

## Buffalo State College Fall 2020 SUNY Guidance on Students in the Community

SUNY strongly recommends remote service-learning / community-engaged and applied learning experiences for Fall 2020. Faculty are advised to use this checklist to ensure all necessary steps in the [SUNY Guidance](#) are met in ALL situations where students will be in the community as part of their academic work. This includes **in-person and on-site** service-learning / community-engaged or applied learning experiences. These guidelines **MUST** be completed prior to students' reporting to their assigned organization/agency.

If you have any questions regarding service-learning / community-engaged learning, please contact the Civic and Community Engagement Office at (716) 878-3919. More information can also be found on the [CCE faculty webpage](#). More information on applied learning experiences can be found on the [Applied Learning webpage](#).

### Faculty Responsibilities:

- Confirm host site has had Buffalo State students within the past few years by your department or the institution (See [CCE current community partners](#) for service-learning partners; however, this list is not representative of all potential sites. Please call the CCE for further assistance.)
- Internships: Use [updated affiliation agreements](#) with host sites.
- Contact the host site before students' arrival to discuss how it is following Department of Health protocols and ensures that students are not being sent into a dangerous situation.
- Identify a "Plan B" option that allows students an alternative to participate should they feel at risk; clearly outline and articulate on the syllabus.
- Ensure students complete the [student acknowledgement form](#) (printable copy) prior to their being on-site. Student acknowledgement forms can also be submitted [electronically](#).
  - You will receive a **notification email** from the CCE when we receive student acknowledgement forms.
- Submit syllabus and email or other documentation of Department of Health protocols at sites:

### Community-Based Experiences During COVID-19 Crisis Documentation and Submission Form

*!!!Please make sure to document and submit all required information prior to students' being on site!!!*

- Follow this process for communicating with student/organization when COVID-19 is detected:
  1. Students must notify their faculty if they test positive, show symptoms, or someone in the household has contracted COVID-19.
  2. Faculty and community partners must call the Civic and Community Engagement Office at (716) 878-3919 when COVID-19 is detected by anyone in the class or the organization. The community partner organization will provide a close contact log and information regarding with whom the student has been in contact. The CCE will contact the campus-designated liaison, Rock D. Doyle, Assistant Vice President for Health & Wellness, (716) 878-6711, Weigel Wellness Center, [doylerd@buffalostate.edu](mailto:doylerd@buffalostate.edu).

**Thank you for your help and assistance in meeting SUNY Guidance and Recommendations for Fall 2020 Community-Based Experiences.**