Clarkson University Future Ready Plan
Our NYS Reopening Plan
As of July 21, 2020
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Preface

To the greater Clarkson Community:

We appreciate your patience and attention as we share our current plans in a dynamic national environment subject to evolving directives and guidance from local, New York State and federal representatives as well as new best practices emerging from industry and our peers. This plan has been developed in accordance with New York Forward regulations and the specific guidance for higher education and higher education research operations.

The health, safety and well-being of our greater Clarkson community is our highest priority. With the mindset to be future ready under fluid circumstances, we strive throughout the restart process to make decisions that also build the resilience of the communities where we operate and that perpetuate our commitment to prepare all students to be global leaders. If better processes, practices and procedures emerge we will make those adjustments. Similarly, if we are required to enact more stringent requirements, we will make those adjustments. In both cases we will inform you as soon as is practical.

— PRESIDENT COLLINS AND THE RESTART TASK FORCE MEMBERS
Introduction | Restart Task Force

In early May, Clarkson University President Anthony G. Collins assigned senior leaders from the President’s Cabinet and Academic Leadership Council to launch four Restart Task Force teams to focus on University operations in Academic Affairs, Facilities & Infrastructure; Student Affairs & Residence Life; and Personnel & Policies. A Communications Task Force was also formed to help align decisions across teams and communicate information and decisions to the greater Clarkson community. A Special Scientific Advisory & Experts Group of Clarkson researchers was also available to all of the Task Force Restart Groups to recommend, review and support planning and action items. The membership of the Restart Task Force team leaders, subgroup leaders and experts panel are available online at www.clarkson.edu/future-ready.

Clarkson’s Emergency Response Team, and its designated COVID-19 sub-team, has also remained active since late January when our first communications on the coronavirus threat were distributed to the University community.

Throughout this pandemic for the main residential-based campus in Potsdam, University and Restart leadership and affiliated staff with the St. Lawrence Health System, which manages our Student Health Center for our Potsdam Campus, have been in weekly meetings with St. Lawrence County Public Health officials and convened on additional topics specific to the college community as needed. The Associated Colleges of the St. Lawrence Valley -- Clarkson University, St. Lawrence University, SUNY Canton and SUNY Potsdam -- have also met weekly to help form a coordinated response to COVID-19 in partnership with the regional control room, St. Lawrence Health Systems, Claxton-Hepburn Hospital, and county leadership.

In addition to meetings and communications among each task group, more than 200 faculty, staff and students actively participated in scenario planning exercises facilitated by the Provost and Chief Inclusion Officer that considered moving forward with changes to the starting and ending dates of the existing semester calendar; changes in modality and the mix of in-person instruction, remote learning and hybrid models; and changes in classroom/laboratory venues and technology platforms. More than 750 members of the Clarkson community responded to a detailed survey on a base plan for reopening and further adjustments and discussions ensued. Regional news outlets and our own robust social media networks also provided further platforms for discussion among a wide audience on the base plan to take place.

For our smaller, non-residential campus operations in Schenectady and Beacon, New York, we have also maintained similar connections stewarded by the Capital Region Chamber, Dutchess County/ Hudson Valley Chamber, communications with NYS elected representatives and in partnership with our peers in the Commission for Independent Colleges and Universities.
I. Reopening of Potsdam Campus

- Includes plans for restarting campus operations including student, faculty, and staff return. The following considerations must be included, at a minimum:

A. Capacity

- Phasing and quantity of students, faculty and staff to return to campus, considering factors such as ability to maintain social distance in public spaces and residence halls, testing capabilities, Personal Protective Equipment (PPE) availability, quarantine and isolation capacity, local medical capacity, and availability of safe transportation;

Based on current issued guidance for higher education and the capacity of our Potsdam facilities on our 640-acre campus to support social distancing in this context, we are planning to allow all undergraduate and graduate students to return to campus for fall classes and education activities. All classrooms, laboratories, teamwork and teaching spaces have been evaluated for maximum capacity for safe occupancy using the New York Forward social distancing information for higher education and research. Large capacity event and activity spaces not typically used for classroom time have been identified for aiding our ability to educate and follow social distancing. Assigned seating will support contact tracing.
1. Employees Return to Workplace

Human Resources and its unit for Environmental Health & Safety have worked with the President’s Cabinet, Academic Leadership Council and supervisors during this pandemic to consider the health, safety and well-being of every member of our community.

Before returning to work on campus, all employees have been and are required to go through a safety training program directed by the University’s Environmental Health & Safety Officer based on guidance from the CDC, NYS and local public health agencies as well as Clarkson’s faculty experts panel from related fields. This training session includes social distancing practices, how to use PPE that is issued by the institution to all employees, how to use the screening and tracing tools, restrictions on where they can be on campus, and cleaning/disinfecting protocols. All employees are also expected to follow a new daily routine (Appendix A. Employee Screening Daily Checklist upon entry and exit to campus).

At the beginning of Forward New York Phase I, employees in construction operations resumed duties and essential maintenance members, Campus Safety & Security staff, and select emergency response team members continued their duties from the onset of the pandemic.

During Phase II essential research resumed on a limited basis as did essential office workers in human resources, payroll, environmental health and safety, finance and other areas.

In Phase III, more than 165 employees were working on campus practicing social distancing with staggered schedules and restrictions on work spaces. This cohort included additional research faculty doing laboratory work with graduate students and faculty in the Health Sciences with classes resuming in person for the Physician Assistant Program.

The University adopted workplace safety plans consistent with New York State guidance for its Phase I, II, and III operations. (Refer to Appendices.)

During Phase IV, employees who need to be on campus to best perform their work have begun to return following the same practices as those who returned in Phase III. For the start of the fall semester, this includes faculty teaching in the classroom and other staff who interact with students. Each workstation has been assessed based on usage prior to employees returning to the space to comply with safety measures recommended by the CDC and
NYS. All other employees who can continue to do their jobs remotely will continue to do so until further notice. Based on the parameters above to ensure that no facility has more than 50% occupancy and reductions in density in campus buildings at any given time, we estimate that 50-75% of the workforce will return to work on campus by August 19.

Because public transportation is limited in Potsdam, Clarkson employees either walk to work or drive a personal vehicle.

Please see Appendix B. for Back to Work Policies that cover the items below:

1) Requirements & Screening Procedures for Return to Work during COVID-19
2) Paid Sick Leave Policy during COVID-19
3) Benefits Resources during COVID-19
4) Interim Travel Policy during COVID-19
5) Social Distancing Guidelines during COVID-19
6) Personal Protective Equipment (PPE) Protocols during COVID-19
7) Cleaning and Disinfecting Guidelines
8) Contact Tracing Procedure
9) Protocols for Positive Diagnosis or Exposure during COVID-19
10) COVID-19 Guidelines for Health Care Providers and First Responders
11) COVID-19 Enforcement Procedure

2. Students Return to Campus

**Graduate Students:** Graduate students in the Physician Assistant program in the Lewis School of Health Sciences, located on our downtown Potsdam campus, resumed in person instruction in June, during Phase III. Some have been already trained in COVID-19 testing protocols to assist St. Lawrence Health System and public health to respond to the pandemic as needed. Lewis students from the Physical Therapy return in July and Occupational Therapy programs in August. The normal Health Sciences scheduled for the Fall term begins August 31 and concludes December 18, 2020. The Fall Quarter Schedule for other graduate programs, which include online, in person and hybrid offerings, will continue to operate under the planned term dates of September 9 through November 24. Additional details can be found on the [academic calendar on the Clarkson Website](#).
Undergraduate Students: The return of 2,300 undergraduate students who live full-time on campus will begin in August and the campus will reopen to the full student body including commuters for classes that start on August 19. No triple rooms will be used in the residential housing.

From July 22-29, residential students from within easy driving distance of campus will be encouraged to sign up for time slots with no more than 10 families in a building at any given time to move items into their residence hall room or apartment, go back home and then return the night before instruction begins on August 19. There will be no official fall break, however, there will be days structured as alternatives to breaks. We are asking students to stay on campus/in the North Country for the duration of the semester. Most students will go home for the Thanksgiving and December holidays and will return to campus for the Spring Semester which is scheduled to begin January 13, 2021, one day earlier than originally posted.

We are also monitoring the NYS order that residents from some states with high-incidences of coronavirus will need to self-quarantine for 14 days before participating in campus activities. Based on current guidance, we are communicating with impacted students to begin a move-in process to return by August 1, 2020 to begin quarantine in their space following all guidance for limiting shared bathroom facilities, providing food delivery, access to appropriate cleaning and PPE supplies, and securing against unauthorized access to these quarters. All students who return in person will need to submit a negative COVID-19 test with RT-PCR within 7 calendar days prior to arrival on campus. The only cost is $225/person for three meals a day delivered to the room from August 1–August 15.

All other move-in will be staggered and students will be encouraged to minimize the items they are packing. All students pursuing an in-person education in Potsdam are expected to arrive on campus no later than August 30, the originally scheduled start date. Only residents of a building and limited employees, who will report what spaces they were in everyday, will be allowed to enter residence facilities after July 29. Please see Appendix C-Residential Student Move-In Process for more details.

The majority of the undergraduate population lives on campus and a limited number of undergraduates will continue to pursue leases in/near the Village of Potsdam or commute from home. Graduate students will also live in/near the Village and commute to campus. Special communications are being sent to and meetings with non-residential students asking them to adhere to the same protocols as on campus residents.
Classes start when the region is well into Phase IV of New York Forward. Clarkson anticipates using an app for daily screening of all employees and regular student screening. All students who return in person will need to undergo COVID-19 testing with RT-PCR within seven calendar days prior to arrival on campus. Students with a positive test prior to arrival will not be allowed to be present on campus in person. Through our partnership with St. Lawrence Health System (SLHS) and the MIT-Harvard Broad Institute, we plan to test the student body again after they arrive approximately 7 to 10 days after the specimen from their first test was collected. Sixty (60) beds with access to private bathrooms in a dedicated residence hall are being held for isolation and quarantining of students as designated by SLHS. Students will need to upload negative COVID-19 results in our electronic records system.

In accordance with the interim guidance given to higher education for reopening plans and the guidance issued for research at higher education institutions, no classroom, study space or laboratory will have no more than 50% of its normal occupancy and social distancing protocols will be well marked and posted in these areas. At all times in these spaces, all members of the Clarkson community are expected to don appropriate facial covering.

Because public transportation is limited in Potsdam, most Clarkson students either walk to destinations in the Village or drive a personal vehicle. The College Connector routes for the bus operated by St. Lawrence County that run among the four colleges and popular destinations is still under review. Students in apartment living and buying additional convenience store items are encouraged to use Instacart for deliveries to approved locations on campus.

3. Readiness of Medical Community

Through the diligence of many working together in our greater community, our North Country region has by far the lowest incidence of COVID-19 in New York State. We have proven during this crisis that we have one of the best rural medical networks for prevention as well as treatment. The St. Lawrence Health System that runs Canton-Potsdam Hospital less than 2 miles from campus, the St. Lawrence County Board of Health and St. Lawrence County Public Health Department have worked diligently with institutions like Clarkson as well as the community at large to keep us all safe. As of 7/8, there is currently only one hospitalization related to COVID-19 in St. Lawrence County and fewer than 550 cases in the entire seven-county North
Country region since the pandemic began in 2020. Early in the pandemic, the University partnered with SLHS to isolate a newly constructed COVID unit from other emergency and in-patient units as well as modify some equipment to respond to the pandemic. A video report from STHS CEO David Acker to Clarkson’s Board of Trustees demonstrates their readiness. See Appendix D. for a PowerPoint of St. Lawrence Health System Presentation to Trustees.

B. PPE

➢ Develop plans for obtaining and providing acceptable face coverings to all employees of the institution. Determine if the institution will be providing face coverings or other PPE to students. Develop requirements about what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies;

Clarkson is providing two multi-layer cloth masks to each faculty and staff member and one to each student this fall with a plan for replacements. Training on how to use the mask has and will be provided as these are issued. Employees and students in certain laboratory environments and members of the CU Emergency Management Services who need full PPE to perform their functions will have access to appropriate PPE consistent with the CDC guidelines.

All campus members will have access to hand sanitizer and disinfectants

Everyone will wear a face covering in classrooms, indoor public spaces and offices at all times when around others. In other settings, any time an individual comes within six-feet of another person who does not reside in the same residence (i.e. roommate), acceptable face coverings (mask unless an exception is granted) must be worn. Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet. Students living in a corridor-style room with a roommate or an apartment with their “family units” that share a common lounge do not have to wear a face covering in their room or apartment, but must do so upon exiting their residence. Please see Appendix E for PPE Plan.

C. Screening and Testing

➢ Plan for screening and diagnostic testing students and faculty for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus. Plans should indicate if individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested. Plans may determine whether to
quarantine students upon arrival until they receive testing and a negative test result;

**Screening:** Clarkson’s protocols for screening, testing, monitoring and containing for COVID-19 follow the recommendations of St. Lawrence Health System that operates our Student Health Center and the local Canton-Potsdam Hospital located one mile from campus and the St. Lawrence County Board of Health as monitored by St. Lawrence County Public Health.

We are currently using an inhouse system for employees to screen their daily health. With other higher education institutions in the region, we are in the process of implementing a mobile phone app for all faculty, staff and students to respond to regular screening questions based on symptoms of COVID-19 to complement testing programs. Here are the current and anticipated questions to keep using:

- Do you currently have a fever (temperature of 100.4°F or greater) without having taken any fever-reducing medications?
- Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell?
- Have you tested positive for COVID-19 in the past 14 days, or have you been instructed by a health care professional/public health official/contact tracing app to self-isolate or quarantine?
- Have you knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 14 days?
- (Students) Have you, or anyone you live with, traveled outside the North Country in the last 14 days? (Employees) Have you, or anyone you live with traveled outside of NYS in the last 14 days?

Based on the screening questions answers, students and employees may be asked to undergo further testing, quarantine and refrain from coming to class/work or participating in Clarkson activities. Screening programs to detect asymptomatic individuals with COVID-19 do not replace important measures such as hand-washing, social distancing, face mask use and tracing/isolation when someone comes into contact with a person who has tested positive.

**Testing:** Many students are moving into a region that has a very low rate of COVID-19 infection. It is our objective with the other higher education institutions in the region to ensure all students who come to St. Lawrence County are healthy and stay
safe, and to maintain the region’s status as a community that has been diligent in prevention and containment.

Before students come on campus for the Fall semester, they will need to undergo COVID-19 testing with RT-PCR (not serology). This must be scheduled to be performed within 7 calendar days prior to arrival on campus. Students with a positive test prior to arrival will not be allowed to be present on campus in person.

International students and students coming from a state that is under a NYS mandated travel advisory will get separate communication on testing -- we are still getting guidance from NYS on the quarantine parameters when combined with a COVID-19 test that is negative. In the interim, we are asking these students to move to quarantine alone from August 1-14, before other students arrive.

As a partner with the MIT-Harvard Broad Institute, medical professionals from St. Lawrence Health System and affiliated Physician Assistant program members will do a second test after each student arrives approximately 7 to 10 days after the date their first test specimen was taken. We plan to then conduct 300 tests each week through the end of the semester in addition to responding to tests needed based on screening protocols.

D. Residential Living

- **Residential living plans should include protocols for capacity limits, enhanced cleaning and disinfection, appropriate social distancing, use of acceptable face coverings in common areas, restrictions on non-essential gatherings and activities, limited access by students to other residential facilities (e.g. dormitories), restrictions of visitors, special housing considerations for students who are immunocompromised or who have an underlying health condition, separate living spaces for persons undergoing isolation or quarantine, and a modified set of rules for students to follow;**

Residence guidelines and protocols for student housing have been prepared based upon NYS and public health directives. Clarkson will continue to provide a residential experience that supports and enhances the student experience. Although living arrangements will be similar to previous years, the University will not be operating as usual. New protocols have been put into place for behavioral expectations related to social distancing, self-isolation, quarantine, testing and contact tracing in order to provide all students a safe and engaging living experience. These links take you to detailed plans regarding reopening, (Appendix C.) [student expectations for safety and wellness](#) through the Clarkson Commitment that must be signed acknowledging receipt of this information (Appendix F.), and [containment and](#)
student monitoring, (Appendix G). Based on a successful opening of low or no positive cases, we will work with students to evaluate and phase in extensions of the ‘family unit’ beyond immediate roommates. Sixty beds with private/semi-private bath space have been reserved for students in isolation or quarantine. A student departure plan (Appendix H.) is also ready in the event NYS or local directives call for us to reduce the campus population.

When the early move-in of belongings process ends on July 29, there will be no guests permitted in the residence halls. Thereafter, we are following the recommended best practices to limit access to residence halls/apartments to only those living in the facility, who are expected to abide by all building and campus protocols and designated employees. During other move-in times, guests who do accompany a student on the trip will remain curbside. Face-to-face interactions between staff and guests will be limited and proper PPE will be provided for those not using the Clarkson issued mask or other facial coverings.

Campus living arrangements will be the same as previous years with traditional single rooms and double rooms, suite-style single rooms and double rooms, and apartment single rooms and double rooms, but no triple rooms will be used. Students living in a corridor-style room with a roommate or an apartment with their “family units” that share a common lounge do not have to wear a face covering in their room or apartment, but must do so upon exiting their residence. Laundry room usage will operate according to a schedule due to new occupancy limits. Only residents of assigned rooms will be allowed in the residential space and no guests will be permitted in the residence halls after July 29. Based on a successful opening of low or no positive cases, we will work with students to evaluate extending the ‘family unit’ within living quarters and affinity groups.

There will be no official fall break, however, there will be days structured as alternatives to breaks. We are asking students to stay on campus/in the North Country for the duration of the semester. Most students will go home for the Thanksgiving and December holidays and will return to campus for the Spring Semester which is scheduled to begin January 13, 2021, one day earlier than originally posted.

Based on survey responses and work already in progress, we had great stakeholder interest in shaping a social contract that connects us all to the behaviors and practices we need to uphold to protect ourselves and each other during this pandemic beyond the existing codes of conduct for employees and students. We are currently calling this the Clarkson Commitment, See Appendix – Clarkson Commitment (Appendix F1.) and its accountability process (Appendix F2). A few example statements from the student version of the working document that every member of our community will be asked to sign are below:
“I commit to:

- Always wearing my face covering (appropriate mask) any time I am indoors—excluding my assigned residence hall room/suite/apartment—including but not limited to hallways, bathrooms (excluding shower stalls), academic spaces, study/lounge spaces, dining facilities, and fitness facilities, and any time I am outdoors while within six feet of another person.
- Complying with the event and gathering restrictions announced by the University and/or local/state/federal authorities, whether now in effect or imposed at a later date.
- Immediately self-isolating and contacting Student Health and Counseling should I become sick with a fever, cough and/or possible symptoms of COVID-19.
- Not traveling domestically (outside of the North Country Region) or internationally during each semester. In the event of an emergency or medical situation, a student must request permission at least three business days in advance, absent emergencies, to travel by completing the Travel Request Form. Students who receive approval to travel are required to follow University directives regarding self-isolation upon their return.”
In support of helping to maintain the safety of the community and maintaining the ability for students to remain at the University, the University commits to enforcing this Clarkson Commitment and all related directives. Based on a successful opening of low or no cases, we will work with students to evaluate and phase in extended ‘family units’ within residence facilities and affinity groups. Alleged violations of this Clarkson Commitment may be referred to Residence Life and/or the Office of the Dean of Students as possible violations of the Code of Student Conduct. Repeated and/or severe violations may result in my being removed from the residence halls, restricted from Clarkson facilities, suspended, and/or expelled. Students who are concerned about their ability to adhere to these commitments are welcome and encouraged to continue their studies online.

Students who are immunocompromised or who have an underlying health condition are asked to contact the Office of Accessibility Services (oas@clarkson.edu) to determine housing recommendations, options, and plans.

Based on the current guidance, we are confident that the ‘back-of-the-house’ mandates and best practices to ensure safe food handling during COVID-19 are in place. Self-serve options will not be allowed, but grab-and-go of pre-packaged items will be. We are currently planning an online ordering app with pick-up locations distributed across campus to reduce density in traditional dining locations and bring more convenience to students under these unusual circumstances. These choices will accommodate different dietary choices and needs. We are also planning to deploy ‘pick-up lockers’ to further minimize contact and appropriate interim storage. To start the semester when lesser gathering sizes are anticipated, we will expand outdoor seating for dining, studying and socializing. Please refer to Appendix K. for the Dining Services Plan.
E. Operational Activity

➢ Determine how classes, shared spaces, and activities may be adapted in various phases of return and operations (e.g., identify which classes will offer alternate approaches such as A/B schedules or remote instruction; appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time);

Based on current issued guidance for higher education and the capacity of our Potsdam facilities on our 640-acre campus to support social distancing, we are planning to allow all undergraduate and graduate students to return to campus for fall classes and education activities. All classrooms, laboratories and teaching spaces have been evaluated for maximum capacity for safe occupancy using the Assigned seating will also be used to support contact tracing. New York Forward social distancing information for higher education and research. Large capacity event and activity spaces not typically used for classroom engagements have been identified for use this fall. Additional organized outdoor venues are also available to start the semester.

In accordance with the mandates and best practices recommended by NYS in its most recent guidance, fall courses will be offered through a variety of modes integrating face-to-face and online learning approaches. Traditionally large classes have been split into smaller sections supported by technology-enhanced learning. Some classes have been “flipped” so that smaller groups of students engage, face-to-face, in discussions and hands-on activities. As we reduced class sizes and faculty planned for fall, courses that are ideally suited for robust and dynamic online learning were designed specifically for this delivery mode.

We will augment the NYS guidance by encouraging experiential learning in smaller groups, and participation in related co-curricular and extracurricular activities. With lecture capture and learning technologies added to each teaching space, should students need to or choose to stay in their home communities, all classes will be available via distance with the exception of those identified on the schedule as in-person only. Those include courses that require hands-on training for credentials and some laboratory courses that do not have ways for some students to participate remotely. This approach also enables any student who needs to temporarily quarantine or self-isolate due to possible exposure to COVID-19 are accommodated. Working with our Faculty Experts Panel and researchers in airborne particle transmission, our class schedule was modified to include 20-minute breaks between room usage to minimize traffic congestion and allow time to wipe-down surfaces. Physical spaces were adjusted to maximize social distancing and fresh air flow.
Office spaces, restrooms and common areas have been measured and assessed for safety with appropriate barriers being installed to minimize direct contact. In accordance with the NYS interim guidance for reopening plans and the guidance issued for research at higher education institutions, no classroom, study space or laboratory will have no more than 50% of its maximum occupancy with recommended attention toward six-foot distancing.

As appropriate to maintain social distancing and close contact, the University will utilize online appointments for activities such as advising, office hours, and group/individual tutoring. Health and counseling appointments at the Student Health Center (SHC) will be made by phone or email appointment and the modality of in person or online will be offered as appropriate based on a triage by the SHC staff.

We will host virtual and in-person activities fairs to help students identify organizations they would like to join. The Associated Colleges of the St. Lawrence Valley are working together to co-sponsor virtual performers and speakers, in addition to campus-based in-person events that can be shared virtually throughout the semester. Student groups will also be encouraged to host their regular meetings online to accommodate students choosing to learn online and host limited in-person events as space and NYS guidelines allow. Groups that can participate in outdoor activities will host games and local trips to outdoor areas. In addition to logging plans for an activity while reserving a space on campus, clubs and organizations will be required to register all travel outside of the University grounds with the Office of Student Life prior to departure with a participant list.

A communication strategy has been developed for sharing policies and protocols with access off the Future-Ready website and includes general messages and audience-based pathways for information. Color-coded signage is being placed throughout campus to help remind us of the protective measures public health is sharing: red stands for NYS directives that must be followed such as wearing a mask in public spaces/classrooms when around co-workers/students; yellow are guidelines such as how to wash your hands effectively; and green are good-to-know things like seminars faculty and staff are sharing to further explain the science and systems behind prevention methods. To help people gauge six-feet, we are also adding spaced out floor signage and some fun examples like it’s one inch less than the 73” hockey stick for our 6’7” Golden Knight Connor McCarthy ’21. We are also installing one-way directional traffic directions for travel in/out of buildings, indoor common areas, and rooms.

All classroom and shared spaces will be stocked with cleaning supplies with the expectation for individuals to clean their space before and after each use.
Employees will remove their own garbage to centralized repositories.

F. Restart Operations

➢ Implement plans to safely reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key facility components, as applicable;

Through scenario planning exercises and open forums, over 200 faculty, staff, and students helped us create new learning spaces, new experiences, and adapt to new safety and health measures, that will benefit our community of scholars, educators, and learners into the future.

From these planning meetings and working with our Faculty Experts Panel, our classrooms are being equipped with lecture capture and learning technologies. Our class schedule was modified to include 20-minute breaks between room usage to minimize traffic congestion, allow time to wipe-down surfaces and room air to fully recirculate.

Physical spaces were adjusted to maximize social distancing and fresh outdoor air flow.

All water systems have been regularly flushed and routine maintenance conducted by essential personnel since March when classes went fully online.

In residence facilities, as rooms are being disinfected for student arrival, they are then being locked and labeled so that the only next entrants are the room residents. See Appendix I. for a full description of cleaning and disinfecting protocols.

In accordance with the NYS interim guidance for reopening plans and the guidance issued for research at higher education institutions, no classroom, study space or laboratory will have no more than 50% of its maximum occupancy with recommended attention toward six-foot distancing.

All classrooms not being used due to occupancy limitations, will have only enough seats and floor space marked for appropriate, social distanced group work and/or individual study.
G. Extracurriculars

➢ Institute policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission;

1. Student Organizations & Activities

Through the Office of Student Life (OSL), we will support student clubs, organizations, and activities that encourage respect, wellness management and fun! We will continue to staff events and the Student Center desk so that the student body can experience a fun college environment that is socially conscious and safe. We also will work diligently to include students studying remotely in many activities.

Student groups will be encouraged to host their regular meetings online and host in-person events as space and NYS guidelines allow. Groups that can participate in outdoor activities will host games and local trips to outdoor areas. Clubs and organizations will be required to register all travel outside of the University grounds with OSL prior to departure with a participant list.

We will host virtual and in-person activities fairs to help students identify organizations they would like to join. The Associated Colleges of the St. Lawrence Valley (Clarkson, St. Lawrence, SUNY Canton and SUNY Potsdam) are working together to co-sponsor virtual performers and speakers, in addition to campus-based in-person events that can be shared virtually throughout the semester.

2. Athletics

Athletic leagues are moving forward and working on schedules to hold their fall and winter seasons in a way for student-athletes to compete in a safe and healthy manner. The leagues are currently establishing travel protocols for locker room standards, scheduling and transportation as well as setting ground rules for fan attendance that may further be defined by NYS guidelines and directives on gathering sizes. We do not anticipate competitive play for Fall sports to start until the end of September.
H. Vulnerable Populations

➢ Consider vulnerable populations on campus and individuals who may not feel comfortable returning, to allow them to safely participate in educational activities and accommodate their specific circumstances;

Students who are immunocompromised or who have an underlying health condition are asked to contact the Office of Accessibility Services (oas@clarkson.edu) to determine housing recommendations, options, and plans.

Vulnerable populations in our community and students who are not able or comfortable returning to campus in the Fall can still safely participate in remote education and online learning with the full complement of support services that will allow them to maintain progress towards completing their degree on time. Students who plan to attend remotely have been advised to contact their Student Administrative Service Representative as soon as possible. Per past practice, undergraduate students will be able to request a deferral (gap year) or leave of absence. Requests must be submitted to Brian Grant, Vice President for Enrollment and Student Advancement at bgrant@clarkson.edu for approval.

Employees with vulnerable health or other issues influenced by the pandemic have individualized plans with their supervisor and HR to continue working remotely or with other accommodations if they are an essential worker.

I. Hygiene, Cleaning and Disinfection

➢ Establish campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining halls and other facilities. Promote hand and respiratory hygiene among all individuals on campus.

Regular cleaning and disinfecting, as prescribed by building occupancies and functions, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-touch surfaces.

Examples of high-traffic areas include:

- Building entrances
- Hallways
- Stairwells
- Restrooms
- Elevators
- Classrooms, lounges and meeting spaces
Examples of high-touch surfaces include:

- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons
- ADA handicap door push plates
- Water fountains and bottle filling stations

All cleaning and disinfecting protocols followed will adhere to recommended CDC guidelines and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an EPA-approved disinfectant. See Appendix I for more details.

Based on NYS and CDC posters and website information, we have placed extensive signage to communicate good hygiene practices, safety protocols and guidance. We have also posted these safety measures as the graphics on the Clarkson Intranet Pages that lead in to all enterprise software for the campus community.
II. Monitoring

➢ Includes policies to track health conditions on campus. The following considerations must be included, at a minimum:

Clarkson’s protocols for screening, testing, monitoring and containing for COVID-19 presented here were developed with and follow the recommendations from the health and medical professionals affiliated with the St. Lawrence Health System, the St. Lawrence County Board of Health and the St. Lawrence County Department of Public Health.

A. Responsibility

➢ Identify who is responsible for purchasing and administering testing, as well as notification of test results; plans should offer contingencies for continual screening of symptoms and temperature checks without testing, if needed;

All employees are required to self-monitor for symptoms and submit an electronic daily screening tool before coming to work on campus. Employees have been told how to get tested, where to get tested and that they will coordinate with Human Resources concerning illness, attendance and other vulnerabilities associated with their health.

All students are to self-monitor and daily submit an electronic screening tool after arriving on campus. The screening tool app will be provided by the University. We are currently using an in house developed system to collect information and are in the process of evaluating other options colleges in the region for additional mobile app options. A staff member in HR currently reviews all daily submissions and follows up
with the individuals responding as appropriate. Additional staff in the Student Health & Counseling Center will further monitor student results and conduct appropriate follow up when students return to campus.

Before students come on campus for the Fall semester, they will need to undergo COVID-19 testing with RT-PCR (not serology). This must be scheduled to be performed within 7 calendar days prior to arrival on campus. **Students with a positive test prior to arrival will not be allowed to be present on campus in person.** Students will need to upload a negative COVID-19 result in our electronic records system.

Based on some medical practices/localities needing more justification, we will be sending a communication from the Student Health Center managed by St. Lawrence Health System and the St. Lawrence County Board of Health with this reopening requirement that you may give your provider/local testing site. We are still confirming the best repository to report test results.

International students and students coming from a state that is under a NYS mandated travel advisory will get separate communication on testing and the quarantine procedures — we are still getting guidance from NYS on the quarantine parameters when combined with a COVID-19 test that is negative. Students should contact the deanofstudents@clarkson.edu if their medical provider/public health agency is not able to secure a test and discuss alternatives.

### B. Testing Frequency and Protocols

- **Determine testing frequency and process which may include plans to test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), plans to test for surveillance to proactively monitor for symptoms of influenza-like illness, as well as protocols around group testing:**

In partnership with the MIT-Harvard Broad Institute, medical professionals from St. Lawrence Health System, which operates our Student Health & Counseling Center, and some members of its affiliated Physician Assistant program, will do a second test of the student body approximately 7-10 days after the specimen for their first test was collected. The results of this second round of testing, and the occurrence of positive cases throughout the semester, will determine the immediate level of additional testing. Students with proximate contacts, travel and symptoms will be tested in real time through the St. Lawrence Health System.
The current plan with Broad Institute is to conduct a minimum of 300 tests per week for the balance of the semester with some testing series randomized and others cohort based.

We will consult with local public health and our medical partners regarding a new regime of testing in the Spring semester.

C. Early Warning Signs:

➢ Define metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level; define method(s) to monitor against such metrics;

Clarkson will work closely with St. Lawrence County Public Health and the Associated Colleges of the St. Lawrence Valley to monitor cases on each campus and in the greater college community, and how the collective rates of infection are impacting the local health system and its ability to respond to the pandemic.

In coordination with the St. Lawrence County Public Health which updates its cases at noon every day, the Student Health Center will report to the Emergency Response Team COVID-19 Subgroup a daily update on how many diagnostic tests were completed and the results. These reports will be communicated to the campus community weekly, or more frequently as appropriate. Students who test positive who were in quarantine based on travel advisories/out of area travel and students who test positive and who don’t return to their home community will further be differentiated in the reports.

D. Tracing

➢ Consider plans for contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies; and

More than 30 Clarkson employees in Human Resources, Environmental Health & Safety, the Student Health Center and Student Affairs/Athletic Training Staff have gone through State training (Johns Hopkins) on COVID-19 tracing. We are working on scheduling table top exercises to gain hands on experience with the tracing process. These individuals will be prioritized to work closely with St. Lawrence County Public Health.
Campus information technology systems also keep a record of course schedules, key card entry/door swipes in multiple locations and meal plan swipes by location. We are also considering assigned seating in the classroom to support the tracing process.

For employees, a general tracing question about where an individual will be on campus is incorporated into the daily health screening that must be completed at the start of each shift. Facilities & Services and OIT staff will maintain a log of where they’ve worked each day and who they’ve interacted with through their respective work order systems. General staff and researchers will also maintain an activity log to indicate where they have been, who they have interacted with, for how long and if face coverings were present and will submit it at the end of each day.

E. Screening

➢ Develop plans for regular health screening of employees, students, and visitors.

With other higher education institutions in the region, we are in the process of identifying a mobile phone app for all faculty, staff and students to respond to regular screening questions based on symptoms of COVID-19 to complement testing programs. Here are the currently planned questions:

- Do you currently have a fever (temperature of 100.4 F or greater) without having taken any fever-reducing medications?
- Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell?
- Have you tested positive for COVID-19 in the past 14 days, or have you been instructed by a health care professional/public health official/contact tracing app to self-isolate or quarantine?
- Have you knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 14 days?
- Have you, or anyone you live with, traveled outside the North Country in the last 14 days? (This will be NYS for employees.)
Based on the screening questions answers, students may be asked to undergo further testing. Screening programs to detect asymptomatic students with COVID-19 do not replace important measures such as hand-washing, social distancing, face mask use and tracing/isolation when someone comes into contact with a person who has tested positive.

For employees, daily health screenings are completed before they begin work each day through an online questionnaire (https://forms.gle/CJtSe9VCxpY5K9ye9). The questionnaire must be completed before they enter a University building. It can be completed before they arrive to work, through scanning a QR code posted on every building entrance, or calling Human Resources during business hours and Campus Safety & Security during after-hours. Individuals have been informed what will be on the questionnaire and how to complete it through an email, a phone call by their supervisor and in the mandatory safety training that must be completed upon their return to work. Employees also complete an end of day screening about where on campus they were during the day to aid in potential contact tracing. (Appendix J. NYS Safety Plan Submission Phase II-IV)
III. Containment

➢ Includes plans for how to respond to positive or suspected cases as well as preventative policies and practices. The following considerations must be included, at a minimum:

Clarkson has developed plans and protocols to respond to positive or suspected cases as well as preventative policies and practices. Students who test positive for acute COVID-19 will be contacted immediately by Student Health Center personnel (these are St. Lawrence Health System employees) at the University as well as St. Lawrence County Department of Health staff. Every effort will be made to maintain the student’s confidentiality concerning the diagnosis.

Similar to our previous Student Wellness Plans, it is recommended that when possible, the student return to his/her/their permanent residence and pursue the guidance from their regular family care and provider networks; however, that may not be possible for a variety of reasons.

Students who can’t return to their permanent address or indicated that they prefer to self-isolate or quarantine on campus will follow the protocols outlined for campus residents. For detailed information, please review Appendix G, our Positive Case Response Plan.
A. Isolation

➢ Identify how to isolate symptomatic individuals, both residential and non-residential (as applicable). Plans must specifically identify where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, as well as the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed;

Clarkson Residence Life has designated a newly renovated residence hall with sixty beds to serve as a place for distinct isolation and quarantine spaces with private and semi-private bathrooms.

For students who test positive, the following protocols are in place:

- Students treated as outpatient and remaining on campus will self-isolate in Newell House until medically cleared to return to their own space. Members of the Care Team will continue to monitor and communicate with students. We anticipate visits from Public Health representatives as well.

- Campus Safety & Security will deliver food and other necessities to the student during the isolation period.

- For the Move to Newell House:
  - Facilities staff will supply each room with bedding, shampoo, toothpaste, face mask, etc.
  - Residence Life will get essential academic materials.
  - Within 24 hours Facilities, Residence Life, and Campus Safety will coordinate essential belongings.

- Move back to assigned room after isolation complete:
  - Student moves their belongings.
  - Facilities cleans and sanitize bathroom, bedroom, bedding, and remove and replenish all toiletries.
  - Campus Safety helps with transportation if necessary.

For detailed information, please review Appendix G. Positive Case Response Plan.

The University also will utilize a wrap-around Care Team approach to students confirmed or quarantined for suspected cases of COVID-19. The student will be assigned to a Care Team member through Clarkson’s Maxient service, who becomes responsible as the main contact / case person. The Care Team consists of members from Safetynet and other key stakeholders on an ad hoc basis (Academic Advisors, Student Affairs, program coordinators, coaches, D&I, ROTC, athletics, etc.).
Care Team meetings will take place weekly. The Care Team will review the Student Wellness Plan and reiterate safety living protocols, and the assigned Care Team member will monitor students’ needs for resources as it pertains to academic support and communications, health (mental and physical), and basic needs including meals using a step care model to assess level of care needed (low, medium, severe).

B. Quarantine

➢ Identify how exposed individuals (residential and non-residential) will be quarantined away from others, including the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed;

Clarkson Residence Life has designated a newly renovated residence hall with sixty beds to serve as a place for distinct isolation and quarantine spaces. The process is the same as outlined above.

- Expectations for quarantine residents:
  - Students in self-isolation/quarantine housing cannot leave their rooms during their stay in self-isolation/quarantine housing unless there is an emergency alarm activation. If an alarm is activated students must wear a mask, and gather next to the Blue Light Emergency Call Station.
  - Students will need to contact the Residence Life Office (reslife@clarkson.edu) with an essential items list within the first 24 hours of moving into self-isolation/quarantine housing.
  - Students will move their belongings from self-isolation/quarantine housing immediately following clearance from Public Health back to their assigned residence hall room.
  - Students will need to order all meals online from Sodexo to be delivered by Campus Safety & Security.
  - Students who have tested positive for COVID-19 will need to be prepared to have a roommate who has also tested positive. Students awaiting test results will not be allowed to have a roommate.

For detailed information, please review Appendix G. the Positive Case Response Plan.
C. Students Confirmed or Suspected to Have COVID-19:

➢ Residential institutions need to include plans to monitor and provide medical care and other health services to students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results;

A student who tests positive for COVID-19 and/or suspected to have COVID-19 will be assessed (in person or via Zoom if appropriate) to determine the need for further medical evaluation and treatment.

In most cases, when a student is exhibiting symptoms congruent with COVID and particularly if they have had contact/exposure to another individual who has tested positive, they will be referred directly for COVID testing without needing to come into the health center. Every effort will be made to reduce cross contamination both inside the Student Health and Counseling Center (SHAC) as well as within the community.

- If the student requires in-person assessment, it will be coordinated to ensure staff at the campus health center have appropriate PPE and are able to follow precautions for respiratory pathogens.
  - Health Center services will not be hosting walk in hours and all appointments will be by appointment only.
  - SHAC will be having students wait in a designated location until the provider is ready to see them and then the student will receive a call to come in. Thus avoiding the use of the waiting room to the greatest extent possible.
  - The waiting room may need to be used for crisis/unplanned medical and mental health emergencies.
  - Cloth chairs are being replaced with chairs that are easy to disinfect and the health center will follow Environmental, Health & Safety guidelines to clean and disinfect common areas frequently.

- If the student requires further medical evaluation and treatment, Student Health personnel will facilitate.

- The Health services staff will coordinate with Residential Life, Campus Safety, and Care Team regarding quarantine and self-isolation needs as well as ensuring that students in either are getting their needs met (e.g. prescriptions are picked up and delivered along with other medical/health needs.

Please refer to Appendix G. Positive Cases Response Plan for more details.
D. Hygiene, Cleaning and Disinfection

➢ Implement strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas; and

In the event that an area needs to be cleaned due to a positive COVID-19 case by an employee working on campus or in a student living area/known study space, the area will first be closed off and outside doors and windows will be opened for at least 24 hours or as long as practical before beginning cleaning and disinfection. ProLink #14 Broadband (or other appropriate cleaning agent) will be used by custodial staff wearing gloves, gown, safety glasses and a mask to disinfect the space. Please see Appendix J - NYS Phase II-IV Safety Plan for more details.

Human Resources and Residence Life will notify occupants in proximity and/or who share the space as appropriate in conjunction with recommendations of the local health authority.

E. Communication

➢ Develop plans to share protocols and safety measures taken by the institution.

The University wide announcements and copies of most communications based on the specific cohort you are in (fall sports, first-year, state of residence, etc.) will be posted at www.clarkson.edu/future-ready and other checklists in MyCU, our student portal system, along with components of this plan as they evolve. This site also shares the guiding principles, examples of work underway and details the various work groups on the Restart Task Force with contact information.
IV. Shutdown

➢ Includes contingency plans for decreasing on-campus activities and operations and/or closing the campus. The following considerations must be included, at a minimum:

A. Operational Activity

➢ Include which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely; include process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel;

In the absence of anticipated guidance from NYS on returning the NY on PAUSE phases, the University plans to follow the reverse steps of its phased reopening as described in the first section of this report.

Employees who can perform their job duties remotely will transition back to their home/alternative office. Essential research will be evaluated on a case by case basis and animal care will continue.

Employees in construction operations will depend upon the stages of the project impacting the health and safety of those on campus and in the community. Essential maintenance members, Campus Safety & Security staff, and select emergency response team members continued their duties. This includes the likelihood that some students will need to remain on campus and need for Residence Life staff.
B. Move-out Plan

➢ For residential universities, plans need to be put in place for how students would safely depart campus. Institutions should consider policies for students who may not be able to depart campus quickly (e.g. international students); and

The University has planned for a staggered in-session departure and also if there is a delay in resuming the spring semester. The plan allows for students to safely depart campus over a three-day period. Clarkson has also considered policies and procedures for students who may not be able to depart campus quickly (e.g. international students). In March this was approximately 130 students who did not have the ability to return home due to the status of the pandemic in their own community and/or closure of borders.

Since the University is eliminating fall breaks, the first contingency plan is for an in-session move out process in the event of government mandated reductions.

- Residential students provided notice (email, via RAs, floor information) and provided time over a 72-hour period to vacate campus; follow standard close-out notices and procedures as possible.

- University property (i.e. room keys) retrieval instructions provided as customary.

- Key card access to residence halls removed after the 72-hour period.

- Vulnerable populations (i.e. homeless, out of state, international) needing more time and/or that may need to remain in campus housing apply for permission via Maxient.
  - Those approved to remain in campus housing must follow restrictions based upon local, campus, state, and federal guidelines, as well as all University regulations.
  - Food services available via online ordering and meal pick up service provided.
  - Students residing in apartments will have an option to purchase an abridged meal plan at their expense. Student relief funding may be available on a case-by-case basis.

See Appendix H. for more detail on the Move-out Plan.
C. Communication:

➢ *Develop comprehensive plans to communicate internally and externally throughout the process.*

The University wide announcements and copies of most communications based on the specific cohort will be posted at a site similar to [www.clarkson.edu/future-ready](http://www.clarkson.edu/future-ready) or the previous [www.clarkson.edu/coronavirus](http://www.clarkson.edu/coronavirus) pages with FAQs and other breakdowns by audience. The local media and general public also have access to these pages and frequently pull from it for story development and social media posts.

Representatives from the four colleges located in Potsdam and Canton, ten miles apart, meet on a regular basis to share plans and concerns, and to meet together with local and regional representatives. The institution also maintains relationships with mayor and village administrators in Potsdam, the local PD and State Troopers, the Town Supervisor, St. Lawrence County Legislature and the Director of Emergency Services. We also maintain direct connections to the local business community through the Potsdam Chamber of Commerce and the St. Lawrence County Chamber of Commerce.
V. Summary of Appendices

A. COVID-19 Screening - Employee Daily Checklist
B. COVID-19 Back to Work Policies
C. Residential Student Move-In Process
D. St. Lawrence Health System Presentation
E. Personal Protective Equipment Plan
F. Clarkson Commitment - Code of Conduct
G. Screening/Testing - Positive COVID-19 Response Plan
H. Move Out Plan /Contingency Plan to Move Out Safely
I. Cleaning and Disinfection Plan
J. NYS Safety Plan Submission
K. Dining Service Plan
L. Research Continuity Plan
Appendix A: COVID-19 Screening - Employee Daily Checklists

1. Entry to Campus

[Image of COVID-19 Employee Screening form]

- Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell? *
  - Yes
  - No

- Have you tested positive for COVID-19 in the past 14 days, or have you been instructed by a healthcare professional or public health officials to self-isolate or quarantine? *
  - Yes
  - No

- Have you knowingly been in close (within 6 feet) or proximal (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19 within the past 14 days? *
  - Yes
  - No

- Have you, or anyone you live with, traveled outside New York State in the last 14 days? *
  - Yes
  - No

[Form fields for Full Name, Department, etc.]

Acknowledgement *

I acknowledge that I have completed the mandatory COVID-19 training and I am approved to be on campus, and I have answered the questions on this survey truthfully.

This is a required question

Back  Submit
Appendix A. COVID-19 Screening - Employee Daily Checklists

2. Exiting Campus

Clayson Daily Interactions Survey

Please use this form to document any interactions that you have had today while on campus.

* Required

Full Name *

Your answer

Department *

Your answer

Where did you go on campus today? *

Your answer

Did you interact with anyone on campus today? *

- Yes
- No

If yes, please provide the following information about each interaction. Who, where, for how long, how close were you positioned next to one another, and were they wearing a face covering.

Your answer

Did you disinfect your work area today?

- Yes
- No
Appendix B. COVID-19 Back to Work Policies

1. Overview

2. Entry Requirements & Screening Procedures for Return to Work during COVID-19


5. Interim Travel Policy during COVID-19


7. Personal Protective Equipment (PPE) Protocols during COVID-19

8. Cleaning and Disinfecting Guidelines

9. Contact Tracing Procedure

10. Protocols for Positive Diagnosis or Exposure during COVID-19

11. COVID-19 Guidelines for Health Care Providers and First Responders

12. COVID-19 Enforcement Procedure
Clarkson continues to place the highest priority on the health, safety and wellbeing of its faculty, staff and students; as well as the wider community. We, therefore, continue to closely monitor the outbreak of the coronavirus disease 2019 (“COVID-19”) in collaboration with the St. Lawrence County Health Department, local health and safety experts, NYS Department of Health and Department of Education, the US Centers for Disease Control and Prevention, as well as the NY State Department. It is an evolving and dynamic situation, so our response to it may change, as required.

The effects of the pandemic have challenged all of us: sustained social distancing and isolation, state-wide school closures, travel bans and the closure or curtailment of non-essential businesses and services not to mention concerns about our own health and the health of our loved ones. While most faculty and staff shifted to remote work when the pandemic was declared in March 2020, others have been sustaining the essential on-campus services that help to protect the Clarkson campus and community.

There are Four Phases to reopening New York State. As Clarkson University campuses are impacted by the state reopening, communication will be posted accordingly. For more information on Reopening New York State, please visit: [https://forward.ny.gov/industries-reopening-phase](https://forward.ny.gov/industries-reopening-phase).

The following workplace policies were created to provide guidance and directives about how to sustain productive work and how to return to campus given these highly disruptive changes. Not every question has been answered, nor every situation anticipated. Please consult with managers, leaders and Human Resources as needed.

Employees will be contacted by their managers when they are able to return to work. All employees need to follow the protocols and guidelines to ensure their own protection and the protection of their co-workers.

Clarkson University is taking steps to best decrease the spread of COVID-19 and lower the impact in our workplace. These include activities to prevent and reduce transmission among employees and students, to maintain healthy business operations, and maintain a healthy work environment.

**Most Important Actions to Take Now**


- Plan to work remotely if your job duties permit. Your supervisor will work directly with you on your individual return to campus plan.

- Please report a presumptive or confirmed COVID-19 diagnosis to your Health Care Provider and to Human Resources by contacting the Chief Human Resources & Deputy Chief Inclusion Officer by phone 315.268.3788 or email amcgher@clarkson.edu.

- Know the signs of COVID-19, as compared to other illnesses ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)). If you become ill at work, contact your supervisor and go home. If you become ill at home, contact your supervisor and continue to stay home. Contact your Health Care Provider to seek advice.

- Foster your own mental health, wellbeing and resilience. Contact the Employee Assistance Program at [www.mycigna.com](http://www.mycigna.com) (Employer ID: clarksonu) or by calling 1-877-622-4327 for help with feelings of stress or anxiety.
• For employees with a compromised immune system or over the age of 70 please refer to NY State’s Matilda’s Law (https://www.governor.ny.gov/news/governor-cuomo-signs-new-york-state-pause-executive-order).

Employees are required to know and adhere to the workplace policies, procedures and guidelines described here, which apply to all faculty and staff, whether you are working remotely, or working on campus to provide essential services.

All COVID-19 policies are in conjunction with other University policies and procedures that are currently in the Operations Manual, https://confluence.clarkson.edu/display/UPR/Operations+Manual. Clarkson University reserves the right to revise, supplement, rescind, or deviate from any policies or procedures from time to time, as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

Please contact Human Resources at Clarksonhr@clarkson.edu or 315.268.6497 with questions related to policy. You may also contact Erica Arnold, Environmental Health & Safety Manager at earnold@clarkson.edu or 315-268-6640.
## Entry Requirements and Screening Procedures for Return to Work during COVID-19

<table>
<thead>
<tr>
<th>Procedure Type:</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Office:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Oversight Executive:</td>
<td>Chief Human Resources &amp; Deputy Chief Inclusion Officer</td>
</tr>
<tr>
<td>Applies To:</td>
<td>This Procedure applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.</td>
</tr>
</tbody>
</table>
| Table of Contents: | 1. Purpose  
2. Procedure |
| Purpose: | To provide a safe working environment and decrease the potential of exposure/transmission of COVID-19. |
| Procedures: | **For approval to be on campus, ALL employees need to comply with the following procedures.** If any of the specified criteria for entry to work are **not** met, employees will **not** be allowed entry to work on campus or return to campus. |

- **Managers must approve which employees can return to work and be on campus**  
  Managers need to work with Human Resources on the Restart Plan. Managers will be reaching out and talking to their teams about their return to work plan. Employees are encouraged to reach out to their supervisor for any questions, concerns or suggestions.  

- **Mandatory Training:**  
  Employees will be required to complete Return to Work Safety Training prior to their return to review necessary actions and expectations while on campus. This **MUST** be completed to be allowed entry on campus.  

- **Daily Employee Health Screening Questionnaire:**  
  - All incoming employees are required to complete a daily health screening questionnaire at the start of their work shift. This daily health screening is required to be reported correctly to confirm the health and exposure of all employees entering the campus. This can be done by one of the following methods:  
    - Using the following link: [https://forms.gle/XD9LyTnzaB9swi9q9](https://forms.gle/XD9LyTnzaB9swi9q9);  
    - Scanning the QR code, which will be posted on the entrance to each building; or  
    - Calling Human Resources (315-268-6497) during business hours or Campus Safety & Security (315-268-6666) after hours.  
  - All employees returning to campus must measure their body temperature daily at home with a thermometer and acknowledge that they do not have...
a fever (temperature of 100.4°F or greater) in the above screening questionnaire before entry to campus. (https://forms.gle/XD9LyTnzaB9swi9q9).

- All employees are required to provide information and responses, which are accurate and true.

- **Entry and Exit Points to the University during this time:**

  **Potsdam Hill Campus:**
  Until further notice, all employees approved to be on campus must enter and exit through the Foster House entrance only from Clarkson Avenue.

  **Campus Safety & Security Process:**
  As individuals pull into campus at the Foster house entrance, Campus Safety & Security will:
  
  - Check your Clarkson ID to verify that you are a Clarkson employee or student.
  - Verify that you are approved to be on campus. This will be done by checking the daily approved employee list or by verifying that you have a green sticker on the back of your Clarkson ID.
  - Verify that you have completed your daily health screening.

  **Potsdam Downtown Campus:**
  For Downtown campus, due to the distributed nature of the buildings in the downtown area, there is no central check-in for those who will be using these facilities. All employees who will be returning to Old Main, Clarkson Hall, Peyton Hall, or the Facilities building must be trained, masked, and approved for return to campus just as with any other employee. All employees must go through a screening before and at the end of their time on campus.

  **CRC and Beacon Campus:**
  Employees will enter through the front doors and exit from the side/back doors.

- **Clarkson Daily Interactions Survey:**
  When an employee leaves campus for the day, they will be required to fill out the following Clarkson Daily Interactions Survey to document their interactions for the day. The direct link to the form is https://forms.gle/uhJ7Cd1T8YFnCisp8. The link to this form can also be found under the Quick Link tab “COVID-19 Screenings” on the intranet home page.

**Employees may NOT report to work or enter any building if:**

- They have symptoms of a respiratory illness, such as a temperature of 100.4°F or greater, cough, trouble breathing, or otherwise feel ill.
- They have tested positive for COVID-19 within the last 14 days.
- They have knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within
the past 14 days.

- They have **not** been approved to return to work yet.
- They or anyone they live with has traveled outside of the approved areas.

**Approved areas:** Any area within New York State that is in Phase 2 or greater. As the State Executive orders change, these approved areas may change.

**Campus County locations** ([https://www.ny.gov/counties](https://www.ny.gov/counties)):

- **North Country** - Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State.

- **Capital Region** - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State.

- **Beacon** - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State.

**Related Information:**

**Next Scheduled Review:**

**Approved By, Date:**
Amy McGaheran,
Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**

---

**COVID-19 Paid Sick Leave Policy**

**Date:** July 16, 2020  **Status:** Active

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<tr>
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|   | 2. Definitions  
|   | 3. Policy Summary  
|   | 4. Policy Statement  
|   | 5. Procedure  

Policy Purpose:
This policy provides employees additional paid sick leave in accordance with the New York State and local applicable laws and guidelines during this COVID-19 pandemic.

Definition of Terms:

Isolation – Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Quarantine – Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Approved areas for travel: Any area within New York State that is in Phase 2 or greater. As the State Executive orders change, these approved areas may change.

Campus County locations (https://www.ny.gov/counties):
- North Country - Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State
- Capital Region - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State
- Beacon - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State

Symptoms of COVID-19 include (but are not limited to):
- Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).
- Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.


Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care
Policy Statement:

This policy is in accordance with the NY state and government issued mandate for sick leave.

If an employee is under a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such an order due to COVID-19, Clarkson University (having 100 or more employees as of 1/1/2020) must provide the employee with at least **14 days of paid sick leave**. The number of paid days is calendar days, and the pay required represents the amount of money that the employee would have otherwise received for the 14 day period.

- Per NYS, if the employee is sick but is able to work through remote access or other means during that time; they need to work remotely and are not eligible for this 14 days of paid sick leave.
- For employees who are sick and not able to work through remote access or other means during that time; they are eligible to be paid for these 14 days of paid sick leave.
- 14 days are paid at the current hourly wage applicable to all eligible employees based on the number of hours worked.
- 14 days paid sick leave are in addition to and does not use an employee's accrued vacation, sick or special personal days for staff.
- For COVID-19 related illnesses, Faculty are entitled to these NYS mandated 14 days paid sick leave. For other non COVID-19 related leaves, please see Operations Manual 4.2.2.
- Employees will have job protection for the duration of the quarantine or isolation period.
- Employees may also use these 14 days paid sick leave to care for a dependent or family member who is issued a mandate by the department of health or government entity to isolate or quarantine.

Employees can refer to the following link for further information: [https://paidfamilyleave.ny.gov/COVID19](https://paidfamilyleave.ny.gov/COVID19)

This policy runs in conjunction with the current Family and Medical Leave Act (FMLA) and other University applicable policies.

**Exclusions to this policy:**

- If the employee has been in contact with anyone who was exposed to or has the coronavirus, or if the employee or anyone they live with has traveled for
personal reasons outside the approved areas, Clarkson University will
require the employee to self-quarantine for 14 days.

Employees will be required to **use their personal time** (sick, vacation and special personal days) as per general Clarkson University policies (Refer to Operations Manual OM 8.3.5, 8.3.10, 8.3.11 using the link [https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff](https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff)) to cover this time off. If the employee is able to work through remote access or other means during isolation or quarantine, they will not need to use their personal time.

- Employees are not eligible for this COVID-19 Leave if they independently decide to quarantine.
- Paid Sick Leave and Disability benefits are **not** available for a child’s school closure due to COVID-19.
- Employees are not eligible for this NYS mandated COVID-19 Leave if they voluntarily traveled to a country with level two or three-health notice, out-of-state to a travel restricted area or any other local unapproved areas.
- If an employee is approved to travel on essential University travel outside of an approved area, they will need to self-quarantine. This will be paid time and if they are able to work through remote access or other means during that time; they will be required to continue to work.

<table>
<thead>
<tr>
<th>Procedures:</th>
<th>Who to inform:</th>
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</thead>
<tbody>
<tr>
<td>Employees must notify their supervisors and Human Resources immediately once issued by a government entity to isolate and/or quarantine or if they come down with symptoms of the coronavirus.</td>
<td>Employees who are unable to work due to COVID-19, or who need to quarantine, must notify their supervisor and Human Resources immediately.</td>
</tr>
<tr>
<td><strong>Childcare:</strong> Clarkson understands that childcare during this time is difficult. If the employee is unable to return to work because they are caring for their child(ren) whose school or place of care is closed, or whose child care provider is unavailable due to COVID-19; <strong>not a result of isolation or quarantine</strong>, they need to inform their supervisor to discuss the options. Human Resources is also available to discuss options.</td>
<td></td>
</tr>
<tr>
<td>- If you are unable to work as a result of <strong>actively caring</strong> for dependents and it is not related to COVID-19, you can use your available sick, vacation or special personal days to cover that time.</td>
<td></td>
</tr>
<tr>
<td>- If you are able to work remotely then you will not need to use your available sick, vacation or special personal days to cover that time and should continue to work remotely.</td>
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<tr>
<td>o Supervisor approval needed.</td>
<td></td>
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<tr>
<td>- If the University has work available for your position:</td>
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<tr>
<td>o You may be approved to continue working remotely full-time, part-time or a flexible schedule. Ex: Work on campus M/W/F and home T/TH or half day on campus half day at home.</td>
<td></td>
</tr>
<tr>
<td>o Some positions may require that you need to return to work on campus.</td>
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<tr>
<td>o If you need to make alternate childcare or other arrangements, the University will try to accommodate a temporary schedule until those plans are made for a reasonable amount of time.</td>
<td></td>
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<tr>
<td>o Supervisor and Human Resources approval needed.</td>
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How to Submit a Paid Sick Leave Claim:
Employees are required to follow the below steps to submit a claim for Paid Sick Leave and/or disability benefits when they are under a mandatory or precautionary order of isolation or quarantine.

Step 1 – Collect the Required NYS Forms and Documents
Forms will be provided to you by Human Resources or can be found by visiting https://paidfamilyleave.ny.gov/COVID19
- If You Are Quarantined Yourself –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Request for COVID-19 Quarantine DB/PFL – Self (Form SCOVID19)
- If Your Minor Dependent Child is Quarantined –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Request for COVID-19 Quarantine PFL – Child (Form CO VID19)
- Family Care and COVID-19 –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Release of Personal Health Information Under the Paid Family Leave Law (Form PFL-3)
  3. Health Care Provider Certification for Care of Family Member with Serious Health Condition (Form PFL-4)

Step 2 - Complete the Required NYS Forms
- Fill out your section of the forms and Clarkson University will complete employer sections.

Step 3 – Submit Completed NYS Forms
- To encourage social distancing, please submit the completed forms to Human Resources either by emailing clarksonhr@clarkson.edu or by campus mail to CU Box 5542.
- Human Resources will forward the forms to Cigna for approval processing.

For questions or assistance please contact Human Resources at clarksonhr@clarkson.edu or call 315-268-6497 option #2 for the Benefits Manager or directly to 315-268-2222.

All employees are required to comply with the following:
- Everyone needs to complete the Self-Health Screening questionnaire daily, before reporting to work. (https://forms.gle/XD9LyTnzaB9swi9q9)
- Employees should be able to recognize the symptoms associated with COVID-19. To see the list of current symptoms, employees can visit https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp-toms.html.
- If anyone is experiencing symptoms of COVID-19, they should not come to work and need to notify their supervisor and/or Human Resources immediately by email or phone.
- Employees should monitor their symptoms and consult with their personal healthcare provider, as needed.

Filing a complaint:
If the employer does not provide the required paid sick leave, the employee has recourse to file a complaint with the NYS Department of Labor through the following link: https://labor.ny.gov/workerprotection/laborstandards/coronavirus-complaints.shtm
Please note that this policy is subject to change as the public health situation evolves and in accordance with the federal, state and local laws and guidelines.

**Related Information:**
- Novel Coronavirus (COVID-19) Paid Sick Leave Hotline 844-337-6303
- COVID-19 Emotional Support Hotline for Mental Health Counseling 800-863-9314

**Next Scheduled Review:**

**Approved By, Date:** Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**

---

### Benefits Resources during COVID-19

**Date:** July 16, 2020  
**Status:** Active

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**Purpose:** To provide information on available health benefits and resources during COVID-19.

**Policy**

**Benefit Resources Related to COVID-19:**
- **UMR’s healthcare plan** provides comprehensive coverage for physical and mental health care. For more information visit [www.umr.com](http://www.umr.com) or call 1-800-826-9781. The plan policy can also be viewed by logging into the BenefitSolver Portal under the reference center tab located at the top of the page.
  - UMR coverage includes **testing for COVID-19** at 100%.
  - **UMR’s Tele-doc Telephonic Program:** Visit a certified medical doctor from home, office or on the go for non-emergency medical conditions. Common treatable conditions are but not limited to allergies, asthma, bronchitis, ...
cold/flu, diarrhea, ear infections, fever, headache, infections, insect bites, joint aches, rashes, sinus infections, skin infections and sore throat.

- **UMR’s Tele-doc Mental Health Services:** New to the program is mental health services for counseling sessions.
- In addition, due to COVID-19 the medical providers can offer guidance on your symptoms if COVID-19 related and provide you with what the next step should be like seeking local medical attention or self-quarantine for 14 days.
- $10 co-pay at time of each call. Schedule an appointment by visiting [www.teledoc.com](http://www.teledoc.com) or by calling 1-800-835-2362.

*Must have UMR healthcare coverage to access the services offered by Tele-doc.

- **OptumRX Pharmacy:**
  - Automatic extension for existing PA approvals for most chronic medications set to expire prior to May 1, 2020 for an additional 90 days and will be re-evaluated for further extensions as needed.
  - Drugs with significant abuse potential (i.e., opioids) or those that are generally dosed for finite durations or intermittently (i.e., hepatitis agents, fertility agents) will follow normal process for renewals.
  - Prior authorization requirements for ‘new’ prescriptions remain in place.
  - **OptumRx Specialty Medications Extended Supply Distribution:** The Specialty Pharmacy will offer patients a one-time, 90-day supply of key chronic specialty medications (versus the traditional 30-day supply).

- **Cigna’s Employee Assistance Program (EAP):** Offers support, guidance and resources that can help you resolve personal issues and meet life’s challenges. Topics include but are not limited to alcohol/drug abuse, stress/anxiety with work/family, depression, emotional well-being, financial/legal concerns, grief/loss, identity theft/fraud, life improvement, child/elder care, personal achievement, relationship troubles, adoption, divorce, parenting and pet care. Other services offered: phone-based consultations, face-to-face counseling, crisis intervention, work/life balance and national networking. Schedule an appointment by visiting [www.mycigna.com](http://www.mycigna.com) (Employer ID: clarksonu) or by calling 1-877-622-4327.

**Related Information:**

**Next Scheduled Review:**

**Approved By, Date:**
Amy McGaheran,  
Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**
# Interim Travel Policy during COVID-19

**Date:** July 16, 2020  
**Status:** Active

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## Policy Purpose:

The United States has placed entry restrictions and governments worldwide have issued similar warnings, which can change without advance notice. Going forward, all travelers should expect additional disruptions as government agencies and Clarkson may expand or change restrictions based on the rapidly evolving public health situation.

Clarkson University is committed to maintaining a safe work environment for all employees. In an effort to minimize the spread of COVID-19, the following travel-related policy is effective immediately and will remain in place until further notice.

## Definitions of Terms:

**Isolation** – Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**Quarantine** – Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Approved areas for travel:** Any area within New York State that is in Phase 2 or greater. As the
**State Executive orders change, these approved areas may change.**

**Campus County locations** ([https://www.ny.gov/counties](https://www.ny.gov/counties)):

- **North Country** – Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State.

- **Capital Region** - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State.

- **Beacon** - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State.

**Symptoms of COVID-19** include (but are not limited to):

- Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).
- Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.


Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual’s contact with coronavirus was, recent travel history, an individual’s personal health history, and any symptoms that person may be experiencing.

**Policy Statement:** This policy provides guidelines for business and personal travel for employees traveling, outside of the approved areas to minimize the spread of COVID-19 and to ensure safety of our employees and Clarkson community. We will continue to monitor the public health situation and government travel advisories and adjust our guidance accordingly.

**Procedures:** All University-Funded Travel, both international and domestic, is suspended until further notice (this includes travel within allowed or open areas within NYS) and should not be planned or scheduled at this time. This applies to all community members—faculty, staff, students, postdoctoral fellows, and other academics. We encourage you to explore creative options for alternative study, research, work, and collaboration. We also strongly discourage personal travel, both international and domestic.

**University Funded Travel:**

- All University-funded travel for both international or domestic for faculty and staff is suspended at this time. This includes air, road or any other mode of travel.
- The University recognizes that due to business needs some travel may be required. If you believe that you MUST travel - **ALL travel needs to be approved by your Department Head and the Chief Human Resource Officer & Deputy Chief Inclusion Officer prior to**
bookings or scheduling travel arrangements.

- Employees are also required to complete the Travel authorization (TA) form below prior to any travel plans being made. The TA form can be found at: https://go.clarkson.edu/travel
- In addition to the required TA form, all employees must also complete and submit the Travel Self-Reporting Form prior to travel: https://forms.gle/WJ54WHBumwMpzRad9
- If your approved business-related travel was outside NY state, you will be required to self-quarantine for a period of 14-days before returning to campus. When you are self-quarantining, if you are able to work through remote access or other means during that time, you will be required to continue to work.
- If you are required to self-quarantine due to approved University-related travel, this will be paid time.
- These efforts align with CDC, state and local government guidance on travel protocols, along with other measures to protect the health and well-being of the campus community.

Travel Reimbursement
We understand these Travel policies have financial implications. If you had travel reservations for University business, the Clarkson University Travel Policy allows for reimbursement of cancellation or change fees with a valid reason. The COVID-19 pandemic meets this requirement. https://confluence.clarkson.edu/display/UPR/OM+4.3.6+Policy+on+Compensation+for+Travel+Time+Me+-+Non-Exempt+Employees

Personal Travel:
- Clarkson University strongly encourages ALL employees to evaluate and reconsider both international and domestic travel. CDC recommends that everyone stay home as much as possible and avoid close contact, especially if one is at higher risk of severe illness.
- If you plan to travel outside the approved areas, you are required to complete and submit the Travel Self-Reporting form prior to travel: https://forms.gle/WJ54WHBumwMpzRad9
- If you have recently traveled outside the approved areas or if anyone you live with has traveled outside the approved areas, you MUST self-quarantine for a period of 14 days before returning to campus. If you are able to work through remote access or other means during that time; you will be required to continue to work with supervisor approval. If you are unable to work remotely, you must use your personal time (sick, vacation and special personal days) as per general Clarkson University policies – (Refer to Operations Manual OM 8.3.5., 8.3.10, 8.3.11 using the link https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff) to cover this time off. Also, see COVID-19 Paid Sick Leave Policy, as mentioned in this section earlier.
- These efforts align with CDC, state and local government guidance on travel protocols, along with other measures to protect the health and well-being of the campus community.

Precautions for both University related or Personal Travel:

Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. While you are traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.
Within the United States, check the state and territorial health department websites (https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html) for the latest information. Anyone arriving or returning from outside of the approved areas must quarantine for 14 days.

Please be aware that effective June 25, 2020, the states of New York, New Jersey and Connecticut announced a joint travel advisory that individuals coming into New York, New Jersey and Connecticut from certain high COVID-19 infection rate states must be quarantined for 14 days. A state qualifies for a travel restriction if it has either: (1) a new daily positive test rate higher than 10 per 100,000 residents over a 7-day rolling average, or (2) higher than 10% positivity rate over a 7-day rolling average. According to the Guidance, New York will announce the impacted states on a weekly basis. This travel advisory requires all New Yorkers, as well as those visiting from out of state, to take personal responsibility for complying with the advisory in the best interest of public health and safety. To file a report of an individual failing to adhere to the quarantine pursuant to the travel advisory, one can call the NYS provided phone number 1-833-789-0470 or visit this website: https://mylicense.custhelp.com/app/ask. Individuals may also contact their local department of health. Please refer to Executive Order 205 (the Order) and the Department of Health issued Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel (the Guidance) for more details.

During travel, take the appropriate precautions to protect yourself and others:

- Wash your hands often with warm soap and water for at least 20 seconds. If you cannot wash your hands, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cover coughs and sneezes.
- Remain at least six feet from others.
- Wear a cloth face covering.

If you develop symptoms during or after travel, notify your Primary Care Provider, department and Human Resources.

Public Transit and Carpooling:

- Faculty, staff and students who use public transportation or ridesharing/carpooling are strongly encouraged to use transportation that minimizes close contact with others (e.g., biking, walking, driving, or riding by car either alone or with household members).

- Faculty, staff and students who use public transportation or ride-sharing/carpooling are to follow CDC guidance on how to protect yourself when using transportation. If you absolutely have to use these means of transportation CU encourages you to commute during less busy times and clean your hands as soon as possible after your trip.

**Related Information:**


**Next Scheduled Review:**

**Approved By,** Amy McGaheran,
Social Distancing Guidelines during COVID-19

Date: July 16, 2020  Status: Active

Policy Type: University

Contact Office: Human Resources

Oversight Executive: Chief Human Resources & Deputy Chief Inclusion Officer

Applies To: This Guideline applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

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1. Purpose
2. Definitions
3. Guidelines

Definition


Guidelines

Social distancing or keeping space between employees is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread at the workplace. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if employees have no symptoms.

Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees returning to work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms’ lengths) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.
- Do not shake hands or have any physical contact with others.
- Do not go to each other’s workspace.
- Remain in your designated work area and restrict venturing out to other campus buildings or common areas, if not necessary.
- Do not bring your children or family members to the workplace. This is critical to being able to maintain social distancing at all times and to respect the health and safety of co-workers.
- Eliminate or significantly reduce face-to-face meetings and continue to use online
collaboration and meeting tools. If a face-to-face is required, then face coverings by all parties must be worn and the 6 feet social distancing rule maintained.

- To minimize outside exposure, food services will not be open; employees will need to bring their own food or beverages to work.
- Maintain social distancing, where feasible, and wear face coverings at all times when in public spaces such as building entrances, exits, hallways, elevators, restrooms and break rooms. Follow the signage in the common areas such as the break rooms, hallways, restrooms, etc.:
  - Elevators: Use of elevators should be limited where possible to avoid proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands thoroughly upon departing the elevator.
  - Restrooms: Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
  - Breakrooms: If you use the breakroom, you must disinfect anything that you touched.

- **Wash your hands often** with soap and water for at least 20 seconds, especially after you have been in a public space or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, you can use a **hand sanitizer that contains at least 60% alcohol**.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - When in contact with shared objects or frequently touched areas sanitize or wash your hands before and after contact.
  - Limit the sharing of objects (e.g. tools, machinery, materials)

*Please Note: Additional hand sanitizing stations are being placed near building entrances, elevators etc. across the campus. Surfaces and shared objects are being cleaned regularly.*

**Related Information:**

**Next Scheduled Review:**

**Approved By, Date:** Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**

**Personal Protective Equipment (PPE) during COVID-19**

**Date:** July 16, 2020  **Status:** Active

**Policy Type:** University
Contact Office: Human Resources

Oversight Executive: Chief Human Resources & Deputy Chief Inclusion Officer

Applies To: This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

Table of Contents:
1. Purpose
2. Definitions
3. Guidelines
4. Procedures

Definition

Personal Protective Equipment:
Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

Face Covering:
A face covering is any well-secured fabric mask that is at least 2 layers thick and fully covers your nose and mouth. The covering should fit snugly against the sides of the face so there are no large gaps. The face covering should also have ear loops or ties so that it can be adjusted to securely fit on your face and prevent slipping. A face covering with an exhalation valve is not permitted as it allows unfiltered exhaled air to escape to others.

Face Shield:
A face shield is a clear plastic barrier that wraps around the sides of the wearer’s face and extends to below the chin.

Gloves:
Gloves are a form of hand protection that can be used to protect employees’ hands from being exposed to a hazard. They come in a variety of materials and thicknesses.

Guidelines:

Measures for protecting workers from exposure to, and infection with, SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), depends on the type of work being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. Personal protective equipment (PPE) is one of the control measures that can be used in conjunction with elimination, substitution, engineering and administrative controls to prevent worker exposures. PPE includes, but is not limited to gloves, gowns/aprons, safety glasses, face shields, face coverings and respirators.

Face Coverings:
The purpose of face coverings is to prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing, which is the primary route of transmission of SARS-CoV-2 from person to person. If everyone wears a cloth face covering when out in public, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may also protect you from getting the virus from people carrying the virus.
- All individuals at Clarkson University must wear a face covering any time they are in a public space within a building (ex. hallways, stairwells, bathrooms, (except in shower stalls when showering) elevators, breaks rooms) as well as any time they cannot maintain 6 feet social distancing from another individual.
  - If you have a health problem that makes it hard for you to wear a face covering, please contact Human Resources (clarksonhr@clarkson.edu) or Environmental Health & Safety (earldn@clarkson.edu) for possible alternatives.
- Clarkson will provide all employees with 2 cloth face coverings upon their return to work.
  - Employees are also welcome to wear their own face covering, as long as it meets CDC guidelines (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html).
  - Face coverings with exhalation valves ARE NOT allowed to be worn on campus.
  - Please do not use health care worker masks, such as N95s or surgical masks, unless your job requires you to do so. It is essential that we save health care worker masks for our health care workers.
- Employees must not share their face covering with anyone else.
- Always ensure to properly don and doff your face covering.
- It is recommended to wash your face covering once a day by hand or machine using detergent, and any time it is visibly soiled. The face covering should be fully dry before using. Individuals should have a few face coverings so they can rotate for washing.
- Employees are required to continue to keep 6 feet between themselves and others, whenever feasible. The face covering is not a substitute for social distancing.

**Gloves:**

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Gloves are also advised when using hazardous materials as directed by the product’s safety data sheet (SDS).

In most other situations, like using a shared copier, opening a door or pushing elevator buttons, wearing gloves is not necessary. Wearing gloves will not necessarily protect you from getting COVID-19 as it does not reduce the surface-hand-face transmission mechanism, and it may still lead to the spread of germs if not used wisely. Instead, practicing everyday preventive measures such as social distancing at least 6 feet from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face covering when you have to go out in public is more effective.

If wearing gloves to clean or care for someone who is sick, always ensure to:

- properly don and doff your gloves;
- not touch your face or phone with gloved hands;
- change them frequently to prevent cross contamination;
- throw your gloves in the trash when done using them, and
- always wash your hands after removing your gloves.

<table>
<thead>
<tr>
<th>Procedures:</th>
<th>Face Coverings:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How to Put On (Don) a Face Covering</strong></td>
<td></td>
</tr>
<tr>
<td>1. Wash your hands with soap and water or apply hand sanitizer.</td>
<td></td>
</tr>
<tr>
<td>2. Inspect the mask to ensure it is in good condition and it is not damaged. Damaged masks should be discarded immediately.</td>
<td></td>
</tr>
<tr>
<td>3. Place the mask on your face with the ear loops over the ears or ties behind the head.</td>
<td></td>
</tr>
</tbody>
</table>
4. The mask should fully cover your nose and mouth with no gaps between the mask and your face.
5. Wash your hands with soap and water or apply hand sanitizer after placing the mask on.
6. Avoid touching the mask while wearing it.

How to Take Off (Doff) a Face Covering
1. Wash your hands with soap and water or apply hand sanitizer.
2. Untie the strings behind your head or stretch the ear loops to remove the mask from your face, trying to only handle it by the ear loops or ties at all times.
3. Fold the outside corners of the mask together.
4. Place the mask in a paper or plastic bag for storage if you will be taking it off when outside your home. This will prevent others from touching it as well as germs transferring to/from the mask from other surfaces such as a table.
5. Wash hands with soap and water or apply hand sanitizer.

Gloves:
How to Put On (Don) Gloves
1. Wash your hands with soap and water or apply hand sanitizer.
2. Choose the correct size glove.
3. Place the gloves on your hands.
4. Inspect the gloves to ensure they are in good condition and are not damaged (ex. ripped, holes). Damaged gloves should be discarded immediately.
5. Avoid touching your face or phone while wearing gloves.

How to Take Off (Doff) Gloves
1. Grasp the outside edge of the glove on one hand near your wrist.
2. Peel away the glove from your hand, turning the glove inside-out.
3. Hold the glove that was just removed in the opposite gloved hand.
4. Slide your finger from the ungloved hand under the wrist of the remaining glove.
5. Turn the second glove inside out while pulling away, leaving the first glove inside.
6. Discard the gloves into the general trash.
7. Wash hands with soap and water or apply hand sanitizer.

Related Information:
- Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/

Next Scheduled Review:

Approved By, Date: Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

Revision History:

Cleaning and Disinfecting during COVID-19
Policy Type: University

Contact Office: Human Resources

Oversight Executive: Chief Human Resources & Deputy Chief Inclusion Officer

Applies To: This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

Table of Contents:
1. Definitions
2. Procedures

Definition

Cleaning and disinfecting definitions in accordance with CDC guidelines:

Disinfection (or Deep Cleaning): Disinfection is a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.

Regular Cleaning: Regular cleaning is the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.

Procedures:

Regular Cleaning & Disinfecting Protocol

Regular cleaning and disinfecting, as prescribed by building occupancies, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-touch surfaces. All cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.

All cleaning and disinfecting protocols followed will adhere to CDC guidelines and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an EPA-approved disinfectant. If an EPA-approved disinfectant is unavailable, you can also use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach solutions will be effective for disinfection up to 24 hours. Examples of high-traffic areas include:

- Building entrances
- Hallways
- Stairwells
- Restrooms
- Elevators
- Classrooms, lounges and meeting spaces

Examples of high-touch surfaces include:
- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons
- ADA handicap door push plates
- Water fountains and bottle filling stations

Disinfecting of high-traffic areas and high-touch surfaces will be performed at least daily (and more frequently as schedules allow) by custodial staff. An example of custodial staff cleaning and frequency expectations can be found in the table below.

<table>
<thead>
<tr>
<th>Location Type</th>
<th>Cleaning Provided</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Buildings</td>
<td>Start day by removing any possible contaminated refuse and recyclables from buildings</td>
<td>Daily</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Apply EPA-approved disinfectant to all refuse &amp; recyclable containers and surfaces</td>
<td>Daily</td>
</tr>
<tr>
<td>All Buildings</td>
<td>Apply EPA-approved disinfectant to all public restrooms and public areas</td>
<td>Daily</td>
</tr>
<tr>
<td>Public Restrooms</td>
<td>Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.</td>
<td>Daily and as needed</td>
</tr>
<tr>
<td>Entrances, Lobbies, Hallways &amp; Restrooms</td>
<td>Disinfect all high-touch areas</td>
<td>Daily</td>
</tr>
<tr>
<td>Lobbies</td>
<td>Sweep, mop and/or autoscrub floors, vacuum carpets and entrance mats, remove trash, clean water fountains, wipe furniture, clean glass doors, police exterior entrances</td>
<td>Daily</td>
</tr>
<tr>
<td>Hallways</td>
<td>Sweep, mop, and/or autoscrub floors</td>
<td>Weekly and as needed</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Remove trash, sweep, spot mop floors. Disinfect surfaces daily</td>
<td>Daily and as needed</td>
</tr>
<tr>
<td>Lecture Halls</td>
<td>Remove trash, sweep, spot mop floors. Disinfect surfaces daily</td>
<td>Daily and as needed</td>
</tr>
<tr>
<td>Offices/Cubicles</td>
<td>Spot clean, hi-dust, dust, spot mop hard floors</td>
<td>As needed</td>
</tr>
<tr>
<td>Starwells</td>
<td>Disinfect hand rails and door knobs</td>
<td>Daily</td>
</tr>
<tr>
<td>Carpeted floors</td>
<td>Vacuum private offices, office suites, office cubicles</td>
<td>Monthly</td>
</tr>
<tr>
<td>Carpeted Floors</td>
<td>Vacuum public spaces, hallways, carpeted classrooms, conference rooms, lecture halls</td>
<td>Bi-monthly and as needed</td>
</tr>
<tr>
<td>Carpeted floors</td>
<td>Shampoo private offices, office suites, office cubicles</td>
<td>On request with funding</td>
</tr>
<tr>
<td>Carpeted floors</td>
<td>Shampoo public spaces, hallways, carpeted classrooms, conference rooms, lecture halls</td>
<td>Annually</td>
</tr>
<tr>
<td>Tile Floors</td>
<td>Dust mop, damp mop, spot mop</td>
<td>Daily</td>
</tr>
</tbody>
</table>

Clarkson faculty, staff and students are encouraged to practice preventative cleaning in their personal offices, laboratories and/or residential spaces that will not be as frequently accessed by custodial staff. Faculty, staff and students will be expected to remove their own garbage and recyclables from their personal spaces to reduce the number of individuals accessing these spaces, and to provide custodial staff more time to focus on the high-traffic areas and high-touch surfaces. Disinfecting stations stocked with cleaning supplies will be provided throughout the buildings to carry out this task.

Supplemental cleaning of teaching spaces will also be performed by room occupants at the start and end of each class/lab with the supplies provided in the teaching space. Chalkboards and whiteboards will not be used in the classrooms until further notice in order to effectively capture all aspects of each class online as well as to limit shared resources in the classroom.

Hand sanitizing stations are installed throughout the campus at main entry/exit points of the buildings. Additional hand sanitizing stations will also be provided in high traffic areas and shared spaces.
Protocol for Cleaning and Disinfecting Areas Where Someone is Suspected of Having (or Confirmed to Have) COVID-19

In the event that a person is suspected of having (or confirmed to have) COVID-19, the following protocol will be followed:

1. The area(s) used by the person who is sick will be closed off and restricted to all access. Outside doors and windows to the space will be opened if possible, to increase air circulation in that area.
2. Cleaning staff will wait 24 hours after the sick person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible.
3. Cleaning staff will wear face masks, disposable gloves, gowns and goggles for all tasks in the cleaning process, including handling trash.
4. Cleaning and disinfection will be performed in all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. and include full saturation of disinfection to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, top of cabinets, etc.
5. Cleaning and disinfection will be conducted in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
6. Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.
7. If it has been more than 7 days since the person suspected/confirmed COVID-19 was present, additional cleaning and disinfection is not necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic areas and high-touch areas.

Related Information:
- Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/

Next Scheduled Review:

Approved By, Date: Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

Revision History:

Contact Tracing during COVID-19

Date: July 16, 2020 Status: Active

Policy Type: University
| Definition | **Contact Tracing:** Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases), any contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to self-isolate and contacts to self-quarantine at home voluntarily.  

**Close Contact:** The Centers for Disease Control & Prevention (CDC) defines close contact for COVID-19 as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

**Self-isolation:** Self-isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in self-isolation should stay home until *it is safe for them to be around others*. In the home, anyone sick or infected should separate themselves from other people and pets by staying in a specific “sick room” or area and using a separate bathroom (if available). Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may come in contact with healthy.

**Self-quarantine:** Self-quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Self-quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in self-quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. |
|---|---|
| **Procedures:** | Contact tracing for COVID-19 typically involves:  
- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious,  
- Notifying contacts of their potential exposure,  
- Referring contacts for testing,  
- Monitoring contacts for signs and symptoms of COVID-19, and  
- Connecting contacts with services they might need during the self-quarantine period.  

The general process that takes place during contact tracing includes:  
- **Case investigation:** Public health staff work with a patient to help them recall everyone with whom they have had close contact during the time when they may have been infectious.  
- **Contact tracing:** Public health staff begin contact tracing by notifying exposed... |
individuals (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient’s identity.

- **Contact support:** Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.

- **Self-quarantine:** Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19, which include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In order to assist Public Health in contact tracing and the case investigation, Clarkson University requires all faculty, staff and students to complete a daily health screening at the start of their shift and a daily interactions log at the end of their shift. The daily health screening ensures that no individuals come to campus if they are experiencing any COVID-19 related symptoms in the past 14 days, if they have tested positive for COVID-19 in the past 14 days, if they have come in contact with someone that has tested positive for COVID-19 in the past 14 days or if they have traveled outside New York State or to an area within New York State that is not in Phase 2 or greater in the past 14 days. It also asks where you anticipate going on campus for the day. The daily interactions log, completed at the end of the day, then asks individuals where they were on campus, who they came in contact with and at what capacity (time, proximity, presence of face mask). Several members of Clarkson University’s cabinet, Human Resources department and Environmental Health & Safety department have also gone through contact tracing training to be able to better assist Public Health if such a scenario arises.

**Related Information:**

- Clarkson Returning to Work Safety Training COVID-19 Presentation: [https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/](https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/)
- Daily Health Screening Questionnaire: [https://forms.gle/XD9LyTnzaB9swi9q9](https://forms.gle/XD9LyTnzaB9swi9q9)
- Daily Interactions Log: [https://forms.gle/uhJ7Cd1T8YFnCisp8](https://forms.gle/uhJ7Cd1T8YFnCisp8)

**Next Scheduled**
Positive Diagnosis or Exposure during COVID-19

Date: July 16, 2020  Status: Active

Policy Type: University
Contact Office: Human Resources
Oversight Executive: Chief Human Resources & Deputy Chief Inclusion Officer
Applies To: This Policy applies to all Faculty and staff across all University departments, Institutes, Centers and Schools.

Table of Contents:
1. Purpose
2. Summary
3. Definitions
4. Procedure

Purpose: To ensure that University processes and protocols are in place to address different potential scenarios with the objective of preventing the spread of COVID-19 and to ensure safety of our employees and the Clarkson community.

Definition of Terms in:
Isolation: Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

Quarantine: Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Procedures: To ensure the continued safety of all employees and to prevent the spread of COVID 19, employees must notify Human Resources immediately if issued by a government entity to quarantine and/or isolate or if they come down with symptoms of the coronavirus.

Human Resources is the first point of contact and as needed supervisors will be updated. Please contact Chief Human Resources & Deputy Chief Inclusion Officer by calling...
Protocols for different scenarios are explained below:

**Employee has been tested positive with COVID-19**

**Employee has been in close contact with someone who is symptomatic or tested positive.**

**Who do they report to?**

- Employee to notify Human Resources immediately. The employee should contact by telephone or email and should NOT report to work.

**Next Steps:**

- Human Resources contacts the Supervisor as needed.
- Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
- If diagnosed with COVID-19, documentation received from the issuing authority is required to be submitted to Human Resources.
- Sick employees should follow CDC-recommended steps.
- Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.
- Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
- Contact tracing steps. Please also refer to the Contact Tracing during COVID-19 policy.

**Employee is symptomatic upon arrival at work or becomes sick during the day at work.**

**Who do they report to?**

- The employee needs to notify Human Resources immediately.

**Next Steps:**

- Employee should be separated from other employees and sent home immediately.
- Human Resources informs the supervisor as needed.
- Employee should monitor for symptoms and if they experience any of the specified
COVID-19 symptoms [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html], they should first contact their physician or healthcare provider. If they are diagnosed with presumptive or confirmed COVID-19 at any time, they should self-isolate for 14 days and at least 3 days (72 hours) should have passed since recovery which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.

If they are unwell due to non COVID-19 related illnesses/symptoms, they are required to follow Clarkson University’s sick policy as per the Operations Manual (OM 8.3.5 Sick Leave – Administrative, Supervisory, and General Staff).

- Employees sick with COVID-19 should follow CDC-recommended steps.
- Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- Inquire if NYS Paid Leave Options for COVID-19 are available, if applicable.
- Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
- Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.

**Employee reports they or anyone they live with have traveled outside of the approved areas.**

**Who do they report to?**

- The employee needs to notify their supervisor.
- Employees are also required to complete and submit the Travel Self-Reporting form prior to travel: [https://forms.gle/WJ54W8umwMpzRad9](https://forms.gle/WJ54W8umwMpzRad9)

**Next Steps:**

- Supervisor informs Clarkson Human Resources at 315-268-6497/clarksonhr@Clarkson.edu.
- Employee self-quarantines for 14 days and monitors for symptoms. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
- Human Resources can help with questions on leave, if the employee is unable to work remotely.

**What if an employee does not self-report, but the employer notices the employee exhibiting symptoms of COVID-19?**
● Supervisor sends the employee home immediately.

● Supervisor informs Clarkson Human Resources immediately at 315-268-6497 / clarksonhr@Clarkson.edu.

● Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.

● Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.

● Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.

● Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.

What should an employee do if they suspect a co-worker of being ill and reporting to on-campus work?

Employees who suspect another employee is ill should notify their supervisor of the situation and the supervisor will follow required guidelines.

Employees who are presumed sick with COVID-19 may be asked to follow the potential exposure protocol for COVID-19, which is self-quarantining for 14 days until they are without symptoms.

Related Information:


Next Scheduled Review:

Approved By, Date:

Amy McGaheran,
Chief Human Resource Officer and Deputy Chief Inclusion Officer

Revision History:

COVID-19 Guidelines for Health Care Providers and First Responders

Date: July 16, 2020 Status: Active
**Procedure Type:** University  

**Contact Office:** Human Resources  

**Oversight Executive:** Chief Human Resources & Deputy Chief Inclusion Officer  

**Applies To:** This Procedure applies to all faculty, staff and students across all University departments, Institutes, Centers and Schools who have the potential to be exposed to COVID-19 due to their work as Health Care Providers and First Responders. This includes faculty, staff and students who could be exposed due to work (campus safety, student care teams, etc.), clinical (PA, PT, OT students and faculty) or community volunteer activities (EMT, Fire, etc.).

**Table of Contents:**  
1. Purpose  
2. Definitions  
3. Procedure  

**Purpose:** To provide special procedures and guidelines to mitigate the risk of exposure to COVID-19 and to ensure a healthy and safe working environment for employees in this category as well as the larger campus community.

**Definition of Terms:** Classification of Health Care Providers and First Responders: At Clarkson we have several categories of faculty, staff and students who have the potential to be exposed to COVID-19 through work (campus safety, student care teams, etc.), clinical (PA, PT, OT students and faculty) or community volunteer activities (EMT, Fire, etc.). Any employee or student who performs the role of a Health Care Provider or First Responder either as a part of their primary work or any secondary or volunteering work would come under the purview of this policy.

**Isolation** – Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in isolation should stay home until **it is safe for them to be around others**, in the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**Quarantine** – Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Symptoms of COVID-19** include (but are not limited to):

- Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).

- Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.

Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual’s contact with coronavirus was, recent travel history, an individual’s personal health history, and any symptoms that person may be experiencing.

<table>
<thead>
<tr>
<th>Procedures:</th>
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<tbody>
<tr>
<td>CDC has developed guidelines for risk assessment and work restrictions for healthcare providers and first responders with potential exposure for COVID-19. These guidelines were developed with the recognition that in a setting where these workers know that there is potential exposure, the use of PPE mitigates risk and those exposures can be assessed differently from a non-protected exposure. <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html</a></td>
</tr>
</tbody>
</table>

Potential exposure of employees in this category are often extensive and they have close contact with vulnerable individuals in healthcare settings. The following guidelines enable those employees to continue to perform their duties while minimizing the risk for COVID-19 exposure.

These procedures are in conjunction with the Clarkson University OM 8.3.9 Volunteer Emergency Responder Policy [https://confluence.clarkson.edu/display/UPR/OM+8.3.9+Volunteer+Emergency+Responder+Policy](https://confluence.clarkson.edu/display/UPR/OM+8.3.9+Volunteer+Emergency+Responder+Policy).

Employees that are active emergency volunteers are required to:

**Special Personal Protective Equipment (PPE) requirements:**

- **Mandatory PPE Training:** Employees in this category will be required to complete the Mandatory PPE Training in addition to the Return to Work Safety Training. The Mandatory PPE Training trains these employees on the proper use of PPE along with physical donning/doffing demos and practice. The training will be conducted by _____.

- **Fit Tests:** Employees in this category who will be using respirators on campus will need to undergo fit tests. Employees can contact ____________ for the fit test.

**Daily Employee Health Screening Questionnaire:**
All incoming employees are required to monitor their body temperature daily and complete a daily health screening questionnaire at the start of their work shift, as per the “Entry Requirements and Screening Procedures for Return to Work” policy above. This daily health screening is required to be reported correctly to confirm the health and exposure of all employees entering the campus. This can be done by one of the following methods:

- Using the following link: [https://forms.gle/XD9LyTnzaB9swi9q9](https://forms.gle/XD9LyTnzaB9swi9q9);
- Scanning the QR code, which will be posted on the entrance to each building; or
- Calling Human Resources (315-268-6497) during business hours or Campus Safety & Security (315-268-6666) after hours.
Protocols to follow in case of exposure to COVID-19:

The guidelines breakdown the employees performing these roles into two classes: protected and unprotected.

- **Unprotected exposure:** An unprotected “prolonged” close “contact” for a Health Care Provider or First Responder is assessed and considered the same as a community “prolonged contact” for the general public. The Centers for Disease Control & Prevention (CDC) defines close contact for COVID-19 as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. In this case of unprotected exposure, where there was “close contact” with confirmed or presumptive COVID-19 person and no PPE was worn, the recommendation is exclusion from work/self-quarantine for 14 days, monitoring for symptoms and notifying Human Resources if symptoms develop. Please also refer to the “Positive Diagnosis or Exposure during COVID-19” policy.

- **Protected exposure:** For exposure where appropriate PPE is used, the assessment of “contact” and “exposure” changes. In this case, the use of PPE lowers the risk assessment of the exposure. The recommendations in this case are:
  - No work restrictions
  - Monitoring for symptoms
  - Wearing a mask
  - Reporting if symptoms ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) develop. Employees should contact their physician or Health Care Provider and Clarkson Human Resources in case of symptoms and stay home. Please also refer to the “Positive Diagnosis or Exposure during COVID-19” policy.

General:

In general, all employees are encouraged to wash their hands frequently, avoid touching their faces, follow cleaning guidelines, wear their face coverings and maintain social distance.

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<th>Related Information:</th>
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<td>Next Scheduled Review:</td>
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</tr>
<tr>
<td>Approved By, Date:</td>
<td>Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer</td>
</tr>
<tr>
<td>Revision History:</td>
<td></td>
</tr>
</tbody>
</table>
COVID-19 Enforcement Procedure

Date: July 16, 2020                  Status: Active

Policy Type: University

Contact Office: Human Resources

Oversight Executive: Chief Human Resources & Deputy Chief Inclusion Officer

Applies To: This Policy applies to all Faculty and staff across all University departments, Institutes, Centers and Schools.

Table of Contents:
1. Purpose
2. Summary
3. Procedure

Purpose: To define the University’s policy on enforcement of COVID-19 policies and procedures and to establish guidelines for the enforcement process.

Summary: The University values the health and safety of its employees. Employee behaviors and practices will be critical to working safely in this “new normal”. All returning employees must comply with these policies, procedures and guidelines to keep the workplace safe.

To ensure a safe workplace, it is the University’s policy to monitor and correct non-compliance of University policies and processes, negligence or any other employee behavior which is not in accordance with the policies and processes during this pandemic.

Procedures: The COVID-19 Enforcement procedure can be enforced for the following actions:

- NOT wearing the required face coverings or personal protective equipment
- NOT following the social or physical distancing rules in the workplace
- NOT following the daily entry to work procedures
- NOT completing the daily Clarkson daily interactions survey when exiting from campus
- NOT following the restrictions of large gatherings or face-to-face meetings
- NOT adhering to the safety protocols/signage for cleaning and disinfecting protocols
- Reporting to work even when:
  - They have symptoms of a respiratory illness, such as a temperature of 100.4°F or greater, cough, trouble breathing, or otherwise feel ill.
  - They have tested positive for COVID-19 within the last 14 days.
  - They have been near anyone diagnosed with or suspected of having the COVID-19 coronavirus within the last 14 days.
  - They or anyone they live with have traveled outside the approved areas.
  - They have not completed the Return to Work Safety Training and have not been approved to return to campus.
- NOT following any new or changed policies, processes and
guidelines/requirements set by federal, state, local authorities or by Clarkson University.

If you are aware of any deviations from Clarkson University’s COVID-19 policies, procedures and guidelines, please report the incident or violation through this link: https://forms.gle/z8QZhem69Ydji7r8. You can also contact Human Resources directly at Clarksonhr@clarkson.edu or 315.268.6497.

Failure to comply with COVID-19 policies will be putting your co-workers, the University and your community at risk. Therefore, it is necessary for the University to take enforcement actions if you willingly disregard policies and procedures put in place for COVID-19. Enforcement actions will be determined based on the severity of which COVID-19 policy and/or procedure has been violated.

**Minor** violations may result in progressive enforcement procedures.

Any violation deemed **severe** by the University may result in suspension and/or up to termination.

The COVID-19 enforcement procedure refers to the following possible actions, depending on the severity of the conduct:

- **Informal Counseling/Coaching** – conversation with the employee(s) who are not adhering to COVID-19 requirements; unofficially documented.
- **Counseling and Verbal Warning** – a conversation with the employee(s) who are not adhering to the COVID-19 requirements. Documented in personnel file.
- **Second Counseling and Written Warning** – a second conversation with the employee(s) who are not adhering to the COVID-19 requirements. Documented in personnel file.
- **Final Written Warning** – employee(s) not adhering to the COVID-19 requirements and have failed to take corrective behavioral actions after being counseled with one verbal and one written warning may be further disciplined including suspension and/or up to termination.

Depending on the severity, any step may be repeated, omitted, or taken out of sequence; the University reserves the right to place the employee on suspension and/or up to immediate termination should the situation be warranted. Each case is considered on an individual basis by the department and Human Resources.

**Next Scheduled Review:**

**Approved By, Date:** Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**
Appendix C: Student Move In Plan (As of 6/29/20)

1. Process & Timeline

Clarkson University will prioritize student move-in by different residence halls throughout the campus. Given the limitations of New York State on PAUSE, this process will be a staggered move in. Allowing for families to participate in an Early Drop Off Process of their personal belongings. Students will be contacted by residential space with a link to register for an early drop off date and time.

Reopening

Student Arrival will be conducted to allow students from within a driving distance to drop off their belongings at scheduled intervals starting July 22-July 29. This will decrease density during the move in processes.

The student Early Drop Off/Move-in process will begin prior to scheduled move-in days. Process is outlined below.

- Students will sign up for one (1) designated time slot of two (2) hours, offered 8:00 AM – 4:00 PM daily, including weekends.
- Students may bring up to two (2) people to assist with unloading and moving and will register all names of those coming with them.
- Students may only enter their assigned residential space and are prohibited from accessing the academic buildings.
- Each student will arrive at their assigned check-in / staging area and must vacate campus through their checkout staging area – all other entrances will be closed.
- All individuals must wear a face covering while on campus.
- The sign-up process will also be mapped by residence hall type and location to maintain social distancing guidelines and number of people per residential area.
- It is recommended that students/families consider bringing hand sanitizer, gloves, and/or disinfectant wipes, due to touching door handles and communal items – supplies will also be on site.
- Once the Early Drop Off process is complete Facilities & Services will clean all door handles and bathrooms prior to the start of scheduled move-in days.
Students who do not participate in the Early Drop Off process will move in on assigned move-in dates. This will be a curbside move-in process. This process is outlined below.

- First year/Transfer student move-in dates are August 16 & 17
  - Students will arrive at their assigned check-in staging area.
  - Student will check in and names will be recorded of all individuals in the vehicle.
  - Student and guests will be allowed to exit the vehicle of belongings at the staging area.
  - Only the Clarkson student will be allowed access to the residence hall to move belongings into the residential room.
  - Once unloading is completed guests of the Clarkson student will vacate campus through the checkout staging area.

- Returning student move-in date is August 18
  - Students will arrive at their assigned check-in staging area.
  - Student will check in and names will be recorded of all individuals in the vehicle.
  - Student and guests will be allowed to exit the vehicle of belongings at the staging area.
  - Only the Clarkson student will be allowed access to the residence hall to move belongings into the residential room.
  - Once unloading is completed guests of the Clarkson student will vacate campus through the checkout staging area.

2. Details of Move In

Student arrival to campus:
- Use **Check In/Out List** Google Sheet to confirm names of all people in vehicle(s) and mask for everyone in vehicle; change names if needed
- Inform incoming parties: required to wear mask outside of vehicle when in presence of others (provide one if needed), social distance, wipe down commonly touched surfaces on departure, lock room/apt door, leave all University keys on desk in room (keep mail room key if returning in fall), return to same location for check out (required)
- Enter **time in** on Google Sheet
- Highlight **green** on Google Sheet upon arrival
- Maximum of 140 students on campus at all times

Student departure from campus:
- Enter **time out** on Google Sheet
- Change to **yellow** highlight on Google Sheet
- All vehicles need to immediately vacate campus.
Student who arrives that is not on the registration list:
- Check if there are any open slots during the current shift (140 students on campus at once)
  - If yes, insert a row and add their information
  - If no, must wait until an open slot available, have them wait in check-in staging area or get phone number and call them when a slot is available; may be several hours, possibly a few days

Staff volunteers
- 3 volunteers per shift will sign up (8:00 AM – 12:00PM) or (12:00 PM – 4:00 PM)
- PPE must be worn and adhere to social distancing guidelines
- IT to provide a hot spot and three computers
- Campus Safety & Security (CSS) will bring supplies down and pick up at the end of each day
- Bring water, snacks, masks, gloves, wipes, comfortable shoes, sunscreen, bug spray, jacket
- Project leads will split shifts the first few days to train all volunteers

3. Residence Hall Expectations

Residential living plans protocols to reduce and/or monitor capacity:
- Campus living arrangements will be the same as previous years with traditional single rooms and double rooms, suite style single rooms and double rooms, and apartment single rooms and double rooms, but no triple rooms will be used.
- Students in corridor style rooms are recommended to sleep head-to-toe and do not have to wear a mask while in their residential room, but must wear a face covering upon exiting their residential room.
- Students living in apartments are considered “family units” and do not have to wear a face covering in their apartment, but must do so upon exiting their residence.
- Laundry room usage will operate according to a schedule to limit capacity.
- All lounge rooms will be closed for the duration of the semester.
- Only residents of assigned rooms will be allowed in the residential space.
- No guests will be permitted in the residence halls following the start of the semester.
- Theme Houses will be inspected for social distancing in bedrooms, and occupancy for restrooms.
  - Recommendations will be made surrounding bedroom and restroom occupancy to privately owned fraternities and sororities.
Enhanced cleaning, disinfection, safety for residential spaces:

- Corridor style housing with communal bathrooms will be cleaned twice per day.
- Apartment and suite housing with independent bathrooms will be cleaned once per week by University staff (traditionally only students maintained cleaning of these facilities).
- Plexiglass is being installed in communal restrooms between sinks.
- Sanitation stations will be provided for each restroom and shower stall for students to use before and after using the facility.
- Use of paper towel dispensers in lieu of air dryers
- Limit storage of personal items within all restrooms in all residential spaces including traditional residence halls, suite style residence halls, and apartment buildings.
- Maximum occupancy signage will be placed outside of all restrooms throughout traditional style residence halls.
- Hand sanitizer stations will be placed in common areas including lounges, doorways, and restrooms.
St. Lawrence Health System – Who We Are

- Health System with three hospitals located in Potsdam, Massena, and Gouverneur
- 2,000 Employees
- $300M in annual operating revenue
- Full Time Medical Staff of 205 providers with a comprehensive continuum of care
- Clinics located throughout St. Lawrence County seeing 300,000 visits per year

<table>
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<th>Medical Subspecialists</th>
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<tbody>
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<td>Rheumatology</td>
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<td>Endocrinology</td>
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<td>Pulmonology</td>
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<tr>
<td>Cardiology</td>
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<td>Dermatology</td>
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<td>Nephrology</td>
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<td>Neurology</td>
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<tr>
<td>Allergy</td>
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</tbody>
</table>
- Level III Trauma Center
- Accredited Pharmacy Residency Program
- Host site Clarkson University PA Program
- Operate student health centers at CU and SLU
- Clinical Research Department
The SLHS COVID-19 Response

CPH will be used for COVID-19 patients requiring hospitalization, both confirmed and awaiting test results

GH

COVID-19 transfers

CPH

MH

COVID-19 transfers

Hub and Spoke

CU BOD 5.16.2020
The Reconfigured COVID Hub

- CPH
- MSU 4
- MSU 3
- OB
- ICU
- Obs
- APU
- ED
- EDRU

- **Clean as Possible Units**
- **COVID-19 areas**
- **Clean Units**

CU BOD 5.16.2020
Emergency Department Respiratory Unit

Designed for COVID and COVID Rule Out Patients seeking emergency care at either MH, GH or CPH
UV Sterilization of N95 Masks

2nd Floor Leroy Outpatient Center
Tracking COVID-19 Spread and Testing
Using SLHS primary care patients a voluntary study was completed in early May.

550 SLC residents from all 42 SLC zip codes were tested.

Tests were allocated equally by age group and gender:
- 18 – 30
- 31-55
- 56+

Number of patients tested per zip code was based upon proportion of that population to 112,000 SLC residents.

3 of 550 patients tested positive.
Employee COVID Screening

Prioritized by:
1. Employees in high risk areas
2. Employees in clean nursing units
3. Employees interacting with patients
4. All other employees

1,000 employees tested - 0 positive
COVID in St. Lawrence County

Population – 111,914

Total Persons Tested – 5,414

Total Tested Positive – 192

% Positive Results – 3.5%

Fatalities – 2

NYS % Tested Positive – 25.8%

NYS excluding NYC – 22%
Priorities

- Remain Vigilant
- Complete testing of all employees
- Increase % of SLC residents tested
- Implement Reopening Pilots – Clinics, Surgery, Outpatient
- Acquire Point of Care Testing
- Prepare with the universities for fall semester
- Safety in the new normal
## Appendix E1: Faculty Protective Equipment (PPE) During COVID-19

Date: June 19, 2020  
Status: Active

<table>
<thead>
<tr>
<th>Policy Type:</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Office:</td>
<td>Human Resources</td>
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<tr>
<td>Oversight Executive:</td>
<td>Chief Human Resources &amp; Deputy Chief Inclusion Officer</td>
</tr>
<tr>
<td>Applies To:</td>
<td>This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.</td>
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</table>

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1. Purpose  
2. Definitions  
3. Guidelines  
4. Procedures

### Definition

**Personal Protective Equipment:**  
Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

**Face Covering:**  
A face covering is any well-secured fabric mask that is at least 2 layers thick and fully covers your nose and mouth. The covering should fit snugly against the sides of the face so there are no large gaps. The face covering should also have ear loops or ties so that it can be adjusted to securely fit on your face and prevent slipping. A face covering with an exhalation valve is not permitted as it allows unfiltered exhaled air to escape to others.

**Face Shield:**  
A face shield is a clear plastic barrier that wraps around the sides of the wearer’s face and extends to below the chin.

**Gloves:**
Gloves are a form of hand protection that can be used to protect employees’ hands from being exposed to a hazard. They come in a variety of materials and thicknesses.

**Guidelines:**

Measures for protecting workers from exposure to, and infection with, SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), depends on the type of work being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. Personal protective equipment (PPE) is one of the control measures that can be used in conjunction with elimination, substitution, engineering and administrative controls to prevent worker exposures. PPE includes, but is not limited to gloves, gowns/aprons, safety glasses, face shields, face coverings and respirators.

**Face Coverings:**

The purpose of face coverings is to prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing, which is the primary route of transmission of SARS-CoV-2 from person to person. If everyone wears a cloth face covering when out in public, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may also protect you from getting the virus from people carrying the virus.

- All individuals at Clarkson University must wear a face covering any time they are in a public space within a building (ex. hallways, stairwells, bathrooms (except in shower stalls when showering), elevators, breaks rooms) as well as any time they cannot maintain 6 feet social distancing from another individual.
  - If you have a health problem that makes it hard for you to wear a face covering, please contact Human Resources (clarksonhr@clarkson.edu) or Environmental Health & Safety (earnold@clarkson.edu) for possible alternatives.
- Clarkson will provide all employees with 2 cloth face coverings upon their return to work.
  - Employees are also welcome to wear their own face covering, as long as it meets CDC guidelines ([https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)).
Face coverings with exhalation valves **ARE NOT allowed** to be worn on campus.

Please do not use health care worker masks, such as N95s or surgical masks, unless your job requires you to do so. It is essential that we save health care worker masks for our health care workers.

- Employees must not share their face covering with anyone else.
- Always ensure to properly don and doff your face covering.
- It is recommended to wash your face covering once a day by hand or machine using detergent, and any time it is visibly soiled. The face covering should be fully dry before using. Individuals should have a few face coverings so they can rotate for washing.
- Employees are required to continue to **keep 6 feet between themselves and others, whenever feasible.** The face covering is not a substitute for social distancing.

**Gloves:**

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Gloves are also advised when using hazardous materials as directed by the product’s safety data sheet (SDS).

In most other situations, like using a shared copier, opening a door or pushing elevator buttons, wearing gloves is **not necessary.** Wearing gloves will not necessarily protect you from getting COVID-19 as it does not reduce the surface-hand-face transmission mechanism, and it may still lead to the spread of germs if not used wisely. Instead, practicing everyday preventive measures such as social distancing at least 6 feet from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face covering when you have to go out in public is more effective.

If wearing gloves to clean or care for someone who is sick, always ensure to:

- properly don and doff your gloves;
- not touch your face or phone with gloved hands;
- change them frequently to prevent cross contamination;
- throw your gloves in the trash when done using them, and
Procedures:

<table>
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<tr>
<th>Face Coverings:</th>
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</thead>
<tbody>
<tr>
<td><strong>How to Put On (Don) a Face Covering</strong></td>
</tr>
<tr>
<td>1. Wash your hands with soap and water or apply hand sanitizer.</td>
</tr>
<tr>
<td>2. Inspect the mask to ensure it is in good condition and it is not damaged. Damaged masks should be discarded immediately.</td>
</tr>
<tr>
<td>3. Place the mask on your face with the ear loops over the ears or ties behind the head.</td>
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<tr>
<td>4. The mask should fully cover your nose and mouth with no gaps between the mask and your face.</td>
</tr>
<tr>
<td>5. Wash your hands with soap and water or apply hand sanitizer after placing the mask on.</td>
</tr>
<tr>
<td>6. Avoid touching the mask while wearing it.</td>
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<table>
<thead>
<tr>
<th>How to Take Off (Doff) a Face Covering</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wash your hands with soap and water or apply hand sanitizer.</td>
</tr>
<tr>
<td>2. Untie the strings behind your head or stretch the ear loops to remove the mask from your face, trying to only handle it by the ear loops or ties at all times.</td>
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<tr>
<td>3. Fold the outside corners of the mask together.</td>
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<tr>
<td>4. Place the mask in a paper or plastic bag for storage if you will be taking it off when outside your home. This will prevent others from touching it off when outside your home. This will prevent others from touching it as well as germs transferring to/from the mask from other surfaces such as a table.</td>
</tr>
<tr>
<td>5. Wash hands with soap and water or apply hand sanitizer.</td>
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<table>
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<tr>
<th>Gloves:</th>
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<tbody>
<tr>
<td><strong>How to Put On (Don) Gloves</strong></td>
</tr>
<tr>
<td>1. Wash your hands with soap and water or apply hand sanitizer.</td>
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<tr>
<td>2. Choose the correct size glove.</td>
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<tr>
<td>3. Place the gloves on your hands.</td>
</tr>
<tr>
<td>4. Inspect the gloves to ensure they are in good condition and are not damaged (ex. ripped, holes). Damaged gloves should be discarded immediately.</td>
</tr>
<tr>
<td>5. Avoid touching your face or phone while wearing gloves.</td>
</tr>
</tbody>
</table>

- always wash your hands after removing your gloves.
How to Take Off (Doff) Gloves

1. Grasp the outside edge of the glove on one hand near your wrist.
2. Peel away the glove from your hand, turning the glove inside-out.
3. Hold the glove that was just removed in the opposite gloved hand.
4. Slide your finger from the ungloved hand under the wrist of the remaining glove.
5. Turn the second glove inside out while pulling away, leaving the first glove inside.
6. Discard the gloves into the general trash.
7. Wash hands with soap and water or apply hand sanitizer.

Related Information:

- Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/

Next Scheduled Review:

Approved By, Date:

Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

Revision History:
Appendix E2: Student Personal Protective Equipment (PPE) During COVID-19

Date: July 15, 2020
Status: Active

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**Policy Type:** University

**Contact Office:** Student Affairs

**Oversight Executive:** Vice President for Enrollment & Student Advancement

**Applies To:** This Policy applies to all Students across all University departments, Institutes, Centers and Schools.

**Definition**

**Personal Protective Equipment:**
Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

**Face Covering:**
A face covering is any well-secured fabric mask that is at least 2 layers thick and fully covers your nose and mouth. The covering should fit snugly against the sides of the face so there are no large gaps. The face covering should also have ear loops or ties so that it can be adjusted to securely fit on your face and prevent slipping. A face covering with an exhalation valve is not permitted as it allows unfiltered exhaled air to escape to others.

**Gloves:**
Gloves are a form of hand protection that can be used to protect employees' hands from being exposed to a hazard. They come in a variety of materials and thicknesses.

**Guidelines:**
Measures for protecting individuals from exposure to, and infection with, SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), depends on the type of activities being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. Personal protective equipment (PPE) is one of the control measures that can be used in conjunction with elimination, substitution, engineering and administrative controls to prevent individual
exposures. PPE includes, but is not limited to gloves, gowns/aprons, safety glasses, face shields, face coverings and respirators.

**Face Coverings:**

The purpose of face coverings is to prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing, which is the primary route of transmission of SARS-CoV-2 from person to person. If everyone wears a cloth face covering when out in public, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may also protect you from getting the virus from people carrying the virus.

- All students at Clarkson University must wear a face covering any time they are in a public space within a building (ex. hallways, stairwells, bathrooms (except in shower stalls when showering), elevators, classrooms, common lounges) as well as any time they cannot maintain 6 feet social distancing from another individual.
  - If you have a health problem that makes it hard for you to wear a face covering, please contact the Office of Accessibility Services (oas@clarkson.edu) or Environmental Health & Safety (earnold@clarkson.edu) for possible alternatives.
- Students living in a corridor-style room with a roommate or an apartment with their “family units” that share a common lounge do not have to wear a face covering in their room or apartment, but must do so upon exiting their residence.
- Clarkson will provide all students with 1 cloth face covering upon their return to campus.
  - Students are also welcome to wear their own face covering, as long as it meets CDC guidelines (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html).
  - Face coverings with exhalation valves ARE NOT allowed to be worn on campus.
  - Please do not use health care worker masks, such as N95s or surgical masks, unless you’re required to do so. It is essential that we save health care worker masks for our health care workers.
- Students must not share their face covering with anyone else.
- Always ensure to properly don and doff your face covering.
- It is recommended to wash your face covering once a day by hand or machine using detergent, and any time it is visibly soiled. The face covering
should be fully dry before using. Individuals should have a few face coverings so they can rotate for washing.

- Students are required to continue to keep 6 feet between themselves and others, whenever feasible. The face covering is not a substitute for social distancing.

**Gloves:**
For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Gloves are also advised when using hazardous materials as directed by the product’s safety data sheet (SDS).

In most other situations, like using a shared copier, opening a door or pushing elevator buttons, wearing gloves is not necessary. Wearing gloves will not necessarily protect you from getting COVID-19 as it does not reduce the surface-hand-face transmission mechanism, and it may still lead to the spread of germs if not used wisely. Instead, practicing everyday preventive measures such as social distancing at least 6 feet from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face covering when you have to go out in public is more effective.

If wearing gloves to clean or care for someone who is sick, always ensure to:

- properly don and doff your gloves;
- not touch your face or phone with gloved hands;
- change them frequently to prevent cross contamination;
- throw your gloves in the trash when done using them, and
- always wash your hands after removing your gloves.

**Procedures: Face Coverings:**

How to Put On (Don) a Face Covering

1. Wash your hands with soap and water or apply hand sanitizer.
2. Inspect the mask to ensure it is in good condition and it is not damaged. Damaged masks should be discarded immediately.
3. Place the mask on your face with the ear loops over the ears or ties behind the head.
4. The mask should fully cover your nose and mouth with no gaps between the mask and your face.
5. Wash your hands with soap and water or apply hand sanitizer after placing the mask on.
6. Avoid touching the mask while wearing it.

How to Take Off (Doff) a Face Covering

1. Wash your hands with soap and water or apply hand sanitizer.
2. Untie the strings behind your head or stretch the ear loops to remove the mask from your face, trying to only handle it by the ear loops or ties at all times.

3. Fold the outside corners of the mask together.

4. Place the mask in a paper or plastic bag for storage if you will be taking it off when outside your home. This will prevent others from touching it as well as germs transferring to/from the mask from other surfaces such as a table.

5. Wash hands with soap and water or apply hand sanitizer.

Gloves:

How to Put On (Don) Gloves

1. Wash your hands with soap and water or apply hand sanitizer.
2. Choose the correct size glove.
3. Place the gloves on your hands.
4. Inspect the gloves to ensure they are in good condition and are not damaged (ex. ripped, holes). Damaged gloves should be discarded immediately.
5. Avoid touching your face or phone while wearing gloves.

How to Take Off (Doff) Gloves

1. Grasp the outside edge of the glove on one hand near your wrist.
2. Peel away the glove from your hand, turning the glove inside-out.
3. Hold the glove that was just removed in the opposite gloved hand.
4. Slide your finger from the ungloved hand under the wrist of the remaining glove.
5. Turn the second glove inside out while pulling away, leaving the first glove inside.
6. Discard the gloves into the general trash.
7. Wash hands with soap and water or apply hand sanitizer.

Related Information:

- Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: [https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/](https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/)

Next Scheduled Review:

Approved By, Date: Brian Grant, Vice President for Enrollment & Student Advancement

Revision History:
Appendix F1: Clarkson Commitment – Code of Conduct
As of 6/26/20

The University is eager to welcome students back for the 2020-2021 Academic Year. In order to make this a successful experience, all community members must do their part to prevent the spread of the COVID-19 virus. The ability to open up the University to begin the Fall 2020 semester and minimize disruption of the academic experience during a global pandemic requires dedication from the entire University community. Having an open and engaged community inherently puts students, faculty, and staff at greater risk of exposure to the virus. It is critical that we avoid making assumptions about individuals in the community who may be at increased health risk if they contract COVID-19. These individuals, which includes students, faculty, and staff, will be in the classroom, in residence halls, and all other areas of the community. Therefore, we each must be cognizant of our own actions and how our interactions can enhance the health and safety of others in our community. Indeed, our Clarkson Commitment motivates us to do all that we can to create an environment where everyone is safely able to participate in the wide range of activities available at the University.

I agree to comply with the following terms and conditions for Academic Year 2020-2021.
I commit to protect the Clarkson community by:

- **Always wearing my face covering (e.g. face mask or face shield)** any time I am indoors—excluding my assigned residence hall room/suite/apartment—including but not limited to hallways, bathrooms, academic spaces, study/lounge spaces, dining facilities, and fitness facilities, and any time I am outdoors while within six feet of another person.
- **Washing my hands on a regular basis**, especially after using the bathroom, touching common surfaces, and prior to eating/drinking.
- **Checking my temperature** on a regular basis and as directed and attending class virtually if my temperature is above 100.4 degrees Fahrenheit.
- **Following all cleaning protocols**, including cleaning surfaces after using them.
- Following social distancing directives.
- **Following new classroom protocols**, including but not limited to attendance and seating, enacted to maintain occupancy and social distancing.
- **Complying with the event and gathering restrictions** announced by the University and/or local/state/federal authorities, whether now in effect or imposed at a later date.
- Due to ongoing changes in guidance and infection rates, I commit to protect the Clarkson community by **complying with additional COVID-19 related limitations, restrictions, or policies** imposed by the University and/or local/state/federal authorities for the health and safety of our community.
• **Immediately self-isolating and contacting Student Health and Counseling should I become sick** with a fever, cough and/or possible symptoms of COVID-19. Office hours are Monday-Friday 8 a.m.-4:30 p.m. After hours, I commit to contacting Urgent Care or the Emergency department at Canton-Potsdam Hospital. If I have difficulty breathing or experience emergency symptoms, I will call 911.

• **Following all self-isolation, isolation, or quarantine instructions.** I will follow the expectations of these statuses, including not leaving the isolation or quarantine area unless in immediate danger (e.g. fire alarm activation).

• **Completing the Student Wellness Plan** by Monday, August 10, 2020.

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**Additional commitments for the Potsdam campuses:**

- **Abiding by dining facility rules.**

- **When planning what to bring to campus,** students should consider the possibility of being required to vacate campus at any point throughout the semester and/or at the completion of the semester.

- **Not traveling domestically (outside of the North Country Region) or internationally** during each semester. In the event of an emergency or medical situation, a student must request permission at least three business days in advance, absent emergencies, to travel by completing the [Travel Request Form](#). Students who receive approval to travel are required to follow University directives regarding self-isolation upon their return.
  - When planning what to bring to campus, students should consider the possibility of being required to vacate campus at any point throughout the semester and/or at the completion of the semester. While it is not our intention for students to vacate campus, we must remain flexible at all times with unknown circumstances and guidelines from local, state, federal governments.

- **Adhering to residence hall closures to everyone except residents of that building** and employees acting in their official capacity as employees. Guests are not permitted regardless of their status as a student or not.
  - I acknowledge and commit that **only individuals assigned to a specific residence hall room will occupy that room** at any time. No guests are permitted in any room at any time after the start of the semester. A guest is identified as any individual who is not assigned to a specific room and who is not a campus employee acting in their official capacity as an employee.
In support of helping to maintain the safety of the community and maintaining the ability for students to remain at the University, the University commits to enforcing this Clarkson Commitment and all related directives. Alleged violations of this Clarkson Commitment may be referred to Residence Life and/or the Office of the Dean of Students as possible violations of the Code of Student Conduct. Repeated and/or severe violations may result in my being removed from the residence halls, restricted from Clarkson facilities, suspended, and/or expelled.

Students who are concerned about their ability to adhere to these commitments are welcome and encouraged to continue their studies online.

To promote the safety and wellness of the community, the University anticipates providing many academic and/or support services virtually. The University looks forward to our community operating with some normalcy beginning in August. It is the Clarkson Commitment to have a successful residential fall semester with health, safety, and academics being integral to our community.

Electronic Signature

Date
Appendix F2: Clarkson Commitment Accountability Procedures

Accountability for the Clarkson Commitment
The health and safety of the Clarkson University community requires a shared and steadfast commitment to modify the ways in which members of the community live, learn, and work on and off campus during the COVID-19 pandemic. The University has implemented significant measures designed to reduce risks to the community, such as providing for social distancing, testing, contact tracing and personal protective equipment, as well as reconfiguring spaces and providing medical resources, and has established the Clarkson Commitment to set forth behavioral expectations for students in connection with the implementation of these and other measures.

Failure to scrupulously adhere to the expectations of the Clarkson Commitment poses potentially severe public health effects and makes it more likely that students will not be able to stay on campus for the duration of the fall 2020 term and return for the following term. Accordingly, those who do not adhere to these expectations may face consequences as described below.

Protective Measures
In the event of a student’s or organization’s suspected violation of the Clarkson Commitment, the University’s Dean of Students or their designee may review the matter. If the Dean of Students (or designee) concludes that the student or organization has violated the Clarkson Commitment, the Dean of Students (or designee) may warn the student or organization to refrain from further violative conduct, provide for notice to be given to parents or guardians, and/or impose consequences in the interest of protecting community health, including but not limited to (as applicable):

a. loss of specified campus privileges;
b. housing reassignment;*
c. loss of the privilege to live in University housing;* or
d. loss of permission to be on campus.**

*In the event a student is reassigned to different housing, loses the privilege to reside in University housing, or loses permission to be on campus, the student will not be entitled to a reduction or refund of housing or meal plan costs. A change in housing could result in an increase or decrease in room and board costs based on the style of housing the student is relocated to.
**Loss of permission to be on campus may impact a student’s ability to complete certain courses or co-curricular activities, and to access certain campus resources; in such event the student will not be entitled to a reduction or refund of tuition or student fees.**

These measures, if implemented, are not disciplinary sanctions, will not appear on the student’s or organization’s disciplinary record, and are in addition to (and not in lieu of) potential disciplinary consequences or consequences permitted under a student’s housing contract with the University. A student or organization who [loses [significant] campus privileges or] is removed from University housing, reassigned, or prohibited from presence on campus may request reconsideration of these protective measures by submitting a request for reconsideration in writing to the Vice President of Enrollment & Student Advancement within five calendar days after receiving notice of imposition of the protective measures. The measures will remain in effect pending the review. The Vice President of Enrollment & Student Advancement’s decision on review is final and not subject to further appeal.

**Disciplinary Consequences**

In circumstances involving intentional or significant alleged violations of the Clarkson Commitment, the Dean of Students (or designee) may, in addition to or in lieu of imposing consequences as described above, the matter may be considered as potential Code of Student Conduct violations.
Appendix G. Screening/Testing - Positive COVID-19 Response Plan


HEALTH ASSESSMENT / POSITIVE FOR COVID-19

The COVID-19 positive student will be assessed (in person or via Zoom if appropriate) to determine the need for further medical evaluation and treatment.

- In most cases, when a student is exhibiting symptoms congruent with COVID and particularly if they have had contact/exposure to another individual who has tested positive, they will be referred directly for COVID testing without needing to come into the health center. Every effort will be made to reduce cross contamination both inside the Student Health and Counseling Center (SHAC) as well as within the community.
- If the student requires in-person assessment, it will be coordinated to ensure staff at the campus health center have appropriate PPE and are able to follow precautions for respiratory pathogens.
  - Health Center services will not be hosting walk in hours and all appointments will be by appointment only.
  - SHAC will be having students wait in a designated location until the provider is ready to see them and then the student will receive a call to come in. Thus avoiding the use of the waiting room to the greatest extent possible.
  - The waiting room may need to be used for crisis/unplanned medical and mental health emergencies.
  - Cloth chairs are being replaced with chairs that are easy to disinfect and the health center will Environmental, Health & Safety guidelines to clean and disinfect common areas frequently.
- If the student requires further medical evaluation and treatment, Student Health personnel will facilitate.
- The Health services staff will coordinate with Residential Life, Campus Safety, and Care Team regarding quarantine and self-isolation needs as well as ensuring that students in either are getting their needs met (e.g. prescriptions are picked up and delivered along with other medical/health needs).
- The University will communicate with local health authorities regarding the positive case and recommended actions.
Student comes into close or proximate contact with a person who has COVID-19

If a student had close or proximate contact with a person with COVID-19 for a prolonged period of time (at least 10 minutes) and the student then experiences COVID-19 like symptoms, the student may return to classes and semester residence upon completing at least 14 days of isolation from the onset of symptoms.

- According to the guidance, “close contact” is defined as being within six feet of an infected individual.
- According to the guidance, “proximate contact” is defined as being in the same enclosed environment, such as an office or student room, but greater than six feet from the infected individual.
- According to the guidance, “prolonged period of time” is defined as at least 10 minutes.
- A person is considered infected for the period of time beginning 48 hours before the illness onset until the infected individual is isolated.
- St. Lawrence County Health Department should be contacted if the extent of contact is unclear between an individual and a person suspected or confirmed to have COVID-19.
- Students who exhibit COVID-19 symptoms and who have had close contact with a suspected or confirmed COVID-19 case will be referred for RT-PCR testing.

Next steps:

- Care Team notified and review the Student Wellness Plan / Clarkson Commitment in PeopleSoft.
- Self-isolation may occur at home (off-campus) or in designated quarantine space on campus.
- Contact Tracing and associated reports to St. Lawrence County Public Health.

Student comes into close or proximate contact with a person who has COVID-19 AND the student does NOT experience COVID-19 related symptoms

If a student has had close or proximate contact with a person with COVID-19 for a prolonged period of time (at least 10 minutes), the student may return to class and semester residence upon completing 14 days of self-quarantine.

- Care Team notified and review the Student Wellness Plan / Clarkson Commitment in PeopleSoft.
- Self-isolation may occur at home (off-campus) or in designated quarantine space on campus.
- Contact Tracing and associated reports to St. Lawrence County Public Health.

CAMPUS EMERGENCY RESPONSE CALL & TRANSPORTATION

- Adapt dispatch screening and questions provided from SLC 911 for CU use and arrange for training/meeting with SLC dispatch supervisor.
- Campus Safety & Security (CSS) continues to transport in the village for non-contagious medical issues that do not require a rescue (i.e. doctors visits, Urgent Care, ER and safety
escorts).

- CSS has made alterations (barrier between front and back seat) to each patrol vehicle to limit possible airborne contamination.
- CSS works with local ambulance services in the event a student can’t transport themselves and/or is incapacitated.
- CU EMS assist when available for out of village transports for medical visits.
- PVRS to be called in case of a medical emergency as with any other emergency on campus. CSS will advise PVRS of positive or suspected COVID PT’s at time of dispatch so that EMS can take proper PPE precautions.
- CU EMS students will be trained on proper use of PPE before being cleared to perform EMS duties on campus in the fall; Canton-Potsdam Hospital staff to assist with this process.
- CU EMS general protocols are being developed per number of responders for calls. This will be done to limit the number of responders on calls that are either known or potential COVID situations. PPE protocols will also be put in place for guidance on when to use what level of PPE protection.

- CU EMS PPE currently available:
  - N95 masks from the county
  - Surgical masks
  - Gloves
  - Reusable face shields
  - Viral filters for BVM’s
  - Gowns

**CARE TEAM/ACADEMIC PLAN**

Utilize a wraparound approach: Student is assigned to a Care Team member through Maxient and is responsible as main contact / case person.

- Care Team consists of members from Safetynet and other key stakeholders on an ad hoc basis (Academic Advisors, Student Affairs, program coordinators, coaches, D&I, ROTC, athletics, etc.) Care Team meetings will take place weekly.
- Review Student Wellness Plan and reiterate safety living protocols contained in Quarantine Letter (linked below).
- Care Team member will monitor students’ needs for resources as it pertains to academic support and communications, health (mental and physical), and basic needs using a step care model to assess level of care needed (low, medium, severe).
  - For Severe/Extreme cases, a holistic approach will be developed. Care Team contact member will communicate with but not limited to:
    - Primary academic advisors and affinity advisors are prepared to offer advising services remotely, mindful of the advisor policies on their availability and ensuring timely response. Options for continued academic progress and degree completion shared between advisors and presented to the student with focus on student persistence.
Communication flow when a student is +.

- Team notified by SHAC
- Residence Life/Facilities & Services will move student belongings to quarantine housing
- Notify Marketing & External Relations Department for communication purposes
- Student assigned to Care Team member
- Quarantine letter sent to student via Maxient
- Care Team member phones and/or Facetimes/Zoom with student to review letter and checklist at that time assess student (low, medium, severe)
- Low - student is contacted again 7-10 days
- Medium - 5-7 days
- Severe - 1-3 days

Checklist (see quarantine letter)

- Housing - Refer to section in this document

ISOLATION & RESIDENCE

- Physical Health
  - Are all medical needs met?
  - SHAC hours and how to contact
  - Emergency resources and contacts for after hours
- Mental Health
  - Services available Counseling Ctr info and hours
  - Emotional status/ready to go back
- Food services - Please see “food services” section in this response plan
- Academic Readiness and Support
  - Ensuring accommodations are made to meet academic needs (remote learning, testing accommodations, internet access, excused absences, existing OAS accommodations, etc.)
- Monitoring until the student is able and cleared to return to class
COMMUNICATION
Students who test positive for acute COVID 19 (by RT-PCR) will be contacted immediately by Student Health personnel at the university as well as SLC Department of Health staff. Every effort will be made to maintain the student’s confidentiality concerning the diagnosis.

- Contact tracing initiated by DOH in coordination with the University so that self isolation and other needs that may come up can be met.
- Notify Potsdam Volunteer Rescue Squad (no personal identifiers).
- Care Team notified and review the Student Wellness Plan / Clarkson Commitment in PeopleSoft.
- External Relations notified.
  - Campus Communications with language similar to this one here: https://announcements.clarkson.edu/2020/03/26/covid-19-update/ and then follow-up communication as needed

CONTACT TRACING
- Coordinated by St. Lawrence County Public Health and supported by Clarkson staff trained to conduct contract tracing.

ISOLATION, QUARANTINE & RESIDENCE
Care Team to review student wellness action / Clarkson Commitment plan in PeopleSoft and notify St. Lawrence County Public Health. SLC Public Health staff will coordinate contact tracing an appropriate intervention with the university Care Team.

Student Departs Campus/Returns to Permanent Address
- If possible, and according to the Student Wellness Plan, it is recommended that when possible students return to their permanent residence; however that may not be possible.
- Students that can’t return to their permanent address or indicated that they prefer to self-isolate or quarantine on campus (Newell House) will follow the protocols outlined below for campus residents.

Isolation (students who test positive)
- Students treated as outpatient and remaining on campus will self-isolate in Newell House until medically cleared to return to their own space. Members of the Care Team will continue to monitor and communicate with students.
- Campus Safety & Security will deliver food and other necessities to the student during isolation period.
- Move to Newell House:
  - Facilities will supply each room with bedding, shampoo, toothpaste, face mask, etc.
  - Residence Life will get essential academic materials.
  - Within 24 hours Facilities, Residence Life, and Campus Safety will coordinate essential belongings.
- **Move back to assigned room:**
  - Student moves their belongings.
  - Facilities cleans and sanitize bathroom, bedroom, bedding, and remove and replenish all toiletries.
  - Campus Safety helps with transportation if necessary

- **Expectations for self-isolation/quarantine residents:**
  - Students in self-isolation/quarantine housing cannot leave their rooms during their stay in self-isolation/quarantine housing unless there is an emergency alarm activation. If an alarm is activated students must wear a mask, and gather next to the Blue Light Emergency Call Station.
  - Students will need to contact the Residence Life Office reslife@clarkson.edu with an essential items list within the first 24 hours of moving into self-isolation/quarantine housing.
  - Students will move their belongings from self-isolation/quarantine housing immediately following clearance from Public Health back to their assigned residence hall room.
  - Students will need to order all meals online from Sodexo to be delivered by Campus Safety & Security.
  - Students who have tested positive for COVID-19 will need to be prepared to have a roommate who has also tested positive. Students awaiting test results will not be allowed to have a roommate.

**Quarantine (students awaiting results)**
Presumed positive student(s) will be immediately be placed in quarantine (until further notice from Public Health) and offered COVID-19 testing. Members of the Care Team will continue to monitor and communicate with students.

**Campus Residents:**
- Campus Safety & Security will deliver food and other necessities to the student during isolation period.
- Move to Newell House:
  - Facilities will supply each room with bedding, shampoo, toothpaste, face mask, etc.
  - Residence Life will get essential academic materials.
  - Within 24 hours Facilities, Residence Life, and Campus Safety will coordinate essential belongings.
  - Students will have their own bedroom but may be required to share a bathroom with one other individual.
    - Should students need to share a bathroom with one other individual, cleaning supplies will be supplied to disinfect the bathroom prior / after each use
- Move back to assigned room:
  - Student moves their belongings.
  - Facilities cleans and sanitize bathroom, bedroom, bedding, and remove and replenish all toiletries.
● Campus Safety helps with transportation if necessary.

● **Expectations for quarantine residents:**
  ○ Students in self-isolation/quarantine housing cannot leave their rooms during their stay in self-isolation/quarantine housing unless there is an emergency alarm activation. If an alarm is activated students must wear a mask, and gather next to the Blue Light Emergency Call Station.
  ○ Students will need to contact the Residence Life Office reslife@clarkson.edu with an essential items list within the first 24 hours of moving into self-isolation/quarantine housing.
  ○ Students will move their belongings from self-isolation/quarantine housing immediately following clearance from Public Health back to their assigned residence hall room.
  ○ Students will need to order all meals online from Sodexo to be delivered by Campus Safety & Security.
  ○ Students who have tested positive for COVID-19 will need to be prepared to have a roommate who has also tested positive. Students awaiting test results will not be allowed to have a roommate.

**Off-Campus Students:**

  ● Off-campus residents will be granted self-isolation / quarantine services as space is available.
    ○ In cases where an off-campus student is granted quarantine services on campus the accommodation including housing and food services may be at the individual’s expense.
  ● Off-campus residents will be expected to self-isolate for a period of 14 days.
    ○ Self-isolation requirements may include house/roommates.

**DISCONTINUATION OF ISOLATION**

SLC Public Health will be consulted prior to discontinuation of isolation for infected students. The student may return to class and campus residence upon completing **at least 14 days of isolation from the onset of symptoms or after the first positive test**. This applies **regardless** of whether the student was symptomatic or asymptomatic at the time of the positive test.

Based on current CDC and NYS DOH guidance, students with COVID-19 who are able to recover at their residence will maintain isolation precautions for at least 14 days after illness onset and at least 3 days (72 hours) after recovery.

  ● Illness onset is defined as the date symptoms began.
  ● Recovery is defined as resolution of fever without the use of fever-reducing medications, with progressive improvement or resolution of other symptoms.

**FOOD SERVICES**

**Campus Residents**

  ● For students on a campus dining plan, meals will be ordered online in advance and delivered
For campus residents not on a meal plan, students (at their personal expense) will place orders in advance with meals delivered three times per day. Note that emergency funding may be made available on a case-by-case basis for students not on a meal plan.

ENVIRONMENTAL HEALTH & SAFETY

Cleaning & Disinfecting

- In the event that an area needs to be cleaned due to a positive COVID-19 case, the area will first be closed off and outside doors and windows will be opened for at least 24 hours or as long as practical before beginning cleaning and disinfection.
  - ProLink #14 Broadband, or a similar disinfectant, will be used by custodial staff wearing gloves, gown, safety glasses and a mask to disinfect the space.
Appendix H: Move Out Plan

1. General
Clarkson University will enact the plan below to allow students to safely depart campus over a three-day period. Clarkson has also considered policies and procedures for students who may not be able to depart campus quickly (e.g. international students).

2. In Session Campus Departure

- Residential students provided notice (email, via RAs, floor information) and provided time over a 72-hour period to vacate campus; follow standard close-out notices and procedures as possible.
- University property (i.e. room keys) retrieval instructions provided as customary.
- Key card access to residence halls removed after the 72-hour period.
- Vulnerable populations (i.e. homeless, out of state, international) needing more time and/or that may need to remain in campus housing apply for permission via Maxient.
  - Those approved to remain in campus housing must follow restrictions based upon local, campus, state, and federal guidelines, as well as all University regulations.
  - Food services available via online ordering and meal pick up service provided.
  - Students residing in apartments will have an option to purchase an abridged meal plan at their expense. Student relief funding may be available on a case-by-case basis.

3. Process & Timeline

At times, given circumstances, the University may be in a situation where students do not return from a break (i.e. COVID) or won’t be able to abide by the 72 hour closing procedures. In this case, procedures for move out listed below will be enacted.

When timing permits for students to return to retrieve belongings Clarkson University will prioritize student move out by cohort. Given potential NYS, local, and/or federal guidelines, this process may be lengthy by nature. Students will be contacted by cohort with a link to register for a move out date and time, or may have the option to select to have their items packed, shipped, or stored as an alternative.

Process is outlined below.

- Students will sign up for one (1) designated time slot of three (3) hours, offered 8:00 AM – 8:00 PM daily, including weekends.
- Students may bring up to two (2) people to assist with packing and moving and will register all names of those coming with them.
- Students may only enter their assigned residential space and are prohibited from
accessing the academic buildings.

- Each student will arrive at the check-in / staging area and must vacate campus through the checkout staging area – all other entrances will be closed.
- All individuals must wear a face covering while on campus.
- The sign-up process will also be mapped by residence hall type and location to maintain social distancing guidelines and number of people per residential area.
- It is recommended that students/families consider bringing hand sanitizer, gloves, and/or disinfectant wipes, due to touching door handles and communal items – supplies will also be on site.

Students must leave their residence hall/apartment room key and mailbox key on their desk upon vacating their residence.

As listed above, students may be provided with a second option of having their items packed and shipped to their permanent address listed in PeopleSoft.

- Students electing this option will also complete a form online to collect relevant belonging information.
- A CU staff member will coordinate a video call with the student to verify personal belongings.
- Staff participating follow all social distancing guidelines and wear PPE.
- One team will make the calls / pack and another group will transport boxes to shipping.
- Locations will be mapped to account for students coming to campus.
- Larger items (i.e. fridge, TVs, etc.) will be labeled and stored on campus until students return; seniors who wish to pick these items up will sign up at a later time using the campus process above.

4. Details of Move Out

Student arrival to campus:

- Use Check In/Out List Google Sheet to confirm names of all people in vehicle(s) and mask for everyone in vehicle; change names if needed
- Inform incoming parties: required to wear mask outside of vehicle when in presence of others (provide one if needed), social distance, wipe down commonly touched surfaces on departure, lock room/apt door, leave all University keys on desk in room (keep mail room key if returning in fall), return to same location for check out (required)
- Enter time in on Google Sheet
- Highlight green on Google Sheet upon arrival
- Maximum of 25 students on campus at all times

Student departure from campus:

- Ask if they left University keys on their desk
  - If no, have them put in a box at check-out; type Y under "keys in box" column
● Enter **time out** on Google Sheet
● Change to **yellow** highlight on Google Sheet
● All vehicles need to immediately vacate campus.

Student who arrives that is not on the registration list:

- Check if there are any open slots during the current shift (25 students on campus at once)
  - If yes, insert a row and add their information
  - If no, must wait until an open slot available, have them wait in lower Cheel or get phone number and call them when a slot is available; may be several hours, possibly a few days

Staff volunteers

- 3 volunteers per shift will sign up (8:00 AM – 2:00 PM) or (2:00 PM – 8:00PM)
- PPE must be worn and adhere to social distancing guidelines
- IT to provide a hot spot and three computers
- Campus Safety & Security (CSS) will bring supplies down and pick up at the end of each day
- Bring water, snacks, masks, gloves, wipes, comfortable shoes, sunscreen, bug spray, jacket
- Staging area – lower Cheel lot
- Project leads will split shifts the first few days to train all volunteers

5. Additional Cohorts & Considerations Related to Move Out

- **International students**
  - Students intending to return will have their items packed & stored on-campus.
  - Consult the International Center before shipping overseas.

- **Vulnerable populations (i.e. out of state, homeless, etc.)**
  - Apply to remain in campus housing Maxient
  - Team to review applications - those approved to remain in campus housing must follow restrictions based upon local, campus, state, federal guidelines, and all other University regulations.
  - Food services available via online ordering and meal pick up service provided
  - Students in apartment style residences will have an option to purchase an abridged meal plan
### Appendix I: Cleaning and Disinfection Plan

**Date:** June 19, 2020  
**Status:** Active

<table>
<thead>
<tr>
<th><strong>Policy Type:</strong></th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Office:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Oversight Executive:</strong></td>
<td>Chief Human Resources &amp; Deputy Chief Inclusion Officer</td>
</tr>
<tr>
<td><strong>Applies To:</strong></td>
<td>This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.</td>
</tr>
</tbody>
</table>

**Table of Contents:**
1. Definitions  
2. Procedures

**Definition**

Cleaning and disinfecting definitions in accordance with CDC guidelines:

**Disinfection (or Deep Cleaning):** Disinfection is a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.

**Regular Cleaning:** Regular cleaning is the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.

**Procedures:**

Regular Cleaning & Disinfecting Protocol

Regular cleaning and disinfecting, as prescribed by building occupancies, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-touch surfaces.

All cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.

All cleaning and disinfecting protocols followed will adhere to [CDC guidelines](https://www.cdc.gov) and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an [EPA-approved disinfectant](https://www.epa.gov/).
If an EPA-approved disinfectant is unavailable, you can also use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach solutions will be effective for disinfection up to 24 hours.

Examples of high-traffic areas include:
- Building entrances
- Hallways
- Stairwells
- Restrooms
- Elevators
- Classrooms, lounges and meeting spaces

Examples of high-touch surfaces include:
- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons
- ADA handicap door push plates
- Water fountains and bottle filling stations

Disinfecting of high-traffic areas and high-touch surfaces will be performed at least daily (and more frequently as schedules allow) by custodial staff. An example of custodial staff cleaning and frequency expectations can be found in the table below.
Clarkson faculty, staff and students are encouraged to practice preventative cleaning in their personal offices, laboratories and/or residential spaces that will not be as frequently accessed by custodial staff. Faculty, staff and students will be expected to remove their own garbage and recyclables from their personal spaces to reduce the number of individuals accessing these spaces, and to provide custodial staff more time to focus on the high-traffic areas and high-touch surfaces. Disinfecting stations stocked with cleaning supplies will be provided throughout the buildings to carry out this task.

Supplemental cleaning of teaching spaces will also be performed by room occupants at the start and end of each class/lab with the supplies provided in the teaching space. Chalkboards and whiteboards will not be used in the classrooms until further notice in order to effectively capture all aspects of each class online as well as to limit shared resources in the classroom.

Hand sanitizing stations are installed throughout the campus at main entry/exit points of the buildings. Additional hand sanitizing stations will also be provided in high traffic areas and shared spaces.

**Protocol for Cleaning and Disinfecting Areas Where Someone is Suspected of Having (or Confirmed to Have) COVID-19**

In the event that a person is suspected of having (or confirmed to have) COVID-19, the following protocol will be followed:
1. The area(s) used by the person who is sick will be closed off and restricted to all access. Outside doors and windows to the space will be opened if possible to increase air circulation in that area.

2. Cleaning staff will wait 24 hours after the sick person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible.

3. Cleaning staff will wear face masks, disposable gloves, gowns and goggles for all tasks in the cleaning process, including handling trash.

4. Cleaning and disinfection will be performed in all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. and include full saturation of disinfection to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, top of cabinets, etc.

5. Cleaning and disinfection will be conducted in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

6. Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.

7. If it has been more than 7 days since the person suspected/confirmed COVID-19 was present, additional cleaning and disinfection is not necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic areas and high-touch areas.

**Related Information:**

- Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: [https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/](https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/)

**Next Scheduled Review:**

**Approved By, Date:**

Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer

**Revision History:**

The only change to Appendix I would be to include a statement that all cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.
Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business: Clarkson University
Industry: Higher education
Address: 8 Clarkson Avenue, Potsdam, NY 13699
Contact Information: 315-268-3788
Owner/Manager of Business: Anthony Collins
Human Resources Representative and Contact Information, if applicable: Amy McGaheran, Chief Human Resources & Deputy Chief Inclusion Officer (315-268-3788)

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Common situations that may not allow for 6 ft. of distance between individuals would include moving, lifting or installing objects (ex: hanging doors, installing large screens, lifting plywood on a roof, moving furniture, etc.) that require 2 or more people to safely complete the task and individuals spotting another individual on a ladder for ladder safety.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Customers and non-essential visitors are not permitted on campus. All contractors on campus must be approved through Human Resources first. Once deemed approved, communication is provided to these individuals on COVID-19 safety precautions, including social distancing. Signage is also posted on all entrances to University buildings on social distancing requirements.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

When feasible, workshifts, lunch breaks and work breaks will be staggered among staff. Signage will be posted throughout the campus buildings and in break rooms on social distancing and good hygiene habits. Signage will also be posted on all entrances to University buildings.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

All Clarkson University staff will be provided with 2 cloth face coverings upon their return to work. Clarkson has purchased 300 cloth face coverings through Terrapparel for essential personnel and personnel returning to work under the Phase I return to work. An additional 2500 cloth face coverings were ordered through Initiate Care and anticipated to arrive in June 2020. If more face coverings are needed before the Initiate Care order comes in, Terrapparel is able to produce 300 face coverings per day and arrive by next day. Approximately 2,000 disposable surgical masks are also available in our Supply Room for employees and visitors.
Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Proper use of PPE, including how to put on, take off, clean, store and/or discard face coverings and how to put on and take off gloves when they are necessary is covered in the mandatory safety training for all individuals returning to work. Employees are advised to clean their cloth face coverings daily and whenever soiled. When face coverings are not worn, employees are instructed how to safely store them in a paper bag. Employees are also advised to discard any face coverings that are damaged or defective.

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Custodial staff are likely to share cleaning equipment between shifts. Equipment in the Facilities Carpenter Shop, Welding Shop, Locksmith Shop as well as Grounds equipment, OIT equipment and School of Engineering Machine Shop equipment may also be shared between staff. To ensure the safety of employees when using shared equipment, all equipment will be disinfected after each use and between users with Broadband #14 disinfectant.

Cleaning logs will be maintained by custodial staff and custodial management on a daily basis. Paper copies will be kept by custodial management and then logged electronically into Maintenance Connection on a weekly basis.

Signage on good hand hygiene will be posted in all restrooms, at all University building entrances, on building walls/bulletin boards and on digital screens. Soap and water are located in all restrooms for proper hand cleaning. Hand sanitizer pumps are also available in hallways throughout all University buildings. Additional hand sanitizer bottles will be placed in break rooms, copier rooms, elevators and near building entrances.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Cleaning logs will be maintained by custodial staff and custodial management on a daily basis. Paper copies will be kept by custodial management and then logged electronically into Maintenance Connection on a weekly basis.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Signage on good hand hygiene will be posted in all restrooms, at all University building entrances, on building walls/bulletin boards and on digital screens. Soap and water are located in all restrooms for proper hand cleaning. Hand sanitizer pumps are also available in hallways throughout all University buildings. Additional hand sanitizer bottles will be placed in break rooms, copier rooms, elevators and near building entrances.
Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Custodial staff are scheduled to do regular cleaning and disinfection of all occupied spaces on a daily basis throughout 3 shifts. Building occupants are also advised to disinfect their own work stations on a daily basis and individuals that use shared equipment are instructed to disinfect after each use. The primary disinfectants used at Clarkson University are #14 Broadband Q256 II (EPA registration #10324-141-62512), #5 Non-acid Bowl Cleaner II (EPA registration #10324-154-62512) and Spray Nine (EPA registration #6659-3).

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Human Resources maintains a spreadsheet on the Google Drive with all approved employees and contractors permitted to come on campus. Facilities staff also log when they are on campus through punching in and out on a time clock, and use Maintenance Connection to track work that they do and where it is located. Other staff on campus will be asked to keep a daily log of where they've been on campus and who they've come in contact with. During the student move-out process, all students and their guests must check in at the Cheel lower lot when they arrive and then check out at the Cheel lower lot before they leave. This spreadsheet is also stored on the Google Drive under the ownership of Residential Life.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The testing agency is responsible for notifying NYDOH and St. Lawrence County Public Health of any positive tests for COVID-19. Employees are required to notify Amy McGaheran, Chief Human Resources & Deputy Chief Inclusion Officer, if they have tested positive for COVID-19, have come in contact with an individual that has tested positive for COVID-19, or they suspect they have COVID-19 or have come in contact with an individual with COVID-19.
III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Daily health screenings will be completed before employees begin work each day through an online questionnaire (https://forms.gle/CJtSe9VCxpY5K9ye9). The questionnaire must be completed before they enter a University building. It can be completed before they arrive to work, through scanning a QR code posted on every building entrance, or calling Human Resources during business hours and Campus Safety & Security during after hours. Individuals have been informed what will be on the questionnaire and how to complete it through an email, a phone call by their supervisor and in the mandatory safety training that must be completed upon their return to work.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

N/A

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the event that an area needs to be cleaned due to a positive COVID-19 case, the area will first be closed off and outside doors and windows will be opened for at least 24 hours or as long as practical before beginning cleaning and disinfection. ProLink #14 Broadband will be used by custodial staff wearing gloves, gown, safety glasses and a mask to disinfect the space.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Employees in Human Resources, Environmental Health & Safety and Student Health Center have gone through State training on COVID-19 tracing.
IV. OTHER

Please use this space to provide additional details about your business’s Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.
Appendix K: Dining Service Plan

Residential & Campus Dining
The dining facilities are readily used by students, faculty, and staff as part of the residential experience and for shared social gatherings over meals. As campus reopens, the Clarkson Community will continue to have a variety of food, nutrition, and dietary options to consider; however, the dining experience, ordering, and packaging has been altered to accommodate new health and safety guidelines.

Meal Plan & Retail Payment

- Students on a University meal plan will use an application (DishOut) to determine menu selection, place food orders, and pick up/delivery time and location
  - Menu supported by In My Kitchen and Simply To Go modules
  - Students to utilize DishOut to make menu selections, learn about promotions, and determine safest traffic route to stations
  - Software allows “heat mapping” technology to be deployed to reduce capacity and wait times
- Faculty/Staff/Non-meal plan orders (e.g. graduate students, retail purchases) ordering from dining locations will use the same application (DishOut) to place an order and schedule a pick up/delivery time and location
- Meals will be ordered in advance as listed above and picked up “takeaway/to-go” only
- All payments will be touchless, using DishOut app. (meal swipe, DB, credit/debit cards accepted
  - Change for the academic year Fall 2020 - Spring 2021 - KnightCard will not be accepted at Campus Dining locations
  - KnightCard can continue to be used at community locations and campus vending
- Students on meal plan who desire “all you care to eat” option will have an ability to order multiple meals via the Ross-Brooks dining location for one meal swipe (same location that has traditionally served as the only “all you care to eat” option on campus)
- Student meal plans begin with brunch on August 16th and end with dinner on November 24th
- For dining information regarding self-isolation / quarantine, please review the Positive Case Response Plan

Dining Locations, Social Distancing, and Safety

- Dining locations include the Student Center Servery, Ross-Brooks Cafeteria, Concrete Cafe, and Cheel clients may expect and/or utilize the following features and plans.
- Adjustments in seating availability, due to NYS government regulations, and set capacity of dining spaces clearly marked
- Clear signage delineating traffic patterns and queuing space to ensure social distancing
- Capacity limits are currently 50% (as of June 28, 2020 and subject to change)
• Additional seating will be available throughout campus and outside of the Student Center.

● As patrons enter the dining location, they will experience:
  • Touchless entry options, if practicable, along with enhanced sanitation procedures in the entryway, including hand sanitizing stations.
  • A welcome center displaying instructions for the floor traffic pattern, a menu format at each station, and any other safety and service expectations required.
  • Greeting by dining staff, standing behind a plexiglass barrier and equipped with appropriate PPE, at the checker stand.
  • Augmented signage – at eye level – that includes floor decals to reinforce traffic patterns and social distancing resident dining student journey.
  • A travel pattern allows them to efficiently move from the Welcome Station to their selected stations to pick up food/beverages.
  • Stations, attended by uniformed staff, who are wearing and using appropriate PPE.
  • Staff frequently sanitizing serving stations for safety and disinfection.
  • Efficient station designs for each menu module to ensure quality selection and service and optimal sanitation standards.
  • Tables that are cleaned and disinfected after each use and free of any items like salt/pepper shakers or napkin dispensers.
  • Designated instructions along the way for returning dishes, if available, and/or disposing of packaging or waste into marked receptacles.

● Meal packaging that is appropriate to the specified menu item, along with wrapped utensils, napkin, and portioned condiments.

● No personal refillable containers to be utilized in the dining room, to ensure safety for our staff and guests.

● Menu toppings and condiments to be portioned by the attendant.

● Reusable dishware and utensils, if available, to be stored behind the service area and distributed by the attendant in a sanitary fashion.

**Dining Staff is expected to adhere:**

● Prior to leaving home, staff members must follow the [Policy on Employee COVID-19 Safety Measures](#).

● When traveling to and from work, staff members should avoid public transportation and/or rideshare services whenever possible.

● Each location must establish the proper entrance to the location or work area: where a team leader will greet them, observing for any health concerns and/or symptoms, ensuring that they have all components of the uniform and have all appropriate PPE.

● All staff members adhere strictly to the Sodexo Self-Screening Check, as per health + safety guidelines.

● The time clock and immediate area must be set up to demonstrate social distancing with sanitizing standards in place after each use, as per health + safety guidelines.
Appendix L: Research Continuity Plan (Safety Plan for Phase III Opening)

**COVID-19 WORKPLACE SAFETY PLAN (RESEARCH FACILITY)**

Clarkson University (“Clarkson”) is committed to providing its employees, contractors, and vendors with a safe environment to conduct research in its laboratory facilities. In connection with that commitment, Clarkson has implemented the following Research Facility Safety Plan (the “Plan”), which is intended to comply with applicable federal and state guidance and to reduce the risk of disease transmission of COVID-19.

**Industry:** Higher Education (Research Facility)

**Address:** 8 Clarkson Ave, Potsdam, NY 13699

**Contact Information:** Shannon Robinson

**Human Resources Contact:** Amy McGaheran

**Plan for Research Facility Safety**

To address and minimize the risk of COVID-19 transmission, Clarkson will take the following steps:

I. **PEOPLE**

   A. **Physical Distancing**

      o Clarkson will follow its Social Distancing policy as set forth in the link: [https://confluence.clarkson.edu/display/UPR/Social+Distancing+during+COVID-19](https://confluence.clarkson.edu/display/UPR/Social+Distancing+during+COVID-19).

      o Personnel should remain six (6) feet apart at all times, unless safety or the core function of their work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, they must wear acceptable face coverings. As discussed below, acceptable face coverings will be supplied to personnel by Clarkson. (see Section II. A, below). In addition, personnel may use their own face coverings as long as they meet CDC guidelines ([https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html))
- Tightly confined spaces will be occupied by only one individual at a time, **unless** all occupants are wearing face coverings.

- For any research activities occurring indoors, total occupancy will be limited to no more than 50% of maximum occupancy, as set by the certificate of occupancy. Human research subjects will be considered when calculating maximum capacity.

- Social distancing markers that denote six (6) feet of space will be used in common areas such as break rooms and reception desks.

- Additional social distancing measures will include:
  
  - In-person employee gatherings (e.g. staff meetings) will be limited as much as possible.
  
  - Until restrictions are relaxed, non-essential visitors are prohibited from entering Clarkson research facilities.
  
  - Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction.
  
  - **Work Station Spacing:** Clarkson will work to arrange workspaces so staff are able to maintain safe separation - preferably the required minimum six (6) feet apart. Staff should limit or avoid (through remote work, staggered shifts, etc.) being in a shared research space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary separation, or furniture may be moved to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces may be installed.
  
  - **Face coverings:** Personnel must wear face coverings in common areas including corridors, stairwells, restrooms, elevators, lobbies, and when traveling around the research facility.
  
  - **Meeting Rooms:** Chairs and tables in any meeting room may be removed or arranged to support the minimum required six (6) feet physical distance. Visual cues (e.g. colored tape on floor indicating correct chair position) may be added to help maintain accurate distancing space.
• **Common/Shared Areas:**
  - Seating and Workstations: Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required six (6) feet minimum distance between individuals. This may include the removal of furniture. Visual cues (e.g. colored tape on floor indicating correct chair position) may be added to help maintain accurate distancing space. In some instances, common areas may be closed for use and will be clearly marked as restricted.
  - Restrooms: Restroom use must be based on the ability to maintain at least six (6) feet distance between individuals. Smaller bathrooms with limited space will be marked with signage and occupied by only one individual at a time. Plexiglas barriers between sinks and urinals will be installed where 6 ft social distancing cannot be maintained.
  - Elevators: Two people may use an elevator as long as 6 feet distance between individuals can be maintained (floor markings inside elevator indicate where to stand). All elevator occupants are required to where a face covering at all times.

II. **PLACES**

A. **Protective Equipment**

  o Clarkson will follow its policy for personal protective equipment during COVID located at: [https://confluence.clarkson.edu/display/UPR/Personal+Protective+Equipment+%28PPE%29+during+COVID-19](https://confluence.clarkson.edu/display/UPR/Personal+Protective+Equipment+%28PPE%29+during+COVID-19).

  o Clarkson will provide all staff with two face coverings at no cost. Clarkson will also maintain an adequate supply of coverings in case of replacement, which will be procured from national or local vendors. Staff may use the Clarkson provided face covering or their own face covering as long as it meets CDC guidelines. ([https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)). Approved face coverings must be at least 2 layers thick and fully covers the nose and mouth.
o Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Cloth masks should be washed daily. Single use surgical masks should be discarded after each use.

o Personnel have been discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces. To the extent tools must be shared, gloves are provided as optional, but individuals are required to disinfect before and after use and practice good hand hygiene (clean hands with soap and water for 20 seconds after use or use a hand sanitizer that contains at least 60% alcohol.

B. Hygiene and Cleaning

o Clarkson will follow guidance from Federal and State governments and agencies regarding cleaning and disinfecting its research facilities, including Guidance from the Centers for Disease Control as indicated in its cleaning and disinfecting during COVID-19 policy located at: https://confluence.clarkson.edu/display/UPR/Cleaning+and+Disinfecting+during+COVID-19

o Clarkson will maintain a cleaning log for each of its research facilities, which will be maintained by the faculty researcher who oversees the lab. These logs will be kept on the back of the lab door. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.

o Clarkson will encourage good employee hygiene by providing the following:

  • Hand hygiene stations throughout each research facility, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical.

  • Providing research labs with disinfectant spray and refills when necessary.

o Regular cleaning and disinfecting, as prescribed by building occupancies and functions, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-
touch surfaces. Cleaning will be conducted according to the procedures detailed in Clarkson’s "Cleaning and Disinfecting During COVID-19" Policy.

- Sharing of food and beverages by personnel is prohibited.

C. Communication

- Clarkson will post signage throughout its facilities to remind personnel and, when allowed, visitors, to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- University-wide announcements and copies of most communications based on the specific cohort will be posted at a site similar to http://www.clarkson.edu/future-ready or the previous http://www.carkson.edu/coronavirus pages with FAQs and other breakdowns by audience. A copy of Clarkson’s research facility safety plan will also be maintained at Human Resources office, the EH&S office, and at time clocks.

- When allowed, all visitors will be required to enter through designated areas. Clarkson will maintain a log of all visitors to its research facilities, which will be kept in each research lab facility’s log. A master spreadsheet of all individuals approved to be on campus is maintained by Human Resources and Campus Safety. Clarkson will also keep track of personnel working at its facilities on a daily basis.

- All contractors must submit their COVID-19 Safety Plan to Human Resources or Environmental Health & Safety for review and approval prior to coming to campus. Once approved, they will be added to the master spreadsheet of approved contractors on campus for the specified date and time of their request.

- As indicated in Clarkson’s internal policy Positive Diagnosis or Exposure during COVID-19 policy located at https://confluence.clarkson.edu/display/UPR/Positive+Diagnosis+or+Exposure+during+COVID-19, the local health authority will contact Clarkson.

III. PROCESS
A. Screening

With other higher education institutions in the region, Clarkson is in the process of identifying a mobile phone app for all faculty, staff and students to respond to regular screening questions based on symptoms of COVID-19 to complement testing programs. Here are the currently planned questions:

- Do you currently have a fever (temperature of 100.4 F or greater) without having taken any fever-reducing medications?
- Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell?
- Have you tested positive for COVID-19 in the past 14 days, or have you been instructed by a health care professional/public health official/contact tracing app to self-isolate or quarantine?
- Have you knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 14 days?
- Have you, or anyone you live with, traveled outside the North Country in the last 14 days? (This will be NYS for employees.)

For employees, daily health screenings are completed before they begin work each day through an online questionnaire (https://forms.gle/CJtSe9VCxpY5k9ye9). The questionnaire must be completed before they enter a University building. It can be completed before they arrive to work, through scanning a QR code posted on every building entrance, or calling Human Resources during business hours and Campus Safety & Security during after hours. Individuals have been informed what will be on the questionnaire and how to complete it through an email, a phone call by their supervisor and in the mandatory safety training that must be completed upon their return to work. Employees also complete an end of day interactions log (found at https://forms.gle/uhJ7Cd1T8YFnCisp8) about where they were on campus, who they interacted with during their time on campus and the extent of the interaction (ex. duration, location, proximity to one another, and presence of face coverings) to aid in potential contact tracing. This information will be provided to local health authorities as appropriate.

Clarkson has designated Human Resources personnel as the central point of contact, who will be responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals...
to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.

B. Infection Response Plan

- Clarkson will follow its internal policy for infection response as indicated in its Positive Diagnosis or Exposure during COVID-19 policy located at [https://confluence.clarkson.edu/display/UPR/Positive+Diagnosis+or+Exposure+during+COVID-19](https://confluence.clarkson.edu/display/UPR/Positive+Diagnosis+or+Exposure+during+COVID-19).

C. Return to Work

- Clarkson research facility employees who test positive for COVID, who have had close or proximate contact with a person with COVID for a prolonged period of time, or who are experiencing symptoms of COVID, may only return to Clarkson research facilities in accordance with the guidelines set forth by the New York State Department of Health.