Overview

On Saturday, June 20, New York State released its reopening guidelines for higher education, an important milestone in our efforts to prepare for the fall. Since Hobart and William Smith moved to a remote model of instruction in March, teams of people from across campus have been working to determine strategies and parameters for our reopening. The goal is to return as much as possible to the residential education model that defines our liberal arts education while doing so responsibly and in consideration of the health and well-being of all members of our community.

Fundamentally, opening for residential education will require cooperation and accountability from all members of our community. The health and safety of all faculty, staff and students will be defined by the resolve and discipline of each one of us. We need the help of all members of the community to ensure that each one of us takes the needed precautions to support our collective health and wellness and that of the larger Geneva community and the world.

We understand and take seriously that members of our community may be anxious about returning to a residential model of instruction. Each person’s health situation is different, and we have created a model for learning, teaching and working that affords the greatest amount of flexibility for personal choice in deciding how to participate. As always, the Colleges will work with each student, faculty member and staff member on a one-on-one basis to accommodate any special circumstances that may arise.

The Colleges have taken and will continue to take all possible steps to ensure a campus that is prepared to support social distancing in classrooms, common areas, dining areas and residence halls. We have enhanced our cleaning and disinfecting protocols and have engaged our partners at Finger Lakes Health to ensure that we can provide care and testing for all students via additional medical staffing. We will continue to monitor all recommendations from the CDC and will work closely with our partners at the Ontario County Public Health Department and the New York State Department of Health to adapt and revise our policies and processes, including those outlined in this document, as conditions evolve.

New York State requires that the Colleges identify one person as the single point of contact for issues related to the Fall 2020 opening. That person will be Vice President for Campus Life Robb Flowers. Flowers and others across campus will monitor the Fall2020@hws.edu email address to ensure that all questions and comments are addressed in a timely manner.

Fall 2020 Classes and Academic Calendar

We anticipate that the majority of classes this fall will be in-person but also expect that some courses will employ a hybrid model (a blend of in-person and remote instruction) or be fully remote. The Office of Academic and Faculty Affairs is working with each faculty member to determine the teaching mode of every course offered this fall and the appropriate room assignments. When the list is ready on or before July 17, we will let students know the course schedule, including room assignments, enrollment limits and mode of instruction for each course before the drop-add period begins. Unlike in the spring, when the pandemic forced us to quickly shift to a fully remote model, should a class be remote this fall, it will generally meet in a regularly scheduled time slot.

We have made changes to the overall academic schedule for the fall so as to reduce travel of students to and from campus yet reflecting as closely as possible the original schedule. Most notable about this plan is the absence of a scheduled fall break, allowing for continuous instruction from Monday, August 24 through Tuesday, November 24. The remaining three days of instruction required for the semester will either be completed in person at some other point earlier during the semester at the mutual convenience of the faculty and students (for example on a weekend or evening) or remotely after
Thanksgiving. Students may remain on campus through Thanksgiving and until the end of finals so long as they notify the Office of Residential Education.

**FALL 2020 Academic Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>New student orientation begins</td>
</tr>
<tr>
<td>August 24</td>
<td>First day of classes</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day to drop/add courses</td>
</tr>
<tr>
<td>Oct. 26-30</td>
<td>Spring Semester ‘21 Advising Week</td>
</tr>
<tr>
<td>November 2-13</td>
<td>Spring Semester ‘21 Registration</td>
</tr>
<tr>
<td>November 24</td>
<td>Last day of in-person classes on campus</td>
</tr>
<tr>
<td>November 25-29</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>November 30-December 2</td>
<td>Remote instruction online (W/Th/F class schedule)</td>
</tr>
<tr>
<td>December 3-6</td>
<td>Reading days</td>
</tr>
<tr>
<td>December 7-11</td>
<td>Final examinations online</td>
</tr>
</tbody>
</table>

Details on the Spring 2021 semester, including study-abroad, will be announced this fall, likely in October when we have a better sense of the pandemic’s course.

**Phased Return of Students**

Students will be moved back to campus for the fall semester in a phased pattern, described in detail later in this document and in the draft [Housing and Residence Life Plan](#). Details will be sent to students in mid-July.

During July and early August, staff will reach out via phone and email to any student who will be arriving from an area of the nation or world with high densities of COVID-19 cases. Our goal is to ensure that these students in particular can get to campus early enough to participate in any New York State required quarantine before the start of classes on August 24. If you will be arriving from one of these areas and have not received a communication from campus, please reach out to [Fall2020@hws.edu](mailto:Fall2020@hws.edu) or contact the Office of Campus Life at 315-781-3900. The Colleges will continue to monitor travel advisories and contact students and families as necessary, including if the quarantine is allowed to occur at a student’s residence before students come to campus. Families should also monitor state travel advisories themselves as these advisories may change. While the Colleges stand by to assist, families are ultimately responsible for complying with state law and guidance regarding travel. Any student facing travel difficulties and needing to return to campus before Orientation or classes begin will be housed and have access to meals at no additional charge.

Students who have special circumstances, for example a condition that makes them more susceptible to COVID-19 infection, should contact the Office of Campus Life at 315-781-3900 in order to jointly work out appropriate accommodations for residential instruction and living. This could include special living circumstances, food delivery and laundry services, etc.

Some students and families may decide that the best path forward for their individual circumstances is to continue remote learning from their home for the full semester. Students who choose this path will need to fill out a short form with the Office of Campus Life and will not be permitted to travel to campus at any point during the semester unless they change their mode to living on campus. Tuition will remain the same for anyone selecting this option. Room and board charges, less the proration of any financial...
aid received directly from the Colleges, will be credited back to the student’s account in a manner consistent with credits issued during the Spring 2020 semester.

The Colleges will not restrict students from moving around the City or Town of Geneva during the fall semester, but will require that when they do so, they follow all state and local regulations including wearing face coverings as required. To protect the health and wellbeing of the entire community, once students are in Geneva, they should not leave the region (defined as one hour’s driving distance from campus) before the end of the semester unless it is on a school-sanctioned trip. Students who do travel further or on an overnight stay off campus may be required to undergo additional testing or quarantine/isolation.

First Year and New Student Orientation
Although many of the in-person aspects of this year’s Orientation will be changed to accommodate social distancing protocols, we are working in earnest to ensure that all students have the tools, resources and socialization necessary to begin their academic year successfully. More details will be communicated in the coming weeks.

International Students
International students may face some challenges when returning to campus, including required quarantines and a lag time in visa processing by some embassies. International students are encouraged to reach out to Marylyn Uhnak, Associate Vice President and Director of International Enrollment and Success, for more information and to plan travel to Geneva. International students and other students facing travel difficulties may return to campus before the official residence hall opening date and will be housed and have access to meals at no additional charge.

Athletics and Recreation
Although we have included a draft five-phase plan for the return to practice and competition for our student athletes, the final decision on fall semester athletics schedules remains tentative until we finalize plans with our partner schools in the Liberty League and other conferences. At this time, the Liberty League plans to implement a scheduling format consisting of league competition plus two non-conference contests with competition beginning September 26, 2020. As soon as we have more information, the Colleges will reach out to student athletes and their families with all details. All varsity, club and intramural athletics are subject to athletics state guidelines. More information about recreation and wellness, including gym reopening, will be available as soon as we receive guidelines from New York State.

Clubs and Student Activities
The Office of Student Activities will continue to offer a suite of virtual activities while also providing support for all student clubs including student governments to continue to hold meetings and sessions so long as students abide by social distancing regulations and use of face coverings. The Office of Student Activities will reach out to every club this summer to make sure that each leader understands the parameters given state limits on the size of gatherings.
OPENING PLAN

This Opening Plan is informed by the consideration and advice of the New York State Department of Health, New York State Guidelines, Ontario County Public Health Department, and the Centers for Disease Control; and the efforts of multiple planning and implementation task forces and teams comprised of staff, faculty, students, and local community health officials and government leaders. This plan is subject to change as federal, state and local laws and guidance evolve and as our understanding of COVID-19 and best practices related to the pandemic evolve. Efforts have included developing health and safety plans for our residence halls, offices, classrooms, dining, athletics and public spaces; testing, isolation, tracing and quarantine protocols; and, through the Provost's office, teaching space use plans. In addition, members of senior staff have been in daily contact with colleagues at other colleges and universities across the nation and via the New York Six, the Rochester Area Colleges Group, the Upstate New York College Collaboration and the Commission on Independent Colleges and Universities in New York. We have also relied on surveys of our campus community regarding fall reopening considerations, and consulted with members of the community regarding our draft plan.

Our fall reopening follows the campus’ current partial reopening as of June 15 of administrative offices, research laboratories and the library, all in keeping with New York’s Phase 2 reopening guidelines. As of June 26, the Finger Lakes Region is in Phase 4, the final phase of New York State’s reopening sequence, which includes the opening of colleges and universities for residential instruction. As of July 1, Admissions is open for limited campus tours, and as of July 6, the campus bookstore has opened for in-person service.

We have organized this plan based on New York State’s guideline for higher education, which identifies three categories to address - People, Places and Processes – as well as four key expectation areas:

1. Reopening of campus;
2. Monitoring of health conditions;
3. Containment of potential transmission of the virus; and
4. Shut down planning if necessitated by conditions on-campus or in the community

The State’s guidelines mirror all of the efforts of Hobart and William Smith Colleges to date. Detailed below are the current plans and continuing efforts to meet the expectations of the New York State Department of Health (NYS DOH) and those of our community. All of these efforts including extensively enhanced cleaning, testing and early move-ins are being accomplished at significant expense to the institution and represent the Colleges’ absolute commitment to the health, well-being and safety of all members of our community.

More granular information can be found in the following documents:

- **The Building Environmental Space Review**, which includes:
  - A review of classrooms, common areas and other frequently utilized spaces based on social distancing guidelines appropriate for reopening.
  - Areas used to enter, exit and move through buildings to access classroom and other spaces.
  - The placement of hand sanitizing stations and recommendations for using other articles such as disinfectant wipe stations, polycarbonate and other barriers, and signage designed to enhance the safety of students, faculty and staff.

- **Housing and Residence Life Plan**, which includes:
  - A phased move-in plan for August that decreases the density of housing.
  - Identification of quarantine and isolation spaces.
  - An implementation plan to close residence halls before the end of the semester if necessary.
• **HWS Community Standards Addendum**, which includes:
  • Health and safety regulations.
  • Resources for students.

• **Sodexo’s Buildings and Grounds Reopening Plan**, which includes:
  • Cleaning and hygiene protocols across campus.
  • Special processes for cleaning quarantine spaces.

• **Sodexo’s Dining Services Reopening Plan**, which includes:
  • Information on new dining protocols.
  • Locations for “Grab and Go” meals.
  • Health and safety procedures.

• **The Return to Practice and Competition Plan for Athletics**, which includes:
  • A phased preparation plan underway this summer.
  • Implementation strategies for the arrival of student athletes to campus in August.

---

### 1: REOPENING OF CAMPUS

I. People

   a. **Physical distancing**
      
      The Colleges have undertaken a complete review of every classroom, office, common space, residence hall and athletic/recreation facility to design plans to ensure that social distancing of at least six feet is maintained between individuals on campus. This effort includes:
      
      • Reducing seating and furnishings in all areas to ensure social distancing.
      • Placement of clear markings for seating and standing to promote social distancing (6 ft. circles surrounding desks, work spaces, 6 ft. spacing for lines or gathering points).
      • **Reducing the density of student housing**, including the elimination of all triples and some doubles.
      • Reducing the capacity for use of elevators unless when necessary.
      • Identifying and marking clear paths to afford social distancing in halls and stairwells.
      • In accordance with OSHA guidelines, installing barriers in areas with high-traffic to ensure social distancing.
      • Creating additional outside venues for use as weather permits for teaching, studying and dining.
      • Limiting use of all on-campus facilities (dining, library, recreation, etc.) to only members of the HWS community unless approved by the Vice President for Campus Life.
      • In consultation with the Ontario County Public Health Department, reserving space for those who may require isolation and/or quarantine.
      • Placing signage throughout campus using CDC recommended messaging that promotes social distancing, use of face coverings, directions to stay at home if ill, handwashing and sanitation guidelines, and use of personal protection equipment (PPE) including directions on cleaning and discarding.
      • Eliminating lines and congestion by moving dining and meal service to multiple venues on-campus. Students will have the option of pre-ordering meals and using no-contact payment methods. In addition, dining services has taken several steps to ensure safe preparation and delivery of meals. Faculty and staff will also be able to preorder from some on-campus venues.
b. Gatherings in Enclosed Spaces
The Colleges will encourage faculty, staff and students to identify a combination of in-person and hybrid learning and working options to afford the greatest opportunity to promote social distancing and to allow individuals the opportunity to teach, learn and work in ways that best accommodate their personal needs and comfort levels.

Additional efforts include:
• Reduction of capacity in restrooms.
• Installation of barriers in study areas.
• Access to pedagogy support and technology to enable hybrid teaching modes for some courses.
• Elimination of communal sources of food or beverage not controlled by dining services.
• Affording individuals and managers the ability to establish workflow and shift schedules that promote social distancing as needed.
• Distribution of cleaning and disinfection supplies to all areas of campus.
• Distribution of personal protection equipment (PPE) and hand sanitizer to every student and employee.

c. Operational Activity
In addition to the actions described above, the Colleges have undertaken a number of additional efforts to reduce in-person congregation and contain population movement to the extent possible.
• The Colleges have altered the academic schedule to reduce travel while in-session. See the new academic schedule in the preface of this document.
• The Colleges have eliminated all non-essential travel for faculty and staff.
• The Colleges strongly urge students not to travel outside the area between the time they arrive on campus and the beginning of the Thanksgiving break. Students who do travel may be required to undergo additional testing and possible quarantine/isolation.
• The Colleges will not permit non-HWS student visitation to the Colleges’ residence halls, apartments and small houses at this time. Because student living areas are considered a “family setting,” overnight visitation between residence halls will also not be permitted.
• Use of Colleges’ facilities is restricted to Hobart and William Smith students, faculty and staff.

d. Movement and Commerce
The Colleges have worked with our vendors to create procedures that will ensure that personnel complete symptom screenings and adhere to PPE and social distancing protocols.
• The Colleges have established procedures with vendors to ensure that we gather the identities of all persons making deliveries to campus and contractors or vendors who may be working on-campus.
• All vendors/delivery personnel will be required to complete a symptom screening and to adhere to the Colleges’ policies regarding the use of PPE and social distancing.
II. Places

a. Protective equipment

The Colleges have purchased large quantities of face coverings, face shields and disinfectant supplies, and will eliminate the use of shared objects to the extent possible.

• The Colleges have secured a set of at least 5 cloth face coverings at no cost for all students, faculty and staff and will distribute with directions for use and cleaning.
• The Colleges have secured 500+ thermometers and will have them on hand for distribution to students and employees who do not already have one or bring one with them at move-in.
• The Colleges will have disposable face coverings available at the public safety office at all times upon request for any faculty, staff, students or visitors who request one.
• The Colleges have secured plastic face shields for all faculty and staff who request them at no cost to employees.
• The Colleges have created an addendum to the Handbook of Community Standards to require the use of face coverings in all areas of campus that do not allow social distancing.
• The Colleges will require the use of face coverings at all times while inside academic, administrative, residential and common-use buildings. Exceptions include faculty and staff in their workspaces while practicing social distancing and students in assigned living areas.
• Face coverings must be worn in classrooms.
• Face coverings are also required when faculty, staff and students are moving around campus and not able to socially distance.
• The Colleges will distribute instructions for use and cleaning of all PPE.
• The Colleges will make available financial assistance to any student to ensure adequate access to laundry facilities. Students should contact the Office of Student Activities for details.
• The Colleges will restrict the use of any “shared” objects including computers, laptops, touch screens and conference tables, and will ensure access to disinfecting supplies in all areas with shared use object or equipment to include the multi-function devices (copiers, scanners and printers), door handles, elevators and restrooms, etc.

b. Hygiene, Cleaning, and Disinfection

The Colleges have put into place substantially enhanced cleaning and disinfection protocols and added accountability and record-keeping policies regarding hygiene, cleaning and disinfection.

• The Colleges have added more than 300 hand sanitation stations across campus. Locations can be seen on the detailed maps of the Building Environmental Space Review.
• The Colleges have secured hand sanitizer to distribute in individual quantities to all students and to all offices and classrooms.
• The Colleges will distribute instructions for use of and storage of hand sanitizer to all students.
• All student rooms, offices, classrooms and shared spaces will be supplied with cleaning and disinfecting supplies for individual use.
• The Colleges have developed an extensive facilities cleaning and disinfecting plan that significantly increases the cleaning and disinfecting schedule on campus.
• Restrooms will be modified to ensure social distancing, with barriers installed as needed and including setting occupancy limits.
• Information regarding specific policies for residence halls will be distributed to all students in July.
• The Colleges have plans (in accordance with CDC guidelines) for the cleaning and
disinfecting of all areas in which a person diagnosed with the virus may have been
exposed, including **use of external professional cleaning and disinfecting services**.
• The Colleges will provide daily care and direction to any person who is quarantined or in
isolation regarding the return to work/class as guided by local health officials and guidance
from NYSDOH and the CDC. The care and direction will come from Hubbs Health Center
staff for students, and the Office of Human Resources for employees.

c. **Phased reopening**
   In order to protect the health and wellbeing of all members of the community, including returning
students, faculty and staff, the Colleges have instituted a phased return of students and daily
symptom checks.
   • The Colleges will schedule the return of students in shifts, beginning August 15 (or,
if students need to quarantine, earlier), to ensure appropriate testing, screening and
monitoring will occur. The full plan for opening of the residence halls can be found in our
housing plan.
   • Using an online tool for students to complete and submit daily symptom checks
   • The Colleges require all employees to complete and submit a daily symptom screening
using CDC recommended format which includes areas in which the employee worked
or visited each day. We have already implemented this system for those employees who
have returned to work since June 15.

d. **Communications plan**
   • The Colleges have a centralized webpage aggregating information about the pandemic
that will transition in July to a site dedicated to the fall reopening plan. This site will
include specific information for students, parents and employees as well as frequently
asked questions.
   • The Colleges will continue to send targeted information via email to students, faculty, staff
and parents and families as necessary throughout the summer. This will be supplemented
by social media posts.
   • The Colleges have created an addendum to the **Handbook of Community Standards**
regarding face coverings and social distancing including specific guidance and
requirements for students to ensure social distancing, and health and wellness
instructions. This information will be distributed in July.
   • The Colleges have communicated points of contact with the Ontario County Public
Health Department for any urgent and immediate concerns and to ensure on-going
communication.
   • The Colleges have established a working group that includes local health care providers,
campus health care providers, the director of Ontario County Public Health Department,
the director of the campus EMS, and officials from the city and town of Geneva. The
working group will continue to meet regularly throughout the academic year to ensure
open and clear communication.
II. Process

a. Screening and Testing

All students are encouraged to get tested for COVID-19 within 5 days before arrival in Geneva for the Fall 2020 semester. Test results will be gathered by Hubbs Health Center and kept confidential. For those students who have not been tested, we will administer a test upon arrival. All members of our community are required to fill out a daily, electronic symptoms report. Faculty and staff are already performing this task if they are working on campus; details on the student symptoms check will be communicated later this summer.

• In collaboration with Finger Lakes Health, students returning to campus for the start of classes will be tested for COVID-19 and may be asked to isolate until negative results have been received. Exceptions include:
  i. If a student has received a negative test result shortly before returning to campus with isolation between the test time and arrival to campus, the student need not isolate upon arrival;
  ii. If a student has had COVID-19 and produces a medical provider’s note of clearance/recovery from COVID to Finger Lakes Health, the student may need not be tested again nor isolate upon arrival;
  iii. If a student has been living on campus, either in or out of quarantine, and been symptom-free for 14 days prior to start of classes, the student need not be tested nor isolate.

• All students will be required to complete and submit a daily symptom screening that will be reviewed immediately by the Hubbs Health Center in the case of any reported symptoms indicating possible COVID-19.
  o Students who report positive symptoms or answer affirmatively to other screening questions will be immediately contacted by the staff at Hubbs Health Center and provided additional instructions.
  o Students who do not complete and submit the daily health screening will be contacted by members of the student conduct staff.
  o Students may be asked to begin daily symptom screening before arrival on campus, in part to familiarize themselves with the routine and in part to identify those with symptoms who should not travel to campus until symptoms have resolved.

• All faculty and staff will be required to complete and submit a daily symptom screening when working/teaching on campus.
  o The Office of Human Resources will collect and maintain records of all employee screening and will contact those who do not complete the screening and/or those who report affirmative responses to having symptoms or other questions on the screening.

• In accordance with NYSDOH and CDC guidelines, students and employees returning from NYS-identified states and CDC-identified countries will be required to quarantine for 14 days. Quarantine instructions will be provided to all affected students and employees. Hubbs Health Center staff will perform daily symptom checking with quarantined students.

• Any student who presents to Hubbs Health Center with possible COVID-19 symptoms will be immediately evaluated and tested.

• Visitors to campus will be limited only to those necessary for the functioning of the Colleges along with students’ immediate family members, and all visitors will be required to report locations visited on-campus and to complete a symptom screening immediately prior to or upon arrival.
• On-going surveillance testing will be done at the direction of the Ontario County Public Health Department and will include random testing and/or campus-wide testing at various points in the semester.
3: CONTAINMENT OF TRANSMISSION

b. Tracing and Tracking
The Colleges will provide daily care and/or direction to any person who is quarantined or in isolation regarding a return to work or classes as dictated by local health officials and guidance from NYSDOH and the CDC. The care and direction will come from Hubbs Health Center for students and the Office of Human Resources for employees.
- Per its request, the Ontario County Public Health Department (OCPH) will take the lead on tracing and tracking of individuals who test positive for COVID-19. If needed, the Colleges have also trained several employees to assist with tracing and tracking as requested by OCPH.
- The Colleges have developed plans with OCPH and Finger Lakes Health for isolation of students testing positive for COVID-19 (both students living on and off campus in Geneva), including multiple daily symptom and well-being checks, delivery of meals and supplies, laundry pickup and delivery, and notification of family and/or emergency contacts.
- Students who may be in quarantine or isolation will be granted accommodations as necessary to complete their coursework.
- OCPH will be the primary party responsible for notifying members of the HWS community if they have been in contact with a person who may have COVID-19, and the Colleges will assist in every way possible.
- The Colleges have plans (in accordance with CDC guidelines) for the cleaning and disinfecting of all areas in which a person diagnosed with the virus may have been including use of external professional cleaning and disinfecting services.

4: SHUT DOWN PLANNING

Despite all of our best efforts, we could face a situation this fall or earlier in which the Colleges may be forced to close campus and move to a remote model of learning. In order to make an informed decision of this magnitude, President Jacobsen and Vice President Flowers will be in constant consultation with the Ontario County Public Health Department and Finger Lakes Health throughout the semester to assess the Colleges’ status. A full closedown will depend on:
- the progress of the pandemic in the region;
- Geneva General Hospital’s on-going capacity to treat COVID-19 patients;
- the occupancy of the Colleges’ isolation and quarantine facilities (including our overflow facilities);
- orders or directives from health officials; and
- any rapid shifts in infection metrics.

A decision to move to remote learning could mean that students return to their homes immediately or in phases, or it could mean students remain on campus until the health situation improves regionally, nationally or globally. Parents and other responsible parties will be informed throughout the process as it develops if such a situation occurs. No student will be prevented by the Colleges from leaving campus at any time if they or their family decide it is in their best interest to leave. However, there may be state or national guidelines restricting travel that we would convey to students and their families as they occur. The Colleges will not offer reduced tuition on courses that are not held in person. Refunds will not be issued for courses that must convert to remote learning during this academic year for the public health reasons mentioned above or at the request of a state or local government authority.