

**Questions for SUNY New Paltz Administration re: Coronavirus contingencies**  
**Questions sent to Administration: March 11**  
**Conference call with answers: March 14**

1. What is being done to schedule rigorous cleaning and decontamination of all facilities to minimize the risk of COVID-19 transmission?
  - A. Cleaning staff have been instructed to clean, especially frequently touched places like doorknobs, etc, and continue doing so. They have given permission for departments to purchase CDC-recommended products
2. What will be done for employees who have contracted the virus, or for those who are advised to self-quarantine, in the event that they do not have sufficient paid sick days accrued?
  - A. If people don't have sufficient sick leave, they can request additional time through a the sick leave donation program. If the quarantine is mandated by health authorities, it should fall under the non-chargeable sick leave provision being offered by the State. If the quarantine is only suggested, it would not.
3. Given that the recommendations for self-quarantine and for those feeling mildly ill include telling people NOT to go to a doctor's office in person, what provisions are being made to allow employees to take sick days without a doctor's note?
  - A. The College will use reasonable flexibility in considering requests for medical documentation of sick leaves. If someone is confirmed with COVID-19, they will certainly be out for a longer duration, and documentation will be required. (UUP note: when someone is out on extended sick leave, there is normally a 'fitness for duty test' required before they return to work. The CDC/medical standard is just emerging for this, and the College is looking into what this would mean.)
4. If the College moves away from on-campus instruction, will faculty be required to use Blackboard, WebEx, or other technologies to continue their courses, or will this be optional? What if there are extenuating circumstances that will make such online instruction difficult (young children at home, or other responsibilities)?
  - A. The College is not officially closed, and classes are being moved online. This is a mandate of instruction. If someone is having difficulties in meeting this mandate, due to personal circumstances or for any other reason, they should inquire with their chair.
5. Has the College surveyed the students (as they have begun doing with the faculty) to determine whether they have access to adequate hardware, software, etc. off campus to continue their courses online? What accommodations should instructors make for students in this position?

- A. A survey of students has been initiated by the College, and is still underway. They have no other answers to this question at this time.
6. What will be done with regard to classes that must take place on campus (art/television studios, labs, etc.)?
- A. Clarification being awaited from the College (although we expect that alternate online modes will need to be devised for these courses as well).
7. What will be done regarding very large classes, which will be more difficult to administer online? Will there be extra service pay for the additional work involved?
- A. There is an understanding that adjustments will have to be made for large classes. Instructors of these courses should ask for assistance from Kate and Rich in the Teaching and Learning Center. There is no plan for additional compensation.
8. What impact is anticipated on our professional faculty, our librarians, and others who are usually required to maintain a presence on campus even when classes are cancelled? Will they also be allowed to work remotely from home, if possible?
- A. People who have specific medical conditions/concerns should file the paperwork for an ADA accommodation to work remotely. (N.B. Much of this is rendered moot by the Governor's declaration that only essential employees report to campus, which came after this conversation.) For those working from home, there must be a trackable work product, coordinated with the employee's supervisor.
9. How does the College anticipate that advising will be impacted, should shifting teaching off-campus extend through April?
- A. Advising will be happening remotely, as is being done with course instruction.
10. (Additional question, not on the original list) If Spring Break is being extended by a week, does that mean that the end of the semester will be extended as well?
- A. No, the semester will end at the time originally scheduled.