



GRADUATE SCHOOL OF PUBLIC HEALTH & HEALTH POLICY

Policies for Increasing In-Person and On-site Research Activity

Approved

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A. INTRODUCTION

The SARS-CoV-2 pandemic has altered our lives, including how faculty, staff, administration, and students at the school will work together over the coming months to pursue our mission of providing a collaborative and accessible environment for excellence in education, research, and service in public health, and promoting and sustaining healthier populations in New York City and around the world. Throughout the pandemic, our administration, faculty, staff, and students have worked every day to support each other and the greater CUNY and New York City communities to tackle the evolving challenges. We also thank our exceptional essential personnel, who kept the facility safe during these unusual times, and who we will continue to do all we can to stay healthy and safe.

As the public school of public health located in one of the original pandemic's epicenter, there is established policies and guidelines for our faculty, students, administration, and staff, and that focus on:

- Prioritizing everyone's health and safety and implementing multiple approaches to minimize the risk of infection for all those working at the school;
- Monitoring and responding to local health metrics to inform decisions to increase or decrease research activity and occupancy;
- Being equitable, fair, and transparent with our policies, guidelines, and conclusions; and
- Supporting first responders, contact tracers, and our local community in containing outbreaks.

This reopening plan has the goal of keeping the CUNY Graduate School of Public Health and Health Policy (SPH) and local community safe with a phased approach to increasing in-person and on-site research activities that comply with federal, state, city, and CUNY policies and regulations. Associate Dean for Research Michele Kiely, Senior Associate Dean for Administration Susan Klitzman, and Dean Ayman El-Mohandes, reviewed these guidelines and the state-issued guidelines and affirmed the implementation. The Campus COVID-19 Coordinator is Senior Associate Dean for Administration Susan Klitzman. She will act as the site safety monitor, with the responsibility to ensure continuous compliance with all aspects of this plan. She will work with the Associate Dean for Research to ensure research protocols remain at the highest standard.

This research ramp-up plan includes multiple precautions to protect everyone's health and safety on-site at SPH and limit the risk of infection, including social distancing, restricted building access, occupancy limits, staggered work schedules, required PPE, and cleaning and disinfecting protocols. The requirements outlined here also to the extent possible apply to researchers implementing in-person

research at non-school sites. SPH will also seek disclosure of COVID-19 symptoms or probable contact by personnel reporting to the facility.

If there is reason to suspect increased risk to community safety or health, SPH will revert to an earlier stage, or make specific, localized adjustments to reduce further risk.

SPH reserves the right to modify this plan based on emerging medical standards or changes to CUNY, city, state, or federal policies and regulations.

B. Summary of SPH Policies for Resuming Research Activities

Higher Education Research is part of New York State Forward's Phase One of reopening for New York City, which began on June 8. SPH's plan for resuming in-person/on-site research activities adhere to state and CUNY guidelines and sets policies for screening, physical distancing, personal protective equipment, hygiene, cleaning, disinfecting, and communication. This summary briefly provides the policies for research to resume.

Faculty who utilize facilities elsewhere must follow the local campus or facility *guidance*.

Screening

All personnel and visitors who want to visit campus must follow the guidelines in the [SPH Plan for Safe School Reopening](#). The procedures include requesting permission and providing justification for the need to come to campus, watching an online health and Safety COVID-19 Training Video. (Individuals only need to watch this video once, regardless of how many times they come to campus.) Individuals should make an appointment with Public Safety (public.safety@sph.cuny.edu) to enter at a specific time. Please complete the Everbridge Daily Symptom Checker every day before entering the school portion of the building. As per the school plan for reopening, only those who pass the daily screening will be allowed to enter.

Social Distancing

Social distancing (a minimum 6-foot radial distance from all others) will be required at all times,

- As of now, school leadership is further restricting the occupancy of our space until post-Stage 4. The school is open only on Thursdays from 8:00 am to 6:00 pm. Only essential personnel are permitted on school property for now.

- There are also occupancy limits defined for specific types of locations in the building, such as office space and common areas (e.g., elevators, restrooms, conference rooms, student lounges).
- **People should be at school only when absolutely necessary. For now, the school is open only on Thursdays.**

Personal Protective Equipment

- Suitable mask types include cloth, dust, and surgical masks. They may be reusable or disposable. Disposable masks should be disposed of at the end of each day. Cloth masks should be cleaned regularly by the wearer.
- SPH has cloth face coverings for all students, faculty, staff, and visitors to the campus without a face covering.

Hygiene, Cleaning and Disinfecting

- Frequent handwashing with soap and water for at least 20 seconds is strongly encouraged to reduce contact transmission.

Compliance

- Personnel should remind colleagues to follow guidelines appropriately.

Phased Increase in Research Activity

AT THE CURRENT TIME ONLY ESSENTIAL WORKERS ARE TO BE AT THE SCHOOL THROUGH THE END OF STAGE 4.

Until we reach post-Stage 4, research will occur remotely. The school will review exceptions to this on a case-by-case basis.

C. Detailed Policies for Increasing On-site Research Activity

Guiding Principles

- 1. Student, staff, and faculty safety and health are our highest priority.**
 - a. Communicate regularly, disseminate, and follow federal, state, and city agency directives and CUNY policy.
 - b. Until post-Stage 4, encourage personnel who can continue to conduct work from home whenever possible.
 - c. Until post-Stage 4, ensure those returning to work, even on a limited basis, are doing so voluntarily, and that they are only on-site when they need to for work that can only be done on-site.
 - d. Until post-Stage 4, continue to hold meetings and events online.

- e. Provide multiple pathways for personnel to report unsafe working conditions, including anonymous online tools.
- f. Outline conditions when it is inappropriate or ill-advised for someone to work on-site. For instance, if:

- You are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache, or a loss of taste or smell.
- You have tested positive on a diagnostic test for COVID-19 within the last 14 days.
- You have had close contact within the last 14 days with any person confirmed or suspected to have COVID-19.
- You have traveled within the last 14 days to/from an area listed on the New York State [COVID-19 Travel Advisory](#) during the past 14 days
- You are at high risk of developing severe symptoms if infected.

2. Provide a sanitary work environment, with access to sufficient cleaning supplies.

3. When safely resuming in-person research is possible to put in place a thoughtfully phased approach that includes reducing the risk of infection. Such approaches include:

- a. Social distancing (defined as a minimum 6-foot radial distance from all others) at all times
- b. Occupancy limits specific to the location (e.g., its size, ventilation), such as
 - 1. Shared or open office areas
 - 2. Common areas
- c. Staggered work schedules, limited personnel on-site, and no visitors or guests
- d. PPE requirements, including wearing masks
- e. Disinfecting and cleaning protocols that are posted and disseminated
- f. Strict compliance with safety policies
- g. Monitoring compliance and periodic reminders of these expectations

4. Phased return to SPH should be gradual, anticipated, and based on local health and safety monitoring.

- a. Researchers whose projects involve tasks that cannot be performed remotely must develop plans that address the above components and submit them to the Associate Dean for Research for approval, in conjunction with the Campus COVID-19 Coordinator is Senior Associate Dean for Administration Susan Klitzman.

- b. Planning for future Stages should include adjusted personnel schedules and other adjustments as needed.
- c. We should be equally prepared to reduce access, lower risk, and halt some research, based on health and safety information. Therefore, researchers should be cautious about starting new research requiring in-person components.
- d. When personnel report symptoms and test results, the school liaison will work with the Campus COVID-19 Coordinator, Senior Associate Dean for Administration Susan Klitzman to inform local health officials of positive cases, and to assure that measures are taken to mitigate and prevent on-campus exposures and that affected researchers follow recommended health protocols.

5. Time-sensitive and high priority research that can be conducted with minimal personnel on-site should be identified and prioritized for each progressive stage.

Faculty whose research falls into one of the following categories and cannot be performed remotely, should self-identify to the Associate Dean for Research and to SPaR. The Associate Dean for Research will work with other school administration to assure faculty are able to conduct their research. It will be reviewed on a case-by-case basis.

- a. Seasonal research (e.g., season-specific sample collection requirements)
- b. Deadline driven (contract, grant deadline/ending, article resubmission)
- c. Externally funded research projects
- d. Graduate students nearing completion of their degree
- e. Untenured, tenure-track faculty research programs
- f. COVID-19 research

6. Equity, fairness, and transparency are essential.

D. Considerations for Maintaining Health and Wellness

There is signage posted throughout the building to remind occupants of proper hygiene, social distancing, PPE, occupancy limits, cleaning and disinfection protocols, and all other required precautions per this document and the school plan for safe reopening. This information is also available on the school's website, and

copies of this plan are available from 7th Floor Public Safety and on the School's website.

The school leadership has sought input from students, faculty, administrators, staff and the Professional Staff Congress of CUNY in developing the school-wide reopening plan. The school leadership also sought input about the phases of reopening, occupancy limits, social distancing, required PPE, physical and mental health resources training, screening cleaning, and disinfecting. They also reinforce the requirement for work that can be done at home to continue there.

Reporting to SPH

As per the [SPH Plan for Safe School Reopening](#), individuals seeking to visit campus must **not** report to SPH if they are experiencing any of the following situations:

- You are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache or a loss of taste or smell.
- You have tested positive for COVID-19 through a diagnostic test within the last 14 days.
- You have had close contact with a person confirmed or suspected to have, COVID-19 within the last 14 days.
- You have traveled within the previous 14 days to/from to an area listed on the New York State [COVID-19 Travel Advisory](#) during the past 14 days.
- Have a fever of 100°F or more.

Faculty and staff must report absences to their supervisor. Absences of more than five days require medical documentation, which the employee must provide to H.R. If people are scheduled to work remotely, and they are unable to work due to illness, they should follow normal procedures as outlined above.

All building entrants must undergo a temperature check. All students, faculty, staff and visitors to the School must wear a mask. Even so, due to the possibility of asymptomatic exposures, SPH discourages on-site work. This concern is amplified for those considered at high risk for developing severe symptoms.

Currently, the school is open only on Thursdays. SPH administration provides public safety with an updated list of essential personnel scheduled to work on-site. As of September 30, 2020, the current plan is to work virtually through the end of Stage 4. All essential personnel seeking entrance to the school are included in the occupancy limits and will be on the building access list. Additional personnel must obtain approval and instructions from the COVID-19 Campus Coordinator. Upon arrival, they must report to the one of the public safety officers before proceeding elsewhere on the campus Public safety will verify that their name is on the approved

access list for that day, that they are wearing a mask, and that they have completed the required training and the required daily health screening and have been “Approved” to come to campus based on the screening.

Screening

All personnel and visitors who want to visit campus must follow the guidelines in the [SPH Plan for Safe School Reopening](#). The procedures include requesting permission and providing justification for why they need to come to campus, watching an online health and Safety COVID-19 Training Video (Individuals only need to watch this video once, regardless of how many times they come to campus.), making an appointment with public safety (public.safety@sph.cuny.edu), completing a Everbridge Daily Symptom Checker every day, and receiving a **green** token before entering the school portion of the building. Only those who pass the daily screening will be allowed to enter. Individuals must not report to SPH in any of the following situations:

- They have a fever of 100°F or more.
- They are experiencing unusual or worsening respiratory symptoms, fever, chills, muscle pain, headache or a loss of taste or smell. They have tested positive for COVID-19 within the last 14 days.
- They have had close contact with any person confirmed or suspected to have COVID-19 within the last 14 days.
- They have traveled to an area listed on the New York State [COVID-19 Travel Advisory](#) during the past 14 days.

In addition:

- Only individuals approved and scheduled to be at SPH will be allowed campus access.
- Permission to enter school property must be justified ahead time and approved by the Campus COVID-19 Coordinator.
- Anyone wishing entry to any of the school floors must first show the Public Safety officer confirmation of the Everbridge Daily Symptom Checker questionnaire (**green token**) and sign in.
- Should anyone develop symptoms consistent with COVID-19, test positive, or come in contact with someone suspected or confirmed to have COVID-19, after leaving campus, they should reach out to the Coronavirus Campus Liaison, Dean Ayman El-Mohandes. The liaison will work with the Campus COVID-19 Coordinator, Senior Associate Dean for Administration Susan Klitzman to inform local health officials of positive cases.

Mandatory Everbridge Daily Symptom Checker

SPH is using the screening platform that is being procured by the University. In the interim, SPH will use the [Everbridge Daily Symptom Checker](#) based on New York State and University Guidance.

Each day that individuals are scheduled to report to campus, they must complete the electronic Everbridge Daily Symptom Checker before entrance, on the same day before arriving on campus. People are encouraged to complete the screening at home.

Click here for instructions on how to download the [Everbridge Daily Symptom Checker](#) app to your mobile phone.

Individuals can complete the screening on any Smartphone. Procedures for completing the screening for individuals who do not have a smart phone are available in the [SPH Plan for Safe School Reopening](#)

Before 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 [SPH Plan for Safe Reopening](#) for details.)

Temperature Screening

Building management is taking non-touch forehead temperature in the first-floor lobby before permitting individuals to enter the building.

Social Distancing

- Importantly, even with approval, returning to work during this time is also entirely voluntary for any non-essential personnel. Nobody can compel someone reluctant to come to campus to do so. Efforts should be made to ensure that people do not feel coerced to come.
- As noted above, entering the school must be planned ahead of time, justified, and approved by CUNY Central.
- Social distancing (a minimum 6-foot radial distance from all others) will be required at all times, unless essential and only with the use of additional PPE for protection.
- Occupancy limits have been established by stage at the building level to comply with state guidelines. Limits include all personnel, contractors, visitors, and human subject research participants. As of now, school leadership is

further restricting the occupancy of our space until post-Stage 4. The school is open only on Thursdays from 8:00 am to 6:00 pm. Only essential personnel are permitted on school property for now. In the event of another wave of illness, the School will consult with University and local and state health authorities to determine whether full closure is advised. to step back to earlier stages,

- Occupancy limits have also been defined for specific types of locations in the building, such as office space and common areas (e.g., elevators, restrooms, conference rooms, student lounges). There are signs posted throughout the school portion of the building as a reminder of these limits.
- **People should be at school only when absolutely necessary. For now, the school is open only on Thursdays.** If the school loosens restrictions, supervisors may consider flexible and staggered work schedules with their staff and perhaps students, including for essential personnel, to limit how many people are on-site and to limit every individual's potential for exposure.
- Supervisors should also limit individuals on-site by requiring only one person to be on-site if one person can accomplish a task.
- While this document outlines occupancy limits, everyone is strongly encouraged to continue working from home, and not come to work unless necessary.
- Meetings and events will be conducted virtually until further notice.

Based on physical distancing requirements, SPH will reduce the maximum occupancy in shared spaces as designated in the [SPH Plan for Safe School Reopening](#). (See Table 2. Maximum Occupancy in SPH Shared Spaces).

- Any person on-site must limit occupancy of any spaces/rooms to those essential to work performance.
- A 6-ft radial distance between persons should be kept at all times in all areas. In some circumstances, it is more appropriate to maintain a greater distance. If work requires personnel to be within 6 feet of each other for any period, additional PPE may be required, including a face shield.
- The school's landlord, CRG, has established occupancy, health, and safety protocols for the building's common areas, such as the lobby, elevators, and grounds.
- An effort should be made to limit corridors and vestibule use to one person at a time.
- If more than one person is in a hallway, occupants should keep to the right, travel in a single file, and maintain a minimum of 6-ft from the person in front.

- Common areas: individuals must observe social distancing at all times.
- SPH kitchens and study areas:
 - o Kitchen occupancy should be limited to a maximum of 1 person at any one time. The tables should be cleaned before and after use.
 - o Study areas' occupancy is dependent on the size of the area but allows for a minimum of 6 radial feet between individuals.
- Auditorium, class and conference rooms:
 - o Auditorium and classrooms are not to be used for in-person events exceeding reduced capacity limits until further notice.
 - o There will be strict occupancy and time limitations for any in-person events scheduled before post-Stage 4.
 - o Conference room use for meetings is restricted to essential in-person meetings that cannot be held virtually, with conference room capacity limited to a maximum number of persons who can occupy the space while maintaining a physical distance of at least 6 feet. Participants must observe social distancing at all times, and meeting times should be kept to a minimum, and meet stage-specific time limitation. Hand-sanitizer and tissues will be readily available.
- Restroom suite occupancy is limited to one person. Please knock before entry, and form a line outside of the restroom suite while maintaining social distancing.
- Until further notice, mail, and packages will continue to be delivered on Thursdays. Administrative staff will handle the mail and notify faculty, administration, and staff as needed.
- 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).

Scheduling

- To the extent possible, all work will take place off-site. Unless there is a critical need to be at SPH, and you have received permission, please do not come to the school.
- Facilities staff will continue to manage room scheduling, occupancy and usage to assure that health and safety precautions are followed during Stages 2-4.

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

- If being on-premises is essential, the school recommends staggering work schedules to comply with capacity limitations.

- Supervisors should also limit individuals on-site by requiring only one person to be on-site if one person can accomplish a task, and if more than one person is needed, to minimize the number.
- Individuals needing to be on-site should be grouped according to similar subject-matter requirements to maximize efficiency.
- Researchers should be on-site for the minimum time possible and work remotely for all suitable tasks.
- While this document outlines occupancy limits, everyone is strongly encouraged to continue to do work from home and not request working in the office unless it is absolutely necessary.
- If scheduling conflicts arise, supervisors may request alternative workstation locations and/or desk allocations to accommodate the need. Note: if a conference room, classroom, or auditorium is used as an alternative workstation location, it cannot be used for any other purpose until it has not been occupied for several hours (see the section on Social Distancing: Auditorium, class and conference rooms.)
- Special and common-sense considerations are appropriate when setting schedules. These include, but are not limited to, time-sensitive tasks and situations that require an earlier than anticipated return to work.

Office areas

- Theoretically, individual offices can be occupied starting in Stage 2. In practice, people are strongly discouraged from working in their offices if the work can be performed at home.
- Shared, closed-door offices are limited to single occupancy until the implementation of post-Stage 4.
- Open-plan office area occupancy must follow the occupancy limits and social distancing guidelines established for each stage below. (See Table 1)
- Because for the foreseeable future, most operations are being conducted online, we will not install plexiglass screens. In the future, if needed for high traffic areas, we will re-evaluate at that time.
- The Campus COVID-19 Coordinator is Senior Associate Dean for Administration Susan Klitzman is responsible for receiving confidential reports from the School on issues with non-compliance with social distancing, hygiene or safety practices.
- CUNY policies on intellectual property and confidentiality continue to apply.

Personal protective equipment (PPE)

- Suitable mask types include cloth, dust, and surgical masks. They may be reusable or disposable. Disposable masks should be disposed of at the end of each day. Cloth masks should be cleaned regularly by the wearer.
- Face shields are not considered an alternative to a mask or face covering, but may provide additional protection if work requires people to be within 6 feet of each other for any period. Masks/face coverings should be worn in addition to a face shield.
- SPH has 2000 cloth face coverings. Public Safety will distribute them to all students, faculty, staff, and visitors to the campus who do not have their own face coverings.
- Masks and face coverings must not be shared.
- Personnel must review the proper way to put on, take off, clean, and discard required PPE (masks and/or face coverings):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>Masks and/or face coverings must be worn inside SPH at all times when in common areas.
 - o Exceptions:
 - In closed-door private offices, when no more than 3 occupants are present, individuals are at least 6 feet apart.
 - For as little time as possible while eating, drinking, or changing mask/face coverings as needed, if eating in common space.
- Masks or face coverings must cover the nose and mouth.
- We will provide cloth masks if anyone needs one while in the building.

Hand Hygiene

- Frequent handwashing with soap and water for at least 20 seconds is strongly encouraged to reduce contact transmission.
- You must wash your hands before and after touching any shared objects or shared surfaces.
- Hand sanitizer will continue to be available throughout the building and in conference rooms.

- People are neither allowed to share food or beverages while at school, nor are food deliveries allowed
- In the case of a confirmed COVID-19 case for an individual who has been in the building, we will coordinate cleaning and disinfecting with building staff, including the areas accessed by the individual and high traffic common areas.

Cleaning protocols

- SPH adheres to [NYS Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#) as per the school's reopening plan.
- Occupants must perform hand hygiene before and after coming in contact with shared objects, such as equipment and touchscreens, and touching shared surfaces.
- High-touch surfaces, including elevator buttons, door handles, restrooms, fixtures, lounge tables, and water fountains, will be cleaned multiple times per day and logged by building custodial services. This cleaning will continue until after the end of Stage 4 implementation.
- SPH will provide students, faculty and staff with disinfectant wipes ($\geq 70\%$ alcohol-based) and instruct them to wipe down work areas and surfaces before and after usage.
- Staff/researchers should clean their workstations and personal devices several times throughout the day using disinfecting wipes or 70% isopropyl solution. Any shared workstations must be cleaned at the end of working hours.
 - o We recommend that everyone clean appliances before and after use.
 - o There are touchless water dispensers in the hallways on each floor.
- Restrooms will be cleaned twice daily by custodial staff and are subject to occupancy limitations. If necessary, they will be cleaned more frequently.
- In the case of a confirmed COVID-19 case for an individual who has been in the building, we will coordinate cleaning and disinfecting with the building, which will include the areas accessed by the individual and high traffic common areas. We will follow CDC Guidelines.

Compliance

- Personnel should remind colleagues to follow guidelines appropriately. It is appropriate to let your colleagues know if they are not following social distancing, occupancy limits, PPE requirements, disinfecting protocols, or other

precautions outlined in this guidance. We will be successful only if we hold ourselves and each other accountable.

- The Campus COVID-19 Coordinator is Senior Associate Dean for Administration Susan Klitzman is responsible for receiving confidential reports from the School on issues with non-compliance with social distancing, hygiene or safety practices.

Developing COVID-19 symptoms on-site

Anyone beginning to display symptoms of COVID-19 on-site (e.g., fever, cough, shortness of breath), must immediately contact their supervisor, then leave SPH as soon as possible. If required, SPH can coordinate transportation and/or provide a mask. Individuals developing symptoms on-site will receive instructions to contact their healthcare provider for assessment and testing.

Tracking, tracing, and reporting COVID-19 at SPH

To assist contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case on-site, faculty, staff, administration, and students reporting to SPH must submit a list of occupied spaces and persons with whom they interact with each day.

Efforts to track and trace contacts will follow the approved [SPH Plan for Safe Reopening](#).

Return to SPH after confirmed/presumed COVID-19 infection or exposure

Per CDC and DOH guidance, faculty, staff, administration, and students should not go to the school until any mandatory quarantine or recommended self-isolation period has expired, they receive medical clearance and a negative COVID-19 test taken within 72 hours. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. SPH recommends consulting a medical provider before returning to work. In the event of a confirmed case, medical documentation will be required.

Research involving in-person human subjects

- Where possible, avoid human subject research requiring face-to-face interactions until after Stage 4, especially research including vulnerable individuals or minors.
- Research involving in-person human participants must be reviewed and approved by the Associate Dean for Research before any human subject arrives on site until after Stage 4. Only human participant research that is deemed

essential will be permitted. When in-person research occurs off-site, the site must approve the research, and safety precautions maintained.

- New York City is currently in Phase 4. Should there be, another wave and New York City moves back to an earlier stage, no human subject will be approved for access before Stage 3. Human research participants will count toward the building's stage-specific occupancy limits and must abide by the all distancing, PPE, and other requirements for personnel contained within this guidance.
- For approved human participant research, all appointments must be scheduled with reasonable breaks to avoid potential overlap between participants.
- Time on campus should be limited to tasks requiring essential face-to-face contact, with all other tasks conducted remotely.
- Any modifications to protocols require IRB approval.

General Safety Requirements

- All on-site activities must follow SPH's relevant federal, state, and local regulations and current school safety protocols and guidelines.
- Once tax-levy employees and students receive permission to come to campus, they must watch the entire video, "**SPH New York State COVID-19 Response: Return to Work Training.**" Research Foundation employees must watch the [N.Y. Forward Employee Training Video](#).
- Undergraduate and high school student researchers are not permitted at SPH until after Stage 4.
- Sharing of food and beverages is strictly prohibited. Employees are encouraged to bring their lunch from home. No food deliveries are allowed.

Meetings, events, and visitors

- Meetings must be held virtually until further notice.
 - o In-person meetings that are essential must occur in conference rooms, and adhere to Stage-specific room occupancy and time limits and social distancing guidelines.
- Events must be held virtual until further notice.
- Visitors and guests are not permitted in the school until further notice. Public safety will have a list of personnel allowed into the building. This list will be

updated regularly as conditions require, and phased reopening plans are adjusted.

- Vendors and repairpersons will be permitted by appointment only for emergency and essential renovations, repairs, and services during Stages 2, 3, and 4. Visitors (e.g., maintenance and repair vendors) will also be required to follow SPH COVID Health and Safety Procedures.
- Individuals **must** schedule with the Senior Associate Dean for Administration in advance before coming to the school. She will give a list of authorized users to public safety for access.
- Large, in-person seminars and events may begin during after the end of Stage 4. Virtual participation should continue where possible.

E. OTHER CONSIDERATIONS

Phased Reopening

AT THE CURRENT TIME ONLY ESSENTIAL WORKERS ARE TO BE AT THE SCHOOL THROUGH THE END OF STAGE 4.

Until we reach the end of Stage 4, research will occur remotely. The school will review exceptions to this on a case-by-case basis.

Table 2 summarizes the school's approach to occupancy and timeline by stage.

Until the State and City complete Stage 4, any staff member/researcher reporting to the school during any reopening stage should limit the number of spaces visited and the time spent within those spaces to minimize risk to the entire community. **Until we complete Stage 4, everyone at the school should plan to work remotely. The following guidance is provided if anything changes before we reach that Phase, or in the case of a recurrence.** Until then, we require individuals to provide daily reports of spaces visited and persons with whom they interact at the school if contact tracing is required, or COVID-19 notifications need to be distributed to targeted individuals.

Stage 1 (previous stage):

In addition to essential personnel reporting for critical tasks and/or urgent COVID-19 research, limited personnel may report on-site to prepare spaces for phased reopening. Reporting individuals must receive access authorization.

TABLE 2. STAGE, OCCUPANCY, AND TIMELINE			
STAGE	DESCRIPTION	OCCUPANCY	TIMELINE
Stage 1	Essential Functions and preparations for Stage 2 only. No on-site research except approved COVID-19 work.	Up to 10% of building capacity	Currently past Stage 1 for now.
Stage 2	Ramp up of critical, time-sensitive SPH research that poses minimal risk of infection to personnel. Preparations for Stage 3 or to drop back to Stage 1.	Up to 20% of building capacity	Two weeks after start of stage 1.
Stage 3	Gradual increase of on-site administrative and research personnel, as needed to conduct in-person research. Preparations for Stage 4 or to drop back to Stage 2.	A maximum of 50% of building capacity, but preferably less.	Two weeks after start of stage 2.
Stage 4	Continued gradual increase of administrative and research personnel. Preparation for post-Stage 4 or to drop back to Stage 3.	A maximum of 80% of building capacity, but preferably less.	Upon CUNY and State approval to exceed 50% occupancy
Post-Stage 4	All administrators, faculty, students and staff will have building access under evolving infection-prevention measures, which may include staggered hours, physical contact barriers, use of PPE and increased cleaning protocols.	All administrators, faculty, students and staff will have building access under new normal rules	Upon availability of vaccine or other significant health breakthrough

Stage 2 (previous stage):

Although this document provides occupancy limitations, people are **strongly encouraged** to work from home whenever possible (occupancy maximum):

- School-portion of building: approximately 10-20%
- Open-plan offices: 1 person per 4 desks cluster, with at least 6-ft distance with any other occupied cubical;
- Shared, closed-door offices: 1 person.

As of now, the decision is that the school will function remotely for the foreseeable future. If that changes, all space usage will be subject to staggered schedules to limit interaction. Open-plan office spaces are subject to occupancy time limits. See Occupancy Guidelines for full details. If that changes, researchers may begin to return on-site on a schedule coordinated with their supervisor according to plans approved by SPH leadership. Priority will be given to the most urgent and critical in-person research, for example, research that is time-sensitive because of:

- a. Seasonality
 - b. Approaching deadline (contract, grant deadline/ending, article resubmission)
 - c. Graduate students nearing completion of their degree.
 - d. Externally funded research
- Ideally, research should be carried out alone with minimal interaction with others. All researchers should continue to work remotely for tasks suitable for remote work.
 - Researchers should continue to work remotely during this period for all tasks that can be done remotely.

Administrative staff should continue to work from home unless a job-related essential task must be completed on-site. If so, absent an emergency, supervisory approval must be obtained, and the plan/schedule reported to Susan Klitzman (Susan.Klitzman@sph.cuny.edu) at least 24 hours in advance, for approval.

Visitors are not permitted during Stage 2. Engineers or vendors required on-site for critical maintenance of instrumentation or equipment are allowed by appointment only if the maintenance is required as

- Part of safety and/or compliance requirements.
- Essential to the ongoing operation of the instrument or equipment supported. Visitors (e.g., maintenance and repair vendors) will also be required to follow SPH COVID Health and Safety Procedures.

Stage 3: (previous stage) Although this document provides occupancy limitations, people are **strongly encouraged** to work from home whenever possible (occupancy maximum):

Occupancy limitations (maximum):

- School-portion of building: approximately 20-50%

- Open-plan office: 2 people per 4 desks, with at least 6-ft distance from another occupied cubical
- Shared, closed-door office: 1

All space usage may be subject to time limits and staggered schedules to limit interactions. See Occupancy Guidelines for full details. Administrators can return on-site for functions that cannot be performed remotely. Schedules must be coordinated with the supervisor in advance, except in cases of emergency.

All staff, researchers, and users should continue to work remotely for all tasks that can be done remotely.

Conference rooms will be open for essential in-person meetings that cannot occur virtually. Social distancing and occupancy restrictions apply.

Stage 4 (current stage)

Although this document provides occupancy limitations, people are **strongly encouraged** to work from home whenever possible (occupancy maximum):

Occupancy limitations (maximum):

- School-Building: approximately 50-80%
- Open-plan offices: 3 per 4 desks, with at least 6 ft. distance between another occupied cubical.
- Shared closed-door offices: 1

All space usage may be subject to time limits and staggered schedules to limit interactions. See Occupancy Guidelines for full details.

Research activity on-site can increase. Graduate students and postdoctoral research associates should be prioritized for access. All researchers must continue to be scheduled by their supervisor per scheduling guidance and work remotely for all tasks that can be done remotely.

Human Subject Research requiring face-to-face interactions that are deemed essential may begin following project approval by the Associate Dean for Administration, and the Senior Associate Dean for Administration who is the Campus COVID-19 Coordinator.

Administrators can return on-site only for functions that they cannot perform remotely. Schedules must be coordinated with the supervisor in advance, except in cases of emergency.

All staff, researchers, and users should continue to work remotely for all tasks that can be done remotely.

Conference rooms will be open for essential in-person meetings that cannot occur virtually. Social distancing and occupancy restrictions apply.

All space usage should continue to be subject to time limits and staggered schedules. See Occupancy Guidelines for full details.

Research activity on-site can increase. Individuals should remain as physically distant as possible. Schedules should be staggered to ensure social distancing.

Social distancing must be observed for in-person meetings. Researchers, staff, and administrators should continue to work remotely for all tasks suitable for remote working.

Post-Stage 4:

A return to business as "normal" with full operations and building occupancy (up to 100%). In-person, events can resume. Triggers to enter post-Stage 4 would include a widely-available vaccine, mass immunity confirmed by anti-body testing, robust and widely available accessible treatment for COVID-19, and/or by directive of the Governor, Mayor, or CUNY Chancellor.

In-Person Research

Requests from SPH researchers to initiate or resume in-person research, at either an on-site (i.e., CUNY owned or leased property) or off-site location, will be evaluated on a case-by-case basis by the SPH Office of Research. Appendix A contains the form that a researcher will need to submit to the Associate Dean for Research (Michele.Kiely@sph.cuny.edu) to request permission. Additionally, if a project site has safety protocols in place, a copy of that protocol(s) should be submitted with the completed questionnaire.

Following approval of a request, the researcher is required to obtain IRB approval (new via submission of a new IRB application or a protocol Amendment) before beginning or resuming any in-person HSR activities.

Maximum Occupancy Guidelines

As of now, the decision is that the school will function remotely for the foreseeable future. When the State and City reach the end of Stage 4, the school will reopen with 100% occupancy. Should that change, or if space is needed before the end of Stage 4, users will be required to strictly follow reduced maximum occupancy limits, which allow for physical distancing (See Table 1 above).

Signage

SPH will post signs throughout the campus-portion of the building, consistent with New York State Department of Health¹ and US Centers for Disease Control and Prevention (CDC) signage.

Table 3 lists the types of signage that have been and will be posted. A variety 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 handwashing, staying home if you are sick, staying home as much as possible, face-covering requirements, cleaning 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.

¹ See: New York State Department of Health, [Protect yourself from COVID-19 and stop the spread of germs](#)

Table 3. 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

APPENDIX A

Human Subjects Research Resumption Form

The purpose of this form is to: 1) Evaluate requests to resume or begin in-person human subjects research activities at CUNY Graduate School of Public Health and Health Policy and 2) To ensure that all researchers have assessed their situations and have a plan for the health and safety of researchers, participants, and potentially impacted communities prior to resuming research or commencing new research.

Basic Information

Principal Investigator (PI):	
If PI is a student, Faculty Advisor:	
Protocol Number:	
Study Title:	
PI email address/phone number:	
Funding Source:	
Is this a modification of your original protocol?	
If yes, has the HRPP/IRB received and approved the modification?	
If your research population is only available during a certain period of time please state (i.e. summer, during academic school year, the month of October):	

If PI is a student, state year of schooling/indicate phase of academic progression:	
Abstract/Brief Description of Research Activities:	
COVID-19 Exposure Risk Level (defined on table below) to research participants:	
COVID-19 Exposure Risk Level (defined on table below) to researchers and staff:	

Study Site/Location Information

Research Location(s) On-Campus:	
Research Location(s) Off-Campus (Specify site and location type, in-home, public venue, clinic, external lab, business or office space, etc.):	
International site location(s):	
Planned mode(s) of transportation to study site for researcher:	
Expected mode(s) of transportation to study site for participants:	

Exposure Risk Mitigation Preparedness

<p>If the research occurs elsewhere, are there protocols in-place on handwashing, face covering, disinfection?</p>	
<p>How will social distancing be maintained?</p>	
<p>How will cleaning be conducted between research activities and visits/interactions?</p>	
<p>What information source will you use to assess local conditions and their plan for changing/suspending research if conditions substantively change? (Example: Researchers in New York City would be expected to routinely monitor updates to local coronavirus conditions and virus-spread mitigation guidelines at https://coronavirus.health.ny.gov/; other states and foreign countries maintain their own equivalent sites.)</p>	
<p>If in the US but outside of NYC, what is the location's current rule on in-person meetings and gatherings?</p>	
<p>If international, what is the location's current rule on in-person meetings and gatherings?</p>	
<p>Do you have permission to travel to the international location?</p>	
<p>If international, did you purchase CUNY travel insurance or an equivalent level of coverage? If choosing the non-CUNY policy, please include details of coverage.</p>	

COVID-19 Exposure Risk Level	
COVID-19 Exposure Risk	Study Activities and Examples
NONE	<p>Studies conducted using fully online/distance methods or remote activities</p> <p>Example Activities: Online surveys, web-based experimental tasks, virtual interviews and focus groups, phone interviews, telehealth, remote records review, digital archival research</p>
LOW	<p>In-person interactions and procedures that require no physical contact and that can maintain social distancing between all individuals; Can be conducted with limited number of research team members (max 2)</p> <p>Example Activities: Behavioral experiments or clinical interventions without physical contact, computerized tasks, observational research in public setting adhering to social distancing guidance, socially distanced interviews and survey completion, records reviews involving in-person visit to indoor space</p>
MEDIUM	<p>In-person non-invasive interactions and procedures that require minimal physical contact less than 15 mins but can otherwise maintain social distancing; Physical contact with the participant limited to one research team member; Can be conducted with limited number of research team members (max 2)</p> <p>Example Activities: short duration/maximal distancing, physical examinations such as balance testing and neurological exam, blood pressure measurements, in-person participant observational research that requires brief periods of minimal physical contact and/or proximity (but which otherwise will maintain social distancing)</p>
HIGH	<p>In-person interactions, interventional activities and procedures that require physical contact more than 15 mins or involve collection of biofluid samples through non-aerosolizing methods</p> <p>Example Activities: long duration/minimal distancing, collection of blood, urine, saliva samples, contact with bodily fluids, interventional activities involving children, in-person participant observational research that requires prolonged (longer than 15 minutes continuous) physical contact and/or proximity (closer than 6 feet)</p>
HIGHEST	<p>In-person interactions, interventional activities and procedures that may or may not require physical contact but likely produce</p>

	<p>aerosols; Activities and procedures that require direct or close physical contact lasting more than 15 mins; COVID-19 studies involving patients with current diagnosis, under investigation, or those with active symptoms consistent with COVID-19</p> <p>Example Activities: Studies involving exercise, cardiovascular stress testing, pulmonary function tests, participant observation in prolonged group activities where aerosols are being continuously produced <i>and</i> social distancing is not possible</p>
NONE	<p>Studies conducted using fully online/distance methods or remote activities</p> <p>Example Activities: Online surveys, web-based experimental tasks, virtual interviews and focus groups, phone interviews, telehealth, remote records review, digital archival research</p>