

# DYOUVILLE



# Covid-19 Restart Plan

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**EMPLOYEE FAQs**

V0824



# Table of Contents

Facilities	<b>1</b>
Safety & PPE	<b>2-3</b>
Classroom Instruction & Academic Affairs	<b>4-6</b>
Housing & Student Affairs	<b>7</b>
Quarantine & Travel	<b>8</b>
Miscellaneous	<b>9</b>

# Facilities

**1. When you talk about directional movability to ensure social distancing, does this also include fire escape drills?**

Directional signage is being posted in stairwells throughout campus to reduce congestion, passing stairwell traffic, and promote social distancing. In the event that there is a fire drill or any other type of an emergency that requires evacuation, please exit the building via any available egress as quickly as possible.

**2. Will a barrier, such as plexiglass, be installed at the Advisor's desks in the SSC to separate us from the students who also sit with us at our desks?**

Desk partitions are a secondary safety feature which are not currently required beyond the wearing of face coverings. D'Youville is first installing partitions at public circulation desks (e.g., Admissions, Campus Safety, Food Services), then branching out to explore if office modifications are needed in other high traffic areas such as Student Success. The facilities department is reaching out to managers to discuss social distancing plans within open office layouts to ensure there is adequate space for social distancing and develop plans for space modifications where deemed necessary.

**3. For parking, what are the protocols and procedures to follow?**

Parking protocols and procedures are remaining the same. Please buy permits online and additional guidance will be provided accordingly.

**4. Will students and employees still be able to use the Red Bus safely?**

The Red Bus will be operating with slight modifications to promote social distancing. Cleaning supplies will be provided at the entrance to allow people the ability to wipe down a seat before sitting. The service provider is also cleaning the bus 3 times per day.

**5. What is the plan for campus density reduction? We were told originally it would be 50% for the fall semester. Is that still happening?**

It is important to note that there are not currently any government mandates for campus density reduction. All D'Youville efforts to do this are by choice. Campus density reduction is happening in two key ways. First, roughly 40% of courses are being offered online. Second, shared administrative offices are being offered the ability to submit staffing plans which may be approved for up to a 50% reduction of on-campus capacity.

# Safety & PPE

## **1. What's the consequence associated with incorrect info on the self-assessment?**

Accurate compliance of daily self-health assessments is a government-imposed mandate that is now a required work function of everyone that enters D'Youville's facilities. Issues of intentional employee misconduct (knowingly providing incorrect information on the self-assessment) or employee non-compliance with these government mandates will be considered insubordination and/or refusal to work and will be managed accordingly via the Human Resources Office. Issues of intentional student misconduct or student non-compliance will be handled as insubordination and will be managed accordingly via the Student Engagement Office.

## **2. For those that work in shared/open work spaces, are masks required to be worn at all times?**

Face covers must be worn at all times except when alone in a room or along with roommate(s), or while stationary and eating or drinking in areas that permit eating and drinking.

## **3. If someone has antibody testing done monthly - will that be adequate?**

D'Youville does not currently have a comprehensive testing requirement. In the event that testing is required for certain individuals, the requirement is to be tested for COVID-19, not antibodies to COVID-19.

## **4. What will be the cost of testing? Is it covered by health insurance?**

This answer will depend on variables which are outside of D'Youville's control, for instance where you are tested, how you are tested, and what type of insurance you are carrying.

## **5. Will gloves be made available or can we bring our own?**

A small supply of gloves will be available on campus to complete work functions that are deemed necessary to use them. Currently, there are no requirements mandating the use of gloves. Individuals are encouraged to bring and utilize their own gloves if they personally wish to use them.

## **6. Will there be any mandatory temperature checks anywhere?**

At this time, temperature checks are part of the mandated daily self-health assessment screening requirement. Everyone should be self-assessing their temperature every day before either leaving their residence hall room or private residence and commuting to campus.

## **7. Do we need to fill out the screening every day, even when we're not on campus?**

The daily self-health assessment is only necessary on days that an individual is required to be on campus.

## **8. Are students required to check temperatures themselves to record in the file?**

All students and employees are required to self-assess their temperature daily in compliance with the self-health assessment screening mandate. Actual temperatures should not be required. Rather, individuals should just note whether they are experiencing a fever (temperature above 100.4 degrees).

# Safety & PPE

**9. Will the self-monitoring app be accessible on the computer?**

The application provided by D’Youville will be accessible via both desktop computers and mobile devices. Please check self-service to access the app.

**10. If students wear a hijab that covers their nose and mouth, does that suffice for these regulations?**

It depends. Please consult CDC guidelines for specific questions regarding what is an acceptable face covering for COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

# Classroom Instruction & Academic Affairs

## **1. Will students need to keep face coverings on during class?**

Yes, students must wear a face covering that covers their nose and mouth at all times except when alone in a room, alone with roommate(s), or while stationary and eating or drinking in areas that permit eating or drinking. Eating and drinking are no longer going to be permitted in classrooms or labs, to ensure that face coverings are worn at all times in those spaces.

## **2. Are faculty responsible for monitoring or policing proper student face covering use in classrooms?**

Enforcement of face coverings, like the enforcement of social distancing is everyone's job. It is the expectation that everyone should be sympathetic to the annoyance of face covers, yet respectful to the science behind the rationale of everyone wearing face coverings for the collective good of our community. If a social distancing or face covering issue cannot be resolved through a simple conversation between the individuals of concern, anyone is welcome to report the issue to [socialdistancing@dyc.edu](mailto:socialdistancing@dyc.edu). Concerns will be handled through normal disciplinary processes for students or employees, respectively.

## **3. With evolving understanding around COVID-19 transmission, should instructors wear face coverings despite their ability to maintain six feet physical distancing in the classroom?**

Yes. Based upon the request of the Union Executive Committee, instructors are being required to wear face coverings at all times during instructional delivery.

## **4. What space is available for students, and commuters in particular, during breaks between classes? Similarly, for students who have an online class immediately followed by an in-person class, will they have designated spaces to log into their online classes?**

The magnitude of campus study space and student lounge areas has been greatly expanded throughout campus over the past two years. These spaces will remain available for student use, relaxation, study, and participation in online coursework. Some representative examples of auxiliary spaces available to students include the Joan of Arc Study Rooms, the Montante Family Library, the Honors Lounge, the Park, DAC 6th floor, the Veterans Lounge, the Kuhrt Dining Hall, and a wide variety of other in-between spaces situated throughout campus. Residential students will be encouraged to return when possible to their residence hall room for synchronous online classes. In general, study space is something that will be monitored closely and can be adjusted as deemed necessary throughout the semester.

## **5. Where do adjunct faculty obtain D'Youville IDs? What if I lost my ID?**

D'Youville IDs are necessary this year for swipe card access into campus facilities. IDs for new faculty and adjunct faculty can be forwarded to the department chair. Returning faculty who need to replace their IDs may contact Campus Safety to make arrangements for reprinting a new ID. D'Youville's Campus Safety Department is currently in the process of rolling out a new streamlined process for printing IDs which will require less contact and enable individuals to submit their photo online in advance.

# Classroom Instruction & Academic Affairs

**6. For students that may be enrolled in a course that has been designated as 100% face-to-face, will they have an option to “opt out” of in-person instruction if they have health concerns, increased risk, etc.?**

While D’Youville is committed to providing a safe campus environment, we recognize that some students with qualifying conditions will not be able to attend in-person instruction. D’Youville will manage this on a case-by-case basis and work with individuals that self-identify to make necessary accommodations. Other students may also need to miss class sessions due to illness, travel restrictions, or quarantine. All instructors should be prepared to record instruction to make it available to any students who cannot attend class on campus. Students who are unable to attend class in person should communicate with their instructors prior to the first day of class. In some courses, such as clinical instruction labs, it may not be possible for students to successfully complete all learning outcomes remotely, which could result in a delay in program progression.

**7. Are any of these guidelines or general COVID-related start up plans required to be included in our fall syllabi, and if so, is there a template for the wording of these guidelines?**

D’Youville’s official COVID-19 restart guidelines and associated campus policies and communications will continue to be posted on the website. This information does not need to be included in course syllabi. However, specific instructions and scheduling related to Rotational Synchronous Instruction should be clearly outlined for students in Faculty’s course materials. As always, syllabi should include information on any technology requirements, IT and online learning support, accessibility accommodations, academic policies and other resources.

**8. What are the plans for cleaning classrooms that are identified as linked to a confirmed positive COVID-19 case.**

D’Youville will work with the Department of Health contract tracers to determine if additional spaces such as classrooms require special COVID-19 cleaning, as is done for residence hall rooms and offices. In the event that a classroom needs to be closed for cleaning, the Registrar and Facilities will temporarily assign an alternate classroom space during that period. This should not be a problem given that many classrooms have been strategically closed throughout campus as a result of ~40% of classes being delivered online during the Fall 2020 semester.

**9. How will lab models be cleaned, and will wipes and cleaning supplies be provided?**

With the “whole community” approach to campus sanitation, the institution will be providing cleaning supplies, including sanitizing wipes, across the campus and in labs and classrooms so that staff, faculty, and students can re-sanitize surfaces and equipment such as lab models before using them. Due to the unique equipment in different labs, lab cleaning protocols this will be determined on a case by case basis.

# Classroom Instruction & Academic Affairs

**10. In clinical instructional labs in nursing and the health professions, faculty and students will clean manikins and lab equipment between each student. Will the entire room be cleaned each evening? Who is responsible for purchasing cleaning supplies?**

Cleaning supplies will be purchased by the institution and distributed throughout campus in all classrooms and labs, as well as many other areas where there is shared furniture and equipment. The “whole community” approach makes the appropriate cleaning supplies widely available so that staff, faculty and students can sanitize shared touch-points before using them. The custodial team will clean classrooms and labs at the end of each day. D’Youville’s Custodial Team has been re-prioritized to focus on frequent cleaning of high traffic touch-points and areas, as well as deeper cleaning with approved cleaning products for COVID-19.

**11. For labs, students are touching each other, but in between they are touching their pens and laptops, and then touching each other again. Will there be wipes so that students can wipe down their equipment?**

Yes, wipes are being provided in all classroom and lab spaces.

**12. Will there be clinical requirements after Thanksgiving?**

As was the case in the past, clinical placements operate based the schedule set by the clinical partner site and may not necessarily align with the D’Youville academic calendar. Clinical placements may continue after Thanksgiving and during semester breaks.

# Housing & Student Affairs

**1. Will the housing requirement for freshmen be lifted for OT and PA students, due to COVID?**

No.

**2. Who will the student engagement office notify if a student is not allowed on campus?**

Campus Safety is the only department that will be notified as they need to make adjustments to individuals ID card access rights.

**3. Freshmen will not have their ID upon arrival. Is there a process for photo's being taken, and maximizing social distancing?**

New students will be invited to campus in small groups - orientation staff will coordinate with Campus Safety to learn the new ID system and help distribute cards.

**4. If there is no on-campus activity after Thanksgiving, what about dorms? Will students be asked to leave the dorms then too?**

The residence halls will remain and operations as per usual.

# Quarantine & Travel

**1. Will students coming from outside NY have to quarantine for two weeks?**

It depends. Only students traveling from areas classified as 'high-risk' are required to do a 14-day quarantine in accordance to the Cuomo's executive order. Students influenced by this are being informed via email.

**2. How will D'Youville accommodate students coming from states on NY's high-risk list?**

Residential students were encouraged to return 14 days early to quarantine in the Residence Halls. Non-residential students must prepare accommodations for themselves.

**3. Are students required to provide documentation that they've satisfied the requirement for quarantine if they have been in a high-risk state?**

This requirement is mandated by an executive order and it is not D'Youville's responsibility to enforce. All questions, concerns, and issues related to the executive order requiring quarantine for travelers from high-risk states should be directed to the Department of Health.

**4. How can the students cross the border with it being closed? Many are fearful that they cannot get back home.**

The border is not closed - although - Canadian students are being offered housing on campus for free to avoid potential restrictions.

**5. What will happen with the students who are working in Health Care in Canada and their employment place doesn't allow travel out of the country?**

If students cannot leave their respective country of origin or foreign country of employment, then those individuals will need to work with their faculty to coordinate a schedule of digital instructional accommodations.

# Miscellaneous

**1. Do we have COVID-19 data that pertains to the members of the college? If so, where can we find it?**

Employee and student health data has not and will not be made public or shared with other members of our community. All announcements related to COVID-19 are being logged on the following website: <http://www.dyc.edu/campus-life/support-services/covid-19/updates/>

**2. Has HR and Student Affairs staff completed a contract tracing training to ensure optimal response?**

They were not provided contact tracing training because D'Youville is not responsible for contact tracing. The Erie County Department of Health holds jurisdiction over D'Youville and will be leading all contact tracing efforts on behalf of D'Youville.

**3. What happens if the K12 schools are not open fully? Will parents have flexibility to work remotely?**

At this point in time the only option for working remotely is what has been planned for in the staffing toolkits for staff and administrators, as well as what has been provided as opportunities for continuing the Shared Work Program.

**4. What is the email for reporting?**

To report social distancing issues, please contact [socialdistancing@dyc.edu](mailto:socialdistancing@dyc.edu).

For general student COVID-19 inquiries or to self-report student COVID-19 confirmations, please contact [studentCOVID19info@dyc.edu](mailto:studentCOVID19info@dyc.edu).

For general employee inquiries or to self-report employee COVID-19 confirmations, please contact [employeeCOVID19info@dyc.edu](mailto:employeeCOVID19info@dyc.edu).