

Dolphin Cove Student Housing 2021-2022 COVID-19 Operating Plan

The College of Staten Island (CSI or the College), the Office of the Vice President for Student Affairs, and CSI Student Housing, LLC, proposes the following plan for the Fall 2021 operations at Dolphin Cove, CSI Student Housing.

Our students' safety and well-being are the College's most critical priority. CSI and Dolphin Cove will continue to implement, and remain current with, CDC guidelines, residential best practices, as well as, all city, state, and national COVID-19 mandates, in consultation with The City University of New York (CUNY), campus specialists and other stakeholders, to enact all necessary precautions to ensure our residential students live in a safe and healthy environment throughout this upcoming academic year. To this end, this proposal outlines the College's plans for addressing the needs of our Dolphin Cove residents with regard to:

1. Occupancy
2. Health and Safety Precautions
3. Phased, Multi-day Move-in
4. Gradual Reopening of Amenities
5. Programming & Campus Partnerships
6. Screening, Testing, & Protocol for COVID-19 Symptoms
7. Guidance in the Case of Closure
8. Dining Operations

1. Occupancy

The College plans to convert the double occupancy bedrooms from single occupancy back to double occupancy for the 2021-2022 academic year. Students are required to be vaccinated for the fall. The maximum occupancy will be 418 or 95% of the maximum capacity. This will allow for a small number of bed spaces to be reserved in the case of a required isolation.

2. Health and Safety Precautions

As mentioned above, our students' safety is the College's paramount concern, therefore CSI and Dolphin Cove will operate under CDC guidelines, CUNY requirements, and legal mandates for ensuring all students' wellbeing in the residence hall.

Personal Protection Equipment (PPE) for Students

In an effort to provide students with initial PPE needs, Dolphin Cove will provide each student with 2 reusable branded masks and, "touchless keys," (for use on elevators and door handles)¹. Additionally care package kits including disposable masks and temporal thermometers will be available for distribution to students who present as symptomatic or test positive throughout the year. The cost of this endeavor will be \$2,625 (branded masks), \$1,925 (touchless keys), and \$1,970 (thermometer kits).

Dolphin Cove, the Health and Wellness Center, and the Office of Student Affairs will continue to hold workshops on COVID-19 education including proper PPE usage,

¹ Full plan for move-in follows in section **(3) Phased, Multi-day Move-in**

cleaning protocols, and general wellness. The College will also work with local public health organizations to provide information sessions on the COVID-19 vaccines. Furthermore, CSI and Dolphin Cove will provide ongoing trainings and education sessions regarding health, wellness, and safety throughout the academic year (more on continuous educational and other co-curricular opportunities below).

PPE for Staff and Visitors

Staff, visitors, and students will continue to follow the mask wearing policies in accordance with CSI and CUNY. Staff is also trained on proper use and disposal of PPE. To date, there is a sufficient supply of PPE items for staff onsite. Dolphin Cove is also working with vendors to ensure we maintain a minimum 30-day supply of PPE at all times. This PPE stock must include PPE for staff and students.

Residential students are not permitted to have guests. Visitation privileges are not expected to be reinstated until further notice. Should there come a time when visitors are permitted on-site they will be mandated to follow the campus safety protocols and mask wearing policies.

Full staffing in the Housing Office, Mondays through Fridays, has commenced with the following restrictions: all meetings are virtual, social distancing is maintained, and, as stated above, staff members are required to wear a face covering when in public areas in the building (including the shared areas in the Housing Office). Maintenance staff has also resumed full-time work in the residence halls with the same restrictions for meetings and mandatory use of PPE. Eventually more meetings may transition to include some in-person component. Physical meeting spaces will include disinfectant supplies.

Signage Throughout the Buildings

All common spaces and amenities have signs regarding health and safety procedures. Wall signs are posted at the entrance to buildings as well as on walls and doors in common areas that remind all residence and staff members about following proper hygiene procedures and physical distancing guidelines that will help reduce the risk of transmitting COVID-19 and other communicable illnesses. The messages include reminders of the mask-use policy, the importance of frequently washing hands for 20 seconds, not touching one's eyes, nose, or mouth, coughing into tissues and throwing them out immediately or coughing into elbows if a tissue is not available, and staying 6 feet apart from others.

RECEPTION/OFFICE - SIGNAGE

Policy Summary



The sign features a blue background with a white icon of a person at a computer. Below the icon, the text reads "Be safe. Be smart." in a mix of bold sans-serif and script fonts. Underneath, it says "Please do your part by:" followed by a bulleted list of four items: "Staying 6 feet apart", "Sanitizing your hands upon entering or exiting", "Using disinfectant wipes to sanitize equipment and surfaces before and after use", and "Staying home if you don't feel well." At the bottom, a dark blue bar contains the text "Maximum capacity for social distancing: 10".

**Be safe.
Be smart.**

Please do your part by:

- Staying 6 feet apart
- Sanitizing your hands upon entering or exiting
- Using disinfectant wipes to sanitize equipment and surfaces before and after use
- Staying home if you don't feel well.

Maximum capacity for social distancing: 10

Individual Options



This section contains four smaller signs. The first is "Please Keep 6 Feet Distance" with a small icon of two people and the text "Thank you for practicing social distancing." The second is "Sanitize Your Hands Here" with an icon of hands being washed and the text "Thank you for practicing social distancing." The third is "Not feeling well?" with the text "If you have symptoms of a fever, cough, or/sores, please stay home." The fourth is "Line Begins Here" with the text "Thank you for practicing social distancing." A separate sign on the right states "ACC employees are required to wear face coverings."

Please Keep 6 Feet Distance
Thank you for practicing social distancing.

Sanitize Your Hands Here
Thank you for practicing social distancing.

Not feeling well?
If you have symptoms of a fever, cough, or/sores, please stay home.

Line Begins Here
Thank you for practicing social distancing.

ACC employees are required to wear face coverings.

BATHROOM - SIGNAGE

Policy Summary



Be safe.
Be smart.

Please do your part by:

- Staying 6 feet apart
- Avoiding unnecessary physical contact with others
- Flushing with the toilet seat down
- Using disinfectant wipes to sanitize surface before and after use
- Sanitizing your hands upon entering or exiting

Individual Options



Please Keep 6 Feet Distance
Thank you for practicing social distancing.

Sanitize Your Hands Here

Please sanitize surfaces
before and after each use.

Please wash your hands
after touching common surfaces.

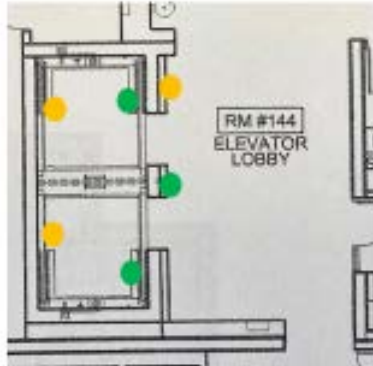
Please flush with toilet seat down.

This restroom is regularly disinfected.



Additionally, there is specific signage outside and inside of the elevators. The messaging posted includes the maximum number of individuals allowed inside the elevator at one time. There will also be floor markings to indicate a 6-foot separation for individuals waiting in line to use the elevator. Below is a demo floor plan and drafts of signage to be used for this purpose.

ELEVATOR LOBBY - AFTER



- Nano Septic Sticker
- Hand Sanitizing/Wipe Stations
- Touchless fixtures
- Signage
- PPE Storage Area
- Plexiglass

ELEVATOR - SIGNAGE

Policy Summary



**Be safe.
Be smart.**

Please do your part by:


- Not touching the elevator buttons directly, use clothing or an object
- Avoiding leaning against walls and touching handrails
- Wearing a mask or face away from others
- Sanitizing your hands after each use

Maximum capacity for social distancing: 4

*Individual Options**

Please consider using the stairs.

Sanitize Your Hands Here



Not feeling well?

If you have symptoms of a fever, cough and/or shortness of breath please stay home.

Communication

The College established notification protocols in the spring 2020 semester to alert students of contact with a COVID-19 positive student who they share classes with or occupy shared spaces with. Similarly, this tracing procedure identifies any physical spaces a COVID-19 student has occupied and ensures these spaces are deep cleaned and disinfected.

Dolphin Cove and the College will continue to provide proactive messaging along with the aforementioned emergency communication. These proactive communications come in the form of webinars, emails, posters, and phone calls. Many of these messages will again be delivered around move-in information and materials as COVID-19 precautions will now play a large part in these activities.

Cleaning and Disinfecting Schedule

During the summer and between occupants student units are cleaned and disinfected following guidance provided by ACC and Lysol.² All student units are equipped with individual Magic Pak HVAC units.

Dolphin Cove maintenance team has created a schedule for regularly sanitizing work areas, public spaces – with special attention on frequently-touched places, including door handles, elevators buttons, and countertop services. The Dolphin Cove maintenance team maintains cleaning and disinfecting logs, in addition to the already mandated daily checklists. The cleaning logs will be housed in the maintenance shop and will include the area cleaned, the date and time of cleaning, and scope of cleaning completed.

² See Lysol Cleaning & Disinfecting Guide attached

The Lysol Cleaning & Disinfecting Guide also outlines how Dolphin Cove staff disinfect facilities in which a person who tested positive for COVID-19 has been in contact with. The College has established a tracing procedure, working with the student to determine the places they have been and the people they have been in contact with in their infectious timeframe. Once a student has been identified as testing positive, having COVID-19 related symptoms, or having been in close or proximate contact with someone who tested positive or has symptoms, the Student Affairs Liaison will notify the Campus Coordinator who will implement the appropriate notifications. The Campus Coordinator, who is also the Vice President for Facilities, will alert Facilities and Dolphin Cove staff and the space will be treated with the eMist electrostatic disinfectant sprayer. The Campus Coordinator will also ensure notification of state and local health officials of the positive test. The Student Affairs Liaison will coordinate academic accommodations and assist with emergency needs related to isolation. Student Health Center staff will remotely monitor students on a daily basis via temperature checks and symptom screening and recommend transfer to an on- or off- campus site for a clinical evaluation if symptoms advance or the patient requests. Transportation will be made available to and from the location if medical care is needed.

Currently, Dolphin Cove has a full supply of cleaning and sanitizing items. Moreover, as a property managed by American Campus Communities (ACC), Dolphin Cove is able to utilize ACC's corporate partnership with Lysol to procure cleaning disinfectant supplies as needed. Lysol products are the first to have been approved by the EPA for effectively killing the COVID-19 virus on surfaces.

Additional Materiality

In addition to enhanced cleaning procedures, Dolphin Cove has purchased disinfectant wipe dispensers and hand sanitizer to be placed in common areas.

Dolphin Cove has also secured an eMist electrostatic disinfectant sprayer. This equipment in combination with medical-grade, EPA-approved disinfectant provides a uniform and wraparound layer of disinfectant. This tool provides the equivalent of a

deep cleaning and will be utilized for the disinfecting of common areas, amenities, and COVID-19 positive units.

Installation of Plexiglas Partitions

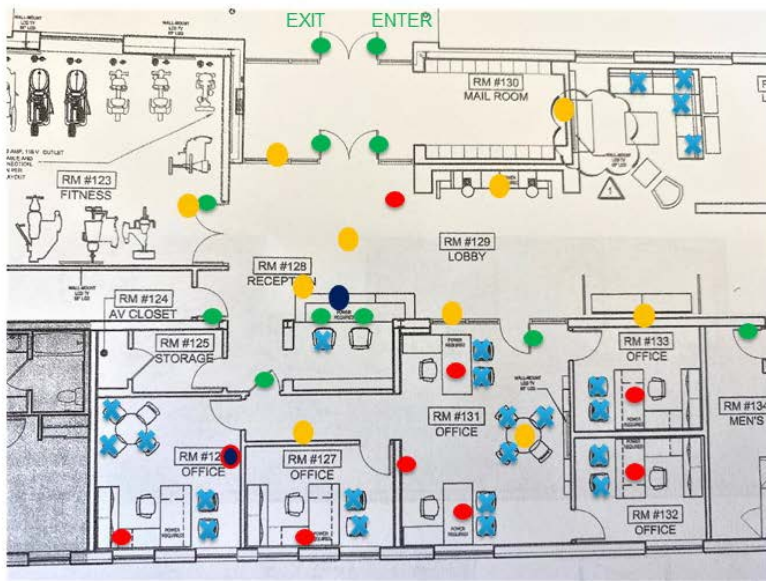
Dolphin Cove has installed Plexiglas partitions at the front desks of both the North and South building entrances. Floor signs mark the appropriate 6-foot distance between individuals waiting to speak with the employee at the front desk.

Because Dolphin Cove has private bathrooms in each suite that accommodate no more than two students per bathroom and due to the wall physically separating the sink from the toilet and shower, partitions will not be installed in the private bathrooms located in student units.

Common Space Capacity Limits and Social Distancing

Dolphin Cove has identified the capacities, signage and necessary materials for common areas and spaces within the dorms in order for residents to maintain appropriate social distancing. This includes restricting occupancy, installing necessary materials, clearly marked separate entrances and exits where applicable, and signage. It should be noted that some of the common areas will be closed at move-in and the openings will be reassessed in the future. Below are the floor plans and interventions planned for each common area throughout the two buildings.

SOUTH ENTRY/RECEPTION/OFFICE (AFTER)

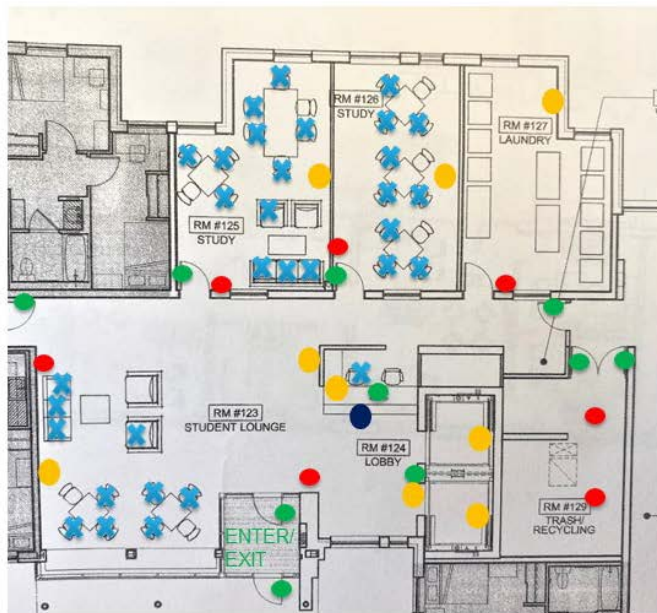


- Nano Septic Sticker
- Hand Sanitizing/Wipe Stations
- Touchless fixtures
- Signage
- PPE Storage Area
- Plexiglass

Frequency of Clean

- Deep Clean 1/Day
- High touch surfaces clean between shifts and as needed

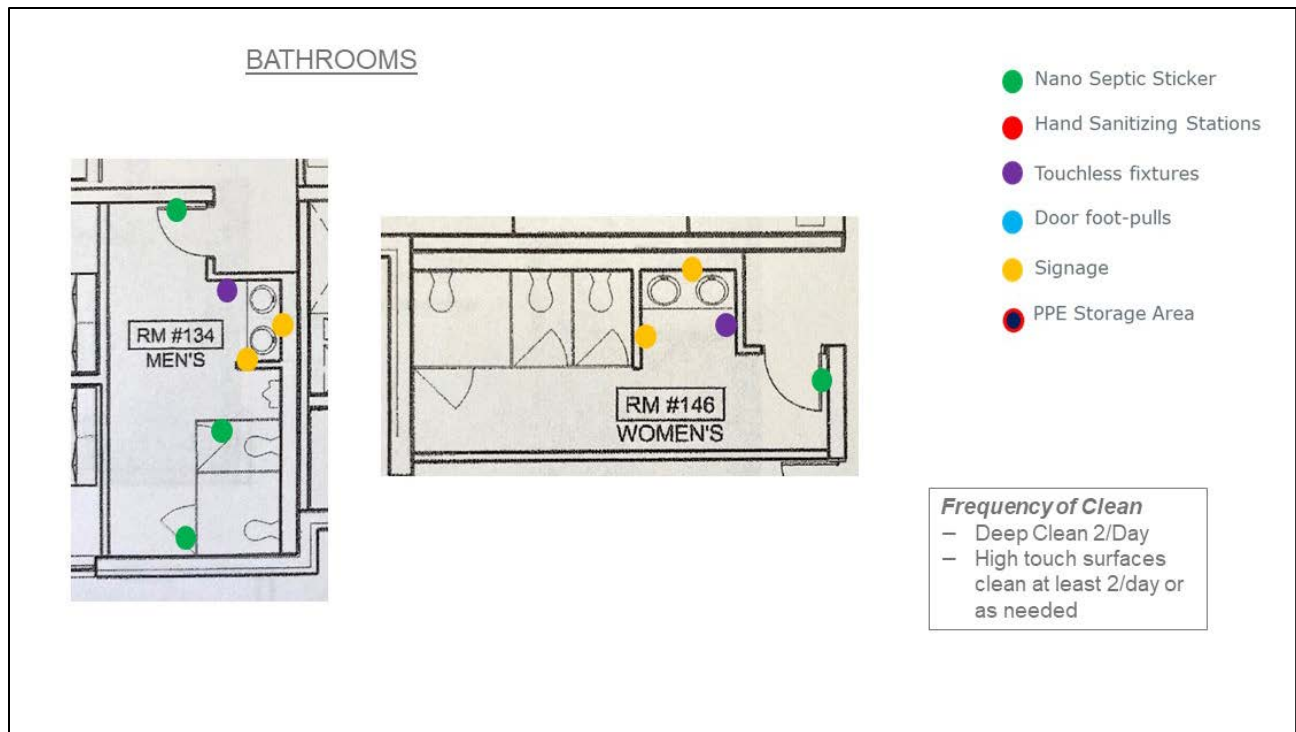
NORTH ENTRY/RECEPTION/AMENITIES (AFTER)



- Nano Septic Sticker
- Hand Sanitizing/Wipe Stations
- Touchless fixtures
- Signage
- PPE Storage Area
- Plexiglass

Frequency of Clean

- Deep Clean 1/Day
- High touch surfaces clean between shifts and as needed



Modified Rules & Regulations

Dolphin Cove visitation policies are modified in an effort to reduce the total occupancy in the residence halls. Access to the residence halls will be limited to residential students. As such, non-residential students and outside guests will not be permitted to enter the residence halls.

The two residence halls have select shared necessary amenities like the laundry rooms, computer lab, and mail room that will require students from both the North and South buildings to have access. Residential students will be advised to restrict their use of the residence halls to the hall they maintain occupancy in, with the exception of these select amenities.

In addition to these modifications, the Dolphin Cove Rules and Regulations outlines a pre-existing policy restricting parties and events in the residence halls. This policy indicates that reservations must be made with Dolphin Cove staff and also restricts the number of people in an apartment at any given time. Students that violate restrictions on

gatherings will be mandated to participate in a verbal screening at the time of discovery of the unsanctioned gathering and will be subject to disciplinary action.

Students who fail to wear a face covering will be documented for their failure to comply with the directive and provided with a disposable mask. Students who continue to violate this restriction are subject to removal from the residence halls.

Resident Mail and Packages

Dolphin Cove has moved away from the paper package slips to notify residential students of packages and instead uses Envoy software for package notification. Upon receipt of the package, Dolphin Cove staff scan the package, which then sends a text alert to the resident recipient. When the student is ready to pick up their package they can do so by checking in at the front desk. Plexiglas partitions and hand sanitization stations are located at the front desk.

Food Deliveries

Students may elect to order take-out food and the campus wants to ensure minimal contact with food delivery and students. As such, students ordering food are expected to meet delivery vehicles curbside outside Dolphin Cove. Food delivery persons are not permitted within Dolphin Cove. In the event students are quarantined, Dining Services delivers food packages to the Dolphin Cove front desk and Dolphin Cove staff delivers the food to quarantined students' room and leaves it outside the door. A notification to the student will be made that their food has arrived.

3. Phased, Multi-day Move-in

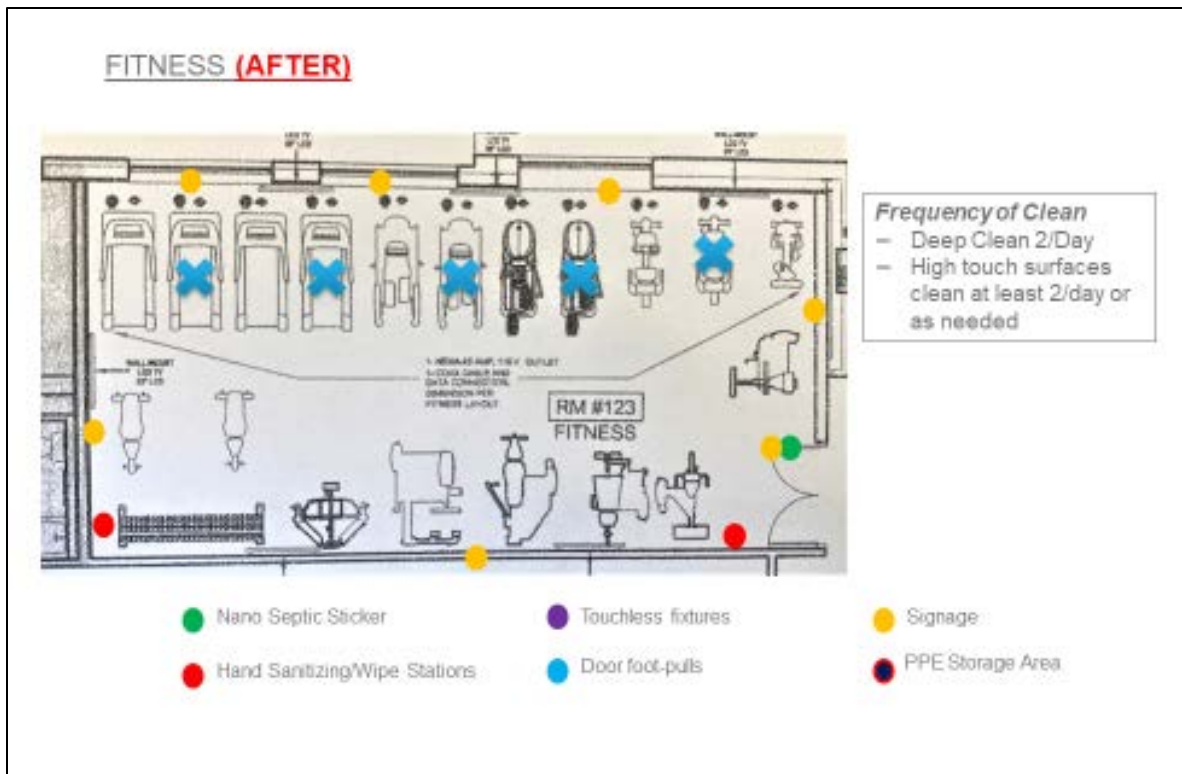
Rather than moving in all on one day, Dolphin Cove move-in is scheduled to take place over 4 days with approximately 100 students moving in per day. Students will be provided with a 1 hour window to complete their move-in and will complete a curb-side check-in outside the residence halls. The College will limit the number of family members and other loved ones who typically assist their students move into the

residence halls and provide the student and their guest a wristband to identify those who are permitted to enter the building. Dolphin Cove will also provide a list of items that residents should bring with them when they move in in order to reduce the extra items at that time. The move-in procedures will be shared via several scheduled webinars offered to residential students. Dolphin Cove will provide an overview of the move-in procedures as well as an introduction to the COVID-19 precautions and procedures that have been implemented on campus.

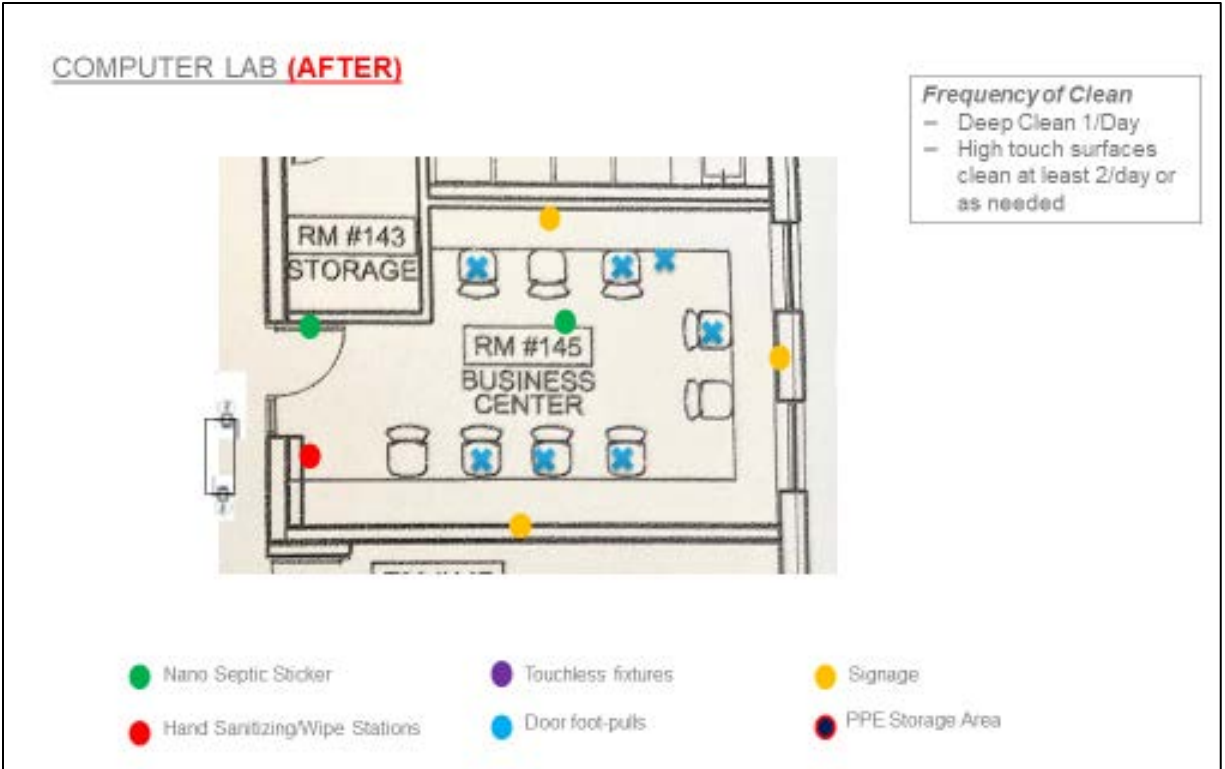
4. Gradual Reopening of Amenities

Dolphin Cove will reopen the residence hall amenities, including the fitness room and computer lab, with new room configurations, procedures for use, and limited capacities. There are also cleaning supplies located in these areas to be used after each use. The amenities are also included on the daily cleaning schedule for a deep cleaning and sanitizations throughout the day.

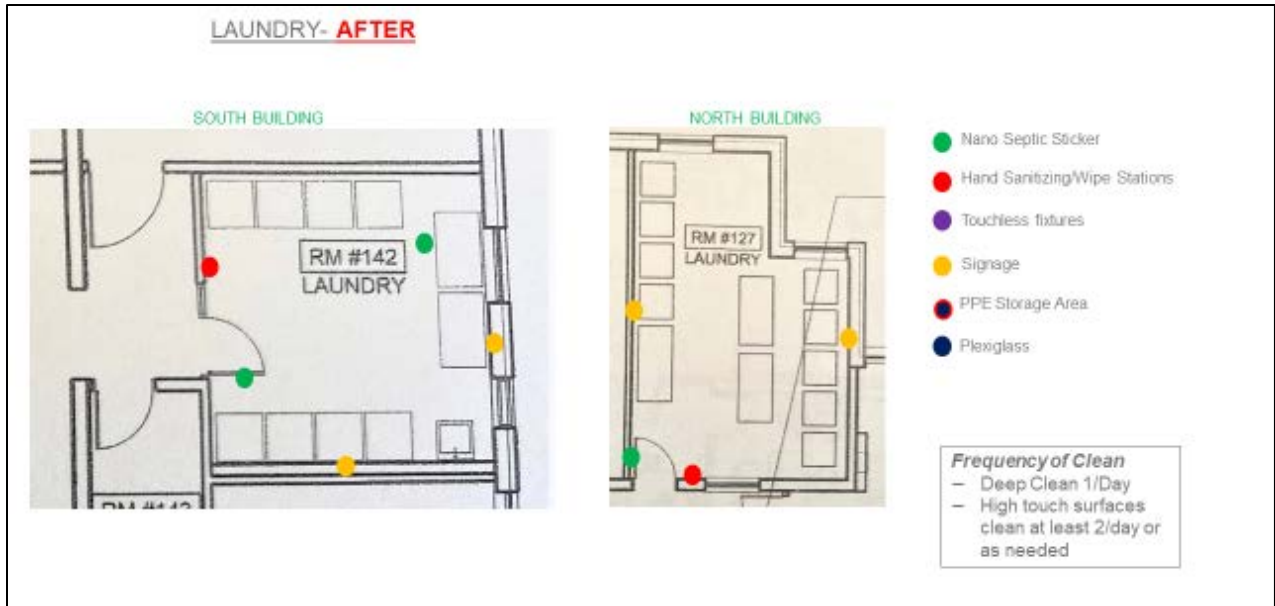
For example, when the fitness room reopened it did so with limited occupancy and new procedures for mandatory cleaning of equipment after each use. Accordingly, signs are posted and cleaning supplies are available. The fitness equipment may also be reconfigured so that residents maintain appropriate distances from one another while exercising. This may include removing some equipment and taking some equipment offline. The diagram below shows a potential floor plan for the fitness center with equipment to be relocated or taken offline and identified as out of service with an x.



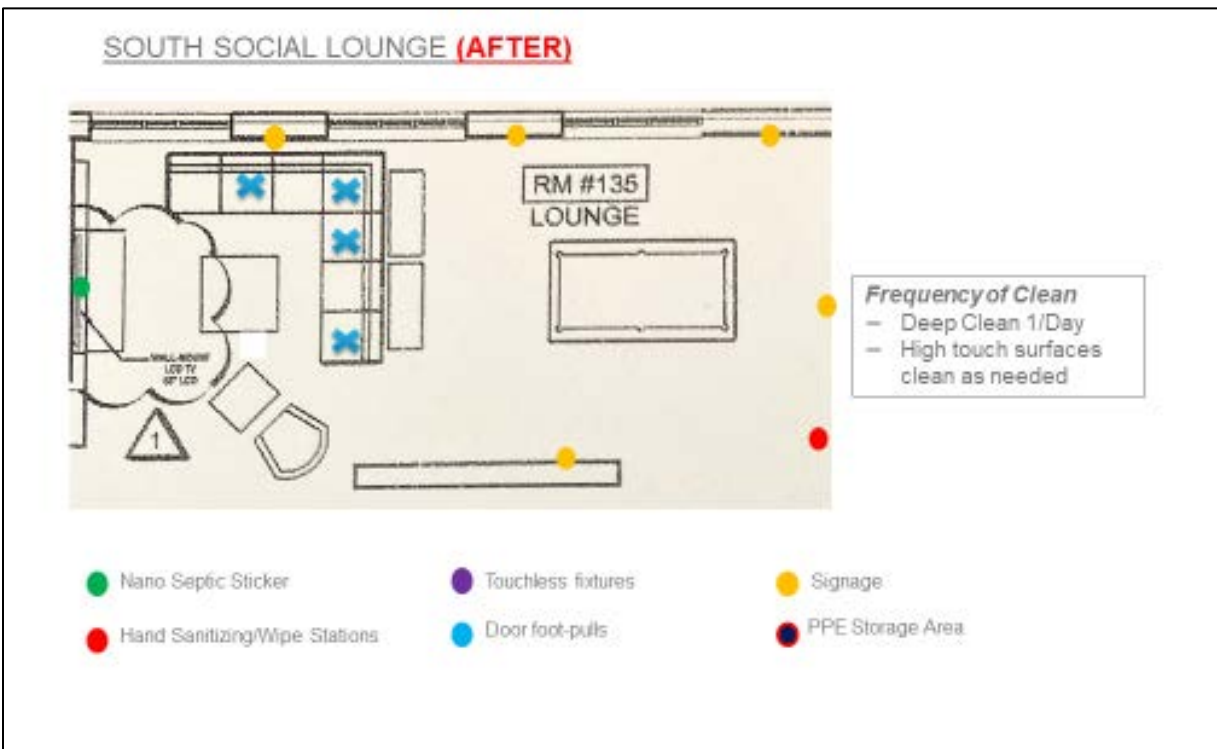
With regard to the computer lab only two students will be permitted in at a time and students must wear face coverings. Students must check in at the South front desk for access. Disinfecting supplies are supplied in the lab to be used after each student has completed their work. At the current time Dolphin Cove will remove all chairs marked with an x in the diagram below as a means of enforcing social distancing and maximum occupancies.



The laundry room also includes signage requiring that residents use masks, maintain a 6-foot distance between each other, and maintain a maximum occupancy of no more than 3 people per laundry room. Residents are also required to wipe down the outside of the washer and dryers (including buttons, knobs, and handles) with disinfectant wipes before using each machine. Disinfectant wipe dispensers are located in each laundry room.



The social lounge and floor lounges will also have limited occupancy for social distancing as indicated by removed furniture marked with x and signage to be placed throughout. Capacity limits will be determined based on the status of the vaccination requirement.



5. Programming & Campus Partnerships

In addition to the mandatory workshop about PPE use and safety prior to move-in, our students continued well-being and success will require continuous educational programming through webinars and virtual town hall meetings in partnership with the campus community, including Health and Wellness Services, the Counseling Center, and Academic Affairs. Additional co-curricular programming will be developed in conjunction with the Office of Student Life and the Athletics Department to provide fun, new virtual experiences for our residential students.

These activities will include virtual programming combined with in-person programming when appropriate. In-person programming may be reinstated with restrictions to a specific number of participants based on the area in which the program is held (*e.g.*, the conference room, outside on the lawn, the social lounge when opened, etc.). Door-to-door meetings and virtual meetings may be held in the place of in-person floor meetings. Furthermore, conduct meetings will be held virtually until physical distancing measures are in place if possible.

Updates to all policies related to programming will be posted on each floor.

6. Screening, Testing and Protocol for COVID-19 Symptoms

Dolphin Cove residential students will continue to participate in the bi-weekly testing taking place on campus. CSI has maintained one of the highest participation rates by using several methods of communicating the requirement and reminders as well as by coordinating a detailed tracking and follow up process.

Screening

Students will be screened for COVID-19 symptoms several times throughout their residency. Each Dolphin Cove Staff member will be provided with a card with the following questions:

- In the previous 14 days have you or anyone in the unit had:
 - a fever,
 - Cough (new or worsening),
 - Shortness of breath (new or worsening),
 - Troubled breathing (new or worsening),
 - Chills,
 - Muscle pain (new or worsening),
 - Headache (new or worsening),
 - Sore Throat,
 - New Loss of Taste
 - New Loss of Smell
- Have you been diagnosed with COVID-19 or been quarantined for potential exposure to COVID-19 in the previous 14 days?
- Have you been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 14 days?

These screening questions will be asked 14 days prior to move-in via a form emailed to residents and again at the student check-in. Students will be advised at that time that they should notify Dolphin Cove if they respond affirmatively to any of the questions, Dolphin Cove will work with these students to ensure that on their move-in date they are healthy, and medically cleared in the event of a positive test or exposure. If necessary, we will reschedule the move-in date. Students will be reminded that should they contract COVID 19 or been in close contact with someone who has COVID 19 prior to their move-in date, then they should contact Dolphin Cove to discuss an appropriate move-in date when they are medically cleared.

The screening will be done again when students report to campus. If necessary, students will be referred to the Health and Wellness Office for consultation or

quarantined consistent with the isolation and quarantine guidance below. Local residents may be asked to isolate off campus and delay their move-in date until medically cleared.

Furthermore, the screening questions will also be asked of students when they enter a work order in the maintenance work order request system and again when a maintenance staff member goes to the unit to complete the work order. In the event that a student responds yes to one of these questions, the work order will be reviewed for necessity and the screening results will be reported to the CSI Health and Wellness Office. Maintenance will only enter units with a resident who responded in the affirmative to the screening question in the case of an emergency maintenance issue. In the event that the work order is not urgent, the student will be asked to request the service again in 14 days after self-isolating and following the directives of the Health and Wellness Office.

Students, staff, and faculty are also screened at the front gate of the campus each time they arrive on the campus. When residential students depart the campus, they will be screened at the front gate upon their return. These screenings are maintained via the Everbridge app.

Students that identify as being immunocompromised or having an underlying health condition are advised to seek the advice of a qualified medical professional to determine whether their underlying condition should cause them to withdraw their application from Housing. Should a student seek to withdraw from Housing prior to move-in, they must provide notice from a healthcare professional. Once received, the student will be eligible to receive a full refund of fees paid to Housing. If a student chooses to maintain their housing accommodation, they will be asked to work with the Health and Wellness Office to identify further protective measures that may be taken and to identify measures that will help protect against transmission. Additionally, the Health and Wellness Office will independently perform weekly checks on these students. Dolphin Cove will also work

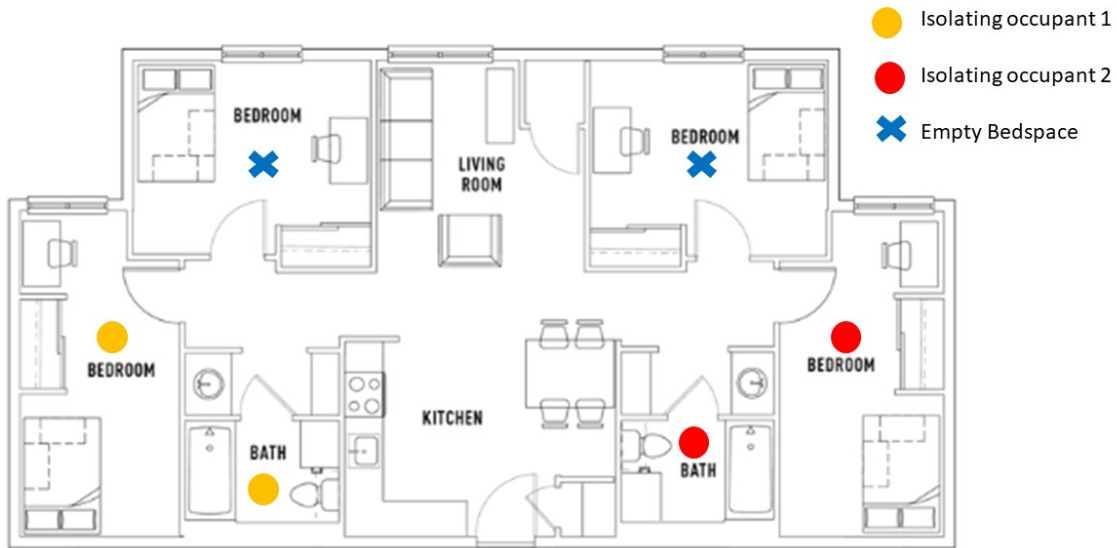
cooperatively with the student and Health and Wellness to implement any necessary accommodations the student may need to ensure they are not put in harm's way.

Testing and Protocol for COVID-19 Symptoms

Residents will receive continuous messaging that will serve to remind them of the health and safety precautions to take. Furthermore, residents will receive information on up-to-date COVID-19 symptoms and specific steps to take if feeling ill, the first of which is to contact their Resident Assistant (RA) as soon as possible. The RA will notify professional staff and CSI Health and Wellness Services will be contacted (during business hours). In the alternative, professional staff may call 311 or 911 in an emergency.

Isolation and Quarantine

Dolphin Cove's accommodations are all apartments with private bedrooms and semi-private bathrooms. Due to the level of privacy and isolation provided in these units, students who need to quarantine will be able to do so in their assigned unit. Bedrooms and bathrooms of units in quarantine will be marked with signage reading "Private Quarters" to identify these units to staff and ensure other students do not use these spaces. See diagram of quarantine space below.



All students will also be informed of New York State guidance regarding quarantine and how they will be required to comply with these guidelines with the assistance of the Dolphin Cove staff. We are drafting a contract for students to sign as part of their on-boarding, attesting that they will comply with the quarantine requirements.

Quarantine bedspaces will be reserved in accordance to the occupancy limits, vaccination policy status, and CUNY directives.

Quarantined students will not be permitted to leave quarters and as such will have daily delivery of 3 meals from Dining Services until the end of the quarantine period.

These units will be deep cleaned once they are vacated by quarantined individuals.

Any student who is feeling ill with COVID-19 symptoms should self-isolate in their bedrooms and speak with a clinician in the CSI Health Center. The health care provider will guide the student regarding testing for COVID-19 in accordance with New York City Department of Health recommendations. During the waiting period for test results the

student will self-isolate and depending on the results may be required to remain in self-isolation for a period 14 days.

For all quarantined students, Dolphin Cove staff will coordinate with the Office of Student Affairs to ensure that the student receives/has access to food and other necessities including academic and social supports during self-isolation. Additionally, CSI Health and Wellness Services will conduct daily check-ins via telehealth and phone calls with students in isolation. As part of the check-in, students will have to report their temperature using the thermometers supplied by Dolphin Cove.

In the event that a quarantined student who has COVID 19 or COVID 19 symptoms, begins to experience more than mild symptoms, then Health and Wellness Services will contact Northwell Hospital for appropriate guidance and action.

Contact Tracing

As a core component of our preventive measures, we continue to execute the contact tracing measures that we have used throughout the 20-21 academic year. Students taking courses on campus or living on campus who test positive for COVID-19 or suspect they have it, should immediately report this positive test to the Student Affairs Liaison at studentaffairs@csi.cuny.edu. The Student Affairs Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will collaborate with the Student Health Center to ensure that the State and local health departments are immediately notified about the case. The Coordinator will also notify the SVC for Institutional Affairs and the Campus Reopening Committee.

In the case of an individual testing positive or there is a suspected case, the Student Health Center will contact the local health department to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations.

Through the New York State Contact Tracing Program and in collaboration with CSI Student Health Center, contact will be made with the individual to identify all members of the community who were in close or proximate contact during the time that the individual would have been contagious. Students will be informed if they have had close or proximate contact with a person diagnosed with COVID-19 to stay home or in their living quarters, quarantine and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

7. Guidance in the Case of Closure

The closure of campus residence halls falls under the purview of the President and the President's Cabinet and would be done so in coordination with the Chancellors' Office and will be guided by conditions in the residence hall and the community. Upon notification of a closure, the Office of Student Affairs will work with both American Campus Communities and Auxiliary Services to provide guidance to students affected by the disruption. Students will be provided with a minimum of 48 hours to vacate the Residence Halls. In some cases students will be allowed to store personal items on campus.

Move-outs, to the extent possible, will be scheduled to avoid potential exposure to residents as they leave the residence hall. Students who are not scheduled to depart will be directed to remain in their apartment until scheduled to leave.

The College wants to ensure that students are prepared in the case of a campus closure. Students will be encouraged to keep closure in mind when packing their items through a modified packing list and move-in webinars. The move-in webinars will also encourage students to discuss their contingency plan with their family in the event of a closure. Students will be asked to provide their contingency plan in their move-in form, which can also be referenced by staff in making closure plans. Staff will work with

students who do not provide a contingency plan, to ensure that appropriate arrangements can be quickly made in the event of a closure.

9. Opening Dining Operations

-Cafeterias/Dining Halls

- Physical Preparation:
 - Remove self-serve food items. Remove hot and cold food bars with open food items and communal serving stations. (5)

All items are removed from customer access and will be gathered, bagged and served by staff. All food items are packaged in to- go containers. These items are accessible by staff only and made available to customers in the designated pick-up areas.

- Remove dinnerware/drinkware from communal spaces and only issue as needed.

All items are disposable single use only and handled only by staff

- Replace communal condiments with single serving, individually wrapped items. (5)

All condiments are portion controlled individually wrapped items

- Implement physical distancing by spacing out any queues, only allowing seating at every other table, or expanding the dining area to include more space. (5)

Signage and physical barriers will be put into place to provide the appropriate queues and signaling to maintain the distancing requirements of 6ft. Indoor dining or communal spaces will not offered.

- Consider implementing physical barriers in between seating. (5)

In compliance with current NYS standards, we will not offer indoor dining options. Communal spaces will also not be provided in the dining service area. Physical barriers will be placed in the form of Plexiglas installations in all areas where dining service staff will have interactions with customers. This includes food service, payment, and the designated pick-up areas.

- Consider adding touchless payment options and pre-ordering of food items. (5)

Online and mobile pre-ordering and payment options will be made available. In addition, credit card terminals are enabled to provide “tap to pay” option.

- Post signs to inform customers of dining and food pickup protocols. (25)

Signage will be strategically placed throughout the space to ensure that dining and food protocols are clearly communicated to anyone entering the space. In addition to signage, physical barriers will be placed in the form of Plexiglas installations in all areas where dining service staff will have interactions with customers. This includes payment, and the designated pick-up areas.

- Place sanitizing wipes or automatic sanitizing dispensers near doors and stairwell handles with visual cues / reminders. (25)

The dining area will have 4 self-standing hand sanitizing stations. They will be placed at the various entrance and exit points.

- Operational Preparation:

- Reduce occupant capacity during peak times, or stagger breakfast/lunch or dinner schedules when practical. (5)

Pre-scheduled blocks of times when students may place an order and pick up are being created in coordination with Dolphin Cove to reduce occupancy and provide controlled access to the dining area. Breakfast foods will be made available the night before as prepackaged convenience items. Additionally, use of the mobile app will provide students with notifications of their scheduled pick-up time. Importantly, with 211 dorm students signed up for the Dolphin Cove meal plan the approximately 7,500 square feet in the now unused dining area provides a great area to maintain a minimum of 6 feet per student during these pick up times

- Consider pick-up when crowding cannot be managed or as an alternative to those who want to limit their time in the space. (5)

Pick up only areas have been designated. We have approximately 7,500sq ft area which enables us to avoid crowding. Use of mobile software enables us to provide scheduled pick-up times.

- Access control: once occupancy is reached, patrons are only allowed to enter when another customer leaves. (5)

Public Safety staff and Food Services Staff will be dedicated to administer, manage, and maintain crowd control.

- Limit the number of people who can sit together. (5)

Seating options will not be provided.

- Cohort dining: established dining times admitting a specific group of customers/diners. (5)

Indoor dining and seating options will not be provided.

- Require gloves for all back of house (BOH) staff and ensure the gloves are changed per current industry standards. (5)

Staff will continue the existing practice of “change your task change your gloves” in accordance with standard food safety protocols. This is enforced by staff training, retraining and supervision.

- Operational Preparation:

- Although not necessary if hand-washing protocols are rigorously followed, consider providing gloves to servers. If they are worn, they must be changed regularly and are not a substitution for handwashing. (5)

Hand washing protocols will be enforced in addition to servers wearing gloves in accordance with the food safety protocols. The “change your task change your gloves” is enforced by staff training and supervision. Handwashing stations are available near every food prep station in accordance with department of health.

- Require face coverings for staff and customers. (5)

We presently have 500 masks in preparation for our initial return to campus. We are prepared to procure additional masks upon reopening. Wearing masks will be mandatory.

- Restrict number of employees allowed in kitchen area to allow for 6 feet distancing (25)

There is sufficient square footage in the back of the house on any given shift to maintain 6 feet distance. The menu offerings will require only 1 to 2 employees in the kitchen

which provide staff with spacing well over the 6 ft distancing requirements. To reduce the contact created by multiple employee shifts, dining services will operate under a single shift. Hours of operation will be 12pm-7pm.

Employees must comply with NYSDOH sanitation requirements, use gloves when removing garbage bags and handling and disposing of trash, handle non- disposable food service items with gloves and wash with dish soap and hot water or in a dishwasher; take additional care to wash hands regularly. (25)

Compliance will be mandatory and will be enforced by training and supervision

- Limit sharing of equipment (e.g., bowls, cups, utensils) within a shift including personal devices (e.g., cell phone). (25)

Each staff member will be issued their own set of equipment which will be only used by them throughout the shift. Enforcement regarding compliance of not sharing other type of equipment such as phones will be enforced by training and supervision. Equipment that must be shared such as cash registers will be sanitized frequently and prior to shift or staff changes. To reduce the contact created by multiple employee shifts, dining services will operate under a single shift. Hours of operation will be 12pm-7pm.

- In the case of a positive test, plan on closing the dining hall/cafeteria for two days; conduct thorough cleaning in line with NYSDOH guidelines, discard any contaminated food; quarantine all employees on shared shift. (25)

In the event of a positive test, the following activities will take place:

- Dining services will close.

- Communications will be sent to all individuals potentially exposed through coordination with our HR department and Students Affairs
 - Data from time punch system will be utilized to identify and alert any staff member who was potentially exposed.
 - Staff will be required to be tested.
 - All staff will adhere to the existing quarantine standards.
 - Deep cleaning will be performed of the entire space and any contaminated food will be discarded.
 - Throughout the time that dining services is closed, Dolphin Cove residents will be provided with MRE's. Dining Services has approximately a 3 weeks supply of MRE's. In addition, all dolphin residents have units equipped with a full kitchen and the availability of food services in the vicinity.
- Cleaning Protocol:
 - Implement enhanced disinfection and sanitization measures both in the kitchen and dining areas. (5)

Alarm will be set for every 30 minutes at which time employees will sanitize their stations/surrounding area. Specifically, employees will spray down surfaces with Purell Food Service Sprays. Cleaning logs will also be maintained.

- Ensure deep clean / sanitization between employee shifts. (25)

With only 1 shift, all staff will clean at end of each meal period. The deep clean involves disassembling of all used equipment and conduct a deep cleaning of all small parts by soaking in bleach solutions. Bleach solutions will also be used in the cleaning of all countertops, cutting boards, and floors. All these items will be left overnight to dry.

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