CUNY SPH
GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Plan for
Safe Campus Reopening

September 15, 2020

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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.[1]

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

[1]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 restrooms, 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, restrooms, 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 restrooms, 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

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[2] See: New York State Department of Health, Protect yourself from COVID-19 and stop the spread of germs

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

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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 1. Maximum Occupancy in SPH Shared Spaces

Room # or location	Description (type or room or area)	Floor	Previous Occupancy	Current Occupancy
503	Classroom	5	26	5
504	Classroom	5	25	5
534	Classroom	5	30	5
539	Classroom	5	32	4 (Quarantine use only)
707	Classroom	7	50	11
708	Auditorium	7	121	21
717	Classroom	7	40	7
800	Classroom	8	60	7
822	Classroom	8	32	7
5th Fl. Men's Restroom	Restroom	5	5	1
5th Fl. Women's Restroom	Restroom	5	3	1
5th Fl. All Gender Restroom	Restroom	5	2	1
7th Fl. Men's Restroom	Restroom	7	4	1
7th Fl. Women's Restroom (W)	Restroom	7	2	1
7th Fl. All Gender Restroom	Restroom	7	3	1
7th Fl. Women's Restroom (E)	Restroom	7	3	1
5th Fl. Pantry	Pantry	5	6	1
6th Fl. Pantry	Pantry	6	4	1
7th Fl. Pantry	Pantry	7	6	1
5th Fl. Lounge	Lounge	5	21	3
7th Fl. Lounge/Library	Lounge	7	35	Closed
Workstations 542 (5th Fl E)	Open Workstations	5	10	3
Workstations 613 (6th Fl E)	Open Workstations	6	8	2
Workstations 622 (6th Floor SW)	Open Workstations	6	16	4
Workstations 624 (6th Fl NW)	Open Workstations	6	16	4
Workstations 801 (8th Fl SE)	Open Workstations	8	14	3
547	Conference Room	5	14	2
628	Conference Room	6	18	3
709	Conference Room	7	14	4

Table 2. CUNY SPH COVID-19 Signage			
Purpose	Description	Location	Sources
Respiratory Hygiene	Reminder to cover your mouth when coughing to prevent the spread of germs	Restrooms	https://www1.nyc.gov/assets/doh/downloads/pdf/cd/cyc-poster-clinics.pdf
Hand Hygiene	Reminder to wash hands thoroughly for at least 20 seconds	Restrooms and pantries	SPH Communications and https://www1.nyc.gov/assets/doh/downloads/pdf/cd/cyc-poster-clinics.pdf
Hand Hygiene (High-Touch)	Reminder to wash hands using high-touch surfaces	Classroom lecterns, copy areas, filing cabinet areas, and computer lab 707	SPH Facilities and https://www1.nyc.gov/assets/doh/downloads/pdf/covid/posters/covid-19-reopening-hand-hygiene-poster.pdf
Individual health reminders	Protect yourself from COVID-19 and stop the spread of germs (multi-issue)	Walls and Monitors in public areas	https://coronavirus.health.ny.gov/system/files/documents/2020/04/13067_coronavirus_protectyourself_poster_042020.pdf
Meeting guidelines	Reminder to hold meetings online, social distance, wear a mask, and wash hands.	Entrances to conference room	https://www1.nyc.gov/assets/doh/downloads/pdf/covid/posters/covid-19-reopening-meeting-poster.pdf
Reduced occupancy	Notice about maximum occupancy in multi-occupancy spaces	Entrances to classrooms, auditorium, conference room and lounges	SPH Facilities
Single occupancy	Notice about single person occupancy	Restroom, pantry and locker room doors	SPH Facilities
Occupied/ Vacant	Notification whether bathrooms, pantries and locker rooms are occupied or vacant	Restroom, pantry and locker room doors	SPH Facilities
Reminder to flip sign	Reminder to change sign to occupied/vacant when entering and existing single occupancy spaces, respectively	Wall adjacent to restrooms, pantries and locker rooms	SPH Facilities
Elevator guidelines	Reminder of building management elevator policy.	Elevator lobbies	https://www1.nyc.gov/assets/doh/downloads/pdf/covid/posters/covid-19-reopening-elevator-poster.pdf
Report COVID-19 symptoms	Instructions on reporting positive test results	Common areas, website	SPH Communications
Hand sanitizer reminder	Reminder that alcohol-based hand sanitizer may be flammable, and hands should be cleaned with soap and water	Near hand sanitizer dispensers	SPH Facilities
Directional Cues	Reduces bi-directional traffic	Hallways	SPH Facilities

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 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 permitted to access the stairwells.

- 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 Pause3, 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.

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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 form 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 form and obtain approval from the Campus COVID-19 Coordinator or designee, 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.

First Name	Last Name	Title	Essential Responsibilities	On-campus Schedule
Table 3. SPH Essential Employees as of 9/9/20
Ravindra	Arnold	CSA	Public Safety	Alternating Thursdays, B Tour
Mohit	Arora	CSM IV	CIO	As needed
Atif	Baig	IT Associate II	Network Management	As needed
Louie	Cao	Administrative Manager - Campus Operations	Facilities management, emergency repairs	Thursdays, and as needed maintenance, repairs and emergencies
Ricardo	DeJesus	CPO	Public Safety	Alternating Thursdays, B Tour
Nycole	Destin	CSA	Public Safety	Alternating Thursdays, A Tour
Michelle	Finn	IT Associate II	Helpdesk Management	Thursdays
Juan	Guzman	Custodial Assistant	Clean and disinfect facility	Thursdays
Desiree	Joyner	Lieutenant	Public Safety Lead, Screener	Thursdays, and as needed for site checks, emergencies
Susan	Klitzman	Senior Associate Dean for Administration	Campus COVID-19 Coordinator	Thursdays
Paulo	Lellis	Administrative Specialist	Mail distribution	Thursdays
Pete	Malachi	CPO	Public Safety	Alternating Thursdays, A Tour
Theresa	Matis	Executive Director, Business and Finance	Cashiering, Deposits	Thursdays
Sophiann	McFarlane	CPO	Public Safety	Alternating Thursdays, A Tour
Arthur	McHugh	Director, Human Resources	Screener	Thursdays, as needed
Rodney	Middleton	Custodial Assistant Principal Supervisor	Supervising cleaning; minor repairs	Thursdays
Peggy	Miller	CPO	Backup for Lieutenant Joyner	Alternating Thursdays, B Tour
Alexander	Monserrat	CSA	Public Safety	Alternating Thursdays, B Tour
Dawn	Murrain	CSA	Public Safety	Alternating Thursdays, A Tour
Lanessa	Torres	Custodial Assistant	Clean and disinfect facility	Thursdays

- 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 or designee 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 form 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.
  - Comply with CUNY's COVID-19 Student Conduct Protocol (See: Appendix D).

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 form 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 Individuals Returning to Campus

- Once individuals complete the Request for Campus Visit form and are approved to report to campus and schedule an appointment with Public Safety, they will receive an email from the Campus COVID-19 Coordinator or designee 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 Sections 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.

- 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.

- 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 Management, has established occupancy, health and safety protocols for the common areas of the building, such as the lobby and elevators (See: Appendix E. 55 West 125 St. Health and Safety Protocols, CRG Mgmt.).

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 (See: Appendix A. SPH COVID-19 Health and Safety Information and Instruction Sheet).

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 Campus COVID-19 Coordinator.
    - 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.
- Display pantry and restroom cleaning logs.
- 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

- SPH will phase-in the physical reopening of the campus, before returning to 'normal' activity levels, so as to assure occupants' health and safety. During the phase-in period, SPH will gradually increase access to campus to students, faculty, staff and visitors by appointment.
- A phased reopening will allow SPH students, faculty and staff to adapt to new health and safety protocols, such as training, screening, enhanced cleaning, and use of personal protective equipment, as well as adjust to any changes to University policies, such as policies related to telecommuting, remote learning and grading.
- A description, public health metrics, instructional and operational activities, access and health and safety protections for each phase is summarized in Table 4, below.
- First and foremost, decisions about whether it is safe to gradually phase-in campus activities will be based on public health metrics, including: low and stable rates of community infection, no evidence of cases or transmission on campus, and eventually, the widespread availability and significant community uptake of a safe and effective vaccine and/or effective treatment.
- During the reopening phases, SPH will continue to require health and safety protections, including screening, masking, physical distancing, and enhanced cleaning. In addition, the School's the Campus COVID-19 Coordinator, Liaison and Reopening Committee will monitor public health metrics for evidence that it is safe to continue with the current stage and move to the next stage.
- The SPH leadership is not planning for a full reopening of the campus until University, City, and State leadership have determined that the pandemic has been brought under control and community transmission is low and there is widespread availability of a highly effective treatment and/or an effective vaccine.
- Until this is achieved, and 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.
- The School's leadership has worked diligently to assure the successful transition to and continuation of remote learning and working:
    - During the transition period in March 2020, the SPH Director of On-Line Learning, Dr. Sergio Costa, assisted faculty with remote teaching 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

Parameters	Phase 1	Phase 2	Phase 3	Phase 4
Table 4. SPH Phased Reopening Plan				
Designation	Closed except for essential operations	Limited use for essential non-remote activities	Expansion of non-remote activities	Return to Campus
Description	Operational maintenance (e.g. HVAC, IT, mail)	Essential minimal risk activities that cannot be performed remotely	Expansion of minimal risk activities that cannot be performed remotely	Return to "new normal" activities
Public Health Metrics	Significant community transmission of COVID-19	No evidence of campus transmission; Low community transmission (<1% COVID test positivity per NYSDOH COVID-19 Tracker	No evidence of campus transmission; Stabilized low community transmission; Widespread availability of (highly effective) COVID-19 treatment and/or vaccine	No evidence of campus transmission; Low community transmission; High community uptake of effective COVID-19 vaccine
Instruction	100% Remote	100% Remote	100% Remote	Resumption of in-person, with some continuation of remote, instruction
Student and Academic Services and Activities	100% Remote	100% Remote	Limited use of specific spaces, e.g. for the purposes of internet access and study	Resumption of in-person, with some continuation of remote work and activities, per CUNY policies
Research Activities	100% Remote	Remote, except for minimal risk activities that cannot be performed remotely	Limited use of specific spaces, e.g. for research purposes	Resumption of in-person, with some continuation of remote research, per CUNY policies
Administrative Operations and Activities	Remote – except for essential operations	Remote – except for essential operations	Remote – except for essential operations and minimal risk activities that cannot be performed remotely	Resumption of in-person, with some continuation of remote, work, per CUNY Policies
Hours of operation	Thursdays 8am – 6pm and for emergencies	Thursdays 8 am – 6 pm and for emergencies	May include some expanded hours	Monday – Friday 8 am – 10 pm
Employee Access	<5% capacity Essential employees (e.g. Public Safety, Facilities)	<10% physically distanced capacity Essential employees and those unable to perform specific tasks remotely	<25% physically distanced capacity Essential employees and those unable to perform tasks remotely	All employees, under any new SPH and CUNY policies and procedures
Student Access	Restricted, by appointment for essential puck up and drop off only	Restricted, by appointment for essential pick up and drop off only	Students who are unable to study and work remotely	All students, under any new SPH and CUNY policies and procedures
Visitor Access	By appointment for essential operations	By appointment for essential operations	By appointment for essential operations	All visitors, under any new SPH and CUNY policies and procedures
PPE	Masks required	Masks required	Masks required	Per NYS and University guidelines
Health Screening	Required	Required	Required	Per NYS and University guidelines
Physical Distancing	Required	Required	Required	Per NYS and University guidelines
Enhanced Cleaning and Disinfection	Required	Required	Required	Per NYS and University guidelines

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 is continuing 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 is continuing 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, once approved, 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 included the framework of the reopening plan and links to the webpage.
    - 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 SPH 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.

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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.

E. REPORTING UNSAFE PRACTICES

- Individuals on campus who directly observe unsafe practices are encouraged to report them to the nearest Public Safety Officer or, if observed among a member of the Public Safety staff, to the HR Director.
- Public Safety Officers and the HR Director will notify the Campus COVID-19 Coordinator of the incident.
- Resolving issues with unsafe practices is the responsibility of the Campus COVID-19 Coordinator, in consultation with the Campus COVID-19 Liaison and members of the Campus Reopening Committee.

III. PROCESSES

A. SCREENING AND TESTING

1. Returning to Campus

- As described in Section C.3., above, any member of the SPH community who has a specific need to come to campus must first submit a Request to Visit Campus Form and obtain approval from the COVID-19 Campus Coordinator or designee. Individuals must provide their names, cell phone numbers, and emails on the form to facilitate contact tracing, in the event of a COVID-19 exposure. Faculty and staff who are hosting visitors and guests (e.g. contractors and research participants) must submit the form on the guest's and visitor's behalf.
- Prior to arriving, individuals who are authorized to come to campus will receive an email containing general information and requirements which must be completed prior to returning to campus. (See Sample informational email in Appendix A. SPH COVID-19 Health and Safety Information and Instruction Sheet). 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.
  - Watching an online health and Safety COVID-19 Training Video (See: b. Online Health and Safety COVID-19 Training, below).
  - Completing the Everbridge Daily Symptom Checker (See: 2. Screening, below).
  - Being aware of physical distancing measures.
  - Agreeing to wear a face-covering, especially 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, Guests and Visitors

    - 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,](mailto:public.safety@sph.cuny.edu) attesting that they have completed the video.
    - Wear a face covering, especially 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 is utilizing the Everbridge screening platform that has been procured by the University.
- SPH has designated Campus Coordinator, Liaison, Screen and HR, Student and Technical Point of Contact roles, in accordance with Everbridge and University protocols (See: Table 5, below).

Table 5. Everbridge Daily Health Screening - SPH Campus Roles					
Role	**Responsibilities**	**First Name**	**Last Name**	**Job Title**	**Department**
Campus COVID-19 Coordinator	▪ Is notified of individuals who are not approved to enter campus.	Susan	Klitzman	Sr. Assoc. Dean for Admin	Administration
Campus COVID-19 Coordinator - Backup	▪ Assures follow up. ▪ Reports wellness status to executive management.	Arthur	McHugh	Director, HR	HR
Campus COVID-19 Liaison	▪ Follows up with guests and visitors who are not approved to enter campus.	Ayman	El-Mohandes	Dean	Dean's Office
Campus COVID-19 Liaison - Backup	▪ Monitors campus exposures. ▪ Provides data to support decision making by CUNY leadership. ▪ Reports to the SVC for Institutional Affairs and the Campus Reopening Committee through the COVID-19 Campus Coordinator.	Doris	Suarez	Chief of Staff	Dean's Office
Campus HR Point of Contact	▪ Is notified of employees who are not approved to enter campus.	Arthur	McHugh	Director, HR	HR
Campus HR Point of Contact - Backup	▪ Follows up with employees for HR purposes.	Daneen	Anderson-Mercer	Associate Director, HR	HR
Campus Student Point of Contact	▪ Is notified of on students who are not approved to enter campus. ▪ Follows up with students for academic purposes.	Lynn	Robert	Associate Dean of Students and Alumni Relations	Student Affairs
SCP Admin / Technical Point of Contact	▪ Provides technical, user access and report support.	Mohit	Arora	CIO	IT
SCP Admin / Technical Point of Contact - Backup		Michelle	Finn	IT Associate II	IT
Screener	▪ Enables visitors and guests to complete the Daily Health Screening.	Desiree	Joyner	Lieutenant	Public Safety
Screener		Peggy	Miller	CPO	Public Safety
Screener		Ravindra	Arnold	CPO	Public Safety
Screener		Ricardo	De Jesus	CPO	Public Safety
Screener		Nycole	Destin	CPO	Public Safety
Screener		Pete	Malachi	CPO	Public Safety
Screener		Sophiann	Mcfarlane	CPO	Public Safety
Screener		Alexander	Monserrat	CPO	Public Safety
Screener		Dawn	Murrain	CPO	Public Safety

- Each day that individuals are scheduled to report to campus, they must complete the Everbridge Daily Symptom Checker within 12 hours of arriving on campus.
- A link to the instructions on how to download and use the Everbridge mobile app is contained on the Information sheet (See: Appendix A.)
- The University is developing procedures for assuring that the Everbridge Daily Symptom Checker can be completed in an alternative manner for individuals who are unable to complete it on a mobile device.
- The screening asks whether individuals:
    - 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.
- Individuals
    - Will be immediately notified of the Daily Symptom Checker results.
    - Who are "approved" (**green token**) will be permitted on campus.
    - Who are "not approved" **(red token)** will not be permitted on campus and will be contacted by the HR or Student Point of Contact or Liaison for further assessment and instructions.

3. Testing

- SPH will encourage students, faculty, and staff to utilize New York City's free COVID-19 testing centers,[5] 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

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[5] https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page

- 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 Contract Tracing Program [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.

3. Isolation and Transport of Persons who are Sick

In the unlikely event that a person coming to campus "passes" the Daily Symptom Checker 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.
- SPH will 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 an 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.
- In addition, SPH will follow NYS Guidance for Infection Rates on College Campuses. In the unlikely event that SPH has 100 or more COVID cases or the number of cases equals 5% of our population (approximately 59 cases), whichever is less.

APPENDIX A. SPH COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTION SHEET

Dear _____

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

Please carefully read and follow the instructions below <u>before</u> coming to campus.

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

2. **Watch the Training Video (Tax Levy Employees and Students or RF Employees and Guests), if you** have not already done so.

Tax Levy Employees and Students
    A. To access the training video, log into Blackboard using your CUNYFirst login (firstname.lastnameXX@login.cuny.edu) and password (not your SPH email account).
    B. Check to make sure that your SPH email is associated with your Bb account and update your email to your SPH email, if needed:
        i.   On the Bb "Home" page Go to "Tools" (left hand side) → "Update email".
        ii. The email associated with your Bb account will be displayed.
        iii. Simply enter and re-enter (confirm) your SPH email.
    C. 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**
    D. Watch the entire Video (12 minutes).

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

RF Employees and Guests

    A. To access the Video. Click on the NY Forward Employee Training Video.
    B. Watch the video (12 minutes) before coming to campus.
    C. Send an email to public.safety@sph.cuny.edu attesting that you have completed the video before coming to campus.

3. **Complete the Daily Symptom Checker**

Employees, Students and Guests with smartphone/Everbridge app access

    A. On the day that you are scheduled to report to Campus, you must complete the Symptom Checker, <u>prior to your arrival</u>.
        i.   Click here for instructions on how to download the Everbridge Daily Symptom Checker app to your mobile phone.
        ii. Open the app, search for "CUNY", and click on "CUNY Health Screening".

iii. Click on the red shield on the bottom right hand of your screen, answer the questions and submit your responses.
    B. You will be notified within a few minutes of the results.
    C. If you receive a "Return to Campus – Approval Confirmation" notification (**green token**) on your mobile phone, you will be permitted on Campus.
    D. If you receive a "Not Approved" notification **(red token)**, on your mobile phone, you will not be permitted to enter the campus.   A member of the SPH team will contact you regarding next steps.

Note: Your responses are confidential.

Employees, Students and Guests *without* smartphone/Everbridge app access

    A. At least business one day (and preferably more) before the day of your visit, follow these instructions to complete the Everbridge Daily Screening app via email on a computer
        i. For those with CUNY login credentials, go to the Everbridge Member Portal and sign in with your SSO credentials (Firstname.lastnameXX@login.cuny.edu) and password and *opt in*
        ii. For those without CUNY login credentials, Click here to register.
    B. Beginning very early morning on the following day, you will receive (daily?) email reminders to complete the CUNY Wellness Check questionnaire. Carefully read the five questions, answer them honestly and submit your responses.
    C. Within a few minutes, you will receive an email from CUNY Wellness Check with your token. Print this email and bring it with you to campus.
        i. If you receive a "Return to Campus – Approval Confirmation" notification (**green token**), you will be permitted on Campus.
        ii. If you receive a "Not Approved" notification **(red token)**, you will not be permitted to enter the campus.   A member of the SPH team will contact you regarding next steps.

4. **Please <u>do not come to campus</u> 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.

<u>**On Campus**</u>:

5. Upon entering the building lobby, you will be required to complete a temperature screening.

6. Once you clear the temperature screening, please report directly to one of the SPH Public Safety Stations on the 5th, 6th or 7th Floors. You will be asked to show the "Return to Campus – Approval Confirmation" **(green token)** on your mobile phone to Public Safety.

7. While on campus you will be required to wear a face covering, especially 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.

8. Please continue to practice good hygiene while on campus, e.g. frequent hand sanitizing, hand washing and wiping high contact surfaces before and after use.

9. Please be aware that no food deliveries and no shared meals (e.g. buffet style) will be allowed inside the building.

After Leaving Campus:

10. Dispose of single use face coverings (e.g. disposable surgical masks) 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
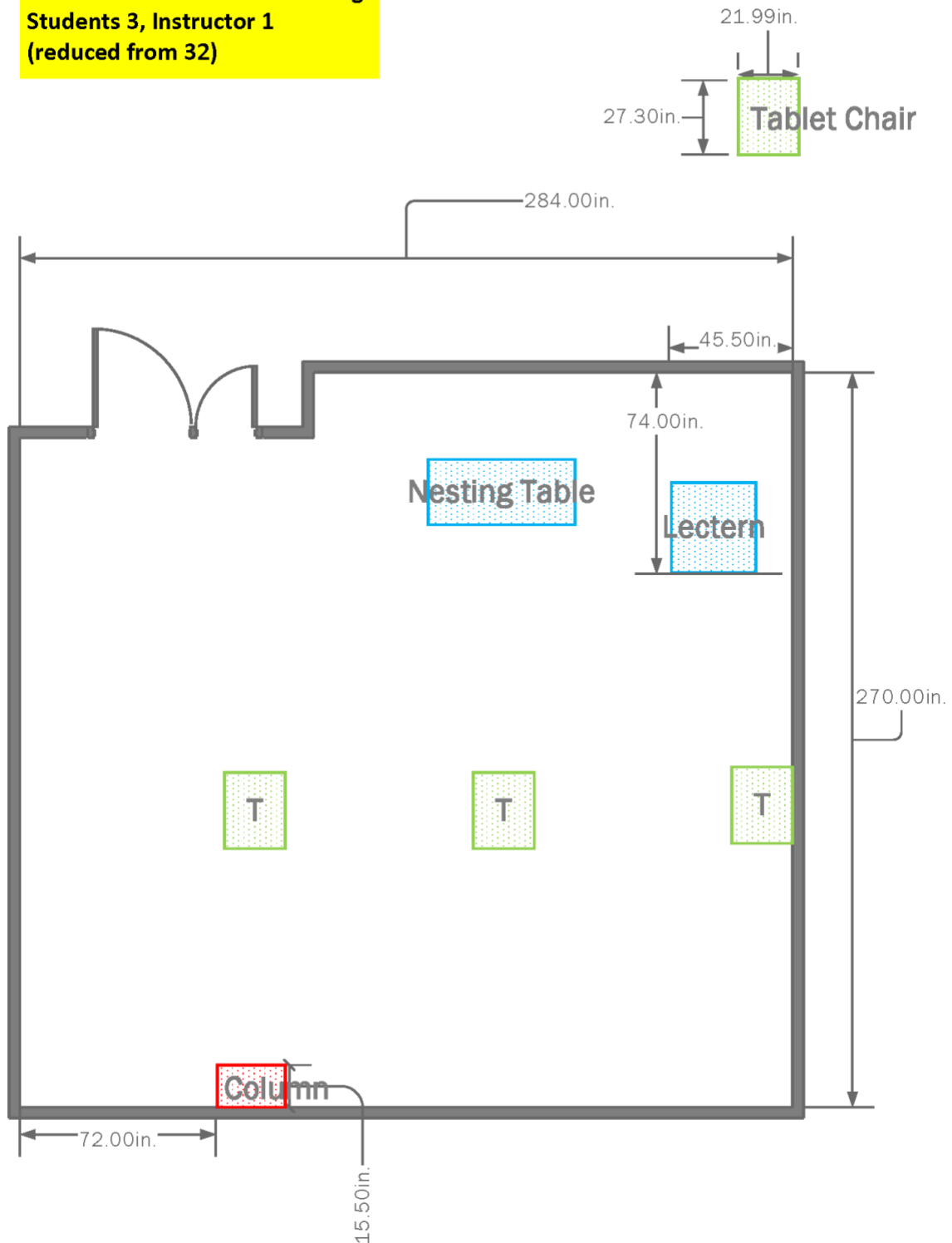Senior Associate Dean for Administration and Professor
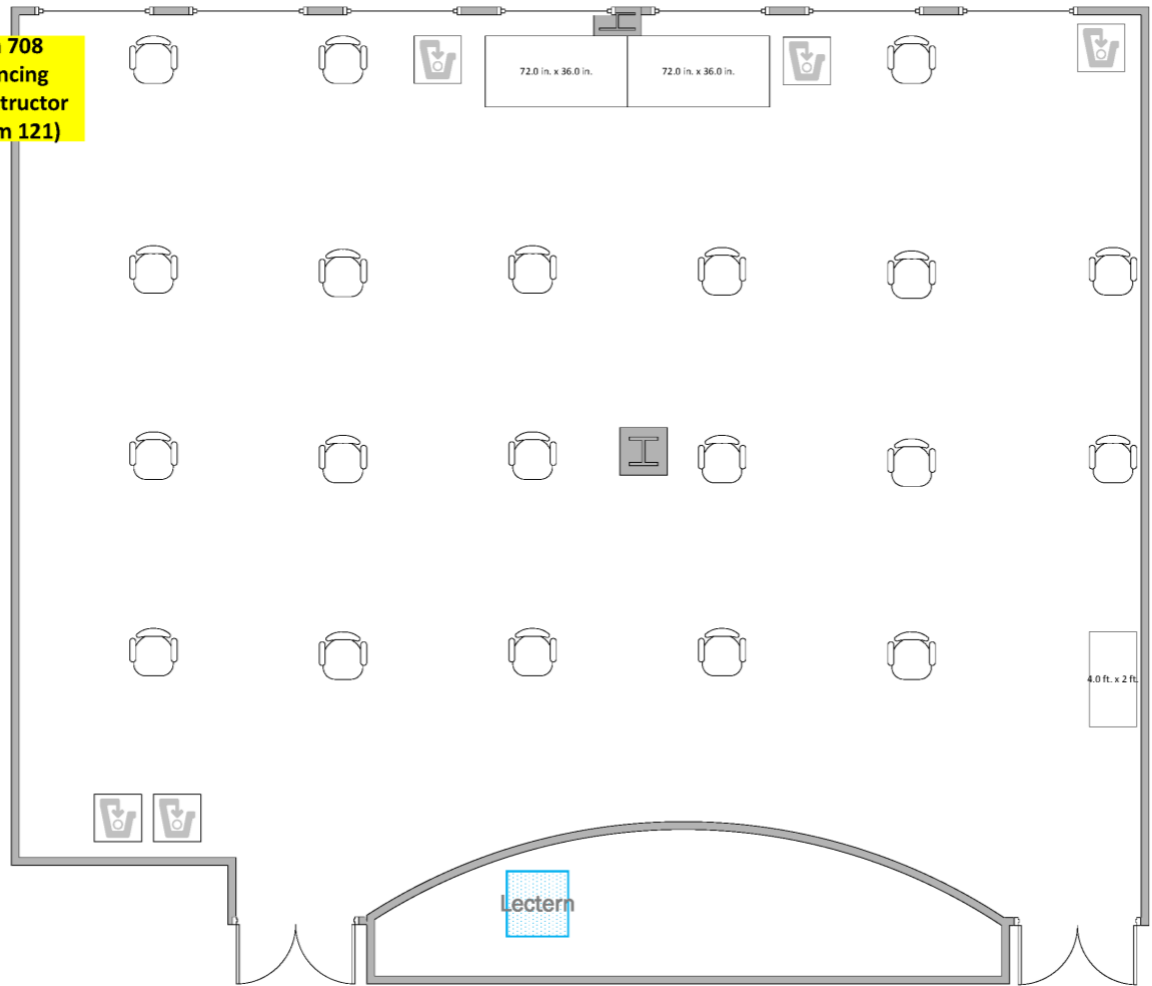Campus COVID-19 Coordinator
Susan.klitzman@sph.cuny.edu
646-364-9774

APPENDIX B. SAMPLE REDUCED SEATING CONFIGURATION

Classroom 539 Social Distancing
Students 3, Instructor 1
(reduced from 32)

21.99in.

27.30in. Tablet Chair

284.00in.

45.50in.

74.00in.

Nesting Table

Lectern

270.00in.

T   T   T

Column

72.00in.

15.50in.

72.0 in. x 36.0 in.   72.0 in. x 36.0 in.

4.0 ft. x 2 ft.

Lectern

APPENDIX C. SAMPLE SIGNAGE

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.

Stay Home. Stay Safe. Save Lives.
www.ny.gov/coronavirus

NEW YORK STATE | Department of Health

13067

4/20

STOP
DO NOT ENTER

This restroom is
OCCUPIED

ENTER

This restroom is
UNOCCUPIED

CUNY SPH

Help us stay safe.

Please use alcohol wipes on computer keyboard, mouse, monitor, table, and chair after use.

Please wash hands thoroughly before and after use.

APPENDIX D. CUNY COVID-19 STUDENT CONDUCT PROTOCOL

The City University of New York takes the well-being and safety of our students, faculty and staff very seriously. During the pandemic, we all have an obligation to behave in a responsible manner per the guidance approved in your campus' re-opening plan to prevent the spread of the coronavirus. Responsible behavior extends to your off-campus and personal lives, which can affect your ability to transmit the virus on campus, including at a minimum:

- always wearing a mask when on campus and when gathering with other individuals
- maintaining physical distance of at least six feet on campus and when gathering with individuals outside the classrooms and other areas
- limiting the size of on campus gatherings;
- minimizing and limiting the size of events gatherings with other students

Article XV of the CUNY bylaws requires that each student obey policies, regulations, and orders of the University/College. Students are reminded that the Rules and Regulations for the Maintenance of Public order pursuant to article 129a of the education law ("Henderson Rules") prohibits:

- behaviors that recklessly or intentionally endangers the health of others
- behavior that interferes with the institution's educational processes.
- failure to comply with the direction of a University official

The University is committed to adhering fully to current and future directives about social encounters from the federal, state and local public health officials. Any student found in violation of these directives may be subject to discipline under article XV of the CUNY bylaws.

CRG
■ MANAGEMENT

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.

1

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 bottle neck 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 646.442.2787 if you have any questions.

Stay safe and vigilant!