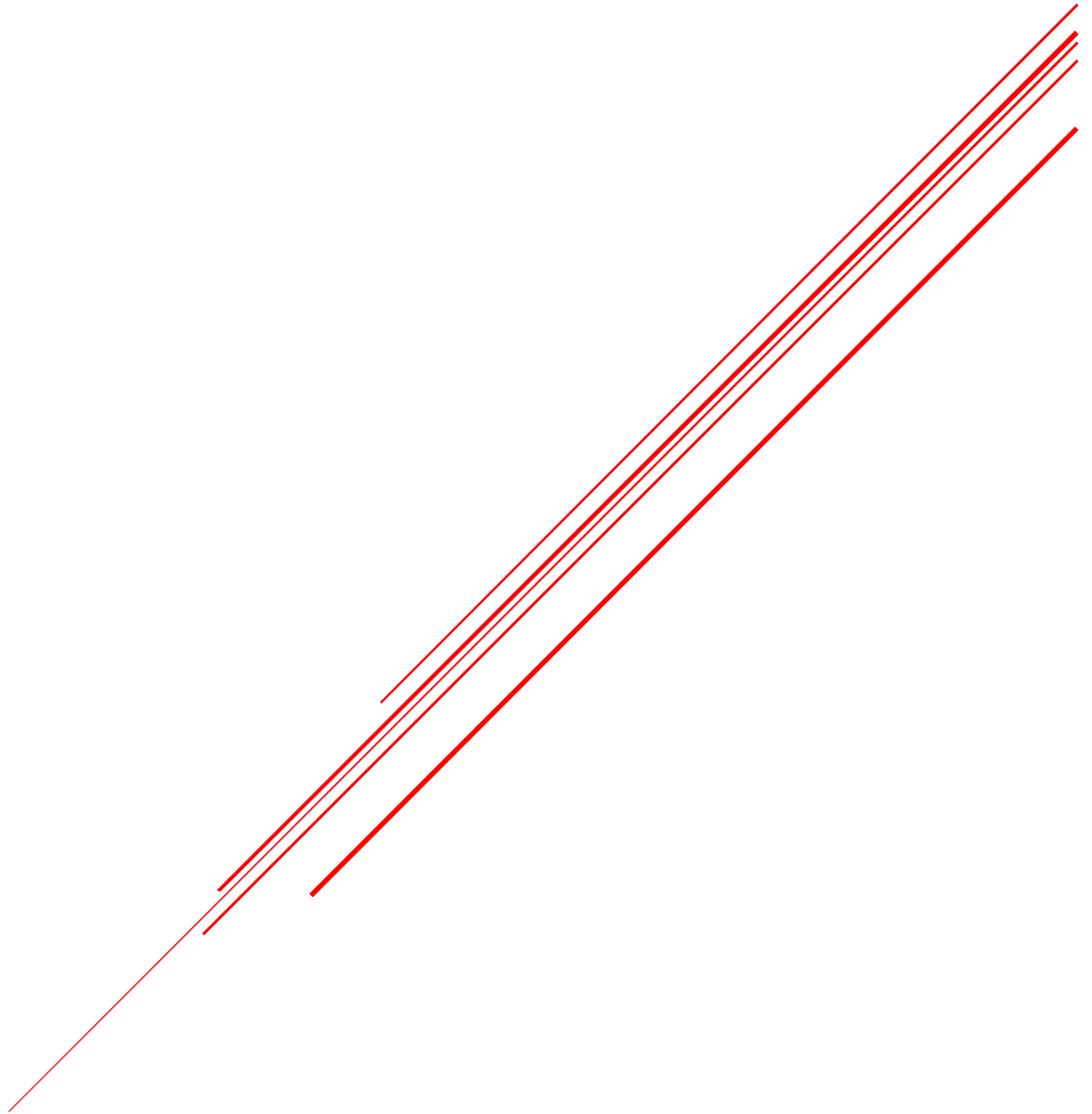


SUNY Erie Executive Summary

COVID 19 Taskforce reopening plan



COVID 19 Task Force (See appendix 5):

The Incident Management Team (IMT) of the COVID 19 Task Force coordinates with Erie County Emergency Management, Erie County Public Works, Erie County Department of Health, Erie County Sheriff's Office, NYSF, DHS, other law enforcement agencies, Erie County Social Services, Kaleida Health, Catholic Health, and other agencies. The IMT meets with many of these agencies daily. The COVID 19 Task Force meets daily to resolve issues requiring action. Suspected cases of COVID 19 are worked through the contact tracing team, IMT, and the Erie County DOH. Kaleida Health, Catholic Health, and ECMC Emergency Managers update the college Emergency Manager regularly. The Task Force includes the following teams:

1. Incident Management- Emergency Manager, Dean of Students, EHS Director
2. Communications - Communications Director, Senate President
3. Academic - Provost, Associate Provost, Academic Deans
4. Student Life - Deans of Students, Chief Diversity Officer
5. Operations- EVP Finance and Administration, Security & Facilities Operations
6. Human Resources - VP Human Resources, Faculty Union Executive Leadership
7. Information Technology- CIO and ITS staff

Academic Program Planning:

When determining how classes need to be conducted, the below matrix has been utilized:

- Category 1- Classes that must be delivered face-to-face (e.g., applied, professional skills-related labs, clinicals & internships (health, engineering & technology))
- Category 2- Classes that can be delivered remotely online, but would be preferred to be delivered face-to-face (e.g., natural science labs)
- Category 3- Classes that can be delivered remotely online (e.g., lecture, lecture/discussion).

SUNY Erie is planning for the following in the fall 2020 semester

1. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only Category 1 courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity.

Depending on the severity of the pandemic, SUNY Erie will be prepared to move all instruction, (i.e., Lectures and labs) remotely. Critical labs may be re-sequenced in the semester-by-semester program plan, moving lecture-based courses, remotely delivered, to the Fall 2020 semester.

Any onsite learning will be conducted with appropriate social distancing, increased disinfecting protocols, and appropriate PPE where necessary.

Repopulation of the Campus

- A small number of students will arrive on July 6 (students completing hands-on applied lab requirements needed from Spring), and allow us to use this small group to observe and modify our classroom protocols for maximum effectiveness
- Indoor campus spaces are being adapted with appropriate signage, floor decals, and the addition of plastic barriers at transaction points.
- Classrooms have been assessed for reduction to capacities that allow 6 feet between all students, allowing students to de-mask after arriving to their seat. (See appendix 1 and 2)
- SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.

- SUNY Erie will require all those capable to wear face coverings when social distancing cannot be maintained (exceptions granted for those under the age of 2 or those with medical restrictions)
- Campus transportation shuttles are adapted to only seat passengers every other row (50% capacity)
Students will be required to wear masks to and from class when inside buildings
- SUNY Erie has modified its' fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity

Personal Protective Equipment (PPE)

- SUNY Erie has an approved mask and face covering policy that all faculty and staff are expected to follow
- SUNY Erie will provide care packs to each student and employee that include a mask(s) and information packet.
- Each student is asked to bring a pair of two-ply cloth face coverings with them to campus
- Face coverings, or face shields will be provided to all faculty and staff, as requested
- PPE (gloves, face coverings) is required and supplied along with training for all Dining Services personnel
- PPE requirements and protocols have been communicated to all delivery drivers and vendors
- The PPE stockpile is housed in the maintenance department and procured through the purchasing department. All PPE requests can go to the Director of Housekeeping and Maintenance for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering
- A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests of the college

Monitoring: Screening & Testing

Testing

- In lieu of mass testing every student, SUNY Erie will apply a robust monitoring system that includes pre-screening (questionnaire), symptom surveillance, contact tracing, and containment

Screening

- SUNY Erie is currently utilizing a campus checkpoint whereas every visitor, student, staff or faculty member is temperature screened and questioned on symptom surveillance prior to admission to campus. This checkpoint will continue until a surveillance software is selected and implemented. The surveillance software will be in place prior to the start of the fall 2020 semester.

- Educational material will be sent out to all students and employees prior to arrival, links to this information will also be made available on the college's website; medical educational materials will include information about the virus, symptoms, who is at risk and tips for proper sanitation; mental health educational materials will include information about managing and coping with emotions and concerns due to COVID-19

Tracing (See appendix 4)

- SUNY Erie has identified a contact tracing team and has begun using certification training offered by John Hopkins Bloomberg School of Public Health. SUNY Erie will have more than 9 people certified to serve as contact tracers

Containment

Isolation/Quarantine

- Since SUNY Erie is a non-residential campus if a commuter student at any of our campuses is tested due to symptoms and needs to quarantine, they will be asked to leave the campus and do so at home
- A small number of students who contract housing at another local college will follow their quarantine housing procedures.

Suspected or Confirmed Cases

- Students with the ability to return home after confirmation or suspicion of contracting COVID-19, will be encouraged to return home
- If students are unable to return home due to (1) lack of appropriate transportation while ill, or (2) circumstances at home that are unsafe or unsuited for recovery at home, students will be placed in the quarantine or isolation at the expense of the college through a hotel or other temporary housing location through our student emergency fund/CARES funding, which we did exercise during closure of the spring semester.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure

Academic Program Planning

Classroom Safety-(See appendix files 2 and 3)

- All face to face class locations have been assessed and proper social distancing protocols have been established including class occupancy reduction and 40-50 square feet per student
- Face coverings or face shields, will be provided to all faculty
- Cleaning supplies will be placed in teaching areas to supplement custodial activity: approved disinfectant and paper towels will be available for faculty to wipe area
- Each classroom and lab area will utilize the appropriate spacing and social distancing per SUNY guidance. Every department will report the reconfigured spaces and capacities through their Deans for review and verification. The Deans will submit them to the IMT. Any space that can

be repurposed to assist in face to face instruction, will be utilized if possible. All spaces that are not usable under these protocols will be secured to reduce cleaning costs.

Course Scheduling

- Courses meeting face to face have been modified to reflect a reduction of classroom occupancy of 50% and 40-50 square feet per student.

Schedule Modifications

- SUNY Erie has modified its' fall semester schedule. Lectures and most labs (e.g., natural sciences) will be conducted remotely. Only courses, consisting of critical labs (e.g., applied, professional skills-related (health, engineering & technology)) may be conducted face-to-face with social distancing accomplished by reducing section capacity

Student Services

- Any meetings requiring small in-person groups will be moved to larger lecture hall classrooms when online options are not available.
- Virtual tutoring will be available for students
- Hallway chairs will be removed, and signage will be posted expressing face covering requirements.
- Appointments for testing will be strictly enforced so that physical distancing in the testing rooms can be maintained; faculty will alert the Student Access Center (SAC) of testing schedules
- Professors will be encouraged to continue use of digital exams, when possible, to reduce multiple paper transfer.

Technology Services

- Signage will be posted directing visitors to wear a mask, honor physical distancing expectations, and handwashing. A supply of masks and hand sanitizer will be accessible. All offices are sufficiently distanced apart.
- Helpdesk technicians will be required to wear a mask and use hand sanitizer when working with a client. Staff will be required to wipe down computers with sanitary wipes.
- Technicians will be required to wear masks and use hand sanitizer when working on a client's computer. They will also be required to wipe down the computers and peripherals that they are working on.

Library

- All library resources will be available virtually and will not be face to face
- Library will be open for computer services only
- Appropriate signage will be placed at the Library front entrance stating rules for entrance
- The maximum capacity of persons in the building will be determined either locally or by NY State/SUNY and the number of people in the building will be regulated by registering at the entrance. All students and visitors entering the building during operating hours will access the building at the main entrance.

- Desktop computer workstations will be placed at intervals in order to ensure recommended physical separation.
- Hand sanitizer/wipes stations available at or near computer workstations. Students are advised to use sanitizer before and after keypad use. Locations for stations will be identified and shared.
- Course reserves will be available electronically, as much as is practicable. Faculty needs for the fall semester are being identified now.
- Signage will be posted requiring visitors to wear a mask, honor social distancing, and washing hands.

Student Life

Occupancy-related Guidelines

- Events will be held virtually where practical.
- Outdoor venues will be primary in-person social gathering space for students socializing outside “family unit.”
- Indoor gatherings will be regulated based on NYS guidance for such gatherings at time/date of occurrence.
- Student Engagement staff will utilize recommended guidelines to screen all participants of any sanctioned in-person events. The department and staff will use meticulous attendance practices to support any future contact tracing efforts, including scanner-based sign-ins.
- Signage will be added requiring the use of face coverings, event expectations, and cautionary guidance.
- Hand sanitizer stations, disposable masks, and approved supplies to disinfect will be available at the entrance and exit to approved events.
- Water fountains will be shut off, *pending NYS guidance*. Bottle refill stations will remain and will be cycled in for updated cleaning protocols.
- Common rooms, lounges, and event spaces will be reduced capacity based on NYS guidance.
- Where possible, doors will be left open to reduce doorknob transmission.
- For 2020-21, any person riding in an elevator must be masked.
- Video content will be used for virtual orientation programming to educate and sensitive students to campus expectations
- Convocation, Student Employment Fair(s), and other events will include social distancing and/or may be virtual.
- All activities will be approved by the COVID-19 Taskforce to ensure that they can have proper physical distancing and sanitation.
- Increased staffing and timing between events to allow for cleaning, attendance taking and proper sanitization.
- Event spaces will be reduced capacity based on NYS guidance
- Student Conduct will adapt the Student Code of Conduct to address specific levels of Covid-19 “failure to comply” violations such as, occupancy violations, social distancing, PPE use, violations of Isolation and quarantine, and trespassing in areas under Isolation and quarantine through Dean of Students office

Dining and Transportation

Dining Services

- PPE (gloves, face coverings) will be required and supplied along with training of all Dining Services personnel.
- Cleaning protocols have been created including detail-cleaning on high-contact areas including disinfecting seating area after every customer seating.
- Hand sanitizers are available for customer use.
- Customer queuing areas for entry to each eatery have been redesigned to meet physical distancing requirements (i.e.: one-way traffic, use of floor decals)
- Every customer exit area has been redesigned to meet distancing and traffic requirements
- An online ordering system has been established for delivery or pick-up options or allowing only Kats Cash or credit card with limited cash sales taken.
- All self-service areas eliminated (i.e.: buffets and salad bars).
- Separate to-go/takeout area for all eateries have been created.
- All service will be paper service (no china or silverware).
- Seating area is redesigned by removing all self-service areas (i.e.: salad bar) and with limited seating congruent with New York State phase requirements (e.g. 50%).
- Hours of operation will be extended or staggered as needed.
- PPE requirements and protocols have been communicated to all delivery drivers and vendors.

Campus Store

- PPE (gloves, face coverings) will be required and supplied (by the store-separate business) along with training of all personnel.
- Customer queuing area for entry into Store has been redesigned to meet physical distancing requirements (i.e.: one-way traffic, use of floor decals for demarcation of every six (6) feet).
- Textbooks and required course materials must be pre-ordered and pre-paid online.
- Alternative pickup areas for textbooks and required course materials have been designated outside of store to reduce density.
- The number of customers allowed inside store will be limited and managed by Store staff.
- The inside of the Campus Store is redesigned for traffic flow and eliminates self-service areas.
- All payment transactions will be recommended via contactless card method (Kats Cash or credit card with limited cash sales taken).
- Hours of operation will be extended or staggered as needed.
- PPE requirements and protocols have been communicated to all delivery drivers and vendors.

Transportation

- PPE (gloves, face coverings) will be required, along with training of all transportation vendors.
- Seating on all buses or vans have been redesigned by blocking every other row of seats to equal approximately 50% bus seating capacity. The transportation system will adapt to changing requirements for ridership.
- Cleaning protocols have been created including detail-cleaning on high-contact areas along with disinfecting seating area after every bus run, at the responsibility of the transportation vendor.
- Hand sanitizer is available on all buses. Hours of operation will be extended or staggered as needed meeting DOT driver regulations.

Facilities (Cleaning & Sanitation)

Much of the current plan for Facilities comes from research completed within documents from DOH, CDC, NYS, WHO, ASHREA, OSHA, SUNY Office of Environmental Health and numerous other

trusted sources. Hard copies of those documents are on file with the Director of Facilities in the Maintenance Department at SUNY Erie, South Campus. For a copy of any of those documents, please contact the Facilities Services Office. This document was also completed in conjunction with a similar document through the SUNY Office of Capital Facilities (OCF). When the SUNY OCF document is complete, ASC will also reference that for guidance here on our campuses.

General

- All Facilities Staff will wear masks as per ASC, CDC, DOH, and WHO guidelines. If staff does not have their own mask or face covering, disposable masks will be provided.
- Other PPE (gloves, face shield, gowns, etc.) will be available for Facilities Staff needs, for situations that are dictated or prescribed per ASC, CDC, or DOH.
- Physical Distancing is still expected. Current guidelines will remain in effect with shift change and break and lunch times split. If guidelines change, we will adjust to match.
- All Facilities Staff will continue to be reminded of hand and personal hygiene via timely "news and notes" emails from the Facilities Director and/or Facilities Supervisors and increased signage.
- All Facilities Staff will be expected to clean and disinfect their own break rooms, tools, and equipment (vehicle) regularly. Cleaning supplies will be provided.
- Typical Shifts (A, B, C) may need to be adjusted to meet the needs of other departments as they adapt to new standards.
- The use of fans (air/cooling) in un-ventilated, shared areas will be disallowed
- If a suspected or positive case appears on campus and the individual is placed in an on-campus isolation/quarantine space, the Facilities Department will use the following procedure:
 - Bathrooms will be equipped with all necessary cleaning supplies to allow for self-clean of all their spaces.
 - Facilities staff will not enter the building. If an issue arises, the staff will try to assess the issue through closed windows or via teleconferencing with the occupant.
 - If occupant is unable to help us address the issue and it is jeopardizing life safety, we will don all proper PPE and enter the building to address the issue.
 - Entrance will only take place after occupant has opened all windows in the space and moved to another location within the building while the Facilities Staff is in the building.
- The PPE stockpile is housed at the facilities building and procured through the purchasing department. All PPE requests can go to the Director of Facilities for distribution; this will allow for monitoring of burn rates and keep our inventory easily accessible for reporting and reordering.
- A combination of cloth and disposable face masks are currently in our PPE stockpile. Additional masks will be needed to supply students if the institution is required to supply coverings for all guests and residents of the college.
- Facilities Services strongly encourages all Faculty, Staff, and Students to open doors and windows to allow for fresh air but will remind everyone to secure them when leaving the space.

Custodial

- The maintenance staff typically cleans at a level above what current guidelines suggest with the exception of multiple cleanings of high touch areas, vent louvers, and specific locations. An

enhanced cleaning and disinfecting procedure to include all added areas will be enacted and enforced.

- Self-Clean Stations consisting of a disinfecting spray and paper towels or disinfecting wipes will be set-up/installed in bathrooms, classrooms, computer rooms, and other high traffic areas.
- Custodial will disinfect classrooms between classes with an appropriate procedure and when scheduling allows.
- Weekly inventories will be maintained for cleaning products. Stockpiling supplies will be necessary in case a disruption occurs in the supply chain.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened if possible. After the time has elapsed, the custodial staff will enter and do an enhanced cleaning as per our cleaning procedure.
- The Director of Environmental Health and Safety will ensure all cleaning staff members are current on all trainings for the equipment and the products in use.
- Given the additional cleaning that is required, the cleaning staff would move to a priority cleaning system where areas with high density will be the main focus. The use of a priority cleaning list will help to manage expectations while informing occupants of the cleaning level for each occupied space.

Maintenance

- With extended building closings or reduced use, maintenance will maintain weekly water flushing at all sinks, toilets, showers and water outlets in all buildings. This will help eliminate the risk of other water borne issues which may result from periods of unused systems.
- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened, if possible. After the time has elapsed, the Trades Staff will be allowed to enter and perform any maintenance needed. If a life safety issue arises before the 24-hour period has passed, any trades staff entering the space will be required to wear all proper PPE.
- The bubblers on all drinking fountains will be disconnected or capped, allowing the bottle filler portion to still function.
- The maintenance staff will install transparent panels/barriers at many locations around campus. The locations are to include areas like teaching stations and spaces where individuals will be located in a position making social distancing difficult.
- Maintenance will install and maintain all required signage
- With limited water usage, all floor drains will be primed twice a month.

Heating Plant

- If a confirmed or suspected case appears on campus, all spaces the individual was in will remain empty for 24 hours or as long as possible up to 24 hours. Windows in these spaces will be opened, if possible. After the time has elapsed, the Heating Plant Staff will be allowed to enter and perform any maintenance needed. If a life safety issue arises before the 24-hour period has passed, any Heating Plant staff entering the space will be required to wear all proper PPE.
- In all buildings, the Heating plant department will add an extra changing of air filters changes.

- Assessing potential value in installing UV lights in air duct. (Note: scientific research on this is not complete. When complete, if results show this to be ineffective, it may be removed from the plan).
- Increase outside air changes per hour to a level that does not produce mold or create other health related issues but does allow for a higher volume of outside air.

Health & Wellness

Health Center

- Spacing, masks, hand sanitizer will be provided in the lobby.
- Students with non-COVID-19-related medical issues will enter by appointment only, be escorted by nurse to exam room and then escorted out.
- Only one student at a time will enter the seating area inside the Health Center. This will be known as the triage area.

PPE Needs

- Health Center will need the following supplies N95 Masks, face shields, gowns. Staff will reassess burn rates as the semester starts and needs grows or wane.

Scheduling/Services Adaptations

- The Health Center will no longer be a walk-in facility, students will need to call in advance to schedule an appointment and a screening will take place for both medical and counseling related appointments.
- All counseling services will be offered virtually unless imminent danger is a concern.

Employee Support

Administrative Compliance

- Working from home will be the norm and not the exception. Employees will be on campus when only ebbs and flows of their work are necessary.
- The COVID 19 Incident management Team and HR will provide full contact tracing system for campus wide employees Implementing an exposure response plan
- HR will provide access to EAP and other counseling services for employees when necessary
- COVID Training will be provided to all employees
- Information will be provided to all employees regarding symptom surveillance/reporting
- HR will provide guidance on testing sites for all employees
- All employees will be provided a face covering

Employee Behaviors

- Employees will practice social distancing and maintain a distance of six feet or more from each other.
- Employees will wash their hands according to CDC guidelines

- Employees will avoid the use of multi-touch devices such as shared computers in meeting rooms.
- Employees will be required to wear a face covering when 6 feet distancing cannot be maintained this includes bathroom use as well anytime the employee exits their workspace.

Personnel Protective Equipment

- All employees will have necessary PPE to do their jobs.
- All employees will wear face coverings in the workplace as per the CDC guidelines
- Face coverings and other necessary PPE equipment will be provided to all employees

Cleaning Workplace Facilities, Equipment and Layout

- Risk assessments on work sites
- Routine cleaning protocol
- Cleaning supplies with all employee access
- Detailing cleaning procedures

Policies and Preparedness

- HR will update relevant policies as needed:
 - Mask Wearing
 - Accommodation
 - Response to positive tests
 - Telecommuting

Athletics

Team Activities

- Due to the increased risk of high-risk contact sports SUNY Erie has made the decision to suspend all athletics for the fall 2020 semester.
- Spring 2021 athletic programs will be reevaluated in September 2020.

Communications & Outreach

The Communications Director will prepare communications for keeping everyone informed (staff, students, faculty). The website is the central point of information, updated regularly. Established points of contact are established through the IMT and the COVID 19 Task Force. Marketing and Communications will work with facilities to procure and distribute social messaging signage. Trainings will be provided on proper handwashing and cleaning protocols to all faculty, staff and students. To further encourage information flow, communication tactics include:

- Emergency RAVE Alert System
- Email
- Website Updates including a dedicated COVID-19 page
- Videos

- Social Media Postings

Resources Required to Reopen

SUNY Erie will procure and maintain an inventory of a minimum of 90 days of PPE to include masks, gloves, face shields, and other items. Facilities will procure and maintain an inventory of sanitizer, towels, and other cleaning supplies. Facilities will also work with staff and the IMT to procure plexiglass where needed for required spaces and offices. Operations will coordinate with the IMT to purchase signage and messaging decals. Prior to reopening, ECC will provide face masks to faculty, staff, and students. Appropriate screening protocols will be in place based on Department of Health guidance and campus population density.

Reopening Timeline

Date	Event
6-Jul	Campus begins with soft re-opening, staff gradual return
3-Aug	Campus staff increase to no more than 50%, onsite work is only as needed, remote work will be encouraged and the norm for most departments for the remainder of the semester
4-Sep	Fall semester begins, most classes remote, limited labs on campus
28-Sep	Mandatory testing of on-campus students and voluntary employees begin

SUNY Erie COVID-19 Pooled Testing for Surveillance



SUNY Erie's procedures and protocols in response to the COVID-19 pandemic will be driven for the safety of our students, staff, faculty, and campus community. The primary goal of our COVID-19 response has been safety.

The pooled testing technique allows a lab to mix several samples together in a "batch" or pooled sample and then test the pooled sample with a diagnostic test. If the pooled sample is negative, it can be deduced that all individuals were negative. If the pooled sample comes back positive, then each sample needs to be tested individually to find out which was positive, because samples are pooled together. Ultimately fewer tests are run overall, meaning fewer testing supplies are used. In most cases, pooled testing also has the benefits of reducing the time needed from collecting specimens to testing results. However, because samples are diluted in most pooling strategies, this could result in less genetic material available to detect, and there is a greater likelihood of false negative results, particularly if not properly validated. This method works well when there is a low prevalence of cases, meaning more negative results are expected.

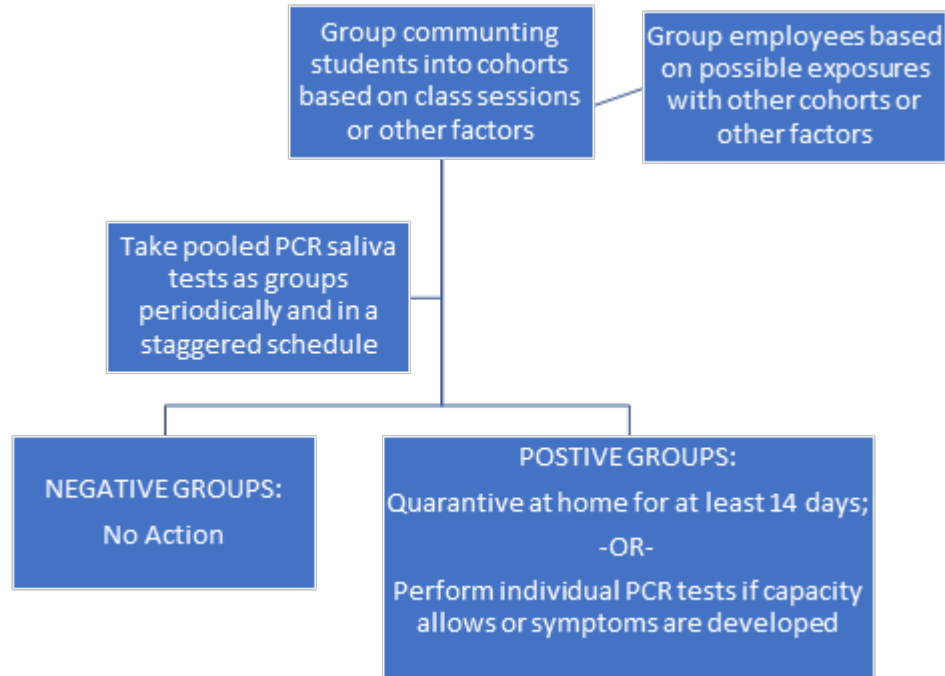
Participation-This will be managed and implemented by the COVID-19 Taskforce Incident Command Managers.

To participate in the SUNY Surveillance Testing Program SUNY Erie has been and will continue to communicate with Steve McClintic at SUNY Upstate Medical and have indicated the following to him each week (answers may vary each week):

- Campus Name, Contact Person
- Number of Students/faculty/Staff to be included in testing
- Number of collection stations anticipated
- Dates of Expected Collections

SUNY Erie Populations to be Sampled- Pre-symptomatic and asymptomatic individuals can be infectious without knowing it. Pooled testing can be effectively used for surveillance by estimating the campus situation in terms of pre-symptomatic and asymptomatic cases, and proactively preventing outbreaks when possible. By grouping individuals based on class schedules and office duties, cohorts can be established and periodically selected for pooled testing. Individuals will not be tested in more than one pool regardless of their affiliation. Based on the trend of periodic pooled testing results, an increase of active infection cases may help inform of any preventive actions need to be taken.

See the following flow chart for details:



Campus Demographics

The typical maximum on-campus population at any one time of the following groups:

Type	Population	Notes
Residential Students	0	SUNY Erie does not have dorms
Non-Residential Students	1600	Face to face classes fall 2020
Employees	600	Faculty/staff

Total on-campus Population-2,200

Sample Size each week: 500 (22% of face to face total population)

5% of Population: 110

Students

The following student populations will be sampled in cohort groups:

- Students participating in face to face labs/classes in fall semester
 - Cohorts will be grouped by campus first
(SUNY Erie has three campus locations North, South, & City)
 - Cohorts will then be narrowed down to geographic location on campus and course sections
(i.e. cluster of buildings on campus)

Employees

Employee testing shall be on a voluntary basis only unless collectively bargained and agreed to as a term and condition of employment, with the understanding they may be quarantined for up to 14 days.

Employees who are within the same cohorts as the students being tested (same class), should be invited and encouraged to participate in the pooling at the same time their student cohorts are being tested.

Frequency of Pooled Sampling

Students

- Every cohort will be tested on a rotating weekly basis

Employees

- Every voluntary cohort will be tested on a rotating weekly basis

Collect and Pool Samples

Students

- Face to Face Class schedules

Employees

- Employees who are within the same cohorts as the students being tested should be invited and encouraged to participate in the pooling at the same time their student cohorts are being tested.

Plan Logistics

The COVID-19 Taskforce Incident Command Managers (Chair of Testing: Katie Marshall) will oversee the test site setup, chain of custody of tests, training, and PPE. They will use a team of employee volunteers to assist with scheduling, day of testing and results tracking. The team will consist of 8-10 employees that we also serve as a training testing team and will coordinate testing at all three campuses. Training will be conducted the week of September 14th and instructional videos provided by SUNY Upstate Medical will be utilized.

PPE (gowns, gloves, masks, face shields) will be procured through vendors as well as through the Erie County Department of Emergency Services. Procurement of PPE will also, if available, be obtained through vendors at an approximate cost of \$500 per week.

LINKS TO INTRUCTIONAL VIDEOS

Swabbing Technique

(students): <https://vimeo.com/447268833/5229da41b6>

Role

of the Greeter and Attendants: <https://vimeo.com/447270240>

Role of the Pooler: _

<https://vimeo.com/447269539>

Materials Needed

1. Each collection station will need at least 10-12 personnel:

Personnel for the collection site DO NOT need a medical background (per SUNY Upstate Medical)

- a. 1-3-Greeters/Monitors -Greet students and direct them to waiting area or directly to testing site. Will also check student/staff ID and mobile device. Greeter would also ask health screening questions, verification that pretesting procedures were followed (no eating/drinking, registration with SUNY), directs student to testing station
- b. 2-Attendants- Attendants will distribute saliva collection kit to student/staff, verification of kit barcode and receive completed collection
- c. 2-Poolers Collecting Samples- Assembles collection of tube, after receiving 12 samples and transfers into secondary barcoded pool tube and then inserts samples into collection bag and verifies barcoding
- d. 1-Site Supervisor- Works directly with the COVID-19 Taskforce Incident Command Chairs on procuring PPE, set up of locations, coordination of staff, reporting figures on daily counts, pool creation and contact
- e. 1-Queue monitor- oversees waiting area adjacent to testing site
- f. 2-Schedulers- Schedule staff/faculty/students for testing and provide guidance on testing including procedures prior to test (no eating/drinking, registration with SUNY, etc.)
- g. 1-Collector- Delivers samples to UPS for delivery to SUNY Upstate Medical

2. Two tables for each collection station (one for materials to distribute to individuals being tested and one for pooling purposes)
3. Container of disinfecting lab wipes (1 per station)
4. PPE, including box of disposable paper gowns with cuffed sleeves, box of plastic gloves, face masks and face shields or goggles (3 per station)
5. Several tables and chairs for individuals being tested to use near each collection station (spaced 10 feet apart)
6. Transportation container for pool bags of individual swabs
7. Large trash receptacles (1 per station) with bags and ties
8. Social distancing reminder marks and signs
9. Hand sanitizer dispensers

SUNY Upstate Medical Provides:

1. Large instruction cards
2. Barcoded swab kits (1 per student)
3. Labeled centrifuge pool collection tube (1 per pool)
4. Labeled collection bag (1 per pool) sufficient to hold 12 collection tubes
5. Tube rack to hold 12 samples and pool collection tube (the collection rack) (2 per station)
6. Tube rack to hold 96 full/closed pool collection tubes (the pooled rack) (1 per station)
7. Transportation container and lid for pool bags (each containing 12 empty collection tubes)
8. Transportation container and lid for pool collection tubes

Procedure

1. Students are informed of the process ahead of time via email and must participate by due date to be eligible for in person class attendance and/or students must provide proof within 48 hours of negative COVID-19 testing within the last ten (10) days.
2. SUNY Erie collection areas are noted in the on-campus location and layout section of this document and SUNY Erie will provide personnel to direct pedestrian traffic to and from site and manage student behavior.
3. Students report to swab site location at specific time based on last names or id numbers or other convention as determined by SUNY Erie.
4. Collection day is determined ahead of time for each campus based on SUNY processing lab reservation and pre-arranged by COVID-19 Taskforce Incident Command Managers.
5. Prior to the day of testing, students are instructed to create a COVID-19 Surveillance Account and register on-line the day before testing (<http://register.suny-covid.com/>)
6. Prior to the day of testing, students are instructed to bring a photo ID card and their personal mobile device to the collection station.
7. Students should arrive 30 minutes prior to testing at which point, students are instructed not to eat or drink anything, including chewing gum, mints or lozenges, must abstain from smoking, vaping or using smokeless tobacco products and should not have brushed their teeth or used mouthwash within the past three (3) hours.
8. On the day of testing, students form into lines at their assigned collection stations, maintaining 6 feet distance.

Collection Day Procedures:

1. Masked staff don gloves prior to students arriving. Pooler additionally dons gown, and face shield. All staff should wear closed toe shoes.

2. Each student approaches greeter station in turn and with student ID in one hand, and mobile device in other hand. (If students do not have a smart phone, students will need to return at a later time with a personal electronic device.)
3. Greeter asks the student if they are currently experiencing any COVID-19 symptoms (symptom screening question sheet will be provided); if yes, the greeter instructed the student to stop, return home and contact their healthcare provider.
4. Non-symptomatic students are asked to verify that they have not eaten or drank or brushed or used other prohibited substances as instructed. If they cannot verify this, they are asked to exit and return in an hour.
5. Greeters check if the student has a student ID and mobile device. If not, they are told to come back with both. If students do not have a smart phone, students will need to return at a later time with a personal electronic device.)
6. Greeter checks to make sure the student has started registration of the COVID-19 surveillance app. Although prior to the day of testing, students were instructed to create a COVID-19 surveillance account and register online the day before testing, if the student has not registered, they are told to step aside and register before entering.
7. When prompted, student puts away ID and approaches attendant #1.
8. Upon arriving at the assigned collection station, students use hand sanitizer.
9. Student launches their COVID-19 Surveillance account using their own mobile or electronic device.
10. Student is prompted not to open saliva swab collection device, then handed the device.
11. Student scans or enters the saliva collection kit barcode, linking it to themselves. Scanning should be completed while the collection kit is still packaged.
12. Attendant 1 verifies the student has entered the correct barcode. To do this, student should read barcode from their mobile or electronic device, while Attendant 1 follows on the collection tube. If there are inconsistencies, the student is asked to correct them before proceeding. (NOTE: Strict adherence to this procedure (#12) if critically important.)
13. Attendant 1 prompts student to move to Attendant 2 with their collection swab.
14. Following the guidance of Attendant 2, and instructions provided on the saliva collection kit, student collects saliva from mouth for 10-15 seconds. In order to achieve higher throughput, Attendant 2 can oversee two students at once during this process if they are able to monitor effectively while maintaining proper social distancing.
15. Student tightly closes the tube and shakes the tube vigorously 10X to mix stabilizing reagent.
16. If collection is successful, student hands tube to Attendant 2. Once prompted by Attendant 2, student will finalize their registration. Otherwise, collection tube is discarded in the trash and student returns to Attendant 1's line.
17. Attendant 2 adds collection tube to collection rack; once 12 samples are in the rack, Pooler retrieves rack and transfers it to the pooling table. (Salvia samples should be groups into pools of 12 whenever possible.) If on occasion it is not feasible to have a pool of 12 samples, you may create a pool with as few as 6 samples. SUNY Upstate Medical based the price that they are offering this testing as on most pools containing 12 samples. There may be an additional charge if there is a significant number of pools with fewer than 12 samples to cover SUNY Upstate Medical's increased costs in performing the testing. In no event should you create a pool of more than 12 samples.
18. For each of the 12 samples in the collection rack, Pooler twists open the lid, squeegees the liquid from the swab by twisting it against the inside of the sample collection tube and then

transfers the entire liquid contents from the collection tube to a secondary barcoded pool tube.

19. Pooler twists closed each original sample tube **tightly** and adds it to the labeled common pool collection bag.

20. Common pool tube stays in the collection rack until it has received samples from 12 students.

21. With the addition of the 12th sample, the pool tube is **sealed tightly**, and the exterior of the pool tube is wiped with a disinfectant wipe.

22. Pooler verifies that the common pool tube and the pool collection bag (which now contains 12 empty individual collection tubes) have the same label and places the common pool tube in the Pooled rack; the pool collection bag (containing the 12 empty individual collection tubes) is set aside for transport to SUNY Update.

23. After each pool collection is complete, the Pooler changes gloves or uses a disinfecting wipe to vigorously clean their gloves before handling the next set of pool tubes.

24. Clean up collection site, remove PPE, wipe down face shield with a fresh disinfecting wipe, and collect waste with double glove procedure.

25. After all pools are completed, pool tubes and pool collection bags (containing 12 empty saliva collection vials) are transported by SUNY Erie maintenance personnel to SUNY Upstate Medical processing labs (if UPS shipping is considered, contact surveillance.testing@quadrantbiosciences.com for UPS account.) Pool sample tubes must be kept out of direct sunlight and held at room temperature.

NOTE: For next day results, the samples must be received by SUNY Update by 3PM or will not be tested until the following morning. (tests take about 4 hours to process. Best case scenario would be tests delivered M-F by noon, the test would be completed by late afternoon and resulted the next morning; therefore, an 18-hour turnaround)

Response to Results

Negative Pool

- All individuals in pool are presumed to be negative for COVID-19.
- SUNY Upstate Medical will maintain a list of students and whether they were included in a pool which indicated “presumptive negative” or otherwise.
- SUNY Upstate Medical will report back to SUNY Erie the following information:
 - Students/Faculty/Staff who participated in the surveillance testing (including ID number, Last Name, First Name); and
 - Those Students/Faculty/Staff whose pooled sample test “negative” will be indicated with a “presumptive negative” label.

Positive Pool

- SUNY Upstate Medical will report back to SUNY Erie the following information:
 - Students/Faculty/Staff who participated in the surveillance testing (including ID number, Last Name, First Name); and
 - Those Students/Faculty/Staff whose pooled sample tested “positive” will be indicated with a “positive” label.
- Upon receipt of positive results, individuals in the pool will be required to either isolate for up to 14 days or until individual testing provides negative COVID-19 results.

NOTE: Federal and State regulations prevent SUNY Upstate Medical from releasing individual results for pooled tests. If SUNY Erie opts to have the reflex individual tests on positive pools SUNY Erie will need to provide the name of a Physician who will be listed as the ordering/authorizing/follow-up provider. The results will be sent to that provider. Students will sign a waiver that allows SUNY Upstate Medical to send SUNY Erie the results of the test. Students will also receive an email that allows them to sign up for MyChart which provides access to their test results.

●These pooled

individuals will be instructed to contact a healthcare provider.

On-Campus Location and Layout

Testing locations for each campus:

- NORTH: Gym
- CITY: Gym
- SOUTH: Building 7

Each location will have a waiting queue spaced at six-foot social distancing per participant

Testing Beginning the week of September 28th

The COVID-19 Taskforce Incident Command will lead in coordinating a schedule of volunteer employees for the events and developing a communication with students.

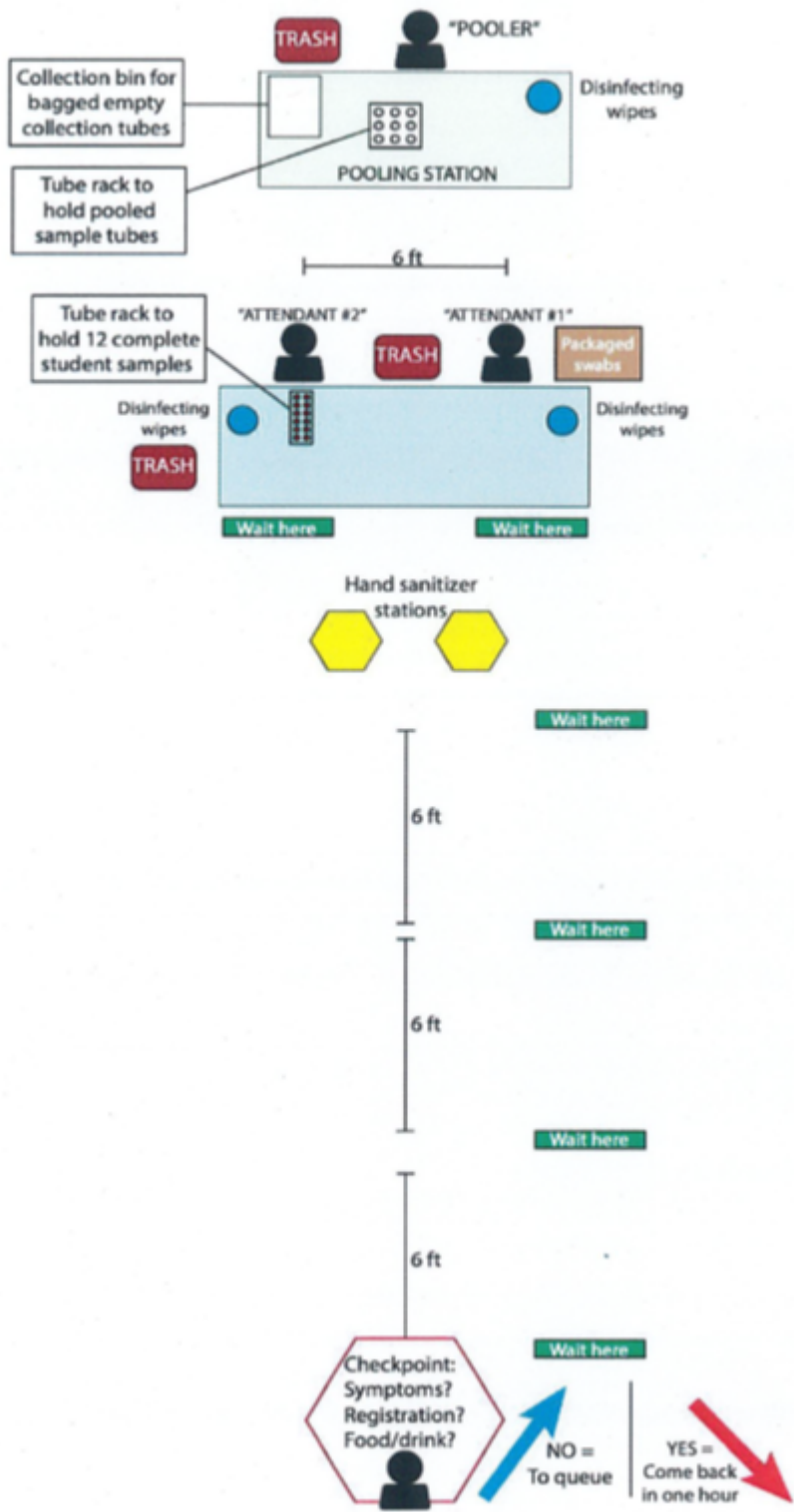
There are approximately **2200** students/staff attending face to face instruction this semester, a sample of 500 will be tested weekly, which will be approximately **42** collection units (12 each); this would be approximately **\$630** for the first round of tests, barring any positive tests.

If Reflex testing is required based on positive pooled = \$720 per pool

Shipping costs weekly: \$200 (estimate)

SUNY Upstate Medical indicated cost per kit is \$15 pp. Follow up for individual set of the positive pool is approximately \$60/per test. Campuses will only be responsible if insurance information is not provided or if the claim is denied.

The following diagram, on the next page, is an example of how a collection station will be set up (NOTE: variations of this setup might include moving the Pooling Station to a separate room in order to achieve greater social distancing around the Attendant's Station:



Isolation and Quarantine Protocol

Since SUNY Erie is a non-residential campus therefore those students/staff/faculty that have tested positive will isolated at home. Should a student/staff/faculty member need a temporary isolation area on campus whether precautionary or not an isolation space is available at each campus health center, with oversight by the campus health center staff. SUNY Erie will work directly with the Erie County Department of Health on duration of quarantine/isolation as well as release procedure orders. Should a student need assistance with an alternative proper quarantine location or care assistance the campus health center will contact their campus Dean of Students for emergency housing and care assistance.

Contact Tracing

SUNY Erie has 9 trained contact tracers on staff who have received certification through John Hopkins. The contact tracers will be in communication with any positive tested students/staff and receive guidance and quarantine orders from the Erie County Department of Health. This information will also be tracked and included with the COVID-19 Taskforce Incident Command Managers testing data reporting.

Plan Data Management

The Covid-19 Taskforce Incident Command will oversee the testing data management and daily report to the SUNY Health Data Portal. Data collection to track population samples will be maintained in an in-house data base, allowing scheduler to properly track whom of the population has been tested and what their rotation schedule is. This database will also assist in tracking test results and information to be shared with in-house contact tracing team and will monitor staff/students/faculty under quarantine and their release date.

Wastewater

SUNY Erie will not be wastewater testing as we are a non-residential campus and only hosting less than 25% of our classes in a non-remote format.