



HOBART AND WILLIAM SMITH
COLLEGES

Campus Opening

Residential Education

July 14, 2020

Hobart and William Smith Colleges

2020-2021 Housing Plan

Objectives

The objective of the HWS housing plan is to:

- Create a move-in plan that encourages a safe return to campus using social distancing protocols
- Comply with the CDC recommendation of reducing density in residence halls to reduce risk of COVID-19 transmission. By decreasing the density of housing, other objectives are also met:
 - Decrease the ratio of students utilizing restrooms where possible
 - Increase physical distancing between students
- Set aside quarantine space for isolation needs
- Provide increased availability of laundry facilities
- Explicitly outline health and safety and personal hygiene requirements
- Reduce social gathering space in residence halls
- Create an implementation plan to close residence halls mid-semester should the situation warrant
- Create an emergency plan for residence hall closure
- Continue to provide a supportive residential experience which promotes academic success

Create a Move-In Plan that de-densifies and facilitates an optimal move-in process

To reduce crowds on floors and within buildings as it relates to move-in and unpacking, Residential Education will implement an extended move-in period.

- Summer Students will move into their Fall residence July 31-August 3
- All local students will be able to drop off belongings to their room (and then secure the room upon leaving) between August 1 and August 17 (Odells can begin August 10 after cleaning)
- All sophomore, junior, and senior students will sign up for a move-in time slot that staggers move-in to 15% per day, per building between August 17 - August 25, unless an early arrival is required for an on-campus requirement. All appointments are first-come, first-served
- All first-year students will sign up for a move-in appointment up to 5 days prior to the start of Orientation (on-your-own Orientation programming, one Zoom session per day, and small group meals will be accommodated during this window). By building, 10% of first-year students will be able to move in per building, per time slot (two slots per day).
- Move-in is restricted to one guest to assist with move-in; for first-year students, two guests are permitted and, as needed, younger siblings if needed, as long as social distancing is taking place as much as possible and cloth face masks are being worn.

- Communication will include a “pack light” reminder as well as an updated packing list to include thermometer, cleaning supplies etc. Should a student need to move out during the semester, the fewer belongings in the room, the easier the move-out process will be. While not mandatory, students will be encouraged to take home all belongings between semesters.

Comply with the CDC recommendations of reducing density in residence halls.

The CDC and New York State have recommended colleges and universities reduce density for college residences as much as possible. To promote physical distancing in bedrooms, suites, apartments, and bathrooms, particularly shared bedrooms, the Colleges have chosen to reduce bedroom occupancy where possible. In addition, a lounge conversion plan increases capacity.

- 1) All four-person (“quads”) and three-person (“triples”) bedrooms will be converted to double bedrooms.
- 2) All two-person (double) bedrooms with fewer than 140 square feet, typically bedrooms where beds *must* be bunked in order to accommodate furniture, will be converted to single bedrooms to increase physical distancing between occupants these bedrooms include, but are not limited to, :
 - a) Hale, Bartlett, and Durfee suite-doubles
 - b) Select double bedrooms in Comstock House
- 3) All lockable lounges will be transitioned into double bedrooms.

Room Changes

Students who wish to swap with someone on the same floor will be permitted to do so by e-mailing the Residential Education Office. For students who wish to move onto a different floor, Residential Education will only approve these moves in extreme situations. When a room change to a different floor has been approved, students will be required to self-isolate in their current room for 14 days prior to moving into the new approved space.

Set aside quarantine space

By converting Comstock Pondview to quarantine space, two bedrooms have a private bathroom, two bedrooms share a semi-private bathroom, and two other hallway bathrooms are accessible in pod-like structures. In addition, there is an accessible private, single-stall restroom with toilet and sink in the hallway as well. The following adjustments need to be made:

- 1) Install additional washers and dryers onto the “first” floor of Comstock. These can be installed into the kitchenette area of Comstock.
- 2) Designate the Pondview Doors as private entry to Comstock Pondview only. Perhaps install card access on the lounge doors, stairwell doors, to reduce entry points.
- 3) Temporarily relocate the staff office from Comstock Pondview, and transition the office into a designated “Zoom Zone.” These areas around campus provide privacy for students wishing to participate in TeleCounseling or TeleHealth while not being in the bedroom.

- 4) Bathrooms will be heavily supplied with sanitation equipment and students will be asked to sanitize sinks and toilets before and after their personal use. Increased cleaning of public bathrooms will be scheduled for three times per day, including weekends.
- 5) The staff apartment will be required to utilize the external entrance.

Set aside Isolation Space

For additional quarantine and self-isolation needs, Residential Education has secured housing at local hotels. Students staying in hotels will be expected to follow the same Community Standards and policies of those students residing on-campus. Students will be expected to wear masks at all times when not in their individual room.

Provide Increased Availability of Laundry Facilities

As we will be providing washable, cloth masks to all students and encouraging students to wash their clothing regularly to further clean/sanitize their belongings, should students need assistance accessing laundry services, they should reach out to Residential Education.

Educational signage and occupancy will be added to each laundry facility, as well as tape on the floor to encourage social distancing. Housekeeping will clean laundry facilities more frequently. No personal items will be permitted to be kept in the laundry rooms. Students must bring soap etc, back and forth each time they use the laundry facilities. Occupancy numbers will be posted.

Explicitly Outline Health & Safety, and Personal Hygiene Requirements

All bulletin boards will explicitly detail CDC recommendations for handwashing, social distancing, etc. Students will be provided a welcome package that includes details, cloth masks, hand sanitizer, a thermometer (if available), and directions for accessing health care. Residential Education can send weekly text messages to residents reminding them of their personal responsibility for community health. Residential Education can also market the student-led social norm initiative around reducing risk. Many of these protocols and policies will be provided in a supplement to the Colleges' *Community Standards* and published throughout residence halls using CDC guidance.

Requirements

- As New York State considers bedrooms as family units, within their bedroom, students will not be required to wear a face covering.
- On their floor, students are required to wear appropriate face masks.
- In bathrooms, students will not be required to wear face coverings when in stalls or at sinks when the sink has a plastic barrier installed
- Non HWS students will not be permitted in residence halls at any time except at move-in or move-out. Visitation between residence halls is not permitted.
- All personal items must be kept in student bedrooms.
- When leaving your room, you must wear a face covering as you enter or exit a residence hall.

Recommendations

- Students will be asked to wash masks and clothing at least once per week.
- Students should wash their hands with warm water and soap, for at least twenty seconds, upon entering the residence hall.
- Students should avoid touching eyes, nose, and mouth/face with unwashed hands.

Reduce Social Gathering Spaces in Residence Halls

All lockable social spaces will be transitioned to bedrooms if possible. All other social spaces will have soft seating removed or signage installed indicating social distancing requirements. Wooden desks and desk chairs can be provided and physically distanced, and marked with tape, to provide study space for students who wish to leave their bedroom. Signage will be provided outlining maximum number of occupants.

Emergency Residential Closure

Should the Colleges need to close mid-semester, we will work with students to transition out of the residence halls quickly and efficiently. Students will have five days to pack belongings and move out of the halls. Mass transportation will be provided to major airports and New York City.

Students who cannot leave campus:

There will be some students who have a significant need to remain on-campus. Students who need to reside on-campus will be directed to the Emergency Stay Request Form on their myHousing account. Students will be asked to fill out contact information and to provide a brief description of the need for housing during the residential closure. Campus Life staff will review these requests for an exception on an individual basis.

Students who cannot bring belongings home during the emergency closure:

Residents are encouraged to depart campus as quickly as possible. Residential Education will work with a moving company to prepare for an emergency closing. Boxes will be provided to students to pack rooms prior to leaving. Students will be responsible for all costs associated with storage of items with the moving company and will be charged an additional fee of \$300 only if they did not pack their items prior to leaving.

Providing A Supportive Residential Experience

Residential Education is committed to providing students with a residential experience that promotes academic success. Some residential lounge spaces will be converted to study spaces. Resident Assistants will continue to get to know students on their floors, create meaningful relationships between peers and serve as a front line resource to connect students to various supports on-campus. A variety of small group programming and/or maximizing the use of technology will be utilized to build community.

Students who opt to reside at their permanent residence

The Colleges understand that some students and families may determine that continuing remote learning from their home address is the best option. Residential Education will work on a case by case basis with students who wish to have an exception to the residency policy in order to reside at their permanent home address and participate in class remotely. Students will be required to submit an application which documents their intent to reside at their permanent residence. Consistent with our strategy to limit student travel away from campus by altering the academic calendar for the fall semester, students who opt to have a waiver from the residency requirement will not be permitted to be present on-campus at any time during the fall semester.