



**FIVE
TOWNS
COLLEGE**

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PLAN FOR REOPENING

Dated: As of July 24, 2020

FIVE TOWNS COLLEGE

305 North Service Road
Dix Hills, NY 11747

Acknowledgements

It goes without saying that there was no playbook about how to shut down a college, how to transition it to the virtual world with no notice, or how to reboot it in the midst of a world-wide pandemic. There was no guidance about how to make sure that no student was left behind, and that no faculty or staff member was left stranded. No one could have faulted the College if it just closed permanently, like so many other organizations across the globe that have been overwhelmed by the sheer magnitude and enormous challenges of these times.

Yet, Five Towns College did not close, nor did it just survive. Instead, this community of artists and scholars did what it always does best – it met adversity head-on and responded with creative solutions, steadfast determination, and a commitment to turn defeat into victory. This community came together in an amazing display of collegiality and used the moment to remake Five Towns College into something even better. In doing so, they repositioned this learning community so that its mission of service to creative students may continue.

You see, Five Towns College, or better stated, the men and women who make-up this little College, share a passion for students. They share a passion for culture. And, they share a passion for the best aspirations of America. We believe that Five Towns College is that proverbial “Shining City on the Hill”, that “Beacon of Light” that demonstrates the best of humankind. We believe that if the world could be more like Five Towns College, not merely tolerant – but joyfully accepting of each other, if the world would only rise to the challenge articulated by Dr. Martin Luther King – to judge people solely by the content of their character, if the world would only seek to be enriched by the wonderful diversity that surrounds it – instead of hiding from it, the world would be a much better place for everyone. And so, the Five Towns College community rallied together, to assure that this little College would continue as that “Shining City on the Hill.”

In the end, Five Towns College may not be the biggest community; but to those who choose to be part of it, it is a very special place indeed.

The College will be forever grateful to those who rallied to its aid. They struggled to maintain the institution against enormous odds, and developed a realistic plan for its reopening. The College’s strong position moving forward speaks to their good work. The manner in which it continues to serve the aspirations of its students will ultimately demonstrate their success.

We acknowledge the enduring support of the College’s Board of Trustees who stood shoulder to shoulder with the administration throughout this ordeal. They are Prof. Rachel Andoscia, Dr. Roger Sherman, Dr. Carl Kirschner, Dr. Edward Martinez, Dr. Todd Arbesfeld, and Mr. Gary Stern. A special “shout out” goes to Board member Dr. Joann Mulqueen, who served as Observer to the Steering Committee throughout the planning process.

We also acknowledge the external friends of Five Towns College, who provided advice and unyielding support for the higher education community. They include our colleagues at the New York State Education Department, the New York State Board of Regents, the Middle States Commission on Higher Education, the National Association of Schools of Music, and the Council for Accreditation of Educator Preparation. We also extend our gratitude to the United States Department of Education for the financial assistance it provided to students, and to stabilize the higher education community.

We would be remiss if we did not acknowledge the good work of the Association of Proprietary Colleges, of which Five Towns College is a proud member and currently holds the rotating Chair. The Association worked tirelessly, week after week, offering advice and guidance on how to serve students. The APC Board of Trustees, consisting of 12 college presidents from across New York State met regularly to assure that every institution had access to the best practices in higher education throughout the National Health Emergency. APC President Donna Gurnett and Legal Counsel Janet Silver, Esq., deserve special mention, as does each of the 12 member institutions. In addition to Five Towns College, they include Berkeley College, Bryant & Stratton College, EBI Career College, Island Drafting and Technical Institute, Jamestown Business College, LIM College, Monroe College, Plaza College, School of Visual Arts, Swedish Institute, and College of Westchester.

Perhaps most importantly, we acknowledge the incredible men and women of Five Towns College who served on the Task Force on Reopening, without whom this Plan could not have been written. They gave precious thought and attention to the hundreds of details necessary to keep our community safe, as it seeks to continue its nearly half-century mission of service. We are all indebted to them for their work. They are each listed on the following pages. Their work was assisted in no small part by Five Towns College Provost/Chief Academic Officer Carolann Miller, Vice President of Compliance and Strategic Initiatives Janet Kaplan, and Dean of Online Education Karen Pellecchia, among others.

Finally, the students, faculty, and staff of Five Towns College deserve mention. Without them there would be no College to save or to reopen. They each made the conscious commitment to join this special community, because they believe its mission and voluntarily choose to be a part of it. Five Towns College, like all things made by humans, is imperfect. But with their help, their hopes, their dreams, and their aspirations, together we can continue the work of building a better college, and from it, a better world.

*Dated: As of July 24, 2020
Dix Hills, NY*

*David M. Cohen, J.D.
President*

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“Cloth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus – particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families, and their communities.”

Dr. Robert R. Redfield, CDC Director

In accordance with the provisions of the Five Towns College Catalog, the policies, procedures, and protocols published in this Plan for Reopening are binding on all students, faculty and staff members. Students who enroll or continue to be enrolled at the College, and faculty and staff who accept or continuing in an employment or other relationship with the College are deemed to have read, understood and agreed to be bound by the provisions contained in this Plan. Failure to read the Plan for Reopening does not excuse any student, faculty or staff member from the requirements put forth herein. The College reserves the right at any time, without prior notice, whenever it deems it advisable, to change or modify any of the provisions set forth herein.

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Introduction

These are unprecedented times. Not just for Five Towns College and the United States; but, for the entire world. The national public health emergency created by the pandemic has become so intertwined with daily human activity, that it is unnecessary to provide a context for this *Plan for Reopening* {"Plan"}. Historians will chronicle these times, and future readers of this Plan may refer to those annals for context.

While there isn't a person alive today that is not hoping for an effective cure and a safe vaccination soon, this Plan provides guidance for how the Five Towns College community will continue its educational mission until that day arrives.

In reading and agreeing to this Plan, members of our community must recognize that there is only so much that any person, organization, or governmental unit can do minimize the risk of illness. Strict social distancing and other safety precautions do not guarantee there will be no risk of transmission. Similarly, as we have seen in everyday life as the economy reopens, no community of size can guarantee that all of its members will strictly adhere to safety protocols. Five Towns College cannot and does not make these guarantees. At best, it offers that it will work to implement its Plan, as every other institution in America is now trying to do.

As such, it is up to each individual to carefully read this Plan, consider the protocols, and decide for them self what their risk tolerance level is. We urge you to do this, and to consider your own tolerance in the context of the most up-to-date COVID-19 infection rates and data published by the New York State Department of Health for the Long Island Zone and Suffolk County. This information is available here → <https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>

Indeed, the College encourages any individual who believes they are at elevated risk, due to CDC Guidelines or for any other reason, to defer attending or returning to the Institution on-ground until the public emergency is over. The College will not penalize any member of its community who makes this choice and will work with them to develop a personal plan for resuming their education or work relationship with the Institution when it is safe to do so.

As of July 24, 2020 there were 25,090 fatalities in New York State resulting from COVID-19. Of those fatalities, 11 were in the 10 – 19 year old age range, and 93 were in the 20 – 29 age range. These combined age ranges account for 0.004 of all fatalities state-wide. Of the total state-wide fatalities, 2,042 (8%) were in Suffolk County, the seat of Five Towns College. The age range of these Suffolk County fatalities is not reported by NYSDOH. The Five Towns College community consists of approximately 1,000 students, faculty and staff members. For the same period of time, the College is aware of six individuals who have contracted COVID-19. Of these six, all have recovered to the best of our knowledge. In addition, we are aware of four community members, who have lost a loved one as a result. We are not privy to the circumstances surrounding those losses. However, we do extend our heartfelt sympathies to those families, and pray that memories of better times will strengthen them now.

EXECUTIVE SUMMARY

I. Reopening of the Campus

- Five Towns College has ample excess capacity to permit on-ground operations in accordance with NY Forward Phase IV Guidance for Institutions of Higher Education.
- The College already operates with excess capacity, additional reductions have been achieved by:
 - Capping class size at 13 in most cases;
 - Limiting seating in its Performing Arts Center and common spaces; and
 - Relocating, repurposing and reimagining the use of laboratories and other facilities.
- The College will reopen as scheduled on Wednesday, September 2nd and continue on-Ground for 12 weeks. After Thanksgiving Break, it will resume its educational program fully on-line for an additional three weeks.
- The College will offer an eight-week Winter/J-Term.
- Spring 2021 is currently scheduled to resume on Monday, March 1, 2021 and continue 12 weeks until Monday, May 17, 2021. An alternate schedule is proposed in the Plan for Reopening.
- Day class schedules have been modified so that all seat-time requirements of the NYSED are met within the modified 12-week semesters.
- The College will offer classes through five different learning modalities. They are outlined in the Plan. Students will receive Course Schedules that designate which courses are following which modalities. The College has significantly reduced capacity by adopting these learning modalities.
- Personal Protective Equipment will be mandated for all members of the campus community.
- Physical Distancing protocols established by the CDC can be met on the Five Towns College Campus. All members of the community are expected to adhere to those guidelines.

II. Testing

- Pre-Semester Testing mandatory testing requirements have been established for every member of the college community.
- Mandatory additional testing requirements have been established for resident students and staff on 30-day intervals.
- Voluntary and Random sampling testing requirements have been established for commuter students, faculty and Non-Resident Life Staff.

III. Screening

- Thermal Temperature Screening will be mandatory at the main entrance to the College.
- Daily health screening will be mandatory and provided via the FTC App and at the Main Entrance to the College.

IV. Monitoring

- The College has established protocols for Testing frequency.
- Early Warning Signs metrics have been established.
- The College will participate in Contact Tracing with New York State.

V. Containment

- Quarantine and Isolation Space for resident students has been set aside in Harmony Hall and will be made available to:
 - Students arriving from Quarantine Zones and other Hot Spots
 - Students for whom quarantine and isolation is suggested by CDC Guidelines

VI. Restart Activities

- Functional Areas will be reconfigured and modified in accordance with the recommendations of the Five Towns College Task Force for Reopening, which developed *the Plan for Reopening and Establishing Best Practices for the Safety of the College Community*.
- The College will engage in enhanced hygiene, cleaning, disinfecting, and sanitizing protocols suggested by the CDC.
- The College will be equipped with CDC recommended signs and social distancing markers.
- Plexiglas and other impermeable barriers will be installed throughout the campus prior to reopening, in accordance with CDC recommendations.

- Four tented pavilions will add 2,400 square feet of outdoor space to the College infrastructure to engender social distancing.

VII. Residential Life

- Harmony Hall will be closed and repurposed for quarantine, isolation, and Medical Kiosk purposes. Harmony Hall has the capacity to accommodate up to 20% of the resident student population should the need arise.
- Resident student population is projected to decrease from 208 to approximately 168 beds.
- Regrettably, the College will be required to withdraw offers of housing from a small number of students. A protocol to achieve occupancy reductions in a fair and objective manner is included in the Plan.
- A Housing Wait-List has been established for the Spring 2021 semester. Students on the list will be accommodated as soon as the National Health Emergency is lifted.
- Meal Plans will be reduced by \$500 per semester or \$1,000 for the academic year due to reduced occupancy. Board Charges will remain unchanged.

VIII. Performing Arts Center

- No Public Performances will be scheduled during the Fall 2020 semester.
- Theatre Division performances will be limited to 64 seats and streamed online for the public.
- Music Division Performances will be limited to 64 Seats and made available via SoundCloud or similar online music streaming services.

IX. Student Activities and Campus Events

- Student activities will be held in the Downbeat and limited to 50 participants per event. Students are encouraged to sign-up in advance for events via the FTC APP.
- The College has a compelling interest in assuring the continuation of the Student Government Association (SGA). With many graduates and elections unable to be held in the spring 2020, the Director of Campus Events has been authorized to reboot the SGA by appointing its members in accordance with the Protocols established in this plan.

X. Public Events and Outside Groups

- The College will not hold public events or be open to outside groups during the Fall 2020 semester, except as articulated in the Plan.

XI. Intercollegiate Athletics

- Fall and early spring intercollegiate athletics have been rescheduled to the Spring 2021 in coordination with the United States Collegiate Athletic Association and the Hudson Valley Intercollegiate Athletic Conference.

XII. Food Service

- Food service will be offered only in the Upbeat Café. Ordering will be enhanced via the new FTC APP to engender social distancing by diners.

XIII. Vulnerable Populations

- The College will make reasonable accommodations for vulnerable students, faculty and staff who cannot return to on-ground classes due to high-risk characteristics.

XIV. Shut Down

- The College has established protocols and thresholds for potentially transitioning fully online/remote should the need arise.
- The College will adopt enhanced strategies if the infection rate on Long Island is 5% or higher. As of the date of this plan it was approximately 1.4%.
- The College will transition fully online/remote if the infection rate exceeds 9%.
- Courses that cannot transition online and must be placed on hiatus will be identified by the faculty prior to the resumption of classes.
- All administrative operations have been cross-trained and have the capability to transition to fully remote operations.
- Resident students would be required to vacate the campus, in furtherance of their emergency contingency plans that must be filed prior to moving onto campus.

XV. Campus Safety Monitor

- The College will designate a Campus Safety Monitor, to assure compliance with this reopening Plan prior to the start of the Fall 2020 semester.

XVI. Communications Plan

- The College has a plan to communicate with its community, including via email, website, text messaging systems, and social media.

XVII. General Policy Statements

- The College has made several new policies and modified others in furtherance of this plan. They include:
 - ✓ Assumption of Risk and Waiver of Liability Policy; and
 - ✓ Adjustments to Tuition and Fees In the Event of a Force Majeure Policy

XVIII. Keep Five Towns College Safe Policies

- The College has adopted several new protocols to keep the College safe. They include:
 - ✓ Restrictions on International Travel;
 - ✓ Avoidance of Hot Spots;
 - ✓ CDC Social Distancing Guidelines;
 - ✓ Prohibitions on Visitors and Overnight Guests;
 - ✓ Restrictions on Vendors;
 - ✓ Restrictions on Tradesman, Service Providers and Professional Consultants; and
 - ✓ Restrictions on Deliveries

VIX. Keep Five Towns College Safe Pledge

- Five Towns College has adopted a Keep Five Towns College Safe Pledge and asks that all members of the College community adhere to it.

I. REOPENING OF THE CAMPUS

Reopening of the campus refers to the resumption of on-ground operations in furtherance of the return of students, faculty and staff to campus for the Fall 2020 semester. The institution has previously resumed remote operations.

A. Capacity.

Capacity refers to the phasing and quantity of students, faculty and staff able to return to campus, considering such factors as how to maintain social distance in public spaces and residence halls, how to assure compliance with testing mandates, the availability of Personal Protective Equipment (PPE), and the ability of the institution to quarantine and isolate residential students in a medically appropriate manner should the need arise. To determine the College's capacity to social distance, adjustments will be made to the College's academic calendar, class schedule, class size, learning modalities, and other services.

i. Determining Capacity and Class Size

a. Old Main

The main academic building is Old Main, which consists of approximately 104,000 square feet of space, and was designed to achieve a New York State Education Department (NYSED) rated capacity of 945 students in a single session – all students arriving and leaving at the same designated time.¹ Five Towns College projects that the Fall 2020 enrollment will not exceed 700 students, or less than 74% of its maximum student capacity if the College were to operate in a single session. However, Five Towns College operates in a multi-session format, with students arriving and departing at multiple times throughout the day and week based on their individual schedules.

Utilizing a variety of learning modalities, as discussed below, the College has designed a class schedule that minimizes the number of students who will need to be in a classroom at any one time across the campus. The maximum number of students scheduled in any given time slot for on-ground instruction as of July 1st is 275 or just 29% of maximum capacity. The maximum number of students scheduled to be present on campus in any given day as of July 1st is 507 or just 54% of maximum capacity. While these numbers may move slightly before opening day, they are not expected to swing widely. This data will be reviewed periodically to confirm that there is ample capacity for social distancing.

b. Classrooms

The typical Five Towns College classroom located on the 100 and 200 level academic wings is 783 square feet and typically can accommodate approximately 30 students. While the average class size for the 2019-20 AY was 13 students, to assure social distancing in the classroom, the maximum class size for the Fall 2020 semester is 13, except as noted. Guidelines suggest that a minimum of six (6) square feet be provided between desks or that 36 square feet be allocated for each person in a classroom. With

¹ Five Towns College/Burr's Lane Campus Specifications and Space Analysis, Mygatt/Perry Architects, January 4, 1956.

14 (13 plus one instructor), Five Towns College classrooms will far exceed that recommendation by providing 56 square feet per person. Even with this reduced capacity, face masks must be worn by all persons in the class, except as noted herein – such as for instructors delivering a lecture from behind a Plexiglas barrier.

c. Learning Labs

The exception to this will be PC Lab Room 204, MIDI Lab Room 219, and Piano Lab Room 218. In these labs, student capacity will be limited to 14 workstations providing 52 square feet per person. Additional social distancing protection will be provided by strategically placed Plexiglas barriers. Laboratory classrooms on the 300 level hallway include Audio Recording Studios A, B, and C. These studios are 896 to 979 square feet, providing 64 to 70 square feet per person.

d. Performing Arts Center

The Five Towns College Performing Arts Center has a rated seating capacity of 532 and consists of 7,230 square feet, including approximately 1,500 square feet on stage. For the Fall 2020, audiences will be restricted to a maximum of 64 current students and faculty. All shows will be recorded and streamed online via YouTube for others to view, including family and members of the public. Audience or classes using the audience seats will have approximately 90 square feet per individual, while classes utilizing the stage will have approximately 125 square feet per student (stage only).

e. Studio Theatre

The Studio Theatre is a freestanding building located adjacent to the Performing Arts Center and is fitted as a Black Box Theatre for the training of actors. The Studio Theatre is 864 square feet, providing 61 square feet per individual.

f. Center for Applied Music (CAM)

The CAM is located on the lower level of Rhapsody Hall, and consists of 11 music practice rooms/studios and space for larger recitals. Private instruction will not be held in music practice rooms, due to social distancing limitations. Students taking private instruction will make individual arrangements with instructors, provided that social distancing requirements are adhered. Lessons may be held in Old Main or remotely.

Students and faculty are reminded that all instruction must take place either on campus or remotely. Instruction in private studios or other off-campus locations beyond the jurisdiction of the College are expressly prohibited by the College's Non-Fraternization Policy, which remains in full effect.

Music practice rooms may be signed out by Music Division students or Musical Theatre majors, provided that they are not occupied by more than one student at a time. Adhering to the schedule published by the Music Division allows the College's Maintenance and Facilities Department time to clean and sanitize practice rooms between practice sessions. Music practices rooms will not be open to non-music majors for the duration of the National Emergency, except with the permission of the Music Division Chair.

Larger ensembles will be permitted to rehearse in the CAM. Larger ensembles will be limited in size and spaced apart in the CAM, with Plexiglas partitions between student musicians to allow social distancing. Ensembles that cannot be socially distanced effectively, such as the FTC Chamber Singers, will not meet until the Spring 2021 semester or until the end of the public health emergency, whichever is sooner.

g. Dining Services/Upbeat Café

While the Downbeat Café will remain open for student activities, food service will be suspended for the Fall 2020 semester. Food service will be provided only in the Upbeat Café. The Upbeat is 3,915 square feet. While the Upbeat has an occupancy rating of 278 individuals or 14 square feet per individual, seating capacity will be reduced to 39% of capacity or 109 individuals. This exceeds the NYS Forward Guidelines that require a capacity reduction of 50%. This reduction will also provide 36 square feet per person.

To offset the reduction in seating capacity, two 600 square foot tented pavilions will be erected, one in the adjacent courtyard and one on the 300 level patio adjacent to the Film Studios. This will provide additional seating locations for students seeking to social distance. The tented pavilions will provide a total of 1,200 square feet to accommodate an additional 33 individuals. The combined areas raise the College's socially distanced, covered dining capacity to 142 individuals at any one time.

Additionally, students will be permitted to dine on the Library/Learning Resource Center Patio, which will have a two tented pavilions totaling 1,200 square feet.

The new FTC APP will engender online food purchases, thereby enabling students to social distance when ordering food and beverages. The new FTC APP will be launched in August 2020. Additional training about the APP will be provided by the College at that time. Food purchases will be restricted to FTC Card and credit cards only. Cash will not be accepted. Students, faculty, and staff should plan accordingly. All members of the College community are issued a College card when they join the community. Declining dollars may be added to an FTC card in the Bursar's Office during normal business hours, or by contacting the bursar via email.

Facemasks must be worn in the Upbeat Café, except by diners when seated at a table and appropriately social distanced.

h. Downbeat Café

The Downbeat Café is 2,760 square foot with a rated capacity of 225 persons. Student Activities/Campus Events and occupancy of that space will be limited to 50 students at one time, providing 55 square feet per individual. Student Activities and some campus events will be offered on a first-come, first-served basis until maximum capacity is reached. Students seeking to participate in student activities should sign-up in advance on the FTC APP.

i. Costume Shop

The Costume Shop has been relocated from Room 411 to Room 312, the former Faculty Lounge. The new Costume Shop has a capacity of 10. There are six sewing machine/workstations in the expanded space.

j. E-Sports Lab

The former Studio 400 Control Room located in Room 410 has been repurposed for the new E-Sports team scheduled to begin exhibition play during the Spring 2021 semester. It is not scheduled to open until J-Term 2021.

k. Faculty Lounge

The Faculty Lounge in Room 312 has been repurposed as a Costume Shop for the Fall 2020 to provide additional social distancing space for Theatre Arts students. There will not be a separate Faculty Lounge for the duration of the public health emergency, as shared refrigerators as common kitchens are not permitted.

l. Film Stage 301

Film Stage 301 consists of approximately 1,458 square feet, providing 104 square feet of production space. The associated Film/Video Division classroom 303, consists of the same. In total, the combined 3,228 square feet of associated space provides approximately 230 square feet of space to students and faculty.

m. Film Editing Studio Room 319

The Film Editing Studio is 1,020 square feet, and will accommodate 24 editing workstations, a reduction from the former capacity of 36 stations. Socially distanced, the new configuration provides 41 sq. ft. per individual, and also utilizes forward facing Plexiglas barriers.

n. Fitness Center

Gyms and Fitness Centers are not permitted to reopen in any Phase of the NYS Reopening Plan. As a result the Fitness Center at Five Towns College will remain closed for the Fall 2020 semester.

o. Gymnasium

As discussed below, all colleges and universities in the United States Collegiate Athletic Association (USCAA) and Hudson Valley Intercollegiate Athletic Conference (HVIAC) have agreed to move fall and early winter athletics to the Spring 2020 season. As such, the Sound Gymnasium will not be utilized for athletics in the Fall 2020 semester.

The Sound Gymnasium on the 400 level hallway is 7,128 square feet. The arena will be divided into two spaces. The south half of the arena will be converted into a large classrooms of 3,750 square feet, and equipped with 50 seats for general academic classes, yielding 75 square feet per individual. The north half of the area will be utilized by the

College's Maintenance and Facilities Department to store excess chairs and desks that have been removed from classrooms, labs, and offices to engender social distancing.

p. Interactive Computer Graphics (ICG) Lab

The ICG Lab will be closed for the duration of the pandemic, and relocated to the Library/Learning Resource Center Room 103. *See*, for related discussion, item (g) above. The ICG Lab will include 12 computer terminals socially distanced with Plexiglas barriers.

q. Library/Learning Resource Center

The L/LRC consists of 4,676 square feet, including 2,324 in the Main Reading Room, and three additional rooms consisting of 784 square feet each. Seating has been modified and computer terminal rearranged. To limit seating capacity, the Main Reading Room has been significantly reduced to 30 seats. In addition, two tented pavilion will be erected on the L/LRC patio, providing an additional 1,200 square feet of socially distanced outdoor seating space. This space may be utilized by L/LRC patrons or for dining purposes. The FTC Educational Technology Center, located in the Room 103 L/LC has been converted temporarily to a laboratory for the Interactive Computer Graphics (ICG) Division. The regular ICG Lab located on the 300 Wing will be repurposed for administrative use for the duration of the pandemic due to space/social distancing limitations.

All Library services are also available online via the College's website, for students who seek to access the L/LRC remotely.

r. Mass Communication Lab/Studio 400

Studio 400 consists of approximately 1,500 square feet, providing approximately 107 square feet per individual.

s. Mass Communication Lab/Studio 400 Control Room

Studio 400 Control Room has been relocated to the former Costume Shop in Room 411 in order to increase capacity. The new capacity of the new control room will be limited to 10 students.

t. Music Recital Rooms

Recital rooms on the 600 Wing are 910 square feet each, providing 65 square feet per person.

u. Radio Station WFTU

The WFTU Radio Station Control Room 307F has been modified to permit two occupants at one time, separated by Plexiglas. The station's Engineering Room 307E will be limited to three students at one time, also separated by Plexiglas barriers.

B. Calendar and Schedule Modifications

i. Academic Calendar

The College's academic calendar has been designed in compliance with the *Regulations of the New York State Commissioner of Education*, which typically requires a semester to be a minimum of 15 weeks in length. At its meeting in July 2020, the New York State Board of Regents relaxed this requirement for the entire 2020-21 Academic Year, to authorize institutions of higher education to shorten the semester to 12 weeks, provided that contact hour requirements in the *Regulations* were still met.

ii. Fall 2020 Semester Calendar

Classes begin as originally scheduled on Wednesday, September 2nd.

The College will not observe any holidays of any type during the Fall 2020 semester, except for Labor Day, Monday, September 7th. Classes will run continuously week after week for 12 weeks until Wednesday, November 25th, when all on-ground instruction will be completed.

The College will close for its regular Thanksgiving Recess on Wednesday, November 25—through Sunday, November 29th. All classes will then resume fully online/remote for approximately three weeks beginning Monday, November 30. Monday, November 30 – Friday, December 11, 2020 has been designated for summary, review and make-up lessons. Final Exams will be held online, during the regularly scheduled examination period, beginning Monday December 14 and concluding Friday, December 18, 2020. The Fall 2020 semester will formally conclude as scheduled on Tuesday, December 22, 2020.

iii. J-Term/Winter 2021

Unless the National Health Emergency is lifted, the College will reopen fully online for J-Term 2021, offering a wide-range of fully online courses to those students who wish to take classes during this period. J-Term will begin on Monday, January 4 and end on or about Friday, February 26, 2021, a period of eight (8) weeks. This is approximately four weeks longer than in prior years.

iv. Spring 2021 Semester Calendar

The College seeks to maintain maximum schedule flexibility for the Spring 2021 semester, so that it may react to the possibility of a vaccine or to the possibility of a second wave of infection in Suffolk County. With an optimistic outlook and the possibility of a return to normalcy by the spring, the College plans to resume instruction for the Spring 2021 semester on or about Monday March 1, 2021. The College will then run 12 consecutive weeks until Monday, May 17, 2021. An alternate schedule has been developed, whereby classes will begin on Monday, April 5, and end on Monday, June 21, 2021. The alternate schedule would be utilized, if to do so would provide sufficient time for a vaccine to be distributed to the College population. The actual schedule will be published sometime in October, during the traditional spring semester registration period, or as soon thereafter as shall be feasible.

v. **Fall 2020 Class Schedule**

The Fall 2020 Class Schedule has been redesigned in compliance with the *Regulations of the New York State Commissioner of Education*, which requires that an on-ground class meet for 12.5 hours during a 15 week period for each 1 credit earned. The College seeks to satisfy the seat-time requirement for all on-ground, and on-ground elements of hybrid classes, prior to the traditional Thanksgiving break. In furtherance of this objective, class times have been extended as depicted in in Fig. 1 below. The College is likely to adhere to a similar schedule for the Spring 2020 semester.

Fig. 1

Fall 2020 On-Ground Class Time Slots, Revised

| Current | Proposed M/W and T/Th 13 Weeks (85 minutes) |
|---------------------|--|
| 8:15 AM – 9:30 AM | 8:00 AM – 9:25 AM |
| 9:40 AM – 10:55 AM | 9:35 AM – 11:00 AM |
| 11:05 AM – 12:20 PM | 11:10 AM – 12:35 PM |
| 12:30 PM – 1:45 PM | 1:45 PM – 2:10 PM |
| 1:55 PM – 3:10 PM | 2:10 PM – 3:45 PM |
| 3:20 PM – 4:35 PM | 3:55 PM – 5:20 PM |
| 4:45 PM – 6:00 PM | 5:30 PM – 6:55 PM |
| 6:10 PM – 7:25 PM | 7:05 PM – 8:30 PM |
| 7:35 PM – 8:50 PM | 8:40 PM – 10:05 PM |

C. Learning Modality

Five Towns College will implement five (5) different learning modalities during the Fall 2020 semester to reduce capacity and increase social distancing opportunities on-campus. The learning modality for each course has been specifically selected by the faculty, because its members believe the delivery method improves the learning experience for students, considering a number of factors. As such, the College expects to retain these modalities beyond the National Emergency. Each student will receive a revised class schedule on or about August 3, indicating the learning modality of each course they are registered for.

i. **Fully On-Ground/Traditional Delivery Method**

This delivery method is the most common utilized at Five Towns College, and most familiar to students. Seat-time requirements are satisfied by face-to-face in-class instruction, which is also supported by a Schoology Learning Management System (LMS) course site. Between 57 and 76% of courses offered by Five Towns College will utilize this modality (see, Figs. 2.1 and 2.2 below). The actual number of courses taken this way will vary by program and student. For example, almost no classes offered by the Business Division will adhere to this fully on-ground modality, while nearly all classes offered by the Music Division will. Students who prefer learning face-to-face will benefit most from this modality. Maximum class size is reduced to 13 students in this format, except as noted.

ii. **Hybrid 1– Half On-Ground/Half-Remote** – This delivery model will be utilized for the first time at Five Towns College. Under this model students will meet in a traditional class one day each week, and then the second day will meet synchronously online via Zoom. The course will also be supported online by an LMS course site. The Hybrid 1 model allows the student to have the benefits of on-campus learning and connecting with students and faculty, while reducing the amount of time they must be on campus by providing a real-time synchronous online component. Commuter students seeking to minimize the number of days they must travel to campus may benefit most from this modality.

iii. **Hybrid 2 – Half On-Ground/Half Online** – This delivery model is similar to the Hybrid 1 model, except that the first class session is a synchronous on-ground session. The second part of the week is asynchronous – consisting entirely of remote learning activities but no additional online synchronous meeting sessions or lectures. Because the asynchronous component is self-directed, students who seek more flexibility in their class schedule may benefit most from this modality.

iv. **Fully Remote** – This delivery model was most common following the transition to online learning for the Spring 2020 semester. It utilizes a combination of asynchronous LMS course sites, in combination with Zoom or TEAMS synchronous meeting sessions. It does not require that the student come to campus for any course related reason. Fully remote courses are limited to 22 students. Students who are self-directed learners and are capable of managing their time most effectively benefit most from fully remote courses. Students who struggle with time management find this modality most challenging.

- v. **Remote Class/On-Ground Lab** – This delivery model is similar to the Fully Remote model described above, except that the student is required/scheduled for on-ground lab activities, such as Recording Studio Lab Work, Mass Communication Lab Work, Film/Video Lab/Crew Work, or Theatre Arts Division Play Production Work. Variants of this model use elements of the Hybrid 1 and Hybrid 2 models. Students who seek the flexibility of remote learning; but, who still prefer to work on campus with laboratory equipment benefit most from this modality.

When considering all course offerings for the Fall 2020 semester, including private instruction, independent study, and other offerings, it is clear that the College has significantly reduced the number and percentage of traditional on-ground, face-to-face classroom interactions by more than 40% to engender social distancing this term. The distribution of courses by modality for the Fall 2020 semester is depicted in Fig. 2.1

Fig. 2.1
Fall 2020 Course and Other Independent Offerings
Sorted by Learning Modality, as of July 15th

| Learning Modality | Number | Percentage |
|------------------------|------------|-------------|
| Traditional On-Ground | 207 | 57% |
| Fully Online or Remote | 37 | 10% |
| Hybrid 1 or 2 | 35 | 10% |
| Other | 83 | 23% |
| Total | 362 | 100% |

When private instruction, independent study and other offerings are removed from the analysis, it is still clear that the College has still reduced the number and percentage of traditional on-ground, face-to-face interactions by more than 24% to engender social distancing this term. This distribution of courses by modality is depicted in Fig. 2.2

Fig. 2.2
Fall 2020 Course Offerings Only
Sorted by Learning Modality, as of July 15th

| Learning Modality | Number | Percentage |
|------------------------|------------|-------------|
| Traditional On-Ground | 207 | 76% |
| Fully Online or Remote | 37 | 14% |
| Hybrid 1 or 2 | 35 | 13% |
| Total | 271 | 100% |

D. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE refers to the College's plans for obtaining and providing acceptable face coverings to all employees of the College, and its policy for students. It also refers to the College's requirements about what PPE is required where, when and by whom.

i. Personal Protective Equipment

All members of the College community are required to wear CDC approved face masks when on campus, except as described below. Facemasks must be worn properly covering **both** the nose and the mouth.

Students are required to purchase PPE on their own. While the College will endeavor to acquire an extra supply for students, it makes no warranty that such supplies will be available. In accordance with NYS DOL regulations, the College will supply PPE to members of the faculty and staff who may utilize College supplied PPE or their own personal supply – provided it meets with CDC guidelines. Any person who is unable to display PPE at the entrance will be denied access to the campus. There will be no exceptions.

Maintenance and Food Service workers shall also wear gloves and face shields, which shall be provided by the College, which shall be changed with such frequency as is indicated by Department of Health Guidelines. Face shields and gloves must be worn when cleaning and sanitizing restrooms, when preparing individual food orders, and when otherwise indicated or required by a supervisor. Face masks may be substituted for Face Shields, when to wear a Face Shield would increase the risk of harm, such as for kitchen chefs or certain heavy equipment operators. In all cases OSHA guidelines shall be adhered to.

Even in "Mask Free Zones", any time individuals come within six feet of another person acceptable face coverings must be worn. Indeed, individuals should be prepared to don a face covering if another person unexpectedly comes within six feet.

- Acceptable face coverings are required for individuals who are over the age of two and able to medically tolerate such coverings. Any individual who is not able to tolerate such face coverings, must disclose that characteristic to the institution and request a waiver in writing prior to returning to campus. Any individual who does make such a request is deemed to be able to tolerate the required face covering.
- Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover **both the mouth and nose.**
- Cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work. For those activities, N-95 respirators or other PPE used under existing industry standards must be used, as is defined in OSHA guidelines.

ii. Face Mask Free Zones

Face masks are not required:

- In the private room of resident students when only occupied by the students assigned to that room. Others students residing in that same dormitory are not considered to be members of the same household. Therefore, facemasks must be worn in residence hall common areas.
- In a music practice room when no other person is present.
- For a faculty member lecturing from behind a Plexiglas screen.
- During small ensemble practice or other lab courses when wearing a facemask would make the learning experience impossible, **provided** that other social distancing protocols are available.
- When consuming food or beverages in a designated dining area, provided social distancing protocols are being observed. Note that students may not remove their masks in classrooms or in hallways, and so consuming food and beverages in classrooms or while walking to class during the National Health Emergency is strictly prohibited. Food and beverages must be consumed in place, in dining areas or Facemask Free Zones.
- In areas designated as “Face Mask Break Area” provided social distancing protocols are strictly adhered to.

iii. Hand Sanitizer

All members of the College community are urged to have a personal supply of hand sanitizer and to use it with regular frequency. Hand sanitizer stations will also be located at various entrances to Old Main, Residence Halls, Downbeat Café, and Center for Applied Music (CAM), and at other locations on campus.

E. Physical Distancing

The College emphasizes that face masks must be worn at all times in Old main, except as discussed in this Plan. To further protect the College community from transmission, the College has organized its programs and services so that students, faculty, and staff can maintain at least six feet between them, to the extent possible, such as when seated in a classroom setting or meeting. The exception to this protocol is when the safety concerns of the core activity require a shorter distance or individuals are of the same residence (i.e., roommate).

To accomplish its' goals for physical distancing, the College has also modified or reconfigured spaces and/or restricted the use of classroom and other places where students and staff congregate. This is so that individuals are spaced at least six feet apart in all directions and are not sharing workstations without appropriate cleaning and disinfection between uses. Additional Physical Distancing Protocols include:

- **Physical Barriers**

When distancing is not feasible in common spaces, the College requires the use of face coverings or physical barriers (e.g. plastic shielding). Physical barriers will be placed in accordance with OSHA Guidelines. Physical barriers include strip curtains, cubicle walls, Plexiglas or similar materials, or other impermeable dividers or partitions.

- **Limiting Gatherings**

The College limits gatherings in small spaces (e.g. elevators, supply rooms, faculty offices) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence. However, even with face coverings in use, occupancy should not exceed 50% of the maximum capacity of the space, unless it is designated for use by a single occupant. For example, Residence Hall Laundry Rooms may not be occupied by more than two residents actually doing laundry at one time.

- **Open Windows**

Ventilation with outdoor air will be encouraged to the greatest extent possible with opening of classroom windows, while maintaining health and safety protocols.

- **Directional and Distance Markings/Signs**

Where feasible, the College encourages bi-directional foot traffic, using tape, signs or other indicators within hallways, or spaces through the campus. Additionally, the College posts signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate. Certain areas will be marked by six feet distance circles around desks, workstations and other common work areas or areas where gathering is likely to occur.

The College will post signs throughout the campus consistent with DOH COVID-19 signage. Signage shall be used to remind individuals to:

- Stay home if they feel sick
- Cover their nose and mouth with an acceptable face-covering
- Properly store and, when necessary, discard PPE
- Adhere to social distancing instructions
- Report symptoms of or exposure to COVID-19, and how they should do so
- Follow hand hygiene and cleaning and disinfection guidelines
- Follow respiratory hygiene and cough etiquette

- **Zoom Gatherings**

The College encourages the use of Zoom teleconferencing in lieu of in-person gatherings to reduce the density of congregations, per CDC Guidance. The College also encourages staggered work schedules and work from home arrangements for employees. Traditional staff/faculty meetings, such as those listed below, shall be held via Zoom.

- Program Faculty and Other Committee Meetings
- Administrative and Provost Council Meetings
- Institutional Council Meetings
- Ad Hoc Committee Meetings
- Staff Meetings

II. TESTING²

By returning to campus for the 2020 - 21 AY, members of the College community acknowledge that regular testing does not guarantee that the Coronavirus will not be present on campus, but they acknowledge that regular testing is the best way currently available to assure campus safety. As such, they expressly agree that they may be selected to participate in random testing for Coronavirus, and that their failure to comply with such additional testing, regardless of the frequency, is grounds for immediate suspension from campus life – including residence life.

Testing is critical to keeping each person safe, and those who come into contact with them. As such, there will be no exceptions to the testing regimen for any reason, including for religious reasons. Students studying fully online and faculty or staff working fully remotely will not be required to participate in required testing, but will not be permitted to be present on-campus for any reason until they are in compliance with this Mandatory Testing Policy or the National Health Emergency is ended.

A. Pre-Semester Testing Requirements

All students, faculty and staff are required to present written proof, documenting that they have been tested by a laboratory approved by the New York State Department of Health, prior to returning to campus for the Fall 2020 semester. Such test shall be no more than fourteen (14) days old. Members who do not have such proof, shall not be permitted to return to campus, including resident students. There will be no flexibility or exceptions to this rule.³

i. Coronavirus Antibody Blood Test

This test is strongly encouraged, but not required. You may take this blood test at the lab of your choice. For your convenience, the College has established a relationship with HOUSE MD (HMD). HMD can provide assistance accessing health care services, including required tests. HMD works directly with Quest Diagnostic Laboratories, and can also arrange for tests to be administered at your home, or via Telemedicine. If you choose to utilize the services of HMD, the test results may be sent directly to the College and you will not have to arrange for the results to be forwarded yourself. In either case, you are responsible for the cost of this test, which in most cases will be covered by your private medical insurance or by the CARES Act.

- **House MD** may be accessed here: <https://www.housemdvisit.com/>

Other Test Providers include:

- LabCorp
- CityMD Urgent Care

Members of the College community who test positive for the anti-body will be exempt from the COVID-19 PCR Nasal Swab Test requirements, unless CDC guidance is changed.

² Five Towns College does not recommend, require, or endorse any healthcare provider or testing facility whatsoever. Each person must make their own informed decisions about their health and healthcare providers. Providers mentioned in this Plan are listed for your convenience only.

³ Due to spikes in other parts of the United States, testing laboratories are reporting delays in performing tests and issuing results. Students, faculty, and staff should be mindful of this delay and plan accordingly. Do Not Wait until the last moment.

ii. COVID-19 PCR Nasal Swab Test

If you tested positive for the Coronavirus Antibody, you are not required to take this test and are exempt from further testing requirements unless CDC Guidance is changed. This nasal swab test should be free, covered by your private medical insurance, or offered for a nominal fee. Such test must be taken in the fourteen (14) day period prior to the start of classes, or moving onto campus, whichever is earlier. The results must be submitted to the College in order to return. No member of the student body, faculty, or staff will be permitted to return without a documented negative COVID-19 Nasal Swab Test.

For your convenience, the College has established a relationship with House MD (HMD) to facilitate this test. If you choose to get tested through HMD, the test results may be sent directly to the College and you will not have to arrange for them to be sent yourself.

HMD will conduct Nasal Swab Test at Five Towns College, on or about August 13th. You may also sign-up to take the Coronavirus Antibody Test on campus at that time if you choose. If you prefer, HMD may also arrange for tests to be administered at your home, or through Quest Diagnostics.

If you choose to be tested through House MD, you must sign up for those services, including testing at Five Towns College, through the HMD website: <https://www.housemdvisit.com/>

Anyone testing positive for COVID-19 may not return to campus until they receive a clean bill of health and medical clearance to return to school by a NYS licensed physician.

The Nasal Swab Test is also available at:

- CityMD Urgent Care Locations, and
- NYS DOH Testing Sites

Remember, you are responsible for receiving those results and uploading them at least 24 hours prior to your arrival on campus, unless they are provided to the College directly through House MD.

B. Mandatory Testing for All Resident Students and Residence Life Office Staff

In addition to the Pre-Semester Testing requirements noted above, the College will facilitate on-campus mandatory COVID-19 Nasal Swab Tests for all resident students and RLO staff. The cost of this test will be paid by the student or staff member's private medical insurance company. These tests will be administered by House MD on test dates to be announced by the College. The tentative test dates are on or about

- September 14, Monday
- October 14, Wednesday

Residents who do not wish participate in this testing program through House MD, may take the COVID-19 in the five day period prior to those test dates at an approved off-site location, provided that the test results are furnished by September 14 and/or October 14 respectively. No resident shall be permitted to be in on-campus housing after those dates until they have taken the mandatory test and received negative results. Off-campus test sites include:

- NYS DOH Approved Testing Sites
- CityMD Urgent Care Locations

C. Voluntary and Random Sampling Tests for Commuter Students, Faculty and Non-RLO Staff

By returning to the College for the Fall 2020 semester, all members of the College agree and consent to fully participate in a random COVID-19 sampling program. Approximately 10% of the non-resident community may be subject to random sampling at any given time. Those selected will be notified via their official FTC email.

Additionally, any member of the College community voluntarily wishing to be tested on-campus, or those who have been notified that they are subject to a random sampling group, may participate in the testing program for resident students on the dates noted above. Those who participate in the on-campus testing program through House MD will have their results sent directly to the College. Those who choose another provider must provide proof of testing to the College before returning to campus. Remember, you must have your private medical insurance card ready when participating in on-campus testing programs.

D. Additional Voluntary Pre-Departure Testing for Resident Students and Other Members of the Community.

Five Towns College will conclude on-ground instruction on Wednesday, November 25th, as set forth in the Calendar below. In coordination with House MD, the College will provide additional voluntary testing for resident students and other members of the College community on or about:

- November 16, Monday

This testing date is designed to provide assurances of good health to the families of resident students who will be returning home for Thanksgiving. The pop-up test site will be open any member of the Five Towns College community who registers with House MD in advance.

III. Screening

A. Thermal Temperature Screening

By participating in the life of Five Towns College in any way, each member of the community consents to be screened by the College daily, or as frequently as indicated, for body temperature and other signs of illness. In furtherance of this policy, a temperature screening station will be set-up at the designated entrance to Old Main. Members of the College community agree to enter Old Main only through such entry point, in order to be screened. Entering or reentering Old Main through any other entrance is prohibited, and shall be deemed to be an intentional effort to avoid screening. Members of the community who leave Old Main, regardless of the reason or the number of times in a day, agree to reenter only through the screening portal. Any individual with a body temperature of 100.2 F or higher will be barred from campus, and not permitted to return until they present a medical clearance form, including a documented negative test for COVID-19 which is not more than seven (7) days old.

Resident students are also required to have in their dorm room a personal thermometer and to voluntarily take their temperature once per day, or more frequently when indicated, even if they will not be entering Old Main. Resident students are required to self-report temperatures of 100.2 F or higher.

B. Daily Health Screening

CDC Guidelines require that the College conduct a daily health screening. This questionnaire will be accessible via the FTC APP, which will be launched prior to the start of classes. Successfully completing the questionnaire will yield a Green Digital Day Pass to enter the campus that day. Individuals who do not have the Green Digital Day Pass, will be screened verbally when they arrive at the Thermal Temperature Screening Portal.

The verbal questions include:

- Identifying Information
- Email and contact information
- Reason for being on campus?
- Have you experienced any symptoms of COVID-19 in the past 14 days?
- Have you tested positive for COVID-19 in the past 14 days?
- Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

Individuals who receive a Red Flag or who have elevated fever, as determined by the screening process or through self-reporting, will be referred for further medical screening through the College's third-party health partner – House MD. Planning is not underway to link the FTC APP directly to the House MD App. House MD may also be accessed through their homepage.

IV. Monitoring

Monitoring refers to policies to track health conditions on campus.

A. Testing Frequency and Protocols

Testing may be required by the College without cause as indicated herein. Cause for more frequent testing, includes, but is not limited to, when Individuals:

- are symptomatic;
- have been in close or proximate contact with a person who has tested positive;
- have traveled internationally;
- traveled to a hotspot within the United States; or
- are student-athletes engaged in an active season.

B. Early Warning Signs:

Any positive COVID-19 test presented by any member of the College community, including any documented report of COVID-19, shall be an early warning sign that positive cases may be increasing beyond an acceptable level. To monitor against such methods, the College may impose a mandatory testing regime on any segment of its population who may have come into contact with the affected individual.

Five Towns College will adhere to the Phase IV Reopening Plan Guidance for Higher Education, which suggests that positive infection rates less than 5% are acceptable, while rates between 5% and 9% are cause for corrective action. Rates of 9% or higher may require a transition to fully online/remote learning, as may be directed by the New York State Department of Health or the Governor of New York State. On July 24, 2020 6,010 persons were tested in Suffolk County, with 58 testing positive and yielding a positive infection rate of 0.009. Since the start of the pandemic and testing, 437,703 persons were tested in Suffolk County, with 42,773 testing positive and yielding a positive infection rate of 9.8% over the period. On this date, the overall positive infection rate for New York State over the entire period was 0.075.

C. Contact Tracing:

Five Towns College will participate in the New York State Contact Tracing Program, and will work in close coordination with state and local health departments. Contact tracing will be used to identify any individual who may have come into close contact with a positive testing person. Contact Tracing includes, without limitation:

- Residents of the same Residence Hall;
- Students and instructors in the same scheduled classes;
- Student Athletes on the same team; and/or
- Members of the community who may have participated in the same campus event.

V. Containment

There are two types of containment protocols: Quarantine and Isolation. Quarantine refers to that which is required prior to a student returning to campus from a foreign country or designated hot-spot for which physical distancing and separation from the general population is mandated by governmental regulation even though they appear healthy and are asymptomatic. It also applies to students who receive a Red Flag during the daily screening process, or who must Quarantine due to information resulting from contact tracing. Isolation refers to the physical distancing and separation required of individuals who receive a Red Flag because they are symptomatic or who have a thermal body temperature of 100.2 or higher, or who test positive for COVID-19 regardless of whether they are asymptomatic or symptomatic.

In all cases, the College will notify and work closely with the Suffolk County Department of Health to implement monitoring restrictions for COVID-19 infected or exposed persons, including home isolation, isolation or quarantine, as the Department may suggest.

Five Towns College will provide Quarantine and Isolation facilities for resident students, faculty and staff only, in accordance with the policy statements outlined below. Commuter students and non-resident faculty and staff are required to Quarantine and Isolate at their home or at other locations as directed by public health officials.

A. Quarantine

Five Towns College will provide quarantine space to resident students returning to the campus from designated hot spots, provided that they arrive at least 16 days prior to the start of the semester. Students will be quarantined in the west wing of Harmony Hall in single rooms, each equipped with a private bathroom and individual HVAC systems, refrigerator and microwave. Quarantine students must agree to the terms of the Student Quarantine Agreement, which strictly prohibits the individual from leaving the room for any reason during the quarantine period. Violations of the Agreement are grounds for immediate dismissal from the College. Quarantined students will have access to medical professionals through House MD, and for food service through the College Food Service APP. Quarantined students are responsible for cleaning and sanitizing their own rooms and bathrooms.

Students requesting quarantine shall not be charged any additional fees for housing, but they will be required to purchase a minimum meal plan of \$480 for the 16 day period. Additional days will be charged \$30 per day.

Students seeking to quarantine on campus are required to complete a separate agreement with the College, schedule their arrival with the RLO, and to provide proof of a negative COVID-19 test result issued not more than five (5) days prior to their arrival on campus. Quarantine students who arrive without such test results will not be permitted to move onto campus. Students may arrange for this pre-arrival test through House MD, or through the provider of their choice.

Quarantine students agree to be COVID-19 tested at the end of the period. Students with negative results may then reenter the general population. Students with positive results will be Isolated.

B. Isolation

Five Towns College will provide Isolation space in east wing of Harmony Hall to resident students only in the circumstances described above. Isolation shall be provided for such time as will be necessary for the student to depart the campus, in accordance with their Emergency Contingency Plans. Isolated students shall be provided with access to medical professionals through House MD, and will be provided with food service through the FTC APP. The College will not charge additional fees for Isolation when the timeframe falls within the 12-week on-ground portion of the semester. Thereafter, daily room and board charges will apply.

C. On-Campus Healthcare

Given the current health crisis, Five Towns College has strategically partnered with House MD to provide health services for all students, faculty, staff, and their families. House MD is a completely mobile medical practice that brings healthcare to patients in an innovative way. Utilizing Tele health technology for in-home and on-campus healthcare visits, House MD has a fully integrated healthcare delivery model designed for times like this.

While you are able to use any healthcare provider and lab to meet the College's testing requirements, utilizing House MD will streamline the exchange of documentation so that you will not have to send testing records to the College. Your other healthcare information will not be transmitted to the College, and will remain private in accordance with privacy laws.

In furtherance of the Five Towns College relationship, the following services are available to students, faculty, staff and their families:

- **Dedicated Hotline Telephone Number and Hotlink** for Five Towns College students, faculty, staff and their family members. The Hotlink is easily accessible through the House MD APP and website, and can be used for easy scheduling of appointments, and to retrieve your records and test results.
- **Convenient in-home testing delivered to you.** When you utilize the Hotlink or Hotline, you may easily schedule a board certified medical provider to come to your home for COVID RNA swabbing and anti-body testing.
- **On-Campus Pop-up Clinic for COVID Nasal Swab Testing.** HOUSE MD will provide on-campus testing to meet the Mandatory Testing Requirements noted in this Plan. On-campus Testing is tentatively scheduled for August 13 and 14. Exact dates will be determined by HOUSE MD, and provided to students, faculty, staff and their family members who have pre-registered.
- **Student and Faculty Clinical Assessment.** Whether you need a health assessment for one of the reasons indicated in this Plan, such as due to Isolation or Quarantine mandates, or for any other reason, House MD can provide dedicated health assessments. These may be scheduled at your convenience at any time. This may include full medical history and

evaluation performed via their HIPAA secure tele-medicine platform from the convenience of your home or dorm room, or in person visits to your home or residence hall for a more thorough examination.

- **STAT Urgent Care, Repeat COVID Testing, Quarantine Oversight, Sick and Fit to Return to Campus Guidance and Notes.** House MD doctors and PA's can provide STAT visits and health recommendations, including repeat swabbing or labs for patients with exposure to or symptoms of COVID-19. In addition House MD will provide Quarantine Assessment and Fit to return to school notes to any student, faculty, or staff member who becomes ill or may have been exposed. They are also available for any other health concern if needed.

D. Off-Campus Urgent Medical Care

As noted below, the College has arranged for CityMD located at Deer Park Avenue, Deer Park NY to provide urgent care medical services to resident students. CityMD accepts most forms of medical insurance. For students without private transportation, transport via Uber will be provided by the College free of charge.

VI. Restart Activities

Five Towns College seeks to safely restart operations.

A. Functional Areas – Administrative Departments, Faculty Offices, Academic Facilities

Five Towns College assembled a Task Force for Reopening that consists of more than 50 members of the student body, faculty and staff. The Task Force developed *A Plan for Reopening Five Towns College and Establishing Best Practices for the Safety of the College Community*. The Five Towns College Board of Trustees appointed a member of the Board to serve as the direct liaison to the Task Force.

The College adopts the recommendations of the Task Force entirely and incorporates the recommendations contained therein by reference. They are too numerous to reiterate in this Plan.

The College delegates to the leader of each academic division and of each administrative unit the authority to implement those recommendations fully, which must be accomplished prior to the resumption of classes. Where those recommendations are less restrictive than the protocols articulated in this Plan, this Plan shall govern. Where those recommendations are in conflict or more restrictive than those articulated herein, the Campus Safety Monitor, as discussed in section X below, is delegated the authority to resolve such conflict.

B. Hygiene, Cleaning, Disinfecting, and Sanitizing

All campus buildings will have been steam cleaned, disinfected and sanitized prior to reopening and starting ventilation systems. Five Towns College does not operate a water treatment facility; but rather, has a water supply from the Dix Hills Water District, which is monitored separately by the NYS DOH and is deemed to be safe and not a risk factor.

The College adopts heightened campus-wide cleaning and disinfection protocols for classrooms, residence halls, restrooms, dining hall and other facilities. In doing so, the College also seeks to promote hand and respiratory hygiene among all individuals on campus. Heightened protocols include:

- Daily steam cleaning of all classrooms and public spaces;
- Weekly steam cleaning of all offices;
- Public restroom cleaning 3x daily including steam cleaning each evening;
- Hand sanitizer dispensers to be available throughout campus;
- Capacity restrictions on restrooms;
- Disabling of public water fountains; and
- Such other and additional protocols described in this Plan.

Students are asked to assist the College in maintaining a safe and sanitary learning environment. Those individuals utilizing laboratory equipment shall assist by wiping down the equipment they

use at the end of each class session, and properly disposing of those wipes in the waste receptacle provided for such purposes. This includes, without limitation

- Computer Keyboards, such as those located in Rooms 103, 204, 219 and 319
- Motion Picture Film Editing Workstations
- WFTU Radio Station Mixing Console and Microphones
- Recording Studios A, B, and C consoles and equipment
- Costume Shop Sewing Machines and Equipment
- Theatrical Scene Shop Equipment
- Film/Video and Mass Communication Division Equipment

i. Heating, Ventilation and Air Conditioning (HVAC) Systems

Residence Halls utilize split system HVAC systems in dorm rooms. As such, there is no shared ventilation system between individual dorm rooms. It does, however use a ducted air handling system in Residence Hall common areas. While all air filters will be cleaned and maintained in accordance with governing regulations, these systems do present an elevated risk in comparison to the split systems in private dorm rooms. The College discloses this elevated risk and reminds all resident students that face masks are required in Residence Hall common areas. Residence Hall bathrooms do utilize a shared fan exhaust system. Because this system only extracts air, it is not deemed to be a risk factor.

C. Signage, Markings and Social Distancing

The College adopts CDC Guidelines regarding signage, spacing markers, and other guidance signs regarding social distancing. The Vice President for Compliance and Strategic Initiatives is delegated the authority to implement those guidelines fully. Signage, markings, and other related items must be in place prior to the resumption of classes.

D. Outdoor Tented and Structural Pavilions and Sheds

CDC Guides suggest that outdoor activities are safer than indoor activities. To this end, the College will erect not less than four tented pavilions for use by the College campus. Two will be located on the L/LRC patio, one in the Courtyard, and one on the Film/Video Patio. These may be utilized for dining purposes, and they may also be utilized by instructors who wish to move classes out of doors.

A tented or permanent wood built pavilion will also be erected inside the Living/Learning Center Quad, to engender social distancing and provide additional outdoor space for resident students. Tents and pavilions shall be installed prior to the resumption of classes.

An equipment shed will be constructed adjacent to the Public Safety Office to engender the safe distribution of Film/Video equipment to student filmmakers when signing equipment out of campus. Students will be required to pick-up equipment at the shed, and to sanitize it when returning it at the end of each approved off-campus shoot.

E. Off-Campus Urgent Medical Care

The College has identified CityMD as its medical affiliate for providing in-person urgent care treatment for its students. While CityMD has many locations throughout the Long Island/NYC Metropolitan Area, its location at 1930 Deer Park Avenue, Deer Park, NY 11729 is located just a short distance from campus. CityMD accepts most major medical plans utilized by students. For students without private transportation to CityMD, the College will provide transportation free of charge via Uber.

F. House MD On-Campus Telemedicine

As noted above, the College has established a relationship with House MD, to provide on-campus medical services to resident students. In addition to assisting with on-campus testing protocols as outlined in this Plan, resident students will have access to medical professionals through their personal computers. Students subject to Quarantine and Isolation requirements, as set forth herein, will also be provided with health and wellness visits by this agency as necessary, either via telecare or in-person.

VII. Residential Life

In addition to being a place of learning, Five Towns College is place where students live. The Living/Learning Center (LLC) at Five Towns College consists of four residence halls each with a physical capacity to house 272 individuals in conformance with the New York State Building Code. By agreement with the Town of Huntington, the College limits occupancy to an annualized average of 208 residents per year.

For the Fall 2020 semester, in accordance with NY Forward and Phase 4 reopening plans for higher education, the College will close Harmony Hall and hold it in reserve for the exclusive purpose of isolating and quarantining resident students should the need arise. In doing so, it will reduce its resident population to approximately 168 individuals or 62% of NYS Building Code Capacity.

With 34 private bedrooms in Harmony Hall, the College will then have the ability to isolate and/or quarantine up to 20% of its resident population should the need arise.

As of the date when the NYS DOH issued its guidance to institutions of higher education, the College had placed 181 students in its residence halls and had 21 additional pending applications for housing, for a total of 202 potential residents.

When the Guidance was issued, the College immediately ceased placing students and moved the 21 pending applications to a Housing Wait-List.

In order to achieve its occupancy goal of 168 residents, the College must rescind placement offers to 13 resident students prior to the start of the Fall 2020 semester. In order to accomplish this, the College has established the following protocol:

1. Currently placed students will be asked to voluntary withdraw from campus housing for the Fall 2020 semester.

If the College cannot identify sufficient voluntary withdrawals, it has developed a priority map based on the permanent residence of students beginning with a 10 mile radius from campus and continuing with a 15, 20 and 25 mile radius. Lowest priority will be given to:

2. Students with limited need to reside on campus based on the number of fully on-ground classes or hybrid classes.
3. Students with the highest number of earned credits who have previously had an opportunity to reside on campus.

To remain as a resident student for this process, however, the College assumes that the student already has an approved plan to meet their financial responsibilities for the semester. Students who have not filed a financial plan may have their priority reduced.

Additionally, the College will strongly consider as a mitigating factor the documented needs of a student, whose personal/family circumstances provide a significant rationale to reside on campus.

The College will generally adhere to its typical room assignment patterns, except that RA rooms may be doubled.

The following are the effective changes for the Five Towns College Living/Learning Center for the Fall 2020:

- Overall resident student occupancy will be reduced from 208 to 168 residents.
- Harmony Hall will be closed and used for Isolation and Quarantine purposes should the need arise. A Telemedicine Kiosk will be located in Harmony Hall.
- No outside guests, including family or other visitors, will be permitted in the residence halls until the National Health Emergency is over.
- All students, including resident students, must test negative for COVID-19 at least seven days prior to returning to campus.
- A staggered move-in schedule will be implemented, requiring that some resident students arrive several days prior to the start of classes and that they remain in residence for the duration. No additional room charges will apply, however students who move in early will be assessed a \$30 meal allowance for each day of additional residence.
- Resident students will be required to be tested approximately every 30 days, or according to a testing schedule developed by the College in consideration of current circumstances.
- Resident students will be strongly encouraged to remain on-campus for the entire 12 weeks of the on-campus segment of the Fall 2020 semester. Students who leave residence are required to sign-out and may be required to be retested prior to returning to residence halls. Travel to an international location or to a designated hot spot is prohibited during the semester.
- Resident Students will vacate the residence halls no later than Wednesday, November 25, 2020 when the College will transition fully on-line to complete the remainder of the semester and to complete final examinations.
- Students will not be required to wear masks in their private rooms, but will be required to wear masks in common areas. Several locations on campus have been designated as “mask free zones,” including a tented pavilion to be erected in the Living/Learning Center Quad. Resident students are expected to adhere to those guidelines and to remain socially distant even in Mask Free Zones.
- Because of the manner in which the College’s annual budget is constructed, there will be no reduction in board charges for the fall or spring semesters, despite the 12-week residential portion. Early closure, however, may lead to a pro rata credit or refund as discussed in this Plan.
- Meal plans have been reduced approximately \$500 per semester to reflect the shorter term. Students should review their actual charges through the Student Portal. In the event of an early

closure, meal plans will be credited or refunded in accordance with the provisions set forth above in this Plan.

- Laundry Rooms shall be limited to no more than two students actually doing laundry at one time. Laundry room sign up schedules shall be maintained by the Residence Life Office to encourage social distancing in this space, while assuring student access to this sanitary facility.

VIII. Performing Arts Center

Events in the FTC Performing Arts Center will be limited an audience of 64. Performances will not be open to outside visitors and family members. However, all performances will be recorded and streamed via YouTube.

IX. Student Activities and Campus Events

Five Towns College prides itself on offering a robust student activities program and campus events. For the Fall 2020 semester activities will be offered that allow students to social distance. Emphasis will be placed on outdoor activities, and attendance will be restricted to meet CDC distancing guidelines. For example, events will be scheduled in tented areas. When events are offered in the Downbeat, they will be limited to a maximum of 50 participants. Students wishing to attend events will be sign-up in advance via the FTC APP.

A. Extracurricular Activities

Student activities will be restricted to non-contact activities that permit social distancing, and which do not exceed capacity restrictions. For example, student activities will be largely restricted to the Downbeat Café, where the maximum occupancy will be limited to 50 students. As noted here, all fall and early winter Sound Athletic competitions will be rescheduled to the Spring 2021 semester. In addition,

- Theatre Division performances will be closed to audiences, but will be streamed online via YouTube.
- Music Division performances will be closed to audiences, but will be available via SoundCloud.

B. Student Government Association (SGA)

Five Towns College is firmly committed to student government, and has a compelling interest in assuring that students have a voice through a representative SGA. Due the early closure of campus during the Spring 2020 semester, elections for SGA were not held. With all but three members of the SGA now having graduated, the College will take the following steps to reboot the SGA for the 2020 – 21 AY:

- A successor Executive Board will be identified from the remaining SGA members and invited to serve. The Executive Board shall select its officers, subject to the approval of the Dean of Students.

- The Division and Department Chairs of each of the major academic areas of the College shall select one student to serve on the SGA for the academic year. The represented areas are:
 - Audio Recording Technology
 - Business
 - Film/Video
 - Interactive Computer Graphics
 - Liberal Arts and Sciences
 - Mass Communication
 - Music
 - Music Education
 - Theatre Arts

- Elections for the 2021 – 22 AY will be held in the spring semester, or as soon thereafter as shall be practical.

X. Public Events and Outside Groups

The College will not hold public events during the Fall 2020 semester, nor will outside groups be invited to participate in campus events or permitted to utilize campus facilities.

XI. Intercollegiate Sound Athletics

All institutional members of the United States Collegiate Athletic Association (USCAA) and the Hudson Valley Intercollegiate Athletic Conference (HVIAC) have reached an agreement to move the Fall 2020 athletic season to the Spring 2021. A separate schedule will be released by the Sound Athletic Department to student athletes and will be posted on the College's website as soon as it is available.

Student Athletes at Five Towns College do not receive athletic scholarships, but are eligible to receive academic, merit and need-based awards. These awards are not impacted by the schedule change at all.

XII. Food Service

Food Service at Five Towns College will be offered only in the Upbeat Café for the Fall 2020. Students are strongly encouraged to use the new FTC APP for ordering and purchasing food in advance. Purchasing may then be picked up in the Upbeat. In order to encourage social distancing, seating capacity in the Upbeat has been reduced, but expanded outdoor seating will be available in various event tents located on campus – including in the Campus Courtyard, on the North Patio adjacent to the Film/Video Studio, on the Library/Learning Resource Center Patio, and in the Sound Yard.

XIII. Vulnerable Populations

As noted in this Plan, Five Towns College cannot and does not assure the safety of any individual, particularly vulnerable populations and those at high risk. Each individual must consider this Plan and make their own determination, considering that there will not be universal compliance with College rules and regulations.

- A. **Vulnerable Students** – Students for whom on-ground learning is contra-indicated should contact the College Registrar to determine if a course schedule can be arranged that allows them to learn fully online without returning to campus. Vulnerable students are encouraged to consider this option. If such a schedule is not possible, these students should consider applying for a Leave of Absence for the Fall 2020. Students on approved leaves maintain their scholarships, academic standing, and tuition rate-locks during the leave. They will receive priority registration when they are able to resume their studies, as well as assistance from the institution to catch-up whenever possible.
- B. **Vulnerable Faculty and Staff** – employees of the College who are not able to return to campus will be considered for remote employment in accordance with the Pre-Opening Guidance Memorandum circulated on June 12, 2020.

XIV. Shutdown

Shutdown includes contingency plans for decreasing on-campus activities and operations and/or closing the campus.

In the event it shall become necessary or prudent to decrease, scale back, ramp down or shutdown, the following operations shall continue to be conducted remotely to the fullest extent possible:

A. Instruction

i. Transition to Online

All courses offered by Five Towns College for the Fall 2020 semester shall be designed with a Schoology Learning Management System Course site. Approximately 90% of courses will have the ability to transition fully-online/remote if necessary. These shall be identified in advance by the College Registrar on Student Course Schedules. All instructors assigned to these courses for the Fall 2020 will have completed by the start of the Fall 2020 semester such professional development activities as shall enable to them to continue instruction in the online/remote modality, should the need arise.

Additionally, during the Spring 2020 semester the College opened an Online Education Division, to provide student support for online learning. This includes, Online Mentors for Students with oversight by the Dean of Online Education. Should the entire College transition once again, members of the College's professional staff will be reassigned to the Online Education Division to assist in the transition.

i. Hiatus/Pause

Courses, such as labs, ensembles and other experiential learning that cannot transition fully online/remote shall be identified in advance. Should the College be required or find it prudent to transition, these courses will be placed on hiatus and completed as soon as practical. These courses shall be identified in advance by the College Registrar on Student Course Schedules. Approximately 10% of courses will not have the ability to transition online.

ii. Cancel

The College will endeavor not to cancel any class. The outcomes of the Spring 2020 semester revealed that no classes have been cancelled, although a handful of courses still remain on hiatus as the College enters the Fall 2020 term.

B. Administrative Operations

During the Spring 2020 all major functional administrative departments of the College developed the ability to operate remotely with staff members working from home. Should the College be required or find it prudent to transition, the following services shall continue to be offered remotely:

- Admissions
- Registrar
- Financial Aid
- Academic Affairs
- Bursar/Finance Office
- Library
- Student Support Services, including
 - Dean of Students
 - Wellness Counseling
 - ACCESS
 - HEOP
 - Academic Advisement

C. Resident Move-Out

Should the College be required or find it prudent to discontinue residence life, the Residence Life Office shall arrange for the immediate departure of all residents in accordance with each student's Emergency Contact/Contingency Plans, and then shall schedule a time when they may safely return to retrieve their personal belongings. Out-of-town and international students shall be provided with assistance to arrange for transportation and departure, but shall depart the campus as soon as is practical, but no longer than five days.

XV. CAMPUS SAFETY MONITOR (CSM)

The College will appoint a Campus Safety Monitor prior to welcoming students back to campus for the Fall 2020 semester. The CSM is charged with monitoring the continuous compliance with all aspects of the Five Towns College Plan for Reopening, and to make daily reports to the College President, including suggestions for improvement. The CSM also addresses issues of non-compliance by directing corrective action. The CSM is also delegated the authority to resolve conflicts between this Plan and the recommendation of the Task Force on Reopening to assure congruency.

XVI. COMMUNICATIONS PLAN

Five Towns College affirms that it has reviewed and understands the NYS issued industry guidelines and has submitted its Plan for Reopening prior to reopening.

Five Towns College has engaged with its campus community members when developing this reopening plan. The individuals who served on the Reopening Task Force are identified in the Introduction above. In addition, prior to finalizing the plan and reopening, draft copies will be shared with the Board of Trustees, and entire faculty and staff, along with student leaders. Their comments will be solicited during a series of online Town Hall forums.

Five Towns College has developed a plan for communicating with students, parents, legal guardians, employees and visitors. This includes sharing Guidance Advisories, the Plan for Reopening, and other important communications via email, the institutional website, text messages, group emails, and social media posts. The Institution supports its communication messaging strategies with training and professional development, and signage to assure a consistent and clear message to all.

The College also utilizes a text messaging emergency notification system, and will deploy a FTC APP prior to reopening to engender effective communication with its entire campus populations.

XVII. GENERAL POLICY STATEMENTS

The Five Towns College Catalog, Student Handbook, Residence Life and Faculty and Staff Handbooks are amended as of the date of publication of this Plan to include the following policies related to the public health emergency. All members of the College community are deemed to acknowledge and accept these changes by continuing to be enrolled, employed or otherwise participating in the programs and services offered by Five Towns College.

Changes to the College's offerings that result from coronavirus, COVID-19, whether now known or hereafter determined are considered a Force Majeure – an extraordinary event or circumstance beyond the control of the College, its students, faculty, staff, employees, agents and assigns. It is considered an act of God, which prevents the parties from fulfilling their obligations. It is akin to a war, riot, crime, or other circumstance beyond the reasonable control of a party.

Unless and until the National Health Emergency is ended by both the state and federal governments, the following policies shall be effective.

A. Assumption of Risk and Waiver of Liability

By enrolling as a student or accepting employment or voluntarily continuing to be employed at Five Towns College for the Fall 2020 semester, students, faculty and staff expressly and affirmatively agree that Five Towns College cannot ensure their safety from contracting COVID-19. They further agree that they have fully read and understand the College's Plan for Reopening, and even then, acknowledge that the College cannot ensure that every member of its community will strictly adhere to the Plan. By proceeding to enroll or to continue in an employment relationship with the College, they assume the risk that this entails and waive any liability against the Five Towns College, Five Towns College Real Property Trust, and its employees, agents, and assigns. The only liability to students shall be for the refund or adjustment of tuition and fees as set forth herein. Further, the award of a final grade, and in the case of a passing score and the award of college credit, shall be deemed conclusive evidence that the College has substantially performed its obligations. Similarly, the award of a failing grade shall not be construed against the institution.

B. Adjustments to Tuition and Fees in the event of a Force Majeure

In the event such a situation occurs the following Refund/Adjustment for Tuition and Fees Policy shall apply:

i. Tuition and Course Fees

The College's published Refund Schedule as published in its College Catalog applies only to situations where a student chooses to voluntarily withdraw from the College during the Refund Period. Students should be aware of this policy.

Should the College transition a course, some courses, or every course to any of the five modalities indicated in this plan for any reason or at any time during the semester, there shall be no refund or adjustment to the tuition or course fees, provided that the course instruction is completed on-time or at any time before the end of the Fall 2021 academic term. In the event a course is placed on hiatus and is not completed by that time, students shall have the option of receiving a pro rata credit reflecting that percentage of the course that was left incomplete, or they may re-register for the same course or a similar course that satisfies the same degree requirements in a subsequent semester without additional tuition or course fees.

ii. Room Charges

Residence Hall Room Fees are established based on the College's annual budget and are not based on the number of weeks in a particular semester. Room charges are not increased when semesters are longer than expected nor are they reduced when the semester is shorter than anticipated. There will be no adjustment to Room Fees charges for the Fall 2020 or Spring 2021 as a result of the 12-week on-ground semesters. If, however, the College is required or finds it prudent to shut-down before October 31 for the fall or April 30 in the spring, Room Fee charges shall be adjusted pro-rata on the basis of a 12 week semester. Adjustments shall be provided in the form of a credit towards Room Charges for the next semester when the College opens, except for graduating students who shall receive a refund. If there is an early shut-down on or after November 1 for the fall or

May 1 for the spring, however, the College will be deemed to have substantially completed the semester housing agreement and there will be no adjustment or additional credit for Room Charges for that term.

iii. Meal Plan

Meal Plan fees are established based on the actual number of days students are scheduled for occupancy. Fall 2020 meal plans will be adjusted to reflect 12 weeks of residency, instead of the typical 15. This will result in a meal plan fee reduction of approximately \$500 per semester or \$1,000 for the academic year. Any unused portion of a meal plan shall be adjusted accordingly in the event of an early shut-down of the Residence Halls, and applied as a credit to the student's Meal Plan account for the next semester when the College opens, except for graduating students who shall receive a refund.

iii. All other Fees

No other fees shall be adjusted as result of an early shut-down and transition to online/remote learning due to the coronavirus, the National Health Emergency or another Force Majeure.

XVIII. KEEP FIVE TOWNS COLLEGE SAFE POLICIES

A. Travel Restrictions

The National Health Emergency is a serious matter that presents unusual circumstances and mutual responsibilities to members of a community. By enrolling or accepting employment at Five Towns College for the Fall 2020 semester and beyond, students, faculty and staff affirmatively agree that travel outside of the region presents a high risk to the College community. Therefore, they agree as follows:

i. International Travel

They will not travel internationally for any reason without the advance notification and permission of Five Towns College. If approved, they agree not to return to campus until they have quarantined for at least 14 days and present a negative COVID-19 Test that is no more than seven (7) days old.

ii. Avoid Hotspots

They will not travel to any CDC designated "Hotspot" or area of the United States for which a Travel Advisory has been issued by the New York State Governor, unless Five Towns College has been notified and approved such travel in advance. If approved, they agree not to return to campus until they have quarantined for at least 14 days and present a negative COVID-19 Test that is no more than seven (7) days old.

Resident students who violate this provision by engaging in prohibited travel will not be eligible for on-campus quarantine or isolation, without the express permission of the College. Students who engage in such travel may be barred from returning to campus until they have met the quarantine and isolation requirements off-campus.

B. Center for Disease Control Social Distancing Guidelines

All members of the College community agree to adhere to all CDC recommended social distancing guidelines on or off-campus, regardless of the location or purpose. Failure to do so places the College community at significant risk and may result in disciplinary action by the College, up to and including dismissal.

C. Visitors and Overnight Guests Prohibited

Visiting and Overnight Guest Privileges are suspended until at least November 25, 2020, except as follows:

- Guest lecturers and visiting artists engaged in an approved academic activity, provided that they have been tested as set forth above and agree to be bound by this Plan.
- Prospective students and two guests, provided they have a scheduled an appointment with the Admissions Office and have been tested as set forth above and agree to be bound by this Plan.

D. Vendors

No vendor of any type shall be permitted on campus for the purpose of soliciting or proposing a business relationship with the College when such meeting can be conducted remotely via Zoom or other teleconferencing platform.

E. Tradesman, Service Provider, and Professional Consultants

Tradesman, Service Providers and Professional Consultants such as plumbers, electricians, fiber optic technicians, and auditors may only be present on campus when they have an appointment or are responding to an emergency call. In such cases, these individuals shall wear PPE and follow strict social distancing protocols as indicated by the CDC. Whenever possible Tradesman and other Service Providers shall be scheduled to perform their work during the overnight or on weekends when students are less likely to be present in Old Main.

F. Delivery Persons

Delivery Persons including employees of the USPS, UPS, Federal Express, DHL, Food purveyors and other essential workers delivering goods and materials for use by the College community must wear appropriate PPE when entering the campus. Delivery persons without PPE are to be denied access.

Keep Five Towns College Safe Pledge

Being part of the Sound community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of others and help keep the Five Towns College community safe from spread of COVID-19 and other infections as identified and instructed by the College.

I Pledge to:

| | |
|---------------------------------|--|
| i. Protect Myself | <ul style="list-style-type: none">• Monitor for the symptoms of COVID-19 and report to a medical professional if I experience fever of 100.4 F (38 C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or loss of taste or smell• Wash my hands often with soap and water or use hand sanitizer• Get vaccinated for the flu in the fall |
| ii. Protect Others | <ul style="list-style-type: none">• Maintain appropriate social distancing, especially in classroom settings or in the presence of older members of the community• Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19• Wear an appropriate face mask and other protective gear as directed by the College• Be positive, attentive and helpful to anyone around who may be in need of support |
| iii. Protect Our College | <ul style="list-style-type: none">• Keep my clothing, belongings, personal space and shared common spaces clean• Participate in testing and contact tracing to preserve the wellness of the community• Carefully observe instructional signs and follow directions |

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