

**Skidmore College
COVID-19 Safety Guidelines
for Academic Spaces**

INTRODUCTION & PURPOSE

The purpose of the Plan is to provide Skidmore faculty, staff, students, and essential visitors with precautions to help protect against the spread of COVID-19. The Plan is focused on health and safety measures pertaining to academic spaces on campus and is subject to change as additional guidance becomes available, and whichever standards are more stringent should be followed.

Skidmore Campus COVID Alert Level Responses

Campus access to academic areas are subject to change with the COVID Alert Levels described in the [Skidmore College Reopening Safety Action Plan](#).

Alert Level 1 and 2: These levels of alert indicate very few students and employees have been exposed (Level 1) or a small spike in number of positive cases (Level 2). The College will remain open and normal safety precautions should be followed.

Alert Level 3: This level indicates a small, localized outbreak. Reducing contact with or proximity to others as much as possible is highly encouraged. Individuals should work remotely when possible and only come to campus when necessary.

Alert Level 4: This level indicates a “sizeable outbreak.” The College will “pause” and move to remote learning alternatives and remote work arrangements where possible. All on-campus work with students is prohibited.

Alert Level 5: At this level, the College will halt all non-essential on-campus operations.

In order to ensure safety of our community, and continuity of our operations, individuals working in a lab or studio must submit the [Space Utilization Request Form](#) (if they have not done so already). Once filed, this request form will be reviewed and you will be notified of approval or with requests for revisions as soon as possible. Please direct your questions to ehs@skidmore.edu.

COVID-19 SAFETY GUIDELINES

I. Physical Distancing

1. New York State Department of Health (NYS DOH) guidelines state that for any work occurring indoors, the total occupancy must be limited as much as possible, but no more than 50% of the maximum occupancy for a particular area. Additionally, in keeping with the recommendations of the American College Health Association (ACHA), the College has capped the maximum size of all in-person activities to 30 people. The footprint of every academic space is different; therefore, in order to comply with this requirement, please refer to the physical distancing guidelines outlined in **#2 below** to determine maximum occupancy for your particular space(s).
2. Individuals must maintain a distance of at least six feet among other individuals at all times, unless safety or the core activity requires a shorter distance. If you will be closer

than 6 feet, close contact must be documented via the [Close Contact Log](#) (see section **IV. Screening and Testing, Paragraph 4**).

3. Appropriate face coverings must be worn in all academic spaces, including hallways, stairways, and restrooms. Masks must also be worn in private office spaces when another individual is present. Face masks must also be worn when outside, including when walking across campus. See section **II. Personal Protective Equipment** for what constitutes acceptable face coverings.
4. The number of workstations (e.g., lab benches) must be restricted such that individuals are at least six feet apart in all directions (e.g., side-to-side and when facing one another). Additionally, employees may also employ physical barriers (e.g., plastic shielding walls) as long as they do not affect air flow, heating, cooling, or ventilation by contacting Loretta Greenholtz, Director of Environmental Health and Safety for Academic Affairs, at lgreenho@skidmore.edu. Physical barriers are not to be used in lieu of face coverings, but as additional protection in areas of high traffic and/or contact.
5. The use of shared workstations (e.g., “hot-desks”) must be limited to the extent practicable.
6. Measures must be taken to reduce interpersonal contact and congregation by:
 - limiting in-person presence to only those individuals who are necessary to be on site;
 - limiting/postponing research activities which require person-to-person engagement in tight spaces;
 - adjusting workplace hours to minimize overlap between workers;
 - reducing on-site workforce to accommodate physical distancing guidelines;
 - shifting design (e.g. A/B teams, staggered arrival/departure times);
 - implementing lab/facility/equipment usage sign-up as appropriate;
 - prioritizing tasks that allow for physical distancing over those that do not;
 - avoiding multiple teams or individuals working in one area by using signs to indicate occupied areas.
7. Individuals are encouraged to work from home when feasible.
8. To ensure the safety of all individuals working on campus, when working alone, you should implement one of the following supervisory systems to ensure incidents are dealt with promptly in the event of an accident.
 - a. Visual Checks
When one or more individuals are working in isolation within the same facility, individuals can carry out visual checks (at least hourly) by visiting neighboring rooms that are occupied by other workers.

- b. **Communication Checks**
If no other individuals are present on site, prior to working alone, individuals can inform Campus Safety (518-580-5567) or another individual of their work schedule and arrange with them to carry out regular checks (at least hourly). Contact should be made at prearranged intervals, by radio, phone or e-mail.
9. Working alone in the lab/studio is strictly prohibited if the individual is handling or manipulating hazardous chemicals or substances with which, in the event of an accident, the user would require immediate assistance from another person.
10. Research activities involving human subjects will be allowed in cases where risk is mitigated. Specifically, human subjects must be considered when calculating facility capacity, and human subjects must wear proper Personal Protective Equipment (PPE) and abide by physical distancing and other requirements for personnel outlined in this Plan, as applicable. **Furthermore, any on-campus, in-person human subjects research may only be conducted by Skidmore-affiliated investigators with Skidmore-affiliated participants (e.g., faculty, staff and students).** For further guidance and specific policy involving research with human subjects, please contact Skidmore's Institutional Review Board (IRB) at irb@skidmore.edu or visit <https://www.skidmore.edu/irb/>.
11. Non-essential visitors are prohibited from entering academic spaces. Only essential visitors are allowed to enter the facility. Essential visitors are limited to delivery drivers, 3rd party repair services, EMS, local authorities, and approved visitors. **Human subjects are not considered essential visitors.**
 - Individuals must inform others that work in the vicinity of their spaces of any essential visitors coming to campus at least 12 hours in advance by group email or text.

II. Personal Protective Equipment (PPE)

1. In addition to the necessary PPE as required for certain workplace activities, face coverings will be provided to faculty, staff, students, and essential visitors at no cost.
2. Acceptable face coverings will include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and N95 respirators.
3. Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities involving flammable materials or open flames. Flame-resistant face coverings or appropriate face shields are required when working with these materials.
4. For activities that require a higher degree of protection for PPE (e.g., N95 respirators, welding helmet, etc.), individuals should follow the appropriate Standard Operating Procedures (SOPs).

5. Individuals must review the [CDC's guidance on proper use of PPE](#) on how to adequately put on, take off, and discard PPE. Questions regarding the proper use of PPE should be directed to Kara Cetto Bales, Associate Director of Environmental Health and Safety for Academic Affairs, at kcetto@skidmore.edu.
6. Measures must be put into place to limit the sharing of objects, such as equipment, machinery, and materials, as well as the touching of shared surfaces, such as touchscreens or equipment, and individuals should perform hand hygiene before and after contact.

III. Hygiene, Cleaning, and Disinfection

1. Individuals will be required to adhere to hand hygiene and cleaning and disinfection requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH), as applicable.
2. Rigorous cleaning and disinfection should occur at least every day, or more frequently as needed, followed by hand hygiene.
 - Regular cleaning and disinfection of surfaces or equipment must occur before and after use.
 - Cleaning and disinfection of high-touch surfaces and high transit areas (e.g., doorknobs, cabinet pulls, light switches, lab equipment, and workstations) (excluding floors) should occur daily, or more frequently as needed.
 - Facilities Services does not clean office spaces, therefore, individuals are responsible for cleaning and disinfection of the spaces they occupy.
 - Trash from private office will be removed when receptacles are placed in the hallways.
3. Cleaning and disinfection must be performed with [products](#) identified by and registered with the Environmental Protection Agency (EPA) as effective against COVID-19 and will be supplied by Facilities Services.
4. Individuals should submit a [Service Request](#) to obtain additional disinfecting solutions and other cleaning supplies.
5. Individuals must maintain a [cleaning log](#) that includes the date, time, and scope of cleaning and disinfection.
6. In the event an individual is confirmed to have COVID-19, cleaning and disinfection of the exposed areas will be provided by the College, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., lab tables, elevators, facility entrances, badge scanners, restrooms, handrails, equipment, door handles).

IV. Screening and Testing

1. Per the [Reopening Safety Action Plan](#), mandatory daily health certification for individuals must be implemented. Individuals will be asked to certify the following:
 - I certify that I had my temperature taken today prior to coming to work or at Campus Safety and that my temperature was less than 100.4°F.
 - I also certify that in the past 14 days:
 - I have not had a temperatures greater than 100.4°F; and
 - I do not have any of the following new symptoms that cannot be attributed to preexisting health conditions: fever, shortness of breath, cough, chills, muscle pain, headache, sore throat or new loss of taste or smell; and
 - I have not tested positive for COVID-19; and
 - I have not had close contact with a confirmed or suspected COVID-19 case; and
 - I have not traveled to one of the following states based upon Governor Cuomo's [Travel Advisory](#)

Skidmore-affiliated individuals must submit their mandatory [daily health certification online](#). Faculty and staff must obtain and maintain [hard copy daily health certification forms](#) from any essential visitors. Mandatory daily health screening is not required for any delivery personnel.

2. The College will immediately notify the state and local health department about the case if test results are positive for COVID-19.
3. The College has designated Human Resources (hr@skidmore.edu or 518-580-5801) as a central point of contact as the party for employees if they are showing COVID-19 related symptoms. Essential visitors should inform Skidmore if they experience COVID-19-related symptoms within 14 days after their visit, with symptoms defined in the daily health certification.
4. Individuals must maintain a continuous [close contact log](#) of every person, including essential visitors, with whom they have close contact. Close contact as defined by the CDC as “someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The World Health Organization (WHO) additionally includes persons with direct physical contact with a probable or confirmed case, direct care for a patient with probable or confirmed COVID-19 disease without using proper personal, and other situations as indicated by local risk assessments.”
5. Individuals must email their [close contact log](#) to HR (hr@skidmore.edu) on a weekly basis for retention. Student employees should submit their close contact logs to their direct supervisors. If you have close contact with anyone sneezing or presenting any substantial symptoms of the virus, regardless of the time exposure, HR should be contacted immediately to begin the process of addressing a potential positive individual.

CONCLUSION

The College's commitment to the health and safety of its employees and other community members does not end with this Plan. The College will continuously monitor these safety guidelines, update them as additional guidance is issued by local, state and federal authorities, and continue to monitor COVID-19 in the state and region and make operational decisions that put safety first.