



Monroe Community College

STATE UNIVERSITY OF NEW YORK

Summer/Fall Semester 2021 Return Plan

July 14, 2021

The following guidelines have been reviewed by the Monroe County Department of Public Health and may change in response to the latest federal, state, SUNY, and/or county guidance.

Overview & Purpose

The State University of New York (SUNY) and Monroe Community College (MCC) continue to operate under federal and state public health guidance to ensure the safety of our faculty, staff, and students at MCC's Applied Technologies Center, Brighton Campus, Downtown Campus, and Public Safety Training Facility. The health and well-being of students, faculty, and staff remain top priorities. Offsite learning locations (e.g., Rochester Arc + Flame, Eastman Business Park, clinical locations, etc.) may follow different guidelines.

This *Summer/Fall Semester 2021 Return Plan* adheres to SUNY's required COVID-19 health and safety protocols and has been reviewed by the Monroe County Department of Public Health (MCDOPH).

MCC safely resumed limited in-person teaching and learning during Fall Semester 2020 for students enrolled in programs that required in-person instruction to achieve promised learning outcomes. MCC students, faculty, and staff continue to maintain a very low, on-campus COVID-19 positivity rate (0.15%). While New York state and Monroe County restrictions for higher education are now lifted, MCC continues to be reasonably conservative in its approach to increasing in-person learning and service options during summer and fall 2021 due to the presence of COVID-19 variants in the United States and abroad.

MCC summer sessions run June 1 through August 9, 2021. The fall semester runs August 26 through December 23.

This fall, as compared to the 2020-2021 academic year during the height of the pandemic, MCC will offer a more robust in-person academic experience for students. Students may choose from a wider variety of in-person courses and labs as well as those delivered via SUNY Online (students choose when to attend) and remote-live technologies (students participate on specific dates and times). Services and co-curricular programming (e.g., student life, athletics) will also be offered safely in person.

The MCC Association (i.e., MCC Bookstore, Richard M. Guon Child Care Center, Housing and Residence Life) and its partners (food services, Sodexo) operate under a separate plan.

Anticipated On-campus Population

Summer Sessions 2021

- Maximum number of residential students: 25 (approximately 3% capacity)
- Maximum number of commuter (non-residential students): 1,100
- Maximum number of employees: 205

As of June 17, 2021, there are 6,148 students enrolled in 451 class components for summer (counting lectures and labs separately for individual courses). Of these sections, 71 (or 16%) have in-person learning components. Thus far, there are 494 students enrolled in the 71 classes, which is only 8% of the total enrolled. Because some summer classes start in July, these numbers are fluid.

Fall Semester 2021

- Maximum number of residential students: 635 (approximately 82% capacity)
- Maximum number of commuter (non-residential students): 4,000
- Maximum number of employees: 500

Students have options to learn in-person and/or online. As of July 14, 2021, MCC will offer more than 1,850 course sections this fall, with approximately 47% of sessions having an in-person component. More than 446 course sections be offered via SUNY Online and MCC's Virtual Campus. Due to staggered course start dates, official fall enrollment will be confirmed following the fall census in October.

Summer 2021 General Guidance (effective July 1-August 2)

Do not come to campus if you are ill.

Regardless of vaccination status, if you come to an MCC location you are required to:

- **SCREEN** using [MCC's COVID-19 self-assessment tool](#) prior to entering campus buildings.
- **MASK** regardless of vaccination status.
- **TEST** during those weeks you will be on campus* (no appointment necessary). Students who only take online and remote classes are not required to test. [Testing schedule and information](#).
- **NOTIFY IMMEDIATELY** [MCC Health Services](#) (students) or [Human Resources](#) (employees) if you test positive for COVID-19.

** Visitors are not required to participate in pooled testing.*

These guidelines have been reviewed by the Monroe County Department of Public Health (MCDOPH) and are subject to change.

Other Considerations

- Summer session instruction will be delivered in-person, remotely, and via SUNY Online.
- Faculty and staff who are assigned to work remotely no longer need permission to come to campus.
- Students are encouraged to make an appointment before coming to MCC for services such as campus tours, meeting with an Admissions counselor, Financial Aid representative or advisor; services will be offered in person and remotely. Walk-in services will be limited during the summer beginning on July 19.
- The MCC Bookstore (MCC Association) on the Brighton Campus is open; no appointment necessary.
- Additional requirements may be imposed by SUNY and/or the MCDOPH in response to a significant rise in COVID-19 transmission within the community or at MCC locations. Students, faculty and staff will be notified via an MCC alert (email, text, phone) and other communication channels if there is a significant rise in MCC's on-campus positivity rate (i.e., "tipping point") and/or significant changes to summer 2021 general guidance.

In-person Transition Timeline

MCC departments/divisions will fully return to deliver in-person services in this manner:

- **July 12** – Designated offices open with minimal personnel (enough for office coverage) to prepare to serve students at the Brighton Campus.
 - Monroe County COVID-19 vaccine clinic available at MCC's Downtown Campus.
- **July 19** – Designated offices open to serve students in person at the Brighton Campus.
 - Students should continue to make appointments with specific MCC offices prior to coming to campus.

- Students begin submitting proof of vaccination to MCC Health Services via the [Student Health Portal](#), fax (585) 292-2523, or email [MCC Health Services](#).
- MCC business-related prior approval travel requests submission process resumes.
- **August 2** – MCC Fall Semester 2021 guidance goes into effect; most restrictions lifted for students, faculty and staff who provide proof of vaccination.
 - Designated MCC offices, including those at the Applied Technologies Center and Downtown Campus, must be open to serve students in person. (Exceptions apply to employees such as faculty who are on 10-month contracts.) Departments must develop and follow their own staffing plan for August. (List of returning offices and positions will be confirmed in July.)
 - All Brighton Campus building entrances open.
 - Daily COVID-19 self-assessment submission no longer required for individuals who verify they are vaccinated.
 - MCC Human Resources Office sends first of two Voluntary Vaccine Disclosure surveys to faculty and staff regarding vaccination status. (Information is kept confidential; records are kept separate from personnel files.)
 - COVID-19 vaccine clinic will begin at the Brighton Campus. (Details are forthcoming.)
 - Campus Events reservation process resumes.
- **August 19** – Registration deadline for matriculated students.
- **August 26** – **Fall semester begins.**
- **September 7** – All MCC offices open and staffed; employees return to in-person work.

MCC recognizes that the transition from working remotely to returning to campus may be stressful for some faculty and staff. Adherence to [MCC's Core Values](#), along with flexibility, patience and open communication with supervisors are important during the transition. MCC's Human Resources Office also encourages employees to utilize the Employees Assistance Program Services ([EAP](#)) for confidential help 24 hours a day, 7 days a week for MCC employees and family members. Contact Human Resources with questions.

Fall 2021 General Guidance (effective August 2-December 23)

MCC's fall semester begins on August 26, 2021. Fall guidance goes into effect on August 2 prior to the start of classes. If federal, New York state, SUNY, or Monroe County Department of Public Health (MCDOPH) guidance changes, MCC's plan will be updated accordingly.

Overview

As of August 2, 2021, most health-related restrictions will be eliminated for all fully vaccinated students, faculty and staff. Individuals are considered fully vaccinated: (1) two weeks after receiving the second dose in a two-dose COVID-19 series or (2) two weeks after receiving a single dose vaccine. See the "Vaccine Disclosure" section of this document for additional information.

Unvaccinated individuals will need to follow the latest [U.S. Center for Disease Control and Prevention \(CDC\) guidance](#), including wearing a mask, social distancing and participating in weekly COVID-19 testing.

MCC will respond to individual virus exposure situations following Centers for Disease Control and Prevention guidance [Testing, Screening, and Outbreak Response for Institutions of Higher Education](#) MCDOPH protocols.

SUNY, Monroe County and MCC retain the authority to **pause campus activities** in cases of increased community transmission of COVID-19. Students, faculty and staff will be notified via an MCC alert (email, text, phone) and other communication channels if there is a significant rise in MCC's on-campus

positivity rate and/or significant changes to summer 2021 general guidance. (The on-campus positivity rate and number of positive cases maximum will be based on fall enrollment figures and are to be determined at this time.)

Instructional spaces are defined as spaces that are assigned specific course section numbers on specific days and times during the semester.

COVID-19 Vaccine

SUNY and MCC encourage all students and employees to get vaccinated for COVID-19 as part of our comprehensive efforts to promote health and safety.

Per New York State guidance, and pending approval by the U.S. Food and Drug Administration, a COVID-19 vaccination will become mandatory for all SUNY students who take in-person classes. The **timing** of this requirement is yet to be determined. At that point, the COVID-19 vaccination would be treated like all other student immunization requirements. A “compliance window” will be determined should the vaccine become required after the start of the fall semester. MCC will share updates with the college community via email and post the information to its website as it becomes available. The process for exceptions will also be shared following FDA approval of a vaccine.

Employees are not required to have a COVID-19 vaccination and have the option to voluntarily submit proof of vaccination to Human Resources via a survey, email or in-person beginning on August 2, 2021.

Students

- SUNY and MCC encourage students to get vaccinated against COVID-19 prior to the start of the fall semester to protect their health and safety and in anticipation of SUNY’s mandatory vaccination requirement that will go into effect following FDA approval of a vaccine.
- Students are considered fully vaccinated: (1) two weeks after receiving the second dose in a two-dose COVID-19 series or (2) two weeks after receiving a single dose vaccine.
- MCC students are encouraged to upload proof of vaccination (screen shot of vaccine card) through the [MCC Health Services Portal](#) prior to the start of the fall semester. Contact the [Health Services Office](#) for more information.
- Fully vaccinated students who have submitted proof of vaccination are not required to participate in weekly COVID-19 testing.
- The process for students to apply for a COVID-19 vaccination exception will be shared as soon as it becomes available.

Employees

- SUNY and MCC encourage employees to get vaccinated to stop the spread of COVID-19. Vaccination is not required to work in person.
- Faculty and staff are considered fully vaccinated: (1) two weeks after receiving the second dose in a two-dose COVID-19 series or (2) two weeks after receiving a single dose vaccine.
- Faculty and staff will be invited to disclose their vaccine status via voluntary survey. Two Voluntary Vaccine Disclosure Surveys will be distributed to employees beginning on August 2, 2021. Employees who submit proof of vaccination via the first survey do not need to resubmit.
 - Vaccinated employees who would like to submit documentation to forgo weekly COVID-19 testing and mask wearing (except in instructional spaces such as classes, labs and rooms with an assigned course section number) must complete MCC’s Voluntary Vaccine Disclosure Form.

- Employees should only complete this form if they are fully vaccinated, that is, if it has been at least two (2) weeks since receiving two (2) doses of Moderna or Pfizer, or two (2) weeks since receiving one (1) dose of Johnson & Johnson.
- You must include your entire vaccine card clearly showing your name, date of vaccine doses, brand, and all other relevant information; a screenshot or PDF copy of the NYS Excelsior Pass proof of vaccination is also acceptable documentation.
- Employees whose vaccine status changes (i.e., they are vaccinated after the survey collection) may submit to [Human Resources](#) their entire vaccine card clearly showing name, date of vaccine doses, brand, and all other relevant information; a screenshot or PDF copy of the NYS Excelsior Pass proof of vaccination is also acceptable documentation.
- The ADA requires MCC to maintain the confidentiality of employee medical information, such as documentation or other confirmation of COVID-19 vaccination. This information, like all medical information, must be kept confidential and stored separately from the employee's personnel files under the ADA. The College will report only aggregate data with respect to vaccination status – e.g., *As of X date, X number of employees reported that they are fully vaccinated.*
- The process for employees to express an interest in a COVID-19 vaccination exception will be shared as soon as possible.

MCC Corporate College

- Employers, visitors and learners affiliated with MCC Corporate College and the Economic and Workforce Development Center located at the Downtown Campus (7th Floor), who are not regularly on campus may follow a different set of guidelines.

Masking

- **Masks are required for everyone**—regardless of vaccination status—in all MCC instructional spaces (i.e., classes, labs and rooms with an assigned course section number). *Exception: some offsite locations, such as Rochester Arc + Flame and Eastman Business Park, may follow different guidelines due to the nature of instruction.*
 - Vaccinated individuals are not required to wear masks outside of instructional spaces.
 - Unvaccinated individuals are required to wear masks outside of instructional spaces unless they are alone in an enclosed space such as a personal office.
- Face shields will be provided to those with qualifying medical accommodations.
 - Employees needing accommodations should contact Human Resources.
 - Students needing accommodations should contact Counseling and Disability Services.
- MCC strongly encourages and welcomes mask wearing at all college locations.

Campus Capacity and Social Distancing

- Campus, site and classroom capacities return to pre-pandemic levels.
- Masks are required in all instructional spaces.
- Unvaccinated individuals should practice social distancing.

COVID-19 Self-Assessment

Completing MCC's online COVID-19 Self-Assessment will not be required prior to entering campus buildings. Using the tool will be optional for vaccinated and unvaccinated individuals who appreciate the opportunity to assess their health and well-being. The assessment may be updated to include questions related to vaccinations and recent COVID-19 test results.

COVID-19 Testing

- MCC COVID-19 pooled testing sessions are coordinated by MCC Health Services and Public Safety offices. MCC works in partnership with SUNY Upstate Medical University to register participants and test saliva samples.
- Vaccinated individuals do not need to participate in weekly testing. They will be asked to provide documentation of vaccination to be excused from this requirement.
- **Unvaccinated individuals are required to test each week.** Limited pool and/or rapid testing will continue to be available at the College's expense until updated guidance removes testing requirements.
- Results of tests administered elsewhere can be submitted to [MCC Health Services](#) (students) or [Human Resources](#) (faculty and staff).
- Health Services will continue to provide requested data to SUNY on a weekly basis.

Mandatory Quarantine and Isolation due to COVID-19

Students are required to immediately notify MCC Health Services if they test positive for COVID-19. Employees are required to contact Human Resources.

Students and employees who test positive for COVID-19, have been exposed to individuals who tested positive for COVID-19, or are informed by a state or local health department, medical professional or MCC Health Services representative that you are "at risk" for having COVID-19, may be required to quarantine or isolate.

This may include taking classes remotely, staying in a specific on-campus residence hall and room, and not going to other campus facilities for a specific time frame. Resident students will be assisted by assigned MCC Health Services registered nurses and receive access to food, medicine and supplies. Mental health, wellness, academic and/or other supports will also be available as needed.

Modes of Instruction

Summer 2021

Instruction for the summer 2021 term will be a combination of in-person (students learn at a specific MCC location), as well as those delivered via SUNY Online (students choose when to attend) and remote-live technologies (students participate on specific dates and times).

Fall 2021

The fall semester will begin on August 26. MCC will offer in-person courses while continuing to offer a robust online program and some remote options to offer flexibility to students. [Learn more on MCC's website](#). Communications to students will continue to include:

- a. information describing course modalities
- b. contingency plans for potential pauses in in-person instruction
- c. support available for students in remote or online modalities, including interacting with faculty, student engagement opportunities, support for students with disabilities, tutoring, counseling, advising, and other direct student support services.

MCC and SUNY continue to offer resources to help students get the support they need to successfully complete their studies and achieve their goals. Resources are listed on MCC's website and reinforced via

the student portal, email, daily e-newsletter and social media. These websites continue to evolve as in person services reopen across the campus and sites. Resources include:

- a. [MCC Student Resources](#)
- b. [MCC Health Services](#)
- c. [MCC Libraries Updates, Resources, and Services](#)
- d. [MCC's Counseling Center](#)
- e. [MCC Veteran Services](#)
- f. Veterans Crisis Line: 1-800-273-8255 or text to **838255**
- g. National Text Line for Students of Color: Text **STEVE to 741-741**
- h. National Trans Lifeline: 1-877-565-8860
- i. [ReachOut SUNY](#)
- j. [Thriving Campus](#)
- k. [Middle Earth from the University at Albany](#)
- l. New York State Office of Mental Health Crisis Text Line: Text **GOT5 to 741-741**

Temporary Telework Protocol

Until further notice, MCC's [Temporary Telework Protocol](#) is in place for employees requesting hybrid/remote work assignments. Decisions will be made by department at this time and will continue to be temporary decisions while the college's protocol is being reviewed and updated. Requests require approval from a supervisor and college officer. In order to ensure fairness and consistency, MCC officers will confirm the decision-making process as soon as possible.

Travel

MCC will follow current New York State Department of Health guidance on testing, vaccination and quarantine requirements related to travel. Starting July 19, MCC business-related travel requests will continue to be reviewed carefully to minimize expenses for the college.

Cleaning and Disinfecting Protocols

The Custodial Operations Department will adhere to the CDC Guidelines for cleaning and disinfecting. MCC's Custodial Operations Department staff complete the following tasks Monday through Friday:

- Common spaces in hallways and lounges – routinely disinfect surfaces and touch points (utilizing Protexus electrostatic sprayer), and empty trash
- Restrooms – daily disinfect, clean and restock all open restrooms
- Residence Halls – disinfect and clean daily common spaces, common restrooms, stairwells, hallways, trash rooms and laundry facilities.
- Classrooms in use– empty trash daily, vacuum or mop one night per week, empty recycling one night per week, straighten desks/chairs nightly, disinfect desks, surfaces and touch points nightly (utilizing Protexus sprayer in rooms with minimal technology)
- Public offices/shared spaces – empty all common space trash nightly, vacuum or mop three nights per week, empty recycling one night per week, spot clean surfaces three nights per week, and disinfect touch points nightly
- Personal offices – vacuum or mop as needed or biweekly, complements faculty and staff cleaning before and after use
- Spaces for medical treatment receive services and disinfection nightly

Campus Events Reservation Process

The MCC reservation process for the 2021–2022 academic year will resume on August 2 and will adhere to all current SUNY guidelines and/or policies.

Campus Safety Monitor

MCC's Assistant Chief of Public Safety will serve as the Campus Safety Monitor, having the responsibility of coordinating the ongoing campus compliance with all COVID-19 related guidance.

This document is subject to change based on federal, state, SUNY and Monroe County guidelines.