



Guide for **Returning** to the
Workplace: Fall 2021

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Glossary:

Asymptomatic: Not showing any symptoms (signs of disease or illness).

Close Contact: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to positive specimen collection) until the time the individual is isolated.

Contact Tracing: Process of identifying people who may have come into contact with an infected individual in order to let such people know that they have been exposed to COVID-19.

Coronavirus: A family of related viruses, seven of which are known to infect people. They get their name from the crown-like spikes—coronas—that appear on the viruses under a microscope.

COVID-19, or Coronavirus Disease 19: The disease caused by the new strain of coronavirus known as SARS-CoV-2.

Hand Hygiene: A key strategy for slowing the spread of COVID-19, involves washing hands with soap and warm water for at least 20 seconds, or using an alcohol-based hand sanitizer with at least 60% alcohol.

Isolation: Involves keeping people with confirmed cases of a contagious disease separated from people who are not sick.

PPE: Personal protective equipment. This includes masks, gloves, face shields and coverings that healthcare workers use to prevent the spread of infection.

Quarantine: Separating and restricting movements of people who were exposed to a contagious disease to see if they become sick. Stay-at-home orders are a type of quarantine. Quarantine is sometimes mistaken for “isolation”.

Screening: A series of basic questions about your current health condition and recent health history. A screening is not the same as a coronavirus test.

Social Distancing: Also known as physical distancing. Putting physical distance between yourself and other people. This includes, but is not limited to, avoiding groups of people (parties, crowds, etc.) and maintaining approximately 6 feet of distance from others when possible.

Symptomatic: When a person shows symptoms of an illness.

Fully Vaccinated: An individual is considered fully vaccinated (1) two weeks after receiving the second dose in a two dose COVID-19 vaccine series or (2) two weeks after receiving a single dose COVID-19 vaccine.

Partially Vaccinated: those who received one dose of a two-dose vaccine regimen, or those for whom less than two weeks elapsed since their final vaccine dose of either a 2-dose or 1-dose vaccine regimen.

Return to Campus Guide 2021

The Nassau Community College (“NCC”) Guide for Returning to the Workplace: Fall 2021 (hereinafter “Guide”) outlines procedures that the College is implementing to maintain the health and safety of the NCC community and to avoid community spread of COVID-19 to the maximum extent possible. *This Guide has been modified and updated since the Spring 2021 semester, in accordance with SUNY Guidelines, and latest CDC recommendations. As such, we ask that you carefully review this document to understand what is required in order for the Campus community to continue operating safely.* This Guide and procedures outlined will be updated should additional guidance be released by the CDC, the State of New York, SUNY, and/or Nassau County.

Guiding Principles

The State of New York and the entire nation continue to face unprecedented health challenges because of the COVID-19 pandemic. The health and safety of students, faculty and staff are central to NCC’s policies, procedures and guidelines for responding to the COVID-19 pandemic. The College’s primary focus in this Guide is to maximize the health and safety of employees while pursuing the College’s vital mission of education. While this Guide outlines compliance expectations, we must strive for adherence if we are to do our best to keep everyone as healthy and safe as possible. Truly, we need our employees to be attached and devoted to information and expectations outlined in this Guide. Our community approach and solidarity will not only help us be safe as individuals, but it will enhance our ability to move forward as a collective, cohesive, and caring group.

Return to the Campus

Expectations & Guidelines:

All NCC employees are expected to fully comply with the expectations and guidelines in this Guide as part of NCC’s continued return to on-campus operations. Failure to do so may result in corrective action. This Guide must be reviewed and acknowledged by every employee on or before September 1, 2021.

Campus Staffing

NCC will regularly assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective Vice President, Dean and/or supervisor.

Reasonable Accommodation:

According to the Centers for Disease Control and Prevention (CDC), individuals with certain conditions may have a higher risk for COVID-19 infection. Employees who are scheduled to work on Campus by their Vice President, Dean and/or supervisor, but are not able to do so for medical reasons, may seek a Reasonable Accommodation by contacting Dr. Craig Wright, Associate Vice President/CDO Equity, Inclusion, Affirmative Action, ADA-504 Officer & Title IX Coordinator at AAO@ncc.edu. The [Reasonable Accommodation form](#) is available on the Office of Diversity, Equity and Inclusion’s website.

Fall 2021 Return to Campus Requirements:

Please carefully read the following requirements, which may differ based on your vaccination status. If you have any questions you may refer them to COVIDHR@ncc.edu.

- **Acknowledgment of the Guide Form** – All employees, **regardless of vaccination status**, must acknowledge that they have read and will comply with this Guide. The Acknowledgement Form is accessible through the MyNCC Portal and MyNCC app.
- **Attestation for Fully Vaccinated Employees:** ***Fully vaccinated** employees must electronically sign the 2021-2022 COVID-19 attestation form, which will permit them to stop participating in weekly COVID-19 Surveillance Testing program and stop completing the daily COVID-19 Health Screening. The Attestation is accessible through the MyNCC Portal and MyNCC app.
- **Surveillance Testing:** Surveillance testing will be mandatory for **unvaccinated or *partially vaccinated** employees who are teaching courses on campus and/or are scheduled to work on campus. **Your first test must be completed during the first week you are physically on campus.** Note that even if you are **fully vaccinated** but have not submitted proof of vaccination, you will be required to test each week, until such proof of vaccination has been submitted. A testing scheduled can be located on the [NCC Next website](#).
- **Submit Your Proof of Vaccination:** In order to be exempt from weekly surveillance testing and daily health screening, **fully vaccinated** employees must show proof of their vaccination by emailing a picture or scanned copy of both the front and back of their vaccine card to COVIDHR@ncc.edu. In your email, please include the following information:

1. **Full Name**
2. **N-number**
3. **Department (For Employees Only)**

* Individuals are “fully vaccinated” two (2) weeks following their conclusion of a full vaccine regimen.

* Individuals are “partially vaccinated” if they received one dose of a two-dose vaccine regimen, or if less than two weeks elapsed since their final dose of either a 2-dose or 1-dose vaccine regimen.

Semester Requirements:

1. Screening and Symptom Monitoring

- Daily screening and symptom monitoring will continue for all **unvaccinated and partially vaccinated** employees coming to campus. Screening must be completed each day before coming to campus. **Fully vaccinated** employees are no longer required to complete the daily COVID-19 screening if they provide proof of vaccination, as described above. In lieu of a daily screening, employees will be required to submit a one-time attestation that they will self-screen for signs or symptoms of infectious illness daily, that they will not enter campus if they are experiencing any such symptoms, and that they will notify COVIDHR@ncc.edu if they are symptomatic or diagnosed with COVID-19.
- If you answer “YES” to any of the screening questions, please do not come to campus and begin isolation or quarantine. Your COVID-19 screening results will automatically be sent to Human Resources. **You should expect a follow up call and/or email** from Human Resources, to obtain further information from you and provide you with guidance.
- **As a reminder, the following employees, regardless of their vaccination status, should NOT come to campus:**
 - Employees with symptoms of COVID-19,

- Employees who test positive for COVID-19,
- **Unvaccinated or partially vaccinated employees** who were exposed to COVID-19,
- **Unvaccinated or partially vaccinated employees** who are awaiting a test result for COVID-19 due to an exposure to the virus.

2. Regular Testing

- NCC will continue its Surveillance Testing Program for the Fall 2021 semester. Surveillance testing will be mandatory for all **unvaccinated and partially vaccinated employees** who have a physical presence on campus during the Fall 2021 semester. **Fully vaccinated employees are not required to participate in surveillance testing, if they submit proof of vaccination, as described above.**
- Testing is located in the Plaza Level of the PE Complex.
- Testing will be required once a week.
- Employees will receive notifications and/or reminders via email about the testing protocol.
- As of Friday, September 3, 2021, testing will take place Monday-Friday. For a list of times, please visit the [NCC Next website](#).
- **Exemptions:**
 - Employees providing documentation to the campus of a negative COVID-19 diagnostic result within the 7-day period of the individual's required testing date.
 - Employees providing documentation to the campus of a previous positive COVID-19 diagnostic result from the prior 3-month (90-day) period
 - Employees who provide proof of full vaccination.
- **SURVEILLANCE TEST RESULTS:** Once collected, saliva samples of 10-12 testing participants are sent to SUNY Upstate, who will combine the samples into one pool for processing. If the pool comes back with a COVID-19 positive result, each person in the pool will be contacted **via email** and instructed to isolate until the individual reflex tests are conducted on each pool participant's saliva sample. All participants will be notified when the results of the individual reflex tests are available. If your reflex test is negative, you will be instructed that you may end your isolation and return to campus. If your reflex test is positive, you will be notified and you must continue to isolate for a duration of 10 days from the date of your test if you remain asymptomatic.

3. Presenting with Symptoms Prior to or While on Campus, and What to Do Next

- Any employee, **regardless of vaccination status**, experiencing symptoms that may be related to COVID-19 infection, **whether or not you have had a known exposure**, should leave campus immediately, or if off-campus, should not report to campus.
- Report your condition to your supervisor and Human Resources (COVIDHR@ncc.edu) immediately and seek medical guidance.
- Employees must also obtain a test to confirm the diagnosis. **You cannot use campus surveillance testing for this purpose.**
- **Awaiting Test Results:** If you are awaiting test results from a COVID-19 test taken off-campus **due to symptoms or a possible exposure, regardless of your vaccination status, YOU SHOULD NOT REPORT TO WORK.** Please notify COVIDHR@ncc.edu

that you are awaiting test results and the reason for your test (e.g. symptoms, exposure etc.). Human Resources will then notify you concerning the next steps. Any employee who is required to quarantine or isolate should not report to campus. If authorized by their supervisor and if their job function allows it, such employees may work remotely if they are well enough to do so.

○ Note: Employees who are regularly tested for COVID-19 as part of their clinical instruction duties at medical facilities need not report such testing to COVIDHR, unless the testing is a result of COVID-19 exposure or symptoms. Those employees may continue coming to the campus when they are awaiting test results.

- **Testing Negative for COVID-19:** If results are confirmed negative, employees should return to work as soon as they are well enough to do so. Employees must email their negative test result to COVIDHR@ncc.edu before being cleared to return to work.
- **Testing Positive for COVID-19:** If results are positive, employees must notify COVIDHR@ncc.edu immediately. Employees must isolate for a duration of **ten (10) days** from the onset of symptoms. Prior to returning to campus, you must provide a “Release from Isolation” letter from your local DOH *or* a doctor’s note to COVIDHR@ncc.edu clearing you to return to work. **You will not be allowed to return to campus without emailing a doctor’s note or “Release from Isolation” letter to the Office of Human Resources.**

4. Returning to Work After Testing Positive for COVID-19 Without Symptoms

- Please notify your supervisor and COVIDHR@ncc.edu immediately of your positive test result.
- Employees must complete **ten (10) days of isolation** from the day they test positive.
- Prior to return to campus, you must provide a “Release from Isolation” letter from your local DOH *or* a doctor’s note to COVIDHR@ncc.edu clearing you to return to work. **You will not be allowed to return to campus without emailing a doctor’s note or “Release from Isolation” letter to the Office of Human Resources.**

5. Returning to Work After a “Close Contact” Exposure Without Symptoms

- **Unvaccinated or partially vaccinated** employees who are exposed or are a *close contact* of someone who is COVID-19 positive **and** are **not** experiencing COVID-19-related symptoms may return to campus upon completing **ten (10) days of self-quarantine**. Please notify your supervisor and COVIDHR@ncc.edu that you have been exposed or are a close contact of someone who is positive for COVID-19.

- “Close contact” is defined by the DOH as being within 6 feet of an infected person for at least 15 minutes starting from 48 hours before infected person’s illness onset until the time the infected person was isolated. If you are not sure whether the person you were exposed to is a “close contact”, you should reach out to the Nassau County Department of Health for guidance.

- Towards the end of your quarantine, you should expect an email communication from the Campus Health Office to confirm that you have completed **ten (10) days of quarantine**. If you are symptomatic, please follow the guidance under the section 4 “Symptoms” above.
- Please note that a negative test will **not** exempt unvaccinated/partially vaccinated employees from completing the 10-day quarantine. If you obtain a test and your result is:
 - **Confirmed positive:** please isolate for 10 days from the day of your positive test. Prior to return to campus, you must provide a “Release from Isolation” letter from your local DOH *or* a doctor’s note to COVIDHR@ncc.edu clearing you to return to work. **You will not be allowed to return to campus without emailing a doctor’s note or a “Release from Isolation” letter to COVIDHR@ncc.edu.**
 - **Confirmed negative,** you may return to campus after completing 10 days of quarantine. Please email your test result to COVIDHR@ncc.edu.
- **Fully vaccinated** employees who have been exposed to COVID-19 do not need to quarantine if the following criteria are met. However, according to CDC recommendations, fully vaccinated employees should be tested 3-5 days after exposure, and should notify COVIDHR of their test result. Quarantine is NOT required if:
 - Employee is fully vaccinated (2 weeks following completion of any vaccine regimen)
 - Employee is asymptomatic
- Employees who have been exposed but **previously diagnosed with COVID-19** in the past 90 days do not need to quarantine if the following criteria are met:
 - Employee is fully recovered from COVID-19
 - Employee is asymptomatic after most recent exposure
 - Employee has sent proof of positive test in past 90 days to COVIDHR@ncc.edu.
- Receiving a COVID-19 test 3 to 5 days following a “close contact” exposure is strongly recommended **regardless of your vaccination status**, but it is not required. **You ARE NOT PERMITTED to use campus surveillance testing for this purpose.**
 - Note: If you are **fully vaccinated** and obtain a test due to an exposure, you do not need to quarantine while awaiting your test result and may come to campus.

6. Travel

As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms. All travelers should continue to follow all CDC [domestic](#) and [international travel](#) requirements.

Contact Tracing

If it is discovered that an employee tested positive for COVID-19 or is a close contact of someone who tested positive for COVID-19, the offices of Human Resources and the Campus Health Office, in partnership with the Nassau County Department of Health (NC DOH), will conduct internal contact tracing. In their interview with employees, contact tracers will attempt to obtain the following information:

- 1st day of exposure or symptoms
- Date employee got tested, date of result, and if result is positive or negative
- When employee was last on campus
- Where employee was on campus, and for how long
- Who employee was in close contact with while on campus

Once this information is gathered, if any on-campus staff are determined to have been close contacts of an infected individual, they will be notified by the College of their exposure and directed to quarantine or isolate, as appropriate. Any questions that the employee may have regarding COVID-19 will be addressed in consultation with the Health Office and NC DOH. Towards the end of their quarantine or isolation, employees will receive a follow-up communication from the Campus Health Office.

Health & Safety Guidance

Personal Safety Practices:

Each of us can take small steps to protect ourselves and the campus community. Because COVID-19 and its variants are highly contagious, these simple measures apply **both on and off-campus**:

1. **Get vaccinated** if you are able to.
2. **Wear face coverings** (masks) on campus when required, including in all indoor spaces.
 - a. Exceptions to this requirement include when employees are (1) alone in their office or personal space or (2) eating meals on-campus while seated and socially distanced.
3. **Regularly wash your hands** with soap and water for at least 20 seconds and use hand sanitizer where soap and water are not available.
4. **Stay home when you are sick** or have potentially been exposed to COVID-19.
5. **Practice social distancing, when practicable**, if you are unvaccinated or partially vaccinated.

Face Masks/Coverings:

Face Masks/Cloth Face Coverings (face masks/coverings) must be possessed at all times and must be worn by all employees, **regardless of vaccination status**, on Campus when **indoors**. All **unvaccinated/partially vaccinated** individuals must continue to wear masks **outdoors** when they are within 6 feet of another individual. Face masks/coverings must also be worn at all times in the classrooms. **Face masks/coverings must cover both the nose and mouth at all times.** Appropriate use of face masks/coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face masks/coverings are different than face shields. In alignment with CDC guidelines, Nassau Community College does not recommend the use of face shields for normal everyday activities or as a substitute for face masks/cloth face coverings.

A face mask/covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in a large open environment). Face masks/coverings should be

worn by any employee in a reception/receiving area. Face masks/coverings should be used when inside any NCC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, classrooms, and other meeting locations.

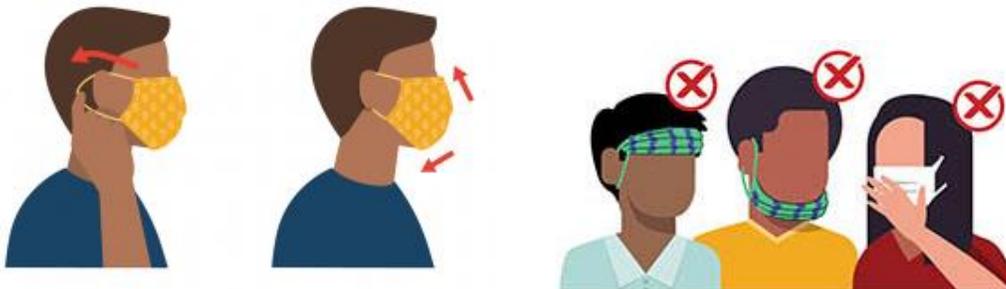
NOTE: Employees who are not able to wear a face mask/covering for medical reasons can request an accommodation by contacting Dr. Craig Wright, Associate Vice President/CDO Equity, Inclusion, Affirmative Action, ADA-504 Officer & Title IX Coordinator at AAO@ncc.edu. The [Reasonable Accommodation form](#) is available on the Office of Diversity, Equity and Inclusion's website.

Disposable face masks may only be worn for one day and then should be placed in the trash. Cloth face coverings must only be worn for one day at a time, and must be properly cleaned before use again. Having a week's supply of cloth face coverings can help reduce the need for daily cleaning. The design or pattern for face masks and cloth face coverings should be appropriate for a campus setting.

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting On Face Masks/Coverings:

- Wash hands or use hand sanitizer prior to handling the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with 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 mask/covering.
- For more information on how to safely wear a face mask, please see CDC guidance [here](#).



Taking Off Face Masks/Coverings:

- Do not touch your eyes, nose, or mouth when removing the face mask/covering.
- When taking off the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.
- For more information on how to safely take off a face mask, please see CDC guidance [here](#).



Care, Storage and Laundering:

- Keep face mask/covering stored in a paper bag when not in use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day's use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable face masks must not be used for more than one day and should be placed in the trash after the day's wear, or earlier if the face mask/covering is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.
- Additional information on selecting, putting on, taking off, and the care, storage and laundering of face masks/coverings can be found [here](#).

Social Distancing:

All unvaccinated or partially vaccinated individuals should, where practicable and using their best judgment, continue to observe 6 feet of social distancing in indoor settings.

Handwashing:

Wash your hands often with soap and warm water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. 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. This should take about 20 seconds. Avoid, to the extent possible, touching your eyes, nose, and mouth, and wash your hands after touching your face. For more information on proper hand-washing technique, key times to wash your hands, and how to use hand sanitizer, please see CDC guidance [here](#).

Gloves:

Healthcare workers and others in high-risk areas should use gloves as part of PPE, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields:

Employees do not need to wear goggles or face shields as part of general activity on Campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Coughing/Sneezing Hygiene:

If you are in a private setting and do not have on your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then

throw used tissues in the trash. Immediately wash your hands with soap and warm water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Mental and Emotional Wellbeing

NYS Office of Mental Health (OMH) – The Emotional Support Helpline: 1-844-863-9314

The OMH Emotional Support Helpline provides free and confidential support, helping callers experiencing increased anxiety due to the coronavirus emergency. The Helpline is staffed by volunteers, including mental health professionals, who have received training in crisis counseling.

The Nassau County Employee Assistance Program (EAP): 1-516-571-7000

EAP has a professionally trained staff of licensed social workers. EAP provides free, confidential, short-term counseling for employees and their family members seeking help for many reasons, including but limited to: gambling, marital problems, depression, stress, panic attacks, domestic violence, job stress, alcohol abuse, grief and loss, family problems, drug abuse, anxiety, relationship concerns, anger issues, financial stress, LGBTQ concerns, and parenting concerns.

Nassau County Coronavirus Hotline: 1-516-227-9570 (Monday-Friday 9am-4:45pm)

Nassau County Crisis Helpline: 1-516-227-TALK (1-516-227-8255) (24/7)

Available for anyone experiencing a mental health or addiction crisis.

New York State Office of Mental Health Crisis Text Line: Text GOT5 to 741741

Available for anyone experiencing a mental health or addiction crisis.

Suicide Prevention Training available here: <https://qprinstitute.com/>

Nassau County Veterans Service Agency: 1-516-572-6565

If you are a Nassau County Veteran in need of assistance, including essential transportation, food pantry access and counseling services.

The Safe Center LI: 1-516-542-0404

The Safe Center LI offers a broad spectrum of services from counseling to housing, from advocacy to referrals, etc., through a highly trained, nurturing and compassionate staff of professionals well qualified to provide the highest level of services to enhance the recovery of trauma victims and their non-offending family members. The Safe Center LI cautions that if you feel your internet usage might be monitored, click the Safety Exit on the right to quickly leave the page you are on, or instead call the hotline listed above. Visit The Safe Center LI website (<http://thesafecenterli.org/>) for more information.

Headspace:

Headspace is partnered with New York States and designed to help you find some time and space. This special collection of meditation, sleep, and movement exercises are here to support you through stressful and challenging times. Helping you stay strong and be kind to yourselves, with a New York State of Mind. Visit the Headspace website (<https://www.headspace.com/ny>) for more information.

NCC COVID-19 Compliance Concerns

The [NCC COVID-19 Compliance Corner](#) is an option for making a confidential report through the NCC website to help employees identify and address compliance concerns regarding COVID-19. This includes concerns related to compliance with COVID-19 health and safety standards (e.g., compliance with social distancing, personal protective equipment, and cleaning and disinfecting standards). An employee may provide their name and contact information, or may chose to remain anonymous. Employees may still report their concerns through the traditional reporting channels. Creating and maintaining an environment that maintains health and safety during this unprecedented time will be a collaborative effort and we need your help.

Changes and Updates

The ongoing COVID-19 pandemic creates a fluid situation that may require unexpected changes in the College's response. Developments in scientific knowledge, public health guidance, or laws and regulations may mean SUNY and NCC have to make changes to institutional rules and procedures, including those indicated above. SUNY and NCC will try to minimize these changes and their impact on our employees. We will keep you informed of new developments.

Thank you in advance for everything you are doing and will do to make this semester safe for you, your fellow employees, and the campus community and beyond.