

Re-opening and Academic Continuity Plan

Spring 2021		
Activity	Plan	Notes
What Students Should Know		
Instruction	Mostly online with very few classes (less than 3%) on campus. See Instruction section below for details.	This document will be customized and distributed to students as well as published on the College's website so that students are apprised of the College's instructional and larger plan for the semester.
Academic Calendar	The College will <i>not</i> be holding a formal spring break during the Spring 2021 semester. Classes will begin Monday, February 1 st , 2021 and end on Thursday, May 13 th , 2021.	
Residence Life	The College will not be offering on-campus housing for the Spring 2021 semester.	
Athletics	Winter sports (i.e. Men's and Women's Basketball) have been cancelled for the Spring 2021 semester. The decision on spring sports (i.e. Women's Lacrosse) is awaiting a decision, which is expected in early January 2021.	
College Bookstore	The college's on-campus stores will be closed to in-person visits, but curbside pick-up will be available from Jan. 11 to Feb. 12, 2021. For more information: <ul style="list-style-type: none"> • College Store Website: http://bookstore.nccc.edu • Malone: collegestoreml@nccc.edu 518-354-5170 • Saranac Lake: collegestoremain@nccc.edu 518-354-5171 	
Academic Supports (Tutoring/Library)	Online with limited in-person access by appointment only after February 16 th , 2021 following screening, testing and mask wearing/social distancing protocols.	
Student Life	Online activities and engagement will take place during the semester.	

Spring 2021		
Activity	Plan	Notes
New Student Orientation	Virtual orientation will be conducted for new students entering Spring 2021.	
Gym, Pool, and Fitness Center	Closed for the Spring 2021 semester.	
Screening	Required daily each time on campus. See Screening section below for details.	
Campus Safety Monitor	Tara Smith tara.smith@nccc.edu ; (518) 891-2915 ext 1209	
Testing	Required prior to returning to campus and as part of ongoing surveillance testing throughout the semester for all students on campus. See Testing section below for details.	
Quarantine and Isolation	Required by NYS Department of Health and county public health departments if one has been exposed or is diagnosed with COVID-19. See Isolation and Quarantine section below for details.	
Uniform Sanctions	While the overwhelming majority of students comply with the safety requirements in place, those students who violate COVID-19 safety protocols on campus jeopardize the health and safety of our campus community. Depending on the violation, there are a range of possible sanctions which have been communicated to students.	https://www.suny.edu/media/suny/content-assets/documents/chancellor/UniformSanctions-Response-COVID-19-Student-Violations.pdf
Mandatory Pause	In the event that there is a resurgence of the virus in our region and/or on campus, a return to fully online operations may result. For more details, Mandatory Pause section below for details.	
Spring 2021 Commencement	The College is planning and preparing for a remote/online commencement ceremony and student awards ceremony for Spring 2021. Commencement is scheduled for Saturday, May 15 th , 2021.	
Required Actions for Return (Students and Employees)		
Attestation – COVID-19 (Students only)	Students must submit an attestation that they have completed a seven (7) day precautionary quarantine prior to returning to campus and present either a) evidence of a negative COVID-19 test taken within three (3) days prior to return or participate in	This applies to all students who will be on campus and an online form will be distributed to and required for students to complete.

Spring 2021		
Activity	Plan	Notes
	on-campus COVID-19 testing as soon as possible but no later than five (5) days of returning to campus, or, b) documentation of a positive diagnostic result for COVID-19 from the prior 3-month period.	
COVID-19 Contact Report	Inform the College of any known contacts with COVID-19 positive individuals, or of any symptoms consistent with COVID-19 or of a positive test result for COVID-19.	https://nccc.guardianconduct.com/incident-reporting
Attestation – New York State Traveler Health Form	See Isolation and Quarantine section below for details.	
Isolation and Quarantine	Any student, faculty, or staff testing positive for COVID-19 over winter break must isolate and follow the New York State Department of Health requirements on isolation and the guidance of the governing local health department on length of said isolation and timing of return to campus. See Isolation and Quarantine section below for details.	
Instruction		
General Instruction	Mostly online with very few classes (less than 3%) on campus.	
On-campus Instruction	On-campus instruction for all courses will commence on Tuesday, February 16 th , 2021, two (2) weeks after the start of the Spring 2021 semester. Prior to that, all instruction will be through online/remote means, including those classes that will be coming to campus starting February 16 th . At present, we anticipate between about 36 students on campus for Spring 2021. That number could climb in the Practical Nursing students were to come for lab and if HED 160A Wilderness First Responder course runs (see below)	First day of Spring 2021 classes is Monday, February 1 st , 2021. All safety protocols including required mask-wearing, reduced density, social distancing, personal and collective hygiene and sanitation practices will continue to be followed and enforced. First day of on-campus instruction is Tuesday, February 16 th , 2021.
	Expected (N=36) MAS 111A1 Western Massage II MAS 210A2 Western Remedial Massage MAS 211A Adv Topics in Massage Therapy	N=10 N=10 (duplicated headcount) N=5

Spring 2021		
Activity	Plan	Notes
	MAS 252A Massage Clinical II RAD 145 Clinical Education II PN Clinical Lab (all campuses) Possible (N=115) HED 160A Wilderness First Responder	N=5 (duplicated headcount) N=21 N=77 N=25 possible (May 2021)
Clinical Instruction (hospital-based)	RAD 265A Clinical Education V	Sophomore AAS Radiologic Technology students will be in their final semester of hospital-based clinical assignments. (N=14)
% of in-person and remote courses	Per SUNY guidance, the College will post on the College website the % of courses offered in-person and remote. As noted above, roughly 3% of classes will be held on campus in a face-to-face setting; the remainder will be taught online.	
On-campus instructional locations	To the extent possible, those courses offered on-campus will be held in well-ventilated spaces. Massage Therapy will hold its classes in the Sparks Gym. While the gym is rather cavernous (>12,000 ft ²) it provides plenty of space and ventilation. Radiologic Technology will meet in the largest classroom on campus – S-19 (>2,200 ft ²) – which provides plenty of room for social distancing and ventilation.	These programs are holding on-campus courses in the same locations as in Fall 2020.
Regular Interaction	The institution must provide for the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with both the length of time, and the amount of content, in the course or competency, must monitor the student's academic engagement and success, and must make clear that the instructor(s) are responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.	Regardless of the modality or the semester, faculty provide regular and substantive interactions with students whether through synchronous live lectures or asynchronous instruction. Substantive and predictable interactions occur in the form of content delivery, assessment activities (both formative and summative) that require direct feedback from instructors, in addition to individual conferences, office hour appointments, and email exchanges at the request of the faculty member or the student.
International Students	The institution will make all reasonable efforts to accommodate the needs of international students completing coursework from	All live lectures are recorded for viewing at any time, accommodating students in all time zones.

Spring 2021		
Activity	Plan	Notes
	other time zones, e.g. – opportunities for asynchronous instruction, interactions scheduled in a way that takes into account the time zones of the students enrolled in the section, and other such flexibilities.	<p>Additionally, faculty offer various opportunities for students to make appointments to meet with them outside of official office hours. Many faculty members have set up a “virtual office” where students can drop in, similar to on-campus operations.</p> <p>For the Fall 2020 semester, NCCC has 3 international students. We currently have one (1) international student registered for Spring 2021.</p>
Substantive Interaction	<p>The institution must engage students in teaching, learning, and assessment, consistent with the content under discussion, while also including at least two of the following:</p> <ul style="list-style-type: none"> a) Provision of direct instruction; b) Assessment and/or the provision of feedback on a student’s coursework; c) Provision of information and/or responding to questions about the content of a course or competency; d) Facilitation of group discussion regarding the content of a course or competency; or e) Other instructional activities approved by the institution’s/ program’s accrediting agency. 	<p>Thirty percent (30%) of Spring 2021 semester courses will be delivered via live broadcasts that allow for direct interaction between and among students and faculty. Those broadcasts are recorded for viewing asynchronously as well. The other 70% are offered in an asynchronous format. All courses, synchronous or asynchronous, include direct instruction in the form of recorded videos, carefully constructed lessons, regular assignments and assessments that require substantive feedback, discussion forums for group conversations, and one-on-one conferences with students.</p>
Students with Disabilities	<p>Campuses must work with faculty in order to equip them with the knowledge and skill to support remote learning of students with disabilities. Campuses should remind faculty members that the standard process for requesting academic accommodation would continue to apply, no matter the mode of instruction.</p>	<p>In the Fall of 2019, the College provided information and access to Deque University’s training on improving and assuring accessibility of course information. Additional information and the adoption of Blackboard Ally in the Spring of 2020 further supported efforts to increase the accessibility of course materials. As of Fall 2020, we have adopted the online version of Kurzweil software, a text-reading program, to serve not only students with documented ADA accommodations, but all students enrolled at the College.</p>

Spring 2021		
Activity	Plan	Notes
		The process of requesting academic accommodations has not changed; information is provided to faculty each semester regarding the process, and statements within syllabi reinforce this information for students.
Orientation and Training to Online Technology and Pedagogy	Campuses must work to ensure all faculty and students have access to orientation/training opportunities to familiarize them with instructional technologies and remote pedagogies, especially those faculty for whom such technologies/pedagogies are new and for those students in vulnerable populations.	Orientation materials for both students and faculty are readily available through the College website and Blackboard LMS through a comprehensive New Student Virtual Orientation. Student support is available individually as well through our Learning Assistance Centers and the IT Help Desk. Outreach includes a technology onboarding process as well as a calling campaign during the first week of school in which college staff call each student to identify needs and offer support. Throughout the last six months, the College has been using instructional support and other resources provided by SUNY. Additionally, we worked with Open SUNY to find an instructional designer to present a 3-hour workshop for faculty focused on best practices in course design, accessibility, and assessments. This training was recorded and remains available for viewing at any time. Informal faculty meetings will take place regularly throughout the Spring 2021 semester to share ideas and best practices as we did during the Fall 2020 semester.
Academic Advising	Campuses must provide proactive and regularized advising interventions for all academic programs in such manner that prioritizes student success.	Advisement for both new and continuing students remains a very individualized process. All advisement is done by program faculty who contact students to set up video chats, phone calls, or email exchanges for course registration, scheduling adjustments, transfer assistance, or career advisement. We have additional career and

Spring 2021		
Activity	Plan	Notes
		transfer services available through the Office of Student Life. For students who are struggling, remote tutoring is available for all subjects through the Learning Assistance Centers as well as STAR-NY, an online tutoring consortium providing evening tutoring hours Sunday through Thursday.
Mandatory Pause	In the event that a mandatory pause for on-campus instruction is required, all courses and operations will move to a fully remote setting. Our learning management system, Blackboard, will easily accommodate that transition and our experience from our move to such a setting in March 2020 has prepared us technologically and operationally to do so.	In the event that we are forced to exit operations for a safer setting, we will follow the process we did in March 2020 when we moved all our operations, with few exceptions, to a fully remote setting. NYS DOH guidance notes that <i>“whenever the lesser of 100 individuals or 5% of the total on-campus population – inclusive of students, faculty, and staff – of a higher education institution location test positive for COVID-19 within a 14-day period, the location must immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days.”</i>
	Per SUNY’s guidance, students will be notified of contingency plans in the event that there is a mandatory pause during the Spring 2021 semester.	
Screening		
	Starting the week of February 1 st , 2021 all students and employees who will be studying and working on campus during Spring 2021 will participate in pre-screening for travel history, COVID-19 history and COVID-19 symptoms.	Screening will be conducted through the SUNY Screening app that is currently in use.
	Throughout the Spring 2021 semester, students and employees will complete daily screening for COVID-19 symptoms prior to or upon arrival at campus.	Screening will be conducted through the SUNY Screening app that is currently in use.
Testing		
	During the week of February 8 th , 2021 (seven days before the start of in-person instruction) all students who will be on	Testing to be conducted February 9-11, 2021 will be for all students planning to be on campus

Spring 2021		
Activity	Plan	Notes
	<p>campus will be required to be tested for COVID-19 through a PCR test. Students have the option to participate in <i>pooled saliva surveillance testing</i> through the College or complete PCR testing through a provider. All students will need to be negative for COVID-19 <u>before</u> starting in-person classes. If selecting the latter option, students will need to provide a negative test result to our Campus Safety Monitor prior to coming on campus. Students planning to be on campus later in the semester will need to complete a PCR test within seven (7) days of their anticipated start date and provide evidence of a negative COVID-19 test to our Campus Safety Monitor. In that case, <i>pooled saliva surveillance testing</i> is not an option for students newly coming to campus.</p>	<p>in Spring 2021, to ensure return of testing results prior to start of on-campus instruction on February 16th, 2021.</p> <p>This aligns with requirement to test within seven (7) day of return to campus.</p>
	<p>Starting the week of February 15th, 2021, regular <i>pooled saliva surveillance testing</i> will resume and continue throughout the semester for all students on campus. Each week following the return of students to campus (the day of week TBD to give us the opportunity to intervene most quickly and prevent future spread), a pooled saliva surveillance test will be conducted for 50% of students on campus. Thus, every two weeks, 100% of students will have been tested through this method. This will continue throughout the semester while students have campus-based instruction.</p>	<p>The timing and frequency of testing will follow those protocols established as part of the NCCC Surveillance Testing Plan. We found the method and the process to be very effective for the Fall 2020 semester.</p>
	<p>All employees working on campus are strongly encouraged to participate and those with NCCCAP, per an MOU, will be required to participate.</p>	<p>This will follow the testing protocols that are in use currently and the MOU with the North Country Community College Association of Professionals (NCCCAP).</p>
Custodial Services	<p>Our custodial services follow CDC guidelines and recommendations related to cleaning practices to reduce viral transmission. This includes the use of a broad-spectrum disinfectant, deep cleaning of high traffic areas, and increased frequency cleaning in high use areas. Those practices were followed throughout Fall 2020 and will continue to be followed as we reopen.</p>	

Spring 2021		
Activity	Plan	Notes
PPE Requirements	<p>The College is providing masks for all students, faculty and staff and has secured adequate supplies. Each member of the College community who will be on-campus can receive three (3) reusable, cloth masks for their personal use. These are supplemented with disposable ones.</p> <p>In terms of mask-wearing protocols:</p> <ul style="list-style-type: none"> • Face coverings (masks) must be worn by all members of the campus community on campus at all times, including classrooms, conference rooms and other spaces, even when six-foot social distancing exists. Exceptions to mask wearing include when students are (1) in their private or personal space, (2) eating meals on-campus while seated and social distancing is appropriately enforced, or (3) by themselves. Faculty and staff are likewise exempt when alone in their office or other space. • Any request for a medical, religious, or other accommodation to this policy will be reviewed on an individual basis in accordance with relevant laws and campus procedures. • Students, faculty and staff are welcome to provide their own mask or cloth covering that covers the mouth and nose. Masks with exhalation valves will not be permitted unless covered with an additional face mask. 	
Mitigation Steps if Outbreak on Campus		
	<p>In cases of possible exposure to COVID-19 on campus, we will follow the Center for Disease Control and Prevention's guidance on <i>Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs)</i>, specifically the section "<i>Tiered approach and inclusion criteria for SARS-CoV-2 testing of persons with possible exposure in IHE setting in the context of an outbreak.</i>"</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html#tier-2</p>
Isolation and Quarantine		

Spring 2021		
Activity	Plan	Notes
	<p>During winter break, students, faculty, and staff who have traveled to/from restricted states/ regions or to/from international locations as defined by New York State must follow the New York State Travel Advisory specifically self-quarantine pursuant to the terms of the guidance.</p> <p>They will need to attest that they have submitted the New York Traveler Health form and follow the guidance of the governing local health department related to quarantine/ isolation, testing and timing of returning to campus.</p>	<p>https://coronavirus.health.ny.gov/covid-19-travel-advisory</p> <p>https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form</p>
	For employees who become ill, are exposed or travel out-of-state to areas where mandatory quarantines apply during the Holiday Break (December 24 th , 2020 through January 3 rd , 2021), a mandatory period of isolation/quarantine will be required as per NYS and county public health regulations.	
	The first two weeks of the Spring 2021 semester (February 1 st – 15 th , 2021) will serve as the mandatory seven (7) day precautionary quarantine and an additional seven (7) day restricted activity period for those returning to campus.	This will apply to students who will be on campus for instruction or accessing services and to faculty and staff who are returning after Winter Break.
	Consistent with our existing plan, any student or employee testing positive for COVID-19 is required to isolate and follow guidance from our county public health directors regarding length of isolation and timing of return to campus.	For students, quarantine or isolation could lead to missed classes. Every effort will be made to help them continue their work/studies in a remote setting while they isolate/quarantine. Faculty members have been asked to modifying sick/absence policies for students who become ill or who are required to undergo a period of isolation or quarantine.
Spring Break		
	The College will <i>not</i> be holding a formal spring break during the Spring 2021 semester. Classes will begin Monday, February 1 st , 2021 and end on Thursday, May 13 th , 2021.	
Mental Health Supports and Services		
Support for Mental Health Services	The College will continue to promote community-based mental health treatment and resources including the NYS OMH Crisis	These are available on the College website: https://nccc.edu/counseling/index.html

Spring 2021		
Activity	Plan	Notes
	Text Line: Text GOT5 to 741741, and, publicize the availability of free online QPR suicide prevention training for students, faculty, and staff.	https://nccc.edu/student-support/wellness.html
	The College launched a new Employee Assistance Services (EAS) program on December 1 st , 2020 for all full-time and regular part-time employees. This EAS program provides mental health services and access to other supports.	Information on these services can be found here: https://bhsn.org/social-services/employee-assistance-services/
Reporting		
Daily Dashboard	We will continue daily reporting of COVID-19 information to the SUNY COVID-19 Tracker consistent with SUNY's guidelines.	
Instructional Modalities	The College will report to SUNY System Administration, as a continuation of fall semester reporting procedures, periodic statistical summaries of the distribution of instructional modalities between face-to-face, hybrid and remote methods as adjustments are made during the conduct of the academic semester.	