



SUNY MARITIME COLLEGE RE-START PLAN

This document is Maritime College's plan for restarting on-campus operations while ensuring a safe and resilient recovery from the COVID-19 pandemic. July 1, 2020

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EXECUTIVE SUMMARY

Background

Located on a peninsula in the Throggs Neck section of The Bronx Borough of New York City, SUNY Maritime College is one of six state maritime academies in the nation with the unique mission of producing licensed mariners. Approximately 70% of our 1700 students are in our U.S. Coast Guard-approved professional Merchant Mariner licensing programs.

The U.S. maritime industry is critical to our economic and national security. Nearly every state is dependent on the American maritime industry, from bulk carriers on the Great Lakes, to tankers and barges moving petroleum products inland, to tugs and barges exporting American agricultural products from inland States. The maritime industry has been responsible for keeping millions of tons of goods flowing during the COVID-19 pandemic and is crucial in ensuring a safe recovery.

Graduates of SUNY Maritime College's Merchant Marine licensing programs fill essential roles both at sea and ashore in the U.S. maritime industry. For example, we provide a skilled workforce to the ferry and workboat industries that are vital to New York City. In addition, SUNY Maritime College graduates are highly sought after to manage New York's energy and hospital facilities. A SUNY Maritime College graduate operates nearly every Con-Ed plant in New York City.

National and international standards require students in our licensing programs to accumulate a minimum of 360 sea days to receive their U.S. Merchant Mariner Credential. Additionally, the law (46 U.S. Code 51506) requires students attending the maritime academies in a merchant marine officer preparation program to participate in the Regiment of Cadets and pass the U.S. Coast Guard examination for the issuance of a license as a condition for graduation.

The COVID-19 crisis has prevented our Cadets from acquiring the required sea time, training, and assessments needed to complete their license programs and graduate due to the cancelation of our annual 100-day Summer Sea Term. This is will not only impact these students, but the workforce needs for skilled mariners and engineers.

Currently, the graduation of approximately 250 students who were scheduled to graduate in September 2020, January 2021, or May 2021 will be negatively impacted if we are unable to re-start on-campus operations:

- Current students will be unable to complete and hands-on assessments this summer.
- Seniors will be unable to sit for and pass the U.S. Coast Guard license examination.

- New students will not be able to complete the required Indoctrination training for acceptance into the Regiment of Cadets.

Due to the aforementioned requirements for professional merchant mariner licensing, we are requesting to start operations in-mid July assuming New York City is in Phase I of recovery operations. To support our unique requirements, we have developed a three-phase plan which takes into account the disciplined environment of our student body and professional license requirements, as well as the insular nature of the College.

Phase I (July 18 to August 16) Shipboard Training and Watchkeeping

- TS Empire State VI will be moored at Maritime College
- Faculty and staff associated with pierside training return to campus following screening protocols
- Approximately 400 current cadets will participate in this training, which will allow them to get some sea days and complete any assessments outstanding from the previous semester.
- Campus residential and dining facilities will be used instead of berthing and galley facilities onboard the ship to maximize social distancing.

Phase II (August 24 to September 5): Fall Semester Preparatory Phase

- Faculty Obligation commences (August 24). Faculty return to campus following screening protocols
- Cadet Indoctrination Leadership return to campus following screening protocols
- New Cadet Indoctrination Training (August 26 to September 5), New Cadets report following screening protocols. Indoctrination social distancing and other precautions in place.
- If permitted, Athletic teams commence training following NCAA and conference guidelines

Phase III (September 6): Commence Fall Semester On-Campus Operations

- Residents Move in following screening protocols
- Classes start (September 8). All students return to campus following screening protocols
- Academic, campus operations, and student life, social distancing, screening testing, tracing, and response protocols are fully implemented and enforced.

This phased approach of bringing students, faculty, and staff back to campus reduces re-starting risks and enables the College to make adjustments and improvements to this plan as required.

Scenarios

While this plan addresses re-starting on-campus operations, it takes into account that health and safety considerations related to the COVID-19 pandemic may result in the College being required to offer only remote instruction.

Appendix A includes the required categories and elements delineated by SUNY and extracts information from the rest of the plan.

Coordination

This plan was coordinated with the New York City Regional Control Room. Initial discussions took place on May 28, 2020. A copy of the plan has been provided to them for review.

Members of our working groups are also coordinating with the various SUNY COVID-19 Resume and Re-Start Task Force working groups including:

- Custodial
- HVAC, Plumbing, Energy
- Events
- Drivers
- Space Planning & Capital Project Management
- General Maintenance Staff
- Mail Delivery Warehouse/expediting Staff
- Contact Tracing
- Quarantine Wraparound services

The initial plan was provided to campus labor representatives.

Guidance and References

This plan is based upon guidance outlined in several documents, including:

- SUNY Outline for Executive Summary of Draft Plans Concerning Re-starting On-campus Operations (May 25, 2020).
- SUNY Campus Restarting – Risks and Recommended Mitigation Measures (May 25, 2020).
- “Creating Safe and Resilient Campuses: Suggestions for Reopening and Reimagining Colleges and Universities in New York,” The Commission on Independent Colleges & Universities in New York.
- Checklist for Certifying Compliance with Governor Cuomo’s Re-opening Higher Ed Guidance (June 18, 2020).
- Reopening New York Higher Education Guidelines (June 22, 2020)

Certification

On June 30, 2020, the College was informed that the SUNY System administration reviewed Maritime College's plan and that it met the minimum standards of the New York State Department of Health's "Reopening New York Higher Education Guidelines" issued June 20, 2020 and found here:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Summary_Guidelines.pdf

Note: This plan may be subject to further review and modification as new guidance or Executive Orders are issued by the Governor's Office, the New York Department of Health or other appropriate New York State Agencies.

RE-STARTING ON-CAMPUS OPERATIONS

Campus Planning Task Force

On May 18, 2020, the President established three working groups under the Planning Budget, and Assessment Committee (PBAC). The PBAC is the primary shared-governance organization responsible for systematically aligning Maritime College's planning processes, resources, and structures. The three working groups are:

- Academic Programing
 - Co-Chairs Dr. Joseph Hoffman, VP Academic Affairs/Provost, and Dr. Mark Meirowitz, Presiding Officer of the Faculty
- Campus Operations
 - Scott Dieterich, VP Finance and Administration and Jill Kehoe, Library Director
- Student Life and Enrollment management
 - Dr. Will Imbriale, Dean of Student Affairs and Dr. Kathy Olszewski, Chair Science Department

These working groups include four to five other PBAC members and non-PBAC members who are subject matter experts.

The charge to each working group was to develop a series of recommendations regarding how the College should operate in the Fall Semester, identify required resources, and consider budget austerity recommendations necessary to address decreases in State support and tuition revenue.

The working groups have been meeting regularly and holding coordinated meetings with the co-chairs of each working group to ensure planning is done collectively and not in a silo. They have also been coordinating with the SUNY COVID-19 Resume and Re-Start Task Force working groups]. The input from the working group has been incorporated into this plan and is included in the various appendices.

Additionally, the President, Vice President for Academic Affairs and Provost, Vice President for Finance and Administration, Assistant Vice President for Human Resources & Chief Diversity Officer, Executive Director for External Affairs, Dean of Students, and other senior leaders have been working with their counterparts at other SUNY campuses and SUNY administration.

After submission of our initial draft plan to SUNY and the Regional Control Group, the governor's office and SUNY provided additional guidance regarding the categories and elements required to be included in each campus's re-start plan. These elements were extracted from the initial plan and incorporated into the checklist in Appendix A.

Appendices B through D provide additional detailed re-start planning information for each of the three phases. Appendix E provides detailed information regarding operations on the training ship while it is pierside and Appendix F information pertaining to Human Resources.

RESOURCES REQUIRED TO RE-START

ITEM	QUANTITY	STATUS	COMMENTS
FACE COVERINGS	7500	ON-HAND	FOR EMPLOYEES
GLOVES (VARIOUS SIZES)	8800 PAIRS	ON-HAND	FOR EMPLOYEES
FACE SHIELDS	50	ON-HAND	FOR EMPLOYEES
HAND SANITIZER DISPENSERS	150	ON ORDER	30 INSTOCK- SUFFICIENT TO START PHASES I AND II
SANITIZER (FOAMING LIQUID)	300	ON ORDER	SUFFICIENT SUPPLY ON HAND FOR PHASE I AND II
DISINFECTANT WIPES	20 CASES	ON ORDER	20 CASES/W 22 BOTTLES PER CASE – 6 TO 8 WEEK LEAD TIME; SUFFICIENT QUANTITY FOR GYM
PLEXIGLAS DESK/COUNTER DIVIDERS		ASSESSMENT IN PROCESS	QUOTES RECEIVED FOR CUSTOMER SERVICE AREAS WILL BE IN PLACE FOR PHASE II
AREA DISINFECTANT SPRAYERS	4	2 ON-HAND 2 ON ORDER	TRAINING SHIP ALSO HAS 3
AREA DISINFECTANT CANNISTERS	100 GAL	ON-HAND	SUFFICIENT QUANTITY TO FOR ALL PHASES
NO CONTACT THERMOMETERS	8	ON-HAND	

TIME REQUIRED FOR RE-STARTING ON-CAMPUS OPERATIONS

Currently, the graduation of approximately 250 students who were scheduled to graduate in September 2020, January 2021, or May 2021 will be negatively impacted if we are unable to re-start on-campus operations for:

- Current students to complete and hands-on assessments this summer during a pier-side cruise (July 18 through August 16)
- Permit seniors to sit for and pass the U.S. Coast Guard license examination in August
- New students to complete the required Indoctrination training for acceptance into the Regiment of Cadets (August 26 through September 5)

All of these events have lead times for personnel, logistics, and administration. For example, the pier side cruise will require:

- Students time to register
- Student accounts to have sufficient time to bill students and process payments
- Financial aid to process scholarship applications
- Food services to re-hire furloughed personnel and order food to support the pier-side training
- Hiring faculty and staff to support pier-side training.

A final decision by the Regional Control Room and SUNY will be needed no later than June 30 to execute our Phase I pier-side training evolution.

Planning for new Cadet Indoctrination is equally challenging, and we would require approval to proceed with this essential training program no later than June 24.

APPENDIX A: CHECKLIST FOR RE-STARTING ON-CAMPUS OPERATIONS AND ACTIVITIES

1. REPOPULATION OF THE CAMPUS

Capacity to maintain social distancing. *Phasing and quantity of student, faculty and staff repopulation factors such as the ability to maintain social distancing in public spaces and residence halls, Personal Protective Equipment (PPE) availability and availability of safe transportation;*

Maritime College will use a phased approach of bringing students, faculty, and staff back to campus to reduce re-starting risks and enables the College to make adjustments and improvements to this re-start plan required.

Phase I (July 18 to August 16) Shipboard Training and Watchkeeping

- Approximately 25 faculty and staff associated with pierside training will return to campus following screening protocols.
- About 400 current cadets will participate in this training onboard Empire State VI will be moored at Maritime College.
- Empire State has completed sanitization
- Campus residential and dining facilities will be used instead of berthing and galley facilities onboard the ship to maximize social distancing. All cadets assigned single rooms in various residence halls to reduce bathroom and hallway congestion.

Phase II (August 24 to September 5): Fall Semester Preparatory Phase

- Faculty Obligation commences (August 24). Faculty return to campus following screening protocols.
- Cadet Indoctrination Leadership return to campus
- New Cadet Indoctrination Training (August 26 to September 5), New Cadets report. Indoctrination social distancing and other precautions in place.
- If permitted, Athletic teams commence training following NCAA and conference guidelines

Phase III (September 6): Commence Fall Semester On-Campus Operations

- Residents Move in following screening protocols
- Classes start (September 8). All students return to campus following screening protocols.

- Academic, campus operations, and student life, social distancing, screening testing, tracing, and response protocols are fully implemented and enforced.;

Following Phases I and II, all rooms will be deep cleaned. Appendices B through D provide details regarding requirements for each phase as it relates to screening protocols, PPE, and social distancing.

For all phases, any time individuals come within 6 ft. of another person who does not reside in the same residence (i.e., roommate), acceptable face coverings must be worn. This provision should not be construed to require physical distancing among roommates or to require face coverings be worn while inside an individual's residence.

PPE. *Plans should obtain and provide acceptable facial coverings to all employees of the institution. State whether the institution will provide reusable facial coverings to students and will there be disposable masks be available for students and employees as needed? What PPE is required when and where (i.e. outside, classrooms, lecture halls);*

Per the mandatory elements required for re-starting:

- Any time individuals come within 6 ft. of another person who does not reside in the same residence (e.g. roommate), acceptable face coverings must be worn.
- All employees, students, and visitors will be advised that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, and traveling around the campus.
- Face coverings will be provided to employees who directly interact with students or members of the public while at work, at no cost to the employee.
- Employees and students will receive information on how to adequately put on, take off, clean (as applicable), and discard PPE. See CDC guidance for additional information.

Students will be notified that prior to arriving on campus, they must procure their own PPE. Failure to do so will result in students being unable to access the campus or attend classes. Additionally, students will be provided a suggested list of items they should bring to campus to include disinfectant, wipes, and gloves. The Regiment of Cadets will require all Cadets to carry these items in their uniform backpacks. PPE will be available through the campus store, and we are investigating having PPE available in vending machines for students and visitors.

All Maritime employees will be provided PPE. PPE will be staged in Department offices for faculty and staff members.

The College is conducting an initial inventory of PPE. We currently have 2500 face coverings on hand, and another 5000 face coverings provided by the U.S. Department

of Transportation Maritime Administration (MARAD) to support Cadet training and education.

Maritime College Central Receiving will warehouse and distribute all PPE for the campus. A weekly inventory will be conducted, and supplies re-ordered as required.

Once Maritime College Central Receiving receives PPE, items will be barcode scanned and logged into inventory. A request for PPE through the work order system must be completed by any department needing PPE from campus inventory. Physical Plant employees will manage the distribution of PPE to departments as per the guidelines implemented by the CDC.

Maritime College does not offer students transportation to/from/on the College campus. Commuter students must rely on public transit or their personal vehicle.

Screening and testing. *Plan should discuss how campus will screen and or test students and employees and what actions will be taken if students and employees test positive;*

Our intention is to conduct a phased baseline screening plan for staff, faculty, and students as they return to campus. This will involve the following:

- All faculty and students will be encouraged to self-isolate for two weeks before returning to campus to minimize their potential exposure to COVID-19.
- All students and employees will be required to self-monitor for 14 days before returning to college. A self-monitoring form will be provided and must be completed before they return to campus. The form will include questions regarding (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days.
- All staff, faculty, and students who show symptoms during this period must:
 - Not return to campus
 - Have COVID-19 test completed
 - Self-isolate until the test results are received.
 - If results are negative, they may return to campus
 - If positive, they must follow established protocols for quarantine and retesting before returning to campus.

We are working with Downstate Medical and local hospitals to provide sufficient testing kits for testing on campus. If a student or employee becomes symptomatic, testing will be done at Maritime College Health Services, Jacoby Medical Center, or a local urgent care unit. For tests down at Maritime College, swabs will be transported to the testing site, and results will be provided directly to Maritime College Health Services.

In addition to symptomatic testing, Maritime College will randomly test 50 students per month for PCR and antibodies for COVID-19.

During all phases of our re-start plan, random health and temperature checks of the Maritime College Community will be conducted by Health Services. Health Services will work with Student Affairs, the Regiment of Cadets and Human Resources to develop a plan for random checks

- Employees reporting to work on-campus will be screened on a daily basis. (See COVID-19 Return to Work Toolkit)
- An individual who screens positive for COVID-19 exposure or symptoms must be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangements for health assessment and testing.
- The state and local health departments will be immediately informed of confirmed positive cases.
- If an individual tests positive, in coordination with local health departments, all contacts of the individual will be traced following the New York State Contact Tracing Program.
- Confidentiality will be maintained as required by federal and state law and regulations

Residential living: *Residential living plans should include capacity limits, enhanced cleaning and disinfection, social distancing and guidance on whether facial coverings are required in common areas and restrictions on gatherings and activities. Will access by students to other dorms be limited? And state whether special housing considerations for students with medical conditions, separate spaces for persons undergoing isolation or quarantine, and a modified code of conduct will be put in place;*

For Phase I (Pierside Training), all students will be assigned individual rooms spread across several dormitories. These students will depart campus before the new cadets arrive for Phase II Indoctrination.

For Phase II (Indoctrination), new cadets will be assigned to double-rooms spread out among the residence halls to reduce bathroom density.

For Phase III (Fall Semester On-Campus Operations), the College plans to facilitate return to campus residential living. In past years, residence hall rooms have had as many as three students in one room. As our enrollment and on-campus population are expected to decrease this Fall, there is no requirement for three-person rooms. We are considering the single and double occupancy rooms depending on the number of students requiring on-campus residency.

- Single Occupancy: Single residents spaced out to single rooms in all (4) residential halls. There are approximately 648 (504 regiment/144 civilian) students who can reside on campus if the College uses the single room occupancy layout. This may not provide enough housing for students who live too far from campus to commute daily
- Double Occupancy: Two residents spaced out to single rooms in all (4) residential halls. There are approximately 1296 (1008 regiment/288 civilian)

students who can reside on campus if the College uses the double room occupancy layout.

- Single and Double Occupancy: Space permitting Students can choose either double or single occupancy.

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is essential for re-opening the dorms to students. Appendix D includes specific measures that will be taken.

The housing department will provide isolation rooms to students who may be infected with the COVID-19 virus and can not return home.

- New Hall will be used as the isolation site since it is the only residential hall with single rooms with private bathrooms.
- Food delivery to residents via bagged lunch while in isolation, facilitated by Chartwells Catering. Meals will be left in a bin outside the isolation/quarantine room. The container will be disinfected.
- Academic support tailored toward student(s) in isolation/quarantine facilitated by Student Affairs.
- Continuous symptom checking of resident(s) and their roommate(s)/suite(s) facilitated by Health Services.
- Additional cleaning and disinfection measures will be conducted in all isolation/quarantine rooms by the Physical Plant once the room is vacant. The preferred method is to wait three days once the room is vacated to minimize cross-infection.

During all phases, residents will not be permitted to have outside guests(including non-residential Maritime College Students) in the building. This includes students in isolation/quarantine rooms.

Operational Activity: *Identify how classes, shared spaces, and activities may be adapted or not in various phases of repopulation and operations (e.g. identify which classes will offer alternate approaches such as A/B schedules or remote instruction; use of shared spaces in residence halls);*

Classes: The overarching goal of our academic planning is to make it as safe as possible for students to attend classes and faculty to teach their classes while ensuring the most effective learning. Although we cannot eliminate the risk to students faculty, and staff, our objective is to minimize the risk.

Maritime College has only a small number of lecture-hall sized classes. New layouts for each classroom are being reviewed to determine capacity within the parameters of proper social distancing. We have identified our Conference Center multi-purpose rooms as possible additional classrooms that can be utilized for our largest lecture class. The

campus only has two large lecture spaces, and the one swing space that has been used in the past, the Special Events Room, is being used as overflow for the dining hall.

Other initiatives being considered to reduce classroom density include:

- Right-sizing the number of course-sections to the Fall Enrollment, being mindful that some small course-sections will be required to keep students on-track for graduation
- Limiting the number of student credit-overloads
- Reducing the number of on-campus electives offered while promoting Open SUNY to our students for electives
- Lecture course sections maintaining class schedules for days and times for synchronous live-streaming classroom lectures, so only a limited number of students are in the classroom at any one time
- Use of virtual labs for lower-level science courses
- Maximizing time available for scheduling classes during the week. In the past, the overwhelming majority of our classes were scheduled between 10 AM and 3 PM Tuesday through Thursday. Only 10 % of our classes are scheduled on Monday and 10% on Friday. This will reduce crowding in academic building hallways between classes.
- Identification of courses that must be taught on-campus and those that can be transitioned to a remote instructional modality.

If social distancing cannot be achieved in a classroom, laboratory, or simulator spaces by reconfiguring the space, class size reduction, or alternating days that students attend class/participate synchronously via remote learning, then all students faculty and staff must wear PPE during that class. Students refusing to wear PPE will not be permitted to attend class. The Office of Human Resource Services will address Faculty and Staff who do not follow PPE and social distancing protocols. All classrooms will have disinfectant wipes and hand sanitizers that students can use to wipe down their areas before/after class.

Protocols for the library, learning center, and other academic support services include:

- Remote or drop-in services available
- Institute a closed stacks request system for material
- Markers placed at 6-foot intervals at service counters
- Traffic flow: One entrance, one exit
- Spread out work stations
- Markers placed at printers to reduce density
- Special sanitization procedures for collections, periodicals, service areas, and common study areas
- Elimination of publications that can be obtained online.

Other protocols in place for the Fall Term include:

- All on-campus community programs have been canceled (virtual only)
- The campus will not host any conferences or events open to those outside the Maritime College Community. Events will re-start only once the state and region deem it is safe and promulgates policies and protocols.
- If athletic events are permitted, no non-Maritime College Community spectators will be allowed to attend. Special cleaning protocols will be put in place for the locker room and athletic van cleaning.
- We are reviewing policies and protocols for outside food deliveries.

When on-campus operations re-start, some of the classes will be offered remotely. Faculty will also be given the option of teaching in class and synchronously providing remote instruction to reduce the classroom population. Alternatively, faculty may elect each week to hold one of two sessions remotely during their scheduled class time.

We will need to be prepared to transfer all classes to distance (remote) instruction should health and safety considerations related to the COVID-19 pandemic require the College to offer only remote instruction. Therefore, our faculty have been encouraged to use this summer to prepare their Fall courses employing the distance learning mode.

Offering these options and preparing for remote instruction for all classes, will allow faculty to effectively deliver their courses to reduce classroom density when on-campus classes commence, if they have to isolate or quarantine due to contact with a person with COVID-19, or if we have to transition all classes to distance learning. As such:

- All courses must use Blackboard (Bb), Institutional Syllabus must be posted on Bb, and Bb must be the primary method of communication between instructors and students outside of the classroom.
- Fall 2020 will start September 8 as a 15-Week Semester delivered in 15 Calendar-Weeks, which includes a Final Exam Week.
- This schedule will require that all courses must include one week of online instruction (no synchronous instruction). Unless the instructor is delivering a certified online course (asynchronous), the class schedule – days and times – for the courses will remain as currently scheduled.
- Distance Learning Modes of Instruction include:
 - Real-Time Remote Learning - synchronous lectures during class times
 - Flipped Classroom - asynchronous lectures (prerecorded), and class times used for interaction with students online
 - Hyflex – live-streamed classes with some students attending in-person, and others attending online
 - Virtual Labs
- Online – asynchronous delivery of the course requires OSCQR certification
- The Center for Teaching Excellence will be available throughout the summer to offer assistance and direct faculty to many of the outstanding resources available through Open SUNY.

Our proposed Academic Calendar (included in Appendix D) takes into account the unique requirements for students in our merchant mariner licensing programs. We plan to conduct a 30-day "Pier Cruise" starting in mid-July to allow current Cadets to finish assessments that were missed during the spring term and to accumulate some sea time through watchkeeping and maintenance. Indoctrination for new Cadets will take place following the Pier Cruise from August 26 through September 5. Our Fall classes will start on September 8. Although this schedule does not permit us to complete classes before Thanksgiving, it does minimize the number of students on campus before the start of classes. It enables us to re-start campus activities using a phased approach and implement corrective measures as needed.

We have requested that faculty who teach courses involving practicums/assessments, design them such that the practicums/assessments are completed before the Thanksgiving break (November 25). This allows us, if necessary, to transition the remaining two weeks of classes and finals to remote instruction with minimum impact on our students and faculty.

Department, unit, office, and individual meetings should continue to be held in spaces that provide for social distancing and/or virtually to maximize social distancing among employees who are working on campus.

Meetings with non-Maritime College personnel should be done virtually to the maximum extent possible. There will be no conferences or events hosted on the Maritime College campus until such time it is considered safe to do so.

All non-essential business travel has been suspended for all Maritime College employees until further notice.

Restart operations: *Identify plans to reopen buildings such as cleaning and disinfection, and restarting ventilation, water systems, and other key components (as needed);*

After all students moved off-campus and classes all transitioned to remote instruction in March 2020, all buildings were deep cleaned. During the pause period, buildings infrequent use (Fort Administration Offices, Facilities Department, Baylis Hall Enrollment Services Office, IT Department, and the University Police Department) received routine cleaning and disinfection per appendix D.

Starting with Phases I and II of this plan, limited academic spaces will return to use, and by Phase III all educational areas will return to use. The following section describes the procedures necessary for re-occupancy:

- Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above. Particular focus should be paid to the higher traffic areas in the Health Services Department, Mess Deck, dining room in McMurray Hall, Stephen B. Luce Library, Weight Room, Riesenberg Gymnasium, Academic Success Center and all dorm buildings.

These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high-touch surfaces at least twice per day.

- CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for seven days or more only need standard routine cleaning to reopen the area. Additional cleaning and disinfection will be required before the re-occupancy for academic offerings.
- Physical Plant will be provided with at least one week of notice before re-occupancy of an area to allow time to clean and disinfect the space properly. Notice should be provided by submitting a request in the Work Order System. Physical Plant will notify the requestor when the space is approved for re-occupancy and will maintain a listing of requests and approved areas. Once re-occupied, the space will remain on the routine cleaning and disinfection schedule, as described in the sections above.

HVAC systems are a highly vital part of any restart and recovery plan. Each building at Maritime College has a separate heating, ventilation, and cooling system. As we prepare our buildings for their restart, each HVAC system will be checked, serviced, and flushed, which can take up to 24 hours for refrigeration systems. Each system will be run and serviced to operate within its design parameters. Details for restarting ventilation, air conditioning, and heating systems are contained in Appendix D.

Before the restart and after the restart of all HVAC systems on the campus, the Building Management System will be checked to ensure all operations are working correctly and no error codes are detected. All BMS points communicate with servers and can be operable.

Water Tests will be conducted in all buildings prior to Phase I of this plan.

Extracurricular activities including intramurals and student performances: *Identify policies regarding extracurricular programs and which activities will be allowed, taking social distancing and risk of viral transmission into consideration;*

On-Campus in-face activities will be only be conducted where social distancing guidelines can be followed.

- Club activities will only be held in areas that permit sufficient social distancing. If this is not possible, then the clubs must meet virtually.
- The gym will be re-open once permitted by the state and local authorities and will follow guidelines that pertain state-wide for exercise facilities.
- The campus will not host any conferences or events open to those outside the Maritime College Community. Events will re-start only once the Regional Control Room deems it is safe and promulgates policies and protocols.
- If athletic events are permitted by the NCAA and Skyline Conference, no non-Maritime College Community spectators will be allowed to attend. Maritime College spectators must follow social distancing guidelines. Special cleaning protocols will be put in place for the locker room and athletic van cleaning.
- Our September Graduation Ceremony will be held outdoors with limited tickets

to ensure maximum social distancing.

Vulnerable Populations: *Include considerations for vulnerable populations on-campus and individuals who may not feel comfortable returning to campus, to allow them to safely participate in educational activities;*

Requests to work remotely beyond the return to work date, which includes medical documentation of any underlying high-risk health issues, will be evaluated on a case-by-case basis by the Office of Human Resource Services.

The health and safety of the members of our campus community are paramount as we begin a phased approach to returning to campus. Return plans will be dictated by the New York State reopening benchmarks and a phased approach. The College is developing plans for the safe return for those who have been working remotely. With that in mind, we will take the following steps:

- A careful prioritization of the positions that may first return to the workplace, including those staff, faculty, and students directly supporting student summer programming initiatives (e.g., assessment/practicum completion, pier-side training, new Cadet Indoctrination)
- A phased, incremental approach for returning employees, allowing for continued telework and staggered schedules, when appropriate, to maintain reduced density on campus
- Modifying protocols as necessary when circumstances change.

For those currently working from an alternate location, return to campus dates will be contingent upon several factors including but not limited to permission at the State or Regional level to return employees to the workplace, operational needs of the College, and the physical layout of various office settings.

Managers will consider a number of variables when determining how best to begin returning employees to campus. These variables include:

- Core duties have been paused due to the remote work arrangements
- Which duties are most efficiently and effectively performed on campus; and,
- Ability to practice ensure appropriate social distancing and use of PPE.

Hygiene, Cleaning, and Disinfection: *Include campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, and other facilities, consistent with CDC guidance as communicated by SUNY System Facilities management.*

Per the mandatory elements required for re-starting:

- The facilities department and contractors will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date,

time, and scope of cleaning and disinfection. Identify cleaning and disinfection frequency for each facility type and assign responsibility.

- Provide and maintain hand hygiene stations throughout the institution, 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 feasible.
- Conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high- risk areas used by many individuals and for frequently touched surfaces. Refer to the Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID- 19.
- Ensure regular cleaning and disinfection of restrooms.
- Provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high- touch surfaces. Refer to CDC guidelines.

The following procedures describe the campus-wide cleaning procedures to be followed by the Facilities Department during the COVID-19 PAUSE period and subsequent re-occupancy. All procedures are in effect until further notice and subject to change at any time due to new or updated guidance.

- ***Routine Cleaning:*** Routine cleaning shall be continued according to departmental standards and includes actions such as:
 - Cleaning high contact surface areas that are touched by many different people, such as door handles, doors, light switches, handrails, workstations, keyboards, bathroom faucets, soap dispensers, and toilets.
 - Wet mopping floors
 - Vacuuming rugs
 - Removing trash
 - Cleaning and disinfecting restrooms
 - Wiping heat and air conditioner vents
 - Spot cleaning walls
 - Spot cleaning carpets
 - Dusting horizontal surfaces and light fixtures
 - Cleaning spills
 - Logbooks will be kept of cleaning and disinfecting in building bathrooms
- ***Disinfection of Frequently Touched Surfaces:*** Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using spray products with EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses. Examples of frequently touched surfaces include:
 - Door handles and push plates
 - Stair Handrails
 - Bathroom faucets and fixtures
 - Light switches

- Handles on equipment in (e.g., cleaning, exercise, maintenance, etc.).
 - Buttons on vending machines and elevators
 - Water fountains
- ***Disinfection of Surfaces Throughout a Building:*** Two portable electrostatic sprayers are to be used on a rotating schedule to provide quicker disinfection of surfaces throughout a building. These units are being used on a rotating basis to clean and disinfect several buildings twice daily. These disinfectants meet EPA-approved emerging viral pathogens claims against SARS-CoV-2 when used on hard surfaces following the manufacturer's instructions.

Buildings in frequent use during the PAUSE period include: Fort Administration Offices, Facilities Department, Baylis Hall Enrollment Services Office, IT Department, and the University Police Department will receive the greatest focus.

- ***Cleaning and Disinfection for Re-Occupancy of Buildings:*** All non-academic spaces will gradually return to use during the pause period with academic spaces anticipated to return to use in July 2020. The following section describes the procedures necessary for re-occupancy following the pause period.
 - Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above. Particular focus should be paid to the higher traffic areas in the Health Services Department, Mess Deck, dining room in McMurray Hall, Stephen B. Luce Library, Weight Room, Riesenbergy Gymnasium, Academic Success Center and all dorm buildings. These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.
 - CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for seven days or more only need standard routine cleaning to reopen the area. Additional cleaning and disinfection will be required before the re-occupancy for academic offerings.
 - Physical Plant must be provided with at least one week of notice before re-occupancy of an area to allow time to clean and disinfect the space properly. Notice should be provided by submitting a request in the Work Order System. Physical Plant will notify the requestor when the space is approved for re-occupancy and will maintain a listing of requests and approved areas. Once re-occupied, the space will remain on the routine cleaning and disinfection schedule, as described in the sections above.
- ***Emergency Cleaning and Disinfection of rooms potential contaminated by persons who tested positive for COVID-19:*** In areas where someone suspected of having (or confirmed to have) COVID-19 has been, Maritime follows prescribed guidelines from the NYSDOH and CDC for cleaning and disinfecting areas. Disinfecting these areas (i.e., deep cleaning) includes safely providing a

full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. In many larger areas, electrostatic sprayers with disinfecting agents are also used.

- ***Personal Protective Equipment will be worn as per federal and state guidelines during routine cleaning and disinfection.***
- ***Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial employees):*** Building occupants are asked to use disinfectant wipes or spray to frequently disinfect high touch surfaces in their own workspace or shared spaces.
- ***Department-Specific Procedures:*** Additional departmental cleaning and disinfecting procedures will be re-started as those operations resume. Personal Protective Equipment and practices for routine cleaning and disinfection when there are no cases of COVID-19 should follow the specific department procedures. In general, nitrile or latex gloves should be worn when disinfecting surfaces in healthcare and athletic facilities, and safety goggles should be worn when mixing or pouring chemicals. Goggles should be disinfected or washed with soap and water after use. Care should be taken to not touch the outside of the glove while removing. Handwashing with soap and water should be performed for at least 20 seconds after removing gloves.
 - Health Services (Health Services Staff)
 - Cover treatment tables and use pillow protectors (after each student use)
 - Discard or launder coverings after each use
 - Food Services Spaces (Chartwells Catering)
 - Cleans and disinfect surfaces regularly
 - Athletics Spaces and Vans (Athletics Department)
 - The department cleans and disinfects mats, benches, equipment handles, and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogen claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.
 - The department cleans and disinfects athletic vans after each use.
 - Mail Rooms & Central Receiving Operations:
 - All Copy Center, Student Mail Room, and Central Receiving staff personnel will be equipped with PPE and must be worn according to the [CDC guidelines](#).
 - A designated area has been assigned for quarantining incoming USPS, FedEx, and UPS mail deliveries in each receiving location.
 - All deliveries must be placed in the designated area according to the date received for 24 hours.

- After the quarantine period, all mail can be sorted and then delivered adhering to [CDC guidelines](#) with social distancing.

2. Monitoring

Monitoring includes policies to track health conditions on campus, including:

Testing responsibility. *Do you plan to test all students or residential students only, and employees before and/or during the semester? Will the testing for surveillance, event-driven, or a combination of both? If you plan to test employees and students, identify who is responsible for purchasing and administering testing; plans should offer contingencies for continual screening for symptoms and/or temperature checks;*

Our intention is to conduct a phased baseline screening plan for staff, faculty, and students as they return to campus. This will involve the following:

- All faculty and students will be encouraged to self-isolate for two weeks before returning to campus to minimize their potential exposure to COVID-19. They should practice strict social distancing and PPE use and avoid mass gatherings.
- All students and employees will be required to self-monitor for two weeks before returning to college. A self-monitoring form will be provided and must be completed before they return to campus. The form will include questions regarding (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID19 case in past 14 days.
- All staff, faculty, and students who show symptoms during this period must:
 - Not return to campus
 - Have COVID-19 test completed
 - Self-isolate until the test results are received.
 - If results are negative, they may return to campus
 - If positive, they must follow established protocols for quarantine and retesting before returning to campus.

We are working with Downstate Medical and local hospitals to provide sufficient testing kits for testing on campus. If a student or employee becomes symptomatic, testing will be done at Maritime College Health Services, Jacoby Medical Center, or a local urgent care unit. For tests down at Maritime College, swabs will be transported to the testing site, and results will be provided directly to Maritime College Health Services.

In addition to symptomatic testing, Maritime College will randomly test 50 students and employees per month for PCR and antibodies for COVID-19.

Random temperature checks of the Maritime College Community will be conducted by Health Services.

If there is an increase in symptomatic cases, then random testing and temperature checks will increase in frequency and numbers.

Testing frequency and protocols: *Determine the testing frequency and process which may include plans to test for cause (e.g., symptomatic individuals, close or proximate contacts, international travel), plans for surveillance to monitor for symptoms of COVID19 and influenza-like illness proactively, as well as protocols around group testing, if applicable;*

If there is an increase in symptomatic cases, then random testing and temperature checks will increase in frequency and numbers. The focus will be on close or proximate individuals as well as the general population.

All non-essential business travel has been suspended for all Maritime College employees until further notice. However, this does not preclude employees or students from personal travel. Based on CDC guidance, students and employees traveling to/from areas of high COVID-19 infection rates will be requested to be tested and self-isolate for 14 days prior to returning to the campus.

Early warning signs: *Plan should have a process for monitoring early warning signs of an outbreak including increasing rates of positive infections and hospitalizations and communicating these data to local health department officials;*

The Health Services Center will be responsible for monitoring early warning signs of an outbreak and keep data regarding symptomatic and surveillance testing results, and health center visits by students for influenza and COVID-19 symptoms. All students and employees will be required to report if they have such symptoms or have been in close contact with someone who has been in contact. Employees will be requested to notify HR Services, who will coordinate with Health Services and the College's trained contact tracers. Students will report this same information to Student Health Services, who will coordinate with our contact tracers.

Tracing: *Institutions may choose to develop plans for contact tracing in close coordination with state and local health departments;*

Maritime College is in the process of building partnerships and agreements with the Department of Health (DOH) to permit the College to assist with contact tracing of suspected or confirmed positive cases on campus. We currently have four employees who are certified tracers. Our goal is to ensure rapid contact tracing and testing to contain and minimize the risk. Contact information for students who are symptomatic or test positive will be provided by Health Services to contact tracers. Contact information for employees will be provided by HR to the contract tracers.

- For all suspected or confirmed positive cases, isolate/quarantine on campus or at home immediately.
- Contact tracing will identify anyone who has been in close contact and request they isolate immediately and be tested
- Confirmed positive cases must quarantine at home or in designated student quarantine rooms on campus.
- Negative cases can stop isolation.

Screening: *Develop plans for regular health screening of employees, students, and visitors.*

- Employees will be requested to self-monitor themselves
- Health Services will conduct random temperature and health checks on the campus of students and employees
- The Regiment of Cadets will conduct regular health screening of students in the regiment at periodic formations and room inspections.
- If athletic events are permitted, coaches will be responsible for conducting health screenings of their student-athletes before practices and games. This will include temperature checks and temperature checks.
- Only visitors with official business with the College will be permitted access to campus facilities. Third-party contractors will be responsible for screening and testing their employees.

3. Containment

Containment plans should address response to positive or suspected cases as well as preventative policies and practices, including:

Isolation: *Plan to isolate symptomatic individuals, both residential and non-residential (as applicable), while waiting for test results. Plans must identify where individuals will reside during isolation (e.g., residence halls, hotels, home);*

Any student or employee who is symptomatic will immediately be required to isolate themselves from the general population. Employees will self-isolate at home until test results are known. Residential and non-residential students will be required to self-isolate at home. Residential students that are unable to return home will self-isolate in one of the single rooms designated for quarantine/.

Quarantine: *Identify how exposed persons (residential and non-residential) will be quarantined away from others, including the system of quarantine supports that will be provided including food, medicine, psychosocial and academic supports;*

The housing department will provide isolation rooms to students who are or may be infected with the COVID-19 virus and can not return home.

- New Hall will be used as the quarantine building/zone since it is the only residential hall with private bathrooms.
- Food delivery to residents via bagged lunch while in isolation, facilitated by DiningServices. Meals will be left in a bin outside the isolation/quarantine room. The container will be disinfected.
- Academic support tailored toward student(s) in isolation, facilitated by Student Affairs.
- Mental health check-in via text, phone calls, and/or Zoom.
- Continuous symptom checking of resident(s) and their roommate(s)/suite(s) facilitated by Health Services.

- Additional cleaning and disinfection measures will be conducted in all quarantine rooms by the Physical Plant once the room is vacant. The preferred method is to wait three days once the room is vacated to minimize cross-infection.

Students confirmed or suspected to have COVID-19: *Residential institutions need to include plans for serving students who are awaiting test results and are in isolation, or tested positive. SUNY System recommends that students who test positive be sent home, unless they are not able to travel home (i.e. international students) or do not feel safe returning home*

Students who test positive or are suspected of having COVID-19 will be sent home. Residential students who are not able to travel home (i.e., international students or those who do not feel safe returning home), will be placed in one of the designated isolation or quarantine rooms.

Hygiene, cleaning, and disinfection: *Develop strategies for cleaning and disinfection of exposed areas;*

In areas where someone suspected of having (or confirmed to have) COVID-19 has been, Maritime follows prescribed guidelines from the NYSDOH and CDC for cleaning and disinfecting areas. Disinfecting these areas (i.e., deep cleaning) includes safely providing a full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. In many larger areas, electrostatic sprayers with disinfecting agents are also used. Personal Protective Equipment will be worn by employees conducting cleaning and disinfection.

Communication: *Develop plans to share protocols and safety measures taken by the institution.*

Since the COVID-19 pandemic impacted our campus this past March, Maritime College has utilized mass emails, social media, and live streaming to keep the College community informed on a variety of matters.

Maritime College established a COVID-19 Update webpage accessible directly from our homepage to keep faculty, staff, students, and parents up-to-date with the latest information regarding COVID-19. This served as a repository for all COVID-19 information, updates, and announcements from the President, Provost, and other College officials. Employee specific notifications will be provided via campus blast from the Office of Human Resource Services.

We will continue to use these same multi-media platforms to keep our campus community abreast of our progress and plans to re-start on-campus operations this summer and fall.

4. Return to Remote Operations

Contingency plans for ramping down and/or closing the campus.

Operational Activity: *Include which operations will be ramped down or shutdown and which operations will be conducted remotely; include process to conduct orderly return to remote instruction and which may include phasing, milestones, and key personnel.*

All faculty have been advised they should be prepared to transfer all classes to distance (remote) instruction should health and safety considerations related to the COVID-19 pandemic require the College to offer only remote instruction. Based on our transition to remote learning this past March, we would most likely need a one-week pause in instruction to enable students to move off-campus and for faculty and students to prepare to move remote instruction.

Employee transition to working from remote locations would be based on guidance/policy from New York State or SUNY. The same essential employees that have been working on campus would be required to do so if we returned to remote operations. Those essential employees that cannot work remotely would work in shifts to minimize the possibility of infection of an entire unit.

Move-out: *For residential colleges and universities, plans should address need how students safely depart campus and policies for students who may not be able to depart campus quickly (e.g. international students and students that have no other safe Housing option)*

Should the College need to return to remote operations, residential students would be required to depart campus in a phased approach over several days. A phased approach will maximize social distancing. During this time, the wear of PPE would be required by all students.

For those residential students unable to move out (e.g., international students or those students who do not feel safe returning home), individual room assignments will be made in our new residence where only two students share a bathroom. Students will be required to vacate campus at the end of the academic year. Food service would be provided either by our contracted food service company or local businesses.

Communications: *Develop plans to communicate internally and externally throughout the process*

Maritime College will use the same communications strategy we used when the COVID-19 pandemic impacted our campus this past March. We utilized mass emails, social media, and live streaming to keep the College community informed on a variety of matters. Examples include:

- Residential move out procedures
- Changes to the academic schedule and transition to remote instruction
- Virtual academic and support services

- Reimbursements
- Plans to allow students to complete assessments required for licensure and graduation
- Degree conferral dates and virtual commencement ceremony.

We will continue to use mass-emails and multiple social media platforms to keep our campus community abreast of our plans to return to remote operations.

Maritime College established a COVID-19 Update webpage accessible directly from our homepage to keep faculty, staff, students, and parents up-to-date with the latest information regarding COVID-19. In the event we must ramp down and/or shut-down, this webpage will again serve as a repository for all COVID-19 information, updates, and announcements from the President, Provost, and other College officials. Employee specific notifications will be provided via campus blast from the Office of Human Resource Services.

APPENDIX B: PHASE I PIERSIDE TRAINING

National and international standards require students in our licensing programs to accumulate a minimum of 360 sea days to receive their U.S. Merchant Mariner Credential. Additionally, the law (46 U.S. Code 51506) requires students attending the maritime academies in a merchant marine officer preparation program to pass the U.S. Coast Guard examination for the issuance of a license as a condition for graduation.

The COVID-19 crisis has prevented our students from acquiring the required sea time, training, and assessments needed to complete their license programs and graduate. Currently, the graduation of approximately 250 students who were scheduled to graduate in September 2020, January 2021, or May 2021 will be negatively impacted if we are unable to have them return to campus for training and assessments this summer. These students would not only be unable to obtain the necessary sea time required but will also not possess the required training and assessment to permit them to sit for and successfully pass the U.S. Coast Guard license examination. This would delay their graduation to July 2021 at the earliest.

To minimize the impact of canceling the 2020 Summer Sea Term, as Phase 1 of our Re-start Plan, we will bring back approximately 400 Cadets who are in our license program to conduct watchstanding training, maintenance, and assessments onboard the Training Ship Empire State from July 13 through August 14. This is a safer option than conducting a summer sea term cruise in that:

- Instead of berthing onboard the ship, all Cadets will be assigned single rooms spread out among our dormitories
- We will utilize the campus dining facilities which much more easily accommodates social distancing during meals
- In the event of an incident, contact tracing will be much easier in that cadets will be in smaller group settings during this period.
- All Cadets will be required to have PPE on hand and wear per Appendix E.

The following CDC and industry-standard protocols will be implemented for SUNY Maritime College to safely conduct training and assessments onboard the Empire State pier-side this summer:

- The dorms and training ship Empire State will be completely sanitized and placed into a “Citadel Status” before the commencement of pier-side training.
- Before returning to campus, all students, faculty, staff will daily self-monitor and complete the required daily health monitoring form. Upon arrival, Health Services will do temperature checks and review monitoring forms
- Maritime College will have at least four trained and certified contact tracers. Upon arrival at Maritime College, health monitoring forms will be reviewed, and students, staff, and faculty will be medically screened before being permitted access to the dorms, facilities, or ship.

- Each cadet will be assigned an individual room in the residence halls.
- Dining Service hours will be staggered and social distancing maximized per dining service protocols outlined in Appendix D.

APPENDIX C: PHASE II NEW CADET INDOCTRINATION

The following information provides the recommended protocols and procedures for the 2020 Indoctrination program. These protocols and procedures are aligned with available guidance and protocols outlined by federal, state, and local agencies. It is the goal of the Regiment of Cadets to ensure an equitable, efficient and healthy training opportunity for our incoming MUGs while maintaining and providing a safe training environment for Cadet cadre/Staff Members/Administrators.

Social Distancing Protocols: The following protocols are for all Cadets, staff, faculty, administration, and third-party vendors for the duration of the Indoctrination Training Schedule. Deviations or failure to adhere to these guidelines at all times will result in campus judicial action and/or removal from the Indoctrination training program.

1. All campus community members will receive and complete a SUNY Maritime Indoctrination 2020 Social Distancing Training Program. This electronic-based training will include a detailed outline of protocols and procedures that are expected to be completed by community members during the training program. (Recommended training will consist of examples – with video demonstrations – of each of the below protocols.) This training will be issued via email to all campus community members and incoming MUGs. MUGs will also redo the training upon arrival on campus for INDOCTRINATION.
2. All campus community members will wear an approved face mask at all times while training. Only exceptions will be during designated meal times, bathing/grooming periods, and during sleep periods. Approval to remove the face mask will be provided by Staff Member/Administrator or designated leadership Cadet cadre.
3. Cadet Corpsmen will be on campus throughout the training period to assist in health-related questions, concerns, and for transport to Health Services as necessary.
4. Male MUGs and Male Cadet cadre are to report to INDOC groomed. This is to minimize the need for shaving all Male MUGs for compliance with grooming standards. MUGs not arriving with shaved haircuts will be escorted to the Barbershop as identified. Barbershop operational protocols are outlined accordingly.
5. All campus community members will be encouraged to utilize hand-sanitizer throughout the training day and before and after all designated meal times.
6. All campus community members will have their temperature taken during the AM and PM formations. Any campus community members that are not within the established standards (temperature) will be required to report to Health Services for additional testing/review.
7. Any infected/sick MUGs will be quarantined (temporarily) until they can be removed from campus by a family member or their designated emergency contact. MUGs failing to be able to complete INDOC will be provided the

opportunity to continue as a civilian student for the Fall semester (upon the ability to return to campus safely). They will be included in the Spring J-Start program.

8. Any infected/sick Staff Member or Administrator will be required to remove themselves from campus and self-quarantine/seek medical attention for 14 days and test negative following CDC protocols
9. Any MUGs, Cadet leadership cadre, Staff Member/Administrator exposed to any infected/sick MUG or infected/sick Staff Member or Administrator, will be required to self-quarantine for 14 days.

Baseline Parameters

1. Any MUGs arriving for INDOC have been cleared to participate in the program based on any COVID-related testing or monitoring that may be mandated.
2. Based on guidance, all persons entering the campus will be required to wear a mask and have temperatures taken. Designated staff members will complete a forehead temperature scan and a review of the self-monitoring form. If MUG is within established standards and is in Express status, they will proceed (via personal conveyance) to the next stop.
3. Express MUGs will proceed to the Riesenbergs Gymnasium parking lot. At that location, they will be dropped off with their single sea bag. MUGs will then be instructed to stand in line (six feet apart). As directed, they will then walk with their seabag to their residence hall, where they will receive their key and then will proceed to their residence hall room where they will stow their sea bag. Once their seabag is stowed, they will be formed up (in a line – six feet apart) and escorted to the gymnasium walkway. MUGs will then enter into the S&E Lecture Hall, where they will review the SUNY Maritime Indoctrination 2020 Social Distancing Training Program and to complete necessary documentation submission/collection.
4. Non-Express MUGs will be directed to the Welcome Center to clear up any discrepancies. Once they shift to Express status, their drop-off person departs the campus. The MUG will then proceed escorted, via foot, to their designated residence hall for check-in. (See Step 3 above).
5. MUGs will be quartered two per residence hall room or in ship's berthing as dictated by indoctrination training period. Cadet cadre will be quartered one per room during the Indoctrination training period.

Schedule: Indoctrination 2020 will take place from 26AUG through 05SEP on campus.

Onboarding: MUGs will be provided a staggered entry schedule with no more than 25 MUGs being dropped off to campus during any 30 minute time period. (Schedule will be provided under separate cover)

Section Size: Based on 350 total MUGs and a Cadet cadre of 75, the following will be the size of each section and corresponding Cadet cadre assigned to each section. A smaller incoming MUG (Freshmen class) would lower the total number per section respectively.

1. 16 Sections of MUGS - (1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B)
2. 21 MUGs per section will be paired with five cadet cadre members per section for supervision/training, and one Corpsman will be designated to each section. No more than 30 MUGs/Cadet cadre will interact at any given time for any evolution, formation, etc. The only additional interaction point will be instructor(s), which will be limited to three. Total persons involved in any training evolution/formation will be limited to 30 persons.

Movement Around Campus: This includes any and all transitions between residence halls, buildings, training facilities, etc. These protocols will remain in effect at all times.

1. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
2. Routes for transiting the campus to each designated training location/evolution will be identified for Cadet cadre utilization.
3. Individuals requiring specific tutelage/guidance/mentoring will be directed to remove themselves from the line (six feet to the side of the line), where they will be directed as necessary for compliance by the Cadet cadre member or Staff Member/Administrator.

Entering/Exiting Buildings/Training Spaces/Facilities

1. Cadet Cadre in charge of the section will open and secure hatch(es) with a plastic door stopper. Cadet cadre in charge will enter/exit the space, followed by MUGs under their command. Cadet cadre will designate one of his Squad Leaders to unsecure the hatch(es) upon successful maneuvering of all MUGS in that section.
2. Designated entry/exit points will be outlined to each section for each individual training evolution/process.

Classroom/Training Evolutions

1. Each section will have a designated "classroom" and designated "outdoor" training location. The "outdoor" training location will also serve as a weather dependent AM/PM formation location. Having designated training locations will assist in limiting cross-contamination.
2. Transiting routes for transiting the campus to each designated training location will be identified for Cadet cadre utilization.
3. Occupancy Numbers for training location/classroom will be identified on the entry door to training location/classroom. Cadet cadre/Staff Member/Administrator will confirm compliance at the start of each training evolution.
4. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
5. If seated in a classroom or training location, all community members will sit six feet from others (in front, behind, and to each side of each individual at all times.) The seats/spaces available for use will be identified with markings (taped to desk/seat or seating area on the floor, if applicable).
6. No training evolution will require direct contact between individuals.

7. No training equipment/gear will be touched by anyone except for the instructor.
8. Personally issued gear will be the only equipment/gear touched by the individual owner.

Physical Fitness Training Evolutions

1. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
2. Any physical fitness activities/evolutions that require assistance from another individual (e.g., sit-ups) will be conducted without assistance. A sit-up bar and a push-up bar will be provided for utilization and will be cleaned and sanitized between training evolutions.

Meals

1. *OPTION A – Utilizing Mess Deck Grab & Go*
 - a. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
 - b. MUGs/Cadet Cadre/Staff/Administrators will be escorted into Mess Deck in adherence to entering protocols. Occupancy within the Mess Deck will be limited, and all campus community members will procure a take-away container, their meal, and then exit through the designated exit point. Once the entire section/group has secured their meal, they will proceed to their designated location to eat their meal. Once seated in their designated meal eating location, all will be instructed to remove their mask and eat.
 - c. Upon completion of the meal, face masks will return. All will dispose of their garbage/debris in their location's designated disposal area.
2. *OPTION B – Utilizing Residence Hall Room Delivery*
 - a. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
 - b. Food boxes with a prepared meal will be distributed on each deck – to each individual room – for all three meals of the day – to limit cross-contamination.
 - c. Meals will be delivered by Food Service staff and distributed with assistance from Cadet cadre for each section
 - d. All other protocols, as listed in *MEALS – OPTION A* – will remain in place.

Restroom (Head) Facilities

1. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
2. Head calls (bathroom utilization) will be limited to four individuals for Residence Hall Head facilities. Single occupancy or smaller spaced Heads will have an outlined occupancy number displayed on the entry door. Entering and exiting heads (non-residence hall based) will be completed in the same manner of entering/exiting facilities.
3. Any person utilizing a Head will be required to wash their hands as per CDC guidance, dry their hands, and wipe down their sink with a provided cleansing wipe.

Sick Call – Health Services

1. Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
2. MUGs and/or Cadet cadre needing medical attention/medication/etc. will be escorted to Health Services Location 1 (Main Location) for non-COVID related medical needs/medication issuance, etc.
3. MUGs and/or Cadet cadre needing medical attention – COVID-Related – will be escorted to Health Services Location 2 (to be determined) for evaluation/transport/quarantine protocols.
4. Entry and exit of Health Services Location 1 and Health Services Location 2 will follow established protocols.

Laundry: Laundry facilities will be available throughout the Indoctrination Training Schedule for both MUGs and Cadet cadre. Specific schedules for each section will provide adequate laundry opportunities.

Training Ship – See Appendix E

Barbershop

1. Cadets will wear a facemask to and from the Barbershop facility. Only 02 MUGs will be permitted into the Barbershop at any time. Those MUGs waiting to receive a haircut will be positioned on the quad. The entry and exit of the facility will be aligned with established entry and exit protocols.
2. Barber(s) will be donned in the appropriate social distancing PPE for each person receiving a haircut.
3. Additional barbers will be provided, and a secondary/tertiary temporary grooming/barber location will be established to meet the demands of the entering MUGs and Cadet cadre requiring service.

Tailoring/Uniform Issuance

1. MUGs and Cadet cadre will wear a facemask to and from the Ship's Store/Tailor Shop or any other designated uniform issuance facility. Only 02 MUGs will be permitted into the facilities at any time. Those MUGs waiting to receive uniform issuance/tailoring will be positioned on the quad or closest designated area. Entry and exit of the facility(ies) or location will be aligned with established entry and exit protocols.
2. Ship's Store Staff/Tailors will be donned in the appropriate social distancing PPE at all times.

Waterfront Activities: Indoctrination involves each section of MUGS (approximately 45 students) coming down to the Waterfront rotating in groups of 15 through small boat handling, sailing, and rowing monomys according to the following schedule:

1000 - Waterfront Orientation

1045 - First Rotation (Small Boat Handling, Sailing, Rowing)

1130 - Second Rotation (Small Boat Handling, Sailing, Rowing)

1245 - Lunch

1400 - Return to Waterfront

1415 - Third Rotation (Small Boat Handling, Sailing, Rowing)

1545 - Waterfront Evolution Ends

1600 - Athletic Period @ Waterfront - Sailing and Crew

1. If, as current precautions recommend, small groups of students (6-8) is desired, this format may be readily adapted since this meets the typical student-instructor ratio. Instructors are typically upperclassmen who are already part of INDOC or hired by the Waterfront and paid by the Regiment to lead activities.
 - a. MAXIMUM Student: Instructor Ratio by Activity
 - i. Small Boat Handling 6:1
 - ii. Sailing 8:1
 - iii. Rowing Monomoys 9:1
2. To comply with the current best management practices, we could add the following boathouse/on-water precautions:
 - a. Meet/organize outside to minimize/eliminate indoor meeting time.
 - b. Eliminate/minimize Waterfront orientation to avoid large group gathering and allow more time for sanitizing procedures and bathroom
 - c. Groups of 6/8/9 - based on existing Regimental organization will remain intact throughout the Waterfront evolution
 - d. Instructors and students will wear face masks the entire time at the Waterfront unless an emergency (i.e., Fall overboard) dictates otherwise
 - e. Students will provide and apply their own sunscreen. Waterfront has traditionally provided group sunscreen to share.
 - f. Students will be assigned a life jacket for the entire day. At the end of the day, they will be instructed to sanitize the jacket for the next group the following day.
 - g. Instructors will work with students to disinfect the motorboats, sailboats, and monomoys/oars at the end of each rotation. Current guidance is unclear on how to disinfect lines on the sailboat. Having instructors being the only ones handling dock lines on motorboats and monomoys will be a challenge and likely not 100% effective but would at least limit exposure. Gloves may need to be worn or other precautions.
 - h. Follow all other land-based practices such as, but not limited to:
 - i. Wearing face masks
 - ii. Maintaining social distance when possible
 - iii. Washing hands thoroughly and frequently between activities
 - iv. Spread out the use of bathrooms/hand-washing stations to avoid congestion

APPENDIX D: PHASE III FALL SEMESTER ON-CAMPUS OPERATIONS

PART I ACADEMIC PROGRAMMING

Summer Preparations

Information Technology	Grant limited administrative rights to faculty for their computers	Allows faculty to add instructional software and updates as needed	
	Inventory faculty technology needs	Allows faculty to effectively deliver coursework in a distance learning environment	It will add costs
	Assess internet connectivity on the Campus	A good number of on-Campus students will be completing some of their courses remotely	IT Fee
Online Course Development (Fall)	Increase activity by offering incentives	Attract Open SUNY students from other campuses who are not registered at their home campus, and add flexibility to the Fall course schedule	Paid from Summer Tuition Revenue
Real-Time Remote Learning Training	Instructor certification using best practices	More effective delivery and more flexibility of Fall course instruction	May need to fund technology, evaluation kits/software for faculty
Training Blackboard, Zoom, etc.	Educational Technologist offers one-on-one and small group help sessions		
Proctoring	Review use of Respondus Lockdown Browser Find/setup proctoring centers on Campus for remote testing	Maintain academic integrity of quizzes and exams	Free proctoring software is only through June
Distance Learning Workshops	Center for Teaching Excellence (CTE) develop a "Week of Workshops" at the start of Faculty Obligation - Monday, August 24, 2020	Faculty practitioners sharing best practices with their colleagues	
Blackboard - Best Practices	Create a CTE Blackboard Workspace	Information on remote learning, technology and blackboard is easily available. Allows for discussion among faculty. Available 24/7	It is an easy thing to do and keep links and pdfs of various assets.
	Placing instructors in colleague's courses. Recruit willing faculty.	Would give instructors ideas of how to organize their courses. It is likely to increase uniformity in organization of Blackboard courses	This will require Professor permission.
	Create Sandbox or Shell courses where instructors can work on Blackboard without being scheduled courses	Faculty can become more familiar with Blackboard and experiment with technology	This is being done on a case-by-base basis and upon request. This practice can easily continue.

Academic Calendar

July 13	30-day Ship Pierside Training Begins for current Cadets
August 15	30-day Pierside Training Ends.
August 24	Faculty Obligation Starts
August 26	New Cadet Indoctrination Starts
September 5	New Cadet Indoctrination Ends
September 8	Fall Classes Start
Nov 25-29	Thanksgiving Break (Note: all assessments should be completed)
December 11	Classes End
December 14	Final Examination Week
December 19	Winter Break Commences.

Maximizing Social Distancing

Modes of Instruction - Be prepared to go completely remote-instruction with all of course-sections if required to move to distance learning for all or part of the semester

	Distance Learning	USDOE & NYSED Distance Education Waiver USCG Distance Learning Waiver	Online & remote delivery options Offer License courses remotely	Flexibility to offer coursework regardless of mode of instruction, and therefore charge tuition
All courses must use Blackboard (Bb), Institutional Syllabus must be posted on Bb, and Bb must be the primary method of communication between instructors and students outside of the classroom	Face-to-Face	Lecture for all course-sections	Social distancing and room sanitizing requirements would be almost unmanageable	Budget buster
		Lecture only for select course-sections (STCW, design, freshman classes, etc.)	Social distancing and room sanitizing requirements would be more manageable	May require additional course-sections to allow for social distancing
		STCW courses should front-load hands-on assessments, as appropriate, in case a second wave of COVID forces a move to distance learning Labs should front-load hands-on experiments, as appropriate, in case a second wave of COVID forces a move to distance learning		
	Virtual Labs	Look for pre-packaged alternatives for popular lab courses or faculty-developed lab courses for specialized labs courses	Social distancing and room sanitizing requirements would be more manageable	The pre-packaged labs have a per-student cost and there would be compensation to faculty for online lab-course development
	Real-Time Remote Learning (RTRL)	Lecture course-sections maintain class schedule for days and times	Gives flexibility to switch between face-to-face and RTRL	Budget neutral, but must be sure students are aware of hardware/software requirements. Must be sure all have reliable WiFi
	Flipped Classroom	Lecture course-sections maintain class schedule for days and times for interaction, but instruction is prerecorded.	Gives flexibility to switch between face-to-face and Flipped Classroom	Purchase a modest amount of videocapture hardware, software and training. SWIVL hardware and software approximately \$1,500/set-up.
	Hyflex	Lecture course-sections maintain class schedule for days and times for live-streaming classroom lectures	Minimizes social distancing concerns - some students present and others virtual	Hardware and software are at least \$50,000 per classroom outfitted. Training and support not included
	Online	Asynchronous (true online)	Total flexibility for instructors and students	Requires a significant amount of planning, training and one-on-one work with an educational technologist. Would need to hire additional educational technologists and support staff (4 FTEs)
	Office Hours	Virtual office hours using Zoom	Safely and conveniently "meet" with students	Budget neutral

PART II STUDENT LIFE

Residence Halls. Limiting/Adjusting the number of students living in the residential halls to support social distancing hinges on the College's enrollment & campus reopening plan. A determination by the College of the number of approved resident students will assist in determining the type of room preference that can be offered to residents while promoting distancing and decreasing density in the residential hall.

1. ***Type of Housing***

- a. Single Occupancy: Single residents spaced out to single rooms in all (4) residential halls. There are approximately 648 (*504 regiment/144 civilian*) students who can reside on campus if the College uses the single room occupancy layout.
- b. Double Occupancy: Two residents spaced out to single rooms in all (4) residential halls. There are approximately 1296 (*1008 regiment/288 civilian*) students who can reside on campus if the College uses the double room occupancy layout.
- c. Hybrid Occupancy: A combination of single and double occupancy.

2. ***Sanitation standards in Housing:*** Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an essential part of re-opening the dorms to students.

- a. The facility staff must clean high traffic points even more frequently than usual, including the community bathrooms in the Regimental dorms, door handles, handrails, water filling stations, elevators, and laundry facilities.
- b. Within private/suite-style dorms (New Hall), a cleaning plan/schedule is required of residents where the private bathrooms are routinely cleaned. The cleaning of suites should continue to be cleaned by occupants. Once occupants leave, Facilities will wait the three days before entering to perform cleaning and disinfecting, unless an emergency turnover is necessary.
- c. Hand sanitizer stations will be provided throughout the resident halls.
- d. Signs posted with maximum capacity recommendations to support social distancing in the lounges.
- e. No more than two people should use an elevator at the same time.
- f. Proper personal prevention hygiene posters detailing CDC approved hygiene practices must be followed for the duration of a student stay.

3. ***Isolation/Quarantine Rooms:*** The housing department will provide isolation rooms to students who may be infected with the COVID-19 virus and can not return home.

- a. New Hall will be used as the quarantine building/zone since it is the only residential hall with private bathrooms.
- b. Food delivery to residents via bagged lunch while in isolation, facilitated by Chartwells Catering. Meals will be left in a bin outside the isolation/quarantine room. The bin will be disinfected.
- c. Academic support tailored toward student(s) in isolation, facilitated by Student Affairs.
- d. Continuous symptom checking of resident(s) and their roommate(s)/suitemate(s) facilitated by Health Services.

- e. Additional cleaning and disinfection measures will be conducted in all quarantine rooms by the Physical Plant once the room is vacant. The preferred method is to wait three days once the room is vacated to minimize cross-infection.
4. **Guests:** Residents will not be permitted to have outside guests(including non-residential Maritime College Students) in the buildings. This includes students in quarantine rooms.
5. **Group Programming/Activities:** While social distancing aids in slowing down the COV-19 virus, it also comes with social side effects, such as an increase in anxiety, stress, and feelings of loneliness and isolation. While social distancing remains in effect, the housing staff will take the following actions to mitigate the downside of distancing and promote social engagement.
 - a. Encourage moving beyond texting or social media to more interpersonal communications, such as phone or video calls with friends.
 - b. Continued RA programming such as:
 - (1) watching shows together remotely
 - (2) Scheduling Zoom forums to engage with other students
 - (3) Online Zoom parties; exercise, and "how to do..." classes.
6. **Fall 2020 Check-in Guidelines for Returning Students:** Housing will coordinate a no-contact and social distance check-in whenever possible for the student. An email detailing essential check-in and social distancing expectations for all students residing on-campus will be sent two weeks before the semester to the student body.
 - a. **Check-in Date and Time:** Housing will stagger the daily check-in process over the course of three days for the returning students (civilians, 3/c, 2/c, and 1/c).
 - b. **Safety Procedures during check-in:** All staff members and student workers will adhere to the guidelines set forth by the CDC and SUNY Maritime College.
 - c. **Paperwork Protocol**
 - (1) Housing will bypass the key tag and RCRs signatures at the desk while students are checking in.
 - (2) Drop boxes will be made available in each lobby for key tag return.
 - (3) Student signatures are no longer required on RCR's. RCR's will be completed by RAs and the receipt will be left in the room. Any discrepancies must be reported via email to the OHRL within 24 hours.
 - d. **Guests during check-in:** Parents, families, friends will not be permitted inside the the resident buildings.
 - e. **Elevators:** Only two people are permitted in an elevator a time.

Dining Services

- a. **Social Distancing**
 - (1) One-way traffic management to help guests navigate dining and seating areas.
 - (2) Social distancing in our kitchens and other back of the house areas.
 - (3) New capacity thresholds for dining area.

- (4) Reduction or elimination of cash handling.
- (5) Signage visible at all hand washing sinks and time clocks.
- (6) Floor decals and signs for guests to follow proper distancing and flow of service.

b. *Daily Wellness Checks*

- (1) Every associate will receive a wellness check to include self-reported illnesses and a contactless temperature check.
- (2) Personal Protective Equipment.
- (3) Face coverings will be provided and expected to be worn at all times by associates.
- (4) Gloves are always worn when handling food.
- (5) Plexi health shield barriers used at all registers and points of service.
- (6) Associates wash hands and change gloves every 30 minutes, or less.
- (7) Associates continuously cleaning tables, chairs, and all high-touch surfaces with sanitizer.
- (8) Sanitizer stations are available for guests to use at the entrances and exits and in the production areas for associates.
- (9) Upon closing for the day, the team will disinfect the entire facility utilizing Diversey disinfectant.
- (10) Back of house cleaning procedures will take place every 30 minutes. The culinary team will clean and sanitize surfaces and high-touch areas.

c. *Culinary*

- (1) All stations will be attended
- (2) Desserts and hand fruit to be pre-packaged and wrapped
- (3) All individually wrapped condiments
- (4) All cutlery will be individually wrapped
- (5) Desserts and hand fruit to be pre-packaged and wrapped

d. *Trainings*

- (1) ServSafe COVID-19 safety training for both managers and food handlers.
- (2) Ongoing training will be covered at pre-shift meetings and provide the most up-to-date procedures.
- (3) Close coordination with local health departments on best practices.
- (4) Working through its purchasing company, FoodBuy, Chartwells will ensure that vendors follow similar safety protocols for their drivers and other associates and delivery drivers will be discouraged from entering buildings and required to wear masks.

PART III FACILITIES AND CUSTODIAL SERVICES

- **Personal Protection Equipment**
 - **Process for Ordering**
 - (1) Campus inventory of PPE equipment will be assessed weekly in coordination with the Physical Plant Office.
 - (2) Replenishments will be re-ordered as required
 - **Receiving & Distribution**
 - (1) Once received by Central Receiving, items will be barcode scanned and logged into inventory.
 - (2) Central Receiving will house all PPE for the campus.
 - (3) A request for PPE through the work order system must be completed by any department needing PPE from campus inventory. Advance requests for PPE is highly encouraged with a minimum of a three-day notice. The work order must include the desired location of the drop-off.
 - (4) The Physical Plant will handle the distribution of PPE to departments as per the guidelines implemented by the CDC. All Maritime employees will be provided PPE. PPE will be staged in Department offices for faculty and staff members.
-
- ***Custodial Services: Cleaning and Disinfection Procedures***

The following procedures describe the cleaning procedures to be followed by the Facilities Department during the COVID-19 PAUSE period and subsequent re-occupancy. All procedures are in effect until further notice and subject to change at any time due to new or updated guidance.

- ***Routine Cleaning:*** Routine cleaning shall be continued according to departmental standards and includes actions such as:
 - (1) Cleaning high contact surface areas that are touched by many different people, such as door handles, doors, light switches, handrails, workstations, keyboards, bathroom faucets, soap dispensers, and toilets.
 - (2) Wet mopping floors
 - (3) Vacuuming rugs
 - (4) Removing trash
 - (5) Cleaning and disinfecting restrooms
 - (6) Wiping heat and air conditioner vents
 - (7) Spot cleaning walls
 - (8) Spot cleaning carpets
 - (9) Dusting horizontal surfaces and light fixtures
 - (10) Cleaning spills
 - (11) Log books will be kept of cleaning and disinfecting in building bathrooms

(12) *Please note the frequency of routine cleaning standards may be relaxed, as needed, in order to allow for greater focus on high risk locations. Cleaning measures such as vacuuming, removing trash, sweeping or cleaning walls may be performed less frequently to allow for increased cleaning and disinfection of frequently touched surfaces.*

- ***Disinfection of Frequently Touched Surfaces:*** Frequently touched surfaces in common use areas of occupied buildings are cleaned and disinfected daily by the custodial department using spray products with EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses. Examples of frequently touched surfaces include:

- (1) Door handles and push plates
- (2) Stair Handrails
- (3) Bathroom faucets and fixtures
- (4) Light switches
- (5) Handles on equipment in ex. cleaning, exercise, maintenance, etc.
- (6) Buttons on vending machines and elevators
- (7) Water fountains

- ***Disinfection of Surfaces Throughout a Building***

- (1) Two portable electrostatic sprayers are to be used on a rotating schedule to provide a quicker disinfection of surfaces throughout a building. These units are being used on a rotating basis to clean and disinfect several buildings twice daily. These disinfectant meet EPA-approved emerging viral pathogens claims against SARS-CoV-2 when used on hard surfaces in accordance with the manufacturer's instructions.
- (2) Buildings in frequent use during the PAUSE period include: Fort Administration Offices, Facilities Department, Baylis Hall Enrollment Services Office, IT Department and the University Police Department should receive the greatest focus.

- ***Cleaning and Disinfection for Re-Occupancy of Buildings:*** All non-academic spaces will gradually return to use during the UN-PAUSE period, with academic spaces anticipated to return to use in July 2020. The following section describes the procedures necessary for re-occupancy following the PAUSE period.

- (1) Once buildings and departments have been re-occupied, they should receive the same level of cleaning and disinfection described above. Particular focus should be paid to the higher traffic areas in the Health Services Department, Mess Deck, dining room in McMurray Hall, Stephen B. Luce Library, Weight Room, Riesenberg Gymnasium, Academic Success Center and all dorm

buildings. These higher use areas should receive cleaning of restrooms and water fountains and disinfection of high touch surfaces at least twice per day.

- (2) CDC Guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need normal routine cleaning to reopen the area. Additional cleaning and disinfection will be needed prior to the re-occupancy for academic offerings.
- (3) Physical Plant must be provided with at least one week of notice prior to re-occupancy of an area in order to allow time to properly clean and disinfect the space. Notice should be provided by submitting a request in the Work Order System. Physical Plant will notify the requestor when the space is approved for re-occupancy and will maintain a listing of requests and approved areas. Once re-occupied, the space will remain on the routine cleaning and disinfection schedule as described in the sections above.

- ***Emergency Cleaning and Disinfection of rooms potential contaminated by persons who tested positive for COVID-19:*** In areas where someone suspected of having (or confirmed to have) COVID-19 has been, Maritime follows prescribed guidelines from the NYSDOH and CDC for cleaning and disinfecting areas. Disinfecting these areas (i.e., deep cleaning) includes safely providing a full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. In many larger areas, electrostatic sprayers with disinfecting agents are also used.
- ***Personal Protective Equipment will be worn as per federal and state guidelines during routine cleaning and disinfection.***
- ***Departmental Disinfection of Frequently Touched Surfaces (Non-Custodial employees):*** Building occupants are asked to use disinfectant wipes or spray to frequently disinfect high touch surfaces in their own work space or shared spaces.
- ***Department-Specific Procedures:*** Additional departmental cleaning and disinfecting procedures will be re-started as those operations resume following the PAUSE period. Personal Protective Equipment and practices for routing cleaning and disinfection when there are no cases of COVID-19 should follow the individual department procedures. In general, nitrile or latex gloves should be worn when disinfecting surfaces in healthcare and athletic facilities and safety goggles should be worn when mixing or pouring chemicals. During this period of increased precaution, goggles should be disinfected or washed with soap and water after using. Care should be taken to not

touch the outside of the glove while removing. Hand washing with soap and water should be performed for at least 20 seconds after removing gloves.

- Health Services (Health Services Staff)
 - Cover treatment tables and use pillow protectors (after each student use)
 - Discard or launder coverings after each use
- Food Services Spaces (Chartwells Catering)
 - Cleans and disinfect surfaces regularly
 - Please provide description, frequency and products
- Athletics Spaces and Vans (Athletics Department)
 - The department cleans and disinfects mats, benches, equipment handles and other high-use equipment at least daily using spray products with an EPA-approved emerging viral pathogens claims against SARS-CoV-2 –or- labeled to be effective against human coronaviruses.
 - The department cleans and disinfects athletic vans after each use.
- **Mail Rooms & Central Receiving Operations:**
 - All Copy Center, Student Mail Room and Central Receiving staff personnel will be equipped with PPE and must be worn according to the [CDC guidelines](#).
 - A designated area has been assigned for quarantining incoming USPS, FedEx and UPS mail deliveries in each receiving location.
 - All deliveries must be placed in the designated area according to the date received for a period of 24 hours.
 - After quarantine period, all mail can be sorted and then delivered adhering to [CDC guidelines](#) with social distancing.
- **HVAC (Heating Ventilation & Air Conditioning) Systems**
 - (1) HVAC systems are a highly vital part of any restart and recovery plan. Each building at Maritime College has a separate heating, ventilation and cooling system. As we prepare our buildings for their restart, each HVAC system will be checked, serviced, and flushed, which can take up to 24 hours for refrigeration systems. Each system will be run and serviced to operate within its design parameters.
 - (2) Before the restart and after the restart of all HVAC systems on the campus, the Building Management System will be checked to ensure all operations are working properly and no error codes are detected. All BMS points communicate with servers and can be operable.
 - a. **HVAC Systems Restart: Heating**
 - i. Check and clean up all hot water or steam coils.
 - ii. Check and adjust or replace pressure regulating valves.
 - iii. Inspect and service zone and control valves for HW and steam coils
 - iv. Inspect and service control equipment for heating systems
 - v. Check and service boilers

- vi. Purge the systems
- vii. Remove and clean strainer in sump
- viii. Check oil heaters or electric induct coils.
- ix. Check and service heat pumps.

b. HVAC Systems Restart: Ventilation

- i. Check and service heat recovery ventilators and heat wheels
- ii. Lubricate all moving parts
- iii. Check belts for cracking and proper tension
- iv. Check and clean all exhaust fans
- v. Check and service exhaust fan motors
- vi. Inspect all electrical and control wiring connections, and fuses
- vii. Vacuum and disinfect all suction air grills
- viii. Check, clean, and lubricate all damper
- ix. Check bearings and lubricate

c. HVAC Systems Restart: Air Conditioning

- i. Clean all outdoor condensing units coils
- ii. Check condense fan motors
- iii. Inspect fan blades for cracks and clean
- iv. Power wash condensing coils of large RTUs and Chillers, as needed
- v. Check the condition of the fan motor through temperature and vibration analysis and compare to baseline values
- vi. Clean all indoor evaporator coils with a cleaner and disinfectant
- vii. Check indoor blower assemblies and adjust as needed
- viii. Inspect and clean the drain pans and condensate drains for obstructions
- ix. Check the refrigerant operation pressure, head pressure, suction pressure, sub cooling, superheat.
- x. Check amperage draws of compressor and fan motors
- xi. Inspect air handlers and check belts for cracking and proper tension
- xii. Inspect all electrical controls, wiring connections, and fuses in indoor and outdoor equipment
- xiii. Each system has to test for unusual noises, odors, vibrations and any leaks.
- xiv. Check, clean, and lubricate all damper, bearings
- xv. Clean all grills, diffusers and registers for air distribution.
- xvi. Replace all filters with a higher filtration factor (MERV 10 and up)
- xvii. Inspect and tighten/adjust belts
- xviii. Check piping, compressed fittings, flare connections and coils for any signs of leaks and test refrigerant pressures.
- xix. Check compressors oil levels

- xx. Check and replace as needed crankcase heaters, defrost coil sensors, thermostats.
- xxi. Inspect motors, VFD and starters in large HVAC units.
- xxii. Run a general system test for proper operation and BMS communication.
- xxiii. Check and service all dehumidifiers
- xxiv. Check and replace as needed humidistats

PART IV SAFETY MEASURES

Area or Activity	Measures to Reduce Density	Safety Equipment	Safety Measures	Keep Students Connected
	<ul style="list-style-type: none"> No on-campus group larger than 10 (flexible based on CDC/NY mandates) Students expected to be 6 feet from all others whenever possible Designated entrance and exit doors. Signage designating the appropriate capacity of a space Allow large spaces for student use (e.g. MAC) 	<ul style="list-style-type: none"> Face masks required outside of dorm rooms Masks must be available for purchase 	<ul style="list-style-type: none"> Mandatory thorough of common areas Follow state, SUNY and CDC guidelines Video link on webpage with expected campus safety protocols Mandatory training required for faculty/staff. Daily screening of residential students and faculty/staff 	<ul style="list-style-type: none"> Zoom events with the Admiral, Provost, Dean Update entrance billboard – announcements & changes Market that we are all in this together and want the best for our shipmates

Academic Buildings & Academics	<ul style="list-style-type: none"> • Eliminate common areas • Markers placed at 6 feet to prevent congestion at classroom and building entrances, etc. 	<ul style="list-style-type: none"> • Wipes and hand sanitizer • Emergency disposable face masks available 	<ul style="list-style-type: none"> • Face masks are mandatory • Cleaning common areas, offices and classrooms 	<ul style="list-style-type: none"> • Enhance role of advisor – regular one-on-one check-ins which include making students aware of resources.
Area or Activity	Measures to Reduce Density	Safety Equipment	Safety Measures	Keep Students Connected
Clubs/ Organizations	<ul style="list-style-type: none"> • Meet virtually 			<ul style="list-style-type: none"> • Hold engaging virtual events (e.g. big name celebrity)
Dorm	<ul style="list-style-type: none"> • Only room occupants allowed in room • No outside guests in dorm buildings • Eliminate Common areas • Laundry: sign-up for time slots • Limit dorm capacity to 2/room • Restrooms – close off 50% of the facilities 	<ul style="list-style-type: none"> • Wipes and hand sanitizer 	<ul style="list-style-type: none"> • Designated space for ill students 	<ul style="list-style-type: none"> • RAs should be more involved
Food Service	<ul style="list-style-type: none"> • Grab-and-go • Tables removed • Markers placed at 6 foot intervals • Delivery on request or need • Leeway for students to eat in class • Open all food service areas and extend hours • Designated entry and exit points. 	<ul style="list-style-type: none"> • Wipes and hand sanitizer • Face masks required • Emergency disposable face masks available 	<ul style="list-style-type: none"> • Face masks are mandatory 	

Area or Activity	Measures to Reduce Density	• Safety Equipment	• Safety Measures	Keep Students Connected
Gazebos	<ul style="list-style-type: none"> Remove gazebos 			
Gym	<ul style="list-style-type: none"> Markers placed at 6 foot intervals Set maximum capacity on weight rooms Spread out equipment to 6 feet distances Gym open 24 hours or extended hours Restrict capacity in pool area – look at open swim schedule 	<ul style="list-style-type: none"> Wipes and hand sanitizer 	<ul style="list-style-type: none"> Face masks are mandatory Sanitize equipment between use Student worker for cleaning & monitoring 	
Health Services	<ul style="list-style-type: none"> Markers placed at 6 foot intervals Separate location (tent) for upper respiratory treatments 	<ul style="list-style-type: none"> Testing, tracing and separating Screening available to all on request 	<ul style="list-style-type: none"> Additional health services hire dedicated to COVID-related safety measures Face masks are mandatory 	
Learning Center	<ul style="list-style-type: none"> Virtual tutoring 			

Area or Activity	Measures to Reduce Density	Safety Equipment	Safety Measures	Keep Students Connected
Regiment	<ul style="list-style-type: none"> • Virtual Activities • Staggered formations with social distancing • Have 16 or 32 (rather than 8) INDOC sections 			
Restrooms	<ul style="list-style-type: none"> • Designate stalls as "no use" to reduce density 	<ul style="list-style-type: none"> • Paper towels • Disposable wipes 	<ul style="list-style-type: none"> • Face masks are mandatory • Eliminate hand blowers, use paper towels 	
Ship Store	<ul style="list-style-type: none"> • Curb side pick-up or deliveries 			
Welcome Center/Admissions/Career Center	<ul style="list-style-type: none"> • No large events • Limit campus visitor groups to 10 people • no or small tours • No walk-ins or by appointment only 	<ul style="list-style-type: none"> • Wipes and hand sanitizers • Emergency disposable face masks available 	<ul style="list-style-type: none"> • Require visitors to wear masks 	<ul style="list-style-type: none"> • Prospective Students - On-going virtual and social media events • Host a variety Virtual and Social Events

PART V SCREENING, TESTING, AND TRACING

Our intention is to develop a phased baseline screening plan for staff, faculty, and students as they return to campus. This would involve the following:

- All faculty and students will be required to self- monitor for two weeks before returning to college. A self-monitoring form will be provided and must be completed before return.
- All staff, faculty, and students who show symptoms during this period must:
 - Not return to campus
 - Have COVID-19 test completed
 - Self-isolate until the test results are received.
 - If results are negative, they may return to campus
 - If positive, they must follow established protocols for quarantine and retesting before returning to campus.

We are working with Downstate Medical and local hospitals to provide sufficient testing kits for testing on campus.. Maritime College Health Service employees will do the testing. Swabs will be transported to the testing site, and results will be provided directly to Maritime College Health Services.

Prior to re-starting Maritime College will:

- Train contact tracers on campus
- Use a combination of contact tracing technologies and contact tracers to ensure rapid contact tracing.
- Train campus Health Center teams
- Provide resources and processes in terms of how to receive patients with symptoms, coordinate testing, communicate with the local DOH, and quickly guide contact tracing.

APPENDIX E: SHIPBOARD OPERATIONS

The Training Ship Empire State VI (TS Empire State) is a federally owned public vessel operated by SUNY Maritime College. The ship must follow specific policies set forth by the Center for Disease Control, the U.S. Department of Transportation Maritime Administration, and the U.S. Coast Guard.

The ship has implemented the following policies and procedures (in addition to those promulgated by the campus) to re-start shipboard training to support pier-side training, watchkeeping, maintenance, and assessments in support of licensure requirements.

1) Training Evolutions

- a) Prior to boarding, random temperature checks will be taken.
- b) Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
- c) Cadets will wear face coverings when appropriate and safe to do so.
- d) The ship will adhere to its emergency pathway plan to allow for one way traffic in all passageways and ladder wells to prevent face to face passing in tight passageways and ladder wells.
- e) Training evolutions will be separated into three categories to divide student cohorts into smaller groups and to minimize the density of students in particular areas of the ship. Training evolutions will take place on the pier to further minimize the density of student groups.
- f) Hand sanitizing units are stationed in all traffic and high touch point areas.
- g) Vessel staff conducting daily sanitizing of passageway spaces with backpack fogging units. Stand-alone fogging sanitizing units and portable UV units are rotated through classrooms and labs.

2) Berthing and Foodservice. If the decision is made to move berthing for MUGS onboard the ship, the following guidelines will be adhered to:

- a) Social distancing will remain in effect at all times. Six feet will be provided in front, behind, and to each side of each individual at all times.
- b) Cadets will wear face coverings when appropriate and safe to do so.
- c) Berthing spaces to have rotational sanitizing with a combination of backpack foggers stand-alone foggers and UV light sanitizers.
- d) Allocation of berthing racks will be spread out among the mass berthing holds alternating rows and vertical rack separation, taking advantage of the metal separations of the berthing rack compartments to create barriers.
- e) Hand sanitizing units placed in berthing areas
- f) Ladderwells will be designated one way up and down to minimize the passing of students face to face.
- g) No meals will be served aboard while the vessel is pier side.

- h) Third-Party disinfecting provider to be used for larger-scale sanitizing of ventilation ducts and large areas.

APPENDIX F: HUMAN RESOURCES

Employee Return to Work

The health and safety of the members of our campus community are paramount as we begin a phased approach to returning to campus. Return plans will be dictated by the New York State reopening benchmarks and a phased approach. The College is developing plans for the safe return for those who have been working remotely. With that in mind, we will take the following steps:

- A careful prioritization of the positions that may first return to the workplace, including those staff, faculty, and students directly supporting student summer programming initiatives (e.g., assessment/practicum completion, pier side training, new Cadet Indoctrination)
- A phased, incremental approach for returning employees, allowing for continued telework and staggered schedules, when appropriate, to maintain reduced density on campus
- Modifying protocols as necessary when circumstances change.

We will also deploy the following on-site practices:

- The implementation of proper social distancing measures in workspaces
- Regular cleaning and decontamination of facilities and workstations
- A ready supply of hand sanitizer and cleaning/disinfectant products in appropriate locations
- The requirement to wear face coverings (which will be provided) when adequate social distancing is not possible
- Directional guidance on safe foot traffic within offices, elevators, stairwells, and other shared spaces

For those currently working from an alternate location, return to campus dates will be contingent upon several factors including but not limited to permission at the State or Regional level to return employees to the workplace, operational needs of the College, and the physical layout of various office settings.

We will employ a gradual or incremental/phased return to campus that is based upon operational need, remaining mindful of our guiding principle to ensure employee well being.

Managers will consider a number of variables when determining how best to begin returning employees to campus. These variables include:

- Core duties have been paused due to the remote work arrangements

- Which duties are most efficiently and effectively performed on campus; and,
- Ability to practice ensure appropriate social distancing and use of PPE.

Maritime College Office of Human Resources has developed a COVID-19 Return to Work Toolkit, which provides details and policies regarding employee return to work based on state and SUNY guidelines, protocols, and policies. This tool-kit will be sent to all employees.

Personal Protective Equipment

The College is committed to the health and safety of the campus community. As such, cloth face coverings and other appropriate personal protective equipment (PPE) will be provided to Departments for employees. Alternatively, employees may bring and wear their own appropriate PPE.

Disinfection

The College disinfects high-touch surfaces in high-traffic areas at least once each day in the buildings:

- 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, common area kitchen countertops and appliances, ADA handicap door push plates, and water fountains and bottle filling stations.
- Examples of high-traffic areas include restrooms, building entrances, hallways, classrooms, lounges, and meeting spaces.

In areas where someone suspected of having (or confirmed to have) COVID-19 has been, Maritime follows prescribed guidelines from the NYSDOH and CDC for cleaning and disinfecting areas. Disinfecting these areas (i.e., deep cleaning) includes safely providing a full saturation of disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. In many larger areas, electrostatic sprayers with disinfecting agents are also used.

Remote Work Considerations

Requests to work remotely beyond the return to work date, which includes medical documentation of any underlying high-risk health issues, will be evaluated on a case-by-case basis by the Office of Human Resource Services.

COVID-19 Testing and PPE

Those who are symptomatic should be tested. However, those who have recovered from the virus, as well as those who may have tested positive for having the COVID antibody, must still wear protective equipment, such as facial coverings, and must screen daily to check that they are free of COVID-19 symptoms prior to arriving to work.

Since it is still unknown whether those who have had the virus are immune from a recurrence (and, therefore, from potentially spreading the virus). The presence or absence of the COVID antibody makes no difference in best practices to prevent the spread of the Coronavirus.

Employees will be required to conduct a brief health care screening before coming to campus. This daily screening will involve a temperature check and review for COVID related symptoms. For an employee who returns or remains on campus after 12 hours, this screening must be repeated. The College is working on a mechanism to do electronically.

Enforcement of Social Distancing and PPE Use

Preventing the spread of the virus is everyone's responsibility. Departments will be required to ensure that staff and others comply with these requirements. Individuals who fail to comply may be referred to the Office of Human Resource Services. Student matters will be referred to Student Affairs.

Employee Communication

The Office of Human Resource Services will communicate the aforementioned information and policies to all employees prior to re-starting on-campus operations. A list of Frequently Asked Questions (FAQs) resources and contact information will also be provided to all employees.