Clarkson University Future Ready Plan
Our NYS Reopening COVID-19 Plan

UPDATES FOR SPRING 2021:
REBUILD THE BUBBLE

As of December 2, 2020
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>I. Reopening of Potsdam Campus</td>
<td>5</td>
</tr>
<tr>
<td><strong>A. Capacity</strong></td>
<td>5</td>
</tr>
<tr>
<td>1. Employees Return to Workplace</td>
<td>6</td>
</tr>
<tr>
<td>2. Students Return to Campus</td>
<td>7</td>
</tr>
<tr>
<td>3. Readiness of Medical Community</td>
<td>8</td>
</tr>
<tr>
<td><strong>B. PPE</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>C. Screening and Testing</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>D. Residential Living</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>E. Operational Activity</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>F. Restart Operations</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>G. Extracurriculars</strong></td>
<td>17</td>
</tr>
<tr>
<td>1. Student Organizations &amp; Activities</td>
<td>17</td>
</tr>
<tr>
<td>2. Athletics</td>
<td>17</td>
</tr>
<tr>
<td><strong>H. Vulnerable Populations</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>I. Hygiene, Cleaning and Disinfection</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>II. Monitoring</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>A. Responsibility</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>B. Testing Frequency and Protocols</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>C. Early Warning Signs:</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>D. Tracing</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>E. Screening</strong></td>
<td>23</td>
</tr>
<tr>
<td><strong>III. Containment</strong></td>
<td>25</td>
</tr>
</tbody>
</table>
A. Isolation 26
B. Quarantine 27
C. Students Confirmed or Suspected to Have COVID-19: 28
D. Hygiene, Cleaning and Disinfection 29
E. Communication 29

IV. Shutdown 30
A. Operational Activity 30
B. Move-out Plan 31
C. Communication: 32

V. Summary of Appendices 33
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
M. Gyms and Fitness Centers
N. Varsity Athletics - Hockey

NYS References
NYS Interim Guidance for Higher Education as of 6/28/20
Summary Guidelines
NYS Checklist
Higher Education Research Guidance as of 6/8/20
Preface

To the greater Clarkson Community:

Building from our successful reopening plans for the Fall Semester, that demonstrated we can keep our campus safe and with comprehensive testing that reflected less than a 1% positivity rate of the COVID-19 virus, we are now planning to Rebuild the Bubble for the Spring 2021 semester.

With the expertise of our faculty and staff and strong networking towards the health and safety of the campus communities, we have updated our plans developed in a dynamic national environment subject to evolving directives and guidance from local, New York State and federal representatives as well as 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, higher education research, higher education athletics, Gyms & Fitness Center operations.

The health, safety and well-being of our greater Clarkson community is our highest priority. In the opening days of the fall semester, we created a bubble that was free from COVID-19 and stopped it whenever it re-entered our campus community. We must maintain the mindset to be diligent to our protocols and be future ready under fluid circumstances. If better processes, practices and procedures emerge during the Spring Semester 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 COVID-19 Future-Ready Task Force Members
Introduction | Restart & COVID-19 Future-Ready Task Force

In May 2020, 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 2020 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. Semester Reopenings of the 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, Provost’s 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).

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

During Forward New York Phase IV, employees who need to be on campus to best perform their work are returning. 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 with medical documentation who can continue to do their jobs remotely will continue to do so until further notice. Clarkson continues to follow NYS parameters in relation to office space occupancy.

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
2. Students Return to Campus

**Graduate Students:** Graduate students in the Health Sciences are scheduled for the Spring term is:

- Physicians Assistant - January 4-April 23, 2021
- Occupational Therapy - January 11-May 7, 2021
- Physical Therapy - January 11 - May 11, 2021

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. 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 January and the campus will reopen to the full student body including commuters for classes that start on January 13, 2021 remotely and resume in person instruction on January 18. No triple rooms will be used in the residential housing.

Students from non-contiguous states will arrive on campus on January 10, 2021 between 9:00am-4:30pm. These students will follow the Move-in process outlined in the Spring Move In Plan. Students from New York State and contiguous states (VT, PA, MA, CT, & NJ) will arrive on campus on January 17, 2021 between 9:00am-4:30pm. We are asking students to stay on campus/in the North Country for the duration of the semester.

We are also monitoring the NYS order that residents from some states with high-incidences of coronavirus will need to self-quarantine for a maximum of 7 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 January 10, 2021 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 have taken COVID-19 test with RT-PCR within 3 calendar days prior to arrival on campus. The only cost is $150/person for three meals a day delivered to the room from January 10-January 15 and will be billed to the student account.

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 earlier than January 17, 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 January 10. 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.

Clarkson has a daily screening tool for all employees and regular student health 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. The student body will be tested again after they arrive approximately 7 to 10 days after the specimen from their first test was collected. Forty (40) 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.

St. Lawrence County Public Health regularly updates the statistics on positive cases, recoveries, and hospitalizations at [https://www.stlawco.org/Departments/PublicHealth](https://www.stlawco.org/Departments/PublicHealth).

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](https://www.stlawco.org/Departments/PublicHealth) 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 multi-layer cloth masks to each faculty and staff member and to each student for the spring semester. 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 using an inhouse system for employees to screen their daily health. In addition, all employees accessing campus will be required to have a negative test prior to the start of the Spring 2021 semester. Employees will be contacted directly with a scheduled date and time to report to the campus testing site.

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, new loss of taste or smell, nausea or vomiting and diarrhea?
- 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? Please contact Clarksonhr@clarkson.edu before returning to campus.

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:** 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 Spring semester, they will need to undergo COVID-19 testing with RT-PCR (not serology). Results from rapid RT-PCR/molecular testing are permitted. *Antigen or antibody based tests, including rapid tests, are not acceptable forms of testing.*

Students will submit their test results via their myCU checklist and will then be notified with a clearance after the results are reviewed. *All students will receive a 2nd COVID test on campus during the first week 7-10 days after their initial test.* Students with a positive test prior to arrival will not be allowed to be present on campus in person.

**New York Residents:** All students residing in New York State will be required to submit a negative COVID test from a specimen taken within 7-days prior to your first date returning on campus. All students will receive a 2nd COVID test on campus during the first week 7-10 days after their initial test.

**Out of State Arrival & Quarantine:** Clarkson will again follow NYS COVID-19 Travel Advisory surrounding quarantine for the spring semester. All students entering NYS will be required to submit a negative test result and quarantine for a designated period of time. Currently, NYS has announced new guidelines allowing travelers entering NY to ‘test-out’ of the mandatory 14-day quarantine. All persons entering NYS will continue to complete the NYS Traveler Health Form.

For any traveler to NYS from a noncontiguous state, US territory or CDC level 2 or level 3 country will be allowed to ‘test-out’ of the mandatory 14-day quarantine.

Travelers must:

- Obtain a test within 3-days of departure, prior to arrival to NYS
- Upon arrival, quarantine for 3-days
- On day 4 of their quarantine, students will obtain another COVID test
  - Students who quarantine in campus housing will receive their COVID test on campus.
- Should both tests come back negative, the traveler may exit quarantine.
Travelers from Connecticut, Massachusetts, New Jersey, Pennsylvania and Vermont are exempt from the current travel advisory but must still complete the NYS Traveler Health Form. Students from these states will be required to submit a negative COVID test from a specimen taken within 7-days prior to your first date returning on campus.

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. The student body will be tested again after they arrive approximately 7 to 10 days after the specimen from their first test was collected. We plan to then conduct random and surveillance testing each week through the end of the semester in addition to responding to tests needed based upon 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.

There will be no guests permitted in the residence halls during the move-in process on January 17. 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 with the outside door closed, but must do so upon exiting their residence. Laundry room usage will operate according 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. 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 spring 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.

The University will continue to utilize the Clarkson Commitment (Appendix F1) and its accountability process (Appendix F2) as 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.

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 the Clarkson Commitment may be referred to Residence Life and/or the Office of the Dean of Students. Repeated and/or severe violations may result in removal from the residence halls, restricted from Clarkson facilities, suspended, and/or expelled.

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. Please refer to the University risk assessment levels to determine the gathering sizes and types of activities available.

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 continue to collaborate with clubs, organizations and campus departments to provide the best social experiences for Clarkson students as possible. 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 winter and spring seasons in a way for student-athletes to compete in a safe and healthy manner. The leagues have and 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. Please see Appendix N. Higher Education Athletics for the reopening of hockey.
H. Vulnerable Populations

➢ Consider vulnerable populations on campus to allow them to safely participate in educational activities and accommodate their specific circumstances.

Students who have an underlying health condition and would like to request remote learning for the Spring 2021 semester may do so by completing the COVID-19 Remote Learning Request Form: Spring 2021. A COVID-19 Request for Medical Exception Form must be submitted in addition to the request form. While the initial deadline for this process has passed, students with new health conditions may submit requests until January 4, 2021.

International students from countries with travel or visa restrictions may request remote learning for the Spring 2021 semester and may do so by completing the COVID-19 Remote Learning Request Form: Spring 2021. While the initial deadline for this process has passed, students with new visa restrictions may submit requests until January 4, 2021.

Vulnerable populations in our community who are not able to return to campus in the Spring 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. 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 employee.

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 medical professionals from the St. Lawrence Health System, which operates our Student Health & Counseling Center, and some members of its affiliated Physician Assistant program, a second test of the student body will be conducted 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. For the duration of the semester, at least 300 random and surveillance tests from the student body will be conducted each week. Students with proximate contacts, travel and symptoms will be tested through the St. Lawrence Health System.
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.

Data gathered from ongoing wastewater research, in conjunction with random selection, will be used as an indicator in the selection of residential areas for ongoing surveillance testing.

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, new loss of taste or smell, nausea or vomiting and diarrhea?
- 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 at the beginning of their shift. 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. Staff that use Kronos to log their work hours, either via a computer or a timeclock, are also prompted to answer the daily health screening questionnaire prior to logging in. 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. Public Health representatives will monitor student health daily, 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.
  - 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.

- Move back to assigned room after isolation complete:
  - Student moves their belongings.
  - Facilities cleans and sanitizes 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.

If a student can safely travel and quarantine at home, the university will record the quarantine address and report to our local department of public health for purposes of transferring the case to the respective county public health. A care team member is assigned to monitor students’ needs while off campus.

For students quarantining on campus:

• Expectations for quarantine residents:
  o 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.
  o 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.
  o Care Team member will be assigned to students in quarantine.
  o Students will move their belongings from self-isolation/quarantine housing immediately following clearance from Public Health back to their assigned residence hall room.
  o Students will need to order all meals online from Sodexo to be delivered by Campus Safety & Security.
  o Students are expected to test between day 12-14 (preferably) from date of exposure and receive a negative covid test result before being cleared to resume normal activity.
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](http://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 or the previous 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
M. Gyms and Fitness Centers Plan
N. Higher Education Athletics – Varsity Hockey