**College for Living Reopening Plan**

**GDH and Community-Based Prevocational Services**

**Pre-Entry/Pre-Participation Screening**

* All employees, students, and visitors will be screened daily for COVID-19 symptoms and exposure prior to entering campus. This will be accomplished with one point of entry onto campus at the W. Seneca Turnpike entrance.
* Campus Safety personnel will screen students entering campus by taking their temperature with a “no touch” thermometer to ensure they do not have a fever. Also, the screeners will ask questions related to COVID-19 symptoms and possible exposure including:

(a) have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19; (b) have you tested positive for COVID-19 in the past 14 days;

(c) have you experienced any symptoms of COVID-19 in the past 14 days and (d) travel from within one of the designated states with significant community spread?

* Students who pass the daily screening will be allowed to proceed onto campus and given a wrist band indicating they were screened. Students will be escorted off campus if they do not have a wrist band indicating they have passed the daily screening. Students who do not pass the screening will be turned away from campus and given a flyer that includes instructions to contact their healthcare provider for assessment and testing, and information on healthcare and testing resources.
* Campus Safety will maintain an electronic log of all students entering campus each day that includes their name and if they did not pass the screening. Visitors will also need to provide their contact information and the buildings they are visiting on campus for entry into the log. The log will be reviewed daily by the designated site monitor and a record of this review will be documented. This log will serve as the required information for sharing with the local health department for contact tracing purposes. Logs will contain minimal personally private information and will be kept for a period of 30 days. After that they will be destroyed.
* Day Program will use added precautions of appointing a safety monitor to ensure continuous compliance at the building and program level. The Director will oversee all aspects of the safety plan and update it as needed.
* Any student or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol)

**Symptoms of COVID-19 include:**

• A temperature greater than 100 degrees

• Cough (outside of what is normal for the student)

• Difficulty breathing (outside of what is normal for the student)

• Chills

• Headache (outside of what is normal for the student)

• Muscle pain

• Sore throat (less common)

**Response to Signs/Symptoms and Departure:**

* No student will attend Program if they are displaying any COVID-19 symptom listed above. Students will be asked to speak to their PCP to determine if these symptoms warrant testing for COVID-19 and will be asked to obtain medical documentation prior to returning to day program. These symptoms will be sent home to each student for display in their home.
* If symptoms begin while at the day program, the student or staff must be sent home as soon as possible. The program will keep sick students and staff separate from well students and staff.
* The designated point of contact for employee reporting is Elaine Buza in Human Resources (315-498-2548, (e.m.buza@sunyocc.edu)
* Any student or staff sent home should be instructed to contact their healthcare provider for assessment and testing. The day program must immediately notify the local health department and OPWDD about the suspected case. The day program should provide the student or staff with written information on healthcare and testing resources, refer to DOH Testing guidance. Students sent home from program shall consult with their healthcare practitioner prior to returning to the program; Staff sent home shall comply with appropriate return to work guidance and shall consult with their supervisor prior to returning to work.
* Students may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated. If a student or staff member is identified with COVID-19, the day program must seek guidance from State or local health officials to determine when the student/staff can return to the program and what additional steps are needed.

**Signage**

* Signage will be posted throughout the building regarding regular handwashing, handwashing before and after meals and other precautions that can be taken to decrease the risk of becoming infected with COVID-19. General guidelines, such as social distancing, no physical contact, etc. will also be displayed as reminders. This will also be discussed with students at the beginning of each day and reminders will be provided, as needed.
* Stickers for each table to show where the chair should go for proper distancing.
* “Stop” sign on the classroom doors.
* For the hallway: One-way traffic arrows and stay to the right signs
* All employees, students, and visitors must wash their hands regularly following CDC recommendations including washing with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth
* Hand sanitizer, disinfecting wipes and tissues will be in each classroom. A garbage can will be placed in each classroom to aid with disposal of these items.
* Students will be provided two cloth masks to wear from OCC. The day program will have a supply of disposable masks in case they are needed. Students will be encouraged to have their care providers wash their masks as needed but at least weekly

**Social Distancing Requirements**

* Student and staff groupings will be as static as possible by having the same group of students stay with the same staff. No more than 15 students will be in a group. Mixing will be limited between groups
* Prohibit the use of tightly confined spaces by more than one person at a time, unless both students and staff sharing such space are wearing acceptable face coverings.
* Students will be seated in various classrooms throughout the building to allow for six feet of social distancing. Students will eat in their designated classrooms.
* Shared food and beverages are prohibited. Food brought from home should require limited preparation at the day program site (i.e. heating in microwave) and be packed appropriately. No reusable food utensils and storage containers will be utilized by students or staff. Students will be provided with disposable silverware and a paper plate during meal times.
* Students will be reminded to only enter multiple stall bathrooms if there is one other person there
* Any time social distancing cannot be maintained, students will wear a mask.
* Foundations Transition Program staff will always wear a face covering in the presence of students.
* Provide physical guides, such as tape on floors and signs on walls, to ensure that staff and students remain at least 6 feet apart.
* All College buildings will have a single point of entry and exit in order to minimize people crossing paths when entering and exiting buildings. All employees, students, and visitors must use the designated entryways and exits. In the event of an emergency, such as a fire, all exits can be utilized.

**Community activities:**

* Outdoor community activities and Pre-Vocational activities will continue as permissible in conjunction with county guidelines. Students will also be encouraged to spend time outside, weather permitting.

**Day Program Schedules and Transportation:**

* Transportation vendor will reduce capacity on vans, to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks.
* There will be staggered arrival and departure times. Students arriving at 8:30 am and 10:00 am will be met by staff at the entrance to the building. Students will file into the building one at a time. They will be directed by the staff at the top of the stairs to their classroom. Every effort will be made for students riding in the same van to stay in the same classroom and not intermingle with other students. Departure times will be at 1:00 pm and 2:30 pm depending on arrival time.
* Transportation vendor will take each students temperature prior to them boarding the van at their residence. If they have a fever greater than 100 degrees, they will not be permitted to board the van or attend program until they are fever free without the use of fever reducing medications for 72 hours.
* To the extent possible, students will restrict close contact by not sitting near each other or the driver.
* Students, staff, and the driver must always wear face coverings in the vehicle.
* After each trip is completed, the interior of the vehicle will be thoroughly cleaned by the transportation vendor before additional students are transported; and
* Where appropriate and safe, windows will be rolled down to permit air flow.

**Tracing and Tracking**

* The College will work cooperatively with the local health department to assist with tracing of students who may have come into contact with people who have tested positive for COVID-19. The local health department OPWDD, and NYS DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.
* In the case of an employee, student, or visitor testing positive, the local health department will be notified of all employees, students, and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

**Enhanced cleaning and disinfecting**

* The College will follow NYS DOH and CDC protocols for appropriate cleaning and disinfecting. In addition to routine cleaning, these protocols place a strong emphasis on disinfecting high-touch surfaces and include procedures for cleaning and disinfecting in the case of a student on campus who tests positive for COVID-19. Cleaning logs that include the date, time, and scope of cleaning will be maintained by Facilities.
* Departments will be provided supplies to clean and disinfect their areas as needed throughout the day when necessary. If additional supplies are needed, departments can contact the custodial staff at 315-498-2142.
* Sharing workstations, tools, equipment, laptops, touchscreens, notebooks, and writing utensils should be minimized as much as possible. Shared objects must be cleaned and disinfected with appropriate supplies between people using them, and students must perform proper hand hygiene before and after using shared objects. Equipment in communal spaces such as shared refrigerators, microwaves, and coffee machines must be cleaned and disinfected by the equipment user before and after each use.