



St. Joseph's College, New York

Fall 2020

REOPENING PLAN

August 14, 2020

FALL 2020

Reopening Plan

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INTRODUCTION

In response to the COVID-19 global pandemic, St. Joseph's College, New York, has developed comprehensive plans for safely reopening its campuses and corresponding off-site facilities for the fall 2020 semester. The health and safety of the College community is our highest priority, and our reopening plans closely follow the New York [Forward Reopening New York Higher Education Guidelines](#), [New York State Department of Health Interim Guidance for Higher Education During the COVID-19 Public Health Emergency](#) and the [Centers for Disease Control College's, Universities, and Higher Learning Guidelines](#), created to ensure we provide the SJC community with an enhanced safe and secure place to learn, teach and work.

With this in mind, St. Joseph's College will take a multifaceted approach to holding classes this fall by offering four possible options for teaching and learning — remote, hybrid, on-ground and online — while still providing our students with the same high-quality, affordable education that we always have, and by continuing to offer an array of opportunities, both academically and through a rich student life experience.

The information provided in this document is based on the guidelines available at the time of publication and is subject to change if and as we receive new guidance from our state, government and health officials.

HEALTH AND SAFETY PROTOCOLS

Physical Distancing and Personal Protective Equipment (PPE)

When on campus, any time individuals come within six feet of another person (with the exception of roommates in their rooms in EHS housing), acceptable face coverings must be worn. Likewise, masks and face coverings are mandatory for students, faculty and staff in all College buildings. Students will be required to provide their own masks/face coverings. However, if a student comes to campus without a mask and requests one, the College will supply that student with a disposable mask. The College has secured a large supply of masks for all employees for the fall semester and will provide them when requested.

The College is developing a series of modules for students, faculty and staff on the mandatory requirements and proper usage of masks/face coverings and other PPE in advance of the fall semester so that the entire community is well-versed on the appropriate usage and disposal of these items. All constituents will be required to partake in these training sessions and certify that they understand and intend to comply with the policies within.

Campus Signage

To help stem the spread of COVID-19, SJC has prominently posted campus signage throughout its Brooklyn and Long Island campuses and offsite administrative facilities located in Great River and Terry Street in Patchogue to raise awareness about the need to wear face coverings and socially distance to help keep the entire SJC community healthy and safe upon returning to campus this fall.

HEALTH SCREENINGS, QUARANTINE, TESTING AND CONTACT TRACING

Quarantine and Isolation

If a member of the College community receives testing results from their provider *while present on campus*, they are to immediately isolate, continue to wear their mask and make arrangements to leave the premises immediately in order to quarantine at home and/or seek physician care while minimizing all interactions with others while still onsite.

Separate isolation areas have been established on both campuses in the event that a member of the College community receives notification that they have tested positive for COVID-19 and they cannot leave campus without assistance. These locations are indicated below:

- SJC Long Island community members will temporarily isolate themselves in the Health and Wellness Center, located at 319 W. Roe Blvd., Patchogue, NY.
- SJC Brooklyn community members will temporarily isolate themselves in the St. Angela Hall Cantina space, located at 263 Waverly Ave., Brooklyn, NY.

Health Screenings: Students

The College will utilize a digital health screening tool in order for students to complete a mandatory health screening questionnaire before they arrive on campus. This technology will screen students for COVID-19 symptoms and advise them as to whether or not they can safely enter campus. To ascertain this, all students will be required to positively affirm that they have not:

- Been in close 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.
- Tested positive for COVID-19 in the past 14 days.
- Experienced any COVID-19 symptoms in the last 14 days.

The screening technology will generate a “boarding pass” that will confirm to security personnel that students are cleared and that they are safe to enter campus. In addition, all students will have their temperatures checked by contactless infrared thermometers as they enter campus. If someone has a temperature over 100.4 degrees, they will be given a card that advises them to seek medical support and they will not be allowed to enter any College buildings until their temperature has returned to normal.

During this time, symptomatic or infected students will not be allowed on campus under any circumstances.

Health Screenings: Employees

If an employee has COVID-19 symptoms and either tests positive for COVID-19 or did not receive a test, the individual should not report to work and may only return after completing at least 14 days of self-quarantine.

If an employee does not have COVID-19 symptoms, but tests positive for COVID-19, the individual should not report to work and may only return to work after completing at least 14 days of self-quarantine.

If an employee has had close contact with a person with COVID-19 and is symptomatic, the individual should follow the above protocol for a positive case. Even if symptoms are deemed not related to COVID-19, the individual must complete a 14-day self-quarantine after the contact.

If an employee has had close contact with a person with COVID-19 and is not symptomatic, the individual must complete a 14-day self-quarantine.

If an employee who is diagnosed with COVID-19 has been on campus, the area visited will be thoroughly disinfected by facilities management.

Testing Protocols

The health and well-being of the SJC community is our top priority. As such, we have developed partnerships with local healthcare facilities for each of our campuses to better accommodate the testing needs of our College community in the event they require it. If an SJC community member becomes ill and needs to be tested for COVID-19 during College business hours, they will be directed to visit one of our two partner clinics near their respective campuses. SJC has created partnerships with [MedRite Urgent Care](#) (SJC Brooklyn) and [Patchogue Urgent Care](#) (SJC Long Island) to provide members of the SJC community with quick and easy access to a SARS-CoV-19 test.

- MedRite Urgent Care, 504 Myrtle Ave., Brooklyn, NY 11205
- Patchogue Urgent Care, 152 North Ocean Ave., Patchogue, NY 11772

Mandatory Testing

All international students are required to be tested prior to move-in at the EHS residential facility. SJC students who intend to live in EHS housing are strongly encouraged to obtain a SARS-CoV-2 test at home no more than 7-10 days prior to arriving for their move-in date to assess their own health and exposure to COVID-19. In most states, there is no cost for the test and it is currently being covered by all health insurance carriers. To find testing sites near you, visit the [NYC COVID-19 Testing Portal](#), and enter your zip code.

Students who arrive and have not received a test or who do not provide proof of testing within the allotted time period will be subject to testing on their date of arrival and will also be required to quarantine until test results are obtained.

Students who test positive before departing for campus must stay home until their personal physician certifies their readiness to join the St. Joseph's College community. Students who test positive upon arrival will be required to quarantine

in the allotted space within EHS for 14 days and submit to retesting after this time has elapsed. Personal belongings not needed for the quarantine period will be placed in the student's assigned room for the semester.

In the event that a student tests positive for COVID-19, either in the initial check-in period or during the semester, the College has set aside 25% of our maximum bed space for isolation and emergency purposes. Local students who become ill will be sent home if it is safe to do so. The residence hall director along with the resident assistants will all be trained to assist students in isolation and arrange for food delivery, medication, toiletries, laundry and other items. At the conclusion of isolation, proof of negative SARS-CoV-2 testing will be required before a student can move back in with a roommate.

If a student's roommate has close proximate contact or exposure to someone with COVID-19, they will be required to inform the residence hall director, who will arrange for isolation and a test to be done at MedRite Urgent Care Center. The student would need to remain in isolation until the results are received. In most situations, per New York state guidelines, a student would be placed on medical leave and required to go home for recovery if tested positive. In cases where a student cannot leave campus (e.g., international students), the student would remain in the quarantine room.

Students, faculty and staff are expected to provide their own transportation to isolation/off-site medical facilities, as both the Brooklyn and Patchogue partnering medical facilities are located less than one mile from campus. The College will utilize emergency services for students, faculty and staff who require immediate medical intervention.

Contact Tracing

In the event of a positive case of COVID-19 on campus, SJC must notify the NYC Testing and Tracing Corps for community members at SJC Brooklyn and the Suffolk County Department of Health for community members at SJC Long Island. SJC will collaborate with the respective health departments as instructed in regard to contact tracing, helping to identify students, faculty, staff and visitors who have been in close contact with an individual that has received a confirmed positive COVID-19 test, while preserving confidentiality as required by federal and state laws and regulations.

The local health departments will then advise the afflicted community member(s) of the protocol for monitoring, isolation and quarantine protocols they are expected to follow. St. Joseph's College will follow the lead of the local health departments thereafter and will notify SJC community members and visitors about confirmed positive cases as advised, when necessary and appropriate.

It is mandatory that all members of the College community fully comply and cooperate with any requests or orders issued by contact tracers or authorities employed by the respective local health departments.

COVID Emergency Response Team

The College has convened a COVID Emergency Response Team comprised of key College stakeholders charged with monitoring and guiding the College's ongoing response to the COVID-19 crisis. The team will meet on a weekly basis throughout the fall semester and as needed thereafter to advise SJC's president on courses of action required to manage and mitigate the impact of COVID-19 on the College's operations, as well as to ensure the health and wellbeing of the SJC community. Shantey Hill-Hanna, vice president for student involvement and campus services, has been designated as St. Joseph's College's campus safety monitor and primary point of contact for any matters pertaining to the mitigation of COVID-19 at its campuses.

ACADEMIC SUPPORT, COURSE DELIVERY AND CAPACITY

For fall classes that will begin on Sept. 9, St. Joseph's College will adopt a multifaceted approach and offer four options for course delivery: remote, hybrid, on-ground and online, with the aim of having approximately 70 percent of course material delivered remotely and 30 percent delivered on-ground. This option presents the College with considerable protection from a recurrence of the virus, as well as changes in state and/or federal government restrictions on employment or social distancing. Certain courses are being taught at each campus, including laboratory courses, studio courses in the arts and other courses where social distancing is not difficult (e.g., smaller seminar courses and first year experience courses). The bulk of courses, however, will remain remote.

The remote option involves students meeting with faculty members and classmates at regularly scheduled times, typically using Zoom or a similar video conferencing platform, with the courses built around the Canvas learning management system. Given the social distancing requirements related to COVID-19, many courses taught this fall will be via this option.

The hybrid option combines the remote option with an on-ground component. Students could come to campus for class for half of the course sessions, with the other half of instruction/interaction taking place remotely as described above. An example of this would be for classes that normally meet on Mondays and Wednesdays — with half of the classes coming to campus on Mondays and the other half coming on Wednesdays — with the remainder of the instruction/interactions taking place remotely.

Students taking a class with the on-ground option would come to campus in the same manner that they would during a normal semester.

The College offers a robust selection of online courses. An important difference between this option and the remote option is that these courses are offered in an “asynchronous” manner, meaning that class activities are not tied to a set schedule and that students and faculty would not be interacting with each other in real time, as they would with the remote option.

These options are being offered to ensure that students will be able to design a course schedule in a way that allows them to choose among these options. However, not all courses will be offered in these varying formats. Students have already been provided with a schedule of classes that indicates which courses will be offered in which modalities so that they have the opportunity to adjust their schedules accordingly.

For those classes taking place on campus, a number of measures have been taken to preserve the health and safety of all parties. The College has reduced the on-ground classes dramatically. Based on current registration, no more than 20% of the student body will be scheduled to be on campus at any one time. The number of entrances and exits have been reduced so that there is only one way in and one way out to manage student flow.

Desks in classrooms will be “X”ed out to ensure appropriate distancing. For on-campus laboratory classes, special lab space configurations and scheduling blocks have been instituted to promote social distancing. Seating capacity in computer labs will be reduced by limiting the number of computers available to students. As stated earlier, all students, faculty and staff will be required to wear masks/face coverings while on campus. Security will ensure that traffic patterns are re-routed throughout every building to maintain social distancing by asking that students/faculty/staff stay to the right in halls and stairs. Where practicable, elevator capacity will be reduced to two people in the elevator, with the occupants positioned at opposite sides.

SJC already has a number of online classes and programs, and the support systems we need are already in place. All courses (online, remote, on-ground and hybrid) will utilize the same learning management system, Canvas, to post material and track attendance through assignments. To ensure the success of this approach, classrooms are being fitted with technology to facilitate remote attendance (i.e.: clip-on mics, webcams, etc.) so that instructors have the appropriate hardware and software if classes need to be conducted in a fully remote mode.

Fall course offerings have been evaluated and all department chairs have been instructed to discuss with their faculty the suitability of certain courses for remote instruction. If found unsuitable, we asked that they consider removing them from the fall offerings if possible. In some cases, certain electives were canceled, while other required courses were moved to spring.

When classes are offered on-campus, a live remote attendance option will be available as needed. Courses can be recorded live while shared with remote students. In some cases, lectures may be pre-recorded (“flipped classrooms”), and remote student interaction conducted asynchronously or in a virtual section. Other modes may be employed as the instructor sees fit, (e.g., simulations that students video record, complete, and return to their instructor).

In the event that a transfer to remote modalities becomes necessary, the appropriate technology is in place to facilitate this. Most students possess phones or laptops and provisions will be made for those who do not.

Likewise, the College has ensured that faculty who start on-ground have the hardware, software, training and support necessary to switch to remote delivery at any point in the semester in adherence to health guidelines. In the event of a potential transition, the offices of Information Technology and Online Learning, together with the Faculty Teaching and Learning Center, have established a set of minimum training and development requirements, such as Canvas training, that every instructor can complete before the fall semester. Training on Canvas, Zoom and Kaltura is currently available to faculty.

For students experiencing trauma or grief as a result of COVID-19, faculty have been advised to be compassionate and flexible with those who are directly or indirectly affected by this crisis. The College has and will continue to communicate to students via email to urge them to express their concerns freely with their instructor, adviser or department chair.

Regarding examinations, for professors teaching remotely who wish to have a traditional in-person proctored examination, space will be made available on-campus. Professors teaching remotely will also be encouraged to consider alternative assessments that are not traditional examinations, including but not limited to projects, research papers, take-home critical thinking assignments and oral examinations.

The Office of Academic Tutoring, Development and Student Accessibility Services

The Office of Academic Tutoring, Development and Student Accessibility Services will provide accommodative services to the SJC learning community throughout the fall, both virtually and in-person, as possible. For students requiring accommodations who are taking courses remotely (or whose courses shift from on-ground to remote during the semester due to COVID-19), they will have access to the same range of established services that support the College's fully online programs. Students who require additional assistance will be encouraged to communicate with the Office of Academic Tutoring, Development and Student Accessibility Services.

For all students, a variety of academic resources, including tutoring, will be provided on-campus and online for the fall semester.

These measures will enable the College to continue to deliver a robust, substantive, high-impact education that minimizes the number of students on campus at any given time while ensuring that course delivery can continue regardless of public health circumstances during the fall.

INFORMATION TECHNOLOGY

The Office of Information Technology at St. Joseph's College will assist the SJC community in navigating the technological interplay between remote and hybrid modalities, while supporting all campus stakeholders in the delivery of the academic and co-curricular experience.

Students currently in possession of a College-owned laptop from the spring semester are expected to return the laptop at the end of the summer term. Students requiring the continued use of College-owned devices will need to renew for the fall term. Any students who require a laptop to perform remote/hybrid coursework that cannot afford one must complete an application process and will be required to get approval from their academic dean.

For students who lack reliable internet access to complete remote/hybrid coursework, internet service providers/cell/wireless and telecom companies are offering hotspots, increased broadband and unlimited data. If there is a need for further assistance, students should contact their individual faculty members or adviser to discuss arrangements. The College is working to be flexible and provide support for students in all of these areas.

For courses being held on remote platforms, or if students need assistance in preparing for remote learning, the [Carry On Learning](#) site has resources, links and documents to help them adapt to and thrive in remote learning environments for the fall semester.

In this most unusual of semesters, the College wants to onboard incoming freshmen and transfer students as easily as possible. To accomplish this, there are a number of online resources available to streamline access to online resources. New students are welcome to view our information on available services and how to login on our [Get Connected](#) page. New freshmen can access information on how to access Canvas, the College's learning management system on the [Carry on Learning](#) site.

LIBRARIES

The [Callahan](#) (SJC Long Island) and [McEntegart](#) (SJC Brooklyn) libraries are closed for the summer, but are expected to reopen for the fall 2020 semester. At that time, capacity may be limited by New York state guidelines — more information will be released before the semester begins.

Reference librarians are staffing the [chat box](#) Monday through Friday to answer questions and make recommendations for students and faculty. The schedule is available on the [Library Calendar](#).

For students and faculty who still have library materials from last semester, they should hold on to all materials until an announcement is made indicating when they will be accepted. The due date is now Oct. 1, 2020, and will be extended if necessary. Overdue fines have been waived. For interlibrary loans, journal articles may be requested and will be emailed to SJC email accounts.

STUDENT LIFE AND SUPPORT SERVICES

Though COVID-19 impedes the ability of the College community to gather, socialize and partake in the important social opportunities that are a cornerstone of the college experience, the Office of Student Involvement, Leadership and Intercultural Engagement will create a robust and compelling slate of programming, virtual and in-person, with limited capacity for the fall semester.

Orientation

Orientation for all new students will occur in an exciting new virtual format on Monday, Aug. 31. We will host an interactive orientation event, followed by campus-specific breakout sessions. In addition, students will have the opportunity to join their fellow freshmen on select days during the course of the same week. In recognition of the unique circumstances we face this fall, the orientation fee normally charged to students will be waived for the fall 2020 semester. However, our incoming students will receive the same programming, information sessions and giveaways that their peers have received.

As mentioned above, all students will be required to wear a mask/face covering in classrooms, public areas and common spaces on campus this semester. Wearing a mask or face covering offers a measure of protection for yourself and

others. Please note that masks or face coverings may not include demeaning or derogatory logos, profanity, racist or sexist wording or designs, offensive script, promotion of wrongful drug abuse or offensive imagery. The mask should fit snugly but comfortably against the side of the face and must be worn covering the nose and mouth. The mask should allow for breathing without restriction.

The Office of Student Involvement, Leadership and Intercultural Engagement

The Office of Student Involvement, Leadership and Intercultural Engagement will collaborate with student government, student athletes and other student leaders to create an awareness campaign to assist with promoting our new PPE guidelines and protective measures on campus. From this, we aim to create a culture of compassion and compliance in order to secure “buy in” from the student body, keeping the College community as safe as possible throughout the duration of this pandemic.

Once the campaign has been created, student government, student senate, SAAC and the First Year Experience (FYE) program will disseminate this information to all students, and a range of communication platforms, such as email, social media, digital signage, posters and SJC Engage, will be utilized to further promote the message.

In the event that students do not comply with social distancing measures or mandatory mask/face covering policies, staff will intervene and involve security if and as needed. Students violating policy will be subject to the Student Conduct process.

All campus events will be restricted to a maximum of 50 persons in the largest spaces and scaled down accordingly, commensurate with the size of the space. Room requests will be carefully scrutinized and assigned appropriately, as per social distancing guidelines and the type of event. This will be accomplished by collaborating with facilities to reduce seating, spacing seats accordingly, and using markers to indicate space for social distancing. There will be adequate time in between events for facilities to clean and disinfect spaces.

Decisions regarding trips and off-campus events will be handled on a case by case basis as the semester progresses.

Counseling, Wellness and Support Services

The Office of Counseling and Wellness Services will offer a wide range of support services to students for the fall 2020 semester via remote modalities, similar to its offerings this past spring. The Office of Counseling and Wellness Services will also utilize a variety of other channels to remain in constant communication with students, including, but not limited to, the SJC website, MYSJC Portal, weekly e-newsletters and social media. Through these channels, the Office of Counseling and Wellness Services will continue to alert students to common mental health risks and the challenges they may face during this pandemic.

For the fall 2020 semester, information will be targeted to promote awareness on counseling services available for COVID-related anxiety issues and bereavement. If needed, a bereavement support group (via remote video platform) will be created to serve the College community. Special considerations have been given for both bereavement counseling and an overall increase in counseling needs due to anxiety from COVID-19. The College plans to continue to offer a range of services to meet the diverse needs of its students, and students will be referred to additional counseling and support services, if and as needed.

The College's staff are trained in providing trauma-informed care, and students here are screened as part of the intake process. Cross collaboration with counselors on both campuses will be utilized to ensure that students will have access to the services they need should an emergency arise and, at the start of each year, all therapists are provided with training and guidance relevant to current trends.

The Office of Counseling and Wellness Services will continue its educational programming, with an eye toward students returning to campus with various mental health needs related to COVID-19 (e.g., added financial stress, abusive home environments exacerbated by remote learning, isolation, depression, etc.), reaching out through regular e-newsletters and social media posts to provide them with options for group therapy, psycho-education and other services as they are developed.

The Office of Career Preparation and Professional Development

The Office of Career Preparation and Professional Development will continue to offer services without requiring students to come to campus.

The Student Involvement team is busy planning a slate of programs and activities that can still be offered on-campus and in a remote capacity. When on-ground and in-person, group activities will be planned to ensure proper social distancing guidelines are met, and face coverings will be mandatory. Remote offerings expand the range of options that can be provided to students; the College looks to find ways to collaborate across both campuses to offer bigger and better programs.

Student Clubs and Organizations

Student clubs and organizations are encouraged to meet remotely until further notice, and the Office of Student Involvement, Leadership and Intercultural Engagement is ready to assist all student organizations in setting up meetings via Google Hangouts and/or Zoom.

Use of Common Spaces

While the College's course schedule has been designed to limit a student's time on campus, we recognize there may be times when a student has a break between classes. Students are encouraged to utilize outdoor space on campus in these situations.

SJC Brooklyn's indoor lounge spaces that will remain open include Tuohy Hall's Bear Cave and the McEntegart Hall Cafeteria, as well as the outdoor courtyard of St. Angela Hall. At SJC Long Island, the cafeteria and Student Life Hospitality Lounge will remain open.

Students visiting these spaces are reminded that social distancing protocols are mandatory and must be adhered to. Signage will be posted throughout both campuses and masks must be worn at all times. Students in violation of these policies will be subject to disciplinary action under the College's Code of Conduct policy.

Appointments must be made with a person/office before a visitor will be allowed onto campus. Before coming to campus, visitors will need to complete a visitor health questionnaire, and upon arrival on campus, they will have their temperature checked. Campus visitors must adhere to all health and safety measures in place throughout the College and its affiliate locations. Visitors caught violating these measures will be asked to depart campus immediately.

Students will be able to park on campus for the fall semester. Parking passes in Brooklyn are on a first-come, first-serve basis. There will not be a parking fee for the fall 2020 semester.

Dining

The Nest Cafeteria and Perch Café at SJC Long Island and Evodio's Place at SJC Brooklyn will be open for dining services to students, faculty and staff for the fall 2020 semester. All service will be grab-and-go and students must order their food ahead of time. Device Apps will be enabled by the start of the fall semester to facilitate this for students, faculty and staff.

Residence Life/EHS Housing

The Residence Hall at the St. George Towers, located at 55 Clark St. in Brooklyn, will be open for occupancy for SJC Brooklyn students this fall. All students wishing to reside in the residence hall are required to complete a housing application. It is important to note that roommates will be considered a "family unit" and are expected to behave in ways that protect each other's health.

No visitors will be allowed in the dorms this semester. Students who wish to have their parents and family members visit should contact the Office of Residential Life to schedule.

Students must perform daily health screenings that include a temperature check in advance of their arrival. However, the College will also be conducting its own health screening, including a temperature check of every student during move-in day. Additionally, students will be required to participate in daily symptom monitoring on campus.

Move-in dates will be scheduled in order to provide ample time for students to adjust to living within the residence halls, as well as to allow for proper social

distancing during check-in. Check-in times will be from 10 a.m.-5 p.m. There will be a limit of two people to assist students with moving in, and each individual entering the facility will be required to complete the mandatory [visitor health questionnaire](#).

There will be a phased move-in process beginning with students entering from other countries/states to allow for SARS-CoV-2 testing, in addition to a 14-day quarantine period. All resident students, whether reporting early or not, should expect to undergo SARS-CoV-2 testing and a health screening. Information regarding reporting dates and testing procedures will be sent to all residence students.

For students who currently reside in states listed on [New York State's Travel Advisory quarantine](#) list or outside of the U.S. and for new students attending orientation, the move-in date is Aug. 19. For students not attending Orientation, the move-in date is Aug. 26. Students returning from states with high rates of infection and all international students will need to quarantine for 14 days as per New York state regulations. Even if a test shows no infection, the 14-day requirement is still in place.

For students who do not reside in a state on the New York State Travel Advisory list, the move-in date for new students attending orientation is Aug. 29. For these students not attending orientation, the move-in day is Sept. 5.

SJC students who intend to live in EHS housing are strongly encouraged to obtain a SARS-CoV-2 test at home no more than 7-10 days prior to arriving for their move-in date, to assess their own health and exposure to COVID-19. In most states, there is no cost for the test and it is currently being covered by all health insurance carriers. To find testing sites, students should visit the [NYC COVID-19 Testing Portal](#) and enter their ZIP code.

All international students will be subject to testing upon arrival to EHS housing. Students who arrive and have not received a test or who do not provide proof of testing within the allotted time period will be subject to testing on their date of arrival and will also be required to quarantine until test results are obtained.

Students who test positive before departing for campus must stay home until their personal physician certifies their readiness to join the St. Joseph's College

community. Students who test positive upon arrival will be required to quarantine in the allotted space within EHS for 14 days and submit to retesting after this time has elapsed. Personal belongings not needed for the quarantine period will be placed in the student's assigned room for the semester.

Students traveling for either breaks or personal reasons will be required to submit this information to the residence hall director. Students will be informed that depending where they travel to, they may be subjected to testing and quarantine before being allowed to return to their rooms. Several quarantine spaces have been set aside in the dormitory to facilitate this.

In the event that a student tests positive for COVID-19, either in the initial check-in period or during the semester, the College has set aside 25% of our maximum bed space for isolation and emergency purposes. Local students who become ill will be sent home if it is safe to do so. The residence hall director along with the resident assistants will all be trained to assist students in isolation and arrange for food delivery, medication, toiletries, laundry and other items. At the conclusion of isolation, proof of negative SARS-CoV-2 testing will be required before a student can move back in with a roommate.

If a student's roommate has close proximate contact or exposure to someone with COVID-19, they will be required to inform the residence hall director, who will arrange for isolation and a test to be done at MedRite Urgent Care Center. The student would need to remain in isolation until the results are received. In most situations, per New York state guidelines, a student would be placed on medical leave and required to go home for recovery if tested positive. In cases where a student cannot leave campus (e.g., international students), the student would remain in the quarantine room.

We take the health and well-being of our residents very seriously and have formed a partnership with MedRite Urgent Care. If students become ill during normal business hours, they will be directed to visit the clinic. If they become ill overnight or require emergency medical attention, they will be taken to Methodist Hospital.

- MedRite Urgent Care: 504 Myrtle Ave., Brooklyn, NY 11205
- Methodist Hospital: 506 6th St., Brooklyn, NY 11215

As part of our commitment to student health, we require that all students living in housing have medical insurance that is accepted in New York state. If students do not currently have medical insurance, they may apply for insurance coverage through New York State Insurance Marketplace at nystateofhealth.ny.gov.

To prevent the spread of COVID-19, EHS has been continuously cleaning all common areas and areas with hot spots or touchpoints (elevators, doors, lobby area, security desks, etc.). Kitchen areas are being cleaned three times per day. Students will receive guidance (e.g., education at orientation and laminated flyers for rooms) for regular cleaning of private bathrooms and common spaces in rooms.

In addition to this, common space furniture has been reconfigured to allow for social distancing. No more than 2-3 people are allowed to share an elevator, and the use of stairs is strongly encouraged. Shared kitchen space will have reduced hours (8-11 a.m., noon-3 p.m. and 5-8 p.m.) to ensure appropriate cleaning; there is a three-person maximum allowed in the kitchen area at any one time and those individuals must remain six feet apart. Social distancing policies will also be in effect in communal laundry spaces, and students will be encouraged to send their laundry out if possible.

Residents should bring their own face masks/coverings and wear them when outside of their rooms to stay in compliance with New York state guidelines. This includes hallways, elevators, entrances and all common areas within the residence.

As stated earlier, resident assistants and staff will undergo detailed health and safety training before the start of the semester. Staff meetings and floor meetings will take place virtually as much as possible to avoid unnecessary exposure. An auxiliary office will also be set up in the event that staff will not be able to come to campus to manage daily operations. Materials will be provided to resident students and staff about counseling services and how to manage and cope should positive COVID-19 cases emerge at residential facilities.

Athletics

Athletic competition for the fall semester has been canceled. Fall teams will be able to begin practice in small groups after completing NCAA resocialization protocols. Student-athletes will return to campus on Sept. 9.

A decision on winter sports will be made in early September. A decision about spring sports will be made prior to the start of the spring semester. Limited fall skill workouts and conditioning for spring sports will be permitted following established NCAA resocialization guidelines. All decisions will adhere to Department of Health/New York state guidelines, as they pertain to COVID-19.

For the fall semester, a four-phased return to sports activity will be adopted:

- Phase 1: Student-athletes are required to self-monitor and limit risks to exposure from their homes 10 days prior to returning to campus.
- Phase 2: Workout/practice groups will be limited to eight people (including coaches), social distancing will be adhered to, masks/face coverings will be worn when social distancing cannot be maintained, equipment will not be shared among players, and training sessions will focus on individual skill work and conditioning.
- Phase 3: Workout/practice groups may increase in size, social distancing will be adhered to, equipment may be shared among team members, and training sessions will include organized group activities. Masks/face coverings will be worn based on current New York state and SJC guidelines when social distancing cannot be maintained.
- Phase 4 (which we may not fully enter during the fall semester): Allows for larger workout/practice groups, shared use of equipment, organized group activities and competition. Athletic training staff will work with coaches and student-athletes to enact enhanced personal hygiene and equipment cleaning practices.

Please note that small group and individual meetings will take place online or outdoors during Phases 2 and 3. Meetings will comply with campus guidelines if and when indoor meetings begin during Phase 4.

At this time, practice and competition rules will remain the same for all sports.

Even though teams are not competing, St. Joseph's College is working with the NCAA and the Skyline Conference on guidelines that will assist us in planning for each team during the fall semester. Our goal is to provide practice opportunities for all fall sports, as well as activities for winter and spring sports during the fall nontraditional segment in keeping with New York state guidelines.

Fields, courts and locker rooms will be reopened to students in keeping with New York state guidelines, starting with outdoor spaces, followed by large indoor spaces and then locker rooms. Not all athletic spaces will be operational upon return to campus, and for many of these spaces, new protocols will be in place, including but not limited to, scheduling-based use, cleaning requirements and capacity limitations.

For student-led workouts and optional practices, the College is required to follow New York state guidelines for gathering, including social distancing, group size and limitations on contact sports. For groups who want to recreate under these guidelines, the Department of Athletics will assist in scheduling these spaces, if and when possible. Supervision will be required at any such gathering. We are working to facilitate outdoor training areas for student-athletes. When indoor activities are permitted and practical, students may use the facility in small, scheduled training groups.

Student-athletes will have limited access to athletic training services. All visits will require an appointment, and overall volume will be kept to a minimum. Social distancing, face coverings and hand-washing requirements will be strictly enforced.

For medical clearance paperwork and screening/baseline requirements as it pertains to sports medicine, incoming first-year and transfer students will receive an email detailing the requirements. Returning student-athletes will also be sent a reminder regarding athletic injury/surgical clearances, as well as information pertaining to banned substance waivers. All athletes received information regarding the current clearance requirements for diagnosed/assumed cases of COVID-19 with regards to athletic participation. Depending on the severity of symptoms, some clearances may require specific cardiac screening that should

be performed prior to arriving on campus. Additional requests for completing online forms, baseline screening and education will be sent before the start of classes. Whenever possible, screening appointments will be conducted remotely.

It is recommended that in the early phases of resocialization of athletics, individuals with underlying medical conditions should refrain from participating. In later phases of athletic reopening, these individuals may participate, but should practice social distancing and minimize exposure to settings where such distancing is not practical. The presence of underlying medical conditions will require documentation from the medical specialist treating the individual. Final participation clearances are at the discretion of the head team physician in conjunction with SJC sports medicine staff.

Teams will not be allowed to travel off-campus to practice. If student-athletes elect to take a semester or the whole year off, their standing on the team will be unaffected; student-athletes need to make the best decision for themselves and their families. With the decision to suspend athletic competition for the fall coupled with the DIII Administrative Committee's approval of blanket waivers for participation, fall-sport student-athletes will not be charged with a season of participation, even if the team conducts small group skill instruction or practice. Additionally, student-athletes will receive a two-semester extension of eligibility, provided they were otherwise eligible for competition during the 2020-21 academic year. Winter- and spring-sport student-athletes are also eligible for this waiver, but only if their team completes 50% or less of the sport's maximum contests.

SJC ADMISSIONS

At this time, admissions is primarily hosting virtual events, appointments and tours for prospective freshman, transfer, adult and graduate students. In August, admissions will host students on campus in a limited capacity in compliance with the New York State Department of Health guidelines and in keeping with the guidelines of the SJC reopening plan. As we plan to welcome visitors to our campuses, our priority will be the safety of the SJC community and our visitors.

Virtual meetings with admissions counselors and virtual tours will be available throughout the fall and can be booked by phone or online. A slate of virtual events across all of the College's offerings (undergraduate, graduate and online) is being developed and can be accessed on the College's website.

The College has made arrangements for new international students to take fully online classes from their home country for the fall 2020 semester in the event that they are unable to secure their F1 visa or unable to travel to the United States for the start of the fall semester. This will allow students to make progress toward their degree and hopefully join their campus-based cohort in January for the start of the spring 2021 semester, albeit with some program limitations. If beginning with online courses is not a possibility for students, they may defer enrollment to the spring 2021 term.

Given the extreme circumstances faced by high school students who, unexpectedly and quickly, had to pivot to virtual instruction in the spring of 2020, St. Joseph's College has recalibrated our admissions screening process to allow for greater flexibility for students applying for entry in fall 2021. Taken into account has been the fact that spring 2020 New York State Regents exams were canceled.

In recognition of the impact of COVID-19 on students and their families, the College will operate under a test-optional policy for admission to the 2021-2022 academic year. Applicants to the spring 2021 semester may also apply without test scores, as needed.

For students who choose to apply without scores, the admissions committee will rely more heavily on other factors, such as GPA, rigor of the curriculum, recommendations and personal essays. Other factors that may also be considered include contributions to school and community through activities and service. Interviews are also welcomed and can help the admissions committee get to know applicants.

If students were able to take an ACT or SAT, and the results represent an individual's candidacy well and will increase opportunities for admission or scholarship, they will be encouraged to submit scores. Only students who submit scores will be considered for the College's presidential level scholarship.

For transfer students, whose transcripts will reflect variations in grading such as Pass/No credit, sensitivity and flexibility will be employed when determining acceptance and transfer credits. SJC will continue to utilize a multi-factor, holistic review process in assessing a candidate's fit with the institution and ability to be academically successful.

Communication with prospective students, school counselors and transfer advisers will take place starting summer 2020 and will be ongoing.

Communication mechanisms will include email, texts, mail, interviews (in person or virtual) and the SJCNY website.

For students who wish to defer enrollment, tuition deposits may be deferred for up to one year. Housing deposits may also be deferred for up to one year or transferred to tuition in extenuating circumstances.

SJC EMPLOYEE RETURN-TO-WORK POLICIES

As part of the College's Phase II reopening, all employees are required to complete a daily health screening before reporting to campus or any of our off-site administrative offices and will be asked to sign into the HR portal and fill out a [Health Questionnaire](#) each day to document that they have answered the questions being asked. There will be simple check boxes, which cover these required questions.

Employees will be expected to self-certify their ability to safely work on-site by indicating they are free of COVID-19 related symptoms each day. These symptoms include, but are not limited to, one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever in excess of 100 degrees
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

All employees are required to positively affirm that they have not:

- Been in close 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.
- Tested positive for COVID-19 in the past 14 days.
- Experienced any COVID-19 symptoms in the last 14 days.

Individuals with certain conditions may have a higher risk for COVID-19 infection. Any individual who is immunocompromised or has concerns about returning to working onsite due to a condition that places them in a higher risk group should contact their supervisor and the Office of Human Resources. Additionally, employees with other concerns about returning to working onsite, such as cohabitating with a high-risk individual, have been advised to contact the Office of Human Resources. The Office of Human Resources will make the final determination on these matters, but input from unit managers and/or the executive deans will be an important factor in any decisions.

Additional COVID-19 requirements include, but are not limited to:

- If an employee has COVID-19 symptoms and either tests positive for COVID-19 or did not receive a test, the individual should not report to work and may only return after completing at least 14 days of self-quarantine.
- If an employee does not have COVID-19 symptoms, but tests positive for COVID-19, the individual should not report to work and may only return to work after completing at least 14 days of self-quarantine.
- If an employee has had close contact with a person with COVID-19 and is symptomatic, the individual should follow the above protocol for a positive case. Even if symptoms are deemed not related to COVID-19, the individual must complete a 14-day self-quarantine after the contact.
- If an employee has had close contact with a person with COVID-19 and is not symptomatic, the individual must complete a 14-day self-quarantine.
- In all such instances, the employee should report this to their supervisor and the Office of Human Resources.
- If an employee develops symptoms, has been exposed to someone with COVID-19 or tests positive for the virus and has been on-site, they will be asked to provide us with information regarding who they have been in close contact with at SJC. Close contact is defined as within six feet for a period of 10 minutes or more.
- The College reserves the right to require an employee covered by any of the aforementioned items to provide, where practicable, certification of negative results.

St. Joseph's College will limit the number of people on campus and at its off-site facilities to meet social distancing requirements. Increasing the number of employees returning to campus will be both controlled and coordinated to mitigate potential risks and ensure the safety of all faculty and staff. Faculty and staff will be required to practice social distancing at all times while on College premises. This means that all persons should remain at least six feet apart, both inside and outside of buildings, and masks and face coverings will be mandatory.

On-site staffing will be limited to a maximum of 50% occupancy in each building/office area, and tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, the occupancy of the space must not exceed 50% normal capacity.

Exceptions may be allowed to the maximum occupancy level, based on demonstrated need for relief, public health or public safety considerations, or where strict compliance may interfere with the continued delivery of critical services.

Employees, in consultation with their unit managers, will alternate on-site working days/hours within each area to limit occupancy to 50% or less. Faculty and staff members will stagger start/end times and breaks to minimize hallway movement. Common areas, such as breakrooms, copy rooms and restrooms, are limited to one individual at a time.

Larger meetings will continue to occur via Zoom video conferencing and conference rooms should not be utilized for larger gatherings. Physical contact with coworkers should be avoided. This includes handshake greetings or any other type of touching.

External visitors will be limited and all visitors will be asked to complete a mandatory health screening before arriving on campus. If an external guest is on campus, they will be expected to adhere to all social distancing guidelines at all times. Groups should not exceed more than 10 people. Signage regarding social distancing will be posted prominently in all College buildings and sites.

All travel for College business has been suspended for the academic year, unless approved in writing by the College president and chief financial officer.

CLEANING, DISINFECTION AND OPERATIONS

To protect all students, faculty and staff, the College will ensure access to handwashing facilities on site, including soap and running water, and will encourage frequent hand washing. Alcohol-based hand sanitizers with at least 60% alcohol will also be placed at all College entry points. The College will supply face coverings at no cost to all employees. Employees should avoid using any shared office supplies or supplies belonging to others. High touch areas, such as workstations, equipment, screens and doorknobs, will be sanitized by maintenance throughout the day, every day.

Cleaning supplies will be furnished in common areas. Employees are asked to frequently wipe down high-touch areas and equipment. If a student, faculty member, or employee who is diagnosed with COVID-19 has been on campus, the areas they were in will be shut down and thoroughly disinfected by facilities management before re-opening.

Bathrooms will be regularly cleaned and disinfected, and will be cleaned more frequently in high-traffic areas.

The College will conduct frequent cleanings and disinfection of facilities (at least daily and more frequently, if feasible). Cleaning logs will be kept indicating date, time, specific scope of cleaning and disinfection. The cleaning and disinfection frequency for each area will be established and responsibility assigned to facilities personnel in these logs. In heavy transit areas, high-touch surfaces will be frequently disinfected.

All contractors and service personnel are subject to College visitor protocols and will be required to complete the visitor health questionnaire prior to arrival on campus, and will have to sign in and have their temperatures checked.

Facilities supervisors and personnel have received training on how to sanitize rooms and areas in which a student, staff or faculty member potentially exposed to COVID-19 has previously occupied and on what products to use to accomplish these tasks.

The supply of outside air in all College buildings has been increased and maintenance teams will change air filters more frequently. All air filters on both campuses have been upgraded to MERV-13 grade equipment in keeping with state and federal recommendations. The water systems of all buildings have been flushed prior to opening and will continue to be flushed weekly, throughout the semester.

DE-DENSIFICATION AND CLOSURES

The College will continue to comply with state and local public health guidelines and work with local health departments to monitor the ongoing public health situation. In the event of a surge in cases that necessitates the return to earlier phases of New York state's reopening plan, the College will work to de-densify its campuses in accordance with state and local guidelines and shift academic course delivery to remote and virtual modalities, as it successfully did during the spring 2020 semester.

Some of these metrics include, but are not limited to:

- Mandate from New York state and/or local health departments to shut down in-person classes and transition to remote and virtual modalities.
- Health conditions on campus.
- Consideration of local public school closures.
- Local hospitals reaching full capacity.
- Doubling in number of cases over a 3-5 day period.
- Exceeding capacity for quarantine/isolation spaces.

For the EHS residential space, the College will utilize the same metrics used for the College as a whole, as well as guidance from EHS to determine if and when it is necessary to shut down the dormitory. Should the dormitory need to close, students will be advised to vacate immediately and have 72 hours to clear out for those that live within the United States. International students will have one week to move out of the dormitory. All dormitory students have been advised to bring limited belongings in the event of an unforeseen shutdown.

Once these decisions have been made, College buildings will be shut down. Only critical personnel responsible for essential business operations will be allowed on campus.

COMMUNICATIONS

If positive cases should emerge on either campus, our New York State Department of Health-designated College representatives will collaborate with and seek guidance from local health authorities and their contact tracers to determine if and when to notify the SJC community and its campus visitors, as deemed necessary and appropriate.

The College will also communicate all measures being taken to clean, disinfect and safely secure any contaminated physical locations before re-opening those spaces to the SJC community in a timely and appropriate manner.

In the event that St. Joseph's College needs to shut down one or both of its campuses due to any of the above mentioned reasons, we will alert the SJC community by using our RAVE emergency notification system and by posting notifications of the transition to remote and virtual modalities across all college communication channels, including, but not limited to, email communications, the SJCNY website, MYSJC Portal and relevant SJC social media platforms.



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SJC BROOKLYN

245 Clinton Avenue
Brooklyn, NY 11205

SJC LONG ISLAND

155 W. Roe Blvd.
Patchogue, NY 11772

sjcny.edu