

Hudson Valley Community College

Guidance: COVID-19 Protocols and Safety Plan for Spring 2022

January 7, 2022

Following the completion of a successful Fall 2021 semester, Hudson Valley Community College (HVCC) is optimistic that the Spring 2022 academic term will be equally successful. The college will continue academic and co-curricular activities characteristic of a thriving campus while monitoring the situation to ensure that students, faculty and staff follow the latest guidance to keep our community safe and healthy.

We continue to respond to the global situation caused by COVID-19 and the widespread financial, academic, social, emotional and physical impact from the pandemic by developing and implementing plans for multiple scenarios, and continuously communicating the latest guidance and resources to our community.

At this time, COVID-19 vaccines and boosters are widely available; however, transmissible variants remain a threat. As a result, HVCC must be vigilant and maintain COVID-19 monitoring, testing and surveillances processes for vaccinated and unvaccinated individuals; ensure and encourage vaccination and booster shots for our students and employees; follow appropriate mask usage and social distancing guidelines; and provide appropriate guidance on health and safety measures.

The plan below documents initial guidance for the Spring 2022 term. Please direct any questions or concerns to the Vice President of Student Affairs Louis Coplin at l.coplin@hvcc.edu or 518-629-7307.

I. Masks and Social Distancing

Mask Mandate: A campus-wide policy requires masks to be worn by all individuals, regardless of vaccination status, whenever they are indoors on campus, which includes instructional settings, unless they are alone in a private office or classroom, eating or drinking or unable to wear a mask due to a medical condition. Masks are recommended to be worn in crowded outdoor areas as well. Choose a type and fit of mask that complies with [CDC mask usage guidelines](#). Masks will be made available for those who do not bring their own to campus.

Special consideration: A person with a disability who cannot safely wear a mask, because of a disability as defined by the ADA (42 U.S.C. 12101 et seq.) may submit a request to the Center for Access and Assistive technology for consideration of an exemption from mask wearing based on a medical accommodation, regardless of vaccination status.

Instructional spaces will be open when necessary to full capacity throughout the spring 2022 semester.

NOTE: Unvaccinated or partially vaccinated individuals must continue to wear a mask **and** maintain six feet social distancing from those outside their residence in **both** indoor and outdoor settings.

II. Large-Capacity Events

The State of New York's COVID-19 restrictions remain in effect for large-scale indoor event venues, now defined as indoor venues that hold more than 5,000 attendees.

Although HVCC has no venue with a 5,000 capacity, for all college-sponsored athletic or campus events held indoors or outdoors with a large-capacity crowd, proof of vaccination, masks wearing and social distancing will be required. Signage will be posted at all HVCC large event capacity venues.

Events held for the community that are not affiliated with HVCC will follow the guidelines of the host organization or those defined by New York State or Rensselaer County Department of Health. The host organization will be responsible for posting signs at all large-capacity event venues.

III. Mandatory Vaccination/Boosters for Students

Individuals should not report to campus if they are experiencing any [COVID-19 symptoms](#), regardless of vaccination status.

Spring 2022 students will be compliant with the existing SUNY Student Vaccine Policy requiring evidence of vaccination for on-campus study. As such, only students with proof of a full vaccine series are eligible to register for on-campus courses and study on campus.

Students are considered fully vaccinated for the initial course of vaccination: (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine.

In addition to the initial course of vaccination, any student with a regular on campus presence who is eligible for a booster shot must receive one for the Spring 2022 semester. Proof must be provided by each student by the later of (1) one month from the effective date of this guidance or February 1, 2022 or (2) one month from the date such student became eligible to receive a booster. No grace period will be provided for students seeking an extension.

Vaccination documentation can be uploaded via the college's [COVID-19 Vaccine Documentation Form](#) online.

Exemptions to the above requirements may be requested based on either religious conviction or health reasons. To complete the exemption process, students must complete the appropriate [Health Services exemption form](#) and return it along with any required documentation by the deadline listed. Students granted a religious or medical exemption must be tested weekly for COVID-19, wear a mask, and maintain 6 feet of distance from others at all times.

Students vaccinated outside of New York State will be required to submit appropriate documentation to the college's Health Services Office.

The college will continue to strongly urge boosters for all faculty and staff and work with local providers and county health departments to sponsor booster clinics where possible, as it did during the Fall 2021 term. On campus COVID-19 booster vaccination clinics will be facilitated throughout the Spring 2022 semester with the Rensselaer County Department of Health and published in the Campus Chronicle and emailed to all students through the Office of the Vice President of Student Affairs.

Students will be regularly informed and reminded of college policies via HVCC email; through the college's COVID-19 information webpage; via online Student Announcements; and through other channels. The college will also use the campus-to-SUNY data collection/transfer portal to report vaccination status for all students and employees.

A. College Athletics

All student-athletes must be vaccinated and boosted as required to participate in college athletics. Exemptions to this rule may be considered for practice and team meetings; however, to compete, student-athletes must be vaccinated.

Out of an abundance of caution, all student athletes will be required to test weekly throughout the Spring 2022 semester, regardless of vaccination status.

Coaching staff (employees) are encouraged to be vaccinated and boosted. Those who are unvaccinated or partially vaccinated must wear a mask both indoors and outdoors, maintain social distancing at all times, and test weekly.

B. International COVID-19 Vaccination

International students who obtained COVID-19 vaccination may provide documentation signed by a healthcare provider duly licensed to practice medicine in the US or a foreign country. Such documentation must include name and date of birth of the student; date of vaccination; and name of vaccination given. International students who have received COVID-19 vaccines not licensed or under an EUA by the FDA in the US or by the WHO may apply for a medical exemption (see below).

International students and unvaccinated students who are traveling abroad and arrive in the US will be subject to quarantine restrictions before coming to HVCC's campus.

C. Allowable Exemption Categories

Medical Exemption

Students may be exempt from vaccine requirements if a duly licensed health care provider certifies in writing that the COVID-19 vaccination may be detrimental to the student's health.

In such a case, HVCC shall provide reasonable accommodation to those students whose medical condition contraindicates COVID-19 vaccination so long as the failure to be vaccinated does not prevent the student from otherwise fulfilling the programmatic or curricular requirements of their academic program. This exemption shall also be available for international students who received a COVID-19 vaccine not authorized or approved by the FDA. Students granted a medical exemption will be subject to submitting a negative COVID-19 test prior to attending classes.

Students exempted from vaccination will be required to participate in mandatory weekly pooled testing; maintain six feet of social distance from others; and wear a face mask at all times, indoors and outdoors, while on campus.

Religious Exemption

Students who hold genuine and sincere religious belief which are contrary to COVID-19 vaccination may be exempt after submitting a written statement to that effect, as required by HVCC. Such a statement should explain how receiving the COVID-19 vaccination conflicts with the student's sincere religious belief or practice and how receiving the COVID-19 vaccination will not otherwise prevent the student's completion of their programmatic or curricular requirements of the academic program.

General philosophical or moral objection to such vaccine shall not suffice as the basis for a religious exemption. Students granted a religious exemption will be subject to submitting a negative COVID-19 test prior to attending classes.

Students exempted from vaccination will be required to participate in mandatory weekly pooled testing; maintain six feet of social distance from others; and wear a face mask at all times, indoors and outdoors, while on campus.

V. Mandatory Pause Requirements

The New York State mandatory pause requirements are no longer in effect. However, New York State DOH, Rensselaer County Department of Health, SUNY and HVCC administration retain the authority to pause a campus activity or require additional testing for all students, faculty and staff, regardless of their vaccination status, in cases of increased community transmission.

VI. Cleaning Protocols

The New York State mandatory cleaning and disinfection protocols are no longer in effect. However, HVCC continues to facilitate and encourage the cleaning and disinfection of high-touch surfaces, such as common areas and shared workstations, at least once a day and regularly cleans and disinfects other surfaces as necessary given the level of traffic, use of the space, and general risk of community transmission of COVID-19.

HVCC will continue to provide hand hygiene stations or supplies within instructional spaces and workplaces for individuals to use; specifically, hand washing, such as soap, running water or

disposable towels or hand sanitizing, such as alcohol-based sanitizer with 60 percent or more alcohol where hand washing may not be available or practical.

If there is an incident on campus that is deemed a risk to any individual or group of individuals, the Emergency Preparedness Committee will convene and the Cleaning and Disinfection Protocol as written will be immediately implemented out of an abundance of caution.

VII. Ventilation and Air Filtration

In every appropriate campus facility, the Office of Physical Plant, with the recommendations of the Office of Environmental Health and Safety, will increase outdoor airflow and ventilation rates in indoor settings to the extent compatible with individual comfort and safety and in accordance with building codes and standards, as well as applicable lease, contract, or other use agreement requirements. In indoor areas where air is recirculated, higher-rated filtration within HVAC systems as supported by the filter rack and air handling system will be considered, so long as the system can perform to the level of heating and cooling that it was able to provide prior to the COVID-19 public health emergency; along with other appropriate indoor air quality measures, such as portable fans, filters, and air cleaners.

VIII. Telecommuting Policies

The Office of Human Resources, in conjunction with the Vice President of Administration and Finance, will determine employee telecommuting policies and evaluate any and all employee requests regarding working from an off-campus location.

IX. COVID-19 Testing

To ensure the health and safety of our community, the college's ultimate goal is that every student, faculty and staff member coming to campus will be vaccinated and boosted as applicable. Until that point, pooled surveillance testing is available to all students and employees.

All unvaccinated or partially vaccinated students and employees who are on campus for any reason are required to participate in weekly testing until further notice. This includes those coming to campus with an approved medical or religious exemption.

Fully vaccinated students and employees are exempt from mandatory weekly testing upon submission and approval of documentation showing completion of a full vaccination series. Vaccine documentation should be uploaded to the [COVID-19 Vaccine Documentation Form](#).

Individuals who are not fully vaccinated should complete a Pooled Testing Exemption Form and related documentation if they have tested positive for COVID-19 in the past 90 days or if they took their weekly test off campus.

The college may impose more frequent testing of students and employees, regardless of vaccination status, if conditions warrant additional measures.

The college is required to report testing results daily through the SUNY Health Portal. Any incidents of non-compliance with campus testing will continue to be handled through the colleges' Code of Conduct for students and Human Resources for employees.

X. Pre-semester Testing

SUNY is requiring that all students who are returning to campus for the Spring 2022 semester must participate in COVID-19 testing upon their return. This can be accomplished through the college's Pooled Surveillance Testing system, or through submission of a negative test taken off campus.

Drive-through testing will be available on campus Monday through Friday, Jan. 10-14 and Jan. 17-21, from 9 a.m. to 3:30 p.m. in Parking Lot G, by the Joe Bruno Stadium. On Tuesday and Wednesday, Jan. 11-12 and 18-19, additional drive-through testing will be available from 4:30-6 p.m. Indoor testing appointments are offered at the Siek Campus Center, first floor café, from Tuesday, Jan. 18 through Friday, Jan. 21 from 10 a.m. to 2 p.m. Students should register for an appointment online at <https://covidtest.hvcc.edu>.

Individuals who wish to submit a negative test result taken off campus should use the [Documentation of COVID-19 Test Results form](#) on the college website. Note that only PCR, antigen or at-home tests are accepted. Antibody tests will not be accepted. Students who have tested positive within 90 days prior to their arrival on campus and have completed their quarantine/isolation period should use the same form to submit proof of their positive test result.

Individuals who test positive must report their positive test result to Health Services using the same form, isolate in accordance with CDC guidance and be cleared by Health Services before returning to campus.

Additional testing requirements may be implemented during the Spring semester; if so, we will update the campus community accordingly.

XI. Residence Halls, Quarantine and Isolation Spaces

Not applicable for HVCC

XII. Uniform Sanctioning Compliance Guidance

All student discipline in relation to COVID-19 campus compliance will be conducted through the Office of the Vice President of Student Affairs, utilizing the HVCC Student Code of Conduct.

All employee non-compliance should be reported to the Office of Human Resources.

XIII. Academic Calendar

The College will follow the 2021-22 HVCC Academic Calendar as published online: <https://catalog.hvcc.edu>. Both remote and on-campus classes will resume as planned on January 18, 2022.

XIV. College in the High School

Students in concurrent enrollment programs must follow the health and safety guidelines and protocols of the location at which they receive instruction. If the course is delivered at their high school, they must follow the local school district guidelines. If a student takes a course on campus, they must follow the SUNY campus guidelines. However, high school students will only be subject to vaccine and testing requirements as designated by New York State local health departments and guidelines provided by local school districts.

XV. Contractors and Visitors

Visitors, contractors and vendors coming to campus should be aware of the college's health and safety measures outlined on this page and any actions they need to take to protect themselves and the campus community.

All offices and services on campus remain open and available both in person and virtually. Appointments can be made with individual offices in advance, but are not required; walk-ins are welcome as well.

Those who are unable to come to campus or prefer not to do so may still complete their business with the college's offices and services online, over the phone, via Zoom, or through other remote channels.

Please use the [office directory](#) to contact the office you are interested in meeting.

XVI. Campus Safety Monitors

HVCC President Dr. Roger Ramsammy appointed Vice President of External and Government Affairs, Regina M. LaGatta (r.lagatta@hvcc.edu or 518-629-7736) as the Campus Safety Monitor; she will have the responsibility of coordinating the ongoing campus compliance with all COVID-19 related guidance. The Campus Safety Monitor is responsible to report to SUNY throughout Spring 2022 twice a week as scheduled to complete a series of questions monitoring the health and safety of the campus, and participate at the Wednesday weekly monitors' meeting. Any changes to the designated person will be submitted to Valerie Dent at Valerie.Dent@suny.edu.

XVII. Travel

The college will follow current NYSDOH guidance on testing, vaccination, and quarantine requirements related to travel.

HVCC will continue to work with campus stakeholders to develop additional policy changes and communicate all procedures to the entire college community. Additional requirements may also be imposed by New York State Department of Health, Rensselaer County Department of Health or SUNY and HVCC administrations based upon COVID-19 transmission rates.

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**Capital District Educational Opportunity Center
a division of Hudson Valley Community College**

COVID-19 Protocols and Safety Plan for Spring 2022

The Capital District Educational Opportunity Center (EOC, center) is a SUNY-funded division of Hudson Valley Community College (HVCC) and is subject to the overall policies and procedures outlined by HVCC relative to on-site operations. The purpose of this document is to serve as a guide for the continued occupancy and on-site operations of the EOC under COVID-19 for Spring 2022.

As part of HVCC, the EOC is required to align its policies with the campus. Therefore, the EOC will follow all policies, protocols or expectations promulgated by the college, including policies applying to vulnerable populations.

For the Spring 2022 term, the EOC will offer programs in its main facility at 431 River Street in Troy and remotely. The EOC's satellite facility at 30 N Russell Road in Albany will remain closed.

In response to SUNY's request for COVID-19 protocols and safety plans for Spring 2022, the following is provided relative to EOC Operations.

I. Masks and Social Distancing

Mask Mandate: To maximize protection from current and future variants and prevent possible spread to others, in keeping with the recent CDC recommendations and following HVCC guidance, the EOC will continue to impose mask wearing requirements in all public indoor spaces, including instructional classrooms and laboratories. This mask mandate applies to all individuals regardless of vaccination status. Individuals occupying offices or other spaces are not required to wear masks while alone in the room. Masks may be temporarily removed for the purpose of eating or drinking but must be replaced immediately if food or drink is not being actively consumed.

To ensure employees, students and visitors comply with protective equipment requirements, the EOC provides employees and students with an acceptable face covering at no cost to the individual and has an adequate supply of coverings in case of a need for replacement. The center provides disposable face coverings to employees, students, and/or visitors who do not have one available upon entering the building. Additionally, the center displays signage throughout the building to remind individuals of the mask mandate and staff actively remind individuals that masks must be worn appropriately, covering both the nose and mouth.

Social Distancing Mandate: Pursuant to Centers for Disease Control and Prevention (CDC) guidelines, fully vaccinated individuals are not required to maintain social distancing, while unvaccinated individuals are responsible for adhering to the current six-foot social distancing requirement. Now that a mandated student vaccination policy is fully in effect, for the Spring 2022 term, the EOC will return all instructional spaces to 100% capacity; however, should any unvaccinated students be enrolled in a class, center operations staff will work directly with faculty to ensure that such students are able to maintain a six-foot distance from other students while in the classroom. Conference rooms and other communal spaces are also

returned to 100% capacity; however, signage will remind and encourage social distancing for everyone utilizing those spaces.

Additionally,

- Tightly confined spaces where a six-foot distance cannot be maintained by occupants will be occupied by only one individual at a time unless all individuals are vaccinated.
- Where appropriate, social distancing markers have been placed and will remain on floors or walls, using tape or signs, that denote six feet of spacing in commonly used and other applicable areas.
- The EOC will continue to limit in-person gatherings as much as possible and use tele-or video-conferencing whenever possible.
- Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- The EOC has designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Special consideration A person with a disability who cannot safely wear a mask, because of a disability as defined by the ADA (42 U.S.C. 12101 et seq.) may submit a request to the HVCC Center for Access and Assistive technology for consideration of an exemption from mask wearing based on a medical accommodation, regardless of vaccination status.

Community Transmission and Updates Additional requirements regarding masks and/or social distancing may be imposed by New York State DOH, Rensselaer County Department of Health or SUNY and HVCC Administrations. EOC will continue to work closely with HVCC in the development of any changes to protocols. The center will communicate procedure changes via internal communications to staff and use of the Remind App for students.

II. Large Event Capacity Limits

Not applicable. EOC has no large venue spaces with capacity of 5,000 or more.

III. Mandatory Vaccination/Boosters for Students and Vaccination Management System

Students will be compliant with the existing SUNY Student Vaccine Policy requiring evidence of vaccination for study at the center.

The center will continue to comply with SUNY System Administration requirements to track verified vaccination status of students. Only students who are fully vaccinated (two weeks after receiving their second dose of a Moderna or Pfizer vaccine series, or two weeks after receiving their one-dose Johnson and Johnson vaccine) are allowed on site once enrolled, unless an approved medical or religious exemption has been granted.

In addition to the initial course of vaccination, any student with a regular on-site presence who is eligible for a booster shot must receive one. Proof must be provided by each student by the

later of (1) one month from the effective date of this guidance or February 1, 2022 or (2) one month from the date such student became eligible to receive a booster. No grace period will be provided for students seeking an extension.

The center communicates this mandate to applicants throughout the admission/enrollment process, and while student admission does not depend on vaccination status, enrollment may be denied or delayed for unvaccinated students studying in person in accordance with SUNY guidance. Unvaccinated students will be provided an opportunity to enroll in remote-only classes if such options exist. For programs for which no remote option is possible, unvaccinated students will have their enrollment delayed until such time as proof of full vaccination status is provided. Under the EOC's continuous enrollment policy, applicants may enroll in most EOC programs immediately upon demonstrating proof of full vaccination status.

Students will provide proof of vaccination to the EOC's Enrollment Management Services Department.

As the EOC is a tuition-free educational institution, it is not necessary for the center to communicate to students the issues relative to tuition refunds.

Individuals may obtain an exemption from vaccination under the following categories.

- **Medical Exemption** - Students may be exempt from this vaccine requirement if a duly licensed health care provider certifies in writing that the COVID-19 vaccination may be detrimental to the student's health. In such a case, EOC shall provide reasonable accommodation to those students whose medical condition contraindicates COVID-19 vaccination, so long as the failure to be vaccinated does not prevent the student from otherwise fulfilling the programmatic or curricular requirements of their academic program. Such students will be required to participate in mandatory weekly pooled testing; complete a daily health screening; maintain six feet of social distance from others; and wear a face mask at all times.
- **Religious Exemption** - Students who hold genuine and sincere religious belief which are contrary to COVID-19 vaccination may be exempt after submitting a written statement to that effect, as required by EOC. Such a statement should explain how receiving the COVID-19 vaccination conflicts with the student's sincere religious belief or practice and how failure to receive the COVID-19 vaccination will not otherwise prevent the student's completion of their programmatic or curricular requirements of the academic program. General philosophical or moral objection to such vaccine shall not suffice as the basis for a religious exemption. As needed, EOC will confer with HVCC relative to the administration of religious exemptions. Students granted a religious exemption will be required to participate in mandatory weekly pooled testing; complete a daily health screening; maintain six feet of social distance from others; and wear a face mask at all times.

All requests for exemptions will be made through the EOC Coordinator for Student Services and processed/approved through the Hudson Valley Community College COVID-19 Exemption Review Committee.

IV. Daily Health Screening

Daily self-screening health questionnaires and temperature checks are no longer required by HVCC. Regular messaging communicates to staff and students that anyone with signs and symptoms of infectious illness should stay home when sick and/or seek medical care. Additional messaging notes that individuals who have been diagnosed with COVID-19 or who are unvaccinated and have been exposed to someone who was diagnosed with COVID-19 are to contact the HVCC Health Services Department and for clearance as to when they may return on-site.

V. Mandatory Pause Requirements

The New York State mandatory pause requirements are no longer in effect. However, in cases of increased community transmission, New York State DOH, Rensselaer County Department of Health, SUNY or HVCC Administration retain the authority to pause any EOC activity or require additional testing for all students, faculty and staff, regardless of their vaccination status.

VI. Cleaning Protocols

The New York State mandatory cleaning and disinfection protocols are no longer in effect. However, EOC continues to facilitate and encourage the cleaning and disinfection of high-touch surfaces, such as common areas and shared workstations, at least once a day and regularly cleans and disinfects other surfaces as necessary given the level of traffic, use of the space, and general risk of community transmission of COVID-19. Additionally, beginning in January 2022, the center, under the direction of HVCC Office of Environmental Health and Safety, will begin using a new sanitizing product, CS90X, in all areas. This product creates a surface coating, making it difficult for pathogens such as COVID-19 to survive on surfaces.

EOC will continue to provide hand hygiene stations or supplies within instructional spaces and workplaces for individuals to use; specifically, hand washing, such as soap, running water or disposable towels or hand sanitizing, such as alcohol-based sanitizer with 60 percent or more alcohol where hand washing may not be available or practical.

If there is an incident at the EOC that is deemed a risk to any individual or group of individuals, center personnel will work under the guidance and direction of the Emergency Preparedness Committee of HVCC to administer college cleaning and disinfection protocols.

VII. Ventilation and Air Filtration

The EOC occupies rented space at 431 River Street Troy. The building is owned and maintained by First Columbia Corporation. Ventilation systems are owned and maintained by the landlord. Systems supporting the EOC lease space including filtration systems have been reviewed by EOC operations staff and have been deemed appropriate to support expected levels for outdoor airflow and ventilation rates to the extent compatible with individual comfort and safety and in accordance with building codes and standards.

Additionally, EOC has purchased and, under the direction of the EOC Coordinator of Operations, Technology and Infrastructure, deploys and utilizes other appropriate indoor air quality measures, such as portable fans, filters, and air cleaners as is appropriate.

VIII. Telecommuting Policies

The Vice President/Executive Director and of the EOC will review and evaluate any and all EOC employee requests regarding working from an off-campus location and will consult with the HVCC Office of Human Resources and the HVCC Vice President of Administration and Finance as needed and required.

IX. COVID-19 Testing

The goal is to have every student, faculty and staff member coming to the EOC in person fully vaccinated and boosted as appropriate, and the center will continue to communicate the benefits of vaccination to its community, including faculty, staff and students.

Mandatory weekly COVID-19 surveillance testing will continue to be required for any faculty or staff member who has a physical presence at the EOC and who has not provided documentation to demonstrate that they have been fully vaccinated. Mandatory weekly COVID-19 surveillance testing will be required for any student who has been granted a medical or religious vaccination exemption to be on site. Fully vaccinated students and employees who submit proof of vaccination will not be required to test weekly, but may choose to test if they so desire.

Students enrolled in remote-only classes will not be required to test regardless of vaccination status, but only those who have submitted proof of vaccination will be allowed on site to access instructional or support services.

An individual is considered fully vaccinated: (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine. The definition of fully vaccinated is subject to change based on FDA and CDC recommendations relative to booster shots. Employees submit proof of vaccination through the HVCC [Employee & Student Testing Exemption form](#) and EOC students submit proof of vaccination to the EOC Enrollment Management Services office.

The EOC will work with HVCC to ensure that:

1. Diagnostic (PCR) testing of all symptomatic persons, including vaccinated persons who display COVID-related symptoms, will continue.
2. Appropriate data is provided for college reporting to SUNY or other entities.
3. Any incidents of non-compliance with testing will continue to be handled through the Office of Human Resources for employees and the center's code of conduct for students.
4. More frequent testing of students and employees, regardless of vaccination status, will be required if conditions warrant additional measures.

X. Pre-Semester Testing and Quarantine

EOC is a non-residential educational institution providing academic instruction and vocational training to educationally underprepared and economically disadvantaged adults. This instruction is provided in a continuous enrollment/competency-based environment. Unlike college campuses where students begin enrollment at the start of a term and maintain that enrollment throughout the term, the EOC enrolls students every two weeks throughout the year.

As a safety protocol for returning students who are continuing into the spring term following the holiday break, all on-site students will be required to test during the first two weeks of the Spring term, beginning January 3. Additionally, all faculty and staff will be strongly encouraged to test during this two-week period.

Throughout the rest of the spring term, in support of the center's continuous enrollment environment, new incoming students will need to first provide proof of full vaccination status before being enrolled into on-site classes and will also need to participate in COVID-19 surveillance testing during the orientation process, which is conducted the week prior to their classes starting.

All unvaccinated students on medical or religious exemptions who are taking classes on site will be required to participate in weekly COVID-19 surveillance testing.

XI. Residence Halls, Quarantine and Isolation Space

Not applicable. The EOC does not have residence halls.

XII. Uniform Sanctioning Compliance Guidance

All student discipline in relation to COVID-19 compliance will be conducted through the office of the Coordinator of Student Services.

All employee non-compliance will be managed by the Vice President/Executive Director of the EOC in conjunction with the HVCC Office of Human Resources.

XIII. Academic Calendar

The 2021-2022 academic calendar for the EOC is published on the center's website. Spring 2022 classes will begin on January 3 and will continue through June 28, 2022, as scheduled.

XIV. College in the High School

Not applicable. The EOC does not have a College in the High School program.

XV. Visitors

Contractors, vendors and visitors to the EOC will be required to enter through center's main lobby and to register their presence with security and the receptionist who will ensure that

appropriate screening is conducted and that mask requirements are communicated and acknowledged.

XVI. Campus Safety Monitors

HVCC President Dr. Roger Ramsammy appointed Vice President of External and Government Affairs Regina M. LaGatta (r.lagatta@hvcc.edu or 518-629-7736) as the Campus Safety Monitor; she will have the responsibility of coordinating the ongoing campus compliance with all COVID-19 related guidance. EOC staff will work with Ms. LaGatta to coordinate center compliance with COVID-19 guidance.

XVII. Travel

The center will follow HVCC guidance related to testing, vaccination, and quarantine requirements related to travel.