



Guide for

Returning to Campus

HILBERTCOLLEGE

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Without a doubt, we are living through an unprecedented global situation. Thankfully, our students, staff and faculty are stepping up to the challenge in many remarkable ways. Because of our concern for the wellbeing of our College, our faculty led the transition to remote learning in March. Our students adapted to this for the remainder of the semester, and our staff began to work remotely as well. Despite the many curveballs, it has been inspiring to witness the “can-do” attitude of the Hilbert community, all of us working together to ensure the continuity of our students’ educational paths.

Hilbert College students will return to campus for classes on August 31, 2020, confident in knowing that the College is ready to protect their health and safety. Our Franciscan educational model is what distinguishes Hilbert, and our community is working through the summer to preserve this during these challenging times. We will continue to place a premium on the mentor-based model that is central to the character formation experience that each and every Hilbert student enjoys. Out of necessity, we will employ technological solutions that support our balanced approach to health and education.

The Hilbert Comeback Taskforce, which includes representatives from each area of the College, prepared a re-opening plan that has been submitted to the State of New York and is available at www.hilbert.edu/covid19.

Comeback Task Force

Jean Boland – VP for Finance/Administration

Michael Brophy – President

Mike Carbery – Athletics Compliance and Student Services Coordinator/
Head Men's Lacrosse Coach

Vito Czyz – Director of Campus Safety

Gary Dillsworth – Superintendent of Physical Plant Operations

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Nicole Robbins – Administrative Assistant to the Vice Presidents

Greg Roberts – Vice President of Student Life and Dean of Students

Matthew Rosinski – Student, Class of 2023

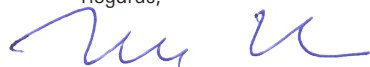
Tony SanGiacomo –Adjunct Faculty

Chris Siuta – Director of Counseling, Health, and Wellness

Jill Cole-Splawski – Director of Residence Life and Community Standards

This guide and the full Covid-19 Response Plan includes comprehensive health and safety guidelines as well as essential guidance on the College’s opening, virus monitoring, containment and emergency closure protocols. We are especially grateful to those who are working this summer to prepare for this extraordinary opportunity to show our care for others through the charism we share with the Franciscan Sisters of St. Joseph.

Regards,



Michael S. Brophy, Ph.D.
President of Hilbert College

THE FRANCISCAN LEARNING EXPERIENCE

Hilbert College values its students, faculty, staff, and community. Our Franciscan mission encompasses a learning experience for students that is dedicated to providing individualized attention and support in a diverse and small group setting on campus and in service with our community. Given our mission, faculty are prepared and will deliver quality instruction to our students in a face to face classroom setting while meeting the appropriate social distancing requirements as required by the New York State Guidelines.

All classrooms will be set up with webcams so faculty and students may fully participate synchronously through live streaming via Zoom during scheduled class times if warranted through the accommodation process. All relevant class management strategies/policies that a faculty member intends to employ during the pandemic should be clearly stated in their syllabi.

Due to confidentiality concerns, class sessions will not be recorded unless that specific accommodation has been granted through the Office of Accessibility Services. If a student feels he or she may need to move to remote synchronous learning at any point during the semester, the student should contact the Director of Accessibility Services at ddimitrovski@hilbert.edu or fill out the Temporary Accommodation Form.

If for any reason it is deemed necessary to close campus, all faculty are prepared to transfer courses to a fully remote format with synchronous components. Faculty are committed to delivering content while maintaining the personal connection to students as they navigate through the semester.

PROCESS FOR EMPLOYEES RETURNING TO CAMPUS

Vice Presidents and Department Heads will communicate with their employees regarding when and how they will return to on-campus work. Employees should not come to work on campus until they have been directed to do so and have completed a self-screening process. **Masks must be worn at all times.**

Hilbert College will remain in a Remote Work mode until July 27, 2020. Employees who can continue to effectively work remotely will be allowed to do so until restrictions on density are eased and/or the Remote Work mode is discontinued on August 17th. Those who have been reporting to work on campus will also continue to do so as we phase in additional on-campus essential staff.

As we begin the transition to working back on campus according to the schedule announced on July 2, 2020, some of you may have questions or concerns about returning to the workplace. Please know that the College is working diligently to prepare the campus for your safe return. As this is a fluid situation, we will follow all updated federal and state guidance to ensure your health and safety. See the Frequently Asked Questions (FAQs) at the end of this document for more information.

Starting July 27, all employees will need to self-screen for the virus each time they come back to campus. All employees with documented health vulnerabilities will be able to request to work from home through the pandemic. Only employees deemed essential by NYS (admissions, finance, facilities, technology, and campus safety) will be allowed on campus until July 27th, thereby allowing staff to prepare all offices, facilities, and buildings to prepare for phased move-in. These essential staff will wear masks and practice social distancing at all times. **More details for employees returning to campus are available in the Response Manual at www.hilbert.edu/covid19**

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

PROCESS FOR COMMUTING STUDENTS RETURNING TO CAMPUS

Students can arrive on campus to conduct official college business on August 17, 2020. This includes but is not limited to; meeting with Student Finance or Human Resources to complete financial paperwork, working on schedules with their academic advisor and obtaining books and learning materials from the College's Bookstore. No student should be on campus for non-essential business which includes visiting residential students until August 31, 2020. **Masks are required at all times.**

Commuting Students

- i. Students can begin to return to campus as of August 17, 2020 to finalize official college business with campus offices
 1. This includes but is not limited to; Student Finance, working on schedules with their advisor, and obtaining books from the bookstore.
 2. No commuting students should be on campus for non-essential business until August 31, 2020.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

PROCESS FOR RESIDENTIAL STUDENTS RETURNING TO CAMPUS

Residents will begin move in on August 22nd. Move in days must be scheduled with the Office of Residence Life. All students must complete the following before scheduling their arrival date.

- Physical submitted in advance to college (New Students)
- Shot records submitted in advance to college (New Students)
- Signed up for Omni-alert (New Students)
- In good financial status with college
- Completed health monitoring as prescribed by Inspired Health Group

Students who are traveling from restricted “hot spot” states per Governor Cuomo’s Executive Order 205, issued June 25, 2020, will be required to quarantine on campus prior to the academic year. Students can use <https://coronavirus.health.ny.gov/covid-19-travel-advisory> to check their state’s status.

Students who will be in quarantine prior to the academic year will arrive between August 6th and August 7th. At which time students will move into their official housing location for the year. Hilbert College staff will provide meal delivery daily to students. Students who will need to quarantine due to their legal residence have already been notified by the Office of Residence Life. Students who are visiting restricted states after July 22nd are required to disclose their travel to Hilbert College and arrive early to quarantine.

Resident Assistants and Fall Student Athletes will arrive the week of August 17th. All fall student athletes and Resident Assistants will be receiving a COVID-19 test upon arrival to campus. Fall athletes will be following health and safety protocols implemented by Hilbert College, the NCAA and Inspired Health Group. Resident Assistants will be receiving extensive training on COVID-19 safety protocols to support a healthy living-learning environment.

Students are allowed two support people to be present with them during move in. No additional visitors will be permitted in an effort to reduce density on campus. Move in will be entirely touchless for students’ safety. Students will receive their PPE bag in their rooms which will include face coverings and sanitation items.

Hilbert College’s Residential Guest Policy is effective on August 29, 2020 at 4 PM at which time no non-Hilbert community member can enter residence without consent from the Director of Residence Life.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

PROCESS FOR STUDENT-ATHLETES RETURNING TO CAMPUS

- A. Systems have been established to create a safe and clean environment in our Athletics Facilities. Reservation and capacity protocols have been instituted for all spaces in Hafner Rec. Ctr. & Trinity Hall locker rooms
- B. COVID testing will be done upon arrival for all Fall student-athletes by Inspired Health Group
 - i. Working with Residence Life & Inspired Health Group to establish safe and efficient on campus testing at the start of preseason training the week of August 17, 2020 for all fall sports athletes
 - a. As per New York State and College policy, ALL resident students from states that are deemed to be “high risk” will need to complete a 14 day quarantine on campus prior to starting classes. These will begin as early as August 6th, which is prior to the move in dates for those fall sports student athletes that do not reside in the states in question
 - ii. Student-athletes will be encouraged to avoid any unnecessary travel or interactions while waiting for test results
 - iii. Positive tests will trigger the College’s Quarantine/Isolation and Contact Tracing protocols
 - iv. Negative tests will allow student-athletes to begin training (while still adhering to College COVID policies)
 - v. We will use the NCAA Sport Science Institute Resocialization of Collegiate Sport Action Plan Considerations to guide our athletics activity
 - vi. COVID policy education will be required prior to any athletics participation

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

THE 6-FOOT CAMPUS (SOCIAL DISTANCING)

Social distancing is a cornerstone of preparing for our community's return to campus. Over the weeks and months ahead, we will have to re-imagine the place we work, learn, and live as a "6-Foot Campus." Such physical separation is critical to reducing transmission of COVID-19 and other contagious diseases among colleagues. Solutions may differ from building to building and will likely depend on how many people are expected to return to campus versus continuing to work or study from home. Understanding that dynamic will allow calculation of the total number of people expected to be accommodated in the given area and assessment of the demand for workspaces. **Masks are required at all times.**

IMPORTANT: Public safety codes, building codes, applicable laws, and security requirements must not be compromised to achieve social distancing.

Accomplishing 6' of Separation

Social distancing in shared spaces—classrooms, laboratories, open offices, lounge areas, etc.—can be especially challenging and requires cooperation on everyone's part. The goal is to maintain at least 6 feet of physical separation at all times, which may be accomplished by removing or rearranging furnishings, modifying work practices, and/or eliminating unnecessary foot traffic. Such measures may be incorporated in the specific reopening plan developed for each campus building. All employees, students, and visitors must maintain six-foot social distancing whenever possible.

Floor markings or signage indicating six-foot distancing will be utilized at reception desks and workstations that are located within a walking path to remind people to maintain appropriate distancing. Requests for additional floor tape markings can be made by contacting Facility Services.

When 6 Feet Isn't Possible

There will be instances where it is impossible to achieve a full 6 feet of separation. This is especially true of hallways and stairways. Where feasible, modifications may be made to provide one-way travel, in other instances we must all do the best we can to use our common sense and minimize contact in locations. (This is why other measures such as face coverings and good hygiene are so critically important!)

Large Gatherings and Meetings

Large gatherings will be prohibited. Measures will be taken to limit the number of people in high-occupancy areas such as the cafeteria, computer labs, and break rooms. Employees are encouraged to bring their lunch from home and sharing food is prohibited. Common seating areas will be rearranged, or signs will be posted to ensure six-foot distancing in seating areas.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

THE 6-FOOT CAMPUS (SOCIAL DISTANCING)

Meetings must be limited as much as possible by using video or teleconferencing in place of in-person meetings. If in-person meetings are necessary, they should be held in open areas and individuals must maintain six-foot social distancing at all times.

More information on campus capacity is available in the college's response plan available at www.hilbert.edu/covid19

Standardizing Circulation

To minimize confusion, modifications and instructions will be standardized as much as possible. For example:

1. Stay right in hallways and when ascending or descending stairs.
2. All employees, students, and visitors must wear a face covering in elevators, Hilbert vehicles, and other small spaces. Additionally, the number of people in confined areas such as elevators and Hilbert owned vehicles must be limited to 50% of the maximum occupancy. Clear signage will be posted on elevators indicating the maximum capacity of the elevator. Where utilized, one-way foot traffic in hallways/corridors will follow a counterclockwise circulation (like a traffic rotary, keep to the right) unless otherwise indicated by a particular building layout.

Remote Work and Learning

Each department must determine which of its personnel can continue working remotely while still performing their essential functions. Departments should also adjust meeting, conference, and social gathering plans to minimize face-to-face contact. Accommodations should be made for students who may be unable to attend class due to COVID or disability related reasons. These requests should be directed to the Accessibility Services Department. (<https://www.hilbert.edu/academics/student-services/disability-services/temporary-disability>)

Building evacuation during a fire alarm or other emergency situation is of particular concern to many community members because it is difficult to maintain social distancing while evacuating. The Hilbert College Campus Safety Department will be working with campus departments to ensure safe egress from their work areas. Until further notice, the Campus Safety Department will not schedule fire egress drills until specific guidance is issued by NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control, Fire and Life Safety Branch.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HYGIENE

Personal Protective Equipment (PPE) and good hygiene (specifically hand washing) are additional critical elements in reopening plans. These are shared responsibilities that reduce our likelihood of becoming sick while also reducing the chances we might make someone else sick should we be infected and not know it.

Masks and Face Coverings

The College requires all students, employees, and visitors to wear face coverings at all times while in public or in shared spaces on campus unless an accommodation is granted by the Human Resource Department or Accessibility Services.

Distribution of Masks and Face Coverings

PPE procurement for all departments and all campus is coordinated through the Wellness Center. The College will provide all employees with face coverings if needed and will also make them available for campus visitors upon entering campus if they do not have one.

Employees are permitted to wear their own homemade or purchased face covering, as long as it meets the minimum NYS DOH requirements for face coverings. Employees, students, and visitors should follow CDC and NYS DOH guidance on how to properly put on, take off, and clean a face covering. Face coverings cannot be shared. Employees, students, and visitors are responsible for cleaning and maintaining their face coverings.

- Masks for **employees** are distributed by the Wellness Center to departments that request them. Employees needing a mask should request one from their supervisor.
- **Students** may obtain masks by contacting a member of the Residence Life Professional Staff, employer if they are a student employee, or Health Services. Students with hearing impairment should contact Accessibility Services so that provisions may be made in the classroom to assist in speech recognition.
- **Visitors** to Hilbert College (if permitted) will be able to obtain disposable masks from their sponsors if they do not have one.

All students and employees who are issued reusable cloth masks are responsible for washing them daily.

Possible exceptions to mask covering requirement include the following:

- Athletes engaging in training activities
- Community members with documented health accommodations
- Individuals alone in a vehicle
- Individuals alone walking outdoors
- Individuals working in private offices when the door is closed
- Residential students when they are in their private bedroom
- Individuals who are eating or drinking, with the understanding that they are maintaining six feet distance with others

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HYGIENE

Health Kits

Hilbert College will be providing health kits to all employees/students. Health kits include; two Hilbert college branded cloth reusable face coverings, sanitation items and resources from Inspired Health Group. Health Kits are packaged in a Hilbert College drawstring bag. Employees can pick up their health kits on their first day back to campus with Campus Safety. Residential Students will have health kits provided to them during their move in day. Commuting/graduate students can pick up their health kit in Franciscan Hall during the first week of school. Replenishment of health kit items are available by request from the Wellness Center.

Good Personal Hygiene

Frequent hand washing is an equally important element of preventing disease transmission. Hands must be washed for at least 20 seconds with soap and warm water multiple times a day. Additionally, the College is working to significantly increase the number of hand sanitizer dispensers throughout our campuses.

Signage and Communication

Signage that is consistent with NYS DOH recommendations will be placed throughout the campus reminding people to maintain social distancing, wear a face covering, follow hand hygiene and cleaning guidelines, keep right and reminders to self-screen for exposure to COVID-19. Signage and/or floor decals will be placed in high-traffic areas and/or narrow aisles in order to remind people of new COVID-19 requirements. Employees and students must complete training related to safe campus practices including proper use of face coverings and social distancing. Information on the required training will be on the Hilbert website and sent via email.

The College will communicate regularly with employees, students, prospective students, and the general public about the required safety precautions using the College's COVID-19 website link, social media, campus signage, email communications, and traditional media outlets.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

HEALTH MONITORING (SCREENING)

When the College reopens, faculty and staff will be required to monitor and conduct screening of their own health daily (prior to arrival on campus) and attest each day that they have no signs or symptoms of COVID-19. Students will be required to monitor and conduct screening of their own health at least twice a week (prior to arrival on campus) and attest that they have no signs or symptoms of COVID-19. This will be accomplished electronically utilizing a special smartphone application administered by the Inspired Health Group, our Wellness provider. All students will be issued a Wellness kit by the college that they may use on campus to maintain health and safety. Employees may not come to campus if sick and must immediately report their illness to their supervisor. Students likewise may not come to campus if ill and should report their illness to the Wellness Center. More specific guidance will be forthcoming about this process.

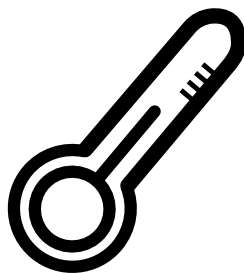
Hilbert College will designate a campus safety monitor whose responsibilities will include continuous compliance with all aspects of the higher education institution's reopening plan. Hilbert College will also designate points of contact or coordinators to be the main contact upon the identification of positive cases and who are responsible for subsequent communication. Coordinators will be responsible for answering questions from students and employees regarding the COVID-19 public health emergency and plans implemented by the institution.

Any COVID-19 testing that may be required will be coordinated with the Wellness Center and Inspired Health Group, 3671 Southwestern Blvd., Suites 101 & 213, Orchard Park, NY 14127-1752, Office 716-662-7008.

Testing Recommendations

Hilbert College will require tests from students who are arriving on campus from other states and countries prior to being allowed on campus. These individuals will be re-tested between 7 to 14 days after arrival, or upon development of symptoms.

Employees, students, and visitors who have symptoms or have been in close contact with someone who has tested positive for COVID-19 are encouraged to speak with their healthcare provider about next steps for testing. People without a primary healthcare provider can use the CDC Online Coronavirus Assessment Tool, or contact the Inspired Health Group at 716-662-7008. If you are experiencing life-threatening symptoms, please call 911.



More information on health monitoring and contact tracing is available in the college's response plan available at www.hilbert.edu/covid19

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

CONTACT TRACING AND REPORTING

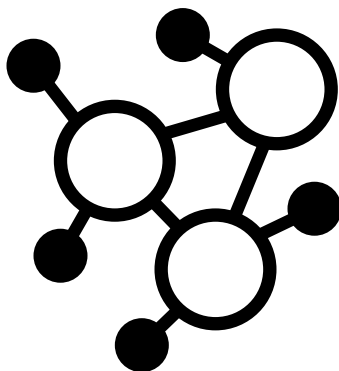
When any member of the College community becomes ill with COVID-19, the Wellness Center will work with the Erie County Department of Health (ECDOH) to identify those with whom the individual has been in close contact and assess the significance of the exposure. The campus community will be notified (in general regarding suspected location and timing) via a Campus Text Alert issued by the Department of Campus Safety to assist in the contact tracing process.

The local health department and NYS DOH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening log will be shared with the local health department to meet this requirement.

A Hilbert College Community member who tests positive for COVID-19 will receive a call from the ECDOH (Erie County Department of Health) contact tracing team.

More information on containing the virus is available in the college's response plan available at www.hilbert.edu/covid19



More information on exposure guidance is available in the college's response plan available at www.hilbert.edu/covid19

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

CAMPUS VISITOR POLICY

Due to COVID-19 the College is continuing to promote social distancing and limiting visitors to campus. The College will allow essential visitors on campus including prospective students, vendors providing services to the College, essential workers, and other individuals with business at the College.

Restricted Access to Campus

Access to all college buildings is restricted to essential students, faculty, staff, designated vendors, and invited guests. Non-essential visitors to campus will not be admitted. Additionally, essential campus visitors shall wear a face covering while on Hilbert premises in accordance with these guidelines and to comply with the Erie County Health Department Order.

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Access to all college buildings is restricted to essential students, faculty, staff, designated vendors, and invited guests. Non-essential visitors to campus will not be admitted. Additionally, essential campus visitors shall wear a face covering while on Hilbert premises in accordance with these guidelines and to comply with the Erie County Health Department Order.

Approved Visitors

- Current essential students, faculty, and staff
- Campus visitors who support students with educational needs (i.e. interpreters)
- Campus visitors who support students with conduct hearings
- Family unit members of on campus housing facilities
- Family unit members during move-in or out periods to assist their students
- Designated vendors and service operators with essential campus business
- Ride services and food delivery drivers until further notice
- Campus Events (such as Admission, Enrollment, Recognition, etc.) that comply with the NYS meeting capacity guidelines
- Guests who directly provide support for approved Student Activities Events

All guests not listed in the above categories are non-essential visitors.

More information on visitors and campus events is available in the college's response plan available at www.hilbert.edu/covid19

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

HALLMARK DINING SERVICES AT HILBERT COLLEGE

All Managers and supervisors will have completed Covid-19 Precautions training provided by ServSafe. Managers will train all staff on Covid-19 precautions, additional cleaning, social distancing, proper PPE wearing and disposal.

We will comply with all state and local definitions and requirements for capacity and dining guidelines. Masks will be required except for while eating, and dining room seating will be reduced to 50% capacity. A clear traffic pattern with one entrance and one exit will be clearly identified and enforced to ensure social distancing throughout the dining room.

The dining program will be augmented to eliminate self serve options, and pre-packaged and full service food and beverage will be in place.

Our Eco To Go program will be provided to all Resident students compliments of Hallmark.

All employees will be screened upon arrival to campus including daily temperature checks. Any employee with a temperature of over 100 degrees will be sent home. Employees showing symptoms will be sent home. Employees must be symptom/temperature free without medication for 3 full days before returning to work.

All surfaces in the kitchen and restrooms of our care will be cleaned and sanitized with a CDC approved peroxide based disinfectant.

78 West Café will include all of the above including only pre-packaged food options as well as reduced seating. We will reevaluate as needed as state and local guidelines change.

More information on Dining Services is available in the college's response plan available at www.hilbert.edu/covid19

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

CAMPUS ENFORCEMENT OF SOCIAL DISTANCING AND PPE

Hilbert College will enforce health social distancing restrictions to reduce the spread of the COVID-19 virus. Any community member can report a violation in progress for the College to enforce as appropriate (in person or online). Community members are highly encouraged to correct violators on the spot prior to making a report to Campus Safety. Types of Violations include but are not limited to the following:

- Anyone not complying with necessary Face Covering requirements
- Anyone not complying with necessary Social Distancing requirements
- Overcrowding at a campus location
- A non-essential activity or visitor on campus



Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

CAMPUS CLOSURE PROTOCOL

In the event that the College determines that an excessive number of cases are present to effectively manage and control, the campus may be closed and face to face classes will cease. The College President may decide to close the campus early or not to open campus offices and departments, provided that "essential services" will be maintained. The time frame for transition from face to face classroom instruction to online learning shall be carefully considered to allow ample time for faculty, staff and students to physically move off campus, make technical adjustments to their courses and be ready to attend class.

More information on campus closure policies is available in the college's response plan available at www.hilbert.edu/covid19



Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.

ELEVATED DISINFECTION PROTOCOL

Hilbert College will remain on an elevated disinfection protocol from August 24, 2020 through Wednesday November 25 and thereafter as deemed necessary. The Facilities Subcommittee of the Comeback Task Force will review this document monthly or as deemed necessary to ensure its effectiveness. The Campus Center and Franciscan Hall will be deep cleaned and sanitized with the disinfectant BruTab applied through an electrostatic sprayer prior to employees return. All other buildings will be deep cleaned while vacated for a period of seven days prior to reopening the buildings for the Fall Semester.

This protocol is activated for occupied buildings and spaces in response to the COVID-19 Pandemic.

Custodians will read and adhere to label information provided by the manufacturer on all products used.

Custodians will wear vinyl, latex or nitrile gloves in addition to an appropriate mask while performing disinfecting functions. Custodians will additionally wash hands for 20 seconds following all disinfection procedures. If handwashing is not available, alcohol based hand sanitizer with 60% alcohol or higher will be used.

Normal routine cleaning with soap and water is the first line of defense in combating the Corona Virus. Special attention will be paid to frequently touched surfaces. Each custodian will generate and maintain a list of touch points in their work area. Touchpoints will be cleaned daily and disinfected twice per shift. Documentation of all disinfection activities will be maintained by each custodian daily and will include confirmation of each touch point in their assigned area. An example of said documentation is included in Appendix A to this document. Door wedges will be used where appropriate to reduce the number of touchpoints encountered while on campus.

Touchpoints can include but are not limited to:

Keyboard, Mouse, Handrails, Light switches, Door knobs, Elevator buttons

Custodians will daily ensure that restrooms are cleaned and properly stocked with paper and soap supplies, as well as checking sanitizer stations to ensure they are sufficiently stocked. Custodians will minimize non-essential services, such as recycling collection to reduce the weekly tasks required.

Hilbert College will practice Community Effort whereby students, faculty, staff and visitors will be required to do their part to ensure all of our safety. Disinfecting wipes will be readily available on campus to assist in this endeavor. Each person will be asked to wipe down areas and/or equipment prior to and immediately after use.

More information on campus disinfection protocols is available in the college's response plan available at www.hilbert.edu/covid19

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EMPLOYEE-RELATED QUESTIONS

Q: I have a chronic health condition. Do I need to return to working on campus?

A: If you have an underlying health condition, please contact Human Resources to discuss a possible reasonable accommodation. The College will work with employees and their Senior Staff representative regarding appropriate accommodations, which may include continued temporary/emergency remote work or other alternatives. Specific accommodations may depend on the nature of your position. Requests will be reviewed on a case-by-case basis and will require supporting medical documentation.

Q: I live with someone who has an underlying health condition. Can I continue to work remotely?

A: The College will consider measures that will reduce the risk to exposure. Continuing to work remotely on a temporary/emergency basis may be an option, however there may be other alternatives to be considered. Please speak with your Senior Staff representative directly about these options.

Q: I am nervous about returning to campus. What assistance is available?

A: Please know that we take your well-being very seriously. We are doing everything we can to ensure your safety while working on campus. Fear of disease is normal. The College is taking many precautions such as practicing social distancing, requiring face coverings, conducting health screenings, cleaning/sanitizing the campus, etc. We hope that these strategies will assist in making employees feel comfortable returning to the workplace. If you have specific concerns about returning to campus, please speak with your Senior Staff representative about the most appropriate way to alleviate your concerns. You may also refer to the Employee Assistance Program (EAP) www.ibhworklife.com for more information. Password: wlm70101, phone: 1-800-386-7055.

Q: I do not have child care due to COVID-19 (the child's school or place of care is closed or the child care provider is unavailable due to COVID-19) but I can still work from home. Can I continue to work remotely?

A: If an employee who has childcare responsibilities is able to work remotely, they will be considered for temporary/emergency remote work. Please contact your Senior Staff representative.

Q: I do not have child care due to COVID-19 (the child's school or place of care is closed or the child care provider is unavailable due to COVID-19) and I am not able to work from home.

A: An employee who is unable to work, including remote work, due to caring for their child whose school or place of care is closed or child care provider is unavailable due to COVID-19, may be eligible for paid expanded family and medical leave under the Families First Coronavirus Response Act. Please contact Human Resources for more information.

Q: I have recently traveled or plan to travel out of state. Will that impact my return to the workplace?

A: Governor Cuomo recently issued an Executive Order stating that all travelers who enter New York State from certain states with a high-rate of infection will be required to quarantine for a period of 14 days consistent with the Department of Health regulations for quarantine. College employees going to a restricted state for non-essential travel will not be eligible for paid sick leave benefits under the New York COVID-19 Leave Law. Please view the restricted states on the NYS website <https://coronavirus.health.ny.gov/covid-19-travel-advisory> and speak to your Senior Staff representative if this affects you.

Go to www.hilbert.edu/covid19 for the latest information. This document was last updated on 7/20/2020.