



The NYCC Reopening Safety Plan

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New York Chiropractic College
2360 State Rte. 89
Seneca Falls, New York 13148
President: Dr. Michael Mestan, D.C., Ed.D.
mmestan@nycc.edu

About New York Chiropractic College:

Founded in 1919, New York Chiropractic College in Seneca Falls, N.Y., is a private, not-for-profit, graduate-level college recognized as a leading institution for the education and training of healthcare professionals. The College's graduate programs in areas such as chiropractic, nutrition and human anatomy & physiology instruction are rooted in NYCC's commitment to academic excellence, leadership and professional best practices. As well, NYCC manages several health centers (in Seneca Falls, Depew and Levittown, NY) that serve their areas' public and provide the clinical and educational environments in which student clerks receive guided practical experience.

In Fall 2019, NYCC enrolled 810 students (with 582 students in face-to-face classes, and including those enrolled in multiple, concurrent programs) who study on a trimester schedule with cohorts beginning in September, January and May. The College's healthcare degree programs include: Doctor of Chiropractic, Master of Science in Applied Clinical Nutrition (*online*), Master of Science in Clinical Anatomy (*residency program*), Master of Science in Diagnostic Imaging (*residency program*), Master of Science in Human Anatomy and Physiology Instruction (*online*) and Bachelor of Professional Studies.

NYCC Spring 2020 Response to COVID-19 Pandemic:

Beginning in mid-March, NYCC prepared for a COVID-19 surge in the Finger Lakes region by making a number of adjustments:

- NYCC converted fully to online and remote course delivery for the remainder of the Winter trimester and the beginning of the Spring term.
- Direct clinical care experiences for eighth, ninth and tenth trimester students were suspended.

- Chiropractic students were given “incomplete” grades for Winter trimester clinical and hands-on coursework that could not be completed.
- Operations at College-run health clinics in Depew, Levittown, and Seneca Falls, N.Y. were suspended.
- By the middle of June, as permitted by State guidelines and orders, student clerks began to return to their clinical assignments and resume experiential learning and providing emergency patient care.

The below represents the action plan for New York Chiropractic College upon initial reopening authorization. As federal, state and local guidelines on safety matters such as distancing and hygiene evolve, so too will the specifics and actions outlined in this plan.

These guidelines will be reassessed in October 2020 for January 2021 moving forward.

NOTE: NYCC is committed to acting in compliance with the requirements of current Americans with Disabilities Act regulations. If there are any questions or concerns, please contact pthompson@nycc.edu. Additional accessibility resources and assistance are available at ada.gov.

ACADEMICS

- **Accreditation:** All academic programs have and will continue to meet mandated requirements from the College and programs’ accrediting bodies, including maintaining rigorous academic schedules.
- **Remote Education Delivery:** All Spring 2020 and Fall 2020 lecture-based coursework is being delivered via online and remote means, such as Zoom, GoToMeeting, and pre-recorded video. There are no in-person live lectures being delivered at NYCC in the Spring or Fall terms.
- **Learning and Support Activities:** All learning and support activities, including advising and counseling, will be encouraged to be conducted via online or remote means, as appropriate.
- **In-person Education Delivery:**
 - In-person learning for the remainder of 2020 will include:
 - Experiential learning (e.g. chiropractic technique and physical examination skills training, conducting hands-on laboratory work and research, etc.).
 - Clinical education (e.g. hands-on direct patient care and contact).
 - In-person classroom and coursework adjustments to support of student, faculty and staff safety:
 - Schedules will be created with density reduction in mind, fostering minimal direct contact with as few individuals as possible.

- Students will be assigned dedicated partners and cohorts, limiting direct in-class contact to only the same limited number of individuals.
- Alternate learning spaces have been created, using large open areas as new, physically-distanced technique labs in order to promote physical distancing and density reduction.
- Other details to limit density, increase hygiene, engage in health screening and tracing, and community are outlined in the full NYCC Reopen Safety Plan (see below).

DISTANCING and DENSITY CONTROL

OPERATIONS

- **Hours of Operation:** The days and hours of operation for the Seneca Falls campus's academic offerings will be extended to include early start times and later closing times, Monday-Saturday. These extended times will be used to schedule hands-on laboratory courses with limited on-campus population. Full-time employees will continue to work a 35-hour week, remotely or on campus, as appropriate.
- **Remote Work:** All employees who are able to work remotely should continue to do so whenever possible, with each division head providing a recommendation to Senior Staff. Human resources will provide remote work guidelines and best practices.
- **Shift Adjustments:** On-site attendance of any employees who cannot work remotely will be staggered to reduce the number of people in the College's facilities at the same time. Tools such as flex scheduling, staggered start times, alternating days / hours attendance may be used.
- **Phased Repopulation:** The College will undertake a phased approach to repopulation of the College. In the first phase of reopening, only those students identified as necessary by their program dean and no more than 30% of the workforce should be present on campus at any time. On-site population will gradually increase, in accordance with state and local guidelines, until full repopulation is achieved. Employees and students should come to campus only if their work requires on-site attendance and cannot be completed remotely.
- **Travel Restrictions:** Non-essential work-related travel is not permitted. Work-related travel that is essential to the operations of the institution may be permitted with approval from a supervisor or division head. Personal travel is discouraged. After travel, employees and students may be asked to work or study from home as their position allows or, if remote work is not possible, take leave for 14 calendar days and monitor their health, returning to the College facilities if required to do so and if they are not exhibiting any symptoms of illness.

- **Vulnerable Populations:** The College will make reasonable accommodations to support vulnerable populations and allow for their safe participation in educational activities whenever possible. Potential tools used by the College for this purpose may include telecounseling, remote/online events, online lectures and coursework, “incomplete” grades to be completed at a later time, and supervisor-approved remote work when possible.
- **Compliance:** The College has appointed Dr. Todd Knudsen, vice president of Institutional Advancement and Special Projects, as Campus Safety Monitor. The Campus Safety Monitor’s responsibilities include continuous compliance with all aspects of this reopening plan. Anyone failing to comply with safety guidelines as set in this or subsequent plans may be denied access to or be asked to leave a College facility, or may face student judicial penalty or human resource actions.

DISTANCING - GENERAL

- **Masks / Face Coverings:** Masks/face coverings are required at all times when on College grounds or in facilities where others are present, including in shared offices and workspaces, classrooms, hallways, break rooms, conference rooms and other meeting locations. Personal face coverings may be used. Faculty may remove face coverings during lectures only if they can remain consistently 6 ft. from class members. The College will provide face coverings or additional personal protective equipment (as required for class participation or employment) at no cost, should individuals not be able to obtain their own. The College will maintain at least 1500 face coverings on campus to ensure that it always has a sufficient supply on hand for employees, students, and/or visitors. These face coverings will be stored through the Facilities Office.
- **Physical Distance:** All employees and students are required to consistently maintain at least 6 ft. physical distance from one another, unless core functions of work or learning activities require a shorter distance. Face coverings must be worn when required physical distance cannot be maintained.
- **Traffic Management:** Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance / exits, where possible. Signage will provide clear direction.
- **Tightly Confined Spaces:** Tightly confined spaces, such as storage closets, will be occupied by only one person at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.

DISTANCING - OFFICE & MEETING AREAS

- **Work Station Spacing:** All workspaces will be arranged so employees are able to maintain safe separation -- preferably the required minimum 6 ft. apart. Employees should limit or avoid (through remote work, staggered shifts etc.) being in a shared office space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary

separation, or furniture may be moved to create the required distance. If the required 6 ft. distance cannot be met, safety partitions between workspaces will be installed.

- **Shielding:** Partitions or barriers will be installed as needed in workspaces that include face-to-face customer service, such as the Information Desk, Bursar's Office, Registrar's Office, Financial Aid Office, and Mail Services.
- **Meeting Rooms:** Chairs and tables in any meeting room will be removed or arranged to support the minimum required 6 ft. physical distance. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space.
- **Occupancy:** Signage will be posted in all meeting rooms noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.

DISTANCING - LEARNING AREAS

- **Seating and Workstations:** Seating and workstations will be arranged to maintain at least the required 6 ft. minimum distance between students and faculty. Certain areas, such as technique stations, will maintain an even greater distance. This may include the potential removal of furniture. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space.
- **Shielding:** Partitions or barriers will be installed as needed in learning spaces that include face-to-face customer service, such as the Library check-out desk. Visual cues (ex. colored tape or decals on floors) will be added to help indicate minimum 6 ft. physical distancing spaces for queues.
- **Occupancy:** Occupancy of any learning space will be restricted to current best practices, and may include the potential shift of class and lab locations to alternate spaces (such as the dining hall or gymnasium) to allow for increased mandatory physical space between students and practice stations. Signage will be posted in all learning spaces noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
- **Personal Protective Equipment:** Appropriate PPE, including face masks, gloves, gowns and personal linens, are required for all employees and students conducting adjustive or hands-on procedures. Activities will be modified whenever possible to prevent skin-on-skin contact during classes.

DISTANCING - COMMON / SHARED AREAS

- **Seating and Workstations:** Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required 6 ft. minimum distance between individuals. This may include the removal of furniture. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space. In some instances, common areas may be closed for use and will be clearly marked as restricted.

- **Traffic Management:** Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance / exits, where possible.
- **Occupancy:** Occupancy of any common space is restricted to current best practices, and signage will be posted noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
- **Dining Hall:** All College dining halls and dining spaces are closed to general use until further notice. There will be no food service available on campus in Spring 2020.
- **Restrooms:** Restroom use must be based on the ability to maintain at least 6 feet distance between individuals. Smaller bathrooms with limited space will be marked with signage and occupied by only one individual at a time.
- **Elevators:** Only one person may use the elevator at a time, unless accommodations are needed to assist a person with a disability.

DISTANCING - RESIDENCE HALLS

- **Residency:** Occupancy of residence hall suites will be reduced to provide distancing for residents. Single residents will be assigned to two-room suites as the sole occupant. Five-bedroom suite occupancy levels will be reduced, with students assigned bedrooms as far apart as possible. New assignment requests for married campus housing will be considered on a case-by-case basis; current couples already assigned as married in campus housing will remain unchanged. Single-occupancy suites have been identified for those students who are immunocompromised or who identify underlying health conditions. Residents must clean and sanitize shared restrooms after each use.
- **Bathrooms:** Residence students will be assigned either a private or shared restroom. Personal items, such as personal hygiene supplies, may not be stored in shared restrooms.
- **Common areas:** Common area occupancy is reduced to 10 or fewer resident students at any one time. Non-resident students are not permitted in residence halls. Face coverings and physical distancing are required in all common areas.
- **Events:** In-person residence hall activities hosted by the Student Engagement/Residence Life staff are suspended and will be held in virtual format only.

DISTANCING - VISITORS and GATHERINGS

- **Visitors:** Campus visitors will be strictly limited to essential invited visitors only, and will be reviewed and approved on a case-by-case basis by the Campus Safety Monitor. Limited-contact pick-ups and deliveries of goods and materials must follow established College protocols. Individuals providing a service to the College (ex. delivery persons, contractors for essential functions) should enter through designated entrance / screening points only. The College will designate specific areas for pick-ups and deliveries, which will limit contact to the extent possible.
- **Gatherings:** In-person, on-site non-essential gatherings and events should not be held at this time.

- **Meetings:** Meetings will be held remotely using email, instant message, telephone or other available collaboration tools (e.g. Zoom, GoToMeeting, etc.). Essential in-person meetings that cannot be held remotely must be limited to no more than 10 attendees and attendees must maintain the required minimum 6 ft. physical distance.
- **Meals:** Dining halls are not available for general use. Employees are encouraged to take food back to their office area or eat outside, if reasonable. When eating, the required minimum 6 ft. of physical distance must be maintained.
- **Suggested phases and guidelines for resuming in-person gatherings:**

Gathering Guidelines	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
College status	Campus / Facilities Closed	NYS approval to begin limited re-opening process	Expansion of re-population if no negative impact	Second phase of expansion/re-population if no negative impact	Wide-spread vaccination available/full repopulation
In-person meetings/events	No	Yes, when essential; 10 attendees max	Yes, when essential; 25 attendees max	Yes, when essential; 50 attendees max	Yes
Physical Distancing	N/A	At least 6 feet	At least 6 feet	At least 6 feet	No
Physical Contact	No	No	No	Limited	Yes
Personal Protective Equipment	Yes	Yes	Yes	Yes	No
Food Permitted	No	No	No	Limited, assessed on case-by-case basis	Yes
Campus open to community for events	No	No	No	Yes, 50 attendees max	Yes

HYGIENE and SANITIZATION

HYGIENE - GENERAL FACILITIES

- **Supplies for On-Site Use:** Cleaning supplies, including sanitizing spray and disposable towels, will be provided by the College for on-site use in offices, classrooms, labs, learning spaces, shared areas, and residence hall common spaces. The College will provide receptacles around the institution for disposal of soiled items, including paper towels and PPE.
- **Daily Cleaning:** Cleaning staff will clean and sanitize College facilities, using antibacterial and sanitizing cleaning supplies and UV lighting sanitation equipment.
 - On any day a campus facility is in use, cleaning staff will:
 - Clean and sanitize utilized learning spaces, offices and common areas, to include vacuuming, trash removal, bathroom cleaning and restocking, dust mopping and cleaning of hard-surface floors and disinfection of desk tops, door hardware, handrails, drinking fountains, elevators, bathroom fixtures and common area furnishings. Common areas (such as bathrooms) will be given special focus for cleaning and disinfection.
 - All cleaning staff will be provided with appropriate PPE.
- **Logs:** Logs of the date, time, responsible personnel, location and scope of cleaning will be maintained by cleaning staff and kept in the Facilities main office.

HYGIENE - PPE PROTOCOLS

- **Use and Care:** Face coverings, gloves, and other PPE will be required as detailed above (see DISTANCING – GENERAL). Face coverings and other personal protective equipment must be cleaned or replaced after use or when damaged or soiled. PPE may not be shared, and should be properly stored or discarded when use is complete. Cloth face coverings should be cleaned on a daily basis. Single-use face coverings should be discarded each day.
- **Education:** Employees must complete the WHO's online training (<https://openwho.org/courses/IPC-PPE-EN>) on how to adequately put on, take off, clean (as applicable) and discard PPE.

HYGIENE - OFFICE and COMMON AREAS

- **Personal Hygiene:** All members of the NYCC community should follow best practices for personal hygiene to prevent illness, as established by the CDC (e.g. covering coughs and sneezes, washing hands for at least 20 seconds with warm water and soap, etc.). Students and employees should wash and/or sanitize their hands regularly, particularly after coming into contact with shared surfaces or items, or another individual.

- **Hand Sanitizer:** Dispensers containing hand sanitizer with a minimum of 70% isopropanol alcohol are available at designated entrances and high-traffic areas. Signage will be posted near dispensers noting that visibly soiled hands should be washed with soap and water, and that alcohol-based hand sanitizers can be flammable.
- **Shared Work Spaces:** Employees will frequently sanitize commonly-used high-touch office areas and tools such as light switches, cabinet pulls, photocopiers, and doorknobs.
- **Personal Work Spaces:** Community members will sanitize their workspaces throughout the day, including keyboards, computer mouse, desk areas, and frequently used office tools like telephones, staplers, pens and pencils.
- **Shared Materials:** Shared materials such as print collateral, magazines, and common pens will be removed from common areas. Necessary shared physical materials should be sanitized frequently.

HYGIENE - LEARNING AREAS

- **Surface Cleaning:** Tabletops, desks, chairs and other hard surfaces must be sanitized by students after use; instructors must sanitize the instructor station and tools. Supplies, including sanitizing spray and disposable towels, will be provided by the College.
- **Chiropractic Table Cleaning:** Students must sanitize each chiropractic table after use and prior to leaving the classroom. Cleaning supplies, including sanitizing spray and disposable towels, will be provided by the College.
- **Class Linens:** Students acting in class as patients must provide their own clean and unused bed sheet for each class.
- **Daily Cleaning:** Cleaning staff will regularly clean and sanitize utilized learning spaces, to include vacuuming, trash removal, dust mopping and cleaning of hard-surface floors, and disinfection of desk tops, door hardware, and handrails. Additional cleaning and sanitizing in and around the learning spaces will be conducted as class schedules allow. All cleaning staff will be provided with appropriate PPE.

HYGIENE - RESIDENCE HALLS

- **Common Area Cleaning:** Cleaning staff will conduct regular cleaning and sanitizing of all common areas. All cleaning staff will be provided with appropriate PPE.
- **Common Area Supplies:** The College will supply each floor hallway with shared cleaning supplies (spray, disposable towels) to use in common areas such as kitchens, lounges, and laundry rooms. Residents are responsible for cleaning their rooms, shared living spaces and personal spaces with their own sanitizing supplies.

SCREENING and MONITORING

- **Required Health Check:** Every person entering any College facility must go through the health screening process upon each entrance before being admitted to the grounds.
- **Entrances:** The College will establish several screening points throughout the campus. Every person entering any College Facilities must enter through the designated screening point(s). Entrances not being used as screening points will be locked to the outside. (NOTE: All locked building entrances should have crash bars on the inside to allow emergency exit, in compliance with fire code.)
- **Physical Distancing:** Every person entering the College and waiting for screening must maintain at least 6 ft. physical distance from others entering the facilities and/or waiting for screening. The College will provide marking and signage to encourage appropriate social distancing while waiting for screening.
- **Screening Process:**
 - A designated screener will be stationed at each designated entrance, wearing appropriate PPE (gloves, gown, face mask, and face shield).
 - Before entering the facility every person will be asked to complete the form found at www.nycc.edu/screening, which will ask the CDC-recommended screening questions. Most will complete this form online prior to leaving home, and will be instructed to stay home should they have symptoms of or exposure to COVID-19. Paper copies of the form will also be available at the designated entrances. Proof of form completion must be shown to screener.
 - The screener will take the person's temperature with a touchless thermometer, and record date, time, person's name, contact information, and temperature on a tracking sheet. Students must show a valid college ID to gain entry to campus.
 - If the person is experiencing COVID-19 symptoms, has had a positive test, or has had close contact with a confirmed or suspected COVID-19 case in the past 14 days; and/or if the person exhibits a fever of at least 100.4 degrees Fahrenheit, they will not be admitted but will be asked to go home and follow isolation procedures.
 - If the person is not experiencing symptoms or a fever, and has successfully completed the screening form, they may enter and proceed directly to their destination.
 - Carol Faivre (for students and visitors) and Chris McDermott (for employees), or their designees in case of absence, will receive and attest to the Campus Safety Monitor the daily review of all screening activities.
- **Quarantine and Isolation:** If a person is denied access to facilities, begins to feel ill after going through screening, or learns of exposure to a confirmed case of COVID-19, the person should leave the College grounds immediately; inform their instructor, dean or supervisor, as well as Carol Faivre (for students) or Chris McDermott (for employees), remotely; and contact their physician's office via telephone to determine next steps, including potential isolation and testing.
 - Ill or exposed persons who do not live in residence halls should follow isolation procedures in their home.

- Ill or exposed persons living in residence halls should follow isolation procedures in one of the predetermined dorm spaces designated by the College for this purpose. If additional isolation/quarantine spaces are needed for residential students, the College will work with the Seneca County Health Department to identify safe, suitable accommodations.
- All students will be provided a list of available resources and support — including information on obtaining food, medicine and medical care, academic support and more — in the case of needed quarantine or isolation.
- Any ill person or person in isolation must be cleared by their primary care physician before returning to any College facility.
- **Virus Testing:** Neither tests for COVID-19 virus nor antibodies are available at NYCC. It is recommended by the CDC that people who are symptomatic or who have been exposed to a confirmed case of COVID-19 be tested. If needed, tests may be acquired through the person’s medical physician, a state-designated testing facility, or other testing facility recommended by their physician or county public health authority.
 - Students who test positive and are in isolation, need more advanced medical care, or who are awaiting test results may contact the College, which will help coordinate support in partnership with the Seneca County Health Department and/or the College’s infirmary, Finger Lakes Health Medical, PC.
- **Confirmed Case of COVID-19:** A College employee or student who has a positive COVID-19 laboratory result and has been at the campus or facility in the 14 days prior to the positive test is referred to as a “Confirmed Case.”
 - Employee / Student Responsibilities - If an employee/student is a Confirmed Case, he/she must:
 - Students: Notify Carol Faivre at 315.568.3047 or cfaivre@nycc.edu immediately; Employees: Notify Christine McDermott at 315.568.3109 or cmcdermott@nycc.edu immediately.
 - Provide the College with information regarding his/her contacts at the campus during the 14 days prior to the positive test.
 - Communicate regularly with Carol Faivre (for students) or Christine McDermott (for employees) regarding his/her recovery.
 - Observe quarantine / isolation protocols as required.
 - College Actions - When the College is notified about a Confirmed Case in College facilities, it will:
 - Provide residence hall students with designated location and resources for required quarantine / isolation.
 - Communication
 - The Campus Safety Monitor will manage communications with the Seneca County Health Department about the Confirmed Case, contact tracing, and return to work or classes.
 - The Campus Safety Monitor will manage communications with other employees and/or students about the Confirmed Case as deemed

necessary and appropriate, and as advised by the Seneca County Health Department.

- The Campus Safety Monitor will manage communications with the Confirmed Case about symptoms, progress, recovery, and discussions with the Seneca County Health Department and other employees/students.
- Any communications will maintain confidentiality of the infected person as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA), as applicable.
- Contact Tracing
 - The Campus Safety Monitor will work with the Seneca County Health Department to act as contact point, as needed, to identify employees, students and visitors who have likely had close contact with the Confirmed Case during the 14 days prior to the positive test.
 - The Campus Safety Monitor will manage communication with the Seneca County Health Department regarding the County's contact tracing and follow its guidance and recommendations.
 - The Campus Safety Monitor will oversee notification of other College employees or students as deemed necessary and appropriate, discuss recommendations of the Seneca County Health Department, and determine whether exposed employees / students can return to campus.
- Cleaning and Disinfection
 - Close off the area(s) where the Confirmed Case had spent a significant amount of time and wait 24 hours before beginning disinfection.
 - Perform cleaning and disinfection, in accordance with CDC guidelines "Cleaning and Disinfecting Your Facility," of all areas where the Confirmed Case worked and any common areas where he/she would have been.
- Documentation
 - Document all communication with the Confirmed Case, the Seneca County Health Department and the College Community.
- **Temporary Closure:** In the event of a confirmed case of COVID-19 in an NYCC facility, the College will monitor the situation closely and work with local public health officials to determine any necessary short-term cancellation of classes and closure of buildings and facilities. In some cases, closures may only impact buildings and facilities that had been entered by the individual(s) with COVID-19.
 - In the event that a campus closure is needed, the College would follow an established process to conduct an orderly shutdown, which may include phased preparation of closure, actions based on predetermined metrics, and involvement of key personnel such as the College Crisis Response Team.
 - In the event of a residence hall closure, students with exceptional circumstances may contact the director of Student Engagement and Residence Life to request special permission to remain living in the residence halls or similar alternate accommodations.

- During any closure, the College will thoroughly clean and disinfect all areas used by the person diagnosed with COVID-19, as per CDC guidelines “Cleaning and Disinfecting Your Facility.”
- NYCC will also work closely with health officials to determine when students, staff, and faculty should safely return to campus and what additional steps may be needed.

COMMUNICATION

- **Public Plans:** The College reopening plan(s) will be made public on the College website nycc.edu. A copy of the College and reopening plans will also be maintained in the Human Resources office.
- **Signage:** Signage will be posted at entrances indicating how to proceed to enter campus. Signage will also be posted in classrooms, common spaces and other College facilities indicating occupancy, use guidelines, proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection.
- **Engagement:** Members of the College community have been engaged and updated throughout the planning process, including through:
 - Establishment of Reopening Plan Working Groups, which include faculty, staff, and administration members, responsible for stewarding areas and actions covering Academics and Learning, Health and Safety, Facilities and Operations, and Workforce and Communication.
 - Online town hall and update meetings with Student Government Association (SGA) and class leaders.
 - Online town hall meetings with faculty and staff.
 - Regular email communications to students, faculty and staff.
 - Establishment of “COVID-19” webpages, including regular updating of extensive FAQ for students, employees and local community.
- **Communication Plan:** A clear ongoing communication plan using multiple channels (email, web, social media, signage) will be established to help students, employees and community members understand the College’s plans to reopen and operating status, the health and safety measures the College will implement, and how the College will continue business processes. The plan may also include educational communications to share evolving best practices.