



# ALBANY LAW SCHOOL

## **Return to Campus Plan**

*June 29, 2020*

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## TABLE OF CONTENTS

|  |    |
|--|----|
| EXECUTIVE SUMMARY .....  | 4  |
| I. Key components.....   | 4  |
| HEALTH AND SAFETY.....   | 6  |
| I.Physical distancing, masks, cleaning, and hygiene .....      | 6  |
| II. Shared responsibility.....                                 | 7  |
| III. Testing, monitoring, isolation, and contact tracing ..... | 8  |
| IV. Travel and other exposure.....                             | 10 |
| V. In the event of infection .....                             | 10 |
| ACADEMICS.....   | 11 |
| I. General.....  | 11 |
| II. Classes and teaching plans, calendar, and scheduling.....  | 12 |
| III. Examinations, assessments, grading, and attendance .....  | 15 |
| IV. Faculty teaching workshops and training.....               | 15 |
| V. Advising and Office Hours.....                              | 16 |
| VI. Experiential and clinical courses.....                     | 16 |
| VII. Accommodations and Accessibility .....                    | 17 |
| VIII. Technology.....  | 17 |
| IX. Faculty, staff, and student travel .....                   | 17 |
| X. Recruiting Operations .....                                 | 18 |
| ACADEMICS: APPENDIX A .....                                    | 19 |
| STUDENT LIFE.....  | 22 |
| I. Physical spaces.....  | 22 |
| II. Events and gatherings.....                                 | 23 |
| III. Dining .....  | 26 |
| IV. Enforcement .....  | 27 |
| V. Mental Health.....  | 28 |
| LEGAL AND HUMAN RESOURCES.....                                 | 30 |
| I. Vulnerable populations (students, faculty, staff) .....     | 30 |
| II. Diversity, equity, and inclusion .....                     | 30 |

|   |    |
|---|----|
| III. Sick and other leave issues .....          | 31 |
| IV. Regulatory matters and policies .....       | 31 |
| V. Compliance with ADA .....                    | 31 |
| VI. Title IX and Code of Conduct issues .....   | 32 |
| VII. Other considerations .....                 | 32 |
| INFRASTRUCTURE .....                            | 34 |
| I. Commuting and parking lot .....              | 34 |
| II. Campus enforcement and public safety .....  | 34 |
| III. Construction and renovation .....          | 35 |
| IV. Facilities management and maintenance ..... | 35 |
| V. Mail and print services.....                 | 36 |
| VI. Deliveries other than mail service .....    | 36 |
| VII. Other auxiliary services.....              | 37 |
| VIII. Cleaning .....                            | 37 |
| COMMUNITY OUTREACH AND ALUMNI ENGAGEMENT.....   | 38 |
| I. Spokespeople .....                           | 38 |
| II. Communications plans.....                   | 38 |
| III. Reinforcing policies .....                 | 38 |
| IV. Alumni relations.....                       | 39 |
| ANTICIPATED TIMELINE .....                      | 40 |

## EXECUTIVE SUMMARY

Over the past several months, Albany Law School has been working to prepare for the fall semester. Our goal is to bring our community back to campus safely, providing as many of the in-person learning, social, and professional development opportunities that define the Albany Law experience, while abiding by safe practices and government guidelines. At the same time, we are committed to providing equally rich opportunities for the members of our community who for health or other reasons related to the coronavirus pandemic are unable to attend in-person activities.

Toward these ends, a task force comprising 30 members of the faculty, administration, and staff, together with input from a student advisory board, have developed a detailed, phased plan that will gradually and cautiously allow Albany Law to welcome those students and faculty ready to return to in-person classes the opportunity to do so, as scheduled, on August 24, 2020.

This plan is a living document. As we have seen, circumstances are evolving rapidly. The plan is subject to change in response to New York State guidance revisions, technological or pedagogical considerations, or a shift in the public health situation facing our state or region. Any changes will be communicated to our community quickly.

Of course, safety concerns, government guidelines, and a general sense of caution require that we implement safety protocols and contingency plans that will change much of how we operate in the fall semester, and recognize the reality that change in conditions could force the law school to move to remote operations.

In deciding on our plan, the Task Force considered hundreds of questions and dozens of possible academic options. We consulted experts in pedagogy, online learning, medicine, public health, and safety. We attended scores of webinars and weighed heavily surveys of our own faculty and students. We balanced safety concerns, educational excellence, space limitations, government guidelines and regulations.

In the end, the Task Force presented and Albany Law School has adopted the following Return to Campus Plan. We believe this plan presents the best, most flexible option for our community and continued academic excellence given the many challenges we face as a result of the global pandemic.

### **I. Key components**

1. A phased reopening of the law school campus and gradual return to extracurricular activities and events.

2. Fully remote options for students and faculty who, for reasons related to COVID-19, elect to participate remotely.
3. Strict safety protocols, including physical distancing, masks, hand hygiene, and cleaning procedures.
4. Widespread testing and contact tracing.
5. Remote work plans for staff members where possible without compromising excellence in student services or operations.
6. Strict limitations on visitors to campus and official travel.
7. Contingency plans for decreasing, even shutting down, on-campus operations, and the flexibility to move to remote teaching, as necessary, to protect the health and safety of our community.
8. A commitment by all students, faculty, and staff physically present on campus to share responsibility for protecting each other's health and safety.

## HEALTH AND SAFETY

### Putting Safety First: Protocols for On-Campus Community Members

Unfortunately, returning to campus during the pandemic will not be “business as usual.” Changes and limitations are necessary to protect the health and safety of all community members. While no institution can guarantee complete protection from viral infection during the coronavirus pandemic, compliance with these protocols – by the institution, students, faculty, and staff – will provide layers of protection to create a safer community, slow the spread of the virus, and respond appropriately should community members become infected.

Protecting the health and safety of our community requires cooperation and a commitment by all people who elect to be physically on campus. Each of us is responsible for protecting the most vulnerable among us.

### I. Physical distancing, masks, cleaning, and hygiene

1. All persons will observe physical distancing of at least 6 feet wherever possible.
2. Albany Law School will prepare facilities for physical distancing. *(See the Infrastructure section for more detail.)*
3. Albany Law School will ensure regular and deep cleaning and maintenance of its facilities, with repeated daily cleaning of high-touch areas, including restrooms and door knobs. *(See the Infrastructure section for more detail.)*
4. Albany Law School will provide and widely distribute hand sanitizer and disinfecting wipes, and will promote safe hygiene practices through signage.
5. Protective masks are required upon entry to the school and in all common or shared areas of the law school and library, including classrooms. Students are required to wear masks during all classes. Individuals may remove masks for solitary work at assigned workspaces so long as physical distancing is maintained.
6. Protective masks are not required outdoors on campus unless physical distancing is not possible.
7. Albany Law School will make available masks for all who need them.

8. All persons must maintain rigorous hygiene practices, especially frequent hand washing and cough etiquette.
9. Albany Law School will provide all faculty, staff, and students who will be on campus during the fall digital thermometers for daily use.
10. Food service, including cafeteria service, the sharing of food in buffet lines or candy jars, or other communal eating will be suspended for the fall semester. *(See the Student Life section for alternative dining options.)*
11. Law School departments, including the library, will adopt plans to limit contact risk and reduce density. These plans might include restricting hours in the office and installing protective barriers in areas where close contact is likely.
12. Any individual seeking an accommodation from a health and safety rule should file a formal application. *(See Academics and Human Resources sections.)*

## **II. Shared responsibility**

1. Students who will be physically present on campus will be required to sign a shared responsibility and community safety pledge before returning to Albany Law School.
2. Students, faculty, and staff will be asked to clean individual work spaces, including desks and tables in classrooms, before and after use.
3. All persons should familiarize themselves with the symptoms of COVID-19. [The CDC reports](#) the following symptoms may appear two to 14 days after exposure to the virus (as of June 2020):
  - Chills, feeling feverish, or temperature at or above 100.4 degrees Fahrenheit
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

4. Anyone experiencing symptoms of COVID-19 should contact their health provider and self-isolate for 14 days OR until resolution of symptoms and proof of a negative test. Same-day testing will be available for symptomatic students, faculty, and staff through a cooperative agreement with the Albany College of Pharmacy and Health Sciences. Contact Human Resources or the Office of Student Affairs for information on how to schedule a test to rule out COVID-19 at the onset of symptoms or upon risk of exposure.

### **III. Testing, monitoring, isolation, and contact tracing**

Testing, symptom monitoring, self-isolation, and contact tracing are important tools to prevent the spread of the virus. While testing for COVID-19 provides only a point-in-time assurance that an individual is not infected, widescale testing before groups gather in indoor spaces such as classrooms serves as one layer of protection. Mandatory health screenings serve as a second. Self-isolation and mandatory testing of all symptomatic individuals, individuals who are or have been exposed to others infected with the coronavirus, and individuals who have traveled to areas in which the virus is not well controlled, serve as another layer of protection.

Following guidance from New York State, and in consultation with public health experts, Albany Law School has adopted the following plan for testing, monitoring, and contact tracing. **This plan is subject to change** as government guidance, regulation, and understanding of the novel coronavirus evolve.

1. Before the return of in-person classes, all students, faculty, and staff who intend to be physically present on campus must provide proof of a negative test. Many individuals will choose to work with their own health care provider to obtain testing. In addition, the law school will provide detailed information about how and where individuals can obtain testing in Albany County. Anyone having difficulty obtaining testing should contact Human Resources or the Office of Student Affairs for guidance.
2. The law school will be implementing a daily digital health screening assessment of symptoms and exposure to the novel coronavirus. All students, faculty, and staff will be asked to take their own temperature and required to complete a short health questionnaire that will provide further instruction in the event of possible infection. Completion of the daily health screening will be monitored, although individual health data will not be shared with the law school.



3. The Law School is following many of New York State's guidelines for post-travel quarantine and testing and requiring students who have traveled outside of New York State for more than 24 hours to follow one of two options to use campus buildings:
  - a. Option 1: After traveling, quarantine in New York for 10 days, obtain a COVID test in New York, and then provide proof of a negative COVID test.
  - b. Option 2: Obtain a negative COVID test within three days of departure from another state, travel, quarantine in New York for three days, obtain another COVID test on the fourth day of quarantine or thereafter, and then provide proof of a negative COVID test.
4. Students and faculty should plan on remote attendance for classes during all quarantine periods, unless unable to do so for health reasons. Staff members should discuss travel plans with supervisors to ensure compliance and coverage.
5. Anyone reporting symptoms of COVID-19, or registering a temperature over 100.4, will be required to self-isolate for a period of 14 days OR until resolution of symptoms and proof of a negative test. All symptomatic individuals can receive a rapid test at the Albany College of Pharmacy and Health Sciences testing facility.
6. Students, faculty, and staff exhibiting symptoms of COVID-19, returning from travel, or exposure to anyone who has tested positive for COVID-19, should notify Human Resources or the Office of Student Affairs.
7. Anyone who is known to have come in contact with someone they know to have been capable of spreading COVID-19 should self-isolate for 14 days.
8. All persons who test positive for COVID-19 should notify Human Resources or the Office of Student Affairs.
9. Individuals will quarantine or self-isolate at home.
10. Upon notification of a positive test, Albany Law School will notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
11. Albany Law School is carefully planning its operating response in the event of a confirmed case or outbreak. At a minimum, the law school will notify the on-campus

community, and close exposed building areas for at least 24 hours to allow for deep cleaning and contact tracing. The law school will also follow county health department guidance about mandatory testing and isolation of anyone exposed to a positive case.

#### **IV. Travel and other exposure**

1. Official law school–related travel is prohibited unless deemed essential and approved by the Associate Dean for Academic Affairs for faculty travel, by the Director of Human Resources and department heads for staff travel, and by the Associate Dean of Student Affairs for student travel. If student-team travel is approved, students should travel individually and should not share hotel rooms.
2. Only travel essential to the educational mission of the law school should be approved.
3. Travel to visit external stakeholders for law school business will only be permitted if physical distance protocols are honored in any such gathering.
4. Recreational travel is highly discouraged.
5. The Law School is following many of New York State's guidelines for post-travel quarantine and testing and requiring students who have traveled outside of New York State for more than 24 hours to follow one of two options to use campus buildings:
  - a. Option 1: After traveling, quarantine in New York for 10 days, obtain a COVID test in New York, and then provide proof of a negative COVID test.
  - b. Option 2: Obtain a negative COVID test within three days of departure from another state, travel, quarantine in New York for three days, obtain another COVID test on the fourth day of quarantine or thereafter, and then provide proof of a negative COVID test.
6. Any faculty or student who travels should be prepared for distance learning during the period of self-isolation.

#### **V. In the event of infection**

1. Albany Law School is carefully planning its operating response in the event of a confirmed case or outbreak. At a minimum, the law school will notify the on-campus community, and close exposed building areas for at least 24 hours to allow for deep cleaning and contact tracing. The law school will also follow county health department guidance about mandatory testing and isolation of anyone exposed to a positive case.

## ACADEMICS

For fall 2020, faculty and students will elect whether to teach or attend classes remotely or in person. All persons attending classes in person should observe physical distancing and other health and safety protocols.

Given the nature of and the potential for change in COVID-19 conditions, all faculty and students must be prepared to move to online classes if necessary.

### I. General

1. Physical distancing guidelines will restrict the number of students in a classroom at any point in time.
2. For courses in which enrollment exceeds the physical distancing capacity, students will be divided into two groups and will alternate between attending classes in person and remotely, as more fully described below.
3. Faculty will consult with the Associate Dean for Academic Affairs and the Director of Instructional Design to discuss which course design option should be selected to meet physical distancing requirements. All J.D. courses not already approved as a distance education course will be taught synchronously, but other design options may be built in, e.g., pre-recorded lecture, or voice-over PowerPoint.
4. Faculty who are teaching different sections of the same course are encouraged to work together and in collaboration with the Associate Dean for Academic Affairs and the Director of Instructional Design on consistent delivery methods across sections.
5. All fall classes will be recorded via Zoom. The faculty member or the faculty member's legal assistant will ensure that all classes are automatically recorded or the faculty member should assign a TA or student to ensure that the faculty member is reminded to record each class. To address concerns about client confidentiality and attorney-client privilege, the recording of clinical classes will be handled manually.
6. All classrooms will be equipped with disinfectant stations (hand sanitizer and disinfectant wipes) that students should be instructed to use for their hands and on their seating/desk area when entering the classroom.
7. Students are required to wear masks in the classroom at all times whenever others are present.
8. Faculty members are generally required to wear masks as required pursuant to the law school's health and safety protocols. Faculty are also encouraged to wear

mask while teaching. If an individual faculty member determines that wearing a mask interferes with the ability to teach, that person may elect to stand behind a portable plexiglass shield, use a face shield, or (if possible within an assigned classroom) maintain a minimum 10-foot physical distance from students while teaching. Plexiglass face shields will be provided to faculty on request.

9. Students should be seated at least 6 feet apart from one other while in the classroom.
10. Signs will be placed outside the classroom to instruct students to enter and exit the classroom one at a time. Faculty should plan to dismiss students by row to avoid crowding near the exit.
11. Faculty are encouraged to hold office hours by Zoom. Any in-person office hours must be held in accordance with expectations of a physical distance of 6 feet. If the faculty member's office cannot accommodate physical distancing of 6 feet, that faculty member may reserve the faculty lounge or an available classroom for office hours. Faculty should include a statement about how their office hours will be conducted in their syllabi.
12. Faculty with concerns about their ability to safely return to the classroom should notify the Associate Dean for Academic Affairs by July 15, if possible.

## **II. Classes and teaching plans, calendar, and scheduling**

### *Academic calendar*

- All fall on-campus courses will be scheduled to meet at established times.
- **1L classes:** All 1L classes will meet once per week or twice per week. Any class meeting three times per week will be converted to twice per week to accommodate scheduling.
- **Staggering start times:** To the extent possible, 1L classes will start on the half-hour; upper division classes will start on the hour.
- While classes are not in session students will be allowed to use the library and other facilities, subject to safety conditions, travel restriction protocols, testing protocols, and physical distancing protocols.

## *Class size and scheduling*

- **1L Introduction to Lawyering:** 1L Lawyering classes will be assigned to classrooms that are large enough to accommodate the class so all students will be able to attend all classes in person.
- **Simulation courses:** If possible, simulation courses will be assigned to classrooms that are large enough to accommodate the class so all students will be able to attend all classes in person.
- **Upper level courses with low enrollment:** If possible, upper level classes with low enrollment will be assigned to a classroom that can accommodate the entire class while ensuring physical distancing, and the class will meet in person as usual. (These courses will be identified by the Academic Dean and the Assistant Dean and Registrar.)
- **For larger enrollment courses:** Where necessary to accommodate physical distancing, larger classes will be divided into two (2) groups by last name. These two groups will be determined by alphabetical order across the student body, not class by class to avoid, to the extent possible, a student having two different modalities in a single day. The groups will be designated as “A Group” and “B Group” and will attend in person as set out below:
  - If the class meets twice per week:
    - Students in the A Group will attend in person the first class of the week;
    - Students in the B Group will attend in person the second class of the week.
  - If the class meets once per week, students will alternate weeks.
  - Use of the gymnasium and other open spaces:
    - The gymnasium (which can hold up to 60 students with physical distancing) will be repurposed to be used for classes and as a study area. Use of the gymnasium for classes will be prioritized. When the gymnasium is not being used for fall classes, it will be used as a study area for students who are on campus.
  - Other open spaces such as the foyers, the cafeteria, and unused classrooms will be modified, if possible, to serve as study areas for students.
- Students not attending classes in-person will join the class remotely through a live feed or through Zoom. To ensure that remote students can participate in small group work or other types of collaborative work, Zoom or other technology will be used to create breakout rooms or other opportunities to work together.

## *Remote option for students and faculty*

- **Remote option for students:**
  - There will be a fully remote option for students who, for health reasons or other causes related to COVID-19, are not able to attend classes in-person. Election of the remote option must be reported to the Registrar's Office no later than July 15, 2020, unless the student is unable to make the election until after July 15.
  - Student-attendance plans that fall outside the guidelines of this document will need to be communicated according to established accommodation procedures, mentioned below, to ensure all members of the community are safely accounted for.
- **Remote option for faculty:**
  - If a faculty member is unable to teach his or her classes in-person for reasons related to COVID-19, the faculty member will teach remotely. Students will be given the opportunity to be physically present in the classroom, in accordance with the scheduling protocol, and the faculty member will be live streamed, or other technology will be used to most closely approximate an in-person class.
  - On-site training will be provided to students (teaching assistants and ITS work-study students) so that they can operate the classroom technology, join the Zoom meeting, and facilitate any necessary dialog between in-class students and online faculty and students. If possible, ITS should hire additional work-study students who can provide technological assistance in courses that do not have teaching assistants.
- **Faculty member unable to teach after beginning a class:**
  - If, during the semester, a faculty member is unable to teach in person for reasons related to COVID-19, the faculty member will be given the option of teaching remotely.
  - If the faculty member is unable to teach remotely, the Associate Dean for Academic Affairs will find another faculty member to take over the course.
  - The Associate Dean for Academic Affairs will reach out to adjuncts not scheduled to teach in the fall to create a list of possible faculty members who may be willing to take over other courses.
  - Faculty will assist in creating a list of others who might be able to take over their course if they are become unable to teach due to illness during the semester.

## *Enrollment management*

- **Student notice to the Registrar's Office:**

- By July 15 students shall give notice to the Registrar's Office if they plan to be fully online in the fall, unless the student is unable to make the election until after July 15.
- If a student has elected to take all courses online, the student may later return to in-person classes with notice to the Registrar's Office.
- The student's right to return will be conditioned upon the Registrar's Office certifying that there is physical space in the classroom for the student, given physical distancing protocols.
- **Add/drop period:**
  - The registrar will inform students of the add/drop policy, which will be revised to ensure physical distancing in all classrooms.

### **III. Examinations, assessments, grading, and attendance**

- **Fall final exams:**
  - All fall final exams will be online.
  - The Associate Dean for Academic Affairs, the Registrar, and the Director of Instructional Design will review products that might be used to allow for closed-book exams.
  - Faculty will be strongly encouraged to give more assessments, such as midterm exams, throughout the semester. Faculty will be encouraged to consider placing less weight on the final examination.
- **Class participation as part of grading:**
  - If either attendance or class participation is part of the student's grade, faculty will be asked to make adjustments for students who are remote or quarantined (either mandatory or self-isolated), or are in any other way prevented from participating in class interaction (e.g., poor internet quality).
  - Faculty who desire to count class participation should consult with the Director of Instructional Design regarding alternative methods for grading class participation.
  - Faculty should include clearly articulated class participation policies in syllabi.
  - A temporary attendance policy that addresses student and faculty concerns will be adopted.

### **IV. Faculty teaching workshops and training**

- Full-time and adjunct faculty will be offered training over the summer and fall to ensure a rigorous academic program.

- Data and feedback collected from the Albany Law School community regarding experiences with teaching and learning in an emergency remote capacity will be used to plan both short- and long-term agility and innovation.
- A summer workshop series will be planned to begin teaching in a hybrid and a fully online environment. Faculty who are already employing best practices or have identified techniques that worked well are being called upon to support their peers.
- As set out below, all classrooms, including the gymnasium, are being equipped to accommodate Zoom video conferencing. Faculty and legal assistants attended training to learn how to use the new technology. Teaching assistants (and ITS work-study students) will also be required to attend training on site to learn how to use the new technology.

## **V. Advising and Office Hours**

### *Advising*

- Given that more information will pass to students electronically, Human Resources will send the Family Educational Rights and Privacy Act (FERPA) training to faculty and staff prior to the start of the fall semester, so they can review the policies and protocols required to preserve student privacy.
- Further, to ensure that private information will remain protected, all members of the community are reminded to follow all established policies and protocols.

### *Office Hours*

- Faculty are encouraged to hold office hours by Zoom. Any in-person office hours must be held in accordance with expectations of a physical distance of 6 feet. If the faculty member's office cannot accommodate physical distancing of 6 feet, that faculty member may reserve the faculty lounge or an available classroom for office hours. Faculty should include a statement about how their office hours will be conducted in their syllabi.

## **VI. Experiential and clinical courses**

- **Plans for fall clinical courses:** See Appendix A.
- **Plans for fall simulation courses:**



- Simulation courses will be taught in person and, to the extent possible, will be scheduled in a classroom that will allow the entire class to attend every class in person.
- Some simulations may be done via Zoom to ensure physical distancing.
- Faculty who are teaching simulation courses will consult with the Director of Instructional Design to determine best practices for the simulated exercises.

## **VII. Accommodations and Accessibility**

- **Disability accommodations:** Students will continue to follow the procedure currently in place for requesting and receiving approval for accommodations.
- **Accessibility:**
  - Faculty will be encouraged to include a standardized accessibility statement (to be provided by the Academic Task Force) on syllabi. The standardized statement will provide information and guidance to students who require accommodations.
  - All classes on Zoom will be recorded. To the extent that closed captioning is necessary, this feature is available on Zoom (which also allows for transcription).

## **VIII. Technology**

- Students will need a laptop computer (Mac or PC) that meets a minimum specification (based on Examssoft, Canvas, Zoom, and other required software) with a web camera and headphones with a microphone.
- Students may apply for funding or financial aid to assist in technology gaps. ITS will assemble a list of discounts for technology hardware and software.
- All on-campus courses being taught by a remote professor will have a TA, or trained work-study student, to manage in-classroom technology (e.g., turning on projector, controlling classroom audio, or starting a Zoom session in the classroom).
- All classrooms will be upgraded to support Zoom videoconferencing.
- Zoom will be used for all class recordings in place of Panopto.
- ITS will investigate ways for students in clinics and journals to access unique technology, which may be needed if those students are unable to access their respective office areas on campus.

## **IX. Faculty, staff, and student travel**

- Official law school–related travel is prohibited unless deemed essential and approved by the Associate Dean for Academic Affairs for faculty travel, by the Director of Human Resources for staff travel, and by the Associate Dean for Student Affairs for

student travel. If student-team travel is approved, students should travel individually and should not share hotel rooms.

- Only travel essential to the educational mission of the law school should be approved.
- Travel to visit external stakeholders for law school business will only be permitted if physical distance protocols are honored in any such gathering.
- Recreational travel is highly discouraged.
- The Law School is following many of New York State's guidelines for post-travel quarantine and testing and requiring students who have traveled outside of New York State for more than 24 hours to follow one of two options to use campus buildings:  
Option 1: After traveling, quarantine in New York for 10 days, obtain a COVID test in New York, and then provide proof of a negative COVID test.  
Option 2: Obtain a negative COVID test within three days of departure from another state, travel, quarantine in New York for three days, obtain another COVID test on the fourth day of quarantine or thereafter, and then provide proof of a negative COVID test.
- Any faculty or student who travels should be prepared for distance learning during the period of self-isolation.
- Visitors, such as guest speakers, should not be permitted on campus without approval from the administration. Any visitors to campus must satisfy public health and safety screening requirements.
- To the greatest extent possible, all faculty, staff, and student conferences and competitions should be conducted and attended remotely.

## **X. Recruiting Operations**

- Any recruitment events, where essential, will be conducted consistent with physical distancing protocols. To the extent any event could be carried out remotely, that will be the preferred mode.
- Admissions-related matters will be conducted in a manner consistent with health and safety practices. To the extent state and CDC guidelines permit in-person admissions events, those may be considered for attendance in accordance with physical distancing protocols. Information to prospective students will be communicated should plans and protocols change.

## **ACADEMICS: APPENDIX A**

### **Plans for in-person operations, fall 2020: Clinical courses**

#### **IMMIGRATION LAW CLINIC**

- Teaching component
    - In-person seminars will be held when possible, with remote attendance available, in compliance with all health and safety protocols.
    - COVID-19 protocols will be included in the Office Procedure Manual.
  - Practice component
    - In-person meetings, except for client meetings, will be limited.
    - Team meetings will be held in areas that can accommodate physical distancing or via Zoom.
- 

#### **HEALTH LAW CLINIC**

- Teaching component
    - In-person seminars will be held when possible, with remote attendance available, in compliance with all health and safety protocols.
    - COVID-19 protocols will be included in the Office Procedure Manual.
  - Practice component
    - In-person meetings, except for client meetings, will be limited.
    - Team meetings will be held in areas that can accommodate physical distancing or via Zoom.
    - Options will be explored for remote client access.
    - The office will be prepared for federal and state court electronic filing and appearances, including Skype Business platforms, and PACER/ECF.
    - A policy for students who do not want to work with assigned clients due to health risks to themselves or clients will be adopted.
- 

#### **FAMILY VIOLENCE LITIGATION CLINIC**

- Teaching component

- In-person seminars will be held when possible, with remote attendance available, in compliance with all health and safety protocols.
  - COVID-19 protocols will be included in the Office Procedure Manual.
  - Practice component
    - In-person meetings, except for client meetings, will be limited.
    - Team meetings will be held in areas that can accommodate physical distancing or via Zoom.
    - Representation in court: The FVLC director will represent clients; mock court appearances will be utilized to teach oral argument skills; however, interns will be given the option of physically appearing in court. An intern's decision not to appear physically in court will not be applied negatively against the intern for grading purposes.
- 

## **COMMUNITY ECONOMIC DEVELOPMENT CLINIC**

- Teaching component
    - In-person seminars will be held when possible, with remote attendance available, in compliance with all health and safety protocols.
    - COVID-19 protocols will be included in the Office Procedure Manual.
  - Practice component
    - The CEDC is planning for a primarily remote-work framework, with some possible in-person meeting opportunities, specifically to print documents, handle hardcopy closings, and other key documents.
- 

## **FIELD PLACEMENT PROGRAM**

- Teaching component
  - Hybrid approach: Field Placement students will attend a combination of in-person and remote classes and meetings.
  - Orientation will be held remotely.
  - In-person classes, especially in early semester, will be held to create community, with remote attendance possible. Classes will be synchronous via Zoom, with asynchronous discussion boards.
  - Individual student meetings will be held via Zoom—both office hours and mid-semester meetings.
- Practice component

- This will vary by placement. The Field Placement Program will survey placements to identify plans for student access and in-person or remote supervision.
  - The program will identify placement and student needs, and hold remote supervisor training and/or individual meetings, and summer Zoom meetings with supervising attorneys.
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## **DOMESTIC VIOLENCE PROSECUTION HYBRID**

- Teaching component
  - Hybrid approach: DVPH students will attend a combination of in-person and remote classes, meetings, and simulations.
  - In-person classes, especially in the early semester, will be held to create community, with remote attendance possible.
  - May convert from TWEN TO CANVAS.
  - Timesheets and reflections will be submitted weekly.
  - Synchronous classes will be held via Zoom. Some simulations and some class lectures may be recorded and distributed asynchronously via CANVAS.
  - Individual student meetings will be held either in person or via Zoom; phone contact could include Individual Educational Plan (IEP) beginning-of-semester, mid-semester, and end-of-semester meetings.
  
- Practice Component
  - May include a combination of in person (physically distanced) and remote field opportunities, depending on allowances and procedures of District Attorneys' Offices and the courts.
  - Supervisors will be surveyed on maximizing opportunities for student work in the fall.
  - Summer Zoom trainings and meetings with supervising attorneys will be coordinated with the Field Placement Program.

## STUDENT LIFE

Student-focused services and activities round out and enhance the overall student experience. While the coronavirus pandemic will require us to change how many of our enrichment activities occur, we are committed to providing a rich array of educational, social, intellectual, and wellness activities.

Health and safety protocols will necessarily limit the number and types of in-person events and services that will be available. Albany Law School will, at a minimum, offer designated areas for studying, eating, and conversing and we will present students with options as to what, where, when, and how to engage in student-life activities in compliance with the health and safety policies and procedures related to COVID-19 enumerated in this plan. This will include a tent outside the 1928 Building and safety plans for using student-organization meeting space.

We will look for every opportunity to offer students new benefits and opportunities, and look forward to hearing from students about how we can best support them, and discover new ways to engage, however small.

### I. Physical spaces

The health and safety guidelines, particularly those with regard to physical distancing and reduced density, will dictate our ability to accommodate student life services and activities. Academics must be given priority, and the need to accommodate classes will require the use of spaces previously dedicated to student life (the gymnasium, cafeteria, etc.). In addition, gathering spaces such as small classrooms and offices (SBA, journal offices) that were previously used for student-life functions may no longer be used in the same way due to density limitations. Many student activities will need to be held remotely or in the evening hours, when there may be less demand for physical space due to reduced class offerings at that time.

The law school will take reasonable measures to facilitate contact tracing in the event of a positive case of COVID-19. We will use proximity cards and class schedules to track who is on campus on a daily basis.

Density limitations will be posted at the entrance of each room to assist students in complying with density reduction procedures. Consistent with the health and safety guidelines, visitors will not be permitted on campus until the density restrictions are relaxed and other relevant health and safety considerations indicate that it is safe to do so.

While various student activities may still be carried on remotely, Albany Law School will offer student-life services, which will allow for a meaningful return to campus.

While the cafeteria will not serve food, there will be other food service options such as food trucks and access to the Albany College of Pharmacy and Health Sciences cafeteria. In addition, information will be provided regarding additional suggested dining options and a physical space designated for dining. *(See dining section below.)*

There will be designated study and gathering spaces. Some students will need to have study space available for when they are not in a scheduled face-to-face class, but still need to access Wi-Fi, to study independently, or to attend a remote class. To the extent possible, we will provide space for students to study and appropriately gather while maintaining physical distance requirements.

While we will provide space for students to gather within health and safety guidelines, students are encouraged to hold meetings (particularly large meetings) and activities remotely, whenever possible. In all cases where an activity is being held on campus, remote participation or a remote alternative should be offered for those students unable to attend. If there is more demand for physical space than can be met, priority should be given to those events or activities that would be impossible to host in a remote format.

## **II. Events and gatherings**

Planned events and student organization meetings will be reintroduced to the campus community in three stages to allow for evaluation of data and monitoring of any COVID-19 cases. The length of each stage will be determined by the leadership of Albany Law School, and in compliance with the established health and safety guidelines.

There will be limited attendance for all campus activities to allow attendees to comply with physical distancing requirements. All attendees should RSVP in advance for campus events when possible and be required to register at each event for contact tracing purposes. A designated supervisor (staff or student) will be appointed to attend each event to ensure that registration and physical distancing requirements are met.

Each area, classroom, and meeting space will be cleaned daily and there will be extra supplies (masks, hand sanitizer, disinfectant wipes) available at each event.

## *Guidelines for meetings and events*

Albany Law School has developed the following guidelines to reintroduce student activities for the fall 2020 semester. Consistent with the overall public health guidelines, there will be no visitors allowed in any campus building or facility until further notice.

### **Stage I**

Effective August 16, 2020, all student events will remain remote as students return to campus. We plan for this stage to last at least for two weeks, during which time the law school will monitor and evaluate any increase in COVID-19 cases. If there are no new COVID-19 cases within the law school community during this time, then the leadership of Albany Law School will determine, in consultation with the Public Health and Safety group, whether the law school will move to Stage II.

### **Stage II**

No sooner than September 7, 2020, on-site student activities may begin. Participation in events should be limited to only Albany Law School students, faculty, and staff. Student organizations are encouraged to hold meetings (particularly large meetings) remotely, if possible. However, student organizations can hold small meetings in rooms where students can maintain physical distancing, and attendance will be limited accordingly. For example, if the *Albany Law Review* suite can accommodate 20 people, but only five people when they are spread 6 feet apart, then the room occupancy will be capped at five. Meetings with attendees that exceed the room occupancy should be conducted remotely. The specifications of each room and how many people may safely use the space while keeping socially distant at one time should be confirmed through the Office of Administrative Services. Each space will have its occupancy cap posted on the doors and/or prominently displayed within the designated space. Large lecture halls (e.g., West Wing, East Wing, and Dean Alexander Moot Courtroom) should be used when possible in order to maximize physical distancing. The Boardroom and gymnasium may be used during this time, including for evening meetings and events for student organizations. Visitors outside of Albany Law School will not be permitted.

### **Stage III**

No sooner than September 27, 2020, student organizations may conduct meetings and events at 50% capacity. It will remain strongly encouraged that events be held remotely, whenever possible. At this time, the leadership of Albany Law School will determine, in consultation with the Public Health and Safety group, whether external visitors should be allowed to participate in events.

At this time, student travel for activities (e.g., moot court competitions) will be considered on a case-by-case basis and approved by the Associate Dean for Student Affairs. All travel must be



pre-approved after a review of the host institution's COVID-19 policies by the Office of Student Affairs.

### *Room Reservations*

All rooms and spaces that can be made available to students for meetings or events should be reserved through the Office of Administrative Services and follow the same event-form policies and procedures already in place

([https://www.albanylaw.edu/media/user/adminservices/facilities\\_use\\_request\\_form.pdf](https://www.albanylaw.edu/media/user/adminservices/facilities_use_request_form.pdf)). An all-inclusive event form should be completed for both virtual and in-person events for approval from the Office of Student Affairs after they are scheduled through the Office of Administrative Services.

In addition, all events (including remote events) should be added to the law school calendar within 24 hours of notice to the Office of Administrative Services to avoid conflicts for attendees and excessive number of students on campus (if the event is in-person).

### *Other protocols for meetings and events*

- All in-person student organization meetings and events will also be offered remotely to accommodate those who are learning and participating from a distance.
- Room occupancy capacity must be adhered to during each stage.
- Back-to-back student organization meetings or events will be minimized to avoid congregation of students outside of rooms before and after events.
- Each event will have a designated person who will be responsible for monitoring and enforcing physical distancing and any other health and safety requirements.
- All event participants must sign up in advance.
- Attendance needs to be verified at each meeting or event for contact tracing purposes.
- There will be virtual meetings for all second- and third-year students in August to discuss new COVID-19 procedures with regard to meetings and events. First-year students will be advised of these policies during Orientation. A COVID-19 checklist will be developed for all student leaders and groups who would like to hold an event on campus during Stage II and Stage III.
- New signage will address all guidelines on campus. Signs will promote safe hygiene practices throughout campus (e.g., in, classrooms, hallways, 1928 Building, 2000 Building, etc.). Information regarding hygiene and physical distancing policies will be on the television monitors running on a loop. Occupancy restrictions for each space will be posted at its entrance.
- Laptops and high-speed internet are necessary for all students. Any student having difficulty obtaining these should contact the Office of Financial Aid or Office of Student Affairs.
- All guidance relative to public health and safety must be adhered to—in particular, a reminder that masks are required to be worn during all meetings and whenever

others are present.

- Additional supplies (e.g., hand sanitizer, disinfectant wipes, extra masks) will be made available at all events.

All areas of the law school, unless in use for class or otherwise reserved, can be used by students for study without prior reservations.

### **III. Dining**

It is important to have food options that consider possible dietary restrictions. For those who wish to bring food, a refrigerator and microwave will be assessible for students. It will be the students' responsibility to clean appliances before and after use.

Signage will be marked to make clear where food is allowed. An outdoor tent has been placed near the back entrance of the 1928 building as a space where students can dine.

#### *Facilities*

- Adequate signage is now on campus regarding health and safety guidelines and protocols.
- Tables have been removed or reconfigured to allow for seating in accordance with physical distancing guidelines and policies.
- Guidelines presently allow for the continued use of vending machines; all physical distancing guidelines shall be followed.

#### *Dining services*

- While the cafeteria will not serve food, there will be other food service options. Food trucks will be available on campus most weekdays to provide dining options for our community and our partners at Albany College of Pharmacy and Health Sciences.
- The Pharmacy cafeteria is open for law school students with ID.
- The Office of Student Affairs will continue to look into providing additional healthy vending options.
- The Office of Student Affairs will look to partner with local restaurants to provide carryout options.
- The tent outside the 1928 Building will serve as the designated space for carryout pick-up.
- The Office of Student Affairs will advise the campus community on what food options are available in the area (e.g., Pharmacy cafeteria, Albany Med cafeteria, Panera, Starbucks, etc.).

## **IV. Enforcement**

An overarching principle is that the goal of these policies is public health. Temporary exclusions from campus may be necessary, but such exclusions should not be imposed for disciplinary reasons unless the protections of the disciplinary process are invoked. In other words, if a student has to be excluded from campus because they deliberately refuse to wear a mask, they should only be excluded until they agree to wear a mask. Any additional exclusion with the intention of punishing the individual would be disciplinary and will not be applied unless the disciplinary process is invoked (see below).

We are adopting three tools for enforcement of social-distancing policies: (1) informal, peer-to-peer collaboration; (2) an informal entity/committee empowered to receive complaints and hear concerns; and (3) for serious cases of deliberate breach of policies that endanger members of the community, the existing disciplinary process.

### *Community Responsibility*

The primary means of enforcement will be informal, cooperative, and shared: we will depend on all members of the community to help each other observe safety protocols. Everyone should be empowered to remind others of necessary measures and (to the extent they feel comfortable) to help others remember to observe policies. This includes taking responsibility for conduct off campus, because conduct off campus can endanger members of the on-campus community.

Students will be informed of all policies before returning to campus, and will sign a shared-responsibility pledge. The pledge will incorporate provisions in which students agree to give feedback to — and receive feedback from — their peers on compliance with physical distancing and other health and safety.

It is important that these collective responsibilities not add to the burdens and anxieties students will already feel when they return to campus. Thus, it should be stressed that there will be no adverse consequences for students who do not feel comfortable pointing out a violation they observe. There will also be anonymous reporting mechanisms so that students who are concerned by violations they observe can, without fear of consequences, bring them to the attention of people who can help.

### *Example:*

#### **In-the-moment concerns**

If a staff member sees a student not wearing a mask, and the student refuses to put one on, the staff member is encouraged to communicate with Brian LaPlante, who will communicate with Campus Safety or another member of the administration, as appropriate.

## **Committee to hear concerns**

The law school has a Return to Campus Public Health and Safety group, which will be empowered to hear anonymous complaints or concerns about possible violations of social-distancing policies. This committee would be charged with responding to the concerns raised to it in reasonable, and usually informal, ways. For example, if the committee learns that students tend to congregate in violation of physical distancing requirements after a specific class, they could reach out to the professor of that class and encourage them to speak to students about it. The group could also bring issues to the attention of the dean or an appropriate administrator designated as the point of contact, if more serious action is taken (for example, if a student repeatedly violates physical distancing policies).

This includes taking responsibility for conduct off campus, if it has a potential effect on members of the campus community. If a student group has an unsafe meeting off campus, that issue too should be raised with the Public Health and Safety group.

## **Disciplinary action**

As mentioned above, discipline should not be one of the primary tools for enforcement. However, in the event that a student displays such a serious disregard of physical distancing or other health and safety policies that they endanger other students, disciplinary issues may arise. Students who deliberately endanger other students by violating health and safety policies may be subject to existing disciplinary procedures for engaging in unprofessional conduct that adversely reflects on the student's fitness to be a lawyer. The provision should be limited in two ways: it should apply only to conduct that is deliberate (or perhaps reckless), and it should apply only to conduct that puts other members of the community at risk.

## **V. Mental Health**

### *Mental health counseling*

Dr. Peter Cornish will continue to provide counseling services for our students during the 2020-2021 academic year. Albany Law School will explore retaining an additional counselor on a contract basis to assist with counseling in the event that there is an increased need. In addition, Anthem provides resources related to COVID-19 and can be found at <http://www.powerflexweb.com/1631/loginanthemresourceadvisor.html>.  
(Program name: Albany Law School SAP)

### *Student return-to-campus campaign/pledge*

All students will be asked to sign the return-to-campus pledge. Once the pledge is signed, the student's ID will be activated for entry to all buildings. Albany Law School will also explore offering programs around COVID-19 education for students, faculty, and staff (e.g., a presentation by a mental health counselor or an epidemiologist).

### *Other programming and recommendations*

The Wellness Program will continue to provide counseling services. It will also continue to schedule remote programming, including meditation sessions, yoga, and fitness classes, and share resources on the Wellness blog.

Albany Law School will also explore options for physical wellness. Possibilities include an outdoor space for meditation, yoga, or other fitness programming.

The Student Affairs Office will also work on developing a Student Support Team (SST). The SST team will include members of the law school community from various departments, including Student Affairs, Academic Affairs, Registrar, the Assistant Dean for Diversity and Inclusion, Academic Support Faculty, and the Career and Professional Development Center. The SST will meet regularly to identify assess and address students who may need support.

## LEGAL AND HUMAN RESOURCES

Albany Law School cares about its people. The following plans are intended to guide us as we navigate the global pandemic.

### **I. Vulnerable populations (students, faculty, staff)**

- Human resources will continue to work with all members of the community to identify, engage, and assist vulnerable students, faculty, and staff. The Office of Student Affairs staff along with Faculty share responsibility for students. The Offices of Academic Affairs and Human Resources share responsibility for faculty, and Human Resources will be responsible for staff. An edited version of the ADA-Compliant Pre-Pandemic Survey will be used to identify those in need of accommodation. *(See Appendix B.)*
- All students and faculty participating in remote classes shall have adequate internet access. Any member of the student body or faculty who needs help accessing internet should contact Human Resources or the Office of Student Affairs.
- The Justice Center, Field Placement Program, and Office of Financial Aid will coordinate with placement agencies and employers and assist vulnerable students.
- The committee managing the student emergency fund (Wilkinson Fund) will continue their work.
- A faculty advisor will be assigned to regularly communicate with and assist international students with issues related to COVID-19 (e.g., inability to be with sick family in another country, travel restrictions, self-isolation following travel, etc.)
- Faculty and staff who work directly with students, as well as managers of staff, will be trained to identify signs of distress and mental illness, what resources are available, and how to refer the individual for further assistance. A short course focusing on student mental health is available on the SafeColleges platform and may be customized to include information on our Student Assistance Program and how to contact Dr. Cornish for assistance.
- COVID-19–related discrimination and harassment will be included in training for students, faculty, and staff. Title IX discrimination and harassment training has been updated. It includes COVID-19–related updates.

### **II. Diversity, equity, and inclusion**

- Albany Law School will address COVID-19's effects on our diversity, equity, and inclusion efforts and programs. The Assistant Dean for Diversity and Inclusion and Title IX Coordinator will spearhead this effort.

- The Office of Admissions will address recruitment of underrepresented and underserved populations using resources provided by LSAC and by making sure that information is readily available on the Albany Law School website and by phone.

### **III. Sick and other leave issues**

- The Director of Human Resources will research and document the interplay of federal and state laws pertaining to COVID-19 leaves, ensuring that appropriate leave codes are set up in the payroll system.
- To ensure that employees may use the leaves that they are entitled to and that the law school is properly documenting leave utilization to take advantage of tax credits, managers will be trained on when leave-plan utilization is triggered, and when to contact Human Resources.
- A handbook supplement detailing COVID-19 leaves will be drafted by the Director of Human Resources and should be added to the faculty, adjunct faculty, and staff handbooks.
- The policies and procedures surrounding student absences and leaves will be reviewed by the Office of Academic Affairs for flexibility.

### **IV. Regulatory matters and policies**

- Issues related to program changes, accreditation, and New York State Education Department (NYSED) approval are being addressed by the Office of Academic Affairs. The law school will continue to monitor for updates and meet reporting and communication requirements.

### **V. Compliance with ADA**

- There are currently policies and procedures in place for addressing Americans with Disabilities Act (ADA) accommodation requests from student and employee populations. The law school will continue participating in the interactive process with individuals making requests.
- New ADA compliance issues brought about by COVID-19 will continue to be considered. For example, identifying ways to accommodate students with a hearing disability, while maintaining physical distancing and wearing masks.
- As many individuals continue to work remotely, the law school will consider implementing virtual ergonomic assessments to determine need for different or additional equipment to mitigate repetitive stress injuries and eyestrain due to lighting.

- Recordings will continue to be made of all classes, both remote and in-person.

## **VI. Title IX and Code of Conduct issues**

- Albany Law School will address COVID-19's effect on our Title IX processes and code of conduct. The Assistant Dean for Diversity and Inclusion and Title IX Coordinator has been engaged in this effort.

## **VII. Other considerations**

- Department heads will communicate with the Director of Human Resources as to which staff are deemed essential to return to campus, and which staff can continue to work remotely. Plans will be reviewed to consider work hours of all staff, staggering start and end times, alternating in-office and home hours, rotating schedules, etc.
- The Office of Human Resources is working to address off-campus equipment needs surrounding possible re-closure related to outbreak.



## LEGAL AND HUMAN RESOURCES: APPENDIX B

### ADA-COMPLIANT PRE-PANDEMIC EMPLOYEE SURVEY

Directions: Answer "yes" to the whole question *without specifying the factor that applies to you*. Simply check "yes" or "no" at the **bottom of the page**.

**In the event of a pandemic, would you be unable to come to work because of any one of the following reasons:**

- If schools or day-care centers were closed, you would need to care for a child;
- If other services were unavailable, you would need to care for other dependents;
- If public transport were sporadic or unavailable, you would be unable to travel to work; and/or;
- If you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus, you would be advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

**Answer: YES \_\_\_\_\_ , NO \_\_\_\_\_**

## INFRASTRUCTURE

Albany Law School is preparing its physical spaces and infrastructure for a return to campus for fall 2020.

### I. Commuting and parking lot

- Physical distancing rules will apply in all campus parking lots. Masks are required if physical distancing is not possible.
- Law school vehicle usage will be limited to one person at a time. The user will disinfect the vehicle before and after each use. A supply of disinfectant wipes will be available in the vehicle.
- Center lines will be created through the 2000 Building breezeway to keep cross traffic separate.
- Commuters using CDTA and UAlbany buses should follow the policies and procedures for physical distancing and disinfection of those carriers.

### II. Campus enforcement and public safety

Albany Law School will:

- Restrict building access to only students, faculty, and staff, and approved invited visitors per the law school's public health and safety guidance.
- Regulate foot traffic through the buildings with arrows and signage.
- Install plexiglass shields at all security desks, service counters, and podiums.
- Place floor markers for 6-foot distancing.
- Bidirectional hallways will have a center line to promote separation.
- Communicate and post that traffic patterns do not apply during emergency situations requiring rapid evacuation of the buildings.
- Require card access at all entrances.
- Provide microphone, dry erase markers, white board cleaner, eraser, and face shield to each faculty member.
- Students will supply their own masks. Faculty and staff can use their own or will have one provided. The law school will have a supply of masks on hand to supply to anyone, if needed.
- Provide disinfectant wipes for use on keyboards and mice.
- Close the locker room at the start of the reopening.
- Recognizing that The Justice Center operation is different from the rest of the Law school, policies and procedures for client interaction will be developed by The Justice Center.
- Shut down the entire campus for a period of time each week for complete decontamination.

- Create a public awareness communications campaign around proper physical distancing guidelines in coordination with the Community Outreach and Alumni Engagement subcommittee.
- Encourage the use of stairs. Elevator usage will be limited to individuals with disabilities.
- Close cafeteria food service and prohibit food in classrooms for fall 2020.
- Develop occupancies guidelines.
- Ask that all people entering the building swipe their access card, even if a door may already be open, to allow for occupancy monitoring and contact tracing.

### **III. Construction and renovation**

Albany Law School will reduce construction and renovation activities to those that are critical. Contracts awarded for construction and renovations during this time will include language to address all aspects and requirements for PPE, physical distancing, and sanitization.

### **IV. Facilities management and maintenance**

Albany Law School will:

- Increase outside air coming into the buildings from 20% to 50% to increase air changes.
- Increase the frequency of air filter changes to every three months.
- Install temporary partitions in areas where it may be difficult to physically distance.
- Develop and maintain a 6-foot separation of furniture in the library and open areas and placed markers on the floor to help maintain physical distancing.
- Post maximum socially distanced occupancy signs for open areas.
- Increase the number of daytime custodians to continually clean touch points and restrooms throughout the day.
- Disinfect classrooms and shared areas each overnight.
- Disable hot-air hand dryers in restrooms.
- Disable water fountains, other than hands-free bottle filling stations.
- Provide abundant supply of disinfectant spray and paper towels in all classrooms, offices, bathrooms, and at the entrance to the library.
- Increase the number of hand sanitizing stations around the school.
- Remove and rearrange furniture throughout the school for 6-foot separation.
- Where privacy is possible, prop bathroom doors to reduce touch points and increase air flow.
- Remove hinged lids from garbage cans.
- Increase the number of garbage cans at all exits.
- Install new electrical in the gymnasium to support possible class or study space.
- Install access points in the gymnasium to support class or study space.

- Install new electrical in the cafeteria to move the student refrigerator and freezer to a more open area.
- Install new lever faucet handles where needed.
- Remove the outer door from the faculty parking lot entrance.
- Repurpose the use of the faculty lounge.
- Unlock classrooms to spread out students and expand study space.
- Flush building water systems weekly during low-use periods.
- Confirm that the law school's custodial contractor has provided adequate training to its staff on PPE use, how to disinfect using best practices, and medical-grade cleaning.
- Position disinfectant wipes and physical distance signage at all printers/copiers/scanners.

## **V. Mail and print services**

The print shop will:

- Create a service counter with plexiglass at the entrance to the print shop to keep individuals from entering beyond its foyer.
- Issue all mail from the print shop. The faculty lounge will not be used for mail.
- Make floor signage and separation markers that will lead from the door into the hallway for those waiting to retrieve mail.
- Ask all departments to exchange mail bags and packages once daily at a designated time.
- Maintain supplies of PPE, sanitizer, and disinfectant spray and wipes for community members to pick up as needed.
- Faculty assistants will retrieve and distribute mail for their respective faculty to reduce print shop traffic.
- Print shop operator will wipe down the space at the beginning and end of each shift.
- Keep apprised of USPS guidelines for handling mail during the pandemic.
- Be closed when not staffed during normal working hours. The print shop will be accessible after hours for printing.

## **VI. Deliveries other than mail service**

Albany Law School will:

- Have signs at the loading dock informing delivery drivers to call the print shop for deliveries.
- Arrange for all deliveries to be coordinated by the print shop. Large deliveries of paper can be directly placed in the 2000 Building basement.

## **VII. Other auxiliary services**

Albany Law School will:

- Have disinfectant wipes available at all student printers/copiers/scanners.
- Remove computer stations to support physical distancing.

## **VIII. Cleaning** *(See Academics and Student Life sections for more detail.)*

Albany Law School will:

- Use wipes for computer keyboards and mice.
- Have students wipe down work/study areas before use.
- Maintain cleaning logs onsite that document date, time and scope of cleaning.

## COMMUNITY OUTREACH AND ALUMNI ENGAGEMENT

Albany Law School's Return to Campus plan will be announced internally and externally, and reinforced throughout the fall semester. Internal audiences are defined as current students, enrolled and admitted students, faculty, staff, and trustees. External audiences are defined as alumni and friends, parents, community partners, vendors, recruiters, government officials, news media, and the general public.

### I. Spokespeople

President and Dean Alicia Ouellette will announce all major institutional news to internal and external audiences, with the exception of news media and government officials.

Director of Communications and Marketing Chris Colton will serve as the institution's spokesperson to the news media.

Vice President for Institutional Advancement Jeff Schanz will serve as the lead for government relations, communicating Albany Law School's return-to-campus plan and timeline to the New York State and Albany County departments of health and other agencies as appropriate.

### II. Communications plans

Three communications plans will be developed for 1) internal audiences, 2) alumni and general public, and 3) government and community leaders. Plans will include methods of delivery, check lists, and guidance on what information each audience should receive. Email addresses for parents and other external constituents will be collected via an opt-in system on Albany Law School's website.

### III. Reinforcing policies

A "Return to Campus Handbook" will be created to reinforce policies and procedures for fall 2020. The handbook will be emailed to internal audiences and made available online, on the law school's COVID-19 web page. A notice of where to find a copy in print and electronically will be posted at all entrances.

Return to Campus webinars will be organized for 1) current students, 2) incoming and accepted students and their families, 3) faculty, and 4) staff.

An awareness campaign, "Albany Law Cares," will be launched to reinforce the policies and best practices requiring individual or shared responsibility. Methods of delivery may include social media, an internal email newsletter, and signage—both paper and electronic.

#### **IV. Alumni relations**

Alumni are a major part of the community, and we recognize that our graduates use Albany Law School resources, such as the library. Alumni also serve as guests in our classrooms and recruit through the Career and Professional Development Center, among other activities. In addition to major announcements, we will communicate to alumni: the fall 2020 visitor policy; the extent to which visitors are permitted on campus; and the circumstances under which they will be permitted, if applicable. If alumni are permitted on campus, we will communicate the policies and procedures as written in the Return to Campus Plan.