

# Hamilton

## RETURN to CAMPUS GUIDE for STUDENTS

August 6, 2020



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Clinton, NY

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## I. EXECUTIVE SUMMARY

At Hamilton, student-faculty interactions are genuine and purposeful, the sense of community is sincere and heartfelt, and students are prepared successfully for lives of meaning, purpose, and active citizenship. All this happens on an attractive and well-maintained campus, amidst beautiful and state-of-the-art facilities, and with the enthusiastic support of a devoted alumni body. Despite the uncertainty caused by a worldwide pandemic, the core principles of a Hamilton education remain intact: Expert faculty providing a high quality liberal arts education to talented and deserving students who will assume positions of leadership in their professions and their communities.

Nevertheless, the process by which we fulfill our basic educational mission – teaching and learning – will change noticeably when classes resume. Our primary goal in planning for the fall semester has been to prepare students for an on-time graduation, while simultaneously working to protect the health and safety of all members of the community.

Hamilton’s COVID-19 Task Force has developed a plan to restart in-person instruction this fall. This plan, which aligns with guidance from the Mohawk Valley Control Room and New York State’s Reimagine Education Advisory Council, addresses how the College will operate in a world dramatically changed by a pandemic, and in which public health precautions are now a standard expectation of our academic and residential experiences. It was developed in collaboration with highly respected public health and safety experts.

Our planning recognizes that we have had to make assumptions, and that we may need to adjust our thinking on short notice since the perfect response cannot be known at the time the plan was created. We are, therefore, preparing for multiple contingencies.

The plan outlined in the pages that follow defines changes to our campus life and physical spaces that will be similar to those happening at colleges nationwide. When in-person instruction resumes in the fall, community members will encounter physical adaptations and new protocols for everyone’s safety. Those adjustments are described in this document with as much specificity as is known at this time. As they become available, additional guidelines and instructions will be shared with the College’s audiences.



It is essential to recognize that studying on campus during this pandemic creates an unavoidable risk of exposure to COVID-19. To mitigate risk of contracting the coronavirus, everyone must cooperate and follow public health guidance, the rules in this document, and related College rules and communications. Honoring them is a condition of Hamilton’s [COVID-19 Community Standards](#); failure to do so may result in disciplinary action.

## Situation Overview and COVID-19 Task Force

President David Wippman appointed the College's COVID-19 Task Force on March 16 to guide decision points in response to the pandemic. Nine subcommittees and 20 working groups, typically led by Hamilton Emergency Response Team (HERT) section chiefs, led development of contingency plans and coordination of resources. Senior Staff served as the Policy Group.

Hamilton College moved to Modified Operating Status on March 13, to Reduced Operating Status on March 18, and to Minimal Operating Status effective March 22 after an executive order by Governor Andrew Cuomo mandated that 100 percent of employees conducting non-essential business must work from home. Faculty and students moved to remote instruction beginning March 29 for the rest of the Spring 2020 semester.

In order to support the best possible outcome for reopening campus for the Fall 2020 semester, Hamilton began a phased return to campus for employees beginning June 1.



### **PHASE 1 (JUNE 1-14):** Remain in Minimal Operations Status

- Campus Safety staff, as appropriate
- Facilities Management staff, as appropriate to maintain buildings and grounds and to support students moving out of residence halls
- Limited LITS staff for support of remote learning
- Limited access to administrative offices for essential functions



### **PHASE 2 (JUNE 15-JULY 26)** Move to Reduced Operations Status

- Administrative, academic, and athletics departments may increase on-site staffing to no more than 25 percent of normal office staffing per building according to divisional plans
- Facilities Management staffing may increase to support residence hall turnover and preparation



### **PHASE 3 (JULY 27-AUGUST 14)**

#### **Move to Modified Operations Status**

- Administrative, academic, and athletics departments may increase on-site staffing to no more than 50 percent of normal office staffing; the right balance will depend on the operational needs of the department, the physical layout of the department, and whether the office can stagger schedules to prevent close contact between employees.



### **PHASE 4 (AUGUST 15-ONGOING)**

#### **Move to COVID Normal Operations Status**

- On-site staffing will be increased as necessary to support in-residence operations. Employees may be allowed to work remotely, according to the divisional staffing plan, if their roles do not directly support essential campus services. Faculty have the option to teach in person or online.

#### **Guidance used for decisions**

- U.S. Centers for Disease Control and Prevention (CDC)
- New York State (NYS) Department of Health
- Mohawk Valley Region Control Room
- Oneida County Health Department
- New York's Reimagine Education Advisory Council
- Commission on Independent Colleges and Universities (CICU)
- American College Health Association

### **Revised Academic Calendar**

Hamilton will operate on a revised academic calendar for Fall 2020:

- **Classes begin: Monday, Aug. 24 (instead of Aug. 27)**
- **Last day of classes on campus: Tuesday, Nov. 24**
- **Fall semester exams: Conducted remotely after Thanksgiving, Monday, Nov. 30, through Friday, Dec. 4**



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## II. RESUMING STUDENT LIVING AND LEARNING ON CAMPUS FOR FALL 2020

### Prior to Arrival

Students will be required to complete a COVID-19 Health Module on Blackboard prior to their arrival on campus. In addition to outlining standards and expectations for student behavior, students will use the module to fill out a health questionnaire and submit documentation that they have completed a diagnostic molecular (PCR) test one week prior to their scheduled arrival on campus. We have arranged through “Let’s Get Checked” to mail a test to every student over the age of 18 who resides in the continental United States (students who do not meet this age and location requirement, should contact the Health Center at 315-859-4111). Test kits will be sent to arrive on Tuesday, Aug. 4, depending on availability. When the kit arrives, students should do the following: Take the test on August 10 (not before), or if received after that date, take it as soon as after it arrives; Mail the test to the lab immediately so that results will be available before arriving on campus; Self-quarantine after taking the test and until traveling to campus to reduce risk of exposure. Students with positive test results are required to remain off campus, take classes remotely, and follow CDC and local health guidelines until they retest as negative and are cleared by local health authorities to travel.

### Student Move-in

**Arriving On Campus:** There will be a very limited number of students permitted to return early because of their roles on campus (e.g., Orientation Leaders, Resident Assistants, etc.). Those students will receive specific instructions about their return. No other students should plan to arrive early.

The arrival times for all other students returning to campus for the fall semester will be staggered to reduce density. We anticipate a three-day period – August 17, 18, and 19 for new students, and August 20, 21, and 22 for returning students – depending on testing availability. We will inform students as soon as possible if there are any changes. Students will select a move-in date and time through an online form, based on their residence hall.

Once on campus, students will report to a designated area to receive a COVID-19 test, proceed to pick up room keys and health kits (i.e., face coverings, a thermometer, COVID-19 handout, and other information), and then go to their assigned residence halls to move their belongings into their rooms.

### Prior to Arrival checklist:

- Complete COVID-19 Health Module
- Sign COVID-19 Community Standards
- Complete health questionnaire
- Quarantine at home or in New York State for 14 days prior to arrival
- Complete COVID-19 PCR test one week before arrival and submit test results; contact the Health Center if you need a test mailed to you
- Download mobile app for tracking symptoms (information to follow)

### Move-in Checklist:

- Arrive at your scheduled time (with no more than two family members or friends)
- Report to the designated area to complete a COVID-19 test
- Proceed to pick up your room keys and health kits
- Move your belongings into your assigned room (with no more than one helper)
- Get to know your roommate while you quarantine in your room until your test result is confirmed negative (meals will be delivered)
- Once you have received a negative test result, get to know your fellow students in your Cohort; if your test results are positive, someone will contact you with instructions



When packing to come to campus, students should think about how they would leave campus if they had to depart quickly and begin remote instruction. Students should only bring belongings that fit in whatever means of transportation they will use to return home. We strongly recommend all students minimize the possessions they bring to campus in the fall (we suggest two suitcases and a tote).

Students will be housed in small groups called cohorts. Students may bring up to two family members or friends to assist with their move-in. However, only one guest is allowed in the building at a time. All individuals must be asymptomatic, wear face coverings, and adhere to physical distancing guidelines. Family members or friends must leave campus after their two-hour move-in time slot in order for the next group to arrive.

Students will be expected to quarantine in their rooms until the results of their COVID-19 tests are received, after which they are free to interact with their Cohorts according to the Residence Hall Distancing Plan. We will deliver meals to students while in quarantine and will provide opportunities for students to connect with each other virtually during that time.

**International Students:** Current CDC guidelines call for all international travelers to self-quarantine for two weeks upon arrival.

**Students From States With Significant Spread of COVID-19\*:** On June 24, Governor Cuomo issued [Executive Order No. 205](#), which places restrictions on travelers from certain states. Students arriving from any state on the restricted list must quarantine for 14 days before coming to campus. A survey was sent to students on July 15 instructing them to quarantine themselves in New York or another unrestricted state for 14 days prior to their assigned start date. If students have difficulty finding a place to quarantine they can contact the Dean of Students Office for assistance.

## Orientation

We look forward to welcoming our new students. Orientation plans are being modified to help ensure safety. Specifics of the orientation program will be sent to first-year and transfer students closer to their arrival.

## Traveling Off Campus

To mitigate their risk of exposure and to protect others, all students are asked to restrict travel off campus unless absolutely necessary. Until further notice, off-campus employment, internships, and volunteer or service work are not permitted.

## Residential Life

Our goal is to provide a safe and robust educational experience. There will be opportunities for students to connect with each other virtually and in small groups, and indoor and outdoor spaces will be identified for small group gatherings. As in the past, no students are permitted to live off campus. Any student who violates our on-campus residency requirement will be subject to the standards in our Student Code of Conduct, in addition to the new [COVID-19 Community Standards](#).

To help us create opportunities for socializing safely within residence halls, while simultaneously complying with state guidelines for residential colleges, we will create “cohorts” and “families” as described below. The housing selection process has been set up so groups of friends can choose rooms near one another and Residential Life will adjust the remaining portions of housing selection to continue to make this possible. The new residential model incorporates the following elements:

**Family Unit:** Family Unit: Roommates and those sharing an apartment will be considered a family unit.

**Cohorts:** Residential Life will identify groups of approximately 10-12 students living adjacent to one another to serve as a cohort. Orientation groups for new students will also be their cohort. Members of the same cohort may enter each other’s rooms, but face coverings must be worn, physical distancing should be observed, and the occupancy may not exceed double the room occupancy.

**Extended Family Unit:** Extended Family Units will be identified within each residence hall so students can socialize safely. Extended Family Units will consist of two or more adjacent cohorts, and will most often be determined by residence hall floor, although small residence halls or portions of large floors may also comprise an Extended Family Unit. Members of the same Extended Family Unit may enter each other’s rooms in the residence hall and face coverings must be worn. When hosting guest(s) from one’s Extended Family Unit, the number of students in any one room cannot exceed double

### **Family Unit =**

Family Unit = roommates(s) or those sharing an apartment

### **Cohort =**

small groups of students living adjacent to one another

### **Extended Family Unit =**

can be two or more adjacent cohorts

the room occupancy. Extended Family Unit sizes are subject to change if required by new public health guidance.

Gatherings of no more than 10 people are permitted in shared indoor spaces such as common rooms as long as they don't exceed the designated capacity. Face coverings must always be worn indoors.

**Building Access:** Students will be given card access only to their assigned residence hall and will not be permitted in any other residence hall on campus. Guests are not permitted in student rooms or hallways unless they are part of the student's Cohort or Extended Family Unit. This restriction includes residents within a student's residence hall who are outside their designated Cohort or Extended Family Unit and residents of other buildings. Guests from off campus, including family, alumni, and current students on leave or not studying on campus, are not permitted in any residence hall at any time. The only exception: one family member or friend is permitted inside the residence hall to assist a student during move-in and move-out.

**Residence Hall Traffic:** Students should always enter and exit the building using the exterior door nearest to their room. They should not travel through hallways that are not within their Extended Family Unit unless there is no other option for accessing the nearest bathroom, entrance, or exit. In the event of an emergency, exit the building using the most direct and safest route possible. Face coverings should be used in hallways.

**Bathrooms:** Face coverings should be worn in bathrooms except when using the sink or shower. Students should use the same bathroom fixtures (e.g., stall, sink, shower, etc.) as consistently as possible. Protective barriers will be installed between sinks, where feasible. The highest level of hygiene and cleaning practices should be maintained in order to protect all residents. Students will be unable to keep personal items such as shampoos and other toiletries in the bathroom.

**Lounges:** Each residence hall lounge will have a maximum occupancy in order to ensure physical distancing. Extended Family Units within the building must reserve lounge spaces prior to use.

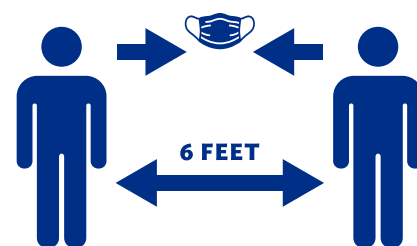
**Kitchen and Laundry:** Building residents will need to reserve the kitchen or washers and dryers prior to use. Physical distancing must be observed and face coverings must be worn. Students will be required to use precautionary sanitizing practices such as wiping shared surfaces after each use.

## Gatherings

Partnering with clubs and organizations, Hamilton will provide creative new formal and informal opportunities for safe social interaction that are both in person and virtual. Indoor and outdoor spaces will be provided for small groups to gather while still adhering to the regulations.

Limited gatherings will be permitted with restrictions based on space, location, and in accordance with New York State guidelines.

Outdoor gatherings for groups up to 25 people are permitted and do not require permission. Participants must observe six feet of physical distance and wear face coverings. Outdoor gatherings between 25 and 50 people will only be permitted if approved by the Student Activities Office. Student Events staff will be assigned to these events to ensure all guidelines are followed and will be included in the attendance count. Face coverings must be worn and physical distancing must be observed. Outdoor gatherings for more than 50 people are not permitted per New York State guidelines.



Gatherings of no more than 10 people are permitted in shared indoor spaces such as common rooms and kitchen areas when six feet of physical distancing is possible. All people in the gathering must observe physical distancing, wear face coverings, and be from the same designated Cohort or Extended Family Unit. Space must be reserved in advance through the online reservation system (building guidelines are to be determined with support from the Resident Advisor). At the conclusion of the gathering, all surfaces must be wiped down with provided disinfectant products.

Gatherings in bedrooms of up to double the currently established occupancy are allowed (e.g., singles can have two people and doubles can have four people, including the residents of the room). All people at the gathering must be from the same designated Cohort or Extended Family Unit and all room occupants must wear face coverings, and agree to the gathering; consent to having others in privately assigned spaces can be withdrawn at any time. Face coverings must be worn in public settings when six feet of physical distancing cannot be maintained, or the risk of incidental contact is high.

## Community Standards

To help ensure the safety of students, faculty, and staff we are amending our [Community Standards](#) to include new expectations during this pandemic. Prior to arrival, all students will be required to complete a COVID-19 Health Module, which will include facts about self-care, expectations for behavior, and consequences for not adhering to College policies.

## Standard Health Services

To ensure that our ongoing testing and monitoring needs are met, in addition to our standard health care for students, we are hiring additional staff. We will utilize both telehealth services and in-person services during regular business hours for health care. Last spring the College contracted with Fonemed, an after-hours nursing triage service. This service will continue to be available during the academic year.

## Counseling Services

Last spring Hamilton's Counseling Center added a service that allows students to consult with a therapist before making an appointment. In most cases, this permitted quicker access to appropriate levels of care and shorter wait times for appointments. We will continue to utilize this model and expand it to include consultations with our psychiatrist.

Hamilton's Counseling Center will deliver all services through Zoom Healthcare while remaining accessible for in-person contacts as necessary for emergencies. We will continue to offer individual therapy, group therapy, psychiatric services, and 24/7/365 crisis and in-the-moment support, among other options. All clinical services will be provided in accordance with state and federal laws. If students seeking services are not in New York State, we will meet student needs as much as possible given existing laws and regulations.

## Deferrals, Leaves of Absence, and Waiver of Residency Requirement

Petitions will be considered from students who cannot come to Hamilton because of travel or border restrictions, visa issues, increased risk due to a medical or mental health condition, or if they do not feel comfortable participating in the campus experience in the fall semester because of the changes that are required. Students were asked to



**Johnson Center for Health and Wellness**  
315-859-4111

submit their intentions from the menu of options at right by July 8; however, later petitions will be considered.

Returning students who request a personal leave of absence should understand there may be financial implications (please speak with the Financial Aid Office); consequences for academic progress, especially for sequential courses that may only be offered in a particular semester (please speak with your academic advisor, and note that Hamilton's policy of not accepting transfer credit for online courses taken at another institution will remain in effect for the fall semester); visa consequences for international students (please consult with Dean Harrison); and that it may not be possible to readmit students for the semester they prefer (e.g., the spring) due to enrollment constraints. Some leaves will be effective for the full 2020-21 academic year.

Requests by new first-year students to take a gap year were required by June 1.

- **Returning students may petition** for a personal leave of absence or a waiver of the residency requirement to complete their coursework remotely, and these petitions will be evaluated by the Dean of Students staff.
- **Returning students who are not able to return to campus** and who will have difficulty participating in coursework remotely (e.g., required coursework is not well suited to remote learning or personal circumstances) should apply for a personal leave of absence.
- **Returning students who wish to pursue a different credit-bearing option**, such as programs or courses that will transfer to Hamilton, should work with their academic advisor and Crystal Pierce-Jadwick (cjadwick@hamilton.edu) in the Registrar's Office.
- **New first-year and transfer students may petition** to defer until January 2021, and these petitions will be evaluated by Admission staff.

### III. HEALTH AND SAFETY

#### Protective Equipment

Since February, the College has been managing a comprehensive sourcing, procurement, prediction, and inventory control plan for all materials and equipment related to the pandemic.

The College provides necessary personal protective equipment (PPE) for workplace activities. In addition, in response to the pandemic, employees and students will be provided with additional materials and equipment focused on prevention and containment, including two cloth face coverings. Each department will also be provided with an adequate supply of surgical masks for back-up or alternate use. Clear face masks and clear face shields will be available in the fall upon request.

All employees and students are expected to wear face coverings in buildings (other than in private offices or personal residence hall rooms). Face coverings should also be worn outdoors, including under canopies.

Expectations regarding the use of protective equipment is contained in the Employee Safety Plan. In addition, detailed training and information are provided by the [Environmental Health and Safety Office](#).

Signage has been developed and implemented to convey the key components of prevention and control. The signs adhere to NYS Department of Health guidelines and have been adapted for the College; they include reminders regarding equipment, distancing, and hygiene.

#### Hygiene, Cleaning, and Disinfection

The College instituted enhanced cleaning and disinfecting protocols in February, following procedures developed in 2018 during the norovirus outbreak on campus. These procedures continue to be modified and follow the CDC’s “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.”

The cleaning and disinfection plan focuses on locations, frequency, methods, and materials, and follows specific guidelines for COVID-19. Hamilton’s custodial services team concentrates on high-touch services and will clean each classroom between classes (which is possible because the schedule has been changed to allow 20 minutes between class meetings).





For example, Hamilton will use four Clorox 360 disinfecting spray machines to quickly and safely disinfect large spaces such as classrooms. The College initially purchased this equipment in 2019 to use in locker rooms, the fitness center, and other public spaces. Disinfecting wipes are being widely distributed and hand sanitizer stations – with touch-free distribution – are being installed at building entrances and major circulation locations. Hand sanitizer is also being distributed to employees and students for personal use. Restrooms will be targeted for high frequency cleaning, and physical barriers have been installed between sinks where possible.

### Heating, Ventilation, and Air Conditioning (HVAC) Systems

The College is implementing and following industry best practices to optimize building systems to protect against COVID-19. This includes recommendations from ASHRAE, a professional society focused on building systems, energy efficiency, indoor air quality, refrigeration, and sustainability.

Hamilton has contracted with a mechanical systems engineering consultant team to develop recommendations for modifying control systems to increase air exchange rates, optimize introduction of outside air, and ensure high performance filtration. Mechanical adjustments will require seasonal balancing of temperature and humidity and, in some cases, will require moderate reductions in comfort to increase air exchange. Implementation of the recommendations began in June and will be complete before students return.

Many buildings on the Hamilton campus do not have central HVAC systems. These facilities (e.g., Root, Benedict, Couper) will have high performance room air purifiers (HEPA and UV-C) installed in each classroom. Similar units are being provided for common areas in residence halls and other smaller buildings.

### New Health and Safety Protocols

**Testing:** Testing is key to minimizing the spread of COVID-19 in our community. All students **will be required to have a diagnostic molecular (PCR) test completed one week prior to their scheduled arrival on campus.** To find a testing facility, contact your local health department, primary care provider, [Project Baseline](#), or the [COVID-19 Test Site Finder](#) (NY residents only). If you are still unable to locate a test site, contact the Johnson Health Center at 315-859-4111. Negative results can be faxed to the Johnson Health Center at 315-859-4963.

Hamilton will partner with Bassett Healthcare Network to run on-campus, self-administered testing, and will train College employees to assist with the effort. The testing site will be located in Tolles Pavilion, Monday through Saturday, 8:30 a.m. to 5:30 p.m. Tests will be free for students and employees and an electronic reservation system will be used to schedule a time for the test. Tests will be processed by the Broad Institute in Cambridge, Mass., and those tested will receive their results in approximately two days.

Upon arrival to campus, students will be tested, then quarantined in their assigned housing until the test results are received. If a student tests positive, the student will be moved to isolation, contact tracing will be initiated, and any on-campus contacts will be quarantined. After arrival, students will be tested two times each week. Employees working on campus who have close contact with students are expected to get tested two times per week and all other employees who work on campus are expected to be tested once every week.

**Self-Screening Mobile App:** Hamilton will partner with digital health company emocha to monitor students and all employees working on campus for symptoms of COVID-19. emocha will enroll users in a self-screening mobile app that will prompt them to complete a daily check-in by taking their temperature, report if they are experiencing any symptoms, and state if they have had exposure to COVID-19. Students and employees will receive a color-coded digital badge through the mobile app to indicate their check-in status, and to ensure each person on campus is safe and healthy. Testing of the app is scheduled for Aug. 1-3, and the launch is expected prior to Aug. 10.

Information from the mobile app will be reviewed by experts at Johns Hopkins University and the campus will be notified if patterns of sickness develop. The Johns Hopkins team will contact sick individuals to assess their condition and coordinate next steps with the Johnson Health Center. All information gathered by the app is private and used only to evaluate patterns of health on campus so that the College can proactively contain any spread of the coronavirus.

**Tracing:** In partnership with the Oneida County Health Department, contact tracing will be employed in all cases of suspected or confirmed infection, for both students and employees. Tracing includes warning contacts of possible exposure to the virus in order to stop chains of transmission. To protect privacy, contacts will be informed only that they may have been exposed to an individual with the infection; they will not be told the identity of the individual who may have exposed them.

**Isolation:** Students who test positive for COVID-19 will be required to remain in isolation until they meet criteria for discharge as required by the New York State Department of Health in conjunction with the Oneida County Health Department. Upon confirmation of a positive test, a student will be directed to pack materials for their courses and belongings for a two-week period. The student will be transported to the Bristol Center and provided with health instructions, a care kit, meals, and a daily check-in with a nurse from the Johnson Student Health Center. If they are able, these students may continue their courses remotely until they can return to class. Employees who test positive for COVID-19 are required to isolate themselves and to notify the College if they were tested off campus.

**Quarantine:** Hamilton has secured rooms at two local hotels that it plans to use in the event students need to be quarantined. After confirming contact with an individual who has tested positive, a student will be directed to pack materials for their courses and belongings for a two-week stay. The student will be transported to the hotel and provided with health instructions, a care kit, meals, and a daily check-in with a nurse from the Johnson Student Health Center. These students may continue their courses remotely until they are able to return to class. Employees who present symptoms of COVID-19, or who may have been exposed to someone who tested positive, are required to quarantine themselves.

**Travel restriction:** To protect the general public, any student placed in quarantine or isolation will not be permitted to return home unless their travel plans are approved by the Oneida County Health Department. The director of the Johnson Student Health Center will provide details about the steps that need to be taken before returning to campus.

### **Orderly Exit Strategy**

Hamilton is planning to complete the semester in residence. If COVID-19 cases in Oneida County or on campus become unmanageable, the College may reduce its operating status and either quarantine students in place or send students home. The Task Force will maintain a dashboard of decision criteria to determine whether to roll back College operations to a phase with stricter requirements.

In the event that a campus evacuation is required, the Dean of Students Office will execute the process developed in Spring 2020 to facilitate student travel to a safe location. The process accommodates those with special circumstances and prioritizes safety. Considerations include:

- Scheduling and confirming travel arrangements for students
- Facilitating housing appeals
- Addressing financial aid needs to ensure the student's well-being
- Identifying additional support needed for students to be successful at their destination, including technology, books, supplies, etc.

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## IV. BEYOND THE RESIDENCE HALL: DINING, ACADEMIC, AND SOCIAL SPACES

### Dining

The dining plans for Hamilton in Fall 2020 will be guided by the food service guidelines issued by New York State (NYS). As of June 30, 2020, the Mohawk Valley Region (which includes Hamilton College) is in Phase 4 of its reopening, and the College's food service provider, Bon Appetit, will adhere to the guidelines issued for Phase 4. We will continue to monitor guidelines and adjust protocols accordingly.

**Dining Halls:** McEwen, Commons, and Bundy Café will adhere to NYS physical distancing guidelines and will be open for normal hours. There will be designated entry and exit points for each dining location. Once inside the dining hall, students will be required to wear face coverings while standing in lines to obtain food and on the way to their seats. A face covering should be worn any time a student is not eating.

Food lines will be separated by stanchions, and all food and beverages will be served. There will be prepared and wrapped salads, and sandwiches may be available for students to "grab and go." All meals will be served on disposable plates with disposable cutlery. Recycling and composting will be encouraged.

There will be very limited seating in the dining halls. If a dining hall is full, students will be able to take their meal "to go" in disposable containers.

The Howard Diner, the Little Pub, and the Wellin Atrium in the Taylor Science Center (near Café Opus) will not be available for dine-in seating, but will instead serve as pick-up locations for pre-packaged items, with some level of choice for take-out. Students will be required to wear face coverings while in lines at these locations to pick up food to go. The Little Pub will not be available for informal gatherings during the fall semester, and the Howard Diner will not be open for Late Night.

If the Health Center requires a student to be isolated or in quarantine the student will move to a room in the Bristol Center or a regional hotel. These locations will be equipped with refrigerators and microwaves and arrangements will be made to have food delivered.

**Cafés:** Opus and Euphoria will continue to provide take-out service. Staffing in each of these cafes will be adjusted to adhere to physical distancing guidelines. All food will be taken to go, and seating will be designed to meet physical distancing guidelines.



## Academic Spaces

All classrooms and specialized department spaces (labs and studios) have been evaluated – and occupancies have been revised – to meet required physical distancing guidelines. Faculty members have been provided guidance regarding safety and the use of face coverings and barriers.

The class day will start earlier and end later to create greater flexibility. Some larger classes may be divided into smaller sections, with some students working remotely part of the time while others are present physically in the classroom. Some faculty members have chosen to continue teaching remotely. Students in those classes will typically participate from their residence halls or another convenient location.

Labs and other hands-on classes may be divided into multiple sections with late afternoon or evening options. Professors will work through the details with students in the class. Some activities that are normally observed by students in close quarters will be recorded and delivered virtually.

Classrooms will be cleaned by Hamilton’s professional staff between classes, and disinfecting materials will be available to students and employees to wipe down their own work area if desired. Specialized spaces have a combination of faculty and support staff protocols for cleaning and disinfection.



## Study Spaces

Furniture in study and relaxation spaces will be reorganized or removed to promote physical distancing. Information about the availability of study spaces will be shared as the semester approaches. Students in study spaces and public gathering spaces must wear a face covering at all times.

## Intercollegiate Athletics

The New England Small College Athletic Conference (NESCAC) decided on July 10 that conference competition for fall sports must be cancelled for 2020. In keeping with Hamilton’s efforts to limit travel to and from College Hill, Hamilton’s fall athletic teams will not compete or travel off campus during the semester. Hamilton recognizes that athletics is an important part of the educational experience for many of our students. We will continue exploring ways to offer meaningful



athletic experiences while ensuring careful attention to the health and safety of our athletes, coaches, staff, and community.

The return to safe play for all of our teams will be informed by guidance from federal, state, and local health authorities, and national organizations such as the Centers for Disease Control (CDC), the American College Health Association (ACHA), the National Athletic Trainers Association (NATA), NESCAC, the NCAA, and Hamilton's COVID-19 Task Force.

Once our students return to campus and have been tested for the virus, we plan to offer opportunities at some point this semester for all student-athletes on Hamilton's 29 intercollegiate teams to participate in small group outdoor activity and then hopefully progress to more formal team practices when conditions allow. As of July 10, neither NESCAC nor Hamilton has made a decision pertaining to intercollegiate competition for winter or spring sports teams.

### Club Sports and Intramurals

Many club sports and intramural activities cannot achieve physical distancing and therefore will not be able to proceed as normal. The Athletics Department will work with club and intramural teams to conceive of and implement creative ways to achieve physical movement, teambuilding, and fun.

### Public Spaces and Events

**Public Gathering Areas:** Each area will have revised occupancy limits and reconfigured furniture to support physical distancing. Reservable spaces will be listed on 25 Live.

**Bookstore:** The Bookstore will be open starting July 27 and will adhere to NYS guidelines for retail establishments.

**Museum:** The Wellin Museum will be open only by appointment to faculty, staff, and students. The museum will remain closed to the public until further notice.

**Post Office:** Mail services will be available but hours and pick-up procedures may be modified.

**Events:** All large-scale campus events – including athletic competitions, arts performances, speakers, and other traditional gatherings of more than 50 people – are suspended until further notice in accordance with NYS mandates.





## Visitors to Campus

The visitor policy adheres to the College's Operating Status.

On-campus visits and meetings should only take place if remote or virtual meetings cannot accomplish the intended result. Departments are responsible for approving and managing official and invited visitors and ensuring communication about College expectations and requirements.

Visitors to the College are required to follow state and local guidelines regarding physical distancing and the use of face coverings. Unless specified, individual visitors are responsible for bringing their own face coverings. Contractors, vendors, and service providers must provide company-specific and project-specific COVID-19 safety plans as part of contract requirements.

**Admission Visitors and Tours:** The Office of Admission has invited a limited number of families to tour campus in an organized way before the start of classes. Detailed protocols have been established for pre-screening and visit procedures. The approach will continue to be updated and will follow the Alert Level protocols for required transitions.

**Job Candidates and Interviews:** The majority of recruitment and interviewing should happen remotely. Candidates who are invited to visit campus must follow all safety protocols. Tours should be minimized, including guided tours inside facilities and self-guided tours of the campus.

**General Public – Use of Grounds:** Campus grounds are open to the general public (non-employees who are not in an invited or official status), although visitors without a specific purpose will generally be discouraged in order to reduce the risk of unknowingly exposing the COVID-19 virus to campus. If the volume of general public visitors increases risk, this part of the policy will be reconsidered by the Task Force. Campus Safety will continue regular patrol, observation, and appropriate intervention under the guidelines of the department and in the spirit of protecting the campus community.

### The following principles and priorities guide the approach to campus visitors:

- Protecting the safety and health of the campus community
- Delivering essential services
- Recruiting the Class of 2025
- Preserving the physical campus
- Minimizing contact risk while serving as a good neighbor

### Designated official or invited visitors include:

- Admission candidates and families
- Job candidates (finalists)
- Alumni with appointments
- Visitors with an invitation from a College employee for a specific approved business purpose
- Contractors and service providers (essential services)

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## V. ACADEMIC CONTINUITY AND RESOURCES

### Blended and Hybrid Learning

Faculty members will be supported to prepare their courses for flexible, high-quality instruction, and for delivery across multiple modes. Even in the best-case scenarios, some students and faculty members will be unable to be on campus in person, so some blended learning must be anticipated. Teaching methods being considered by the faculty include:

- *Hybrid* — replaces some class time with synchronous or asynchronous online instruction
- *Blended* — (usually) synchronous courses where some students, faculty, and presenters attend in person and some attend online at the same time
- *Remote instruction* — the faculty member is remote, but students may attend in person or in any other mode
- *Modular course design* — syllabi are reorganized to plan courses in multiple modular segments that could be reordered or rescheduled if needed
- *Take home plans* — learning experiences are designed with backup plans for students to complete work at home; examples include art activities from transportable materials and alternative lab activities

Students were asked to decide by July 8 whether they will return to campus. Faculty members were asked to decide by July 18 whether they will teach in the classroom or online. Professors will receive a summary of their course enrollments, revised class schedules, and classroom adjustments to help with their decisions.

### Advisor Meetings

Advisors will continue to meet with their advisees in small groups and individually via Zoom or in outside spaces. Faculty members may not hold one-on-one meetings with students in faculty offices.

Training for faculty members new to advising, and a workshop for all advisors, will be held virtually in mid-August.

## Library, Technology, and Other Resources

All library materials and IT support services will be available. LITS will use social distancing strategies such as contactless pickup for library books and remote (Zoom) appointments for Help Desk, librarian support, and other services.

The Burke Library will not be open to the general public. Building availability for Hamilton students, faculty, and staff will be re-evaluated throughout the semester based on safety guidelines and to accommodate student and curricular needs.

Hamilton students who choose to study virtually in 2020-21 continue to have access to all of the library's research services, electronic resources, and technology support.

### How to request academic accommodations due to illness or compromised immunity, etc.

On July 2, students received a link to indicate their intent by July 8 for the fall. Returning students have the option to request a waiver of the residency requirement so that they can complete their coursework remotely, or to request a personal leave of absence for the fall semester. Due to projected enrollment, not all leaves will be approved for one semester only. Some leaves will require a leave of absence for the full 2020-21 academic year. Please refer to **Deferrals, Leaves of Absence, and Waiver of Residency Requirement**.

Students who decide to return to campus, but need accommodations, should follow the normal procedure of notifying Allen Harrison, the assistant dean of students for international students and accessibility (aharriso@hamilton.edu or 315-859-4021).

### Off-campus Study

Hamilton's study abroad programs in China, France, and Spain, along with off-campus programs in New York City and Washington, D.C., are suspended for Fall 2020. Information about these programs for Spring 2021 will be provided on the off-campus study website as soon as decisions are made.



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#### LIBRARY RESOURCES

**Contact:**

Email: [askus@hamilton.edu](mailto:askus@hamilton.edu)

Phone: 315-859-4735

**Hours:**

Monday-Thursday, 8:30 a.m.-8:30 p.m.

Friday, 8:30-4:30

Sunday, 12:30 p.m.-8:30 p.m.

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#### DIGITAL MEDIA APPLICATIONS

**Contact:**

**Zoom:**

[hamilton.zoom.us/my/student.support](https://hamilton.zoom.us/my/student.support)

**Hours:**

Monday-Thursday, 4:30 p.m.-8:30 p.m.

Sunday, 12:30 p.m.-8:30 p.m.

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#### CONNECTIVITY AND EQUIPMENT

**Contact:**

Email: [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu)

Phone: 315-859-4181

Google Hangouts: [hdtiert@hamilton.edu](mailto:hdtiert@hamilton.edu)  
(after 3:00 p.m.)

**Hours:**

Monday-Friday, 8:30 a.m.-9:00 p.m.

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## VI. STUDENT FINANCES

### Tuition and Fees Considerations

Hamilton recognizes that the coronavirus pandemic continues to create risks and uncertainties that may affect the future structure of its traditional on-campus learning and residential experience, but the tuition and fees charged by the College are based on the quality and expertise of the faculty and are not dependent on the format of our educational programs. If Hamilton is forced to alter the structure of its on-campus educational programs, or transitions to a remote learning model to mitigate the possible effects of the coronavirus pandemic or because of restrictions imposed by federal, state, or local authorities, tuition charges will remain as published for 2020-21 and will not be refunded or reduced.

Students who choose full remote learning for the fall semester will not be charged room, board, or the student activities fee. Students who are approved to leave during the semester to study remotely will receive prorated room, board, and student activities fees for the number of weeks not on campus as detailed below, however no refunds will be given after October 26. Those who are on financial aid will have their awards adjusted to reflect the changes in costs and projected expenses. Revisions will begin after students have confirmed their fall plans. Questions may be directed to [finaid@hamilton.edu](mailto:finaid@hamilton.edu).

Students who leave campus to pursue full remote learning during the Fall 2020 semester will be refunded room, board and student activities fees according to the following schedule:

Prior to August 23	100 percent
August 24 to August 30	90 percent
August 31 to September 6	80 percent
September 7 to September 13	70 percent
September 14 to September 20	60 percent
September 21 to September 27	50 percent
September 28 to October 4	40 percent
October 5 to October 11	30 percent
October 12 to October 18	20 percent
October 19 to October 25	10 percent
After October 26	No Refund

### Office of Financial Aid

Siuda House  
Campus Road  
Clinton, NY 13323  
800-859-4413  
[finaid@hamilton.edu](mailto:finaid@hamilton.edu)

### Student Accounts

Philip Spencer House, 1st Floor  
198 College Hill Road  
Clinton, N.Y. 13323  
315-859-4324  
[stuacct@hamilton.edu](mailto:stuacct@hamilton.edu)

### Student Emergency Aid Society Committee

[seas@hamilton.edu](mailto:seas@hamilton.edu)

Students who are unable to arrive on campus on time due to visa, quarantine, or other travel complications may petition to start the semester remotely and come to campus when travel conditions permit. Students will be billed for full room, board and student activities fees, but once the student arrives, 8 percent of those charges will be credited for each week that the student was not able to be on campus.

## Refund Policy

All refunds to a student withdrawing from the College are based on the date on which the student, parent, or guardian notified the Dean of Students of withdrawal. The College policy on the refund of payments to students who withdraw voluntarily or due to illness, or who are dismissed during any semester, is stated below. Tuition insurance may apply in some circumstances. **Additional information is available at [hamilton.edu/tuitioninsurance](http://hamilton.edu/tuitioninsurance)**

Students who receive financial aid from the College and withdraw during a semester will have their aid re-evaluated, and possibly adjusted, based on the type of aid received, government regulations, and the period of attendance.

Prior to the first day of classes, 100 percent of tuition, room, board and the student activities fees will be refunded, less any nonrecoverable costs incurred by the College.

**Room charges will not be refunded if a student withdraws after the start of classes unless the student is moving to full-time remote learning as described in Fee Considerations for 2020-21.**

## Refund Schedule for Withdrawals and Leaves of Absence

Tuition, board and fees are refunded as follows:

Withdrawal or dismissal during the first week:	80 percent
Withdrawal or dismissal during the second week:	70 percent
Withdrawal or dismissal during the third week:	60 percent
Withdrawal or dismissal during the fourth week:	50 percent
Withdrawal or dismissal during the fifth week:	40 percent
Withdrawal or dismissal during the sixth week:	30 percent
Withdrawal or dismissal during the seventh week:	20 percent
Withdrawal or dismissal during the eighth week:	10 percent
Withdrawal or dismissal after eight weeks	no refund

## Financial Aid and Emergency Assistance

The College recognizes that many families may be experiencing or anticipating hardship due to the ongoing COVID-19 pandemic, and we will do our best to assist you during these uncertain times. Students who have never applied for financial aid and would like to explore that possibility should contact the Office of Financial Aid for counsel. Students who have already applied and/or are receiving financial aid, and whose financial situation has changed, may [submit an appeal](#), documenting changes and requesting reconsideration of aid eligibility. Questions can be directed to [finaid@hamilton.edu](mailto:finaid@hamilton.edu).

Hamilton's [Student Emergency Aid Society](#) funds assistance with one-time emergency and/or exceptional needs that are not part of Hamilton's cost of attendance, but that impact a student's ability to learn and progress academically. Students with critical needs should [complete this form](#) or write to [seas@hamilton.edu](mailto:seas@hamilton.edu). All inquiries, nominations, grants, or loans will be handled with discretion and confidentiality.

## Student Employment for Fall 2020

Students may be employed at Hamilton College for the Fall of 2020 provided campus requirements for physically distancing and safe interaction can be met, the position is essential to the department's operation and there is approved funding. Students studying remotely and residing in the United States may be employed only if the position responsibilities can be done virtually. Students studying remotely and residing in international locations may not be employed with the College due to U.S. government restrictions. Students and supervisors should work with Human Resources and the Student Employment Office for details on employment. Some procedures may be necessarily amended due to the COVID-19 pandemic. Note that student workers cannot be accommodated for early arrival for training purposes. If needed, training should be conducted remotely or in person after a student arrives at their assigned arrival time.

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## APPENDIX A: TASK FORCE MEMBERS AND WORKING GROUP CONTRIBUTORS

### COVID-19 Task Force

The Task Force is responsible for overall management of Hamilton's response to pandemic issues. Members include (in alphabetical order):

Barb Fluty, Director of the Student Health Center

Tommy Keith '22

Jeff Landry, Associate Vice President for Student Affairs

Karen Leach, Vice President for Administration and Finance, chair

Herm Lehman, Professor of Biology

Terry Martinez, Vice President and Dean of Students

Tara McKee, Associate Dean of Students for Academics

Ron Pressman, Trustee

Melissa Richards, Vice President for Communications and Marketing

Joe Shelley, Vice President for Libraries and Information Technology

Steve Stemkoski, Director of Human Resources

Roger Wakeman, Associate Vice President for Facilities and Planning

David Wippman, President



