frequently.**

**Wipe down lab equipment and surfaces before/after use.**

### **Personal responsibility is Critical**

- **Wash your hands frequently**
- **Avoid touching your face**
- **Employees will be provided with disposable wipes, so that common touchpoints can be wiped down periodically.**
- **IDs must be worn or available while on campus**

### **Use of Personal Protective Equipment (PPE) Masks/Gloves**

**Daily, all students and employees will be provided with a disposable mask. The distribution points will be at the entry to the building.**

**A student or employee can use their own mask and/or gloves. Please make sure that all personal masks/coverings are cleaned appropriately.**

**Requests for additional supplies can be made through a new form from the Purchasing Department.**

**Face masks or face coverings are required for anyone moving around the campus as indicated previously.**

**Face masks or face coverings are required for deskside support service personnel.**

**Please dispose of used PPE in the waste receptacles available on campus.**

### **Supplies for Classroom/Lab use:**

**We will stock supplies in a caddy for use in the classrooms and labs. The caddy will contain masks, gloves, disinfectant wipes and hand sanitizer. For labs, we will add face shields in addition to the other supplies.**

**Each instructor is responsible to pick up and return the caddy from the security desks in the main and ATI buildings.**

**Markers for white boards will be available upon request.**

### **Commuting**

**Use alternatives to public transportation when possible and use PPE when traveling.**

### **Building Readiness**

- **Main Building**
- **ATI Building**
- **Residence Hall**

**In common areas of any building, all must follow the building policies, procedures and signage.**

**The College has engaged United Unlimited Cleaning Company to clean and disinfect all buildings in adherence with the CDC guidelines and product recommendations.**

### **Cleaning and Disinfecting**

**Vaughn College is following hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and New York State Department of Health (DOH).**

**The cleaning staff will conduct regular cleaning and disinfection at least twice during daily shifts (4x per day), and more frequently as needed, especially in high transit areas, such as restrooms and common areas.**

**Cleaning logs will be maintained on site, documenting date, time, and scope of cleaning. Additional cleaning personnel will be stationed throughout the buildings to properly clean and disinfectant labs, classrooms, and other student spaces after use.**

**Offices and open work areas will be cleaned frequently throughout the day and at the end of every workday.**

**The Residence Hall will be cleaned during daily shifts and more frequently in high transit area, such as restrooms and common areas.**

**The CDC defines “Cleaning” and “Disinfecting” as follows: Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, by removing the germs, it decreases their number and therefore any risk of spreading infection.**

**Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not**

necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

#### HVAC systems:

We recently replaced all filters with Merv13 filters which provides greater filtration than the standard Merv11. We also have a combination of HEPA Varicell Filters and Merv13 filters on the 3 main air handlers servicing the main building.

All HVAC units are set for continuous fan operation with a minimum economizer setting of 20% open, which means there is always an exchange between the inside and outside air.

Water Coolers - All filters have been replaced.

#### Security guards, Service Workers and Vendors on Campus

All will participate in their company's protocol for screening and testing.

All will wear protective equipment such as face masks and gloves.

All are being trained to comply with the Vaughn College plan and if they are not well to stay home and follow the direction from their company. All will complete the travel and health questionnaires.

#### Visitors/guests to campus

- At this time, there are no visitors/guests (including children) allowed on campus.

- All persons on campus must be either a student, employee or contracted vendor.
- Exceptions must be approved by Robert Waldmann, Vice President and follow Vaughn's protocols.

### The Hours of Operation – as of July 27, 2020

Main Building and ATI hours will include Monday to Sunday and generally from 7am to 11pm. These times are to accommodate the ATI make up labs or related testing.

### Parking

- Parking is available in the main parking lot and street parking.

### Lobby and Building Entry

- Only the main entrance can be used to enter/exit the Main Building and ATI building.

### Shuttle/van service

- There is no shuttle/van service currently.

### Elevators:

- Elevator occupancy will be limited to one person at a time.

### Signage



- Posters/signs/floor markings related to best practices for safety and hygiene are posted throughout the campus.

### Office services

- The staff from the Mail Room will continue to deliver mail as usual.

### Offices and work areas

- Seating has been modified, as needed to accommodate physical distancing norms.
- Please wipe down your desk upon arrival and before you leave for the day.
- Please do not share items, including IT equipment, computers, pens, desks, etc.
- Faculty members who share offices will be required to develop a schedule of single occupancy use.

### Common areas in Main and ATI buildings:

- There will be designated areas for students to study and/or to wait in between classes.
- Pool tables are not available for use currently.
- Kitchens – only one person at a time in the kitchen.
- Food should be eaten outside, there are picnic tables available outside both buildings.
- Fitness centers are not open currently.

### **Cafeteria/Vending machines:**

- Tables will be set-up outside on the main campus and on 43<sup>rd</sup> Street (ATI) for your convenience.
- If it is raining, an indoor option will be made available.

### **Meeting/Conference Rooms**

**We will continue to conduct all meetings via zoom.**

**If a room is needed:**

- Email the events department to schedule
- Rooms will be modified to maintain with social distancing protocols. (Seating may be reduced/furniture removed)
- Follow all signage in the room
- No food service or catering will be available

### **Restrooms**

**Signage has been placed outside of each restroom indicating occupancy limits.**

### **Work Schedules - Staff**

**College staff will continue to work remotely to the extent possible and in consultation with their supervisor. In this way, we will allow for flexibility for both the College and the employee. HR will contact departmental supervisors as changes to on- and off-campus limits are made.**

### **Work Schedules – Faculty**

**Faculty will be contacted by the Vice President of Academic Affairs, the Vice President of Training and/or Chairs with respect to their schedules for the fall semester.**

**Office space:**

**An office currently designated for use by one person that has a door will remain as is.**

**Offices with occupancy of more than one person will be set up for social distancing. Barriers will be installed as needed.**

**We will have limits on the number of employees on campus. We will accomplish this by setting work schedules, for on campus and remote work.**

**We will utilize an expanded work week schedule – Monday to Sunday. We will stagger the daily reporting and departing work schedules to reduce crowding at the entry/exits. Example, some staff start at 8:45am and finish at 4:45pm, rather than employees arriving and departing at the same time. Another example is a work week schedule of Thursday to Monday.**

**Departmental coverage will vary, based on the needs of our students. Examples, open house, registration, orientation are busier times for student facing departments. Schedules will be adjusted periodically.**

**Accommodations – employees whose health conditions fall within one of the CDC High Risk Categories or are pregnant may seek a temporary COVID-19 workplace accommodation.**

If you have a question about an accommodation or leave policy, email the AVP of HR, [mary.durkin@vaughn.edu](mailto:mary.durkin@vaughn.edu).

### Business travel

- For the fall 2020 semester, no business travel is approved. This includes student research and conference travel.

### Employee Assistance Program

- is available for use by full- and part time employees. Contact information is 1 800-252-4555 or [www.HigherEdEAP.com](http://www.HigherEdEAP.com).

### Student Counseling Center

- Students may contact Stacey Dutil, [Stacey.dutil@vaughn.edu](mailto:Stacey.dutil@vaughn.edu) or Student Affairs.

### Offices open to serve students:

- We will continue to serve students remotely via Zoom rooms and offer a limited number of on-campus appointments. Information about how to reach a staff member is available on the College's website at: [www.vaughn.edu/coronavirus](http://www.vaughn.edu/coronavirus). More guidelines will be available in August.

### Communication

We will use various methods of communication to keep all members of the Vaughn community updated.

- Website

- Social Media/Videos
- Vaughn email address
- Signage
- Emergency Text message system

### Information Technology

- Submit requests by contacting the Help Desk.

### Student Affairs and Residence Hall

#### Summer Make-up Housing Process

- Residents from spring 2020 may apply for special housing consideration for the period of make-ups between July 27-August 15.
- The application is available by emailing [reslife@vaughn.edu](mailto:reslife@vaughn.edu).
- Upon receipt of the completed application, Ms. Becky Falto, Director of Residence Life, will contact the student to provide the room assignment and move-in instructions.
- The Director of Residence Life will communicate to members of the Residence Life staff, on call Administrators and Security staff changes to the roster for the residence hall. This includes students moving in or out of the hall throughout the summer.
- When possible, fall semester residents will be placed in their fall housing assignment to avoid having to relocate in the month of August.
- Students will be required at arrival to complete the travel screening assessment. Anyone who has traveled from a restricted area will be required to adhere to the governmental protocols for quarantine.

- Residents will be provided instructions on how to complete a daily health assessment electronically to be completed before leaving the hall each morning.
- A resident who falls ill will follow the protocols for containment.

Protocols for members of the Vaughn community who are ill will be coordinated by either Human Resources, Student Affairs or Security.

**Note:**

The plan for the College will be revised periodically, based on both internal and external factors.

This public health emergency is one that continues to evolve; therefore, our plans and policies will be updated as we receive guidance from governmental and health agencies.

- The College is preparing the protocols for students with respect to testing. Including the students who commute and those in the residence hall.
- The College is finalizing the response to a public health directive whereby we will need to limit, suspend or shut down in person operations.

We appreciate your cooperation and attentiveness to complying with the health and safety protocols in place.

Please email any questions to [Mary.durkin@vaughn.edu](mailto:Mary.durkin@vaughn.edu) or [Robert.waldmann@vaughn.edu](mailto:Robert.waldmann@vaughn.edu)