



FALL 2020 REOPENING PLAN

on the campus of the
Word of Life Bible Institute
Pottersville, New York

and at other
Instructional Sites in Syracuse and New York City

July 17, 2020

Davis College is committed to providing a safe and healthy higher educational environment for students and staff as we face the challenges of the Covid-19 public health emergency. The Reopening Plan is intended to ensure that the College is able to continue to deliver an affordable, quality education, and to do so in the safest possible environment.

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Documentation Consulted

Davis College administrators and staff have consulted the following New York State documents in preparation of our Reopening Plan

1. Interim Guidance for Higher Education during the Covid-19 Public Health Emergency
2. Reopening New York: Checklist of Higher Education Institution Reopening Plans
3. Reopening New York: Higher Education Guidelines
4. Reopening New York: Sports and Recreation Guidelines
5. Interim Guidance for Food Services during the Covid-19 Public Health Emergency
6. Interim Guidance for Office-Base Work during the Covid-19 Public Health Emergency
7. Interim Guidance for Public Transportation Activities during the Covid-19 Public Health Emergency
8. Interim Guidance for Retail Business Activities during the Covid-19 Public Health Emergency
9. Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools during the Covid-19 Public Health Emergency
10. Governor Cuomo's Executive Orders relating to the Covid-19 Public Health Emergency
11. Centers for Disease Control and Prevention (CDC) website

Reopening

Davis College's goal during the Covid-19 Public Health Emergency is to protect the health and safety of everyone associated with the institution: students, faculty, staff, administrators, and community members. Thus, the College's reopening plan focuses on safeguarding all members of the campus and community by limiting person-to-person contact as much as is practical, while allowing the institution to meet its educational mission. Since it is not possible to foresee all possible Covid-19 related situations, the following plan will be adjusted as necessary based on scientific data and in accordance with guidance from public health and government authorities.

Campus Description

Davis College is in the process of relocating its main campus from its present location in Johnson City, NY, onto the campus of the Word of Life Bible Institute in Pottersville, NY. Since our application to relocate is currently being reviewed by the New York State Department of Education, for the fall semester the College consists of (1) a main campus in Johnson City, (2a) three adult instructional sites located in NYC and Syracuse, (2b) five high school dual enrollment instructional sites in Broome and Albany counties, (2c) the Word of Life Bible Institute campus in Pottersville, and (3) an online program managed remotely in Florida. (1) Until approval to relocate is received, the Johnson City location functions as the institution's official address. The main office staff all work remotely and will continue to do so; students are not taught at this location. (2a) The adult instructional sites operate in church buildings and each use one classroom for five hours on a Saturday morning. The churches have independently filed their reopening plans. (2b) The high schools are private academies in which the College's courses are taught as part of the schools' curriculum in their normal classrooms. The schools have independently filed their reopening plans. (2c) Word of Life Bible Institute is an independent higher educational institution with approximately

450 students living on a 100-acre campus, which has independently filed its reopening plan. Davis College teaches approximately 20 students in two classrooms and its faculty work out of two offices. Student services including residence and food are provided by WOLBI through a shared services agreement. At any of these locations, when plans conflict the one providing safer conditions will govern.

Capacity

By September 15, 2020 classes will have begun at all locations. Instruction will be offered in three formats:

1. *Online*. Our existing, NYSED approved, online program will continue as it has for the previous five years: Course content will be delivered fully online with no scheduled in-person meetings.
2. *In-Person*. In-person classes deliver traditional education and experiences. The College will begin its fall semester using this format at its instructional sites. If Covid-19 related circumstances require in-person teaching format to cease, presentation will change to the third presentation format.
3. *Remote via Online*. Course content will be delivered online through the College's LMS to closely approximate the *in-person* format and student experience, except the professor's lectures will be provided either synchronously or asynchronously via live and recorded video to ensure that students may attend the classes with allowances for expected schedule disruptions. The College's faculty and academic staff have and continue to prepare to transition from *in-person* to *remote* delivery at short notice while continuing to maintain optimal student experience and deliver high-quality content.

Students who are ill or who are uncomfortable coming to campus may readily switch to the remote version of the same class before the semester begins. We have asked all faculty of courses taught in-person to plan their courses for ease of transition to remote learning should this be necessary. Faculty will modify their course syllabus to describe how the course will function remotely and to incorporate success strategies for remote learning. Academic advising and tutoring will be available online through our LMS or face to face (with social distancing requirements in place). We will provide an online advisor or tutor if requested by an on-campus student.

Davis College will publish on its website a full schedule of Fall 2020 course offerings on July 28, 2020. This schedule will indicate the way course offerings will be taught, utilizing one of the three methods above.

Personal Protective Equipment (PPE)

The College will provide Personal Protective Equipment for employee use. Students will be required to provide their own face masks. Disposable masks will be available for students or staff members who forget to bring a face covering to campus. The wearing of face masks will be required in buildings when moving from place to place or when social distancing is not possible. Employees will be trained on how to adequately put on, take off, clean, and discard PPE.

Screening and Testing

1. The College will ensure that students arriving from a state that has a significant degree of community-wide COVID-19, as defined by the NYSDoH, will undertake a precautionary quarantine in a designated isolation room when they enter New York for 14 days from the last day they were in that designated state.

Prior to moving into dormitories at the time of registration, students are required to go through a mandatory health screening which includes the following information:

COVID-19 symptoms in the past 14 days

Positive COVID-19 test in the past 14 days

Close contact with confirmed or suspected COVID 19 case in the past 14 days

Temperature check

WOLBI is attempting establish an onsite, approved, testing location to obtain a further degree of screening.

2. Each staff member shall self-screen each day before reporting to their work area by going to <https://wol.to/c19screen>. Staff who are ill must stay home and follow CDC procedures to prevent the spread of illness.
3. Each campus visitor is also required to self-screen using the above link and to maintain a continuous log of campus locations visited for contact tracing purposes and for safety of the campus. Designated areas will be established for pickups and deliveries to limit contact to the extent possible.
4. Students living on campus will be asked to complete an online health screening survey on a periodic basis.

An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangements for care, health assessment, and testing.

The WOLBI Public Safety Office will notify the state and Warren County health departments immediately of confirmed positive cases.

Residential Living

1. Students will be placed in dormitories to ensure physical distancing. No more than two students will be assigned to any dorm room.
2. In dorms where bunk beds are utilized, head to toe sleeping of residents is required.
3. Chapels, devotions, and other times of spiritual development will comply with physical distancing protocols.
4. Student lounges will operate under 50% maximum occupancy and meet minimal social distancing requirements. Small gatherings of students will be limited to spaces that can accommodate appropriate social distancing and will require wearing masks.
5. Protocols will be in place to maintain social distancing in hallways and common spaces. Hallways and common areas will follow an enhanced cleaning protocol. Off-campus visitors will not be allowed to visit the residents.

Student Life professional and student staff will be required to complete additional fall training related to public health concerns, social distancing requirements, and how to use and access personal protective equipment (PPE). The College is developing a student move-in plan that aligns with social distancing guidelines, includes policies on limiting numbers of people helping move, and may include staggered move-in days. Students will be required to bring and use face coverings for use where social distancing is difficult.

Food Service

1. Mealtimes will be extended, and multiple seating's will be offered to ensure that a physical distance of at least 6 feet is maintained among individuals.
2. Cafeteria style of service may be utilized if it proves a more practical method to maintain minimal 6-foot distance among individuals.
3. Grab and Go options will be made available to students for some meals with individual servings in disposable containers.
4. Dining room tables will be spaced 6 feet apart in all directions.
5. Physical markers will be placed in higher and denser traffic areas to denote 6 foot spacing.
6. Separate entrances/exits will be designated in the dining room.

Classroom Population Density

For those classrooms that will be utilized, New York Department of Health guidelines will be followed.

1. Space seating/desks at least 6 feet apart. In rooms with fixed seating, the facilities team is taping off seats and rows to ensure six-foot distance between seats.
2. Smaller classes will be scheduled in larger rooms.
3. We will employ A/B scheduling for face to face courses to further keep the density low.
4. To the extent possible, classes will be held in open, well-ventilated spaces.

Restart Operations

EMPLOYEES. Davis College plans to transition its employees who have been working remotely since March 16 back to campus on Monday, August 3. When possible, employees may continue to work remotely. Workspaces are being separated with at least 6 feet of space between them. Reception areas are being configured with physical barriers to enforce social distancing. Faculty members will be encouraged to work remotely unless they have a need to be physically on campus. Signage will be utilized to establish travel patterns through corridors that encourage social distancing and one-way foot traffic where possible. Employees who come to campus will be expected to limit their in-person interactions with others.

STUDENTS. Each resident student will be assigned a specific move-in day and time window to modulate the flow of students on to campus and into any one residential area or building. Each resident student will be permitted to be accompanied on to campus by only two family members or friends; however, only the student will be permitted to enter the residence halls. During the semester, students will have access to the residence hall in which they reside, but guests, whether from on or off campus, will not be allowed in residence halls.

RESTART OPERATIONS. We will implement our protocols and procedures to safely reopen facilities and grounds with institution-wide cleaning and disinfection. All staff will participate in training and promotion of hand and respiratory hygiene.

Extracurriculars

Gatherings and meetings of student organizations will occur only with appropriate social distancing (at least 36 sq. ft. of space per participant). Campus events that cannot be held within applicable

public health social distancing guidelines will be postponed from the fall semester to a future semester when guidance permits these types of events.

The college will limit on-campus events to spaces that provide adequate social distancing of at least six feet. The capacity of those venues will be decreased in accordance with local public health department guidelines. Seating diagrams will be adjusted to stagger chairs and not have people sit behind one another. Designated meeting spaces are adapted to accommodate virtual meetings. Contact lists/sign-in sheets for each event will be required to track attendance.

1. Team sports will only be permitted if approved by the New York State Department of Health.
2. Appropriate face coverings will be utilized when traveling in a College vehicle.
3. Vehicles will only be filled to 50% of the maximum occupancy of the vehicle. We will follow the protocols of the Interim Guidance for Public Transportation Activities.
4. Fitness Center and Aerobics Room will have limited occupancy to ensure physical distancing among persons.
5. Ministries will be booked with safety precautions in mind following all local and State guidance per the region they are in.
6. We will discourage non-essential visitors from accessing campus to enter buildings and meet with or interact with students, faculty, and staff. Instead, we will encourage individuals to arrange virtual visits and appointments to transact business whenever possible. Those who must make in-person visits (e.g., to make deliveries, admissions tours) will be required to wear masks and practice social distancing.

Vulnerable Populations

Students who belong to a vulnerable population or who do not feel safe to return to campus at the current time may take the online/remote version of a course without any penalty.

Hygiene, cleaning, and disinfection

Existing hand sanitizer stations have been replaced with alcohol-based sanitizer. Additional sanitizer stations will be added at each entrance. The staff will clean high touch surfaces at least twice a day. The College is taking a “whole community” approach to cleaning podiums, desks, and keyboards and other shared equipment. Cleaning supplies will be provided in each space for this purpose. A cleaning checklist has been posted at each space to help track cleaning after use.

Monitoring

Testing Responsibility

An individual who screens positive for COVID-19 exposure or symptoms will be immediately sent home, to their residence, or to the designated quarantine location with instructions or arrangement for health assessment and testing. A residential hall has been reserved for on-campus residing students who need quarantine/isolation and who wish to remain on campus. This hall has two separate wings of three floors each where students will be assigned; ill students in the wing designated for isolation, those requiring quarantine in the other. The quarantine capacity will be less than 50% of normal occupancy. There are two additional residential spaces on campus identified if surge capacity is needed.

Students in on-campus quarantine/isolation spaces will be provided with a “care” kit that includes items such as a thermometer, Tylenol, masks, hand sanitizer, water pitcher, etc. This kit will also include educational materials on what students should do in quarantine/isolation; expectations of behavior in the designated spaces; instructions on meal ordering, laundry, and trash removal; and resource and emergency numbers.

Early Warning Signs

Davis College through the Word of Life Bible Institute will work closely with the Warren County Department of Public Health to monitor infection and hospitalization rates and follow the guidance of the Director of Public Health. Metrics will be developed to serve as an early warning indication that positive Covid-19 cases may be increasing beyond the acceptable level.

Tracing

The Warren County Department of Public Health take the lead on any contact tracing.

Communication

Student Communication Plan

The student communication plan utilizes the campus website, social media, texting, email, and traditional mail. The plan covers the following:

1. How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
2. When/how long to stay home from class/other activities if they are sick. This should include details on how this will affect grading policies.
3. What students should do if exposure is suspected and what will happen if a student tests positive.
4. What to do if they suspect someone else may be sick.
5. When and how they will be permitted to return to campus for the fall semester, including any new procedures.
6. What will happen if there is a case or an outbreak on campus.
7. How a campus closure will be handled, including what the criteria for deciding to close campus will be.
8. What additional measures students in vulnerable populations should take and/or what additional options they have in terms of remote learning.
9. What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
10. How the campus will be cleaned/disinfected and what is the responsibility of student vs. institution.
11. Which visitors to campus and to student housing are allowed and under what conditions.

Faculty and Staff Communication Plan

Similarly, a communications plan is being developed for faculty and staff that includes the following:

1. How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
2. When/how long to stay home from work if they are sick.
3. What an employee should do if exposure is suspected and what will happen if an employee tests positive.
4. What to do if an employee suspects someone else may be sick.
5. When and how employees will be permitted to return to work, including any new procedures, and details on who is permitted to work from home and under what circumstances.
6. What will happen if there is a case or an outbreak on campus.
7. How a campus closure will be handled, including what the criteria for deciding to close campus will be.
8. What additional measures employees in vulnerable populations should take and/or what additional options they have such as work from home.
9. The new social distancing/PPE protocols on campus and how a failure to follow these protocols will be handled.
10. How workspaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution.
11. Whether there are any travel restrictions in place.
12. What their options are if their child's school/daycare closes but campus is still open such as work from home.

Shutdown

Return to Remote Operations (“Shutdown”)

In the event of an interruption of in person instruction, the campus would transition all services to remote operation. The Campus Facilities Team would continue the operation of the physical plant. Public Safety staff would also remain on campus as essential staff members. Information Technology staff members would come to campus as needed. Faculty members would be able to access specialized equipment as necessary to continue instruction according to the established remote learning protocols.

Move-Out

In the event that the campus transitions back to remote operations, students living in campus-adjacent housing would be asked to return home if possible. If not possible, students will be disbursed to single occupancy suites if possible. Move out will be conducted as quickly as possible with a staggered schedule to reduce density and allow for social distancing.

Shut Down Procedures

OPERATIONAL ACTIVITY

1. In classroom instruction will cease and all classes will be conducted via remote instruction.

2. Food Service will serve students who are unable to move off campus per NYS Food Service Establishment Guidelines.
3. Public Buildings used for recreation and education will be cleaned and closed.
4. Health Services and Student Life will continue to operate and monitor the medical needs of students remaining on campus who are unable to return home (international students or other extenuating circumstances).
5. Campus Security will continue to patrol campus to ensure a safe environment for students and staff who are operating in essential positions.

MOVE-OUT PROCEDURES

1. All personal items removed from all areas (including laundry rooms).
2. All trash taken to outdoor dumpsters (not to be left anywhere else in dorm).
3. Furniture put in its original place.
4. Wardrobe/desk/dresser emptied, cleaned, and wiped down with drawers left open.
5. Floors vacuumed.
6. Blinds shut and windows locked.
7. Dorm keys returned to Student Life Department.

COMMUNICATION INTERNAL

1. Students, Faculty, and Staff will be provided with information regarding shut down procedures in a timely and orderly manner.
2. WOLBI will serve students who are unable to depart campus quickly by providing room and board until they are able to move out.

COMMUNICATION EXTERNAL

1. Parents/Guardians and other constituents will be notified of Administration's decision to shut down campus via press release, email, and other modalities to ensure clear communication.