

# SIENA COLLEGE STUDENT GUIDE SPRING 2021



# STUDENT GUIDE SPRING 2021

Important contacts: [studentlife@siena.edu](mailto:studentlife@siena.edu), [housing@siena.edu](mailto:housing@siena.edu), [activities@siena.edu](mailto:activities@siena.edu), [fwr@siena.edu](mailto:fwr@siena.edu)



Dear Students,

The COVID-19 pandemic continues to pose a significant risk to our community, and we must recommit ourselves during the spring 2021 semester to the best practices that marshalled us safely through the fall. In the coming months, the ongoing administration of the vaccine will slowly begin to strengthen our community's defenses against the virus, but it will not provide blanket immunity. The threat persists, and every person who lives, learns, or works on this campus shares in the responsibility to protect one another.

By now, we all know what is required. The necessary actions are not difficult, but they do demand discipline and unanimous cooperation. This guide amplifies the successful measures we incorporated in the fall. It also capitalizes on lessons learned, and outlines our strategy for the spring.

The core to our plan is relatively unchanged. All students must:

- Sign a Pledge that you will abide by the campus policies and operating principles that are essential for every person's safety
- Screen for symptoms daily using the Campus Clear app provided by the College for all students
- Wear face coverings
- Maintain physical distance
- Cooperate with contact tracing efforts and isolation and quarantine protocols
- Have an emergency evacuation plan in place should New York State require campus closures

Additionally, there are some changes for the spring. The College is introducing a color-coded alert system that will be a tool to assess and communicate the threat level on campus as well as the different mitigation strategies that will be initiated depending on the alert level. There are also revisions to dining options, the visitor policy, and more. All of the updates are detailed in this guide.

Our successful completion of an in-person semester last fall is a credit to the plan and to your execution. The only threat to an even better academic and residential experience this spring is complacency. If all students adhere to the Pledge and commit to honoring the protocols articulated in the guide, we will complete a truly unforgettable academic year, together.

Please do not hesitate to contact either one of us with any questions or concerns. We encourage you to read this document carefully and to follow the Pledge so we can keep Siena safe.

Sincerely,

Maryellen Gilroy, Ed.D.  
Vice President for Student Life

Michael Papadopoulos  
Associate Vice President for Student Life/Dean of Students

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### SIENA COLLEGE COVID-19 ALERT SYSTEM

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## INTRODUCTION

Siena College's Marching Forward reopening plan outlines official campus policies, and the personal responsibility to be taken by students, faculty and staff. This student guide summarizes important information and changes for students for the Spring 2021 semester. It includes information on the new requirements that will significantly impact your experience on campus. The guidance in this document applies to all students and takes effect immediately.

It is critical that we all work together to effectively mitigate the opportunity for the virus to spread on campus, and to reduce risk. Please read this guide carefully and be proactive by following the key components of the safety strategy as outlined below:

**- ADHERE TO THE ACKNOWLEDGMENT AND PLEDGE**

**- COMPLETE THE HEALTH SCREENING DAILY**

**- WEAR FACE COVERINGS**

**- OBSERVE SOCIAL DISTANCING**

**- PRACTICE ENHANCED HYGIENE**

Due to the evolving nature of the regulatory landscape, this guide may be modified at any time. Any changes/updates to this document will be updated on the College's Marching Forward website ([Siena.edu/MarchingForward](http://Siena.edu/MarchingForward)).

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## EXPECTATIONS AND GUIDELINES

### SIENA COLLEGE ACKNOWLEDGMENT AND PLEDGE

As members of the Siena College student body, everyone must reconfirm a personal commitment to protect the health and safety of our community. Those responsibilities are outlined in the College's COVID-19 Acknowledgment and Pledge. The complete document may be found on page 8. All students must complete this online commitment prior to gaining access to campus.

### SIENA COLLEGE COVID-19 ALERT SYSTEM

Siena is instituting a new color-coded alert system that will help assess and communicate the COVID-19 alert threat level on campus. The details can be found on page 33.

### COVID-19 HEALTH SCREENING

Students are required to complete a COVID-19 health screening on a daily basis utilizing the Campus Clear app. This daily screening should occur before 11:00 AM, or before leaving one's residence hall or off-campus residence, whichever comes first. Any student who is experiencing symptoms or answers 'yes' to any screening question and receives a "not cleared for campus access" should:

- if you are a commuter: do not come to campus and call your healthcare provider;
- if you are a resident: remain in your residence hall room and contact Health Services immediately if symptoms materialize during business hours (if after hours, see instructions below)

COVID-19 symptoms may appear two to 14 days after exposure to the virus. People with these symptoms should be triaged by a healthcare professional for COVID-19:

**FEVER (GREATER THAN 100.4)**

**CHILLS**

**COUGH**

**SHORTNESS OF BREATH OR DIFFICULTY BREATHING**

**FATIGUE**

**MUSCLE/BODY ACHES**

**HEADACHE**

**NEW LOSS OF TASTE OR SMELL**

**SORE THROAT**

**CONGESTION OR RUNNY NOSE (EXCLUDING SEASONAL ALLERGIES)**

**NAUSEA OR VOMITING**

**DIARRHEA**

**TESTED POSITIVE FOR COVID-19 IN THE LAST 14 DAYS**

**CLOSE CONTACT WITH A PERSON WHO TESTED POSITIVE FOR COVID-19 IN THE LAST 14 DAYS**

**TRAVELED OUT OF THE COUNTRY OR TO A STATE THAT IS NOT CONTIGUOUS TO NYS**

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## WEEKLY SURVEILLANCE TESTING

The College will conduct weekly student and employee surveillance testing of at least 10 percent of the Siena community to monitor the overall health of the campus and to ascertain the presence of the COVID-19 virus. Weekly surveillance testing is a mandatory requirement for all faculty, staff, and students who are selected. **Wastewater testing will also be expanded to help the College target where surveillance testing is most needed.**

### Student Surveillance Testing

Siena College has partnered with the UAlbany RNA Institute for weekly student surveillance testing. The RNA Institute saliva test is a hybrid of Yale SalivaDirect and the University of Illinois test, which both directly test saliva for the presence of SARS-CoV-2 viral RNA. Both of these tests report a very high accuracy rate with very few false positives.

If a student is selected for a saliva test, they cannot consume any food, water, or tobacco products 30 minutes prior to their appointment. Students will be sent an email from [covid19surveillancetesting@siena.edu](mailto:covid19surveillancetesting@siena.edu) to schedule their appointment if selected.

With the UAlbany RNA Institute's pooled testing program, saliva samples are diluted, heat inactivated, processed by the testing facility, grouped into **pools of four**, and tested to determine whether the pool is positive for the presence of viral RNA. When a pool is positive, each individual sample is retested to identify the presumptive positive individual. The individuals in each pool are randomly selected to protect confidentiality and scientific validity. Samples tested are also only identified by the unique barcode on the tube to protect the privacy of the participants.

**If a pool tests negative**, no further action is required. Please remember that you could have been exposed to the virus after submitting your saliva sample, which means a negative result is not a guarantee that you are currently negative. Participating in pooled surveillance testing is not a substitute for mask wearing, hand washing, physical distancing, staying home when sick, and all other safety protocols.

**If a pool tests positive**, at least one of the people in that group has the virus. Each individual sample in the positive pool is then retested to identify the presumptive positive individual. An authorized representative from Siena College, either from Health Services or Student Life, will then be in contact with the presumptive positive individual with further instructions for diagnostic testing.

### Why is a follow-up diagnostic test required?

While the UAlbany RNA Institute saliva test is a diagnostic PCR test, their testing facility is not certified by the regulatory agency that oversees diagnostic labs (New York State Department of Health Clinical Laboratory Evaluation program). Due to the current COVID-19 pandemic, the oversight agencies are allowing non-certified laboratories to perform surveillance testing to help combat the spread of COVID-19. To confirm the presumptive positive results and to ensure that the NYS Department of Health is notified of any positive individuals, all presumptive positive individuals identified as part of the student surveillance program must undergo a confirmatory diagnostic test.

### Employee Surveillance Testing

Siena College has partnered with Cayuga Medical Center in Ithaca, New York for weekly employee surveillance testing. This is a diagnostic saliva PCR test. If an employee is selected for a saliva test, they cannot consume any food, water, or tobacco products 30 minutes prior to their appointment. All results are transmitted to the NY State Department of Health where the employee resides. If an employee tests positive, a representative from Cayuga Medical or a representative from Human Resources will contact the employee and inform the employee of the positive result.

If the employee is first informed by Cayuga Medical, they should immediately contact Cynthia King Leroy ([kingleroy@siena.edu](mailto:kingleroy@siena.edu)), Associate Vice President of Human Resources, or Lori Ehrensbeck at the Siena College Ops Center ([ops@siena.edu](mailto:ops@siena.edu)).



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## ELECTIVE TESTING

In collaboration with St. Peter's Health Partners, Siena College will offer a limited number of testing slots for non-symptomatic students for rapid point of care antigen testing in the ARC each week. Students will have the opportunity to select an appointment time for a rapid test. If an individual tests positive on the antigen test, they will need to immediately have a confirmatory nasal PCR test. Students selected for weekly surveillance should not participate in elective testing within the same week to allow more students the opportunity to be tested.

Siena's Health Services will arrange for diagnostic testing for students triaged and screened by Health Services who are experiencing COVID-19 symptoms.

## AFTER HOURS HEALTH CARE SUPPORT

For questions after regular Health Services business hours, students in need of medical attention, students can contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), to arrange a ride by taxi, to an urgent care facility, hospital emergency room or local care provider.

## FACE COVERING REQUIREMENTS

Acceptable face coverings for the nose and mouth are required to be worn by all community members inside all classrooms and College buildings unless the person is alone, or with a roommate(s), inside their residence hall room, suite, or townhouse, or inside their office, or other private space. An exception will be made while eating, but social distancing should still be observed, and the facial covering must always be used when stepping away from the table. Physical distancing must still be observed while dining, and seats cannot be moved in designated dining areas. Furthermore,

- Everyone must wear a face covering in all indoor public spaces
- Residents and visitors must wear a face covering when they are together inside residential spaces or individual rooms
- Face coverings may only be removed outdoors when alone and stationary and away from walkways and gathering areas (e.g., seated outside by yourself in an area away from public spaces)
- All community members are expected to have a facial covering with them at all times
- As of March 8, 2021, gaiters are no longer considered acceptable face coverings on campus

## USE AND CARE OF FACE COVERINGS

### PUTTING ON THE FACE COVERING

- Wash hands or use hand sanitizer prior to handling the face covering
- Ensure the face covering fits over the nose and under the chin
- Situate the face covering properly with the nose wire snug against the nose where applicable
- Tie straps behind the head and neck or loop around the ears
- Throughout the process, avoid touching the front of the face covering

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## TAKING OFF THE FACE COVERING

- Do not touch your eyes, nose or mouth when removing the face covering
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear or untie the strap
- Wash hands immediately after removing

## CARE STORAGE AND LAUNDERING OF FACE COVERINGS

- Keep face covering stored in a paper bag when not in use
- Launder cloth face coverings with regular laundry detergent
- Disposable face coverings must not be used for more than one day and should be placed in a trash receptacle
- Dispose of face covering if it is visibly damaged (e.g., stretched or punctured materials), dirty or visibly contaminated

## PUBLIC HEALTH PRACTICES

**The best way to prevent illness is to avoid being exposed to this virus.**

- The virus is thought to spread mainly from person-to-person:
  - ◆ Between people who are in close contact with one another (within about 6 feet)
  - ◆ Through respiratory droplets produced when an infected person coughs, sneezes or talks (these droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs)
  - ◆ Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms

## PRACTICE ENHANCED HYGIENE

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - ◆ Before eating or preparing food
  - ◆ Before touching your face
  - ◆ After using the restroom
  - ◆ After leaving a public place
  - ◆ After blowing your nose, coughing, or sneezing
  - ◆ After handling your mask
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



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## SOCIAL DISTANCE/AVOID CLOSE CONTACT

By practicing social distancing on the Siena campus and elsewhere, individuals can avoid exposure and slow the spread of the virus by following these guidelines:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

## DISINFECTING

Use hand sanitizer, cleaning wipes and other disinfectants throughout the day. Clean AND disinfect frequently touched surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. After touching a few surfaces on the way to your class or residence hall room, consider washing your hands or using hand sanitizer. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. When using hand sanitizer, apply the product to the palm of one hand (read the label to learn the correct amount) and rub the product all over the surfaces of your hands until your hands feel dry.

## COUGHING/SNEEZING HYGIENE

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## MONITOR YOUR HEALTH DAILY

Students are required to complete a COVID-19 health screening utilizing the Campus Clear app on a daily basis. This daily health screening should occur before 11:00 AM, or before leaving one's residence hall space or off-campus residence, whichever comes first. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19 as indicated on the health screening app. Call Siena College Health Services at 518-783-2554 if you have symptoms or Siena College Public Safety or 911 if you're experiencing an emergency.

# STUDENT GUIDE SPRING 20210

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## VACCINE

In-person faculty, public safety officers, pre-med and nursing students, and many friars are currently receiving their vaccines as part of New York's Phase 1B, along with community members 65 and older. Planning is underway to prepare for the on-campus distribution of the vaccine to students and employees, depending on approval of these groups by the State and selection by the State of Siena as a vaccination site. We expect to hear back about this designation in the coming weeks. At this time, we are strongly encouraging all members of the Siena community to receive the vaccine once it becomes available for their group. Individuals who complete their inoculation are still required to complete reentry testing and may be subject to quarantine and further surveillance testing pending the latest CDC and New York State Department of Health guidance. Vaccinated individuals must also follow all of the health and safety protocols outlined in this document.

## SIENA COLLEGE ACKNOWLEDGMENT AND PLEDGE

### COVID-19 ACKNOWLEDGMENT AND PLEDGE - RESIDENTIAL

A personal commitment to protect the health and safety of our community

Siena College is committed to providing a safe classroom and campus environment for the 2020-21 academic year. That is our sincere pledge to the Siena community, but we can only keep that promise with your help. All students and community members bear their own responsibility to protect their classmates and colleagues. This heavy burden demands diligent self-care and strict adherence to policies and procedures that promote personal safety and community well-being.

To ensure all community members present on campus understand and acknowledge the role they play in ensuring the protection of others, all students (and parents for those students under the age of 18) must sign this Pledge. Siena College student athletes who participate in NCAA sponsored sports may be asked to sign an additional pledge that is more specific to the athletics program.

**As a member of the Siena College community, I AGREE to take active steps to protect the health and safety of every member of our campus and local communities in the midst of this global pandemic by doing the following:**

**I will:**

- Complete the required COVID-19 safety training (Students who completed the training for Fall 2020 do not need to do the training again).
- Participate in any returning student trainings, meetings, etc. related to Covid-19 policies & procedures.

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- Complete a health screening form for COVID-19 prior to Move-In Day and consent to temperature check and screening upon arrival.
- Conduct daily symptom monitoring and screening using the College required app - Campus Clear by 11:00 a.m. each day, including weekends, and while in quarantine or isolation. I will display my daily results upon request by any College official (public safety officer, administrator, faculty member, Siena Fresh employee, etc.).
- Wear facial coverings for the nose and mouth at all times, except for the following:
  - When alone, or with roommate(s), inside a personal residence hall room, suite, or townhouse
  - When alone inside my own office or other private space
  - When actively eating (once a meal is finished, facial covering must be put on, even if remaining at the dining table)Physical distancing should still be observed and seats cannot be moved in designated dining areas
- When alone and stationary outside and away from walkways and gathering areas (e.g., seated outside by myself in an area away from public spaces)
- Have a facial covering with me at all times.
- Observe appropriate social distancing, especially in classrooms, labs, or in any shared indoor spaces, and I will avoid crowded rooms, elevators, buses, or off campus locations (including parties) where social distancing is difficult. I will NOT host events or gatherings that do not align with College policies and/or New York state social distancing guidelines.
- Stay in my residence and contact Health Services if I feel ill or after possible exposure to someone who is ill or has tested positive for COVID-19 and avoid close contact with others.
- Participate in any diagnostic and/or surveillance coronavirus testing and contact tracing as instructed to preserve community health and adhere to isolation and quarantine instructions. Failure to show up for a college surveillance testing appointment will result in a fine of \$125 to cover the costs of the test.
- Cooperate and comply with contact tracing outreach, including notifying College offices (Health Services & Dean of Students Office) of contact. Failure to provide accurate information to contact tracers will result in violations of the student code of conduct. If contacted after hours, please notify Public Safety
- Wash my hands frequently with soap and water for at least 20 seconds and avoid touching my eyes, nose, and mouth with unwashed hands.
- Keep my personal belongings, residence, and shared common spaces clean.
- Read all College emails to stay informed about health and safety updates or responses to COVID-19, and I will respond to messages from College staff who may be checking on my well-being.
- Acknowledge that travel beyond the College area (except as required to commute to campus for school or work or an internship), particularly out of state, may require me to follow additional public measures such as being in self-quarantine.

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- NOT host outside visitors and will limit Siena community visitors to two per living space to ensure compliance with social distancing requirements until these restrictions are lifted by the College. Other restrictions may be necessary and if changes are made will be communicated to students.
- Assemble a Go-Kit in case I need to be isolated or quarantined and cannot return to my room. This should include medications, toiletries, personal hygiene items, clothing, textbooks, academic-related supplies, laptops, charging cables, tablets, and/or smartphones.
- Develop an evacuation plan with my family to be used in the event the College closes before the end of the semester.
- Serve as an active bystander for the well-being of myself and others by enforcing social distancing and other health guidelines. I will help others remember their responsibility and remind them to wear face coverings and keep appropriate distance to assure everyone's health and safety, and I will report any concerns regarding compliance to Community Living Staff or the Dean of Students.
- Read and follow all College published policies as well as the requirements listed on the College's Marching Forward webpage and in Siena Life for my safety and the safety of all Saints.
- When dining in designated spaces, I will not move chairs or tables or exceed seating limits. I will observe proper masking, social distancing and handwashing guidelines. I will remain masked unless actively eating.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the virus even if I adhere to all of the safety precautions above, as well as any additional guidelines or regulations enacted by Siena College, and those recommended by the CDC, local, state and federal health and medical professionals. I understand that although the College is following the coronavirus guidelines issued by the CDC, New York State Department of Public Health and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with this Siena College Acknowledgment and Pledge. I further understand that I am subject to the provisions in the Student Code of Conduct as they relate to these expectations for my behavior. I understand that failure to abide by this Pledge, guidelines outlined on the Marching Forward webpage and any other violations of the Siena Life Handbook/Code of Conduct may result in disciplinary action and sanctions up to, and including, removal from housing, restriction from campus, suspension, and/or expulsion. NOTE: Refunds are NOT provided for students who are dismissed from College housing due to Covid-19 Pledge and/or other College policy violations.

By completing this COVID-19 Acknowledgement and Pledge and submitting my electronic signature below, I am indicating that I have read, acknowledge and agree to abide by and comply with the commitments outlined in the Pledge.

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## COVID-19 ACKNOWLEDGMENT AND PLEDGE - COMMUTER

A personal commitment to protect the health and safety of our community

Siena College is committed to providing a safe classroom and campus environment for the 2020-21 academic year. That is our sincere pledge to the Siena community, but we can only keep that promise with your help. All students and community members bear their own responsibility to protect their classmates and colleagues. This heavy burden demands diligent self-care and strict adherence to policies and procedures that promote personal safety and community well-being.

To ensure all community members present on campus understand and acknowledge the role they play in ensuring the protection of others, all students (and parents for those students under the age of 18) must sign this Pledge. Siena College student athletes who participate in NCAA sponsored sports may be asked to sign an additional pledge that is more specific to the athletics program.

**As a member of the Siena College community, I AGREE to take active steps to protect the health and safety of every member of our campus and local communities in the midst of this global pandemic by doing the following:**

### **I will:**

- Complete the required COVID-19 safety training (Students who completed the training for Fall 2020 do not need to do the training again).
- Participate in any returning student trainings, meetings, etc. related to Covid-19 policies and procedures.
- Conduct daily symptom monitoring and screening using the College required app Campus Clear before arriving on campus or by 11:00 a.m., whichever comes first, every day, including weekends, and while in quarantine or isolation. As I enter campus, I will display my daily results upon request by any College official (public safety officer, administrator, faculty member, Siena Fresh employee, etc.).
- Wear facial coverings for the nose and mouth at all times, except for the following:
  - When actively eating (once a meal is finished, facial covering must be put on, even if remaining at the dining table)
  - Physical distancing should still be observed and seats cannot be moved in designated dining areas
  - When alone and stationary outside and away from walkways and gathering areas (e.g., seated outside by yourself in an area away from public spaces)
- Observe appropriate social distancing, especially in classrooms, labs, or in any shared indoor spaces, and I will avoid crowded rooms, elevators, buses, or off campus locations (including parties) where social distancing is difficult. I will NOT host events or gatherings that do not conform to New York state social distancing guidelines and College policies.

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- Stay in my home/residence and contact Health Services if I feel ill or after possible exposure to someone who is ill or has tested positive for COVID-19 and avoid close contact with others. I will promptly report any positive COVID-19 diagnosis to Health Services and/or Student Life.
- Participate in any diagnostic and/or surveillance coronavirus testing and contact tracing as instructed to preserve community health and adhere to isolation and quarantine instructions. Failure to show up for a college surveillance testing appointment will result in a fine of \$125 to cover the costs of the test.
- Cooperate and comply with contact tracing outreach, including notifying College offices (Health Services and Dean of Students Office) of contact. Failure to provide accurate information to contact tracers will result in violations of the student code of conduct.
- Wash my hands frequently with soap and water for at least 20 seconds and avoid touching my eyes, nose, and mouth with unwashed hands.
- Keep my personal belongings, home/residence, and shared common spaces clean.
- Read all College emails to stay informed about health and safety updates or responses to COVID-19, and respond to messages from College staff who may be checking on my well-being.
- Acknowledge that travel beyond the College area (except as required to commute to campus for school or work or an internship), particularly out of state, may require me to follow additional public measures such as being in self-quarantine.
- NOT bring outside visitors to campus
- When dining in designated spaces, I will not move chairs or tables or exceed seating limits. I will observe proper masking, social distancing and handwashing guidelines. I will remain masked unless actively eating.
- Serve as an active bystander for the well-being of myself and others by enforcing social distancing and other health guidelines. I will help others remember their responsibility and remind them to wear face coverings and keep appropriate distance to assure everyone's health and safety, and I will report any concerns regarding compliance to the Dean of Students.
- Read and follow all College published policies as well as the requirements listed on the College's Marching Forward webpage and in Siena Life for my safety and the safety of all Saints.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the virus even if I adhere to all of the safety precautions above, as well as any additional guidelines or regulations enacted by Siena College, and those recommended by the CDC, local, state and federal health and medical professionals.



# STUDENT GUIDE SPRING 2021

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I understand that although the College is following the coronavirus guidelines issued by the CDC, New York State Department of Public Health and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with this Siena College Acknowledgment and Pledge. I further understand that I am subject to the provisions in the Student Code of Conduct as they relate to these expectations for my behavior. I understand that failure to abide by this Pledge, guidelines outlined on the Marching Forward webpage and any other violations of the Siena Life Handbook/Code of Conduct may result in disciplinary action and sanctions up to, and including, restriction from campus, suspension, and/or expulsion.

By completing this COVID-19 Acknowledgment and Pledge and submitting my electronic signature below, I am indicating that I have read, acknowledge and agree to abide by and comply with the commitments outlined in the Pledge.

## COVID-19 ACKNOWLEDGMENT AND PLEDGE - REMOTE

A personal commitment to protect the health and safety of our community

Siena College is committed to providing a safe classroom and campus environment for the 2020-21 academic year. That is our sincere pledge to the Siena community, but we can only keep that promise with your help. All students and community members bear their own responsibility to protect their classmates and colleagues. This heavy burden demands diligent self-care and strict adherence to policies and procedures that promote personal safety and community well-being.

To ensure all community members present on campus understand and acknowledge the role they play in ensuring the protection of others, all students (and parents for those students under the age of 18) must sign this Pledge. Siena College student athletes who participate in NCAA sponsored sports may be asked to sign an additional pledge that is more specific to the athletics program.

**As a member of the Siena College community, I AGREE to take active steps to protect the health and safety of every member of our campus and local communities in the midst of this global pandemic by doing the following:**

**I will:**

- Complete the required COVID-19 safety training (Students who completed the training for Fall 2020 do not need to do the training again).

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- Not travel to campus as outlined in the Remote Learning Agreement that I completed prior to the start of the semester. If cleared to come to campus by a host office, I agree to follow all health screening required prior to arriving.
- Cooperate and comply with contact tracing outreach, including notifying College offices (Health Services & Dean of Students Office) of contact. Failure to provide accurate information to contact tracers will result in violations of the student code of conduct.
- Wash my hands frequently with soap and water for at least 20 seconds and avoid touching my eyes, nose, and mouth with unwashed hands.
- Keep my personal belongings, and shared common spaces clean.
- Read all College emails to stay informed about health and safety updates or responses to COVID-19, and respond to messages from College staff who may be checking on my well-being.
- Serve as an active bystander for the well-being of myself and others by enforcing social distancing and other health guidelines. I will help others remember their responsibility and remind them to wear face coverings and keep appropriate distance to assure everyone's health and safety, and I will report any concerns regarding compliance to the Dean of Students.
- Read and follow all College published policies as well as the requirements listed on the College's Marching Forward webpage and in Siena Life for my safety and the safety of all Saints.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the virus even if I adhere to all of the safety precautions above, as well as any additional guidelines or regulations enacted by Siena College, and those recommended by the CDC, local, state and federal health and medical professionals. I understand that although the College is following the coronavirus guidelines issued by the CDC, New York State Department of Public Health and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with this Siena College Acknowledgment and Pledge. I further understand that I am subject to the provisions in the Student Code of Conduct as they relate to these expectations for my behavior. I understand that failure to abide by this Pledge, guidelines outlined on the Marching Forward webpage and any other violations of the Siena Life Handbook/Code of Conduct may result in disciplinary action and sanctions up to, and including, suspension or expulsion.

By completing this COVID-19 Acknowledgement and Pledge and submitting my electronic signature below, I am indicating that I have read, acknowledge and agree to abide by and comply with the commitments outlined in the Pledge.

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## THE FOLLOWING ARE CHANGES TO SIENA LIFE FOR THE 2020-2021 ACADEMIC YEAR

### INSTITUTIONAL AUTHORITY

#### Adjustments to Siena Life 2020-21 due to current Public Health Emergency

Students will not visit residential areas, other than their own, without specific invitation from a resident of that area.

Impromptu or unapproved gatherings with no nexus to the college's educational mission present an elevated health risk to the community during this ongoing Public Health Emergency. Such gatherings, whether indoors or outdoors, are not authorized by the College. Students must refrain from initiating and participating in such gatherings and understand the risk of virus spread in such a setting. Any student involved may face discipline under the student code of conduct, with sanctions ranging from written warning up to and including expulsion.

**If an outdoor area, quad or lawn has a gathering(s) of any size that is beyond the New York State guidelines for the current public health emergency or if in the assessment of College officials the gathering poses an elevated risk, College officials will ask the students to disperse in order to ensure the continued health and safety of our community.**

Inside residence hall areas, only two visitors in total will be allowed per living space (room, suite, or townhouse) over the normal occupancy of the space. During Green alert status, townhouses will be allowed to have three visitors as indicated below.

### CODE OF CONDUCT

#### A. General Code Violations

#### 7. Over Occupancy:

Occupancy Limits for Student Residential spaces: Only two guests will be allowed per living space over the normal occupancy of the space for a residence hall; three guests will be allowed per townhouse.

The maximum number of persons permitted per room type are as follows (including residents of the space):

*6-PERSON HOUSE:	3 VISITORS, 9 TOTAL
*4-PERSON HOUSE:	3 VISITORS, 7 TOTAL
6-PERSON SUITE:	2 VISITORS, 8 TOTAL
4-PERSON SUITE:	2 VISITORS, 6 TOTAL
3-PERSON ROOM:	2 VISITORS, 5 TOTAL
2-PERSON ROOM:	2 VISITORS, 4 TOTAL
1-PERSON ROOM:	2 VISITORS, 3 TOTAL

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\*These occupancy limits are in place when the College is operating at a “Green” status level (as described in Appendix B). If the College’s status level changes, occupancy limits may be altered.

Students will not visit residential areas/spaces, other than their own, without specific invitation from the resident of that area/space/room.

Parents and guardians are permitted to visit campus and meet with students in public places only. They must be registered by their student in advance and complete the necessary health screening forms. Parents are not permitted in residence spaces at any time.

## A. General Code Violations

### 10. Reckless Endangerment of Persons:

This includes, but is not limited to, failing to follow established public or community health protocols, directives, etc.

### D. Failure to Comply and Interference:

3. Additionally, requests for compliance with public health and college directives, including medical treatment and testing - COVID related.

## E. Other Prohibited Behavior

### 5. Adverse Conduct:

This includes behavior that would violate the expectations for students to follow in the current public health emergency.

## F.2. Visitation and Guest Policy

F. No student guests outside the on-campus community are allowed on campus (see exception below). Visitors must be a campus community member ONLY!

**Students will not visit residential areas/space, other than their own, without specific invitation from a resident of that area.**

No overnight visits permitted.

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## HEALTH AND WELLNESS

### III. Refusing Medical Treatment

This includes following isolation and quarantine requirements and/or College required COVID-19 related testing.

### IV. Medical Leave of Absence Policy

Quarantine and Isolation Procedures - Confirmed COVID-19 Positive Test During Semester.

If a student presents COVID-19 symptoms or is identified as a direct contact of a confirmed COVID-19 positive, the student should contact Health Services to be further triaged. The provider may then direct the student to an isolation room or to a medical facility for testing. The College has identified temporary isolation rooms on campus, which will remain empty. Some of the rooms will also be used for the testing of students who present COVID-19 symptoms. As long as there is capacity on campus, a student may select to complete their isolation on campus and their quarantine in a local hotel. The College will also maintain enough capacity to ensure students with extenuating circumstances can complete their isolation (on campus) or quarantine (at a local hotel). The students in isolation and quarantine will be monitored by the Care Team, which includes campus friars.

## RESIDENTIAL FACILITIES, LIVING GUIDELINES AND PROCEDURES

### I. Facilities

#### C. Individual Room/Suite/Townhouse Upkeep:

1. In addition, residents in rooms with their own bathrooms are responsible for the regular cleaning and upkeep of those bathrooms, including necessary cleaning supplies.

### II. Housing Policies and Procedures

#### B. Closing Periods

7. Emergency Closing Periods may emerge based on a number of factors (pandemic situation, long term emergency, etc.). In events such as this, students may be required to vacate campus quickly. If a return to campus date is not known, the Office of Community Living reserves the right to enter student spaces to remove and discard food-related items left in rooms and/or in refrigerators/ freezers to prevent spoiling and health/safety concerns. In addition, the College reserves the right to adjust normal operations or procedures to maintain public order and/or the health, safety and welfare of the College community (see Public Order/Health, Safety, and Welfare of the community).

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## LIVING ON CAMPUS

### RESIDENTIAL SPACES

The College has lowered density in residential living areas by reducing occupancy in selected spaces. New/first-year students will not be placed in increased occupancy triples, which will also reduce density in the designated residence halls. Most large lounge spaces in the residence halls have been repurposed as classrooms to accommodate physical distancing needs. Remaining communal spaces such as bathrooms, laundry rooms, etc. in the residence halls will have posted occupancy limits, and will be monitored by Community Living staff to ensure compliance. Hand sanitizing stations have been installed in every residence hall entry area. Custodial crews will conduct full cleanings of all communal restrooms, hallways, lounges, and high touch surfaces seven days a week.

### STUDENT VISITORS/OCCUPANCY

As noted in the section addressing changes to Student Life, visitation to other campus residence halls/rooms is allowed with the following limitations indicated in the chart above and only if masked at all times. Two (dorm rooms and suites) to three (town houses) guests will be allowed per living space over the normal occupancy.

### PARENT/GUARDIAN VISITATION

Beginning in February 2021, parents and guardians will be permitted to visit campus so long as they are registered by their student 72 hours in advance.

No visitors may enter a residence hall/townhouse or dining facility. This includes parents/guardians, unless their visit is for the express purpose of move-in or -out and has been pre-arranged through the Office of Community Living.

Parents/guardians of residential students are permitted to visit outdoor spaces and those indoor spaces not being utilized by Siena students, faculty and staff. Parents and guardians will be permitted to visit campus so long as they are registered by their student 72 hours in advance, satisfy all college visit guidelines and while on campus, adhere to campus COVID-19 policies and procedures. Students may request authorized access for their parent/guardian by completing the Parent/Guardian Visit Request Form. Request forms must be submitted at least 72 hours in advance of the requested visit. Requests are reviewed/approved by the Student Life Compliance Officer. If approved, the parent and student will both receive confirmation emails with directions to complete the health screening prior to arrival.

### PROGRAMMING

Siena's Community Living staff are busy planning for opportunities for small and COVID-19 safe in-person programming to provide opportunities for socialization and connection in a meaningful way. Many activities will also take place virtually to allow for greater participation.



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## COMING AND GOING

Students taking all of their classes online are permitted to live on campus (an exception made only for this semester). However, students who opted for a completely remote semester and are not living on campus are not permitted to visit.

Students are not restricted to campus, but are strongly encouraged to limit their off campus activity as much as possible (essential trips only). They are expected to abide by CDC and New York State guidelines while off campus.

## TRANSITION TO FULLY REMOTE INSTRUCTION

In the event that a student chooses to transition to a fully-remote course of instruction, which would result in the termination of their housing license during the course of the Spring 2021 semester, room and board will be refunded as follows:

**ROOM:** Any refund will be made pursuant to the process outlined within the Spring 2021 Housing License. Room charges will be refunded on a proportionate basis according to the following schedule:

- TWO WEEKS OR LESS 80% - THREE WEEKS 60% - FOUR WEEKS 40% - FIVE WEEKS 20% - OVER FIVE WEEKS: NO REFUND

**BOARD:** Board refunds will be prorated based upon the effective date of the student's departure from campus.

## DINING - FOOD SERVICES

Seating for all three dining spaces - Lonnstrom Dining Hall, Casey's/Starbucks, and Massry Dining Hall – are at 50 percent capacity with tables spaced six feet apart, in compliance with New York state guidelines. In several locations, Plexiglass has been added to the tables to provide a safer dining experience. Students are asked to limit their in-person dining time to 30 minutes.

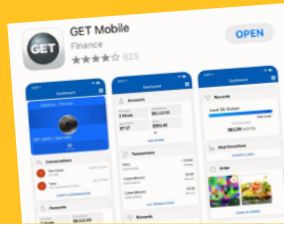
- Face coverings are required except when seated at tables and eating.
- Reusable water bottles or coffee cups are not permitted to be filled at beverage stations in any dining location.
- Siena will use the GET Food app as an ordering system for faster service in many locations.
- Additional seating for dining has been expanded to include new picnic tables, Casey's, and a tent on the quad starting April 1. The tables are distanced as required with six chairs and may not be moved as per New York state requirements.
- Several dining and menu enhancements, including the return of limited grocery options at the C-Store, have been put in place for the spring semester to provide students with an improved dining experience. Check the Marching Forward website for the most up-to-date information as dining options could change throughout the semester as circumstances allow.

**Per New York state guidelines, the following modifications to service will take place:**

- Single serve condiments packets
- An option to take food to go from dining halls
- Individually packaged, disposable flatware
- Traffic flow patterns will be clearly indicated by floor markings
- Siena Fresh staff will be required to wear face coverings and gloves at all times
- Refined menus campus wide will allow for faster service
- The Library Kiosk will remain closed until further notice
- Social distancing must be maintained

# DINING SERVICES INFORMATION

**MOBILE ORDERS ONLY**  
**Bernie's | Casey's | Piazza | Starbucks**  
 Go to appstore: Search GET Mobile and download the following app:



To log in, use your siena email credentials:  
 Scroll down list and select Siena College Username:  
 first part of your Siena email (do not type "@siena.edu")  
 Password: Siena email password

LOCATION	HOURS OF OPERATIONS	ORDER METHOD/TENDER	SEATING OPTIONS	MENU OFFERINGS/DETAILS
<b>BERNIE'S &amp; C-STORE GROCERIES</b>	<b>Open Daily</b> <i>Monday – Thursday:</i> 7:30am – 10:30 am – Breakfast 11:00am – 4:00pm – C-Store Groceries 4:30pm – 10:00pm – Bernie's Menu <i>Friday:</i> 7:30am – 10:3am – Breakfast 11:00am – 2:00pm – C-Store Groceries <i>Saturday:</i> 11:00am – 4:00pm – Bernie's Menu <i>Sunday:</i> 12:00pm – 5:30pm – Bernie's Menu 6:00pm – 8:00pm – C-Store Groceries	Mobile orders only Meal Swipe/Bonus \$/ Credit Card	Take Out Only Limited seating available in Massry Dining Room Seating limited to 30 mins max	We know that our Snyder Hall residents need to grab breakfast and head to class, so convenience is key. This location features breakfast sandwiches, tater tots, fruit, bakery items and plenty of grab n' go fare to help you get ready for the morning rush. We also feature a tex-mex burrito bowl concept here along with some essential grocery choices for students who want to avoid going off campus often.
<b>CASEY'S BREAKFAST EXPRESS</b>	<b>Monday – Friday</b> <i>Monday – Friday</i> 7:30pm – 10:30am	Mobile orders only Meal Swipe/Bonus \$/ Credit Card	Take Out Only	Fresh breakfast sandwiches and sides for a convenient and nutritious morning.
<b>CASEY'S STARBUCKS</b>	<b>Open Daily</b> <i>Monday – Friday</i> 7:30am – 7pm <i>Saturday – Sunday</i> 9:30am – 4pm	Mobile orders Bonus \$/Credit Card Also allowing in person credit card transactions	Eat In/Take Out Limited Seating	Your favorite Starbuck's drinks, panini sandwiches, microwavable breakfast sandwiches (available all day), baked goods and smoothies.
<b>CASEY'S MET GRILL/WRAPPED</b>	<b>Sunday – Thursday</b> 11am – 11pm <i>Friday &amp; Saturday</i> 11am – 10pm	Mobile orders only Meal Swipe/Bonus \$/ Credit Card	Eat In/Take Out Limited Seating	Your favorite grill items, salads, wraps, sushi, Microwavable Breakfast Sandwiches all day, Fresh To Go, Minute Meals and late night snacks. Look for new limited time offers as well.
<b>STANDISH LIBRARY COFFEE KIOSK</b>	<b>CLOSED</b>			Starbucks vending machine available
<b>LONNSTROM DINING HALL</b>	<b>Open Daily</b> Breakfast 7:30am – 10:45am Lunch 11:15am – 3:15pm Dinner 4pm – 7:30pm	Meal Swipe/Bonus \$/ Cash/Credit Card	Upper Level of Lonnstrom Optional Take Out Seating limited to 30 mins max	Lonnstrom offers diverse menus and exciting selections made from the freshest ingredients. Find international cuisine, breakfast selections all day, grill favorites and classic entrées New addition of pressed sandwich specials for lunch Monday - Friday. Plain cheese and vegan cheese will be offered daily and there will also be a daily special.
<b>LONNSTROM EXPRESS</b>	<i>Monday – Friday</i> 11am – 2pm	Meal Swipe/Bonus \$	Take Out Only	Our most popular Lonnstrom menu items packaged up for you to go make this a convenient little nook just off of the main dining hall.
<b>LONNSTROM LOWER LEVEL (PIZZA, PASTA, OMELETTES)</b>	Pizza: <i>Sunday - Thursday</i> 4pm – 10pm Pasta: <i>Monday – Friday</i> 12pm – 2:30pm 4pm – 7pm Omelettes: <i>Monday – Friday</i> 8am – 10:30am	Mobile orders only Meal Swipe/Bonus \$/ Credit Card	Lower Level of Lonnstrom Optional Take Out	Newly named "Lonnstrom Lower Level" offers an exciting retail experience for pick up to eat-in or to-go! From Personal Pizza's to a Pasta Bar to Omelette's in the morning, you are sure to find all your favorites here.
<b>MASSRY DINING HALL</b>	<i>Monday – Thursday</i> (Lunch Food Truck Menu) Lunch 11:30am – 1pm Made-to-order quesadillas  <i>Monday – Thursday</i> (Late Night Food Truck Menu) Late Night 7:30pm – 11pm Made-to-order quesadillas, nachos and sidewinder fries <i>Friday</i> 2pm – 8pm Made-to-order quesadillas  <i>Monday – Thursday</i> (Dinner New Menu – Homestyle Foods) Dinner 5pm – 7:30pm	Mobile orders only Meal Swipe/Bonus \$/ Credit Card	Eat In/Take Out Limited seating	In the evening, this order ahead location offers globally inspired grain or salad bowls and then homestyle menu offerings that change nightly featuring entree favorites. During lunchtime and after dinner we will feature our Food Truck menu of quesadillas, nachos and sidewinder fries.
<b>FOOD TRUCK</b>	<b>CLOSED</b>			Quesadilla menu available at Massry on GET APP

# STUDENT GUIDE SPRING 2021



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## STUDENT LIFE SERVICES AND OFFICE OPERATIONS

### DEAN OF STUDENTS OFFICE

The Dean of Students Office will operate during normal business hours, 8:30am – 4:30pm by appointment. Students can arrange a meeting by calling 518-783-2328 or by sending an email to [studentlife@siena.edu](mailto:studentlife@siena.edu). Students who email or call must leave a cell number for the office to follow up with instructions regarding scheduling and arriving for the meeting with the Dean's Office.

- Individual student meetings (for conduct or otherwise) may be conducted in offices while social distancing, or virtually via Zoom.
- Student meetings with more than two people present usually will be conducted virtually via Zoom.
- All conduct hearing results will be emailed to the respondent; no paper copies will be sent.
- Student Conduct Review Board training will be conducted virtually.
- Hearings will be conducted via Zoom with complainants, respondents and advocates. All hearing materials for Board members will be shared with them through Google prior to the hearing and then deleted following the hearing.
- Various committee meetings will be conducted virtually.
- When using a meeting program/Zoom for a conduct related case, it may be important for the hearing officer or the board to include a disclaimer that refers to not recording proceedings and that the College does not give permission for anyone to do so.

### COMMUNITY LIVING

Community Living will continue to provide ongoing support to students primarily through virtual methods. This will include calling or emailing OCL staff to schedule Zoom meetings for all routine requirements (maintenance requests, roommate mediations, student conduct violations, etc.). Community Assistants will engage in virtual programming to establish and build community. Students can contact us via email ([housing@siena.edu](mailto:housing@siena.edu)) or phone (518-783-2919) with any questions, and staff will respond with appropriate resources.

### HEALTH SERVICES

**Business Hours: Monday-Thursday 9am-5:30pm, Friday 10am-4pm**

Student Health Services appointments can be made by calling the Health Services Triage RN at 518-783-2554, option 1. Appointment times will be staggered to assist with proper screening and limiting the volume of students present in Health Services at one time. No walk-in appointments will be accepted. Non-sick visits will be given in-person appointments. All sick visits will be scheduled via telehealth appointments. Telemedicine will be offered and encouraged for students who are exhibiting potential COVID symptoms.

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All students seeking general health care from the Health Services Center will be screened by phone by a triage nurse prior to coming into the Student Health Center with a COVID-19 screening tool. The screening questions are updated to reflect the most current signs and symptoms of COVID and will be reviewed by the triage nurse prior to the student arriving.

Students will have their temperature taken before entering the clinic area. All students will be asked to wear a mask while in Health Services. Students will be advised of a no visitors policy at the clinic. Students will be able to check in 10 minutes before their appointment time and are encouraged to arrive on time to reduce wait times.

## Health Center Modifications

- Plexiglas shields at reception desk to create a protective barrier
- All staff were fit tested for an N95 mask. Mask required signage will be placed.
- All visits are by appointment only. Call the Triage nurse - no walk-ins are allowed.
- Limit use of the waiting room to only the student scheduled for an appointment.
- No visitors are allowed. Furniture will be marked allowing six feet apart.
- Markings on the floor will ensure social distancing from reception staff.
- Students will receive Covid-19 screening prior to all appointments.

## After hours and weekends

For questions after regular Health Services business hours, students in need of medical attention, students can contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), to arrange a ride by taxi, to an urgent care facility, hospital emergency room or local care provider.

**WellNow Urgent Care, an affiliate of SPHP, offers in person Urgent Care visits and testing at: 800 New Loudon Rd., Latham, NY. 518 218 4220. Most insurances accepted.**

Monday-Sunday 7 am - 11 pm

- For patients with fever and upper respiratory symptoms
- Rapid Flu, Rapid Strep and Rapid COVID testing offered
- Full service lab and XRay on site
- Telehealth virtual visits 24/7 with a doctor for \$75 fee via the following link.<https://wellnow.com/services/wellnow-virtual-medical/>

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## SPHP Virtual Visit

- Asynchronous or video visit for medical conditions such as pink eye, UTI, skin rash, including an option for online screening for symptoms of COVID-19
- If your symptoms match those for COVID-19, the on-call provider will refer you for additional evaluation and your virtual visit will not be charged
- Start a virtual visit here - <https://sphp.zipnosis.com/>
- \$25 online/\$50 video charge for the visit

## CDPHP has expanded access to their FREE telehealth services for all CDPHP members

- ER Anywhere is an emergency medicine app that allows you to be connected to a live, emergency medicine provider 24/7
- You can download the app on your smartphone, or simply call 1-866-ER-ANYWHERE or visit [www.cdphp.com/ERAnywhere](http://www.cdphp.com/ERAnywhere)

## New York State Department of Health Coronavirus 24/7 Hotline # 888-364-3065 Health Services Pre-Appointment Screening

## Contact Tracing

Health Services and The Office of Human Resources will assist local health departments with contact tracing efforts and monitoring of positive COVID-19 cases for employees and students. The campus community will be informed that if they receive a call from “NYS Contact Tracing” (518-387-9993), they should answer the phone. To prepare for this, some Health Services clinical staff have taken the John Hopkins COVID-19 Contact Tracing course on Coursera.

## COUNSELING CENTER

All appointments for the Counseling Center will be by Zoom/telehealth unless otherwise noted. Any student attending an in-person appointment at the Counseling Center will be required to wear a mask. To schedule a non-crisis appointment, please do the following during business hours:

- Call 518-783-2342 during normal business hours (8:30am-4:30pm) on weekdays. Visit our website for more information about our services: [siena.edu/offices/counseling-center/](http://siena.edu/offices/counseling-center/)

### AFTER HOURS AND WEEKENDS

- Please call Public Safety (518-783-2999) to be put in touch with an after-hours clinician. A Counseling Center clinician is on call 24/7 for mental health emergencies. Counselors will speak to students by telephone.

# STUDENT GUIDE SPRING 2021

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## PUBLIC SAFETY

Public Safety Office Operations will continue as required but some functions will transition to virtual and/or adapt to safety requirements as outlined by public health guidance. Students can utilize the traditional Public Safety numbers as needed 24/7. The non-emergency number is: 518-783-2376. The emergency is 518-783-2999. Students may also call 911 in an emergency, which rings to the Town of Colonie Police. Public Safety functions will be performed as follows:

- Reports: To the greatest extent possible, reports will be handled virtually or over the telephone. The second option will be in office by appointment. Emergencies and reports requiring an officer on scene will continue with all COVID-19 safety precautions in place: masks, hand sanitizer, disinfecting surfaces and safety partitions.
- Jump starts/lock-outs/unlock requests will continue with all COVID-19 safety precautions in place.
- Interviews/statements: Use of virtual meetings for minor follow up. Face-to-face by appointment only for sensitive cases. There will be a limit of one student at a time (unless there is a regulatory requirement for an advisor). There will be no back-to-back meetings to reduce population density in office.
- Response to calls: Dispatcher will ask screening questions prior to sending an officer to the call.
- Field initiated activity: Noise complaints, safety observations – Officers will ask residents to step out of room/townhouse and assess for COVID-19 exposure/symptoms using screening questions.
- Building checks: Officers will use gloves when checking for unlocked windows and doors. Masks will be worn as required by the College Plan.
- Student Transports: Vehicles have been fitted with Plexiglas partitions. Limit of one passenger for an SUV and two passengers for vans. All parties in the vehicle, including the driver, must wear a mask. The officer/driver will disinfect the vehicle before and after the transport.
- Virtual/touchless permit system: Public Safety has created a new email account [parkingpermits@siena.edu](mailto:parkingpermits@siena.edu) to handle student vehicle permit transactions. Permit requests will be logged, then traffic rules and the parking sticker will be sent to the student.
- Welcome Booth: Public Safety will staff the Main gate booth 24/7. All community members will be required to swipe their Saint Card. A second booth will be operated at the Middlefield gate from 7am-1pm and again at 4pm – 6pm (M-F).
- Traffic Appeals Board – Students will submit traffic/parking violation appeals in the BOSSCARS system and the Traffic Appeals Board will meet in Virtual format only.
- Public Safety Advisory Committee – Virtual format only.



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## STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT (SALD)

The SALD office has made several functional changes to reduce density, encourage social distancing, and keep our campus safe. SALD has also been reorganized to accommodate a new traffic flow. We are encouraging one-way traffic in the corridor outside of SSU 310, and have placed waiting dots 6 feet apart to indicate where students may wait when they have a scheduled appointment in the office.

Visitors to SSU 310 should walk up the main staircase and exit to the first floor by the stairwell at the end of the hall (by the Paddock). The only exception is if staff need to use the restroom on the 3rd floor.

Frequently used paperwork for clubs and organizations can be found outside the office for efficient/safe pickup. SALD has placed signage at the bottom of the SSU stairway indicating that all visitors to the 3rd floor should contact our offices in advance to make an appointment, and that in-person appointments should only be scheduled if absolutely necessary. Walk-in visitors will be discouraged. Each of our staff members will set aside time on our calendars to schedule student appointments, which will be linked to our email signatures.

SALD staff will also alternate working in the office with working remotely to reduce density within the space. We will staff the Welcome Desk 12 pm-6:30 pm M-F, and our student staff will conduct walk-throughs of the SSU to ensure that social distancing and regular disinfecting occur.

**Office Contact Info:** (518) 783-2330 Welcome Desk: x4242; Email: [activities@siena.edu](mailto:activities@siena.edu)

**Office Hours:** Main Office: 8:30am-4:30pm; Welcome Desk: 10:00am-6:00pm

## STUDENT LIFE COMPLIANCE

The Student Life Compliance Officer will primarily work remotely this spring. Individuals are encouraged to email Jeanne Obermayer ([obermayer@siena.edu](mailto:obermayer@siena.edu)) with any questions or to schedule a Zoom meeting. Mrs. Obermayer is hearing impaired so email or Zoom meetings are preferred over leaving any voice messages since those can be hard to decipher. Meetings can be scheduled directly with Mrs. Obermayer by going to [calendly.com/jeanneobermayer](https://calendly.com/jeanneobermayer). The traditional office location is SSU 302 and the telephone number is: 518-783-2421.

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## HEALTH PROMOTION

The Office of Health Promotion will follow American College Health Association (ACHA) guidance and provide support, outreach and education to students virtually or in authorized spaces on campus. Students will continue to have access to wellness programming, psychoeducational skills building groups and peer health leadership programs both remotely and through a hybrid model of service. Video series, messaging, information and access to wellness programs will be available through social media platforms by following [healthysaints](#) on Instagram and Facebook. Alcohol and other drug education and prevention programming will continue remotely and in collaboration with campus partners.

Students are encouraged to access wellness support by calling the Director of Health Promotion at 518-782-6209 or by clicking the calendly link via email at [kkaufmanburns@siena.edu](mailto:kkaufmanburns@siena.edu).

## OFFICE OF ACCESSIBILITY AND VETERAN SERVICES

The Accessibility Office will be open from 8:30am-4:30pm Monday-Friday. Appointments need to be requested through email ([jgold@siena.edu](mailto:jgold@siena.edu)). Accommodation letters can be emailed to students upon request or picked up in the office by appointment. Testing accommodations must be made online and should be filed 3-5 days prior to the exam to ensure space for you in the testing room.

As the spring semester begins with new protocols in place, we are asking students that have any difficulty in class due to a hearing impairment to please let the professor/administrator know, and to reach out to the Accessibility Office for assistance. Many people compensate for their hearing impairment by sitting in the front of the room and/or lip reading. Some record lessons so they can transcribe them later to read. With the wearing of a mask being mandatory, lip reading will be difficult unless they are using a clear view mask. The voice is muffled due to the mask which makes hearing more difficult as well. Clear view masks are available in the Accessibility Office or SASE Office.

Accessibility Office – Foy Hall 109

Student Academic Success and Engagement office (SASE) – Siena Hall 215

Testing Room – Hennepin 138 – Jay Arnold’s office for spring semester

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## STUDENTS WHO REQUIRE ACCOMMODATIONS

- Complete registration and authorization forms online and submit any necessary documentation (504/IEP and psychological evaluation) through email ([jgold@siena.edu](mailto:jgold@siena.edu)), fax (518-782-6770) or mail
- Schedule a meeting by phone 518-783-4239 or email [jgold@siena.edu](mailto:jgold@siena.edu) to pick up any adaptive technology you require for the semester and to sign the contract for it.
- Email [jgold@siena.edu](mailto:jgold@siena.edu) for your accommodation letter to be sent through email or for pick up.
- For questions about accommodations or necessary adaptive equipment, please email [jgold@siena.edu](mailto:jgold@siena.edu)

## CAMPUS STUDENT SERVICES

### BUSINESS SERVICES IN SSU (STUDENT ACCOUNTS & SAINT CARD)

Office Contact Info: **Jamie Skumurski, [studentaccounts@siena.edu](mailto:studentaccounts@siena.edu), 518-783-2317**  
**Jamie Skumurski, [saintcard@siena.edu](mailto:saintcard@siena.edu), 518-782-8282**

- All students must wear a face mask at all times. The face covering may NOT be removed when speaking with someone at the counter.
- Only one customer will be allowed at the counter at a time.
- Six feet markers will be posted on the floor and students must stand on the marker to remain in line. To reduce building capacity, students are encouraged to return at a different time if a line marker is unavailable.
- **Saint Card Replacements:** Students requesting ID replacements should complete a Google form (<https://forms.gle/Vee157Z4e97y2Pde9>) prior to coming to the Saint Card office. You will be sent an email when your card is ready for pick up.
- **Student Account Refunds:** To maintain social distancing guidelines, students requesting refund checks/Saint card transfers should complete a Google form online (<https://forms.gle/nPPtvyZbpC31kvNGA>). Check requests must be completed by the student. Refund requests must be submitted to the Office of Business Services by Tuesday at 3PM to receive a check on Friday. Checks are available for pick up in SSU 229 on Friday. If we have any questions regarding your request, we will email your Siena account.

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## PAYMENTS

- Students are encouraged to pay their bills online at [siena.afford.com](http://siena.afford.com)
- Payments (cash or check) will be accepted in the office; please follow building guidelines and proper social distancing guidelines.
- There will be a drop box outside of the SSU west door to drop payments if you do not wish to enter the building. Payments can also be mailed to the campus:

Siena College  
ATTN: Business Services  
515 Loudon Road  
Loudonville, NY 12211

- Trustco Center Drop Box: All paperwork sent to Trustco Center will be dropped in a box mounted on the wall. No paperwork should be given to employees at the counter.

## POST OFFICE

Laurie Ellis, [postoffice@siena.edu](mailto:postoffice@siena.edu), 518-783-2416

- Six feet markers will be posted on the floor and students need to stand on one to remain in line. Stanchions will also be used to help maintain the line.
- To reduce building capacity, students are encouraged to return at a different time if a line marker is unavailable.
- Students will be encouraged to order items to their home and bring them with them on move-in day.
- Families will be encouraged to not ship packages to students this semester.
- Mailbox keys will be distributed on move in day by the CAs.
- All students must wear a face mask at all times. It may NOT be removed when speaking with someone at the counter.
- Only one customer will be allowed at the counter at a time.
- Textbooks are encouraged to be ordered to your home and brought with you to campus on move-in day.
- Due to the line limitations, package pickups will be delayed.

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## FINANCIAL AID

Virtual appointments are available for students and/or parents to meet with the Financial Aid Office. If you need to meet with your financial aid counselor, please schedule a virtual appointment here - <https://www.siena.edu/offices/financial-aid/financial-aid-staff/>. As always, you may email [aid@siena.edu](mailto:aid@siena.edu) to have your financial aid questions answered as well.

## LEARNING ON CAMPUS

### ACADEMIC CALENDAR

The 2020-21 Academic Calendar has been modified to provide our students with the best chance of completing full academic terms of in-person instruction, and to help mitigate the threat of the coronavirus spreading on campus.

Classes for the spring semester will begin on Monday, February 22, 2021. The last day of classes will be Friday, May 21, 2021. Final exams will be held May 22-26.

The daily class schedule has also been adjusted for reasons of safety. The time between classes has been extended to 20 minutes to allow for spot cleaning of high-touch areas in classrooms and to ease congestion in the hallways. There will no longer be a mid-day free period.

Instruction will be conducted in the current hybrid format of in-person and online. There will be no spring break. The Monday following Easter (April 5) and a designated President's Day (April 28) will be the only days with no classes.

Students should reach out to their advisor, the assistant or associate deans for their schools, or the SASE office if they wish to adjust their schedules.

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## CLASSROOM & ONLINE LEARNING

- Face coverings for the nose and mouth will be required in all classrooms and labs.
- All faculty will maintain office hours this academic year. Whether they will be held remotely or in-person will be determined by the individual faculty member. In-person meetings will adhere to social distancing and face covering requirements.
- Students can expect a mix of course delivery methods in the coming semester. The Siena faculty have been working to ensure that every course maintains Siena's Education for a Lifetime in whatever format necessary.
- Technology has been installed to provide live-streaming of classes. This technology will allow students to effectively participate remotely in classes that are being offered in person.
- Many non-traditional classroom spaces have been identified on campus to ensure at least six feet of separation between students. Thorough cleaning of all classrooms by our custodial staff will occur in the early morning hours. High-touch surfaces will be disinfected twice a day by custodial staff; this frequency will be adjusted if needed.
- Classrooms will be outfitted with sanitizing kits for faculty and students to use on their desks, tables, podiums, etc. in between classes.

## INTERSHIPS/EXPERIENCES FOR THE SPRING SEMESTER

Internships will continue as long as businesses are open and can safely practice social distancing. There will be some programs that operate remotely, as well as some in person. Field experience requirements, such as education and nursing programs, will be fulfilled. We will be working with sites and students to make sure these requirements are met.

## CLASS STRUCTURES FOR SEMESTER

**Face-to-face** classes are traditional classes that meet on campus. They are indicated with 'TBA' as the location because classroom assignments are being finalized. A specific classroom will appear in Banner before the first day of class. Many of these classes may be split, with half of the students meeting in the classroom one day while the other students participate remotely. Other classes will be able to accommodate all students in the classroom at once.

**Online, synchronous** classes meet only online, but there will be a 'live' component so students will participate remotely at the same time. These classes have 'Online' as their location and a specific meeting time is provided.

**Hybrid** classes are a combination of in-person meetings with the entire class and online work. They are indicated with 'Hybrid' as the instructional method on student schedules.

**Cleaning and sanitizing of classrooms:** "Green" cleaning solutions will be used initially, followed by disinfectants with high alcohol content.

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**Science labs/creative arts studios/other non-traditional classrooms:** These types of instruction settings will be restricted to 50 percent or students sitting three feet apart, whichever amounts to less capacity. In addition, Plexiglas barriers will be in place and other accommodations are being made in these spaces.

**Library configuration and hour changes:** Just as is being done with all other locations on campus, the Library will be configured to adhere to social distancing. There will be some adjustments to the hours of operation, but nothing significant.

**Face covering for visual/hearing impaired:** The College will work with individuals to make appropriate accommodations to the best extent possible. Students requiring special accommodations should contact Julia Gold ([jgold@siena.edu](mailto:jgold@siena.edu)) and employees should contact Sherrill Brown ([sbrown@siena.edu](mailto:sbrown@siena.edu)).

**Community Service for the spring 2021 semester:** Service in the beginning of the spring 2021 semester should be managed remotely, if possible. Off-campus service opportunities will require approval and a signed agreement by the service site. In all cases, Siena community members must abide by all virus-related College policies such as social distancing and face coverings. Priority will be given for service experiences that are required for academic programs and/or demonstrate significant experiential opportunities.

## CAMPUS ACTIVITIES

### STUDENT ACTIVITIES/STUDENT ORGANIZATIONS

Social activities and events planned for students will be mainly presented in a virtual format. Limited small (not to exceed the New York State limit for social events) events may be planned with all social distancing requirements and masks must be worn. Clubs will be trained virtually, the spring club fair will be hosted virtually and support for virtual meetings and events will be supplied by the Office of Student Activities and Leadership Development. All clubs and organizations will be required to meet virtually. Exceptions may be made on an individual basis; permission must be granted by Student Activities and Leadership Development before any club or organization may hold any event or meeting in person. Any in-person meetings or events will meet the same requirements outlined above. All clubs and organizations will be encouraged to meet virtually.

### CLUB SPORTS

For the spring 2021 semester, club sports will not compete but will be permitted to meet virtually, may engage in individual training and practice as permitted under New York State guidelines for fitness. Such individual training and practice will be permitted outdoors provided all social distancing requirements are followed and there is no contact. Club sport teams will not be permitted to travel, including to practice locations off campus, and will not be permitted to engage in any competitions or tournaments. These requirements are contingent upon current conditions and subject to change. Club sports will not be permitted to travel for intercollegiate competition, but may be permitted to travel to off-campus practice location pending SALD approval.



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## RECREATION AND WELLNESS

The Marcelle Athletic Complex – which includes the fitness center and the Callanan Field House – is open for use by Siena students and employees **ONLY**. It operates in compliance with current state and county health guidelines. New York state’s policy requires all users to **REGISTER BEFORE** using the facility. Registrations can be made by visiting [IMLeagues.com/Siena](https://IMLeagues.com/Siena) and clicking on the MAC Reservations tab (MAC registration workout).

Students and employees can reserve 45-minute blocks of time; the remaining 15 minutes of the hour is reserved for staff to clean the equipment.

All users **MUST** wear a face mask during workouts, clean equipment after use, and complete a symptoms check prior to use (students through their use of Campus Clear and employees through their use of the College’s Employee Daily Health Screening).

For more information, please reference the MAC Reopening Guide.

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## SIENA COLLEGE COVID-19 ALERT SYSTEM

The Siena College COVID-19 Alert System will communicate different stages of virus mitigation strategies depending on conditions on campus and/or in the surrounding community. Several status indicators will determine the alert level, including: College administered surveillance test results; positive case count and severity of illness; isolation and quarantine capacity; New York State's Cluster Action Initiative; and contact tracing capacity.

The President's decision to change the alert level would be informed by: Siena's Health Services, the Siena College Coronavirus Ops Center, the President's Cabinet, and the Albany County Department of Health. Changes to the alert level and the impact on campus operations as outlined in the Marching Forward plan will be announced in a community email from the Ops Center and will be added to the Siena College Marching Forward website.

### ALERT LEVEL I: GREEN (LOW RISK)

Surveillance testing among students and staff, based on a seven-day rolling average, reflects a positivity rate at two percent or lower; and the College has very low levels of incidence of COVID-19 with the capacity to contact trace and isolate/quarantine in cooperation with Albany County Department of Health; and/or Albany County/Loudonville is **not** identified by New York State as an Orange or Red Zone.

**Baseline: Limited number of positive cases are active on campus.**

Mitigation efforts: Operations reflect no changes from Marching Forward health and safety protocols.

### ALERT LEVEL: II, BLUE (LOW TO MODERATE RISK)

Surveillance testing among students and staff, based on a seven-day rolling average, reflects a positivity rate between 2.1-3.0 percent; and/or the College has low to moderate levels of incidence of COVID-19 with the capacity to contact trace and isolate/quarantine in cooperation with Albany County Department of Health; and/or Albany County/Loudonville is identified by New York State as an Orange Zone.

**Baseline: The number of positive test results on campus and the number of community members in quarantine is slightly higher than at the lowest level of alert.**

Mitigation efforts may include: Dining services may be limited to takeout and socially-distanced outdoor seating; clubs/intramural/recreational/fitness activities may be limited to virtual settings; visitors to campus may be further limited; students may be prohibited from visiting residence halls other than their own.

### ALERT LEVEL: III, YELLOW (MODERATE RISK)

Surveillance testing among students and staff, based on a seven-day rolling average, reflects a positivity rate between 3.1-5.0 percent; and/or the College has moderate levels of incidence of COVID-19 with the capacity to contact trace and isolate/quarantine in cooperation with Albany County Department of Health; and/or Albany County/Loudonville is identified by New York State as an Orange or Red Zone.

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**Baseline: The number of positive test results on campus and the number of community members in quarantine is elevated, but the College still has isolation and quarantine capacity and is able to complete contact tracing in coordination with the Albany County Department of Health.**

Mitigation efforts may include: Dining services will be limited to takeout and socially-distanced outdoor seating; clubs/intramural/recreational activities will be limited to virtual settings; fitness activities and MAC usage may be restricted; visitors to campus will be further limited; students will be prohibited from visiting residence halls other than their own.

## **ALERT LEVEL: IV, ORANGE (MODERATE TO HIGH RISK)**

Surveillance testing among students and staff, based on a seven-day rolling average, reflects a positivity rate between 5.1-8.0 percent; and/or the College has moderate to high levels of incidence of COVID-19 with the capacity to contact trace and isolate/quarantine in cooperation with Albany County Department of Health; and/or Albany County/Loudonville is identified by New York State as a Red Zone.

**Baseline: The College is experiencing many cases, including community spread, with some likely undetected cases as evidenced by the number of cases, surveillance results, and limited isolation and quarantine capacity; and/or Albany County has been designated at the highest threat level by New York State.**

Mitigation efforts may include: The College may go on temporary “pause,” including potentially moving to remote instruction for a period of time. Dining services will be limited to grab-and-go only; all varsity athletic and club/fitness center activities may be suspended and the MAC may be closed for a period of time; a restriction to campus and/or curfew may be implemented; the campus will be closed to visitors; employees will work remotely — only essential personnel will report to campus. The pause will be temporary as the conditions on campus and in the community are monitored.

## **ALERT LEVEL: V, RED (HIGH RISK)**

Surveillance testing among students and staff, based on a seven-day rolling average, reflects a positivity rate greater than 8 percent; and/or the College has high levels of incidence of COVID-19 and/or does not have the capacity to contact trace and isolate/quarantine in cooperation with Albany County Department of Health.

**Baseline: The College is experiencing a significant increase in incidence and prevalence of the virus on campus.**

Mitigation efforts may include: The College will temporarily cease all in-person activities and classes will be taught remotely. Students will be restricted to campus and asked to shelter in place except when picking up food or using the restroom. Only essential personnel will report to campus. If the incidence and prevalence is beyond the capacity for Siena College and local hospitals to safely manage, and the Department of Health advises, campus may be closed and students asked to return home in accordance with the College’s evacuation plan. In this instance, the College will work to accommodate students with any extenuating circumstances on an individual basis.

