



PAULSMITH'S
COLLEGE

SPRING 2021
COVID-19 MANAGEMENT PLAN

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INTRODUCTION

The 2020/2021 academic year is a time like no other. Our Smitty students, faculty, and staff — whether they are new to campus or returning — are sharing an experience marked by changed environments, unfamiliar practices, and new social norms. Individually we are many different things — explorers, creatives, thinkers, doers, achievers, collaborators, and more. Together we are one community, and we all have a role to play in protecting the health and safety of our community. It is up to each of us to conscientiously do our part.

Paul Smith's College closed its campus on March 23, 2020 due to the COVID-19 public health emergency. Throughout the remainder of the spring semester and well into summer 2020, all instruction and non-essential operations have been handled remotely. The college reopened campus for the 2020/2021 academic year, with modifications in place to protect health and safety while also delivering a meaningful college experience. We successfully ended the fall semester with no COVID positives among students or faculty. Now, we move into the spring semester reflecting on the fall and revising this plan according to the current climate and guidance from NYS.

The health and safety of students, faculty, staff, and our neighboring communities have been the overriding factors in guiding our team's approach to campus operations. The college has a working cross-functional Planning Task Force as well as a Safety Assessment Team that focuses on academics, co-curricular programs, community engagement, student support, health, safety, and compliance. These teams work in tandem to develop an adaptable, agile plan.

In addition to creating a framework for flexible academics and new campus rules, the teams recognize the importance of achieving widespread community buy-in for the behavioral changes required. Educational materials and discussion forums, anchored by the *Smitty Safety and Civility Pledge*, have been scoped to encourage early awareness and adoption of our new social norms.

Collaboration among stakeholders continues to be key. The Planning Task Force is working in a crossover capacity with the president's Cabinet and the Emergency Operations team to align strategic planning with facts on the ground. External partners include the Franklin County Department of Health, Adirondack Health, the Commission on Independent Colleges & Universities, regional colleges and universities, local community leaders, and other industry groups.

The scope of planning includes campus operations, tracking health conditions on campus, responding to positive or suspected cases of infection, preventative policies and practices, and flexible contingency plans for effectively managing a partial or full campus closure if needed. This plan describes detailed approaches to addressing these issues with health, safety, and our unique Paul Smith's College experience in mind.

HANDS-ON LEARNING AT THE COLLEGE OF THE ADIRONDACKS CONTINUES

Capacity

The college employs approximately 150 full-time faculty and staff with 50 part-time personnel, and contracts with Sodexo for facilities and dining services (an additional 70 staff). The majority of these individuals will work primarily from campus, unless there are health or productivity considerations that prevent them from doing so.

We project a Spring 2021 enrollment of approximately 600 full-time students. Of these, approximately 450 are residing on campus.

Strategies for safely accommodating our faculty, staff, and students on campus are developed with several considerations in mind: social distancing, testing capabilities, PPE availability, hygiene, quarantine and isolation capacity, local medical capacity, and availability of safe transportation.

Employees

Non-essential workers began working remotely when the campus closed in March 2020. All employees who do not have health considerations preventing them from doing so, or have established a formal Flexible Work Agreement, resumed normal campus-based operations in early August 2020.

Guidelines to address employee concerns regarding working on campus include consideration of the College's Flexible Work policy, health and safety measures, and possible ADA accommodations.

Student Move-In

January move-in will be handled in phases with schedules staggered across buildings and floors to optimize for physical distancing. Key dates and actions are as follows:

Date	Cohort	Anticipated Number
January 17	<ul style="list-style-type: none"> Students arriving from non-contiguous states, per the NY State Covid-19 Travel Advisory website will complete the required travel form: https://coronavirus.health.ny.gov/system/files/documents/2020/11/covid-19_travel_form.pdf PSC will confirm that students in this cohort tested within 3 days prior to leaving their home state, be quarantined in NYS for 4 days, with a retest on the 4th day, per the requirements set forth by NY State. 	< 60
January 24-25	<ul style="list-style-type: none"> Staggered move-in by building and floor, scheduled by Residence Life 	

Students who arrive on campus without a scheduled move-in appointment will be required to secure their own housing off campus until a scheduled appointment is made.

Other than new incoming students, students will be required to move-in without the assistance of family members. Any guests will be required to wait in the vehicle.

Isolation and Quarantine

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Individuals in isolation or quarantine must not be in public or otherwise leave the quarters that has been identified as suitable for their quarantine per NYS guidelines.

The following residence halls have been identified as designated isolation and quarantine units:

Quarantine	
Location	Capacity (2 per room)
Essex Hall	36
Alumni	20

Isolation	
Location	Capacity (1 per room)
Franklin Hall	18

Personal Protective Equipment (PPE)

We are following guidance from the [Centers for Disease Control \(CDC\)](https://www.cdc.gov) regarding which types of face coverings are effective. All face coverings, whether disposable or reusable, must:

- be made with at least two layers of breathable material;
- fully cover the nose and mouth;
- fit snugly but comfortably against the side of the face; and
- be secured with ties or ear loops, allowing one to remain hands-free.

Studies regarding neck gaiters/buffs are inconclusive. Therefore, neck gaiters/buffs are currently an acceptable face covering provided that they have two layers, cover the nose and mouth, and fit snugly. According to a recent update published by the CDC, bandanas and 1-ply gaiters are no longer acceptable face coverings. While previous recommendations state bandanas may be appropriate, there is currently insufficient data or guidance as it relates to their use. PSC requests the campus community adhere to current, appropriate face coverings as indicated by the CDC.

Face coverings containing valves, mesh material or holes of any kind are not acceptable.

In some circumstances, such as working in a kitchen or doing food service, a face shield may be a practical substitute for a cloth mask. All use of face shields must be approved by the supervising Vice President. Shields should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. Masks are always encouraged and preferred.

All employees and students will be provided with a mask or appropriate facial covering upon return to campus. Multiple vendors have been secured to source an adequate supply.

The Health Services office is supplied with N95 masks for use by its personnel. Facilities/Maintenance staff are supplied with N95 masks for use with specific cleaning operations.

Requirements for wearing PPE will be communicated extensively via multiple channels. Employees and students are required to have the appropriate PPE available.

All individuals on campus are required to wear appropriate facial coverings when physical distancing with a minimum distance of six feet is not feasible, in college buildings, walking between offices, and at all times in classrooms and during group gatherings. Students rooming together will not need to wear masks inside their residential rooms. Masks may be removed while dining.

Students housing together as roommates are considered a family unit, and are not required to wear a mask when they are together outdoors provided they are physically distant from others.

Testing and Screening

The college is working in coordination with Adirondack Health, a full-service medical health center whose medical professionals will supplement PSC's testing operations. Adirondack Health is equipped with a mobile testing station which has proven to be a useful resource on campus and throughout the region. The facility has agreed to process test results and support bulk testing on campus when required; they are also prepared to admit and treat community members who may be seriously ill.

The college will administer **mandatory** campus-wide testing in collaboration with Adirondack Health on February 2-3 in the Saunders Gymnasium. The fastest way to obtain individual test results is by registering at patient.labcorp.com.

For negative test results, the college will cover the cost of the test. If tests present as positive, the



student's or employee's health insurance will be billed. The college will also test random samples of students and employees throughout the spring semester and will begin the week of February 8, 2021. Participation in this testing is required, **even if full vaccinated**.

The procedure is a self-administered nasal swab. Individuals will place a swab in either nostril and gently twist. This must be done in front of a health care professional. The tests will be processed by Adirondack Health. Results will be returned as quickly as possible.

New students and employees will be supplied with a screening form and the Smitty Safety and Civility pledge (see [Appendix B](#)) prior to arriving on campus. These must be submitted in advance or provided upon arrival. Any student who does not have these documents on file with the office of Student Health Services are not permitted to attend classes or receive keys to his/her/their residence hall.

Students and employees are encouraged to eliminate or minimize personal travel out of the NY-designated North Country region during the semester.

Prior to arrival on campus, students who demonstrate or self-report COVID-19 symptoms will be required to take a PCR test and will quarantine at home for 14 days and after symptoms disappear. The college will work with students in this circumstance to access their coursework remotely.

When can you be around others after you had or likely had COVID-19?

You can be with others after:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Other symptoms of COVID-19 are improving

***Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If you had severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.

To best ensure the safety of our campus, we are requiring all employees of the college to be tested between January 11-15, prior to students arriving for the spring semester. Adirondack Health can administer tests in a drive-up capacity, and your insurance information will be required. More information about personal testing can be found here: [COVID-19 Testing | Department of Health \(ny.gov\)](#).

All students, living on campus or off campus, will be required to arrive with a negative PCR test result from 3-4 days prior to leaving for campus.

Per NY mandates, students arriving from a non-contiguous state, will test within 3 days from their home state prior to leaving, be quarantined on campus or in a NYS location for 4 days, and retest on 4th day. If the second test is negative, they will then be released from quarantine.

Students are asked to self-quarantine after their COVID test at home until leaving for campus. Employees are asked to be thoughtful regarding travel after testing. The college will administer a verbal screening of all students upon arrival and collect negative test results. Off campus students should send negative test results to Health Services. Any student who is symptomatic will be subject to an immediate PCR test and will be sent directly to quarantine.

Symptomatic guests will be asked to leave campus.

Residential Living

Residential Capacity

The college has overall capacity for 830 residents on campus. Distribution across residence halls is as follows:

<u>Location</u>	<u>Capacity</u>
Currier	102
Livermore	104
Lydia Martin Smith	100
Clinton	35
Lakeside.....	47
Saratoga	98
Alumni	20
Hillside.....	52
Essex.....	37
Franklin	37
Lambert.....	14
Blum	17
Overlook.....	92
Upper St. Regis.....	56
Lower St. Regis.....	56

Hygiene, Cleaning and Disinfection

Please refer to the [Hygiene, Cleaning and Disinfection](#) topic in the RESTART section of this document for details regarding cleaning standards and procedures.

When using shared spaces (e.g., lounges, kitchens), students are required to disinfect surfaces before and after each use with college-provided cleaning supplies.

To protect the health of the PSC community, it may be necessary to close shared common spaces and prohibit their use.

Health and Safety Protocols

Students are housed in residential rooms with single or double occupancy. Students rooming together are considered a family unit and are not required to wear facial coverings or practice social distancing inside their own rooms. Students are prohibited from pressuring their roommates or other students to relax health and safety standards.

In all other spaces within the residence halls, students are required to wear appropriate facial coverings or practice physical distancing with a minimum distance of six feet. Shared bathrooms have a portion of their fixtures (e.g., sinks, urinals) deactivated to facilitate social distancing and a strict cleaning protocol.

Use of shared common spaces (e.g., lounges, kitchens, bathrooms, laundry) is limited to reduced capacity. A maximum of 6 students is permitted in any lounge area. Maximum capacity for kitchens and bathrooms is dependent upon the size and configuration of the room in order to maintain social distancing. Occupancy limits are posted for each shared space.

To protect the health of the PSC community, it may be necessary to close shared common spaces and prohibit their use.

Students are required to confirm their acceptance of these protocols as a part of their signed housing agreement. Access is denied to students who do not comply. The campus has a Code of Conduct and will treat infractions seriously, up to and including dismissal. In these cases, there will be no refund of room or board.

Group Gatherings

Hallway gatherings are not permitted.

Attendance at campus events is limited to Paul Smith's College students, faculty, and staff. The general public is not permitted to attend. Attendance at group gatherings will not exceed state mandated limits at any given time.

Students who flagrantly violate our health and safety protocols will be directed to leave campus and complete the semester via remote learning with no refund of room or board charges. Students who host or attend large parties of 50 people or more will be subject to disciplinary action, up to and including suspension, with no refund of room or board charges.

Campus Guests

Resident students are permitted to have one (1) other Paul Smith's College residential student visit their room. Under no circumstances should a suite have more than eight (8) occupants total or a double have more than four (4) occupants total. Physical distancing must be practiced, and appropriate facial coverings must be worn in these circumstances.

Resident Assistants have been trained and supported to conduct an enforcement process that includes verbal warnings and written documentation.

No outside guests will be permitted in the residence halls. This includes family members at all times. On first occurrence the guest will be escorted out and the student will be given a warning. If the issue occurs again the student will be subject to the student conduct process.

Families, friends, and other casual (social) visitors are **not** permitted on campus. The following type of guests will be permitted provided they complete our [health screening questionnaire](#), follow our health and safety protocols, and are sponsored by a PSC employee who will be responsible for compliance:

- Business-critical vendors and partners
- Prospective students with up to two (2) family members
- Guest lecturers and academic presenters

The college will reevaluate visitation guidelines periodically. All guests arriving on campus will need to complete a health screening questionnaire prior to arriving on campus.

Third-party organizations providing services or solicitation on campus (e.g., American Red Cross blood drive) will collaborate with Student Affairs staff to ensure that social distancing protocols are followed. As invited guests they will also complete a health screening questionnaire.

Isolation and Quarantine

Students in isolation or quarantine will have remote access to classes. Support services include contact-free delivery with food, medications and any other necessary items placed at the student's door for pickup. In addition, there will be a daily health and welfare check. Kitchens and lounges in isolation/quarantine buildings will be closed. Students in quarantine or isolation may not leave their assigned rooms for any reason.

Students in isolation will be housed in a single occupancy room with a private bathroom. Students in quarantine, may be housed in a double room with a private bathroom. Students living in a suite may be asked to quarantine in their suite. Asymptomatic contacts requiring quarantine may be asked to return home for the quarantine period.

Please refer to the [Capacity](#) topic in the RESTART section of this document for a summary of designated isolation/quarantine spaces and their capacities.

Operational Activity

The college continues to be committed to providing a meaningful academic experience regardless of the circumstances we will face in the uncertain year ahead. Several modifications are implemented to adjust the academic schedule, course design, and modes of delivery so that PSC coursework and faculty are accessible to all students.

Academic Approach

Our academic approach is to focus on offering high flexibility face-to-face classes when physical distancing and appropriate facial coverings can be assured. The normative expectation is that students will attend classes in person.

Most classes with more than 75 students will be delivered online, and classes where the professor has health concerns will also be delivered virtually.

Academic Calendar

To minimize travel and its associated risk of infection, the academic calendar for Spring 2021 has been modified as follows:

January 26 Classes Begin
February 15 President's Day (no classes)
April 1-2 Long Weekend (no classes)
April 30 – May 1 Capstone Presentations (remote)
May 5-7 Final Exams days
May 8 Commencement

Scheduling of on-campus classes has also been adjusted to minimize physical contact.

Classroom Adaptations

No eating will be permitted in classroom spaces, except for in culinary and baking labs where it is essential to course instruction.

Acceptable face coverings are required of all students at all times inside academic buildings.

All classrooms, where possible, are reconfigured to ensure that a distance of at least six feet is maintained among students while they are seated in the room. In addition, group gathering spaces on campus (e.g., auditorium, large conference rooms) have been repurposed for low- density classroom space as needed. Labs, including all computer labs and baking/culinary classes, follow the same rules as other classrooms, although it is recognized that some lab spaces do not accommodate physical distancing.

An extensive review has been performed to optimize room utilization to maximize physical distancing, and several large non-academic spaces will be used for classes. Spring 2021 classroom assignments and their associated capacity are attached herein (*please see [Appendix A](#)*).

Faculty and speakers who maintain a minimum distance of six feet from assembled students are permitted to remove their facial coverings. The college has outfitted a portion of classrooms with protective plastic and/or plexiglass shields so that faculty have a “safe zone” for freedom of movement.

The College will have single-use paper or plastic mats available for covering desks and work, if desired. Students and faculty will be enlisted to help sanitize surfaces upon leaving their workspace.

Faculty and students participating in outdoor classes and labs may remove their face coverings provided that a distance of at least six feet is maintained among all individuals.

Faculty who require the use of shared spaces (e.g., computer labs) may reserve these spaces through the faculty office. All surfaces in these spaces must be disinfected prior to leaving the space using college-provided cleaning supplies.

Coursework Adaptations

Lecture Capture

To make remote learning possible, faculty are expected to provide real-time web access wherever feasible for classes that are delivered in person on campus. Lecture classes will require capturing/broadcasting all classes (subject to exceptions approved by the department chair). For labs, where the same lab may be repeated several times in the week, the instructor need capture/broadcast only one instance of each lab.

Supported technology platforms are Canvas, MS Teams, and Zoom. Faculty who wish to use different broadcast and recording options may do so, provided these do not diminish the accessibility of coursework for students. Faculty who are not familiar or comfortable with these technology requirements will have the opportunity to attend professional development courses prior to the start of the Spring 2021 semester. In addition, the college's instructional technology staff will continue the elevated level of faculty and student support that was instituted during the Spring 2020 semester.

Instructors are encouraged to use their individual laptops, webcams, and other equipment as needed for the recording of classes. The existing podium computers are an acceptable backup for occasional use (e.g., forgotten or nonfunctional laptop); these must be sanitized by the user before leaving the classroom. A small inventory of shared webcams is available for borrowed use by faculty.

Quizzes, Testing, and Exams

During the period January 26- May 7, while campus is in session, faculty are encouraged to offer face-to-face tests/quizzes and exams.

Students in isolation or quarantine will be permitted to complete the assignment from their assigned space. On an exception basis, alternative assessments will be offered for those students unable to attend in person due to illness where supervision of test taking under quarantine is not practical.

Established protocols eliminate the need for large gatherings of people or closed-book virtual exams. Examples include take-home exams and projects, simultaneous use of multiple large section rooms, or the use of small group or individual online assessment vehicles. Faculty is provided with training and best practices for open-book and online exams.

Laboratory Research

Paul Smith's College has a number of lab spaces, primarily used by students and faculty in our culinary and science (e.g., chemistry, physics, microbiology, environmental science) programs. Culinary labs are located in Cantwell Hall, and the majority of other labs are located in the Freer Science Hall. Labs are overwhelmingly used for teaching, with some use for student undergraduate capstone projects.

The College's research lab capacity is housed in the Countess Alicia Spaulding-Paolozzi Environmental Science and Education Center. This building is home to the Paul Smith's College Adirondack Watershed Institute (PSC-AWI). PSC-AWI is managed as a testing, research and outreach operation, and is also the responsible entity for managing the Watershed Stewards program for the Department of Environmental Conservation of the state of New York. Watershed Stewards were employed onsite and at remote locations since May 2020 due to their designation as essential workers. Operation of the lab began June 1, 2020 under the NY State Guidelines for reopening research labs.

PSC-AWI prepared and submitted the detailed *Adirondack Watershed Institute COVID-19 Preparedness and Response Plan* for use of labs and for conducting field research. This includes detailed protocols such as daily screening of employees (both on campus and at their many sites across the region), expectations for use of PPE, protocols for dealing with the public, and air flow and spacing of workers in the indoor lab. Health screening for employees of PSC-AWI is now incorporated into the broader screening of Paul Smith's College employees.

The Provost, guided by the Executive Director of the PSC-AWI and academic department chairs, has authority to approve research projects by PSC faculty, associates, and others. Such approval is subject to prior review by faculty review committees protecting the rights of human and animal subjects.

A.P. Smith's Bakery and Ganzi Restaurant

The College operates two public food venues: the A.P. Smith's Bakery and the Ganzi Restaurant. These are student-run training facilities. These spaces are following guidelines consistent with the [NY State interim guidelines for Food Service establishments](#) and a NY Forward Safety Plan has been submitted.

The bakery and restaurant are a critical part of the training for our AOS, AAS and BPS baking and culinary students. In the Spring 2021 semester the bakery will be open to the college community only, with very limited hours and menu. Staff will adhere to college-wide physical distancing and cleaning/disinfection protocols as described elsewhere in this document.

Due to the educational nature of serving guests, the Ganzi may allow off-campus visitors later in the spring semester depending on the pandemic climate in NNY. Off-campus patrons will be required to obtain an advance reservation, and they will be screened before entering the restaurant.

Student Support

The Center for Academic and Career Success supports students through its tutoring, peer tutoring and support to special populations such as HEOP and TRiO. The space on the second floor of the JW-ADK Library is reconfigured to ensure physical distancing, including signage and placement of plastic/plexiglass shields as feasible. Services are offered face-to-face, to the extent that is possible, and through videoconferencing. Students surveyed following the Spring 2020 semester indicate a high level of satisfaction with our videoconference methods.

The Center for Academic and Career Success also assesses student concerns about learning in the current environment, and where appropriate will identify for faculty those students who should be exempt from the expectation to participate in courses synchronously. This includes those students unable to come to campus on the new start date and those with temporary or permanent health concerns which make attending class a challenge.

The Coordinator of Accommodative Services works closely with faculty to promote the use of adaptive and modified learning tools, and accessible recordings, videos, and online textbooks. We are prepared to handle the increased demand for these services related to an increased use of technology-enabled learning. Students who require or would benefit from academic accommodations are encouraged to work with the Coordinator of Accommodative Services to qualify for services and to create an individualized plan that will maximize their chances for success.

Academic advisors are encouraged to continue to use video communications tools to hold one-on-one meetings with student advisees. Advisors consider issues of personal privacy, respecting the FERPA rights of students not to have their academic planning information shared unless there is a legitimate college academic purpose.

College-Sponsored Travel

There will be no college-sponsored travel outside of the NY-designated North Country region during the Spring 2021 semester, with the possible exception of limited athletic team travel to be considered at a later date. Travel within the North Country is permissible; however, faculty are encouraged to minimize the number of labs or classes which require transportation.

The fleet of PSC vehicles typically available for use by faculty, students, and staff are accessible on a reservation basis. Capacity is limited to 8 individuals, including the driver. Masks or other acceptable facial coverings must be worn by all individuals at all times while inside the vehicle. Appropriate disinfection and inspection protocols are followed before and after fleet vehicles are used. Students who wish to use their personal vehicles as an alternative to shuttle transportation are permitted to do so.

Typically, the college provides frequent shuttle service to nearby locations (e.g., Plattsburgh, Malone) so that students can shop for household goods and other items. In order to minimize off-campus travel, for the Spring 2021 semester, students may opt to place orders online for on-campus delivery of these items.

The college may provide shuttle transportation to Albany transportation centers to aid students in returning home at the end of the Spring 2021 semester. In this instance, the number of students will be reduced further to accommodate luggage and belongings. Appropriate facial coverings will be required at all times.

Students who are exhibiting COVID-19 symptoms, or who report recent contact with someone who has tested positive for COVID-19, will not be permitted to use college-provided transportation.

Textbooks and Student Supplies

Students are encouraged to pre-order Spring 2021 textbooks to minimize the physical contact associated with traditional retail shopping. Specialty orders (e.g., baking uniforms, forestry supplies) will be prepared for each student for contact-free delivery as necessary. Bookstore personnel are proactively contacting students to promote these efforts.

The college bookstore is reconfigured with plexiglass shields, physical distancing signage and markers to direct the one-way flow of foot traffic. The store enforces maximum capacity rules as well as all state guidelines for retail establishments.

Bookstore operations will resume as normal, while following NYS retail guidelines, while the campus is in session.

Dining Services

Dining services are contracted through Sodexo, a professional management company whose staff are trained and equipped to enforce health and safety measures. The primary foodservice location is Lakeside Dining Hall, with secondary service in the “Hutch”. These spaces follow guidelines consistent with the [NY State interim guidelines for Food Service establishments](#) and a NY Forward Safety Plan is submitted.



Reduced density in the Lakeside Dining Hall is managed by placing one table per six feet with four chairs in the main section of the dining hall. The side rooms of the dining hall will one table per six feet with one seat per table. Maximum capacity in the dining hall with physical distancing will be 88.

Plastic/plexiglass shields are placed at the cashier station. An entry log is maintained at this location to aid in contact tracing as needed.

One-way foot traffic is managed by designating separate doors for entrance and exit. Visible markers are placed around dining food stations to designate a minimum distance of six feet. Line-of-sight signage is also employed.

Tables, chairs, and work surfaces are sanitized after each use. An increased number of hand sanitizer stations are available for use by all individuals in the dining hall space.

Increased measures are taken to ensure sanitation and food safety. Self-service at buffet lines is eliminated, with all food and beverages served by dining hall staff. Self-service access to utensils is also eliminated. Dining personnel are trained on proper protocol, following all state and Sodexo required protocols. PPE will be provided and required. A supervisor is present at all times to ensure that these protocols are met.

In order to further reduce contact in the dining hall, take-out options are expanded. The current mobile app is being expanded to allow for online ordering.

Eating food is not permitted in campus public spaces other than the Student Center Game Room and the Library 24-hour room “Hutch.” When eating within these spaces social distancing protocols must be followed including:

- Ensure 6 ft distance at all times
- Adhere to room capacity requirements
- Wear masks when not eating
- Utilize cleaning products wiping down seating

Student Commuters will be provided additional dining space in the Commuter Lounge and the Student Center Conference Room. Please contact the Director of Student Life & Housing for commuter information and lounge access

Restart Operations

Heating, ventilation, cooling, and other building systems are in continuous operation while heating and cooling setbacks have been adjusted during campus closure. These systems continued to operate as Facilities staff are throughout buildings on campus performing maintenance and deep cleaning processes.

The campus water systems are in continuous operation and monitored daily by the Facilities Department's certified water and wastewater operators. These professionals have ensured treatment of water and wastewater systems as required by local and state regulations to ensure water quality and avoid the introduction of pathogens such as the virus that causes Legionnaire's disease.

Physical signage is employed extensively across campus to reinforce social distancing and safety practices. These are placed in academic, administrative, and public buildings. Examples include:

1. SOCIAL DISTANCING CIRCLE
(FLOOR GRAPHIC)



2. DIRECTIONAL ARROW
(FLOOR GRAPHIC)



2A. DIRECTIONAL WALL PLAQUE



3. WEAR A MASK SIGN



4. ENTRANCE SIGN



5. STAND HERE MARKER
(FLOOR GRAPHIC)



6. KEEP YOUR DISTANCE SIGN



7. DELIVERY DRIVER NOTICE



7A. DO NOT ENTER NOTICE



Delivery areas have signage directed to vendors, service providers, and subcontractors on mask wearing requirements.

Residential buildings with communal space have signage where fixtures are taken out of service to reinforce physical distancing such as multiple sink counters/stations.

Additional signage is employed to encourage and reinforce our collective commitment to the PSC Safety and Civility Pledge (*please see [Appendix B](#)*).

Extracurriculars

Physical Distancing Protocols

For all student activities and co-curricular events, the college maintains all state and CDC guidelines such as approved facial coverings, physical distancing, and not hosting group events for more than state mandated limits at any given time. Participants are required to wear appropriate facial coverings and practice physical distancing with a minimum distance of six feet at all co-curricular events and activities. Students who are housed together as roommates are considered “household” units and may choose to reduce their physical distancing in their rooms.

Events are designated to occur in outdoor locations whenever possible based on programming and weather conditions.

Maximum capacity for indoor events are designated as a reduced percentage of typical room occupancy. Examples of commonly-used event spaces and their capacity allowances are as follows:

Space	Standard Capacity	Percent Reduction	Revised Capacity
Pine Room	136	50%	64
Bobcat Café	199	50%	99
St. Regis (Lounge)	149	50%	75
Adirondack Room	102	50%	51
Freer Auditorium	409	75%	102

One-way foot traffic is managed by designating separate doors for entrance and exit wherever feasible. Signage is provided.

Students are required to disinfect surfaces and equipment (e.g., chairs, couches, tables) before and after each use with college-provided cleaning supplies.

Programming

Social events abide by state group gathering restrictions and social distancing protocols. Large events are prohibited. Co-curricular events (e.g., Smitty Lecture Series) are offered virtually when possible, or in a hybrid in-person/virtual format. Supported platforms are MS Teams and Zoom. Guest speakers are hosted virtually.

Students who are not able to attend events due to capacity limitations, personal illness, or other reasons are encouraged to participate virtually as much as feasible. When appropriate, students may pick up supplies to participate prior to the event start.

Clubs and Organizations

All clubs and organizations must register their activities in advance to confirm that health and safety protocols are being followed. Club advisors are to attend each meeting or activity to enforce this requirement. Club meetings may be held in person subject to the physical distancing protocols described herein; virtual meetings are encouraged. If a club or organization fails to enforce physical distancing protocols, sanctions will apply.

Vulnerable Populations

PSC is committed in its planning to address the needs of students, faculty, and staff who are at high risk for contracting COVID-19 and/or need to take extra health and safety precautions. Examples include older adults and persons with pre-existing medical conditions or compromised immune systems. Recognizing that some individuals need to request an accommodation, PSC policies are used to guide decisions in a COVID-19 situation on an individual basis by HR with respect to employee confidentiality.

Employees

Faculty and staff with health-related concerns work with the Director of Human Resources to establish their status as employees unable to teach face-to-face or work from campus. Department heads will develop an appropriate modified or alternative teaching schedule for instructors or remote work plans for staff.

Faculty who are temporarily ill but able to participate at normal class times, are expected to teach their courses virtually. In the event of extended long-term illness, faculty will work with HR, the academic department chair, and the Registrar to adapt the faculty member's courses and inform affected students.

Faculty who, due to personal or family illness, cannot offer classes at the regularly scheduled time are encouraged to have modules developed in advance. These modules may be offered fully online or by a "teaching buddy" who acts as a temporary substitute. To facilitate this, faculty are encouraged to support each other, working in teams to identify suitable temporary substitutes to teach their classes.

The office of Human Resources communicates employee policies regarding safety protocols for employees, remote work exceptions, and sick leave no later than January 15 to enable a smooth startup for the Spring 2021 semester. These policies address the needs of employees with established processes that conform to state and federal requirements.

The College's Flexible Workplace policy remains in effect. The policy and form are found on the college website. This assists as a tool for both productivity and potential accommodation as required.

Students

Attendance is expected of all students. For Spring 2021 students are expected to attend classes in person, but will have the option to attend synchronously (live) via distance technology (such as Zoom). Students are permitted to attend classes in this manner if they are feeling unwell, have been placed on attendance restrictions by Health Services, or for other reasons that support the safety and wellbeing of our campus community. Students are required to communicate with their faculty when choosing to attend a class via distance technology.

Students may be granted permission to be completely remote for a portion of, or the entirety of, the spring semester. Students interested in this option must apply through the Center for Academic and Career Success (CACS) for permission. A committee will review all requests and come to a decision that best supports the academic success of the student.

The form to apply for full-time remote learning can be found [here](#).

Hygiene, Cleaning and Disinfection

PSC ensures adherence to hygiene and sanitation requirements as advised by the Centers for Disease Control and New York State Department of Health, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" and "[STOP THE SPREAD](#)". Responsible parties must maintain cleaning logs that include the date, time, and scope of cleaning.

PSC provides and maintains hand hygiene stations extensively across campus. Stations for handwashing provide soap, hot running water, and disposable paper towels. Sanitizer stations are equipped with an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.

PSC provides appropriate cleaning / disinfection supplies for shared and frequently touched surfaces, and encourages individuals to use these supplies before and after use of these surfaces, followed by hand hygiene.

PSC conducts regular cleaning and disinfection of campus sites, with more frequent cleaning and disinfection for high-use areas used by many individuals and for frequently touched surfaces. For example, academic buildings are scheduled to be cleaned and disinfected three times per day at 8am,

1pm, and 5pm. High-level touch points have been identified and are cleaned and disinfected at an increased frequency that varies based upon the building and occupant use.

PSC ensures regular cleaning and disinfecting of common restrooms reflective of frequency of use. Shared bathrooms have a portion of their fixtures (e.g., sinks, urinals) deactivated to facilitate social distancing and a strict cleaning protocol. Signs communicating maximum capacity is posted at each location.

PSC ensures that shared equipment and tools (e.g., surveying stations, research equipment, chainsaws) are regularly disinfected using EPA List 'N' registered disinfectants, including at least as often as workers change workstations or move to a new set of tools as identified by department heads. The Office of the Provost maintains a list of protocols for any equipment required in classrooms, labs and research facilities.

PSC is using EPA approved disinfecting chemicals per list "N".

Sourcing of supplies is being coordinated, managed and distributed by facilities, residence life and student health services.

MONITORING: COMMUNITY-BASED HEALTH AND WELLNESS

Compliance Responsibility

In conformance with New York state requirements governing Phase 4, PSC has designated a COVID-19 Coordinator who reports directly to the President and briefs the Cabinet at least weekly. The Coordinator connects routinely with key responsible parties for each critical area and maintains a central repository of regular statistics on health and screening, compliance with state and other external groups, and is a resource for campus community questions and concerns. Students, employees and others are directed to primary responsible contacts for direct assistance.

Procurement and administration of testing for students is the responsibility of Student Health Services, working in collaboration with Adirondack Health. Employees are required to arrange for their individual testing. The Office of Human Resources is available to assist employees in securing a test.

The College's monitoring is based on a combination on daily wellness screenings for students and employees, testing protocols, and cooperation with county public health for contract tracing. Employees are required to complete a daily screening form prior to starting work. Students are also asked to complete the daily form and are prompted by frequent reminders and incentives to do so. Human Resources and Student Health Services monitor submissions on a daily basis and report activity to the COVID Coordinator.

Screening

PSC has mandatory daily health screening for employees and students.

- Screening practices must be performed remotely before employees report to the work site.
- Students will be asked to complete a daily wellness check before attending classes.

The college has developed a mobile app for daily self-screening. Information about the app can be found at <https://www.paulsmiths.edu/covid-19/self-screening-app/>. To assist with compliance, the app displays a prominent icon so that students and employees can easily confirm the successful completion of the daily screening upon request.

Using the app takes just a few minutes each day. Users are asked to identify their role at the college (student, employee, Sodexo employee) and confirm four basic statements:

- ✓ I have not experienced any symptoms of COVID-19 in past 14 days.
- ✓ I have not tested positive for COVID-19.
- ✓ I have not had close or proximate contact with a confirmed COVID-19 case in past 14 days..
- ✓ I have not traveled internationally or to any state other than Vermont, New Jersey, Pennsylvania, Connecticut, and Massachusetts.

Helpful links are provided for details on COVID-19 symptoms and the NYS travel advisory.

The app was developed in-house by Paul Smith's College staff. We are grateful to the Nassau BOCES technology team, who shared their source code and expertise to help make this possible.

Respondents are required to immediately disclose if and when their responses to any of the questions change, including during or outside of work hours. The Office of Human Resources is the point of contact for employees, and Student Health Services for students.

The Office of Human Resources reviews all employee and visitor responses collected by the screening process on a daily basis and maintains a record of such review. Student compliance is checked by the Student Health Services Director.

Follow-up regarding on-line screening is the responsibility of either Human Resources (for employees) or Health Services (for students). Responses are situational and guided by CDC/OSHA and local public health guidance.

An employee or nonresidential student who screens positive for COVID-19 symptoms is not allowed to enter the campus and is provided with instructions to contact his/her/their healthcare provider for assessment and testing. Residential students in this circumstance are quarantined in a designated residence hall until a negative test result is obtained. PSC will immediately notify the Franklin

County Department of Health and New York Department of Health with information if they test positive. PSC provides the employee or student with information on healthcare and testing resources.

Testing

Procurement and administration of testing for students is the responsibility of the Student Health Services office, working in collaboration with Adirondack Health.

The college will administer **mandatory** campus-wide testing in collaboration with Adirondack Health on February 2-3 in the Saunders Gymnasium. The fastest way to obtain individual test results is by registering at patient.labcorp.com.

For negative test results, the college will cover the cost of the test. If tests present as positive, the student's or employee's health insurance will be billed. The college will test random samples of students/employees throughout the spring semester.

Tracing

The College is working with the Franklin County Department of Health to handle contact tracing. In the case of a PSC community member testing positive, PSC will notify the Health Department immediately and start the contact tracing effort to trace all **close** contacts on campus and notify the Health Department of all identified individuals who had contact in the 48-hour period before the PSC community member began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations.



Per updated guidance from the CDC, fully vaccinated individuals with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.

Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.

We use NY State Department of Health's definitions for close contacts:

A close contact is defined as a person that has been within 6 feet of a person displaying symptoms of COVID-19 or someone that has tested positive for COVID-19 for more than ten (10) minutes.

Dining and Facilities staff are considered "essential workers" in accordance with the State of NY. Based on circumstances, should an essential employee test positive for COVID-19, management will work with Franklin County Public Health (or other governing entity) to undertake contact tracing and a response as required.

Per NY DOH guidance: if an essential employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, upon a documented determination by their supervisor and a human resources (HR) representative in

consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:

1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.”

College staff will work to identify individuals who may have been exposed by being in proximity to an infected individual. Examples of available research tools include the screening process, class rosters, event registrations, and vendor delivery logs. **All campus offices are required to maintain a log of all visitors as required by New York State Guidance for contact tracing.** The office of Human Resources will provide a form for this record, if requested.

Reporting for students is performed by the office of Student Health Services. Employee, contractor and visitor reporting is performed by the office of Human Resources. The COVID Coordinator tracks all activity and reports to senior leadership a minimum of once/week.

Early Warning Signs

The college monitors screening and testing results daily. The COVID Coordinator reports trends at least weekly to the President and Cabinet. Should positive test results spike to an unreasonable level, the college will consider on-campus quarantine, and/or a full or partial shutdown.

In August 2020, Governor Andrew Cuomo specified a trigger threshold that, if met, will require a shift to remote learning. This impacts colleges that report the lesser of 100 or 5 percent of the **entire** campus population (**inclusive of all students and employees**) COVID-19 cases within a span of two weeks.

With our student population of approximately 600 students and employee population of approximately 200, our threshold is approximately **40** positive student cases. If this threshold is reached, the following State required restrictions will apply for a two-week period:

- All courses shift to remote learning
- Students may continue to stay in residence halls
- No extracurricular or athletic activities can take place
- Dining service will be restricted to take-out only

CONTAINMENT: STRATEGIES FOR REDUCING SPREAD

Residential students who might have been exposed are immediately quarantined. Nonresidential students and employees are required to stay home until a negative test result is returned. Asymptomatic on-campus students may opt to quarantine at their home and that will be allowed as long as the Health Center and Residence Life are aware.

If an employee or non-residential student becomes sick with mild symptoms on campus, they will:

- leave campus immediately and seek medical attention using his/her/their personal vehicle, or
- be assigned to an isolation dorm room until transport to home is available

If an employee or non-residential student becomes sick with severe symptoms on campus, medical transport will be called to deliver the individual to the hospital.

Students who require medical care outside of Student Health Services hours must arrange for their own transportation to Adirondack Health. If a student is experiencing exacerbation of symptoms due to suspected case of COVID-19, rescue will be called for transport to Adirondack Health.

Isolation

Isolation separates sick people with a contagious disease from people who are not sick. Isolation will be used for individuals that:

- Test positive for COVID-19
- Have symptoms of COVID_19
- Are asymptomatic but have tested positive for COVID-19

Residential students who require isolation due to a positive COVID-19 test are housed in a single room with private bathroom within a designated residence hall.

They are not allowed outside their assigned room until cleared by Health Services or the Franklin County Public Health Dep't. 10 days after symptom onset and when no fever has been present for 24 hours without a fever reducer.

Support services include contact-free delivery with food, medications, and any other necessary items placed at the student's door for pickup. In addition, there is a daily health and welfare check. Kitchens and lounges in isolation buildings are closed.

Non-residential students isolate at their off-campus residences and are not permitted on campus until the 14-day period passes and the student is asymptomatic.

Students in isolation will have remote access to classes and, when feasible, co-curricular activities.

For isolation, Franklin Hall will be used..

Quarantine

Quarantine separates and restricts the movement of people for 10-14 days who have been exposed to a contagious disease to see if they become sick. The period starts on the day of close contact with an individual that tested positive.

Students are not allowed to leave their rooms while in quarantine. This includes if students are quarantining in their on-campus suite.

Residential students requiring quarantine are housed in a single or double room dedicated to quarantined students, until cleared by Health Services.

Support services include contact-free delivery with food, medications and any other necessary items placed at the student's door for pickup. In addition, there is a daily health and welfare check. Kitchens and lounges in quarantine buildings are closed.

Non-residential students will quarantine at their off-campus residences and are not permitted on campus until the 10-14 day period passes and the student is asymptomatic.

Students in quarantine will have remote access to classes and if they choose, may quarantine at their home after communicating with the appropriate college officials.

Updated Guidance on Quarantine for Vaccinated Individuals

On March 11, 2021 the Department of Health released updated guidance related to [quarantine after exposure](#) to COVID-19. This document provides updated information on quarantine for community persons exposed to COVID-19, and how to factor in a person's vaccination status. This also aligns with current New York State and CDC policies:

- An individual is not required to quarantine after confirmed or suspected exposure to someone with COVID-19 if the following three criteria are all met:
 - Individual is fully vaccinated, defined as at least two weeks after second dose of two-dose vaccine or two weeks after receiving a single-dose vaccine (Johnson & Johnson); AND
 - Individual is within three months of having received the last dose in their vaccination series; AND
 - They have been asymptomatic since the suspected/confirmed exposure.

- Additionally, an individual who had laboratory-confirmed COVID-19 within the previous three months and has recovered is not required to retest or quarantine if exposed during that three-month period.
- Regardless of vaccination or prior infection, all individuals who are exposed to COVID-19 must monitor symptoms daily for 14 days, continue to wear face coverings and practice hand hygiene, and immediately self-isolate if symptoms appear.

Support Services

Students who are confirmed or suspected to be infected with COVID-19 receive regular contact and support, including videoconference sessions and/or phone calls for check-ups at least once daily.

Virtual access to academic and co-curricular programming is encouraged so that students remain active and engaged with the PSC community. In addition, the Counseling Services office provides emotional outreach and support to students.

Hygiene, Cleaning & Disinfection

PSC provides for the cleaning and disinfection of exposed areas in the event of a positive case of COVID-19 of a student or employee, with such cleaning to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. shared tools, machines, work stations, control panels, and keypads, telephones).

Procedures follow the CDC guidelines on [Cleaning and Disinfecting Your Facility](#) if someone is suspected or confirmed to have COVID-19 infection:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area to increase space room air exchanges with the goal of 12 air exchanges per hour.
- Wait 48 hours before you clean or disinfect. If 48 hours is not feasible, wait as long as possible and ensure air exchanges have occurred to the maximum amount possible based upon the air handling system, windows, doors directly to the exterior (not doors to corridors or shared spaces).
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately disinfected, it can be opened for use.

Per CDC's [Evaluating and Testing Persons for Coronavirus Disease 2019 \(COVID-19\)](#), considerations when assessing close contact include the duration of exposure (e.g. longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g. coughing likely increases exposure risk as does exposure to a severely ill patient). If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Communication

Residential students will receive notification of the protocols for isolation and quarantine. Students are required to confirm their acceptance of these protocols as a part of their signed housing agreement. In addition, Resident Assistants conduct regular floor meetings and post informational bulletin boards to remind students of our safety measures.

SHUTDOWN: ADAPTING WITH CONTINUITY

Flexible contingency plans are in place for effectively managing a partial or full campus closure if this becomes required.

Operational Activity

Academics

Faculty have prior experience teaching in a distance education mode so will be prepared to transition to a fully remote learning mode as needed. Courses for Spring 2021 will be remotely accessible, ensuring a smooth transition in the event this becomes necessary. Faculty have designed plans to accommodate remote learning for lab-based work if necessary.

In the event that the campus is required to close during the semester, classes would move to virtual delivery, based on existing Canvas support materials for each class. Faculty will be encouraged to maintain the high-flexibility mode already in place. Some classes may, as is appropriate, transition to asynchronous mode.

IT support has a plan to address additional technology needs which would be created by a move to online/distance learning. Hotspots and extra laptops will be stockpiled, while our training and support plans for the spring 2021 are designed to maximize faculty teaching resiliency.

Extracurriculars

In the event of a partial or full shutdown, events and activities will be shifted to a 100% virtual format where feasible. Supported platforms are MS Teams and Zoom.

Move-Out

If students are required to move out during the spring 2021, with the expectation that they will be vacating for the remainder of the academic year; they must remove all of their belongings from the residence hall. Sufficient time will be given to do this or to return at a later date to retrieve belongings.

If students are required to move out during the 2020/2021 academic year, with the expectation that they will be vacating for the remainder of the academic year, they must remove all of their belongings from the residence hall. Sufficient time will be given to do this or to return at a later date to retrieve belongings.

The college may provide shuttle transportation to Albany transportation centers to aid students in returning home. In this instance, the number of students will be reduced further to accommodate luggage and belongings. Students who are exhibiting COVID-19 symptoms, or who report recent contact with someone who has tested positive for COVID-19, are not permitted to use college-provided

transportation.

Residence Life & Housing will accommodate students who are unable move-out in a timely fashion due to financial concerns, travel restrictions, or lack of a secure place for relocation.

Students may be permitted no more than two guests to assist with move-out. Any additional guests will be required to wait in the vehicle.

Communications

General Communications

The [college website](#) was expanded in March 2020 to include information and updates related to COVID-19 and the campus closure. This section of the site has been continuously updated with timely information and FAQs since that time. All communications will be posted to this site, which also serves as an archive location for campus-wide communications regarding current operations and future planning.

In addition, announcements and updates are shared to the college's primary accounts on [Instagram](#), [Facebook](#), and [Twitter](#). Relevant video content is added to the college's [YouTube](#) channel.

Social media content related to reopening campus will be tagged #smittyon. For many of our community members this is a recognizable tag that invokes continued perseverance and grit.

Please refer to [Appendix C](#) for the detailed communication plan.

Communications issued during the Spring 2020 campus closure are archived on the college's website (*please [click here](#) to access*). These communications will be used as templates in the event of a future campus closure. Examples include:

- Message from the Provost / Faculty Guidance
- COVID-19 / Classes Cancelled
- Message from Student Government
- Message from President Cathy S. Dove
- Notifications and Updates for Faculty and Staff
- Daily Digest for Students
- Notifications and Updates for Faculty and Staff
- Message from the Provost / Academic Continuity
- Message from the President / Cost Reductions
- Financial Aid Announcement / CARES Relief Funds
- Message from the President / Update on Planning
- Message from the President / Reopening Updates

Move-Out

The campus community will be notified of the pending closure and move-out procedures via email, RA letters, door-to-door, and via bulletin boards ideally a minimum of one week in advance so they may plan move-out and notify the office of Residence Life & Housing of their departure date. It is understood that the notice period and shut-down requirements may be defined by external agencies such as New York State.

CONTACT

Questions regarding this plan may be addressed to:

COVID-19 Coordinator
Office of the President
Paul Smith's College
7777 NY-30
P.O. Box 265
Paul Smiths, NY 12970
covidcoordinator@paulsmiths.edu
518.327-6451

APPENDICES
Appendix A – Classroom Capacity Table

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
BAK 150	Foundations of Baking	ALL	11:15 AM	3:15 PM	01/26/21	02/26/21	CANTWL	105	12	7
BAK 150	Foundations of Baking	MON	11:15 AM	3:15 PM	01/26/21	02/26/21	CANTWL	202	12	9
BAK 271	European Pastries	MTW R	7:00 AM	10:00 AM	01/26/21	02/26/21	CANTWL	102	12	7
BAK 272	International Pastries	MTW R	7:00 AM	10:00 AM	03/01/21	03/31/21	CANTWL	102	12	7
BAK 280	Retail Practical Experience	MTW R	7:00 AM	10:30 AM	03/16/21	05/07/21	CANTWL	105	16	7
BAK 320	Advanced Baking & Pastry Arts	MON	11:00 AM	2:25 PM	03/16/21	05/07/21	CANTWL	216	16	12
BAK 320	Advanced Baking & Pastry Arts	MTW R	11:00 AM	2:25 PM	03/16/21	05/07/21	CANTWL	103	16	7
BIO 112	Biology II	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21			85	#N/A
BIO 113	Biology II Lab	MON	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	THUR	9:00 AM	12:00 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	WED	2:30 PM	5:35 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 204	Plant Biology	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	AUD	28	56
BIO 206	Invertebrate Zoology	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	222	16	24
BIO 210	General Ecology	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	118	19	16
BIO 210	General Ecology	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	118	20	16
BIO 210	General Ecology	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	AUD	38	56
BIO 225	Genetics	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	FREER	AUD	44	56
BIO 345	Animal Physiology	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 355	Plant Physiology	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21			24	#N/A

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
BIO 363	Mammalogy	MON	2:30 PM	5:20 PM	01/26/21	05/07/21	FREER	115	18	16
BIO 363	Mammalogy	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	FREER	222	18	24
BIO 364	Ornithology	TUE	8:00 AM	11:00 AM	01/26/21	05/07/21	FREER	115	12	16
BIO 364	Ornithology	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	222	24	24
BIO 376	Environmental Microbiology	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 376	Environmental Microbiology	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 381	Parasites, Vectors and Diseases	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	FREER	222	24	24
BIO 410	Animal Behavior	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	110	12	16
BIO 430	Biostatistics	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	FREER	202	20	25
BIO 499	ST: Public Health Perspectives on COVID	MON	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	201	18	22
CHM 112	Chemistry II	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	FREER	202	54	25
CHM 112	Chemistry II	TUE	2:20 PM	3:20 PM	01/26/21	05/07/21	FREER	202	30	25
CHM 112	Chemistry II	THUR	2:20 PM	3:20 PM	01/26/21	05/07/21	FREER	202	30	25
CHM 113	Chemistry II Lab	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	101	18	12
CHM 113	Chemistry II Lab	TUE	11:10 AM	2:10 PM	01/26/21	05/07/21	FREER	101	18	12
CHM 252	Organic Chemistry II	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	102	16	12
CHM 253	Organic Chemistry II Lab	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	102	20	12
CHM 311	Environmental Chemistry	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	FREER	221	24	33
COM 101	Speech	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	FREER	214	7	18
COM 201	Interpersonal Communications	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	JWAL	1067	40	36
COM 201	Interpersonal Communications	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	JWAL	1067	32	36

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
COM 210	Technical Communications	TTHR	12:45 AM	2:10 AM	01/26/21	05/07/21	JWSC	PINE	30	30
COM 320	Creating and Communicating Value	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	221	33	33
COM 398	ST: Interactive Storytelling	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	PICKTT	209	16	16
CUL 140	MapleSweet& Savory:Maple Uses in Cul, Bak	MWF	8:00 AM	10:00 AM	01/26/21	02/19/21	CANTWL	106	8	7
CUL 220	Contemporary Cuisine	ALL	11:15 AM	3:15 PM	03/01/21	03/31/21	CANTWL	209	12	7
CUL 240	Garde Manger & Charcuterie	ALL	11:15 AM	3:15 PM	04/01/21	05/03/21	CANTWL	209	12	7
CUL 280	Nutrition Food Science	MWF	2:30 PM	3:25 PM	01/26/21	05/07/21	PICKTT	223	18	18
CUL 341	Culinary Futures/Food Techniques	TTHR	7:00 AM	10:00 AM	01/26/21	05/07/21	CANTWL	210	15	7
CUL 462	Capstone Kitch and Menu Mgmt (BASM)	TTHR	4:00 PM	7:00 PM	01/26/21	05/07/21	CANTWL	102	16	7
CUL 465	Culinary Capstone Experience	ALL	9:00 AM	2:25 PM	01/26/21	05/07/21	CANTWL	107	8	7
DMR 299	ST: BEFO with Haz Mat	TBD	12:00 AM	12:10 AM	01/26/21	05/07/21			0	#N/A
DMR 399	ST: Wilderness Rescue Techniques	THUR	12:45 PM	5:20 PM	01/26/21	05/07/21	PICKTT	223	18	18
ENG 101	Effective Coll Writing I	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	221	24	33
ENG 112	Wild About Westerns	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	214	18	18
ENG 211	Modern American Literature	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	PICKTT	202	18	18
ENG 400	Writing On Nature And The Environment	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	PICKTT	202	18	18
ENV 315	Environmental Law And Regulatory Process	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	JWAL	1067	35	36

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
ENV 362	The Science of Climate Change	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	JWSC	PINE	30	30
ENV 400	Ecological Restoration	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	FREER	222	18	24
ENV 420	Environmental Impact Assessment	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	221	32	33
ENV 420	Environmental Impact Assessment	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	FREER	221	32	33
EST 200	Intro Nature and Culture	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	JWAL	1067	32	36
EST 200	Intro Nature and Culture	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	JWAL	1067	34	36
EST 200	Intro Nature and Culture	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	JWAL	1067	32	36
EST 310	Environmental History & Social Justice	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	JWSC	PINE	30	30
EST 320	Global Environmental Studies Seminar	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	202	25	25
EST 330	Protected Landscapes & Community Sust	TBD	1:07 AM	1:08 AM	01/26/21	05/07/21	PICKTT	113	15	16
EST 330	Protected Landscapes & Community Sust	TBD	1:07 AM	1:08 AM	01/26/21	05/07/21	PICKTT	113	15	16
FIN 310	Finance	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	PICKTT	102	17	17
FOR 101	Introduction To Forestry	MON	1:25 PM	5:25 PM	01/26/21	05/07/21	FREER	209	18	18
FOR 101	Introduction To Forestry	MW	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	209	18	18
FOR 101	Introduction To Forestry	TUE	6:00 PM	8:00 PM	01/26/21	05/07/21	FREER	201	18	22
FOR 110	Dendrology	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	SARATG	002	12	12
FOR 110	Dendrology	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	SARATG	002	12	12
FOR 110	Dendrology	TTHR	9:35 AM	10:35 AM	01/26/21	05/07/21	FREER	AUD	24	56
FOR 130	Landscape Fundamentals And Interpret	MF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	209	18	18

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
FOR 140	Arboriculture I	MF	1:25 PM	4:25 PM	01/26/21	05/07/21	FREER	201	18	22
FOR 140	Arboriculture I	MF	1:25 PM	4:25 PM	01/26/21	05/07/21	FREER	201	18	22
FOR 140	Arboriculture I	TTHR	11:10 AM	12:05 PM	01/26/21	05/07/21	FREER	201	18	22
FOR 150	Wood Properties & Production Processes	FRI	2:30 PM	5:30 PM	01/26/21	05/07/21	SARATG	003	20	13
FOR 150	Wood Properties & Production Processes	FRI	12:20 PM	2:20 PM	01/26/21	05/07/21	SARATG	003	20	13
FOR 225	Greenhouse-Turf Practice	THUR	2:20 PM	4:20 PM	01/26/21	05/07/21	FREER	201	18	22
FOR 225	Greenhouse-Turf Practice	MW	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	209	18	18
FOR 260	Silviculture	WED	1:25 PM	5:35 PM	01/26/21	05/07/21	FREER	209	13	18
FOR 260	Silviculture	TTHR	9:35 AM	10:30 AM	01/26/21	05/07/21	FREER	209	18	18
FOR 270	Draft Horse Management	TUE	12:45 PM	3:45 PM	01/26/21	05/07/21	PICKTT	113	7	16
FOR 270	Draft Horse Management	THUR	12:45 PM	3:45 PM	01/26/21	05/07/21	PICKTT	113	7	16
FOR 270	Draft Horse Management	TUE	5:30 PM	7:00 PM	01/26/21	05/07/21	TOMPKI	1	14	15
FOR 275	Maple Sap And Syrup Production	WED	1:25 PM	4:30 PM	01/26/21	05/07/21	TOMPKI	1	15	15
FOR 275	Maple Sap And Syrup Production	MON	1:25 PM	4:30 PM	01/26/21	05/07/21	TOMPKI	1	15	15
FOR 275	Maple Sap And Syrup Production	MW	6:00 PM	7:00 PM	01/26/21	05/07/21	TOMPKI	1	30	15
FOR 280	Woodlot Management	MON	12:20 PM	5:30 PM	01/26/21	05/07/21	PICKTT	102	15	17
FOR 285	Urban Forestry Issues	WED	2:30 PM	4:30 PM	01/26/21	05/07/21	FREER	202	20	25
FOR 299	ST: Winter Work Horse	MON	12:20 PM	5:20 PM	01/26/21	05/07/21	PICKTT	113	12	16
FOR 310	Forest Ecology	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	FREER	201	40	22
FOR 340	Forest Management	THUR	12:45 PM	2:15 PM	01/26/21	05/07/21	PICKTT	112	16	17

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
FOR 340	Forest Management	THUR	2:20 PM	4:25 PM	01/26/21	05/07/21	PICKTT	110	16	15
FOR 340	Forest Management	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	PICKTT	113	16	16
FOR 350	Forest Policy	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	202	25	25
FOR 360	Fire Ecology and Management	TTHR	3:55 PM	5:20 PM	01/26/21	05/07/21	FREER	221	18	33
FOR 461	Forestry Capstone Project Planning	MON	9:05 AM	10:00 AM	01/26/21	05/07/21	TOMPKI	1	15	15
FOR 462	Forestry Capstone Project	WF	9:05 AM	10:00 AM	01/26/21	05/07/21	TOMPKI	1	15	15
FWS 105	Introduction to Wildlife Management	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	JWAL	1067	36	36
FWS 210	Conservation Law Enforcement	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	202	25	25
FWS 220	Adirondack Raptors	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	110	18	16
FWS 462	Fisheries Science & Management	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	222	10	24
FWS 470	Wildlife Management	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	211	30	16
FWS 470	Wildlife Management	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	221	30	33
FWS 470	Wildlife Management	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	211	30	16
FWS 470	Wildlife Management	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	221	30	33
FYS 101	First Year Seminar	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	JWAL	ADK	22	31
GIS 201	Introduction To GIS	MW	2:30 PM	3:55 PM	01/26/21	05/07/21	PICKTT	110	20	15
GIS 201	Introduction To GIS	MW	2:30 PM	3:55 PM	01/26/21	05/07/21	PICKTT	110	20	15
GIS 201	Introduction To GIS	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	PICKTT	110	20	15
GIS 201	Introduction To GIS	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	PICKTT	110	20	15
GIS 201	Introduction To GIS	MW	4:05 PM	5:30 PM	01/26/21	05/07/21			20	#N/A
GIS 201	Introduction To GIS	MW	4:05 PM	5:30 PM	01/26/21	05/07/21			20	#N/A

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
GIS 201	Introduction To GIS	MW	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	AUD	60	56
GIS 230	Geospatial Information Tech for Forestry	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	JWAL	108	20	14
GIS 230	Geospatial Information Tech for Forestry	TUE	9:35 AM	12:30 PM	01/26/21	05/07/21	JWAL	108	20	14
GIS 230	Geospatial Information Tech for Forestry	TTHR	12:45 PM	1:40 PM	01/26/21	05/07/21	FREER	AUD	40	56
GIS 335	Advanced GIS Techniques	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	PICKTT	110	20	15
GIS 335	Advanced GIS Techniques	MW	11:15 AM	12:10 PM	01/26/21	05/07/21	PICKTT	113	16	16
GIS 399	ST: GIS & Site Assessm for Dis Mgt	MW	9:05 AM	10:00 AM	01/26/21	05/07/21			15	#N/A
GIS 399	ST: GIS & Site Assessm for Dis Mgt	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21			15	#N/A
GIS 420	GIS Application	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	PICKTT	110	18	15
HOS 210	Hotel Accounting	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	CANTWL	201	15	15
HOS 270	Hospitality Applications	TTHR	12:45 PM	3:45 PM	01/26/21	05/07/21	CANTWL	201	4	15
HOS 315	The Practical Brewing	TUE	5:00 PM	9:00 PM	01/26/21	05/07/21			15	#N/A
HOS 318	The Business of Craft Beer	MON	3:35 PM	4:55 PM	01/26/21	05/07/21	CANTWL	201	30	15
HOS 331	Hospitality Futures	MWF	10:10 AM	11:05 AM	01/26/21	03/12/21	JWSC	PINE	30	30
HOS 350	Field Studies in Hospitality	TTHR	12:45 PM	3:45 PM	01/26/21	05/07/21	CANTWL	201	6	15
HOS 462	Hospitality Business Simulation	TTHR	11:10 AM	12:35 PM	03/15/21	05/07/21	PICKTT	223	18	18
HUM 120	Western Culture	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	JWAL	ADK	18	31
HUM 298	ST: Religions of the World	TTHR	3:55 PM	5:20 PM	01/26/21	05/07/21	PICKTT	112	17	17
HUM 299	ST: Natural History Drawing	WED	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	201	12	22

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
HUM 499	ST: The Healing Wilderness	TUE	12:45 PM	2:10 PM	01/26/21	05/07/21	PICKTT	223	15	18
INT 200	Integrated Seminar	THUR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	214	25	18
LAN 101	Elementary Spanish I	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	PICKTT	202	18	18
LAN 102	Elementary Spanish II	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	PICKTT	202	18	18
LAN 103	Elementary French I	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	PICKTT	202	15	18
LAN 104	Elementary French II	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	PICKTT	202	10	18
MAT 097	Fundamentals of Math	MWR F	11:15 AM	12:10 PM	01/26/21	05/07/21	PICKTT	102	17	17
MAT 110	Finite Math	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	PICKTT	223	25	18
MAT 125	Algebra	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	PICKTT	112	17	17
MAT 125	Algebra-5	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	JWAL	ADK	25	31
MAT 125	Algebra-5	TTHR	12:45 PM	1:45 PM	01/26/21	05/07/21	JWAL	ADK	25	31
MAT 180	Precalculus	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	PICKTT	112	17	17
MAT 180	Precalculus	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	PICKTT	112	17	17
MAT 210	Statistics	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	202	25	25
MAT 210	Statistics	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	202	25	25
MAT 335	Financial Decision Making	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	PICKTT	223	24	18
MGT 200	Principles of Management	TUE	2:20 PM	3:45 PM	01/26/21	05/07/21	FREER	AUD	25	56
MGT 250	Sustainable Practices Entrepreneurship	TTHR	3:55 PM	5:20 PM	01/26/21	05/07/21	FREER	AUD	35	56
MGT 302	Event, Stadium and Arena Management	TTHR	3:55 PM	5:20 PM	01/26/21	05/07/21	PICKTT	113	15	16
MGT 335	Project Management	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	222	24	24
MGT 490	Entrepreneurship Capstone	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	PICKTT		17	#N/A

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
MKT 200	Principles Of Marketing	MW	3:35 PM	5:00 PM	01/26/21	05/07/21	FREER	AUD	25	56
MKT 305	Advertising And Promotion	MWF	2:30 PM	3:25 PM	01/26/21	05/07/21	FREER	AUD	35	56
NRS 331	Land Use Planning	TUE	6:00 PM	8:45 PM	01/26/21	05/07/21	PICKTT	113	16	16
NRS 340	Watershed Management	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	FREER	AUD	63	56
NRS 410	Natural Resource Economics	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	221	33	33
NRS 432	Landscape Ecology	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	PICKTT	223	18	18
NRS 495	INRM Disaster Management	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	PICKTT	112	17	17
PRK 355	Visitor Management Services	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	201	22	22
PRK 490	Integrated Park Management	MON	2:30 PM	5:35 PM	01/26/21	05/07/21	FREER	221	25	33
PSY 101	Psychology	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	FREER	221	25	33
PSY 268	ST: Hum Dev II:Adol thru Later Adulthood	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	PICKTT	209	16	16
PSY 350	Introduction to Therapeutic Recreation	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	PICKTT	202	18	18
PSY 368	ST: Psychology of Gender	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	PICKTT	209	18	16
PSY 410	Positive Psychology	MW	2:30 PM	3:25 PM	01/26/21	05/07/21	PICKTT	112	17	17
REC 150	Intro White Water Kayaking	SAT	8:00 AM	4:00 PM	01/26/21	05/07/21	TOMPKI	2	6	14
REC 220	Outdoor Recreation Leadership	WED	1:25 PM	5:25 PM	01/26/21	05/07/21	TOMPKI	2	22	14
REC 220	Outdoor Recreation Leadership	MON	1:25 PM	2:20 PM	01/26/21	05/07/21	TOMPKI	2	22	14
REC 310	Risk Management and Liability	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	FREER	201	22	22

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
REC 440	Recreation Theory and Practice Capstone	MON	2:30 PM	5:35 PM	01/26/21	05/07/21	FREER	221	10	33
RES 250	Introduction to Food Production	MW	7:00 AM	10:00 AM	01/26/21	03/12/21	CANTWL	209	16	7
RES 250	Introduction to Food Production	TTHR	7:00 AM	11:00 AM	01/26/21	03/12/21	CANTWL	209	16	7
RES 251	Culinary Fundamentals	MTWR	8:00 AM	10:00 AM	04/01/21	05/03/21	CANTWL	209	16	7
RES 431	Cultural Enology	TUE	5:30 PM	7:30 PM	01/26/21	05/07/21	CANTWL	201	20	15
SCI 461	Capstone Proposal Development	FRI	2:30 PM	3:25 PM	01/26/21	05/07/21	FREER	222	20	24
SCI 462	Capstone Project	WED	2:30 PM	3:25 PM	01/26/21	05/07/21	FREER	222	20	24
SCI 495	Science Capstone	FRI	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	117	12	16
SCI 495	Science Capstone	FRI	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	118	12	16
SOC 120	Social & Cultural Food Studies	TTHR	9:35 AM	11:00 AM	01/26/21	05/07/21	PICKTT	102	17	17
SOC 200	Social Issues	TTHR	2:20 PM	3:45 PM	01/26/21	05/07/21	JWAL	ADK	30	31
SOC 210	The Sixties!	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	214	18	18
SOC 220	Social Research	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21	FREER	221	30	33
SOC 220	Social Research	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER		25	#N/A
SOC 315	Community Organization & Outreach	MON	2:30 PM	5:35 PM	01/26/21	05/07/21	PICKTT	202	18	18
SOC 340	Quebec and Canadian Studies	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	PICKTT	202	18	18
SRV 221	CAD II: Surveying Applications	TTHR	3:30 PM	5:00 PM	01/26/21	05/07/21	JWAL	108	14	14
SRV 290	Problem Solving in Surveying	MON	2:30 PM	5:30 PM	01/26/21	05/07/21	JWAL	108	14	14
SRV 290	Problem Solving in Surveying	MON	2:30 PM	5:30 PM	01/26/21	05/07/21	JWAL	108	14	14

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
SRV 290	Problem Solving in Surveying	MW	10:10 AM	11:05 AM	01/26/21	05/07/21	SARATG	008	14	15
SRV 290	Problem Solving in Surveying	MW	10:10 AM	11:05 AM	01/26/21	05/07/21	SARATG	008	14	15
SUS 120	Sustainable Community Agriculture	WED	1:25 PM	4:25 PM	01/26/21	05/07/21	JWSC	PINE	26	30
SUS 330	Community Disaster Resilience Planning	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	PICKTT	223	18	18
SUS 350	Alternative Energy & Energy Efficiency	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	JWAL	ADK	25	31
SUS 360	Global Water Studies	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	PICKTT	223	18	18
SUS 496	Sustainability Capstone	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21	PICKTT	102	17	17
BAK 150	Foundations of Baking	ALL	11:15 AM	3:15 PM	01/26/21	02/26/21	CANTWL	105	12	7
BAK 150	Foundations of Baking	MON	11:15 AM	3:15 PM	01/26/21	02/26/21	CANTWL	202	12	9
BAK 271	European Pastries	MTW R	7:00 AM	10:00 AM	01/26/21	02/26/21	CANTWL	102	12	7
BAK 272	International Pastries	MTW R	7:00 AM	10:00 AM	03/01/21	03/31/21	CANTWL	102	12	7
BAK 280	Retail Practical Experience	MTW R	7:00 AM	10:30 AM	03/16/21	05/07/21	CANTWL	105	16	7
BAK 320	Advanced Baking & Pastry Arts	MON	11:00 AM	2:25 PM	03/16/21	05/07/21	CANTWL	216	16	12
BAK 320	Advanced Baking & Pastry Arts	MTW R	11:00 AM	2:25 PM	03/16/21	05/07/21	CANTWL	103	16	7
BIO 112	Biology II	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21			85	#N/A
BIO 113	Biology II Lab	MON	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	THUR	9:00 AM	12:00 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	117	17	16
BIO 113	Biology II Lab	WED	2:30 PM	5:35 PM	01/26/21	05/07/21	FREER	117	17	16

SPRING 2021 CLASSROOM ASSIGNMENTS – REVISED CAPACITY										
COURSE ID	COURSE NAME	DAYS	START TIME	END TIME	START DATE	END DATE	BUILDING	ROOM ID	STD CAPACITY	REV CAPACITY
BIO 204	Plant Biology	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	AUD	28	56
BIO 206	Invertebrate Zoology	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	222	16	24
BIO 210	General Ecology	TUE	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	118	19	16
BIO 210	General Ecology	WED	2:30 PM	5:30 PM	01/26/21	05/07/21	FREER	118	20	16
BIO 210	General Ecology	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	AUD	38	56
BIO 225	Genetics	MWF	8:00 AM	8:55 AM	01/26/21	05/07/21	FREER	AUD	44	56
BIO 345	Animal Physiology	TTHR	11:10 AM	12:35 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 355	Plant Physiology	MWF	10:10 AM	11:05 AM	01/26/21	05/07/21			24	#N/A
BIO 363	Mammalogy	MON	2:30 PM	5:20 PM	01/26/21	05/07/21	FREER	115	18	16
BIO 363	Mammalogy	MWF	1:25 PM	2:20 PM	01/26/21	05/07/21	FREER	222	18	24
BIO 364	Ornithology	TUE	8:00 AM	11:00 AM	01/26/21	05/07/21	FREER	115	12	16
BIO 364	Ornithology	MWF	11:15 AM	12:10 PM	01/26/21	05/07/21	FREER	222	24	24
BIO 376	Environmental Microbiology	THUR	2:20 PM	5:20 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 376	Environmental Microbiology	TTHR	12:45 PM	2:10 PM	01/26/21	05/07/21	FREER	120	18	16
BIO 381	Parasites, Vectors and Diseases	TTHR	8:00 AM	9:25 AM	01/26/21	05/07/21	FREER	222	24	24
BIO 410	Animal Behavior	MWF	9:05 AM	10:00 AM	01/26/21	05/07/21	FREER	110	12	16

Appendix B – Smitty Safety and Civility Pledge

THE SMITTY SAFETY & CIVILITY PLEDGE

The 2020/2021 academic year is destined to be a time like no other. Our Smitty students, faculty, and staff – whether they are new to campus or returning – will share an experience marked by changed environments, unfamiliar practices, and new social norms.

Individually we are many different things – explorers, creatives, thinkers, doers, achievers, collaborators, and more. Together we are one community. And just like the ecosystems that surround our campus and often occupy our thoughts, the PSC community is a web of interdependence on the choices that each of us makes.

By joining this community, I pledge to arrive on campus prepared, take healthy actions to protect myself and others, and bring joy to PSC by sharing positive energy and a welcoming vibe. I will:

Prepare For Success

Abraham Lincoln said: “Give me six hours to chop down a tree and I will spend the first four sharpening the axe.” With slow moves like that, Abe wouldn’t stand a chance in a Woodsmen’s competition. However, he is right about the importance of being prepared.

- ✓ Bring a supply of masks or other suitable face coverings.
- ✓ Monitor my physical health to avoid carelessly spreading infection. If I am sick, I will stay home.
- ✓ Pay attention to college communications so that I know what to expect.
- ✓ Contact PSC in advance if I need to arrange special housing, dining, or learning accommodations.

Protect Everyone’s Health

We’ve been hearing it for months, but it bears repeating: a few simple steps can go a long way toward reducing the risk of infection. Our collective health and wellness will depend on a commitment to these daily habits.

- ✓ Monitor myself daily for COVID-19 symptoms and report concerns to the Health Services office.
- ✓ Wash my hands often with soap and water or hand sanitizer.
- ✓ Wear an appropriate face mask when I’m outside my residence room.
- ✓ Practice good personal hygiene and keep my room/personal belongings clean.

Some behavioral changes take a bit more practice before they become routine. These may at times feel awkward, inconvenient, or annoying, but everyone must do his/her/their part by following these new expectations.

- ✓ Adhere to social distancing requirements as defined by PSC.
- ✓ Follow the safety guidance and directions on signage posted across campus.

- ✓ Participate in a quick, online daily health survey to keep our Health Services office informed.
- ✓ Improve sanitation by wiping down surfaces after I have used shared spaces, tools, or equipment.
- ✓ Stay home if I am ill or have been exposed to someone who is ill or has tested positive for COVID-19.

Be A Good Neighbor, Ally And Friend

Living and learning together is an amazing way to develop common bonds. We cannot thrive as a community by excluding others from fully participating in this experience. In fact, we will be most successful when we avoid thinking of people as “others” in the first place.

- ✓ Treat all members of our community with dignity and respect.
- ✓ Extend a welcoming hand to individuals who appear to be feeling lost or out-of-place.
- ✓ Participate in efforts to advance social justice, diversity and inclusion.
- ✓ Bring positive energy, enthusiasm, and fun to my interactions.
- ✓ Treat our campus as an aggression-free zone, and expect everyone to do the same.
- ✓ Recognize that many people are coping with anxiety or stress, and avoid increasing their burden.
- ✓ Offer support when I think I can help.

First Name

Last Name

<Submit>

Appendix C – Communication Plan (Campus Closure)

OVERVIEW

Paul Smith's College was forced to close its campus in March 2020 due to the COVID-19 public health emergency. With little warning the college rapidly discontinued residential and campus services, and also shifted 100% of learning to a remote delivery method. Although challenging, this circumstance demonstrated the strength of Smitty spirit as students, faculty and staff responded with alacrity to achieve a successful completion of the Spring 2020 semester.

The campus is open for the 2020/2021 academic year, with modifications to protect health and safety while also delivering a meaningful college experience. As part of this plan, academic coursework has been redesigned for flexible access and an agile shift to remote learning. A deliberate process for evacuating campus in the event of a closure is in place. All members of our community expect and look forward to a rewarding time together on campus. Nevertheless, we are prepared to adjust as needed due to the prolonged and widespread presence of COVID-19 across the globe.

This plan describes the communication strategies that will be employed to inform and engage individual community members in this effort.

KEY AUDIENCES

- Students*
- Staff*
- Faculty*
- Parents/Influencers
- Trustees
- Alumni
- Media
- General Public

*collectively referred to herein as "PSC Community"

MESSAGING

Messaging will focus on updates and guidance in these content areas:

- Academic Continuity
- Student Support
- Campus Access & Services
- Financial Considerations
- Human Resources

COMMUNICATION CHANNELS

- Email
- Videoconferencing
- Website
- Social Media
- Newswire
- Signage
- Bobcat Alert

Email

Major announcements and updates are distributed via email. Distribution lists for regular audiences are managed on various platforms across the institution:

Audience(s)	Channel	Owner
Students Faculty Staff Employees	Outlook 365	IT Services
Parents/Influencers	TargetX	Admissions

Contact lists for Trustees, Vendors/Partners, and Guests are maintained as relevant by individual offices.

In addition, many teams are regularly using ad hoc contact lists in the course of daily operations.

Videoconferencing

Supported platforms are Zoom and MS Teams. Discussion formats such as “Q&A”, “town hall” or “all-hands meeting” will be used to leverage videoconferencing for communications.

As a best practice, major announcements will be preceded by a videoconference with faculty, staff, and/or students as relevant to provide early awareness and a forum for discussion.

Website

The [college website](#) was expanded in March 2020 to include information and updates related to COVID-19 and the campus closure. This section of the site has been continuously updated with timely information and FAQs since that time. It has also served as an archive location for campus-wide communications regarding Spring 2020 operations and future planning.

In the event of a partial or full campus closure, the college website will continue to be maintained with timely updates.

Social Media

Announcements and updates are shared to the college's primary accounts on [Instagram](#), [Facebook](#), and [Twitter](#). Relevant video content is added to the college's [YouTube](#) channel.

In addition, there are dozens of PSC-authorized social media accounts actively managed by individual teams and departments. Administrators of these accounts are encouraged to cross-post information for broader reach.

Social media content related to reopening campus will be tagged #smittyon. For many of our community members this is a recognizable tag that invokes continued perseverance and grit.

News wire

Distribution lists for regional, statewide, and national media contacts are maintained in the Merit PR News wire platform. Formal media announcements are distributed to appropriate audiences across this system.

Signage

Physical signage will be employed extensively across campus to aid in orderly move-out and a shift to remote work for non-essential employees. These notices will include:

- Status of campus access and services
- Important deadlines
- Check-in requirements

Additional signage will be employed to encourage and reinforce our collective commitment to the PSC Safety and Civility Pledge.

Bobcat Alert

Campus-wide emergency notifications will be issued via the college's [Bobcat Alert](#) automated alert system. Individuals must opt-in to receive messages. Contacts for a significant percentage of students, faculty, staff, and parents is maintained in this system. Alerts are distributed via phone, text, and email.

PLANNED COMMUNICATIONS

For planning purposes, a 5-day notification period has been identified. It is understood that the notice period and shut-down requirements may be defined by external agencies such as New York State. In the event of a period shorter than 5 days, the timing of this plan will be compressed.

Day	Topic	Channel	Audience
1	Formal Announcement – Closure Plans <ul style="list-style-type: none"> • Includes Remote Work Policy* • Includes Move-Out Instructions* *separate communications for Faculty/Staff and Students	Videoconference (2x)* Email (2x)* Website Social Media Newswire	Faculty Staff Students Media
2	Statement on Academic Continuity	Email Website	PSC Community
2	Statement on Campus Access and Services	Email Website	PSC Community
3	Letter from the President <ul style="list-style-type: none"> • Update on closure proceedings • Reminder of important deadlines • Announcement of reimbursement plans • Guidance regarding support services 	Email Website	PSC Community
3	Directory of Student Support Services <ul style="list-style-type: none"> • Academics • Technology • Counseling • Move-Out 	Email Website	PSC Community
4	Update on Academic Continuity	Email Website	PSC Community
5	Announcement of Campus Closure	Bobcat Alert Website Signage	PSC Community
5-10	Notification of Reimbursements	Email Website	Students

COMPLIANCE COMMUNICATIONS

Paul Smith's College will communicate campus health statistics as required by governing agencies and/or organizations as required.

Select compliance information may be repurposed for public-facing communications as deemed useful and appropriate by campus leadership.

CONTACT

Questions regarding this plan may be addressed to:

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