

HILBERT COLLEGE

COVID-19 RESPONSE MANUAL

JULY 20, 2020

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INTRODUCTION

Without a doubt, we are living through an unprecedented global situation. Thankfully, our students, staff and faculty are stepping up to the challenge in many remarkable ways. Because of our concern for the wellbeing of our College, our faculty led the transition to remote learning in March. Our students adapted to this for the remainder of the semester, and our staff began to work remotely as well. Despite the many curveballs, it has been inspiring to witness the “can-do” attitude of the Hilbert community, all of us working together to ensure the continuity of our students’ educational paths.

Hilbert College students will return to campus for classes on August 31, 2020, confident in knowing that the College is ready to protect their health and safety. Our Franciscan educational model is what distinguishes Hilbert, and our community is working through the summer to preserve this during these challenging times. We will continue to place a premium on the mentor-based model that is central to the character formation experience that each and every Hilbert student enjoys. Out of necessity, we will employ technological solutions that support our balanced approach to health and education.

The Hilbert Comeback Taskforce, which includes representatives from each area of the College, has prepared this re-opening plan that has been submitted to the State of New York.

Comeback Task Force

Jean Boland – VP for Finance/Administration

Michael Brophy – President

Mike Carbery – Athletics Compliance and Student Services Coordinator/ Head Men’s Lacrosse Coach

Vito Czyz – Director of Campus Safety

Gary Dillsworth – Superintendent of Physical Plant Operations

Colleen Kumiega – Faculty, Human Services

Michael McCabe – Board Trustee, *Asst. General Counsel - Delaware North*

Scott Patronik – Faculty, Professional Studies

Robert Pawelski – IT Coordinator/Smart Classroom Specialist

Nicole Robbins – Administrative Assistant to the Vice Presidents

Greg Roberts – Vice President of Student Life and Dean of Students

Matthew Rosinski – Student, Class of 2023

Tony SanGiacomo –Adjunct Faculty

Chris Siuta – Director of Counseling, Health, and Wellness

Jill Cole-Splawski – Director of Residence Life and Community Standards

This plan includes comprehensive health and safety guidelines as well as essential guidance on the College’s opening, virus monitoring, containment and emergency closure protocols.

We are especially grateful to those who are working this summer to prepare for this extraordinary opportunity to show our care for others through the charisma we share with the Franciscan Sisters of St. Joseph.

Regards,



Michael S. Brophy, Ph.D.
President of Hilbert College

1. REPOPULATING CAMPUS

A. PROCESS FOR EMPLOYEES RETURNING TO CAMPUS

The Governor's New York Forward Phased Reopening Plan allows administrative offices to reopen on campus. Hilbert College will begin to phase in a return of employees to campus over time in a coordinated process to ensure appropriate physical distancing and maintain appropriate levels of density within departments on campus.

Vice Presidents and Department Heads will communicate with their employees regarding when and how they will return to on-campus work. Employees should not come to work on campus until they have been directed to do so and have completed a self-screening process. **Masks must be worn at all times on campus.**

Hilbert College will remain in a Remote Work mode until July 27, 2020. Employees who can continue to effectively work remotely will be allowed to do so until restrictions on density are eased and/or the Remote Work mode is discontinued on August 17, 2020. Those who have been reporting to work on campus will also continue to do so as we phase in additional on campus essential staff.

As we begin to transition to working back on campus based on the schedule announced on July 2, 2020, some may have questions or concerns about returning to the workplace. Please know that the College is working diligently to prepare the campus for your safe return. As this is a fluid situation, we will follow all updated federal and state guidance to ensure your health and safety. See the Frequently Asked Questions (FAQs) below for more information.

Starting July 27, all employees will need to self-screen for the virus each time they come back to campus. All employees with documented health vulnerabilities will be able to request to work from home through the pandemic. Only employees deemed essential by NYS (admissions, finance, facilities, technology, and campus safety) will be allowed on campus until July 27th, thereby allowing staff to prepare all offices, facilities, and buildings to prepare for phased move-in. These essential staff will wear masks and practice social distancing at all times.

The remainder of employees are permitted to return to campus according to this schedule:

- July 27th: Enrollment, Residence Life, President
- August 3rd: Student Life, Administration and Marketing/Communications
- August 10th: Athletics
- August 17th: Academic affairs and all faculty, Institutional Advancement

As on-campus staffing expands, the College will closely monitor and reassess our policies and procedures to mitigate any potential spread of the virus. Screening will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Plan, levels of on-campus staffing, services permitted on campus, and government guidance may change. This document will be regularly updated to reflect any such changes.

COVID – 19 Frequently Asked Questions (FAQ)

Circumstances Affecting the Return to the Workplace

Q: I have a chronic health condition. Do I need to return to working on campus?

A: If you have an underlying health condition, please contact Human Resources to discuss a possible reasonable accommodation. The College will work with employees and their Senior Staff representative regarding appropriate accommodations, which may include continued temporary/emergency remote work or other alternatives. Specific accommodations may depend on the nature of your position. Requests will be reviewed on a case-by-case basis and will require supporting medical documentation.

Q: I live with someone who has an underlying health condition. Can I continue to work remotely?

A: The College will consider measures that will reduce the risk to exposure. Continuing to work remotely on a temporary/emergency basis may be an option, however there may be other alternatives to be considered. Please speak with your Senior Staff representative directly about these options.

Q: I am nervous about returning to campus. What assistance is available?

A: Please know that we take your well-being very seriously. We are doing everything we can to ensure your safety while working on campus. Fear of disease is normal. The College is taking many precautions such as practicing social distancing, requiring face coverings, conducting health screenings, cleaning/sanitizing the campus, etc. We hope that these strategies will assist in making employees feel comfortable returning to the workplace. If you have specific concerns about returning to campus, please speak with your Senior Staff representative about the most appropriate way to alleviate your concerns. You may also refer to the Employee Assistance Program (EAP) www.ibhworklife.com for more information. Password: wlm70101, phone: 1-800-386-7055.

Q: I do not have childcare due to COVID-19 (the child's school or place of care is closed or the childcare provider is unavailable due to COVID-19) but I can still work from home. Can I continue to work remotely?

A: If an employee who has childcare responsibilities is able to work remotely, they will be considered for temporary/emergency remote work. Please contact your Senior Staff representative.

Q: I do not have childcare due to COVID-19 (the child's school or place of care is closed or the childcare provider is unavailable due to COVID-19) and I am not able to work from home.

A: An employee who is unable to work, including remote work, due to caring for their child whose school or place of care is closed or child care provider is unavailable due to COVID-19, may be eligible for paid expanded family and medical leave under the Families First Coronavirus Response Act. Please contact Human Resources for more information.

Q: I have recently traveled or plan to travel out of state. Will that impact my return to the workplace?

A: Governor Cuomo recently issued an Executive Order stating that all travelers who enter New York State from certain states with a high-rate of infection will be required to quarantine for a period of 14 days consistent with the Department of Health regulations for quarantine. College employees going to a restricted state for non-essential travel will not be eligible for paid sick leave benefits under the New York COVID-19 Leave Law. Please view the restricted states on the NYS website <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and speak to your Senior Staff representative if this affects you. Effective July 27, 2020, the College will not authorize out-of-state business travel.

B. PROCESS FOR RESIDENTIAL STUDENTS RETURNING TO CAMPUS

Residential students will be the first set of students to return to campus for Fall of 2020. Students who are traveling from restricted “hotspot” states per Governor Cuomo’s Executive Order 205, issued June 25, 2020, will be required to quarantine on campus prior to the academic year. Students can use <https://coronavirus.health.ny.gov/covid-19-travel-advisory> to check their state’s status.

Students who will be in quarantine will arrive between August 6th and August 7th, at which time students will move into their official housing location for the year. Hilbert College staff will provide meal delivery daily to students. Students who will need to quarantine due to their legal residence have been notified by the Office of Residence Life. Students who are visiting restricted states after July 22nd are required to disclose their travel to Hilbert College and arrive early on campus to quarantine.

Resident Assistants and Fall Student Athletes will arrive the week of August 17th. All fall student athletes and Resident Assistants will be receiving a COVID-19 test upon arrival to campus. Fall athletes will be following health and safety protocols implemented by Hilbert College, the NCAA and Inspired Health Group. Resident Assistants will be receiving extensive training on COVID-19 safety protocols to support a healthy living-learning environment.

All other resident students will begin to move in starting August 22nd. Move in days must be scheduled with the Office of Residence Life. All students must complete the following before scheduling their arrival date.

- ✓ Physical submitted in advance to college (New Students)
- ✓ Shot records submitted in advance to college (New Students)
- ✓ Signed up for Omni-alert (New Students)
- ✓ In good financial status with college
- ✓ Completed health monitoring as prescribed by Inspired Medical Group

Students are allowed two support people to be present with them during move in. To reduce density on campus, no additional visitors will be permitted. Move in will be entirely touchless for student’s safety. Each student will receive a PPE bag in their room, which will include face coverings and sanitation items.

Hilbert College’s Residential Visitor Policy will become effective on August 29, 2020 at 4:00 PM, at which time no non-Hilbert community member can enter residence halls without consent from the Director of Residence Life.

C. PROCESS FOR COMMUTING/ GRADUATE STUDENTS RETURNING TO CAMPUS

Students can arrive on campus to conduct official college business on August 17, 2020. This includes but is not limited to; meeting with Student Finance or Human Resources to complete financial paperwork, working on schedules with their academic advisor, and obtaining books and learning materials from the College's Bookstore. No student should be on campus for non-essential business, which includes visiting residential students, until August 31, 2020.

D. PROCESS FOR STUDENT-ATHLETES RETURNING TO CAMPUS

- A. Practices have been put in place (see Hafner COVID Policies Chapter 4) to create a safe and clean environment in our Athletics Facilities. Reservation and capacity protocols have been instituted for all spaces in Hafner Rec. Ctr. & Trinity Hall locker rooms.
- B. COVID testing will be done upon arrival for all Fall student-athletes by the college's health partner, Inspired Health Group.
 1. Working with Residence Life & Inspired Health Group will establish safe and efficient on campus testing at the start of preseason training the week of August 17, 2020 for all fall sports athletes.
 - a. As per New York State and College policy, ALL resident students from states that are deemed to be "high risk" will need to complete a 14 day quarantine on campus prior to starting classes. This will begin as early as August 6th, which is prior to the move in dates for those fall sports student athletes that do not reside in the states in question
 2. Student-athletes will be encouraged to avoid any unnecessary travel or interactions while waiting for test results
 3. Positive tests will trigger the College's Quarantine/Isolation and Contact Tracing protocols
 4. Negative tests will allow student-athletes to begin training (while still adhering to College COVID policies)
 5. We will use the NCAA Sport Science Institute Resocialization of Collegiate Sport Action Plan Considerations to guide our athletics activity
 6. COVID policy education will be required prior to any athletics participation

E. THE FRANCISCAN LEARNING EXPERIENCE

Hilbert College values its students, faculty, staff, and community. Our Franciscan mission encompasses a learning experience for students that is dedicated to providing individualized attention and support in a diverse and small group setting on campus and in service with our community. Given our mission, faculty are prepared and will deliver quality instruction to our students in a face to face classroom setting while meeting the appropriate social distancing requirements as required by the New York State Guidelines. All classrooms will be set up with webcams so faculty and students may fully participate synchronously through live streaming via Zoom during scheduled class times if warranted through the

accommodation process. All relevant class management strategies/policies that a faculty member intends to employ during the pandemic should be clearly stated in their syllabi.

Due to confidentiality concerns, class sessions will not be recorded unless that specific accommodation has been granted through the Office of Accessibility Services. If a student feels he or she may need to move to remote synchronous learning at any point during the semester, the student should contact the Director of Accessibility Services at ddimitrovski@hiolbert.edu or fill out the [Temporary Accommodation Form](#).

If for any reason it is deemed necessary to close campus, all faculty are prepared to transfer courses to a fully remote format with synchronous components. Faculty are committed to delivering content while maintaining the personal connection to students as they navigate through the semester.

F. MASKS AND FACE COVERINGS

The College requires all students, employees, and visitors to wear face coverings at all times while on campus unless an exception is granted by the Human Resource Department or Accessibility Services. Please note the following definitions of face coverings, surgical masks, masks, and N95 respirators:

A **cloth face covering** is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.

A **disposable surgical mask** is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by other individuals as a temporary measure when cloth face coverings are not available.

Other masks include disposable respirators and dust masks which cover the mouth and nose to provide short-term, light-duty breathing protection. Particulate respirators protect against airborne particles and germs and are commonly worn in healthcare settings. They're available in different filtration ratings to get the desired level of protection. Nuisance dust masks filter out dust and mild irritants and are commonly worn at construction and agricultural job sites.

An **N95 respirator** is a device evaluated, tested, and approved to reduce the wearer's exposure to fine particles, and is the respiratory protection of choice for units dealing with COVID-19 patients. An N95 respirator is tight fitting and can be fit-tested. N95 respirators are not appropriate or necessary for most employees and should be reserved for health care workers and emergency responders in contact with individuals who are ill. N95 respirators are also needed by facilities services personnel while performing specific tasks that generate fine dust.

G. DISTRIBUTION OF MASKS AND FACE COVERINGS

PPE procurement for the campus and all departments is coordinated through the Wellness Center. The College will provide all employees with face coverings as needed and will also be available for campus visitors upon entering campus if they do not have one.

Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum NYS DOH requirements for face coverings. Employees, students, and visitors should follow CDC and NYSDOH guidance on how to properly put on, take off, and clean a face covering. Face coverings cannot be shared. Employees, students, and visitors are responsible for cleaning and maintaining their face coverings.

Summary:

Masks for **employees** are available at the Wellness Center to departments that request them.

Employees needing a mask should request one from their supervisor.

Students may obtain masks by contacting a member of the Residence Life Professional Staff, employer if they are a student employee, or the Wellness Center. Students with hearing impairment should contact Accessibility Services so that provisions may be made in the classroom to assist in speech recognition.

Visitors to Hilbert College (if permitted) will be able to obtain disposable masks from their sponsors if they do not have one.

All students and employees who are issued reusable cloth masks are responsible for washing them daily.

Exceptions to mask covering requirement include the following:

- Athletes engaging in training activities
- Community members with documented health accommodations
- Individuals alone in a vehicle
- Individuals alone walking outdoors
- Individuals working in private offices when the door is closed.
- Residential students when they are in their private bedroom.
- Individuals who are eating or drinking, with the understanding that they are maintaining six feet distance with others.

H. HEALTH KITS

Hilbert College will be providing health kits to all employees and students. Health kits include: two Hilbert college branded cloth, reusable face coverings; sanitation items; and resources from Inspired Health Group. Health Kits are packaged in a Hilbert College drawstring bag. Employees can pick up their health kits on their first day back to campus at Campus Safety. Residential Students will have health kits provided to them during their move in day. Commuting/graduate students can pick up their health kit in Franciscan Hall during the first week of school. Replenishment of health kit items are available by request at the Wellness Center.

I. GOOD PERSONAL HYGIENE

Frequent hand washing is an equally important element of preventing disease transmission. Hands must be washed for at least 20 seconds with soap and warm water multiple times a day. Additionally, the College is working to significantly increase the number of hand sanitizer dispensers throughout our campus.

J. THE 6-FOOT CAMPUS (SOCIAL DISTANCING)

Social distancing is a cornerstone of preparing for our community's return to campus. Over the weeks and months ahead, we will have to reimagine the place we work, learn, and live as a "6-Foot Campus." Such physical separation is critical to reducing transmission of COVID-19 and other contagious diseases among colleagues. Solutions may differ from building to building and will likely depend on how many

people are expected to return to campus versus continuing to work or study from home. Understanding that dynamic will allow calculation of the total number of people expected to be accommodated in the given area and assessment of the demand for workspaces.

IMPORTANT: Public safety codes, building codes, applicable laws, and security requirements must not be compromised to achieve social distancing.

K. DETERMINING MODIFIED CAPACITY (IF NECESSARY)

The capacity of rooms, spaces, and areas in our buildings is normally calculated based on the State Fire Code according to category of use. However, our 6-Foot Campus in most cases requires a much lower COVID Modified Occupancy for each room or area in order to maintain social distancing.

L. ACCOMPLISHING 6' OF SEPARATION

Social distancing in shared spaces—classrooms, laboratories, open offices, lounge areas, etc.—can be especially challenging and requires cooperation on everyone’s part. The goal is to maintain at least 6 feet of physical separation at all times, which may be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures may be incorporated in the specific reopening plan developed for each campus building. All employees, students, and visitors must maintain six-foot social distancing whenever possible. **In order to provide maximum protection in all settings, face coverings must be worn at all times.**

Employee and student workstations in shared offices and areas may be adapted to maintain six-foot social distancing between individuals, or barriers may be provided between workstations consistent with OSHA guidance if within 6 feet apart. Additionally, employees may be relocated or employee schedules may be shifted to minimize individuals working in close proximity to each other.

Floor markings or signage indicating six-foot distancing will be utilized at reception desks and workstations that are located within a walking path as a reminder to maintain appropriate distancing. Requests for additional floor tape markings can be made by contacting Facility Services.

Department heads must review the work areas in their department in order to determine whether additional workspaces need to be adapted. Employees who have concerns about their work area should notify their supervisor immediately. These concerns will be reviewed by the appropriate Vice President in collaboration with the appropriate reopening task force, and a response will be provided to the employee within three business days.

High traffic student service counters, such as Student Finance, will have barriers (such as clear plastic sneeze guards) installed to minimize contact between students and employees. Additionally, floor decals and signage indicating six-foot social distancing and one-way directional foot traffic paths will be utilized in high traffic areas or narrow aisles when necessary.

M. CIRCULATION SPACES

- Designate and signpost the direction of foot-traffic in main circulation paths: corridors, stairs, entries where possible. In general, everyone should “keep to the right”
- Mark increments of locally acceptable social distance on floors where queues could form
- Building entrances will be open as normal. **All entry and exit should be to the far right.**

N. INDIVIDUAL SEATING

- Only use alternate desks (checkerboard); disable the use of alternate desks; or remove alternate desks altogether as needed to maintain 6' social distance.
- Add desks to spaces previously used for group activities (convert training/meeting rooms, café area, etc. into desk areas)
- Increase space between desks
- Add panels between desks including height adjustable panels for sit/stand desks
- Specify seat assignments for employees to ensure minimum work distances
- Review sharing ratios if new sanitization protocols are introduced

O. MEETING AND SHARED SPACES

- Decommission and re-purpose large gathering spaces to the extent possible
- Reduce capacity of spaces—e.g., remove some chairs from large meeting rooms
- Prohibit shared use of small rooms by groups and convert to single occupant use only
- Close/forbid use of some rooms

P. WHEN 6 FEET ISN'T POSSIBLE

There will be instances where it is impossible to achieve a full 6 feet of separation. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel. In other instances, we must all do the best we can to use common sense and minimize contact in locations. (This is why other measures such as face coverings and good hygiene are so critically important!)

Q. STANDARDIZING CIRCULATION

To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

1. Stay right in hallways and when ascending or descending stairs.
2. All employees, students, and visitors must wear a face covering at all times, including in elevators, Hilbert vehicles, and other small spaces. Additionally, the number of people in confined areas such as elevators and Hilbert owned vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators indicating the maximum capacity of the elevator. Where utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic rotary, keep to the right) unless otherwise indicated by a particular building layout.

R. REMOTE WORK AND LEARNING

By reducing the number of people in the office or classroom, we reduce the number of potential exposures should someone become ill. The College is committed to serving 100% of its undergraduate students on the Hamburg campus, and every effort will be made to provide a high level of confidence about health and safety. Departments will also adjust meeting, conference, and social gathering plans to minimize face-to-face contact. Employees can discuss remote learning with their supervisors and **accommodations** will be made for students who are unable to attend class due to COVID or disability related reasons. Student requests should be directed to the Accessibility Services Department. (<https://www.hilbert.edu/academics/student-services/disability-services/temporary-disability>)

S. BUILDING EVACUATIONS

Building evacuation during a fire alarm or other emergency situation is of particular concern to many community members due to the difficulty of maintaining social distancing while evacuating. The Hilbert College Campus Safety Department will be working with campus departments to ensure safe egress from their work areas. Until further notice, the Campus Safety Department will not schedule fire egress drills until specific guidance is issued by NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control, Fire and Life Safety Branch.

T. LARGE GATHERINGS AND MEETINGS

Large gatherings will be prohibited (gatherings of more than 50 people as of June 26, 2020 in NYS). Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. Employees are encouraged to bring their lunch from home and sharing food is prohibited. Common seating areas will be rearranged, or signs will be posted to ensure six-foot distancing in seating areas.

Meetings must be limited as much as possible by using video or teleconferencing in place of in-person meetings. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.

U. EVENTS

Hilbert College will offer essential events and gatherings that support the institution's mission, retention and community. For the fall 2020 semester, events at Hilbert College that can be postponed until the spring are advised to do so, as departments and groups focus on programs and activities supporting the teaching and learning of our community. Virtual gatherings, a blended model and/or hosting multiple sessions of an event expand options for safe interactions. Additionally, public access and programming is expected to be limited and seating assigned or ticketed. As a reminder, the campus remains closed to the public through August 17, 2020.

Invited Speakers

To minimize travel and further limit density on campus, speakers invited to Hilbert College in the fall will appear in a virtual format if the speaker does not reside in New York State. Invited speakers fall under the Campus Visit Policy. Exceptions to this policy will be reviewed on a case by case basis by Event Management [dheims@hilbert.edu] and Campus Safety [safety@hilbert.edu]. These entities will consult other campus and community partners depending on the request.

External Groups and Events

Hilbert College's engagement with the community is essential to institutional operations. External groups or events must provide an essential service to either the college or greater community in order to conduct business. All outside groups or events require approval from the Director of Campus Safety [vczyz@hilbert.edu] and must follow all health protocols set forth by the college's Wellness Center. Once approved, all outside groups and events must work in collaboration with The Office of Conference and

Events to uphold all college policies. External Groups and Events are all considered visitors on campus while conducting business.

Co-curricular Activities

Hilbert College is committed to supporting student activities and co-curricular life as best we can under pandemic conditions. There will be health and safety modifications to co-curricular life. All activities will require approval from a Vice President or their designee, reservation of campus space, submission of a safety plan for your event, and a format of providing the program virtually.

This policy is not applicable to NCAA Athletics.

Approval Process for Events

All events must be approved by an assigned member of the college community before the location can be reserved. Approval will be different depending on the host of the event. Event space is tentative until approved by the appropriate party. Forms and protocol for events on campus can be found through the Student Activities website or Conferences and Events starting August 1, 2020.

Reservation of Space

All event space must be requested within five business days of the event. Emergency reservations must be submitted 48 hours prior to the event and must be approved by Conference and Events [dheims@hilbert.edu] or their designee. The length of time requested for space should include time for set up, clean up, and sanitation between use of space.

Safety Protocols at Events

Maintaining the well-being of our college community is essential at campus gatherings. All gatherings that may exceed 50 people in attendance or have participants closer than 6 feet apart will require the submission of a safety plan. This safety plan allows the event host to review all protocols with key campus stakeholders to assure an event is successful while meeting all COVID-19 policies.

Attendance for Events

All campus events will require an attendance list. Attendance will be collected in a common database and used for assessment of student engagement and contract tracing as needed. The attendance list is only required for in-person attendees.

Food at Events

All campus events that plan to serve food require a consultation with Hallmark Dining Services. All food at campus events will follow the same guidance and protocols within the Campus Dining Room and 78 West. Appointments for consultations should be made with Jessica Lively at jessica.lively@hallmarkdining.com

Virtual Events

All campus events should also provide a virtual live stream to allow engagement for those who cannot attend in person. Virtual mediums include using Facebook live, YouTube, or Instagram. All advertisements for campus events must include the medium to which an event will be available online. Individuals can

use a team member's smart phone, tablet or laptop to conduct live stream video(s). Video equipment including tripods and microphones will be made available from the Student Activities office. All equipment must be returned to Student Activities in the same condition it was received. If a piece of equipment is damaged, the Digital Media and Communication department may charge your student/departmental account to cover repair or replacement.

V. HALLMARK DINING SERVICE @ HILBERT COLLEGE

All Hallmark managers and supervisors will have completed Covid-19 Precautions training provided by ServSafe. Managers will train all staff on Covid-19 precautions, additional cleaning, social distancing, proper PPE wearing and disposal. Hallmark will comply with all state and local definitions and requirements for capacity and dining guidelines, and masks will be required except for while eating.

Our dining room seating will be reduced to 50% capacity. A clear traffic pattern with one entrance and one exit will be clearly identified and enforced to ensure social distancing throughout the dining room. The dining program will be augmented to eliminate self-serve options, and pre-packaged and full service food and beverage will be in place. Our Eco To Go program will be provided to all Resident students compliments of Hallmark.

All Hallmark employees will be screened upon arrival to campus including daily temperature checks. Any individual with a temperature of over 100 degrees will be sent home. Employees showing symptoms will be sent home. Employees must be symptom/fever free without medication for three full days before returning to work.

All surfaces in the kitchen and restrooms of our care will be cleaned and sanitized with a CDC approved peroxide-based disinfectant.

Our 78 West Cafe will include all of the above, including only pre-packaged food options as well as reduced seating. We will reevaluate as needed as state and local guidelines change.

W. SIGNAGE AND COMMUNICATION

Signage that is consistent with NYSDOH recommendations will be placed throughout the campus as reminders to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, keep right, and reminders to self-screen for exposure to COVID-19. Signage and/or floor decals will be placed in high-traffic areas and/or narrow aisles to remind people of new COVID-19 requirements.

Employees and students must complete training related to safe campus practices including proper use of face coverings and social distancing. Information on the required training will be on the Hilbert website and sent via email.

The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website link, social media, campus signage, email communications, and traditional media outlets.

X. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HYGIENE

Personal Protective Equipment (PPE) and good hygiene (specifically hand washing) are additional critical elements in reopening plans. These are shared responsibilities that reduce our likelihood of becoming sick while also reducing the chances we might make someone else sick should we be infected and not know it.

2. MONITORING THE HEALTH OF OUR COMMUNITY

When the College reopens, faculty and staff will be required to monitor and conduct screening of their own health daily (prior to arrival on campus) and attest each day that they have no signs or symptoms of COVID-19. Students will be required to monitor and conduct screening of their own health at least twice a week (prior to arrival on campus) and attest that they have no signs or symptoms of COVID-19. This will be accomplished electronically utilizing a special smartphone application administered by the Inspired Health Group, our Wellness provider. All students will be issued a Wellness kit by the college that they may use on campus to maintain health and safety. Employees may not come to campus if sick and must immediately report their illness to their supervisor. Students likewise may not come to campus if ill and should report their illness to the Wellness Center. More specific guidance will be forthcoming about this process.

Hilbert College will have a designated campus safety monitor (Dr. Chris Siuta, Director of Counseling, Health and Wellness, 716-926-8930 or csiuta@hilbert.edu) whose responsibilities will include continuous compliance with all aspects of the higher education institution's reopening plan. Hilbert College will also designate points of contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication. Coordinators will be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution.

Any COVID-19 testing that may be required will be coordinated with the Wellness Center and Inspired Health Group, 3671 Southwestern Blvd., Suites 101 & 213, Orchard Park, NY 14127-1752, Office 716-662-7008.

A. STUDENT ATHLETES:

1. Coaching staff and Athletic Trainers will be trained on how to safely screen (on a daily basis) the health of their student-athletes
2. Inspired Health Group processes will be utilized for screening
3. In-season student-athletes (traditional and non-traditional seasons) will be screened prior to each practice, training session or competition, on their current health (temperature checks, well-being assessments, etc.)
 - a. Failure to complete the screening will negate your ability to participate that day

- b. Any student-athlete, staff member or coach that is symptomatic will immediately be referred to Inspired Health Group (716-662-7008) for further assessment and the Campus Wellness Center (716-926-8930) will be alerted as well.
 - c. A positive test or people that show symptoms will trigger the College's Quarantine/Isolation and Contact Tracing protocols
- 4. We will implement mandatory daily health screenings for team staff, athletes, and venue personnel prior to any engagement in collegiate sports activities, as well as for vendors where applicable (e.g. questionnaire, temperature check) asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. We will ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facility. Anyone utilizing the Fitness Center will need to complete a health assessment process prior to working out.
- 5. Any team staff member, athlete, or venue personnel who screens positive for COVID-19 symptoms must not be allowed to enter the venue and must be sent home with instructions to contact their healthcare provider or Inspired Health Group (716-662-7008) for assessment and testing.

College-wide education will be done on COVID policies prior to the start of the Fall semester (i.e., physical distancing, PPE, etc.).

3. CONTAINING THE VIRUS:

A. ACTIONS RELATED TO SYMPTOMATIC AND COVID POSITIVE INDIVIDUALS

If an employee/student has COVID-19 symptoms AND tests positive for COVID-19, the employee/student must notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services. The employee or student may only return to work/class after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms.

If an employee/student does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the employee/student must notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services. The employee or student may only return to work/class after completing a 14-day self-quarantine, beginning on the date the positive test was conducted.

If an employee/student has had close contact with a person with COVID-19 AND is symptomatic, the employee/student must notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services and may only return to work/class after completing a 14-day self-quarantine, beginning on the date of the onset of symptoms. Close contact is defined by CDC guidance as being within six feet for at least 15 minutes.

If an employee/student has had close contact with a person with COVID-19 AND is NOT symptomatic, the employee/student must notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources

Department/Accessibility Services and may only return to work/class after completing a 14-day self-quarantine, beginning on the date of the last contact with the COVID-positive individual. Employees/students must consult with Human Resources/Accessibility Services for remote work/class assignments.

Employees/students who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services at the time of the alert and shall not be permitted to remain or return to work/class until completing a 14-day self quarantine.

Employees/students who are subject to mandatory quarantine or isolation by the local health department must notify Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services at the time of alert and shall not be permitted to remain or return to work/class until released from mandatory quarantine or isolation. Employees/students must provide documentation that they have been officially released from mandatory quarantine or isolation by the local health department. Even when an employee/student is released from mandatory quarantine or isolation by the local health department, they must still meet the 14-day self-quarantine criteria stated above.

Before returning to work/class from quarantine or isolation, all employees/students must receive approval from Human Resources/ Accessibility Services before returning to campus.

Employees/students must immediately disclose to Dr. Chris Siuta (716-926-8930) who will also notify the Human Resources Department/Accessibility Services if and when their responses to any of the screening questions change, such as if they begin to experience symptoms, both during work/class hours or outside of work/class hours.

If an employee/student is symptomatic upon arrival at work/class or becomes sick during the day, the employee/student will be separated and sent home (or quarantined if Resident) immediately, and may only return to work/class after completing a 14-day self-quarantine.

B. RESIDENCE IN QUARANTINE

At any time, the College may require a student to leave housing when that student's continued presence in the college community poses a health or safety risk for community members. Residential students are required to comply with directions to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so is a violation of the Code of Student Conduct and may subject a student to immediate removal from campus housing and/or the campus community.

Students arriving early to campus to prepare for the academic year will live in their assigned residential space unless communicated otherwise by the Office of Residence Life. During the academic year, students who live within 200 miles of campus are required to return to their permanent residence to quarantine/isolate. If a student is required to self-quarantine or self-isolate on campus, a safe space will be provided to the student upon availability. Temporary relocation from a housing assignment in order to isolate or quarantine does not constitute a termination of a residential student's housing and dining agreement.

While quarantined/isolated on campus, meals will be provided for students living in Trinity Hall and St. Joseph's Hall. Students who live/lived in the Campus Apartments will use their 50 meal plan and can purchase additional meals using this form [<https://www.hilbert.edu/student-life/living-on-campus/request-a-50-meal-plan>]. Students must also bring 14 days of clean clothing as the college will

not provide laundry service while in quarantine. If a student is unable to return to their permanent residence and lives within 200 miles of campus, a request in writing must be emailed to the Dean of Students [groberts@hilbert.edu] within 24 hours of the notice to vacate residence.

The duration of a quarantine/isolation will be determined by a medical professional and confirmed with the college's Wellness Center. When a student is in quarantine/isolation, a member of the Behavioral Intervention Team will be assigned to the student to assist with streamlined communication. The Office of Residence Life will provide virtual engagement opportunities for the student so they will still be connected to the campus. Students will be required to complete a temporary accommodation form so virtual classes can be implemented and to be excused from on-campus employment.

Students will return to their assigned residency once Inspired Health Group determines that it is safe for the student and the community.

C. EXPOSURE GUIDANCE

Person	Exposure to	Recommended Precautions for the Public
<p>*Individual who has had contact (<6 feet) **for ≥15 minutes***</p>	<p>*Person with COVID-19 who has <u>symptoms</u> (in the period from 2 days before symptom onset until they meet criteria for <u>discontinuing home isolation</u>; can be laboratory-confirmed or a clinically compatible illness)</p> <p>*Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any <u>symptoms</u> (in the 2 days before the date of specimen collection until they meet criteria for <u>discontinuing home isolation</u>)</p>	<p>*Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times</p> <p>*Self-monitor for symptoms</p> <ul style="list-style-type: none"> - Check temperature twice a day - Watch for fever*, cough, or shortness of breath, or other <u>symptoms</u> of COVID-19 <p>*Avoid contact with <u>people at higher risk for severe illness</u> from COVID-19</p> <p>*Follow <u>CDC guidance</u> if symptoms develop</p> <p>*<u>Practice social distancing</u> and other <u>personal prevention strategies</u></p>
<p>Individuals entering New York State from another state or internationally effective 6/25/2020</p>	<p>All travelers entering New York who have recently traveled within a state with either:</p> <ul style="list-style-type: none"> • a positive test rate higher than 10 per 100,000 residents over a seven-day rolling average; or • a testing positivity rate of higher than a 10% over a seven-day rolling average <p>See current list at link below: https://coronavirus.health.ny.gov/covid-19-travel-advisory</p>	<p>Mandatory 14 Day Quarantine</p>
<p>All U.S. residents, other than those with a known risk exposure</p>	<p>*Possible unrecognized COVID-19 exposures in U.S. communities</p>	<p>*Be alert for symptoms</p> <ul style="list-style-type: none"> - Watch for fever*, cough, or shortness of breath, or other <u>symptoms</u> of COVID-19 - Check temperature if symptoms develop <p>*Follow <u>CDC guidance</u> if symptoms develop</p> <ul style="list-style-type: none"> - Compromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs (NSAIDs))

*Data for the definition of close contact is limited. Factors to consider when defining close contact include proximity, the duration of exposure (e.g. longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk).

*Data is insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g. did the infected person cough directly into the face of the exposed individual) remain important.

D. TESTING REQUIREMENTS

Hilbert College will require tests from students who are arriving on campus from other states and countries prior to being allowed on campus. These individuals will be re-tested between 7 to 14 days after arrival, or upon development of symptoms.

Employees, students, and visitors who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps for testing. People without a primary healthcare provider can use the CDC Online Coronavirus Assessment Tool, or contact the Inspired Health Group at 716-662-7008. If you are experiencing life-threatening symptoms, please call 911.

E. CONTACT TRACING AND REPORTING

Contact tracing is a standard tool in public health to identify and isolate individuals with a communicable disease. With COVID-19, health care professionals are working with individuals to identify their close contacts, advise those contacts of the need to quarantine, and offer them diagnostic testing. Hilbert College has identified a number of contact tracers who will assist the ECDOH with this process.

When any member of the College community becomes ill with COVID-19, the Wellness Center will work with the Erie County Department of Health to identify those with whom the individual has been in close contact and assess the significance of the exposure. The campus community will be notified (in general regarding suspected location and timing) via a Campus Text Alert issued by the Department of Campus Safety to assist in the contact tracing process.

The local health department and NYSDOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

A Hilbert College Community member who tests positive for COVID-19 will receive a call from the ECDOH (Erie County Department of Health) contact tracing team.

The contact tracer will ask them who they have been in contact with and ask them to isolate at home or on campus if necessary.

They will explain what isolation involves and ask questions about the household or living space and the ability to isolate from other people.

Isolation:

- Staying at home in a specific room, away from other people
- Using a separate bathroom if possible
- Individuals in isolation who need help with things such as groceries, medications and other basic needs can get support from ECDOH
- Isolation is similar to quarantine, except that isolation is for individuals who have a confirmed COVID-19 diagnosis
- Quarantine is for individuals who are potentially exposed to someone with this disease during a period when they are infectious

What is a close contact?

- Someone who was within six feet of a person with COVID-19 for at least 10 minutes, starting from 48 hours before they started to feel symptoms
- For asymptomatic cases, someone who was within six feet of a person with COVID-19 for at least 10 minutes from two days prior to specimen collection
- If you have been in close contact with someone with COVID-19, an employee from ECDOH might call to inform you that you have potentially been exposed

What is quarantine?

- Staying home
- Monitoring for symptoms
- Maintaining social distancing (at least 6 feet from others at all times)
- Remain in a specific room separate from other non-exposed people and pets in the home, and use a separate bathroom, if possible
- Individuals under quarantine who are deemed “essential” for their workplace may continue to work, with restrictions. Those restrictions include:
 - a) Employee/student must remain free of COVID-19 symptoms (asymptomatic)
 - b) Employee/student undergoes temperature and symptom monitoring twice a day, including immediately before arrival to work and when at home
 - c) Employee/student wears a face covering while working until 14 days after last exposure.
 - d) “Essential” workers are required to maintain quarantine when they are not at work for a full 14 days after their last known exposure
 - e) If COVID-19 symptoms develop, they must stop work/attending class immediately and isolate at home
 - f) Regardless of symptoms, all contacts should consider getting a COVID-19 diagnostic test five days or more after their last known exposure

- g) Individuals under quarantine who are not considered essential by their place of employment or who are currently not working or working at home must remain at home for 14 days after their last known exposure. They will be asked to monitor for COVID-19 symptoms, and consider getting a COVID-19 diagnostic test five days or more after their last known exposure

F. CONFIDENTIALITY

Medical information that is shared with ECDOH and Hilbert College contact tracers is kept confidential.

A contact tracer may share information about an employee/student diagnosed with COVID-19 with a college official, supervisor, or human resources department in order to identify and contact potential close contacts.

Since a COVID-19 diagnosis is protected health information, Hilbert College will maintain confidentiality and avoid disclosing the identity of the employee/student diagnosed with COVID-19 to other college community members.

The locations with a confirmed COVID-19 case will not be announced by ECDOH unless there is a concern about an exposure to the public and tracers are not able to identify close contacts through our investigation.

G. CAMPUS VISITOR POLICY

Due to COVID-19, the College is continuing to promote social distancing by limiting visitors to campus. The College will allow essential visitors on campus including prospective students, vendors providing services to the College, essential workers, and other individuals with business at the College.

Restricted Access to Campus

Access to all college buildings is restricted to essential students, faculty, staff, designated vendors, and invited visitors. Non-essential visitors to campus will not be admitted. Additionally, essential campus visitors shall wear a face covering while on Hilbert premises in accordance with these guidelines and to comply with the Erie County Health Department Order.

Approved Visitors Include:

- Current essential students, faculty, and staff
- Campus visitors who support students with educational needs (i.e. interpreters)
- Campus visitors who support students with conduct hearings
- Family unit members of on campus housing facilities
- Family unit members during move-in or out periods to assist their students
- Designated vendors and service operators with essential campus business
- Ride services and food delivery drivers until further notice
- Campus Events (such as Admission, Enrollment, Recognition, etc.) that comply with the NYS meeting capacity guidelines
- Visitors who directly provide support for approved Student Activities Events

All visitors not listed in the above categories are non-essential visitors.

Procedures for Approved Visitors

Campus hosts will keep a complete log of all approved visitors on a daily basis and issue visitor tags accordingly. The Campus Safety Department will oversee this process.

Exception Requests

Requests for access to campus by other populations will be considered on a case-by-case basis. Requests should be sent to safety@hilbert.edu at least 24 hours prior to the desired visit and will be reviewed by the Department of Campus Safety. Urgent requests may be communicated by phone to the Department of Campus Safety's 24/7 line at 716-473-1233.

H. RESIDENTIAL VISITOR POLICY

In addition to the College's Visitor Policy, the Hilbert College Residential Visitor Policy is specific to visitors in the Residence Halls during COVID-19. Hilbert College will only permit members of the Hilbert College community into any residence hall. This includes; Trinity Hall, St. Joseph's Hall, Agnes Hall, Leo House, Katherine House, Rufino House or any off-campus housing funded through Hilbert College. Students can have one visitor per person to reduce density in residence.

Visitors who are non-members of the Hilbert College community can wait in the parking lot or meet in different locations on campus as long as they are adhering to the college's visitation policy. Exceptions to this policy include vendors who are pre-approved by Hilbert College to maintain the facility.

Exception Requests

Requests for access to residence by other populations will be considered on a case-by-case basis. Requests should be sent to reslife@hilbert.edu at least one business day prior to the desired visit and will be reviewed by the Office of Residence Life. The Department of Campus Safety will be consulted as needed.

I. CAMPUS ENFORCEMENT OF SOCIAL DISTANCING AND FACE COVERINGS

The Hilbert College community will enforce social distancing restrictions to reduce the spread of the COVID-19 virus. Any community member can report a violation in progress for the College to enforce as appropriate (in person or online). Community members are highly encouraged to correct violators on the spot prior to making a report to Campus Safety. Campus Safety Officers will not approach community members or visitors in a confrontational manner. If an accommodation/exception is on file with Accessibility Services or Human Resources for failure to comply with the policy, it will be verified by Campus Safety. Willful violations of the Social Distancing and Face Covering Policies are considered "Community Endangerment" and will be dealt with by either the Student Conduct Process or the Progressive Discipline Process. Campus Community members may report violations directly to Hilbert Officials or to the Campus Safety Department or can submit a report online utilizing the "COVID-19 Violation Reporting Form" located on the COVID-19 portion of the hilbert.edu main web page.

Types of Violations include but are not limited to the following:

- Anyone not complying with necessary Face Covering requirements
- Anyone not complying with necessary Social Distancing requirements
- Overcrowding at a campus location
- A non-essential activity or non-approved visitor on campus

J. GATHERINGS OF 50 OR FEWER

Any gatherings of no more than 50 people will be allowed statewide beginning Friday, June 26th, 2020.

You must still keep at least 6 feet of distance between yourself and others and wear a mask or a face covering. Social distancing guidelines and cleaning and disinfection guidelines required by the Department of Health must be followed.

K. ELEVATED DISINFECTION PROTOCOL

Hilbert College will remain on an elevated disinfection protocol from August 17, 2020 through Wednesday, November 25, 2020 and thereafter as deemed necessary. The Facilities Subcommittee of the Comeback Task Force will review this document monthly or as deemed necessary to ensure its effectiveness. The Campus Center and Franciscan Hall will be deep cleaned and sanitized with the disinfectant BruTab applied through an electrostatic sprayer prior to employees' return. All other buildings will be deep cleaned and sanitized while vacated for a period of seven days prior to reopening the buildings for the Fall Semester.

This protocol is activated for occupied buildings and spaces in response to the COVID-19 Pandemic.

Custodians will read and adhere to label information provided by the manufacturer on all products used.

Custodians will wear vinyl, latex, or nitrile gloves in addition to an appropriate mask while performing disinfecting functions. Custodians will additionally wash hands for 20 seconds following all disinfection procedures. If handwashing is not available, alcohol-based hand sanitizer with 60% alcohol or higher will be used.

Normal routine cleaning with soap and water is the first line of defense in combating the Virus. Special attention will be paid to frequently touched surfaces. Each custodian will generate and maintain a list of touchpoints in their work area. Touchpoints will be cleaned daily and disinfected twice per shift. Documentation of all disinfection activities will be maintained by each custodian daily and will include confirmation of each touchpoint in their assigned area. An example of said documentation is included in Appendix A to this document. Door wedges will be used where appropriate to reduce the number of touchpoints encountered while on campus.

Touchpoints can include but are not limited to:

- Keyboard
- Mouse
- Handrails
- Light switches
- Doorknobs
- Elevator buttons

Custodians will ensure daily that restrooms are cleaned and properly stocked with paper and soap supplies, as well as checking sanitizer stations to ensure they are sufficiently stocked. Custodians will minimize non-essential services, such as recycling collection to reduce the weekly tasks required.

Custodians are defined as Hilbert's Custodians, contracted custodians and other employees conducting the disinfection protocol.

Hilbert College will practice Community Effort whereby students, faculty, staff and visitors will be required to do their part to ensure all of our safety. Disinfecting wipes will be readily available on campus to assist in this endeavor. Each person will be asked to wipe down areas and/or equipment prior to and immediately after use.

Disposable tissues will additionally be available in locations where their use could assist in preventing the spread of the virus when encountering touchpoints. The tissue should be properly disposed of after use (ex. selecting the floor on an elevator).

It is encouraged to use paper towels or toilet tissue when operating flush valves and faucet handles in lavatories. A trash receptacle is placed at the exit of every lavatory to dispose of items used to prevent contact with necessary touch points.

Drinking fountains will be disabled from use during this period. Hilbert College encourages the use of bottle fill stations as they are touchless and provide a better means of hydration.

KITCHEN:

Kitchen and break-room areas are inherently full of touchpoints. Disinfecting wipes and sanitizing spray will be provided in addition to hand sanitizer in these areas. It will be each person's responsibility to sanitize the area and utensils/equipment that they use both prior to and immediately after use.

Disposable items, including plates, bowls, plasticware, etc., have been purchased and will be available in each kitchen for your use.

VENTILATION:

The ventilation systems will maximize fresh air provided to all interior spaces and to exhaust air to the greatest extent possible. Increased air changes within interior space has been proven to greatly assist in reducing the spread of airborne particulate matter. All Campus ventilation systems will be activated

seven days prior to the first phase of non-essential employees' return. Operable windows will remain open in all occupied spaces when outdoor conditions make this feasible.

Face coverings deemed acceptable to the State of New York will be deemed as acceptable while performing cleaning and disinfecting procedures in all buildings except residence halls. N-95 masks will be worn by facilities staff when in resident buildings.

CONTAMINATED FACILITIES:

Cleaning and disinfecting of an area where symptomatic individuals are staying should only be initiated 24 hours after the symptomatic person has left the area and every attempt should be made to coordinate this process with the Erie County Health Department. Mask, face shield, gown, and gloves are to be worn whenever disinfecting a space previously occupied by a confirmed or presumed case of COVID-19. Operable windows and exterior doors should be opened when possible. Deep cleaning should be initialized and followed by disinfecting the area with a Department of Environmental Conservation registered disinfectant.

VEHICLES:

Hilbert College will continue the theme of Community Effort while using College vehicles. The driver will clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each use. Doors and windows should remain open while cleaning the vehicle. The Facilities garage will be available to accomplish cleaning and disinfecting to drivers in inclement weather. Call Campus Safety at 716-479-1233 to gain access to the garage. When cleaning and disinfecting, individuals should wear disposable gloves as well as a face covering.

Frequently touched hard surfaces including but not limited to door handles, steering wheel, turn signal, directional control, windshield wiper control, ventilation control and stereo controls should be wiped down with disinfectant wipes that will be provided in each vehicle.

For soft or porous surfaces such as fabric seats, remove any visible contamination and clean with spray disinfectant that will be provided with the disinfectant wipes.

Disposable PPE and used wipes should be placed in the garbage outside the Facilities garage and adjacent to college vehicles.

A log will be maintained in each vehicle. The driver should provide requested information and initial indicating his/her compliance with the standard as provided herein.

A vehicle will be taken out of service upon return to the Campus should a driver intentionally transport a person who is known or believed to be positive for COVID-19. The vehicle will additionally be taken out of service should symptoms of COVID-19 develop in the driver or occupant during the trip. Campus Safety will be immediately notified by the driver upon return who will implement removing the vehicle from service. Campus Safety will notify Facilities Services who will be responsible for proper disinfecting prior to the vehicles return to service.

ATHLETICS:

- A. We will follow College Wide COVID policies as it pertains to PPE, Physical Distancing, Weekly Personal Assessments and Quarantines/Isolations
 - i. Failure to follow College wide COVID policies may trigger a judicial review
- B. Inspired Health Group and the Department of Athletics are developing protocols for when players, coaches or trainers become symptomatic while on the road for competition
 - i. Immediate isolation from the team will be paramount. Communication will then be sent to Inspired Health Group (716-662-7008) and to the Campus Wellness Center (716-926-8930) while we find a safe way to get that student-athlete, coach or trainer to the appropriate location to receive care and/or testing.
 - ii. We will be adhering to conference and national governing body guidelines as it pertains to travel and competition.
- C. “Virtual Meetings” will replace in-person meetings until further notice
- D. Spectators will be prohibited from attending indoor competitions during the Fall. For Fall outdoor contests, we will not have our bleachers available. We will encourage people to watch from their vehicles or bring their own chairs and follow physical distancing and face covering policies
- E. Athletics will have a point person(s) who will track all visitors to the Hafner Rec. Ctr. and adjacent playing and practice fields. Visitors will be logged and given time-specific identification

RESIDENTIAL STUDENTS:

All residential students will receive sanitization spray and reusable cloths to assist with the disinfection of private quarters. The Office of Residence Life will conduct frequent health and safety checks of residence hall rooms to assure personal and communal spaces are maintained to the college’s standards. Guidance on disinfection, cleaning and maintaining safe spaces will be given to all resident students upon arrival.

4. CLOSURE

In the event that the College determines that an excessive number of cases are present to effectively manage and control, the campus may be closed and face to face classes will cease. The College President may decide to close the campus early or not to open campus offices and departments, provided that "essential services" will be maintained. The time frame for transition from face to face classroom instruction to online learning shall be carefully considered to allow ample time for faculty, staff and students to physically move off campus, make technical adjustments to their courses, and be ready to attend class. Faculty are prepared to go online after Thanksgiving break through December 18, 2020.

A. DECISION NOT TO OPEN OR TO CLOSE CAMPUS

The decision to close or not to open the campus will be made by the College President (or designee). The President may consult with various individuals on campus and ask for recommendations, but the President will make the final decision.

Conditions that may require a decision to close or not to open the campus should be communicated through the appropriate Vice President to the President at the earliest possible time. In the case of disease outbreak, The Wellness Center and the Campus Safety Department are the primary considerations in closure decisions. In this regard, the Director of Campus Safety (or designee) and Director of Counseling, Health and Wellness will be responsible for advising the Dean of Students and the VP of Finance/Administration on safety-related conditions. This advisory and/or recommendation will be made after consultation with their departments, the Erie County Department of Health, and the Inspired Health Group. The Dean of Students and the VP of Finance/Administration will then advise or recommend to the President an appropriate course of action.

B. CAMPUS NOTIFICATION

The Director of Campus Safety (or designee) and Director of Counseling, Health and Wellness will initiate an advisory call to the Dean of Students and the VP of Finance/Administration if conditions are such that opening or remaining open is in question. The Dean of Students and the VP of Finance/Administration will then contact the President. Once the President has made the decision, the Campus Safety Department will communicate the decision via Omnilert Text message to the entire campus community.

The Dean of Faculty and/or the Marketing and Communications Department will initiate (if necessary) messages for the following:

WGRZ Channel 2, Phone 842-2221

WIVB TV Channel 4, Phone 879-4827

WKBW TV Channel 7, Phone 845-0081

The Marketing and Communications Department will also initiate internal correspondence for the entire campus community.

C. ESSENTIAL SERVICES PERSONNEL

"Essential services" are those functions and personnel required to maintain or protect the health, safety, or physical well-being of campus personnel (students, staff, and faculty), academic mission, and facilities, given the conditions of the emergency at hand.

Determining Essential Services for Emergency Closures: The Dean of Students and the VP of Finance/Administration will determine which operations under their respective supervision should be designated as essential services (as defined above) and under what conditions specific individuals will be required to work during a general closing. The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Lists of designated essential services and personnel should be disseminated to the appropriate unit supervisor; individuals included on such lists should be notified by their supervisors. Employees should contact their supervisors if they have questions about whether or not they are considered "essential services" personnel.

D. RESIDENTIAL STUDENTS

Students will have to completely move out of college residence halls for an extended closure due to disease outbreak. The college will provide support on the campus move out process where possible to assist with students in need. Students who cannot return to their permanent residence or who do not have a permanent residence must contact the Director of Residence Life [reslife@hilbert.edu] immediately.

Resident students are asked to pack all personal belongings upon closure. Personal items left in rooms or common spaces may be discarded. Trash receptacles and recycling bins will be supplied for each residence hall. Additional information and signage on where to put garbage will be communicated to students when evacuation occurs.

Students living in campus apartments should keep items in a communal refrigerator. Students are asked to dump liquids in the sink and discard containers with trash. The facilities staff will empty the refrigerator after students have fully evacuated.

A limited number of boxes will be available for students within 24 hours of an evacuation announcement. Carts will also be available in the lobby to help facilitate the move-out process. Students must sanitize all carts before and after use. All carts must be returned to the Trinity Lobby unless instructed otherwise by the Office of Residence Life or Campus Safety.

The college will not store any student's belongings. Students must work with local vendors to store personal items.

Students must complete a forward mail form [<https://www.hilbert.edu/student-life/living-on-campus/residence-life/res-life-forms/mail-forwarding-form>] within one week of evacuating college residence. The form is available on the Residence Life website and will be emailed to all residents as well. All packages received after students move out will be returned to sender.

Requests for the college to provide a student housing post-evacuation will be considered on a case-by-case basis. Requests should be sent to reslife@hilbert.edu at least two business days prior to the deadline for evacuation. All requests will be reviewed by the Office of Residence Life and consulted with the

Behavioral Intervention Team as needed. Housing options may include off-campus housing options. The timeline for student evacuation will be determined by Hilbert College. All students will be notified by email and emergency text.

E. COMMUTER STUDENTS

Commuter students will be directed to depart campus utilizing all appropriate safety precautions considered for the emergency and not return until such time as the campus is deemed safe to reopen.

F. STUDENT ATHLETES

- A. We are currently working with National and Conference constituencies to develop contingencies (from a scheduling and eligibility standpoint) in the event that everyone is sent home prior to November 25, 2020, as well as procedures for contests scheduled after our 11/25 return home date
 - i. Athletics will adhere to the College's unanticipated campus closing procedures
 - ii. We will work with our Conference Commissioner(s) if there are interruptions to any scheduled contests
 - iii. In the event NCAA requirements (i.e., competition minimums) are not reached, we will adhere to their waiver process

5. HAFNER ATHLETIC CENTER – POLICIES (COVID-19)

Due to the COVID-19 pandemic, the Hafner Athletic Center has altered policies for use of its space. These policies will be in place until further notice. All of these decisions have been made with the health & safety of the Hilbert Community as our primary focus. College wide 6' Social Distancing & PPE policies are in effect, while adhering to all of the additional items below.

FITNESS CENTER:

1. Use of the Fitness Center will be by reservation ONLY. Time slots will start at the top of each hour. Facility hours are still TBD. To reserve a spot, email Scott Caracci – scaracci@hilbert.edu – **Reservations must be submitted at least 12 hours in advance and will have limited availability**
2. Occupancy will be limited based on current State and College policies
3. Workout time slots are for a Maximum of 45 minutes (9:00-9:45, 10:00-10:45, etc.)
4. A STRICT self-cleaning policy for equipment is in effect. Spray bottles with disinfectant and paper towels will be provided for users to clean all surfaces of equipment they use. This must be used on all equipment and weights (cardio equipment, plates, bars, balls, bands, etc.). Paper towels must be disposed of in covered waste containers. The 15 minute windows of time before the start of the next reservation cycle will be used to ensure the facility is clean for the next users. Failure to comply with the self-cleaning policy could result in a loss of Fitness Center use privileges. CDC guidelines will be strictly followed.
5. NO non-Hilbert students, faculty or staff are permitted to use Fitness Room (including alumni)
6. All shared equipment (i.e., basketballs, volleyballs, jump ropes, etc.) will be distributed from the Fitness Center in an effort to ensure those items are sanitized prior to and following use
7. You MUST have a current Hilbert ID and a reservation to gain access to the Fitness Room

ATHLETIC TRAINING ROOM(S):

1. Use of the Athletic Training Room(s) will be by reservation ONLY
 - A. Athletic Trainers will wear appropriate PPE (gowns, gloves and masks)
 - i. Those being treated in the Athletic Training Room(s) must maintain 6 foot distance from each other and wear a mask.
 - B. Traditional Athletic Training Room will be for treatment and rehab
 - i. Treatment & Rehab will be done prior to 2:00pm by reservation. Evening times for these items are being explored
 - ii. A schedule will be visible outside the ATR on a weekly basis and student-athletes can sign up verbally in person with Greg Peri or Mike Plandowski. If necessary, you can email Greg – gperi@hilbert.edu or Mike – mplandowski@hilbert.edu – to sign up. ***Schedules are subject to change***
 - iii. A limit of 2 student-athletes are allowed in the space at any one time
 - iv. Those being treated in the Athletic Training Room must maintain a 6 ft. distance from each other and wear a mask. Trainers will wear masks when working with those receiving treatment.
 - C. Secondary Athletic Training Room
 - i. Taping & Icing will be done in this space prior to and following team practices
 - ii. A limit of 2 student-athletes are allowed in this space at any one time

- iii. Those being treated in the Secondary Athletic Training Room must maintain a 6 ft. distance from each other and wear a mask. Trainers will wear masks when working with those receiving treatment.
- iv. A schedule will be visible outside the ATR on a weekly basis and student-athletes can sign up verbally in person with Greg Peri or Mike Plandowski. If necessary, you can email Greg – gperi@hilbert.edu or Mike – mplandowski@hilbert.edu - to sign up. ***Schedules are subject to change***

LAUNDRY ROOM:

1. Use of the Laundry Room will be by schedule ONLY. ***Schedule is subject to change***
2. Each in-season team will be given a (75) minute time slot on a daily basis to take care of their team laundering. The Athletic Training Staff and Fitness Room Staff will also get time slots assigned to them
3. The laundry schedule will be handled by Jeff Hallenbeck – jhallenbeck@hilbert.edu – and will be created in weekly intervals based on team practice and competition schedules
4. Best practice would be to have team members deposit their uniform (practice or game) directly into the washer following play to avoid anyone else having contact with it. Coach or designee could handle the rest of the process. Gloves will be provided for the person who is handling all of the washer settings
5. Laundry machines will be wiped down prior to and following use
6. Laundry Room is ONLY for Hilbert Athletics issued, owned or agreed upon apparel and gear

GYMNASIUM:

1. At this time the Gymnasium is for team use for practice and competition. All other use will be on an as needed basis and by reservation ONLY. Reservations and requests will be sent to Scott Caracci – scaracci@hilbert.edu
2. The number of people allowed in this space will coincide with CDC and NCAA Guidelines based on their Phasing processes. Spectators will be prohibited from attending indoor competitions during the Fall. For Fall outdoor contests, bleachers will not be available in order to best follow social distancing guidelines. It will be encouraged for people to watch from their vehicles or bring their own chairs and follow physical distancing and face covering policies
3. The Gymnasium will be on the College's strict sanitizing schedule as set forth by the Facilities subcommittee
4. No external rentals of the Gymnasium are permitted at this time

LOCKER ROOMS:

1. Hafner Locker Rooms will have a maximum occupancy of five (5) people at any one time and Trinity Locker Rooms maximum occupancy will be six (6). Masks MUST be worn.
2. Social Distancing and PPE policies are in effect while in the locker rooms.
3. Showering is **NOT** allowed. Shower heads will be removed until further notice.
4. Locker Rooms will be locked during practice and competitions in order to ensure the security of personal items during given time blocks.
5. The Locker Rooms will be on the College's strict sanitizing schedule as set forth by the Facilities subcommittee.

OFFICE SPACE, CONFERENCE ROOM, STUDENT-ATHLETE LOUNGE:

1. Personnel that have their own office space will wear a mask when others are in their office. When alone in your office, it is not necessary to wear a mask.
2. Those with shared office space will have a Staffing Rotation (in line with the College's remote working policy and communicated by your Supervisor) that will allow for a combination of on- and off-campus work.
3. The Conference Room will **NOT** be available for meetings or team gatherings. Virtual meetings will replace face to face meetings until further notice. All appliances in the conference room must be wiped down after use. Wipes and gloves will be provided as will disposable utensils, plates, etc.
4. The Student-Athlete Lounge will remain closed at this time.

VISITATION POLICY:

1. Visiting teams, game officials and Athletic Department vendors will be considered "approved visitors" and will fall under the College's Visitation Policy
2. NO outside guests, that don't fall under the item above, will be allowed in the Hafner Recreation Center
3. ALL "approved visitors" will need to be approved ahead of time and will have a main point of contact (Scott Caracci – scaracci@hilbert.edu). Approved visitors must adhere to all of the College's Social Distancing & PPE policies, along with all Hafner policies as noted above.