

**HARTWICK COLLEGE COVID-19 PLAN**  
**Updated: December 27, 2021**  
**Hartwick College Strategic Response Team**

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**Vaccine policy**

For the safety of the entire community, vaccination is required of all students, employees and visitors to the College. Students and employees on campus must submit documentation of their vaccination.

The CDC and the FDA now recommend a booster for all eligible people age 16 and over. In accordance with that recommendation. "Full vaccination" at Hartwick College now refers to a full course of primary vaccination plus at least one dose of a booster as outlined in the vaccination policy.

The full vaccination policy is available [here](#).

Students provide their documentation [here](#).

Employees provide their documentation [here](#).

Accommodations may be granted for those who apply based upon a valid medical or strongly held religious belief that precludes vaccination.

### **Vaccine Accommodations**

Some students and employees have been granted accommodations either for a documented medical reason, or based upon documentation of a sincerely held religious belief that precludes vaccination.

Every unvaccinated person will be required to wear a face mask **at all times** while on campus, including outdoors, except when eating or drinking or in the privacy of their own room, office or vehicle. In addition, persons with an approved accommodation must complete weekly surveillance testing and submit testing results to the college.

The College will continue to evaluate CDC guidance for unvaccinated individuals. Requirements for unvaccinated students or employees may change as circumstances require.

Those approved for an accommodation have been required to sign the COVID-19 Vaccination Accommodation Policy Agreement, acknowledging the receipt of an accommodation and the corresponding expectations, as specified by the College.

### **Violation of vaccine accommodation policy**

Students and employees who have an accommodation are required to take additional safety precautions.

In the case of an alleged violation of these required safety measures, an investigation will be conducted by Campus Safety. When the investigation is complete, a Violation of Vaccine Accommodation Investigation Outcome Transmittal Form will be forwarded to the appropriate person or office. If an alleged violation is confirmed, the consequence for students is suspension for the remainder of the current academic term and termination for employees.

## **International students**

Some international students will not have had an opportunity to get an FDA-authorized or WHO-approved vaccine prior to arriving at Hartwick. .

The College will accept full vaccination with a WHO-approved vaccine. As appropriate, the College will work with such students to obtain an FDA-approved vaccine after they arrive.

International students who have been unable to obtain any WHO-approved vaccine they may still come to campus for the start of the semester under the following conditions:

1. Sign a COVID-19 Vaccination Temporary Accommodation Agreement
2. Work with the College to get an FDA-authorized vaccine as soon as possible upon arrival in the U.S.
3. Until they are fully vaccinated with an FDA-approved vaccine, follow the same safety measures as campus members with medical or religious accommodations.

Once the student is fully vaccinated, they are no longer operating under their COVID-19 Vaccination Temporary Accommodation Agreement and can follow the same practices as all other fully vaccinated members of the community.

## **Campus visitors**

Vaccinated guests and visitors to campus are permitted. These visitors include attendees at college events (athletics, concerts, True Blue, etc.), guest lecturers, performers, etc. When necessary, we will limit capacity or access as public and campus in response to changing health conditions.

All campus visitors must be fully vaccinated for COVID-19 and will be required to provide either their vaccination card or the New York State Excelsior Pass. Full vaccination requires at least one booster shot on or before March 1 2022.

All campus visitors must don and wear masks appropriately when within any and all college buildings.

**It is the responsibility of a visitor's Host to verify the visitor's vaccination status.** In the case of an invited guest, the Host is the Hartwick employee responsible for the invitation. In the case of an attendee at a public event, the Host is the campus organization holding the event. Student guests, including family members, must submit their vaccination record for review and approval by Campus Safety at the time of arrival on campus. Students should escort their guest(s) to the Dispatch Office.

If a visitor requires an exception to this requirement they need [to complete this form](#) and receive official approval from the College prior to the date of the intended visit. Requests for exceptions will be reviewed by and affirmatively approved/denied by the appropriate Divisional Vice President, Chief Human Resource Officer, Director of Campus Safety or Director of Athletics.

Requests must be made at least one week in advance of the intended date of visit. The request will be denied automatically if the applicant files the request less than one week before the date of visit. No exceptions will be made for the need for approval prior to the date of visit.

Visitors at athletic events - both participants and spectators - see [here](#).

## **General safety protocols**

The goal of our safety protocols is to minimize the risk to individuals as well as our campus community while creating a vibrant living and learning environment. CDC and local health department recommendations will be considered and campus policies are continuously reviewed and/or revised based upon public health considerations (e.g. variants, prevalence of infection locally, etc.) Restrictions or requirements may be added or relaxed as needed. Our goal is to maximize educational opportunities and the student experience while minimizing risk. Updated/current plan can be found [HERE](#).

## **Screening**

In accordance with the designation of COVID-19 as an airborne infectious disease under New York State's HERO Act, the NYS Department of Labor requires that employees—staff, faculty, and student workers—participate in screening. Employees must use the CampusClear app daily to report whether they have symptoms related to COVID-19.

For staff and faculty: if the CampusClear app informs you not to go to campus:

- Inform your immediate supervisor and Human Resources
  - For faculty, that means your department chair. If you are a department chair, it means the VPAA.
- Contact your healthcare provider. Follow their guidance regarding going to work and getting tested for COVID-19.
- A negative COVID-19 test needs to be provided to Human Resources prior to returning to campus if the healthcare provider deems a test necessary.

For student workers: if the CampusClear app informs you that you are not "Good to go":

- Get in touch with the Perrella Wellness Center at 607-431-4120
- Follow the instructions you get from your contact at Perrella.
- Do not report for work. Let your supervisor know you will be out.

## **Masking**

- All individuals are required to mask indoors except when in their private residence room or office, alone in a vehicle, or actively eating and drinking. When meeting in their office with others or when guests are in private rooms, masks must be worn by everyone. Masks must be worn appropriately, fully covering the nose and mouth at all times.
- In addition, those granted vaccine accommodation must wear masks in any and all outdoor spaces on the Hartwick campus.

- Everyone is encouraged to wear their mask at all times to help further minimize risk to themselves and others.
- If individuals think that their situation requires an exception to this policy, they should discuss it with their divisional vice president.
- For guidance specific to athletes actively engaged in practice or competition, see “Masking guidance for athletes” in the section of this document on “Athletics.”

### **Cleaning and disinfection protocols**

Per the NYS Governor's announcement June 15, 2021, “*Additional cleaning and disinfection protocols are no longer required.*” Even so:

- Daily cleaning and disinfection remain in place as part of routine custodial service
- Secondary disinfection and fogging will be resumed if warranted or required by local authorities, state or CDC mandate.
- Virex and microfiber cloths remain in the classroom and common areas for supplemental disinfection.

### **Suspected or confirmed cases of COVID-19**

#### **Students or employees with COVID-19 symptoms**

Students: Any student who experiences symptoms of COVID-19, regardless of vaccination status, must report these symptoms and be medically evaluated. (A list of common symptoms is [here](#).) This evaluation should include a COVID-19 test. Testing of symptomatic students will be available through the Perrella Health Center will be at no cost to the individual. Students must follow the instructions given by the provider who does the medical evaluation.

Students who have symptoms should remain in their campus room or return to their home using private transportation until a negative COVID test result is received. Employees: Any employee who experiences symptoms of COVID-19 should report them through the CampusClear app and follow the instructions above in the section on [Screening](#).

If the employee’s symptoms develop during the day after they have already completed CampusClear, then regardless of vaccination status, they must:

1. Contact their provider and follow their provider’s guidance regarding going to work and getting tested for COVID-19.
2. If the provider’s guidance is to isolate and get tested, the employee must notify their supervisor, remain off campus, secure their own COVID test (off campus), submit their COVID-19 test results to Human Resources, and
3. Receive clearance from their supervisor to return to campus before they will be permitted to do so.

4. If the provider cannot be reached in a timely manner, the employee should consult with his or her supervisor.

### **Protocol for Students who test positive for COVID-19**

Students who test positive for COVID-19 will be:

- Required to report their positive test result to Perella Wellness Center.
- Required to return to their home using private transportation.

Students who test positive and who do not return to their home will be placed in a college-designated isolation space and will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

Students who are isolated will be provided support as needed. A staff member will assist infected residential students with transport to the designated isolation space and with obtaining essential personal items from their primary residence. Safe transportation to/from necessary medical visits will be facilitated. The College will coordinate needed advanced medical care, for students who test positive, are in isolation, or are awaiting test results, with local health care providers. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

While in isolation it is the student's responsibility to communicate directly with each of their faculty members to notify them of their absence from class, and how they can stay up on their work. Faculty will work with each student directly. Faculty will work with students to keep them up to date with their courses. Courses will not necessarily have the option to remotely attend classes. Depending on the class and the time of the semester, faculty may have different approaches to working with the student.

No other students will be admitted to designated isolation spaces.

### **Protocol for Employees who test positive for COVID-19**

College employees who test positive for COVID-19 must notify their supervisor, isolate at home and notify their healthcare provider and notify Perrella Health Center.

### **Students/employees with known exposure to a confirmed COVID-19 case**

The response to a known exposure to a confirmed COVID-19 case varies based on vaccination status and/or expression of symptoms and other conditions.

Students with known exposure to a confirmed case should contact the Perrella Health Center to report their exposure. The Perrella Health Center staff will advise the student of required and/or recommended next steps.

For a **fully vaccinated** person with known exposure to a positive case, see below for general guidance to [students](#) and [employees](#).

Employees who are vaccinated and who remain asymptomatic may go about their normal business while continuing to mask indoors and also masking in outdoor situations where they will be encountering other individuals. If they think there are circumstances in their exposure that warrant a higher level of caution, they should contact their health-care provider for guidance on the appropriate response.

As needed, the Perrella Health Center will confer with the Otsego County Department of Health.

If it is determined that a student needs to be placed into quarantine as a result of an exposure they will be:

- Asked to return to their home
- Quarantined on campus in a College-designated space if they do not return to their home. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.
  - If there is a COVID exposure to a vaccinated person and they are asymptomatic, they are to monitor their symptoms and mask indoors and outdoors when social distancing is not possible. If a vaccinated person has a COVID exposure and develops symptoms, they are to monitor their symptoms, mask indoors and outdoors when social distancing is not possible, and obtain a COVID test. If the COVID test is positive, they will move to an isolation status. If the COVID test is negative, they will continue to monitor their symptoms and mask indoors and outdoors when social distancing is not possible.

No other students will be admitted to these designated quarantine spaces.

Students who are in quarantine will be provided support as needed. A staff member will assist residential students with transport to the designated quarantine space and with obtaining essential personal items from their primary residence. Students receiving these services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

While in quarantine it is the student's responsibility to communicate directly with each of their faculty members to notify them of their absence from class, and how they can stay up on their work. Faculty will work with each student directly. Faculty will work with students to keep them up to date with their courses. Courses will not necessarily have the option to remotely attend classes. Depending on the class and the time of the semester, faculty may have different approaches to working with the student.

Students receiving COVID-related services will be charged incremental housing and service fees as appropriate and determined by the College in its sole discretion.

## General guidance for fully-vaccinated students with known exposure

As a fully vaccinated individual, the risk to you is diminished, but it is important that you do the following:

- Monitor yourself for any symptoms of COVID-19 for the next 14 days. Symptoms to monitor for can be found by [clicking here](#).
- Wear your mask indoors and out in any setting where you will be encountering other individuals.
- You may continue to attend in person classes and participate in your usual activities as long as you are without symptoms and wear your mask.
- If you develop any symptoms, please promptly notify the Perrella Health Center by emailing [healthcenter@hartwick.edu](mailto:healthcenter@hartwick.edu) or calling 607-431-4120.
- If you received this message and want to be tested, you may report to Perrella Monday-Friday between 10:00 AM and 4:00 PM . You do not need to call for an appointment.
- The CDC recommends testing 5-7 days following an exposure.
- Contact Perrella Health Center if you have other questions or concerns.

## General guidance for fully-vaccinated employees with known exposure

As a fully vaccinated individual, the risk to you is diminished, but it is important that you do the following:

- Monitor yourself for any symptoms of COVID-19 for the next 14 days. Symptoms to monitor for can be found by [clicking here](#).
- Wear your mask indoors and out in any setting where you will be encountering other individuals.
- You may continue to work and participate in your usual activities as long as you are without symptoms.
- If you develop symptoms, do not report to campus (or if you are at work, go home), notify your supervisor and human resources and contact your provider for guidance regarding getting tested and returning to work.
- The CDC recommends testing 5-7 days following exposure.

## **Campus life**

## **Instruction**

Our intention is to continue campus-based instruction as long as it is safe to do so. Most instruction will be classroom based/in person. We are not generally using a hyflex teaching format, where a class meets in the classroom but is synchronously accessible online, e.g., via Zoom.

If worsening pandemic conditions force the College to return to remote instruction, we will apply what we have learned over the last 20 months to provide the best remote education possible.

When a student must be absent from the classroom due to quarantine or isolation, or due to precaution if they are experiencing possible COVID-19 symptoms and have not yet been tested, the default procedure will be to handle it like other health-related absences from class. The student should inform the instructor that they will be absent for health-related reasons, and the two will work out the best way for the student to keep current in the course.

Instructors must secure the approval of the VPAA/Dean of Faculty if they find it necessary to switch to remote only-instruction.

We are returning to typical classroom density.

## **Dining**

Dining services is providing on-site dining as well as to-go meals at all regular meal times.

Dining services is prepared to move to all disposable to-go meals at any time if conditions require.

Dining facilities layout may also be modified as conditions require.

Dining services will implement a schedule of increased cleaning and sanitation.

## **Athletics**

Hartwick athletics will resume practices and competitions with guidelines in place that are in accordance with College and Empire 8 conference policy. All unvaccinated athletes, coaches, and other tier 1 personnel will be required to mask at all times, indoors and outdoors, while on the bench or playing. When Hartwick travels to another institution, all Hartwick unvaccinated personnel will be masked at all times regardless of the opposing institution's policies.

As per E8 policy, all unvaccinated Hartwick travel party members will be tested within 48 hours of travel with a rapid antigen test.

When visiting non-conference institutions arrive at Hartwick to compete, the department will ensure, by checking COVID vaccination cards upon arrival, that all visiting travel party members

are fully vaccinated. If they are not vaccinated, they must show proof of a negative antigen test taken within 48 hours of the game or a PCR test within 72 hours of the game. If they cannot produce either, they will not be permitted to compete and must stay on the bus or leave campus. Unvaccinated individuals with a negative test will be required to mask at all times, including outside and while competing.

Officials will be treated as visitors, having to show their vaccine card or a negative test within 48 hours (antigen) or 72 hours (PCR) to be allowed to officiate the contest. Unvaccinated officials must mask at all times.

The Empire 8 conference Presidents, Athletic Directors, and Head Athletic Trainers have all attested that their administrators, coaches, staff and student-athletes are fully informed of the Empire 8 COVID-19 Masking and Testing policies. Their attestation affirms that all Empire 8 member schools will comply with host institution protocols on matters outside of the testing and travel testing requirements. Vaccine records and test results will not be reviewed for Empire 8 members upon arrival to Hartwick. All unvaccinated Empire 8 travel party personnel must mask at all times while on campus.

Spectators will be permitted to attend contests if they are fully vaccinated. Spectators may be asked to show proof of their vaccination at any time while on campus. Unvaccinated individuals must submit a request for exception via the online form found at [www.hartwickhawks.com](http://www.hartwickhawks.com), 3 days in advance of the contest date. Requests are approved/denied in writing 2 days prior to the contest.

Tailgating before, during or after contests will be prohibited until further notice.

The athletic training room will be a fully masked space regardless of vaccine status. Locker rooms will be open for use.

## Masking guidance for athletes

In response to the November 1, 2021 update of the CDC's Guidance for Institutions of Higher Education which states,

*Athletes who are not fully vaccinated should wear masks at all times when indoors. In areas of substantial and high community transmission, fully vaccinated athletes should also wear masks when not actively participating in sport (e.g., on the sidelines and bench, in locker rooms),*

Hartwick College has revised its policy on mask-wearing for fully vaccinated student-athletes participating in sports.

Effective immediately, fully vaccinated student-athletes who are actively participating in an official team practice or competition may remove their mask while engaged in that activity. Unvaccinated student-athletes must continue to be masked at all times, including during practice and competition.

All coaches, support staff, bench personnel, scorekeepers, announcers, etc. must continue to mask, regardless of vaccination status, at all times including during practices and competitions. During a practice or competition, any student-athlete who is not actively participating must remain masked until they enter the practice drill or contest. All student-athletes must don their masks upon return to the bench during a competition.

Official team activities that occur indoors in a fitness center, classroom, locker room, etc. are not considered practice, thus masks must be worn during these activities. Team gatherings without coaches and staff present and other “unofficial gatherings” (eg. Captain’s practices) are also not considered practice and, therefore, all participants must remain masked while actively engaged.

The above includes athletic teams that visit Hartwick College for competition. All visiting institutions must continue to follow published requirements for bringing and showing proof of vaccination or a negative test result.

Officials who show proof of being fully vaccinated will be permitted to remove their masks while actively officiating a contest.

All other masking policies remain in force at this time.

### **Attendance at College-sponsored public events**

All campus visitors, including attendees at campus-based public events, must be fully vaccinated for COVID-19. If a visitor requires an exception to this requirement they need [to complete this form](#) and receive prior approval from the College.

The College’s procedure for public events is subject to change in response to changing conditions as well as guidance from the CDC and from state and local health authorities.

### **In-person meetings**

In-person meetings are permitted. Masking requirements, appropriate for the setting and vaccination status of individuals, must be followed.

### **College-related travel**

Hartwick College students and employees will be allowed to participate in college-sponsored travel as health conditions permit. The College is continuously evaluating the feasibility of travel.

For students and employees who have an accommodation in place and are not vaccinated, the ability to travel will depend on the willingness of the destination to accommodate an unvaccinated person. Individual accommodated students and employees are responsible for securing needed permissions and authorizations. Before finalizing any travel arrangements, confirm the requirements at your destination that may affect your ability to travel, such as: documentation of vaccination status; quarantine.

The ability for accommodated students and employees to participate in college-sponsored travel with otherwise vaccinated college students and employees will be left to the discretion of the College.

During College-sponsored travel, Hartwick College students and employees will adhere to Hartwick's guidelines if those are stricter than the guidelines of the destination. For example, if you are required to be masked indoors at Hartwick, you are also required to be masked indoors at your destination, even if that location does not require you to be masked. If your destination has stricter requirements in some regard, you must follow your destination's stricter requirements.