Plan for Safe Campus Reopening

Revised
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Ayman El-Mohandes, MBBCh, MD, MPH
Dean
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Part 1: OVERVIEW

A. INTRODUCTION

1. Overall Approach

The City University of New York (CUNY) Graduate School of Public Health and Health Policy (SPH) is committed to assuring the continued health, safety, well-being, and success of its students, faculty, staff, and other members of its community. In March 2020, SPH transitioned from in-person to online instruction and remote work, in response to the public health threat stemming from the coronavirus disease (COVID-19) pandemic and according to New York State University directives.

Assessments of SPH student, faculty, and staff experiences in spring 2020, during remote learning and work, demonstrated high levels of success. In light of this success and to ensure the continued health and safety of the SPH community, the School plans to continue remote learning and working for the foreseeable future, until University, City, and State leadership have determined that the pandemic has been brought under control and/or effective treatment and/or a vaccine are widely available.

In the interim, SPH will continue to follow current guidance, such as the CUNY Guidelines for Safe Reopening and the New York State Department of Health, Interim Guidance for Higher Education during the COVID-19 Public Health Emergency, as reflected in this plan. The School will continue to keep abreast of updates to higher education guidance and incorporate the relevant changes into its operations.

2. Background

- SPH currently leases about 60,000 square feet of space on the ground and 5-8th floors of a commercial office building located at 55 West 125th Street in Central Harlem.
- The building is owned and managed by Cogswell Realty Group (CRG), Inc.
- There are approximately 750 students enrolled in SPH masters, doctoral, and certificate programs.
- SPH employs about 265 full-time and part-time CUNY faculty and staff and RF-supported employees.
- Normal (pre-COVID) hours of operations are M-F, 8 am – 10 pm.
- SPH does not have residential living, dining, or recreational facilities.

3. Campus Operations

An Important Message on Coronavirus from Chancellor Matos Rodríguez, March 11, 2020.
Since remote operations commenced on March 19, 2020, the Campus has been open one day per week (Thursdays, 8 am – 6 pm) for essential on-going activities that cannot be performed remotely and on other days for emergencies only. The Campus is planning to maintain this schedule:

- Only essential employees will be permitted on campus.
- Requirements for other employees who have a specific need to come to campus will be to:
  - Submit a Request for Campus Visit to the Campus COVID-19 Coordinator, Senior Associate Dean for Administration, Susan Klitzman (Susan.Klitzman@sph.cuny.edu) at least one week in advance of the intended visit. The request must include a justification of why the activities must be completed on campus, the date(s), start and end time, and other pertinent information.
  - The Campus COVID-19 Coordinator will review the request and if approved, will instruct the individual to:
    - Schedule a specific arrival time with Public.Safety@sph.cuny.edu
    - Follow the training, screening, and other health and safety protections (Summarized in a COVID Health and Safety Information and Instruction Sheet in Appendix A.)
  - Visitors (e.g., maintenance and repair vendors) will also be required to follow SPH COVID Health and Safety Procedures.
  - Students will not be permitted on campus, except to drop off items.
  - CRG staff and guests will be expected to comply with their own (CRG’s) health and safety procedures when on SPH’s premises.
  - The Campus will not be open to individuals representing non-SPH organizations (e.g., community partners).

B. GOVERNANCE

SPH will follow a governance structure, described below, in developing, implementing, and monitoring campus reopening plans. In addition to these entities, SPH will continue to solicit input from students, through the SPH Graduate Student’s Government Association (GSGA) and from faculty and staff collective bargaining representatives, through the Professional Staff Congress PSC) of CUNY.

1. Campus Reopening Committee

SPH has formed a Campus Reopening Committee with representation from Academic, Student and Faculty Affairs, Administration, Operations, Research, and Communications. The members of the Committee are:

- Barbara Aaron, Director of Communications
- Mohit Arora, Chief Information Officer
- Marilyn Auerbach, Associate Dean for Faculty Affairs and Associate Professor
- Luisa Borrell, SPH Liaison to PSC Chapter and Distinguished Professor, Department of Epidemiology and Biostatistics (EPI-BIOS)
- Louie Cao, Facilities Manager
- Elizabeth Geltman, Chairperson, SPH Faculty and Student Council (effective: 8/27/20) and Associate Professor, Department of Health Policy and Management (HPAM)
Christian Grov, Chairperson, Department of Community Health and Social Sciences and Professor
Sapphire Howard, Procurement Manager
Terry Huang, Chairperson, Department of Health Policy and Management and Professor
Ashish Joshi, Senior Associate Dean for Academic and Student Affairs and Professor
Desiree Joyner, Lieutenant, Public Safety
Elizabeth Kelvin, Chairperson, Department of Epidemiology and Biostatistics and Associate Professor
Michele Kiely, Associate Dean for Research
Susan Klitzman, Sr. Associate Dean for Administration, Campus COVID-19 Coordinator and Professor
Paulo Lellis, Administrative Specialist, Office of the Dean
Arthur McHugh, Jr. Director, Human Resources
Lynn Roberts, Associate Dean for Student Affairs and Assistant Professor
Mary Schooling, Chairperson, Department of Environmental, Occupational and Geospatial Health Sciences (EOGHS) and Professor
Doris Suarez, Chief of Staff

The Campus Reopening Committee is responsible for:
• Determining reopening priorities based on School priorities, facility readiness, and risk assessment.
• Assisting with the preparation, review, and implementation of the Campus Reopening Plan.
• Serving as the ‘Campus Closing Committee,’ if needed, to implement reclosing plans.
• Consulting with campus stakeholders, including faculty, students, unions, and staff in developing campus plans.
• Assuring support to SPH students, faculty, and staff who are under isolation and quarantine or are affected with COVID, such as food, medicine, psychosocial, academic, and/or other support, as needed.

2. Campus COVID-19 Coordinator

The Campus COVID-19 Coordinator is Senior Associate Dean for Administration Susan Klitzman. She is responsible for:
• Serving as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the School’s reopening plan.
• Leading and coordinating the work of the Campus Reopening Committee and serving as the primary conduit between the campus and CUNY Central on reopening-related matters.
• Delegating responsibilities, where appropriate, for specific activities related to implementation, monitoring and compliance of this plan.
• Receiving information from the Campus COVID-19 Liaison on COVID-19 cases and exposures on campus and immediately notifying local health officials of positive cases.
• Receiving confidential reports from the School on issues with non-compliance with social distancing, hygiene or safety practices
• Assuring that roles and responsibilities are designated to carry out these guidelines, such as supporting the School's Facilities Department in developing and implementing physical, operational, and cleaning operational protocols.
• Assuring compliance with the Campus’ Safe Reopening Plan.

3. Campus COVID-19 Liaison

The Campus COVID-19 Liaison is Dean Ayman El-Mohandes. He is responsible for:
• Monitoring on-campus activities for COVID-19 exposures.
• Notifying the Campus COVID-19 Coordinator of positive cases.
• Receiving Daily Health Screening information from Campus Screeners.
• Providing a daily report on COVID-19 exposures to the Campus COVID-19 Coordinator, the Senior Vice Chancellor for Institutional Affairs, Strategic Advancement, and Special Counsel, Glenda Grace, who will, in turn, share this information with CUNY leadership.
• Assuring that data remains confidential and in compliance with HIPPA and FERPA guidelines.
• Coordinating with the CUNY Central Office.

C. LOCAL HEALTH CONDITIONS/TRIGGERING REOPENING

• SPH will continue to monitor the critical key metrics developed for New York State’s Regional Early Warning Monitoring Dashboard and the availability of a vaccine to guide the expanding reopening timeline.

• SPH will continue to work with the Chancellery, informing them of changes in local health conditions and of proposed modifications to the reopening plan per these conditions.

Part 2: GUIDELINES FOR CAMPUS REOPENING

I. PEOPLE

A. PHYSICAL DISTANCING

1. Distancing and Masks

• SPH will require that at least six feet of distance be maintained among all individuals while on campus, to the extent possible, unless the activity (e.g., moving equipment, using an elevator) requires a shorter distance.
• The Campus COVID-19 Coordinator will inform all individuals before coming to campus that they will be required to wear an acceptable face covering on campus any time they come within six feet of another person.
• Individuals required to meet face-to-face will be required to wear masks when a physical distance of at least six feet cannot be maintained.
2. Limiting Occupancy and Congestion

- SPH will limit occupancy in small spaces, such as locker rooms, pantries, storage closets, and bathrooms, to no more than one person at a time.
- Employees will not be permitted to work in shared offices. If two or more individuals who work in the same office are required to be on campus, they will be scheduled at different times and/or on different days or be temporarily reassigned to an alternate space so that no more than one person is occupying the office at a time.

3. Reconfiguring Campus Capacity

- SPH has established maximum capacity for shared spaces, such as classrooms, conference rooms, cubicles, and workstations, establishing a 6 foot or larger radius for every area, and following Selected Diagrams for Reconfiguring Spaces in the CUNY Guidelines for Safe Reopening.
- Based on physical distancing requirements, SPH will reduce the maximum occupancy in shared spaces by approximately 80%. (see Table 1. Maximum Occupancy in SPH Shared Spaces). Appendix B shows a sample configuration.
- SPH will install physical barriers at the public safety and helpdesk stations.

4. Signage

SPH will post signs throughout the campus, consistent with New York State Department of Health\(^2\) and US Centers for Disease Control and Prevention (CDC) signage. Table 2 lists the types of signage that have been and will be posted. There is a sample sign in Appendix C. A variety of types of signs will be posted to convey essential messages regarding health and safety procedures, best practices, and occupancy limits, including the following:
- Individual reminders will be posted on digital screens on each floor and posted on laminated signs in public spaces (entrances, bathrooms, pantries). Reminders include thorough hand washing, stay home if you are sick, stay home as much as possible, face-covering requirements, clean frequently touched surfaces, and objects.
- “Single Usage” signs will be posted outside pantries, multi-stall bathrooms, and locker rooms, limiting maximum occupancy to one person.
- “Occupied/Unoccupied” signs will be posted outside single usage areas (e.g., using sheet protectors). There will also be reminders posted for users to flip the sign to the correct message when they enter and exit single-use spaces.
- “Maximum Occupancy” Signs will be posted on the entryways to classrooms, conference rooms, auditorium, and other shared spaces, listing maximum occupancy. We will post

information on digital and laminated signs throughout the campus on reporting exposure to COVID-19 or a positive test result.

- The school may post directional cues, if needed, to reduce the bi-directional flow of traffic.

**B. GATHERING IN ENCLOSED SPACES**

1. **General Considerations**

   - SPH will continue to limit in-person gatherings. In lieu of in-person gatherings, classes, meetings, and events will continue to be held remotely via videoconferencing.
   - If videoconferencing is not possible, in-person gatherings will be limited to the smallest number of people possible to ensure that individuals maintain six feet of physical distance between one another.
   - For each area, maximum occupancy has been re-calculated to allow for at least six feet of physical distancing between individuals (See: Table 1).
   - The school will schedule in-person gatherings to allow adequate time for cleaning in-between usage.
   - This section describes occupancy issues; cleaning and disinfection are described in Section II.B., below.

2. **Specific Spaces**

   a. **Pantries**

      - Although SPH does not have dining facilities, it has pantries on four floors (5, 6, 7, and Ground) available for faculty and staff usage. As noted under Section A. Physical Distancing, above, pantries will be limited to one person at a time.
      - The school installed no-touch towel dispensers in every pantry.

   b. **Computer Labs and Computing Resources**

      - SPH Computer labs will remain closed for regular student use.
      - **Software:** SPH students, faculty, and staff have remote access to a wide range of general-purpose software needed for instruction, research, and administration. SPH supplements CUNY's software with access to the software needed for specific courses (e.g., SPSS) and student services (e.g., HIPPA compliant Titanium). In addition, SPH continually reaches out to its students, as well as faculty and staff, to ascertain software needs. (For a list of available resources, see: [IT Resources for Students], [IT Resources for Faculty and Staff], and [IT Resources for Remote Work and Learning].)
      - **Hardware:** Surveys of SPH's graduate students, faculty, and staff have indicated that the vast majority (>95%) have reliable access to computer hardware. Students, faculty, and staff who do not have access to a computer may request to
borrow a laptop from the SPH Helpdesk. Until now, SPH has been able to meet the relatively small number of laptop needs and anticipates continuing to do so for the foreseeable future.

- **Remote Access to files / Network:** SPH provides a virtual private network (VPN) to faculty and staff who require remote access to on-campus computers, servers, and network folders, or access to the CUNY Network for secure applications, thus obviating the need to be physically present on campus.

- **Updates:** The SPH Helpdesk team will be reaching out to individuals who have borrowed laptop computers from campus to schedule a remote session to perform periodic OS and software updates to these computers. As far as possible, all updates and patching will occur remotely. In cases where a computer requires in-person maintenance, helpdesk staff will arrange a computer swap using a courier/shipment service to minimize downtime for the end-user.

- **Shared Computers:** SPH anticipates an infrequent need for individuals to access shared computers in computer labs. Users will be required to strictly follow reduced maximum occupancy limits which allow for physical distancing (See: Table 1.)

c. **Conference Rooms**

- SPH will continue to hold meetings remotely, to the extent possible.
- The School anticipates that a small number of meetings may need to be held in-person (e.g., weekly Public Safety, Facilities, and Operational Staff meetings.)
- Faculty and staff who require the use of conference rooms may continue to request them through Outlook.
- Users will be required to strictly follow reduced maximum occupancy limits which allow for physical distancing (See: Table 1.)

d. **Classrooms**

- SPH is not planning to hold in-person lectures and classes. All classes will continue to be offered online for the foreseeable future.
- Faculty and staff who require classroom space for on Campus activities may continue to request them through Outlook.
- Users will be required to:
  - Strictly follow reduced maximum occupancy limits, which allow for physical distancing (See: Table 1).
  - Schedule different classrooms for successive activities to allow time for cleaning in between usage.
- Facilities staff will continue to manage room scheduling, occupancy and usage to assure that health and safety precautions are followed.
<table>
<thead>
<tr>
<th>Room # or location</th>
<th>Description (type or room or area)</th>
<th>Floor</th>
<th>Previous Occupancy</th>
<th>Current Occupancy</th>
</tr>
</thead>
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<tr>
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<td>60</td>
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<td>822</td>
<td>Classroom</td>
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<td>32</td>
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<tr>
<td>5th Fl. All Gender Bathroom</td>
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<td>2</td>
<td>1</td>
</tr>
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<td>7th Fl. Men’s Bathroom</td>
<td>Bathroom</td>
<td>7</td>
<td>4</td>
<td>1</td>
</tr>
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<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7th Fl. All Gender Bathroom</td>
<td>Bathroom</td>
<td>7</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>7th Fl. Women’s Bathroom (E)</td>
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<td>3</td>
<td>1</td>
</tr>
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<td>5th Fl. Pantry</td>
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<td>6</td>
<td>1</td>
</tr>
<tr>
<td>6th Fl. Pantry</td>
<td>Pantry</td>
<td>6</td>
<td>4</td>
<td>1</td>
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<td>7th Fl. Pantry</td>
<td>Pantry</td>
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<td>5th Fl. Lounge</td>
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<td>3</td>
</tr>
<tr>
<td>7th Fl. Lounge/Library</td>
<td>Lounge</td>
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<td>35</td>
<td>6</td>
</tr>
<tr>
<td>Workstations 542 (5th Fl E)</td>
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<td>Workstations 624 (6th Fl NW)</td>
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<td>Conference Room</td>
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<td>Conference Room</td>
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<td>4</td>
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<tr>
<td>Purpose</td>
<td>Description</td>
<td>Location</td>
<td>Source</td>
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<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Respiratory Hygiene</td>
<td>Reminder to cover your mouth when coughing to prevent the spread of germs</td>
<td>Bathrooms</td>
<td>NYC DOHMH</td>
<td></td>
</tr>
<tr>
<td>Hand Hygiene</td>
<td>Reminder to wash hands thoroughly for at least 20 seconds</td>
<td>Bathrooms and pantries?</td>
<td>NYCDOHMH</td>
<td></td>
</tr>
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<td></td>
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<td></td>
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<tr>
<td>Reduced occupancy</td>
<td>Notice about maximum occupancy in multi-occupancy spaces</td>
<td>Entrances to classrooms, auditorium, conference room and lounges</td>
<td>SPH Facilities</td>
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<td>Single occupancy</td>
<td>Notice about single person occupancy</td>
<td>Bathroom, pantry and locker room doors</td>
<td>SPH Facilities</td>
<td></td>
</tr>
<tr>
<td>Occupied/Vacant</td>
<td>Notification whether bathrooms, pantries and locker rooms are occupied or vacant</td>
<td>Bathroom, pantry and locker room doors</td>
<td>SPH Facilities</td>
<td></td>
</tr>
<tr>
<td>Reminder to flip sign</td>
<td>Reminder to change sign to occupied/vacant when entering and existing single occupancy spaces, respectively</td>
<td>Wall adjacent to bathrooms, pantries and locker room doors</td>
<td>SPH Facilities</td>
<td></td>
</tr>
<tr>
<td>Report COVID-19 symptoms</td>
<td>Instructions on reporting positive test results</td>
<td>Common areas, website</td>
<td>SPH Communications</td>
<td></td>
</tr>
<tr>
<td>Hand sanitizer reminder</td>
<td>Reminder that alcohol-based hand sanitizer may be flammable, and hands should be cleaned with soap and water</td>
<td>Near hand sanitizer dispensers</td>
<td>SPH Facilities</td>
<td></td>
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<tr>
<td>Directional Cues</td>
<td>Reduces bi-directional traffic</td>
<td>Hallways</td>
<td>SPH Facilities</td>
<td></td>
</tr>
</tbody>
</table>
e. Auditorium

- Select activities that require large space (e.g., assembling large mailings) may be held in the Auditorium (Room 708).
- Requests will require prior approval by the Campus COVID-19 Coordinator.
- Facilities staff will work with requestors to develop detailed usage, seating/table layouts that will maintain physical distancing of at least six feet between individuals. They will continue to manage room scheduling, occupancy and usage to assure that health and safety precautions are followed.

f. Office Space

- Occupancy will be restricted to one person per office.
- Individuals assigned to double and triple occupancy offices will be temporarily relocated to unoccupied offices.

g. Restrooms

- Occupancy in multi-stall restrooms will be limited to one person at a time. Occupancy signs will be posted outside every multi-stall restroom.
- The school has installed no-touch towel dispensers, hand soap, and wall-mounted hand sanitizer in every restroom.

h. Hallways and Common Space

- SPH will place wall-mounted touchless hand sanitizing dispensers in office areas and bottles of hand sanitizer in other public areas (e.g., Helpdesk).
- Touchless water dispensers are installed in the hallways on each floor.

i. Public Areas

- CRG Management has implemented health and safety protocols for maintaining physical distancing and disinfection in for public areas, such as the building entrance, lobby, elevators, door handles and other common areas. These protocols are provided in Appendix D and include the following elements:

  - Building entrance: Signs are posted at the entrance to the building regarding mandatory masking and physical distancing.

  - Lobby: Tenants and scheduled visitors are required to display ID, are not permitted to wait in the lobby, and must undergo temperature screening upon entry. Unscheduled visitors require tenant approval for entry. Food deliveries are not permitted inside the building.
• Elevators/Vertical Transport: Passengers must exit first. Building security staff summon those waiting to board the elevator, so as to maintain at least 6 feet of distance from others. Occupants must face away from each other and are not permitted to speak on mobile phones. Signs are posted in each elevator cab regarding physical distancing requirements. Tenants are not permitted to access the stairwells, except in the case of emergencies.

• Cleaning and Disinfection: The building has implemented an enhanced schedule for cleaning high contact surfaces, such as elevators buttons and handrails, restroom door handles, light switches, and push plates, using CDC-approved disinfectants.

C. Operational Activity

1. Days and Hours of Operation

• For the foreseeable future, SPH intends to continue to offer all instruction remotely and have faculty and staff will continue to work remotely, in accordance with the University’s telecommuting policy adopted during the New York State on Pause, until a new telecommuting policy is in place.
• The campus will continue to be open on Thursdays, from 8 am – 6 pm, for essential staff and others who are approved to come to campus to perform activities that cannot be performed remotely.
• The campus may be open on other days for emergencies and to perform essential activities that cannot be performed remotely or on Thursdays.
• Work schedules will take into account adequate time for cleaning and disinfection.

2. Building Operations

• CRG is responsible for controlling the building heating, ventilation, and air conditioning (HVAC), water and electrical systems, and other infrastructure components such as elevators and fire safety systems. These systems have continued to operate as normal since the COVID-19 pandemic began in March 2020. There are no plans to shut them off.
• SPH’s supplemental HVAC units on the 5-7th floors were reduced to one day per week (Thursdays, 8 AM – 6 PM). Routine and emergency maintenance has continued since March 2020 and will continue. Supplemental HVAC units will be adjusted as needed in accordance with any operational changes.

3 Flexible Work Arrangements, https://www.cuny.edu/coronavirus/flexible-work-arrangements/
3. Individuals on Campus

a. Essential Staff

Essential SPH staff (Public Safety Officers, Facilities Staff, and a limited number of other administrative staff) report to Campus on Thursdays to carry out essential functions, such as safety inspections, cleaning, mail distribution, and recording and depositing checks. A list of Essential Staff has been previously provided to the Chancellery and is provided herein, along with duties and work schedules in Table 3.

b. Research Staff

- Principal Investigators (PIs) whose research involves activities that cannot be performed remotely must submit a Request for Campus Visit and obtain approval from the Campus COVID-19 Coordinator and Associate Dean for Research at least two weeks in advance of the proposed visit, if specialized room configurations, A/V or other arrangements are required.

- The request must contain the following information:
  - Justification as to why the activities cannot be performed remotely and must be performed on campus.
  - Names of required personnel, along with their roles.
  - Proposed schedule and expected duration of campus visit.
  - Other relevant information, such as room set up, A/V, or IT needs.

- The Campus COVID-19 Coordinator and Associate Dean for Research will follow up with PIs to review the request and ascertain any additional information required for approval.

- Once approved PIs, their respective staff and visitors will be required to:
  - Schedule a specific appointment with Public.Safety@sph.cuny.edu.
  - Follow all health and safety requirements and guidelines. (See: III. A. Screening and Testing 1. Returning to Campus, below).

c. Other Faculty and Staff

- Other faculty and staff who must, on occasion, engage in activities that cannot be performed remotely (e.g., retrieving, scanning or returning physical documents) must submit a Request for Campus Visit and obtain approval from the Campus COVID-19 Coordinator, generally at least one week in advance of the date of the proposed visit. More advance notice may be required if specialized room configurations, A/V or other arrangements are required.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Essential Responsibilities</th>
<th>On-campus Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ravindra</td>
<td>Arnold</td>
<td>CSA</td>
<td>Public Safety</td>
<td>Alternating Thursdays, B Tour</td>
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<tr>
<td>Mohit</td>
<td>Arora</td>
<td>CSM IV</td>
<td>CIO</td>
<td>As needed</td>
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<tr>
<td>Atif</td>
<td>Baig</td>
<td>IT Associate II</td>
<td>Network Management</td>
<td>As needed</td>
</tr>
<tr>
<td>Louie</td>
<td>Cao</td>
<td>Administrative Manager - Campus</td>
<td>Facilities management, emergency repairs</td>
<td>Thursdays, and as needed maintenance, repairs and emergencies</td>
</tr>
<tr>
<td>Ricardo</td>
<td>DeJesus</td>
<td>CPO</td>
<td>Public Safety</td>
<td>Alternating Thursdays, B Tour</td>
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<tr>
<td>Nycole</td>
<td>Destin</td>
<td>CSA</td>
<td>Public Safety</td>
<td>Alternating Thursdays, A Tour</td>
</tr>
<tr>
<td>Michelle</td>
<td>Finn</td>
<td>IT Associate II</td>
<td>Helpdesk Management</td>
<td>Thursdays</td>
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<tr>
<td>Juan</td>
<td>Guzman</td>
<td>Custodial Assistant</td>
<td>Clean and disinfect facility</td>
<td>Thursdays</td>
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<tr>
<td>Desiree</td>
<td>Joyner</td>
<td>Lieutenant</td>
<td>Public Safety Lead, Screener</td>
<td>Thursdays, and as needed for site checks, emergencies</td>
</tr>
<tr>
<td>Susan</td>
<td>Klitzman</td>
<td>Senior Associate Dean for</td>
<td>Campus COVID-19 Coordinator</td>
<td>Thursdays</td>
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<td>Administration</td>
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<tr>
<td>Paulo</td>
<td>Lellis</td>
<td>Administrative Specialist</td>
<td>Mail distribution</td>
<td>Thursdays</td>
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<tr>
<td>Pete</td>
<td>Malachi</td>
<td>CPO</td>
<td>Public Safety</td>
<td>Alternating Thursdays, A Tour</td>
</tr>
<tr>
<td>Theresa</td>
<td>Matis</td>
<td>Executive Director, Business</td>
<td>Cashiering, Deposits</td>
<td>Thursdays</td>
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<td>and Finance</td>
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<tr>
<td>Sophiann</td>
<td>McFarlane</td>
<td>CPO</td>
<td>Public Safety</td>
<td>Alternating Thursdays, A Tour</td>
</tr>
<tr>
<td>Arthur</td>
<td>McHugh</td>
<td>Director, Human Resources</td>
<td>Screener</td>
<td>Thursdays, as needed</td>
</tr>
<tr>
<td>Rodney</td>
<td>Middleton</td>
<td>Custodial Assistant Principal</td>
<td>Supervising cleaning; minor repairs</td>
<td>Thursdays</td>
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<td>Supervisor</td>
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<tr>
<td>Peggy</td>
<td>Miller</td>
<td>CPO</td>
<td>Backup for Lieutenant Joyner</td>
<td>Alternating Thursdays, B Tour</td>
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<tr>
<td>Alexander</td>
<td>Monserrat</td>
<td>CSA</td>
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<td>Alternating Thursdays, B Tour</td>
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<tr>
<td>Dawn</td>
<td>Murrain</td>
<td>CSA</td>
<td>Public Safety</td>
<td>Alternating Thursdays, A Tour</td>
</tr>
<tr>
<td>Lanessa</td>
<td>Torres</td>
<td>Custodial Assistant</td>
<td>Clean and disinfect facility</td>
<td>Thursdays</td>
</tr>
</tbody>
</table>

- The request must contain the following information:
  - Justification as to why the activities cannot be performed remotely and must be performed on campus.
  - Names of required personnel, along with their roles.
  - Proposed schedule and expected duration of campus visit.
- For other relevant information, such as room set up, A/V, or IT needs, the Campus COVID-19 Coordinator will follow up with the faculty or staff member to review the request and ascertain any additional information required for approval.
- Once approved the faculty or staff member will be required to:
  - Schedule a specific appointment with Public.Safety@sph.cuny.edu.
  - Follow all health and safety requirements and guidelines. (See: III. A. Screening and Testing 1. Returning to Campus, below).
d. Students

- All educational activities and student services and activities are being conducted remotely; no student-related service or activity is being conducted in-person.
- Students are not permitted on campus, except for occasional short-term visits (e.g., to pick up or drop off materials or equipment).
- Students who must, on occasion, engage in activities that cannot be performed remotely (e.g., retrieving, scanning, or returning physical documents) must submit a Request for Campus Visit and obtain approval from the Campus COVID-19 Coordinator, generally at least one week in advance of the date of the proposed visit. More advance notice may be required if specialized room configurations, A/V or other arrangements are required.
- The request must contain the following information:
  - Justification as to why the activities cannot be performed remotely and must be performed on campus.
  - Names of required personnel, along with their roles.
  - Proposed schedule and expected duration of campus visit.
  - Other relevant information.
- The Campus COVID-19 Coordinator will follow up with the student to review the request and ascertain any additional information required for approval.
- Once approved the student will be required to:
  - Schedule a specific appointment with Public.Safety@sph.cuny.edu.
  - Follow all health and safety requirements and guidelines.

e. Visitors

- SPH recognizes that, from time to time, non-SPH personnel will be required to be on campus (e.g., maintenance and repair workers).
- The responsible faculty or staff member will be required to must submit a Request for Campus Visit and obtain approval from the Campus COVID-19 Coordinator at least one week in advance of the date of the proposed visit.
- The request must contain the following information:
  - Justification as to why the activities must be performed on campus.
  - Visitor names, titles, organizations and contact information.
  - Proposed schedule and expected duration of campus visit.
  - Other relevant information.
- The Campus COVID-19 Coordinator will follow up with the faculty or staff member to review the request and ascertain any additional information required for approval.
- Once approved the faculty or staff member will be required to:
  - Schedule a specific appointment with the visitor and confirm the date and time within one business day of the visit.
  - Notify Public.Safety@sph.cuny.edu.
  - Assure that the visitor follows all health and safety requirements and guidelines.
4. **Operational Considerations in Returning to Campus**

- Once individuals are approved to report to campus and schedule an appointment with Public Safety, they will receive an email from the Campus COVID-19 Coordinator providing them with instructions and requirements that they must complete, before arriving on Campus (See: Appendix A. SPH COVID-19 Health and Safety Information and Instruction Sheet, and III. A. Screening and Testing 1. Returning to Campus, below).

- As noted in Section.C.1, above, SPH plans to continue online learning following the University’s Guidance on [https://www.cuny.edu/coronavirus/guidance-on-academic-continuity-to-campuses/#_Toc47372308](https://www.cuny.edu/coronavirus/guidance-on-academic-continuity-to-campuses/#_Toc47372308).

- SPH continues to provide on-going training and support to full-time and adjunct faculty new to or transitioning to online teaching. This includes training in Blackboard Collaborate Ultra and Zoom and other related platforms and tools.

5. **Operational Considerations Concerning Vulnerable Populations**

- Students, faculty, and staff will be advised through general communications from the school that individuals at higher risk for severe COVID-related illness (e.g., older adults and people of all ages with certain underlying medical conditions) to limit their exposure risk and to continue virtual learning and teleworking, as much as possible.

- Students, faculty, and staff who self-identify for risk factors for severe COVID-related illness will be informed that the information they disclose will be kept confidential.

6. **Mental Health and Welfare**

   - **Students**
     - The SPH Student Wellness Counselor, Sherry Adams, will continue to provide:
       - Remote individual counseling and support group facilitation services to students via videoconference and phone.
       - School-wide mental wellness support through psycho-educational workshops on the Webex platform.
       - General wellness referrals via the SPH website and individualized wellness referrals at the request of students.
       - Consultation to faculty and staff on issues of student wellness remotely.
       - Students are able to request appointments by emailing Sherry at [sherry.adams@sph.cuny.edu](mailto:sherry.adams@sph.cuny.edu).

   - **Faculty and staff**
- Faculty and staff may seek services through:
  - Their health insurance provider.
  - The CUNY Work/Life Program (Password: CUNY).

7. Student Life and Student Services

All student life services will be provided remotely including:
- Accessibility Services (accommodations, awareness events, workshops)
- Admissions (individual advisement and orientation events)
- Alumni Network (networking events, holiday parties)
- Career Services (counseling, job fairs, networking mixers, resume prep)
- International Student Services (F-1 visas, OPT/STEM advisement)
- Student Conduct/Title IX (trainings, hearings as guided and permitted by CUNY)
- Student Government (events, student club events)
- Veteran Services (individual advisement, events)

- There will be no extracurricular activities held on campus during the remote learning/working period.

8. Technology

- The SPH IT Helpdesk staff will continue to provide remote support to online students, faculty, and staff on campus and online, through email, various teleconferencing platforms, and telephone. (See: IT Resources for Remote Work and Learning.)
- Helpdesk support is available to every member of the SPH community.
- The physical Helpdesk is also ‘open’ on Thursdays by appointment only from 10:00 am-6:00 pm.
- While surveys of students, faculty, and staff during the spring 2020 semester found that over 90% have access to remote computers and internet services, SPH has been able to provide loaner laptops to individuals who have requested them.
- All web-based services (including research servers, secure file hosting, and software applications) hosted at SPH are 100% available as usual. The networking environment is being remotely monitored, and engineers are on-call to attend to outages and failures 24-7.

9. Facilities and Grounds

The Landlord, CRG, has established occupancy, health and safety protocols for the common areas of the building, such as the lobby, elevators and grounds.

10. Post-visit Instructions

Individuals coming to campus will be instructed to report positive COVID-19 test results, within 14 days of visiting the campus to the Campus COVID-19 Liaison.
11. Reclosing in the Event of an Outbreak

- The objective in continuing remote learning and working to the maximum extent possible is to reduce the potential that exposure to the coronavirus or an outbreak of COVID-19 occurs on Campus.
- If it does, the Campus COVID Liaison will:
  - Be notified by the appropriate parties.
  - Notify the Campus Reopening Committee, the Chancellery/COO’s office, and state and local health authorities.
  - Consult with the above about the next steps and decisions as to closures.
- The Campus COVID-19 Coordinator and Public Safety will gather information about potentially exposed individuals and impacted areas.
- The Campus COVID-19 Coordinator, in consultation with the Campus Reopening Committee and Campus COVID-19 Liaison, will assure to undertake appropriate measures before the campus reopens including communications with the relevant members of the SPH community and guidance for potentially exposed persons, cleaning/disinfection, and assuring that no one has access to the potentially affected areas until it is safe to enter.
- If the CUNY Board of Trustees calls for partial or full closure, the campus will activate a reclosing plan.
- The reclosing plan will be based on specific guidance received and collaboration with State and local health authorities and based on CUNY Supplemental Guidelines for Safe Campus Reopening, Draft Reclosing Plan, and other relevant guidance for review and approval by the Chancellery/COO’s Office.

D. CAMPUS DELIVERIES AND DROP-OFF

SPH has designated the 7th Floor entrance for mail, packages and other deliveries. If the recipient is on campus, Public Safety will notify the individual to retrieve the item. Urgent items are either scanned or mailed to recipients. Non-urgent items are placed in recipients’ mailboxes or offices.

II. PLACES

A. PROTECTIVE EQUIPMENT

1. PPE for Essential Personnel

- The CUNY Public Safety Department has been providing SPH with KN-95 disposable respirators, surgical masks, and disposable gloves for essential staff (Public Safety and Facilities staff).
- SPH has purchased face shields for higher-risk tasks.
- SPH Public Safety staff will continue to wear face coverings and disposable gloves when engaged in activities with high public contact (e.g., check-ins, escorting visitors).
- SPH Custodial Staff will continue to wear face coverings and disposable gloves when engaging in cleaning, disinfection, and waste removal (e.g., removing garbage bags, handling and disposing of trash, handling non-disposable food service items).

2. Face Coverings for Individuals on Campus

- SPH has 2000 cloth face coverings. They will be distributed by Public Safety to all students, faculty, staff, and visitors to the campus who do not have their own face coverings.
- Face coverings are required on campus, most importantly when physical distancing is not feasible.
- Individuals coming to campus will be provided with guidance on proper use, disposal, and cleaning of face coverings.

3. Procurement

- SPH Facilities Manager Louie Cao and Public Safety Lieutenant Desiree Joyner coordinate with the SPH Procurement Manager, Sapphire Howard to assure an adequate supply of protective equipment for Public Safety and Facilities Staff, including disposable respirators, face coverings, gloves, and face shields.

B. HYGIENE, CLEANING AND DISINFECTION

1. General Cleaning Protocols

- SPH is adhering to NYS Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19.
- SPH Custodial Staff will:
  - Use NYS and EPA-approved products that are effective against COVID-19 to clean surfaces.
  - Clean surfaces in public-use areas at least twice during the workday.
  - Maintain Cleaning logs with the date, time, location, and scope of cleaning and disinfection.
  - Cleaning rags will be laundered bi-weekly, or as needed.
  - Hand sanitizer stations will be available in hallways, available near frequently touched surfaces.
  - SPH will provide students, faculty and staff with disinfectant wipes (≥70% alcohol-based) and instruct them to wipe down work areas and surfaces before and after usage.
2. Cleaning Protocols for Specific Locations

a. Offices

- High contact surfaces in single-use offices and workstations used by faculty and staff who are authorized to return to Campus will be cleaned twice daily, at the start and end workday.
- High contact surfaces include work surfaces, light switches, door handles, keyboards, computer mice, and phones.

b. Conference Rooms

- High contact surfaces in Conference Rooms that are utilized by SPH personnel during the workday will continue to be cleaned by Custodial Staff at the beginning and end of the day and after each meeting is completed, prior to the next meeting.
- High contact surfaces include tables, chairs, telephones, keyboards, computer mice, microphones, touch screen panels, and other computer, and A/V equipment.
- At the present time, SPH does not permit the use of its facilities by external parties. Per CUNY guidelines, SPH will seek approval from the CUNY General Counsel in the event of any special requests by external parties.

c. Classrooms

- High contact surfaces in Classrooms that are utilized by SPH personnel during the workday will continue to be cleaned by Custodial Staff at the beginning and end of the day and after each usage is completed, prior to usage.
- High contact surfaces include tables, chairs, computers, and A/V equipment.
- At the present time, SPH does not permit the use of its facilities by external parties. Per CUNY guidelines, SPH will seek approval from the CUNY General Counsel in the event of any special requests by external parties.

d. Computer Labs

- Custodial staff will disinfect high contact surfaces in the computer lab (Room 707) that are used by SPH personnel at least twice daily, at the beginning and end of the day, and more frequently based on usage.
- Individual workstations will be cleaned after each usage.
- High contact surfaces include computer tables, chairs, keyboards, monitors, and computer mice.
- SPH will provide users with disinfectant wipes (≥70% alcohol-based) and instruct them to wipe down high contact surfaces (e.g., keyboard, mouse, tables) and wash their hands thoroughly before and after usage.

e. Auditorium
- Cleaning of high contact surfaces in the Auditorium (708) will vary by occupancy and configuration.
- Custodial staff will disinfect high contact surfaces at least twice daily, at the beginning and end of the workday, and more frequently, after each use.
- High contact surfaces include chairs, tables, computers, and A/V equipment.

f. Pantries
- Custodial staff will disinfect high contact surfaces and appliances in pantries at least three times a day.
- High contact surfaces include countertops, refrigerator handles, water dispensers, and sinks.
- Utensils or food/drink containers left in the sink will be discarded by the end of each campus day.

g. Common Areas
- Custodial staff will disinfect high contact surfaces in common areas, such as hallways and lounges, at least twice daily, at the beginning and end of the workday.
- High contact surfaces include lounge tables and hallway door handles.
- Custodial staff will clean intake and vents in occupied areas at least once per day.
- Floors will be mopped, and carpets will be vacuumed as needed.
- The SPH 7th Floor library/lounge space will remain closed.

h. Restrooms and Wellness Room
- High contact surfaces in restrooms and the Wellness room will be cleaned at least twice a day, and more frequently, as needed.
- High contact surfaces, such as countertops and appliances, will be cleaned as needed after use. Public Safety maintains the schedule and approval of users. Building management provides general daily cleaning for restrooms and replenishment of toilet paper, toilet seat covers, no-touch hand soap, and no-touch towel dispenser.

C. STAGED REOPENING
- As of this date, SPH plans to continue remote learning and working for the foreseeable future. The SPH leadership is not planning for a ‘staged reopening’ of the Campus until University, City, and State leadership have determined that the pandemic has been brought under control and/or effective treatment and/or a vaccine are widely available.
- In accordance with CUNY Guidelines for Safe Campus Reopening, no member of the SPH community will be required (or, in some cases permitted) to return to Campus as long as their activities can be accomplished remotely.
- During this period, SPH does not anticipate that more than 5% of students, faculty, and staff will be on campus at the same time on Thursdays when the Campus is open.
The School’s leadership has worked diligently to assure the successful transition to remote learning and working.

- During the transition period in March, the SPH Director of On-Line Learning, Dr. Sergio Costa, assisted faculty with remote teach platforms, such as, Blackboard Collaborate Ultra and Zoom.
- The IT Helpdesk staff assisted students, faculty and staff with hardware, software and connectivity issues.

The School’s leadership has documented the success of student, faculty, and staff experiences during the remote learning and working period in the spring 2020 semester.

- **Students**: Student evaluations of teaching at the end of the spring 2020 semester remained consistently high, compared with spring 2019. Students’ average ratings of instruction and courses in spring 2020 were 1.96 and 2.10, respectively, compared with 1.94 and 2.17 in spring 2020.4
- **Faculty and staff**: SPH leadership surveyed all CUNY, RF, part-time and full-time faculty and staff regarding their experiences with remote work (April 28 – May 6). The response rate was 59%. The vast majority (>95%) reported a clear understanding of their work responsibilities, were easily able to collaborate with others during the remote work period and were able to perform their duties remotely.

- The SPH Helpdesk will continue to work with students, faculty, and staff to resolve hardware, software, connectivity, and other related issues throughout the remote learning/working period.
- The SPH Leadership will continue to closely monitor the effectiveness of remote learning and working, and to address issues as they arise.

D. **COMMUNICATIONS PLAN**

- The SPH Communications Director Barbara Aaron and her team are responsible for coordinating all COVID-19 related communications, including coordination with the Campus COVID-19 Coordinator and the Chancellery/Chief Operating Officer (COO’s) Office.
- The School is implementing a comprehensive communications plan that includes the following elements:
  - A dedicated COVID-19 Fall 2020 webpage will feature the reopening plan with comprehensive guidelines and links to resources.
  - An SPH-specific training PowerPoint may also be developed by the Reopening Committee and disseminated through email, social media, and website, to supplement the “New York State COVID-19 Response: Return to Work Training.”
  - Dean’s “Welcome Back” email will include the framework of the reopening plan and links to the webpage.

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4 Ratings are based on a 5-point scale, where 1=the most favorable rating and 5=the least favorable rating.
A series of emails directed to both general (entire SPH community) and specific (e.g., faculty only, as appropriate) audiences will provide guidelines and information about what to expect, with a dedicated email address to capture feedback and questions.

- The Weekly Update will include an item each week, highlighting campus safety and online resources.
- Social media will feature helpful hints each week, directing people to the COVID-19 Fall 2020 webpage for details.
- The SPH COVID-19 Liaison and COVID-19 Coordinator will generally learn of an emergency situation first and notify Communications and other key personnel. (If other personnel learn of a crisis first, their primary task is to inform the COVID-19 Liaison and Coordinator immediately.) Communications should be prepared with basic templates of messages to deploy for the range of predictable crises.

III. PROCESSES

A. SCREENING AND TESTING

1. Returning to Campus

Prior to arriving, individuals who are authorized to come to campus will receive an informational email containing general information and requirements which must be completed prior to returning to campus. (See Sample informational email in Appendix A). The information will be tailored to faculty/staff/students/visitors as needed.

- Instructions include:
  - Staying at home if they:
    - Have a fever of 100°F or more.
    - Have had close contact with a person confirmed or suspected to have COVID-19 in the past 14 days.
    - Are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache or a loss of taste or smell.
    - Have tested positive for COVID-19 through a diagnostic test in the past 14 days.
    - Have traveled to an area listed on the New York State COVID-19 Travel Advisory during the past 14 days.
    - Completing a Daily Health Screening (See: Screening, below).
    - Being aware of physical distancing measures.
    - Agreeing to wear a face-covering when physical distancing of at least 6 feet cannot be observed.
    - Observing frequent hygiene and cleaning protocols.
    - Avoiding crowding (e.g., on mass transit, elevators).
a. Online Health and Safety COVID-19 Training

- Before returning to campus, all students, faculty, and staff must watch the “COVID-19 Response: Return to Work Training.”
- Individuals only need to watch this video once, regardless of how many times they come to campus.

i. Tax-levy employees and Students

- Once approved to come to campus, tax-levy employees and students must
  - Log into Blackboard (Bb), using a browser other than Firefox or Safari.
  - Check to make sure that their SPH email is associated with their Bb account and update it, if necessary.
  - Go to “My Organizations” (On the right-hand side of the webpage), Click on “SPH New York State COVID-19 Response: Return to Work Training.”
  - Watch the entire video (12 minutes).
  - Completion will be recorded in Blackboard.

ii. RF Employees

- Once approved to come to campus, RF employees will receive a link to the NY Forward Employee Training Video.
- Watch the video.
- Send an email to public.safety@sph.cuny.edu, attesting that they have completed the video.
- Wear a face covering when they are within six feet of distance with others (SPH will provide a face covering to anyone not wearing one).
- Continue to follow good hygiene practices.

2. Screening

- SPH plans to utilize the screening platform that is being procured by the University.
- In the interim, SPH will use the Daily Health Screening based on New York State and University Guidance.5, 6
- Each day that individuals are scheduled to report to campus, they must complete the electronic daily health screening at home, within 12 hours of arriving on campus.
- A link to the Daily Health Screening will be available on the “Procedures” email and via on-campus posters barcode.
- The screening can be completed on any computer or mobile device.
- The screening will ask whether individuals:

5 Email to HRDs from VC Doriane Gloria.
6 New York State Workplace Entry Screening, available at https://screening.ny.gov/self-screening
- Have a fever of 100°F or more.
- Have had close contact with a person confirmed or suspected to have COVID-19 in the past 14 days.
- Are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache, or a loss of taste or smell.
- Have tested positive for COVID-19 through a diagnostic test in the past 14 days.
- Have traveled to an area listed on the New York State COVID-19 Travel Advisory during the past 14 days.

- In addition, individuals will be asked to provide their names, cell phone, and emails (to facilitate contact tracing in the event of a COVID-19 exposure).
- Individuals will be immediately notified of the screening results.
- Who “pass” the screening will be permitted on campus.
- Who “fail” the screening will not be permitted on campus until they complete and pass the screening.

- Employees who report symptoms will be advised by the Campus COVID-19 Coordinator or HR Director to seek medical attention.

Screeners:

SPH has designated the following Supervisory personnel as “Screeners”:
- Daneen Anderson-Mercer, Associate Director, Human Resources
- Louie Cao, Manager, Campus Operations
- Lieutenant Desiree Joyner, Public Safety
- Susan Klitzman, Senior Associate Dean for Administration
- Arthur McHugh, Jr., Director, Human Resources

Screeners are responsible for:
- Ensuring that all training and screening requirements are followed
- Maintaining a record of all persons who are screened, as well as if the screened person passed or failed
- Ensuring that the Campus COVID-19 Liaison and Coordinator and the Campus Reopening Committee is notified of positive screening results.

Coordinators (for Screening):

SPH has Designated the following individuals as “Coordinators”:
- Daneen Anderson-Mercer, Associate Director, Human Resources
- Louie Cao, Manager, Campus Operations
- Lieutenant Desiree Joyner, Public Safety
- Susan Klitzman, Senior Associate Dean for Administration
- Arthur McHugh, Jr., Director, Human Resources

Coordinators are responsible for reporting and oversight of the screening process.
3. Testing

- SPH will encourage students, faculty, and staff to utilize New York City’s free COVID-19 testing centers, and will provide information about testing in its communications.
- Given that SPH plans to hold all of its classes online and require employees to continue working remotely, except for a limited number of circumstances described herein, SPH does not plan to conduct testing on-site.

B. TRACING AND TRACKING

1. Tracing

- If SPH is notified that an individual who has been on campus within the past 14 days tests positive for COVID-19:
  - The Campus COVID-19 Liaison will notify:
    - The SVC for Institutional Affairs
    - The Campus COVID-19 Coordinator, who will in turn immediately notify State and Local Health Departments
    - CRG (building owner)
  - SPH will develop plans with the local health department to trace contacts of the individual in accordance with protocols provided through the New York State Contact Tracing Program.
  - SPH will cooperate with the state and local health departments regarding contact tracing, isolation, and quarantine.

2. Tracking

- SPH will follow New York State Department of Health’s Interim Guidance for Public and Private Employees Return to Work Following COVID-19 Infection or Exposure regarding protocols and policies for employees seeking to return to campus after a suspected or confirmed case of COVID-19 on Campus or after having close or proximate contact with a person with COVID-19.
- SPH has established close contact with the New York City Department of Health and Mental Hygiene. As a School of Public Health, several Deans, faculty, and staff members have close working relationships with DOHMH. The Campus COVID-19 Coordinator is a member of the New York City Board of Health.
- SPH will communicate with students, faculty, staff, and visitors who have come into close or sustained contact with confirmed cases and communicate how the campus responded.

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7 https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page
3. Isolation and Transport of Persons who are Sick

In the unlikely event that a person coming to campus “passes” the screening and develops COVID-19 symptoms (e.g., fever, cough or shortness of breath) while on campus, the Campus COVID-19 Coordinator, in consultation with the Campus COVID-19 Liaison will be responsible for assuring that the individual is safely isolated in Room 539 transported home or to a health care facility, depending on how severe their symptoms are.

- The Campus COVID-19 Coordinator, in collaboration with selected members of the Campus COVID Reopening Committee will:
  - Identify a secure room where the individual can isolate until they are safely transported home or to a healthcare facility, depending on the circumstances.
  - Assure that the individual is contacted to ensure that they have adequate support, including food, medicine, psychosocial, academic, and/or other support, as needed while they are under isolation and quarantine.

4. Notification of Health Official and Close Contacts

- In accordance with applicable local, state, and federal laws and regulations, SPH will ensure that the New York State Department of Health and New York City Department of Health and Mental Hygiene are promptly notified of any individual who has been on campus and tests positive for COVID-19.
- SPH will also notify the Chancellery/COO's Office and any individuals who were on campus during the applicable timeframe while maintaining confidentiality in accordance with ADA, FERPA, and other applicable laws and regulations.
- Collaborate with the New York City/New York State Contact tracing program(s) to assure that those who have had close contact with a person diagnosed with COVID-19 quarantine and self-monitor for symptoms and follow CDC guidance if symptoms develop.

5. Potential Shutdown

- If exposure to or outbreak of COVID-19 occurs on campus, the Campus COVID-19 Coordinator will, in consultation with the Dean and the Chancellery, determine if an immediate shutdown is required.
- In the event of a shutdown, the school will notify the SPH Community and Building immediately and inform them of remediation measures.
- Updates, including information about re-opening, will be communicated.
- The school will direct any persons on campus to depart as quickly and safely as possible.
- The Campus COVID-19 Coordinator will assure that potentially exposed individuals are notified and quarantined for at least 14 days and that the potentially affected areas are thoroughly disinfected before re-occupancy.
APPENDIX A. SPH COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTION SHEET
(Sample – will be tailored to faculty/students/staff/visitors as needed)

Dear ____________________

You are approved to come to campus on ___________________________ for the purposes of ______________________________________________.

Please carefully read and follow the instructions below before coming to campus.

Before coming to campus:
1. Please make an appointment with Public Safety (Public.Safety@sph.cuny.edu) for a specific date and time. (The campus is open one day a week on Thursdays, from 8 am to 6 pm.)

2. Watch the Training Video (A or B)
   
   A. Tax Levy Employees and Students
      i. To access the training video, log into Blackboard (Bb) using your CUNYFirst login and password (https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard)
      ii. Check to make sure that your SPH email is associated with your Bb account and update your email to your SPH email if needed:
         a. On the Bb “Home” page, Go to “Tools” (left-hand side) → “Update email.”
         b. The email associated with your Bb account will be displayed.
         c. Simply enter and re-enter (confirm) your SPH email.
      iii. To view the video, go to “My Organizations” (on the right-hand side of the webpage), click on “SPH New York State COVID-19 Response: Return to Work Training”.
      iv. Watch the entire video (12 minutes).

   If you don’t update your email to your SPH email, we will not be able to document that you have completed the training.

   B. RF Employees and Visitors
      1. To access the video click on the NY Forward Employee Training Video
      2. Watch the video (12 minutes) before coming to campus.
      3. Send an email to public.safety@sph.cuny.edu, attesting that they have completed the video before coming to campus.

3. Complete the Daily Health Screening.
   A. On the day that you are scheduled to report to campus, you must complete a Daily Health Screening, prior to your arrival.
   B. You can complete the screening on your mobile phone, laptop, or other electronic device by clicking on the Daily Health Screening link.
   C. You will be notified immediately of the screening results.
If you pass the screening, you will be permitted to enter the campus.
E. If you do not pass the screening, you will not be permitted to enter the campus.

Note: Your responses are confidential.

4. Please do not come to campus if you:
   A. Have a fever of 100°F or more.
   B. Have had close contact with a person confirmed or suspected to have COVID-19 in the past 14 days.
   C. Are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache, or a loss of taste or smell.
   D. Have tested positive for COVID-19 through a diagnostic test in the past 14 days.
   E. Have traveled to an area listed on the New York State COVID-19 Travel Advisory during the past 14 days.

On Campus:

5. When you arrive on campus, please report directly to one of the Public Safety Stations on the 5th, 6th, or 7th Floors to be cleared for entry.

6. While on campus, you will be required to wear a face covering whenever you are less than six feet apart from others. You may wear your own face-covering, or you will be provided with a face-covering by Public Safety.

7. Please continue to practice good hygiene while on campus, e.g., frequent hand sanitizing and hand washing.

8. The building management may also implement additional screening and safety requirements.

9. SPH will provide you with 70% alcohol wipes. Please wipe surfaces with which you have come into contact (e.g., work surfaces, chairs, keyboards, etc.) before and after use.

After Leaving Campus:

10. Single-use face coverings (e.g., disposable surgical masks) should be disposed of in trash receptacles. Cloth masks should be washed thoroughly with soap and water for your personal re-use.

11. If you test positive for COVID-19 through a diagnostic test within fourteen days after leaving campus, please immediately notify Dean El-Mohandes (ayman.elmohandes@sph.cuny.edu).
This information will be treated confidentially.

12. Please wash cloth face masks with soap and water.

Thank you in advance, for your cooperation. If you have any questions about these requirements, please contact me (susan.klitzman@sph.cuny.edu) or Arthur McHugh (arthur.mchugh@sph.cuny.edu).

In the meantime, please stay safe and take good care of yourself.

Susan Klitzman, DrPH MPH CPH
Senior Associate Dean for Administration and Professor
Campus COVID-19 Coordinator
susan.klitzman@sph.cuny.edu
646-364-9774
APPENDIX B. SAMPLE REDUCED SEATING CONFIGURATION

Classroom 503
Social Distancing
Capacity 4 (reduced from 26)
Protect yourself from COVID-19 and stop the spread of germs.

- Wash your hands thoroughly with soap and water for at least 20 seconds, especially before eating.
- Avoid close contact with people who are sick and stay home if you are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home as much as possible. Everyone — even young people and those who feel well.
- If you must go out, stay at least 6 feet away from others.
- You must wear a face mask or face covering in public when social distancing (staying 6 feet apart) is not possible, especially on public transport, in stores and on crowded sidewalks.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

www.ny.gov/coronavirus
Date: June 24, 2020

To: All Tenants 55 West 125th St

From: Igwe N. Harvey Property Manager

RE: COVID-19 Policy

Below, please find an outline of best practices that are being implemented by building management. These practices will be amended as local, state and national guidelines dictate.

**General:**

1. Signage will be posted at the entrance of the building (Mask Required; Social Distancing Observed – 6’ Distance) Additionally, signs will be placed inside the elevators and in all common areas, restrooms and on the ground in the main lobby indicating six feet distance.

2. Visitors will display ID, and security will sign them in without touching the visitor ID. Unscheduled visitors will not be permitted access without tenant approval.

3. Signage will be posted throughout the lobby, inside the elevators, on all tenant floors emphasizing the social distance policy.

4. Visitors will not be permitted to stand or wait in the lobby.

5. Tenants are encouraged to arrive at staggered times during the morning and lunch peak periods.

6. All visitors/tenants will be required to wear a face covering while inside the common areas of the building.

7. Food deliveries will not be allowed inside the building. All pickup must occur outside of the building, and at least 10’ from the entrance.

8. Tenant should contact building management if an employee has symptoms or test positive for COVID-19.

9. In accordance with local law recommendations, please provide building management with a copy of your COVID-19 re-opening safety plan and daily employee health certification. See Attached. Completed forms can be emailed to pburns@cogswellrealty.com

10. Additional COVID-19 insurance requirements for external vendors may be required.
11. Please submit a list of daily visitors to the assistant manager, Pam burns via email, pburns@cogswellrealty.com

12. Tenant and visitor will have their temperatures checked in the main lobby.

13. All access into and out of the building must occur via the main entrance.

**Elevators/Vertical Transport:**

1. Social distancing will be maintained while waiting for an elevator.
   a. Allowing passengers to exit first, then security will summon those queuing to board the elevator individually, maintaining social distance.
   b. Social distancing markers will be on the lobby floor and roped stanchions will be used to guide and direct traffic.

2. Vertical transport will be limited to four occupants per cab. (one occupant per corner, all facing away from each other with the exception of the center occupant, who shall face the rear wall). The security officer will press floor buttons.

3. Occupants are not permitted to talk on mobile phones or have conversations while inside the elevator.

4. Disinfectant will be sprayed inside the elevator in advance of each vertical trip.

5. Staircases will be available for tenants use. However, note that every 4th floor is a reentry floor with the exception of the 4th and 12th floors. Also note that Stair A exits onto 125th street and stair B exits into the main lobby.

**Lobby / Dense occupant areas:**

1. All visitor's information should be sent to security in advance to schedule/confirm access.

2. The building security staff will separate visitor and tenants as they enter the building (e.g.) Tenants enter on the left of the desk, and visitors to the right of the desk. Each one-way will be divided into incoming and outgoing traffic. Tenants will be given preferential treatment for access purposes. Unscheduled visitors will queue outside of the building six feet apart until their appointment is verified and vertical transportation is available.

3. Tenants are encouraged to arrive in staggered stages before 8:15am to prevent a bottleneck in the main lobby.

4. A security officer will be stationed at the elevator console to press the elevator main call button as well as the floor call buttons for the tenants and visitors that are queuing in the main lobby at acceptable social distances.

**Cleaning:**

1. The cleaning staff underwent training in March for the proper cleaning of pathogens.
2. The cleaning staff will increase cleaning frequency of high-touch point in the common areas (i.e. Elevator buttons, Elevator Handrails, Lobby Security check in, Restroom door handles and push plates, Bathroom, Light switches) using CDC approved cleaning solutions.

3. From time to time, and, if necessary, building management will use third-party cleaning company to disinfect/sanitize high-touch points during off-peak hours.

4. An additional day porter will be in the building during peak hours (8am – 2pm) to focus solely on high touch points.

**HVAC System:**
1. The base building HVAC filters will be changed more frequently and the coils will be cleaned quarterly.

**Building Staff:**
1. All staff members are required to wear face masks and gloves when working inside the building.

2. The three operating engineers will work between 6am and 6pm. They will have a 2 hour overlap of their shifts and practice social distancing at all times. One engineer will respond to house calls on floors 1 - 7, the other engineer will respond to house calls on floors 8 – 14 and the last engineer will maintain a presence in the mechanical rooms and act as a vendor liaison and dispatch for the other two engineers. Repairs & Maintenance that requires more than one engineer will be reviewed on a case by case basis.

3. The 10 evening porters will work between 3pm – 1:30am, these individuals are all assigned to specific floors and normally do not interact with each other when cleaning designated spaces; the sole day porter works alone. The supervisor will maintain radio communication with all the porters and provide cleaning supplies to the porters on an individual basis.

**Parking:**
1. The parking garage will remain open to monthly parkers and limited daily parkers. Please contact the building office with any specific questions.

Feel free to contact the building management office at 846.442.2787 if you have any questions.

Stay safe and vigilant!