

Guidelines for CUNY Spring 2022

Contents

Maximize Protection of All Our Community	3
Vaccination Requirements.....	3
Offering and promoting vaccination.....	3
Masks	3
Physical Distancing.....	5
Hand Hygiene and Respiratory Etiquette	5
Contact Tracing	5
Isolation and Quarantine	6
If You Were Exposed to Someone with COVID-19	7
Travel	8
Metrics and Early Warning:	8
Testing:	8
Symptom Screening	9
Visitor Policy	9
Definition of Visitor.....	9
Rules for Visitors.....	9
Exception for Short Visits with No Close Contact	10
Policies for Minors under 5 Years Old.....	10
Athletics	10
General Guidelines for Healthy Facilities.....	10
Cleaning and Disinfection	10
Additional guidance on ventilation and HVAC systems	12
Reclosing Protocols: CUNY's Guide for Safely Closing	13
Governance.....	13
Circumstances that may Warrant Closure	13
Ramp Down Guidance	14
Distance Learning Guidelines and Tools	16
General	16
Technology Platforms, Tools & Resources for Distance Learning.....	16
Academic Policies and Requirements	17
Support for Specific Populations: Equity and Inclusion	17

Research	18
Internships	18
Clinical Placements	18
Fees, Financial Aid and Other Types of Support	18
Continuity for Staff and HR Issues	19
Protocol for Establishing Essential Personnel	19
Guidelines for Flexible Work Arrangements/Remote Work Guidelines	19
Communication.....	20
Contacts and Resources.....	21

Campus Specific and Plan Highlights:

- Mask mandate remains in effect. Cloth or surgical for general population; N95 for essential staff performing work that prevents social distancing.
- The College has installed mask dispensing stations in the lobbies of the 7 core buildings: Begrisch, Colston, Community, CPH, Meister, North Hall and Roscoe
- The Campus Service Center has replacement masks should they be required.
- Donning and Doffing of masks – training [Donning and Doffing of Face Masks - Bing video](#)
- All students and faculty will be vaccinated, unless they have a religious exemption
- Scrubbers are being installed in non-ventilated buildings and key instructional rooms
- Testing Center is in Snow House for those in monitoring program or selected for random sample
- Campus is working with Morris Heights on vaccination pop-up
- A limited number of Test Kits are available in Campus Service Center for essential staff
- As students will be vaccinated, physical distancing will not be required in classrooms
- Hand sanitizer stations have been deployed in all lobbies. They have also been installed in common area and spaces where water is not readily available.
- Posters and signage have been installed in lobbies, classrooms, bathrooms and common areas and by water fountains and sanitizer stations, vending machines and elevator banks.
- College follows strict guidelines for close contact: **The NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated**
- **Office Occupants are required to clean their own workstations**
- **Cleaning kits or wipes are available in the Campus Service Station**
- Disinfecting supplies will be stored **by the key pick-up** for use in campus vehicles
- Communication and website information to be maintained current

Issues

- The campus is experiencing an increased rate of incidents of paper towel flushed and clogging the plumbing.

Maximize Protection of All Our Community

For Spring 2022, CUNY will have a mixed population of students, staff and faculty that are fully vaccinated, boosted, and not fully vaccinated. Our policies are designed to maximize the protection of all our community members including people who are not fully vaccinated. The CDC guidance identifies four factors that inform the optimal implementation of layered prevention strategies.

1. The level of community transmission of COVID-19
2. COVID-19 vaccination coverage, including among students, faculty, and staff
3. Implementation of a robust, frequent SARS-CoV-2 screening testing program with high participation from the unvaccinated campus population
4. Any local COVID-19 outbreaks or increasing trends

CUNY continues to consider all of these factors to inform and update, when needed, the University's approach to the following layered implementation strategies

Vaccination Requirements

CDC recommends the removal of some constraints for vaccinated individuals and continues to recommend constraints for unvaccinated individuals.

Students who plan to return to campus in the spring will be required to be vaccinated to register for in-person and hybrid courses and get a booster when they become eligible for one. Those 18 and older are eligible for a booster shot at 5 months after the completion of two dose regimen of Pfizer, 5 months after the completion of two dose regimen of Moderna or 2 months after the Johnson and Johnson (J&J) shot. (Those 12-17 years of age who initially received the Pfizer two dose regimen are eligible for a Pfizer booster 5 months after completing the regimen.) The Pfizer or Moderna booster is preferred in most situations. Student participation in on-campus activities will require proof of vaccination and booster unless a religious or medical exemption has been approved.

All faculty are required to be fully vaccinated for COVID-19 (two dose Pfizer or Moderna regimen, or 1 dose J&J) unless a religious or medical exemption has been approved.

Note: Individuals who received a World Health Organization (WHO) approved vaccination other than the three listed above must provide more information. Students can reach out to your Campus Location Vaccination Authority (LVA) and faculty can contact your campus' Human Resources Department.

Offering and promoting vaccination

CUNY has and will continue to strongly promote the vaccine and boosters. Campuses will continue to promote the University's #VaxUpCUNY campaign, a multifaceted, multimedia campaign to encourage CUNY students, alumni, faculty and staff to get their COVID-19 vaccination and boosters. The campaign is a critical strategy for easing anxiety for those that may be hesitant to vaccinations.

Masks

Due to the current rate of the coronavirus transmission, we will continue to enforce New York State's universal indoor mask mandate. This mandate is subject to modification based on changing vaccination statistics and coronavirus transmission rates. For the time being, everyone, regardless of vaccination status, must:

- Wear a face mask inside all CUNY campuses and office buildings. This includes while taking classes, working in a non-enclosed space such as a library cubicle or other open seating, regardless of physical distance from others
- Wear a mask outdoors on campus when unable to maintain physical distance from others (for example, while attending a CUNY gathering or sporting event).

The only exceptions to wearing a mask inside are:

- If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or
- Briefly while eating or drinking, provided social distancing is maintained.

These exceptions do not apply to anyone who is not yet fully vaccinated. Those individuals must wear masks indoors and outdoors at all times while on campus, including in enclosed spaces, except when eating (in which case they must maintain strict social distancing from other individuals).

- Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields that cover both the mouth and nose. **People at increased risk of exposure or of developing severe COVID-19 should consider wearing a higher-grade mask.**
- However, cloth, disposable, or other homemade face coverings are not acceptable for workplace **activities that typically require a higher degree of personal protective equipment (PPE)** due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines.
- Campuses must have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement.
- Campuses must allow individuals to use their own acceptable face coverings but cannot require employees to supply their own face covering. Further, this guidance shall not prevent employees from wearing their personally owned protective coverings as long as they abide by the minimum standards of protection for the specific activity. The campus may require employees to wear more protective PPE due to the nature of their work.
- Employers must comply with all applicable OSHA standards.
- Campuses must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such training should be extended to contractors if campus will be supplying the contractors with PPE. See CDC guidance for information. CDC videos such as the following can be used for such training purposes: Instructions on donning appropriate PPE.
- **The NYC Department of Health has issued updated guidance on face coverings which recommend that people over the age of two-years-old wear snug fitting masks with two or three layers of material to better prevent unfiltered air from passing through; or wear two masks, with a cloth face covering over a disposable. The guidance also suggests higher grade masks, like KN95s, for people at greater risk**

Physical Distancing

Physical distancing means keeping space of at least 6 feet (about 2 arm lengths) between people who are not from your household in both indoor and outdoor spaces.

Because students are expected to be vaccinated in the Spring 2022 semester (except for those granted medical or religious exemptions), physical distancing will not be a required safety measure for classroom and educational settings. People who are not fully vaccinated should continue to practice physical distancing.

Per NYS guidelines, in situations or settings of more than 5,000 participants with guests of unknown, or mixed vaccination status, the state's COVID-19 restrictions remain in effect. CUNY campuses can choose whether to keep physical distancing measures in place or operate separate areas for vaccinated and unvaccinated individuals. In other campus events with less than 5,000 participants but still with a significant number of guests of unknown or mixed vaccination status, the campus can decide whether to require social distancing, or other protocols, for vaccinated individuals. In such circumstances, however, as per above, a mask must be worn outdoors on campus when unable to maintain physical distance from others.

Hand Hygiene and Respiratory Etiquette

CUNY will continue to facilitate health-promoting behaviors such as hand washing and respiratory hygiene/cough etiquette to reduce the spread of infectious illnesses including COVID-19. Provide frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms. Campuses must maintain hand hygiene stations around the institution, as follows:

- For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Make hand sanitizer available throughout common areas. They should be placed in convenient locations, such as at building entrances, and exits. Touch-free hand sanitizer dispensers should be installed where possible.
- Campuses should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of a campus.
- Campuses should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Campuses will recommend and reinforce handwashing with soap and water for at least 20 seconds.
- Campuses will place receptacles around the institution for disposal of soiled items, including paper towels and PPE.
- Campuses should provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.

Contact Tracing

CUNY will continue to aid in the identification of exposures, and notify close contacts, as appropriate, of exposure as soon as possible after being notified that someone in the campus has tested positive or been diagnosed with COVID-19.

Guidelines for contact tracing apply:

- If a worker or visitor was in close or proximate contact with others at a location and tests positive for COVID, immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality as required.
- In the case of an individual testing positive, campuses must develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Campuses must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
 - Campuses should partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations.
- State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons.
- Campuses must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other means. The CDC-issued guidance on how to manage reporting can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html>.
- Through the New York State Contact Tracing Program, inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Vaccinated individuals wear a mask for 10 days and test on day 5 after exposure and receive a negative result (see quarantine section below).
 - Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact with the individual. **The NYS Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated (see: https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_public_private_employee_return_to_work_053120.pdf).**
 - Through the New York State Contact Tracing Program, outreach to all close contacts will be made; unvaccinated individuals will be notified that they are required to self-quarantine.

Isolation and Quarantine

- You quarantine when you might have been exposed to the virus.
- You isolate when you have been infected with the virus, even if you don't have symptoms.

Based on the evolving nature of COVID, CDC has revised their guidance on isolation and quarantine regardless of vaccine status:

- Stay home for 5 days (**day 0 is your first day of symptoms, or the day of your first positive test** if you do not develop symptoms).

- Stay in a separate room from other household members, if possible.
 - Use a separate bathroom, if possible.
 - Take steps to improve ventilation at home, if possible.
 - Avoid contact with other members of the household and pets.
 - Don't share personal household items, like cups, towels, and utensils.
 - Wear a well-fitting mask when you need to be around other people.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house
 - If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. If your test result is positive, you should continue to isolate until day 10.
 - Continue to wear a well-fitting mask around others for 5 additional days; if you cannot wear a mask, continue to isolate for 5 days.
 - If you have a fever, continue isolation until you are fever-free for 24 hours without the use of fever-reducing medication.
 - If you were severely ill with COVID-19 you should isolate for at least 10 days. Consult your doctor before ending isolation.

If You Were Exposed to Someone with COVID-19

Population:	What to do:
<ul style="list-style-type: none"> • If you have received a booster , OR • Completed the primary series of Pfizer vaccine within the last 5 months or Moderna vaccine within the last 5months, OR • Completed the primary series of J&J vaccine within the last 2 months OR • Tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms 	<ul style="list-style-type: none"> • Wear a well-fitting mask around others for 10 days. • Get tested at least 5 days after your close contact (the date of your exposure is considered day 0); if you test positive, stay home and isolate per guidelines above. • If you develop symptoms, get a test, stay home and follow the isolation guidelines above
<ul style="list-style-type: none"> • For those who have completed the primary series of Pfizer vaccine over 5 months ago or Moderna vaccine over 5months ago and are not boosted, OR • Completed the primary series of J&J over 2 months ago and are not boosted, OR • Are unvaccinated 	<ul style="list-style-type: none"> • Stay home for 5 days. After that continue to wear a well-fitting mask around others for 5 additional days. If you cannot wear a mask for the additional 5 days, continue to quarantine for those 5 days. • If you are unable to stay at home you must wear a well-fitting mask for 10 days • Get tested at least 5 days after your close contact; if you test positive, stay home and isolate per the guidelines above.

	<ul style="list-style-type: none"> • If you develop symptoms get a test, stay home and follow the isolation guidelines above. • Do not travel during your quarantine period.
--	--

Travel

All individuals should follow the CDC domestic travel recommendations and international travel recommendations before reporting to work or campus and notify their manager in advance of the travel dates and should quarantine be required

Metrics and Early Warning:

Campuses should monitor NYS COVID-19 infection rate metrics and local testing metrics that will determine the need to scale back or shut down campus operations. Campuses should have a plan to detect early warnings of an infection surge and must have a shutdown plan in place to respond rapidly. Campuses should rely on previously developed shutdown plans and consult the Reclosing Protocols: CUNY's Guide for Safely Closing On-Campus Operations, for additional information on criteria for shutdown and shutdown protocols.

Although it is no longer a New York State requirement, CUNY will continue to monitor campus infection rates. CUNY Central Office will consult with campus leadership to determine the best course of action for scaling back campus activity. Final decisions on shutting down particular buildings/areas within campuses, individual campuses, or multiple campuses, as appropriate, will be made by the Chancellery/COO's Office in consultation with local/State authorities.

In addition, CUNY and campuses will continue to monitor community spread and adhere to CDC guidance in determining any additional safety protocols required for safe, in-person operations.

Testing:

CUNY is expanding testing for the safety and convenience of the CUNY community, creating a robust testing program using various testing models, some new and some expansions of existing efforts.

- Weekly testing will continue for those who are unvaccinated
 - Testing will be expanded to cover additional groups
 - Overall random testing will increase to 20% of the vaccinated and unvaccinated on-campus population. Participation in the random surveillance testing is mandatory and failure to participate will result in the removal of the individual's Cleared4 access pass to CUNY spaces.

Medical clearances required to return to campus will continue to be accepted from non-CUNY testing providers. CUNY safeCircle test sites will also be available for clearance because of the shortage of available testing in New York City.

Rapid tests will be available for approved screening circumstances when unanticipated entry to campus is required. The rapid tests will be distributed to CUNY testing sites and to selected locations on campus, and will be tracked through the testing system for inventory and usage management.

For more information about CUNY's COVID-19 testing program, please see the Testing FAQ. For a list of testing locations, visit [here](#). For general frequently asked questions, please refer to the Getting Back to Working in Person FAQ. If you still have questions, please contact your HR office.

Symptom Screening

Based on CDC guidance, CUNY campuses may stop symptom screening for students, staff, faculty, and visitors (Everbridge self-reporting) and rely on individuals to stay home when they are sick.

Visitor Policy

CUNY's Visitor Policy is designed to restrict anyone who has not been fully vaccinated or has not received a recent negative COVID-19 test from entering a CUNY campus or office.

Definition of Visitor

A visitor is someone who is not a CUNY student, faculty or staff member. Examples of visitors include, but are not limited to:

- vendors and other individuals coming to campus to perform activities related to a contract with or in support of the University;
- employees of related entities of CUNY including without limitation auxiliary enterprise corporations, colleges associations, and child care centers;
- unpaid college interns;
- community members and other individuals coming to a campus to use University facilities such as pools and gyms, or to attend activities on campus; and
- family members or friends of CUNY students, faculty, or staff.

Rules for Visitors

Every visitor to a CUNY campus, whether accessing indoor or outdoor spaces, must provide proof to CUNY that they (i) are fully vaccinated or (ii) have had a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit. "Fully vaccinated" means:

- Two weeks after a second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
- Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine; or
- At the time specified in either the FDA licensure or World Health Organization approval, after the final administration of any other vaccines.

Visitors are also required to comply with all other University policies and codes of conduct, as well as government and/or campus-specific rules and protocols, applicable to individuals on campus that are intended to help prevent the spread of

COVID-19, including by way of example:

- any masking and social distancing requirements; and
- complying with any applicable federal, state or local quarantine rules.

Before coming to a CUNY campus, visitors are encouraged to consult the campus' website to review the most current access rules and protocols. A link to each campus plan can be found on CUNY's Spring 2022 Reopening Plans page.

Exception for Short Visits with No Close Contact

Visitors who are on campus for 30 minutes or less per visit do not have to comply with any COVID-19 vaccination or surveillance testing requirements applicable to CUNY staff unless the visitor expects during that time to be less than 6 feet distant of another person for a total of 15 minutes or more.

Policies for Minors under 5 Years Old

TYPES OF UNDER 5 GROUPS	DESCRIPTION	CUNY PROTOCOLS
Accompanying a visitor	Children accompanying a visitor who have business to tend to on campus for a limited time	<ul style="list-style-type: none">• Exempt from testing• Require masking for those 2 and up
Attending events	Children attending an event, performance, or assembly where a large group will congregate for an extended period.	<ul style="list-style-type: none">• Exempt from testing• Limit access on campus• Require masking for those 2 and up and enforce social distancing
Enrolled in programs	Children who routinely come to CUNY facilities to participate in a program.	<ul style="list-style-type: none">• Require Weekly Testing• Require masking for those 2 and up

Athletics

For safety protocols and updates regarding CUNY's athletics programs, see the CUNY Athletic Conference Return to Sport Plan. All athletes will be required to produce a negative test before returning to campus for the Spring semester.

For additional information on safely participating in athletics, schools may consult the NCAA's Spring 2022 Training and Competition document.

General Guidelines for Healthy Facilities

CUNY will maintain many approaches adopted during the pandemic to limit the spread of communicable disease. These include: regular and enhanced cleaning, safe disinfection, improved ventilation and maintaining healthy facilities.

Cleaning and Disinfection

Campuses must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable. Campuses must maintain logs that include the date, time, and scope of cleaning and disinfection. Campuses must identify cleaning and disinfection frequency for each facility type and assign responsibility.

The head of campus facilities (or position designated by the Coronavirus Campus Coordinator) will establish the log, perhaps online, with the required information and instruct housekeeping staff to complete an entry after each cleaning and disinfection activity. The head of campus facilities will determine cleaning regimens for specific spaces and establish a frequency schedule for each facility type

and the housekeeping team assigned to the head of campus facilities will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.

Campuses may choose to provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces for employees and encourage their employees (or cleaning staffs) to use these supplies following manufacturer's instructions for use before and after use of these surfaces. Campuses may provide such supplies for others.

- To reduce the number of high-touch surfaces, campuses should install touch-free amenities such as water fountains, trash cans, and paper towel dispensers. If installing touch-free amenities is not feasible, campuses will at a minimum, make hand sanitizer available near high touch surfaces (e.g. trash receptacles, paper towel dispensers).
- **Occupants of the campus will be vested with the responsibility for cleaning their own work areas.** Campuses will provide workspaces with single use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing.
- For college-owned vehicles, drivers should clean and disinfect high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored **by the key pick-up** or in each vehicle.
- Campuses must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and will occur at least daily, or more frequently as needed. Please refer to NYSDOH's "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" for detailed instructions on how to clean and disinfect facilities.
- Ensure that materials and tools used by employees are regularly cleaned and disinfected using registered products. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19.
- If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, campuses must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
- Campuses must ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.
- Campuses are expected to follow CDC guidelines on "Cleaning and Disinfecting Your Facility" if someone is suspected or confirmed to have COVID-19:
- Campuses do not necessarily need to close operations, if they can close off the affected areas.
 - Close off areas used by the person who is sick, suspected or confirmed to have COVID-19.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, and common areas.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work in the area or resume on-campus activities immediately after cleaning and disinfection.
 - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
 - Campuses must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles).
- Refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close and proximate" contacts.
- If a worker or visitor was in close or proximate contact with others at the location and tests positive for COVID-19, immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required.
 - Campuses should avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas).
 - Whenever possible, campuses will increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions.
 - Patios or outdoor spaces that allow for open air meetings could serve as a substitute for indoor meeting spaces, weather permitting.

Additional guidance on ventilation and HVAC systems

Where possible, CUNY facilities should ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system operations in order to reduce the risk of airborne exposure to SARS-CoV-2, the virus that causes COVID19. The CDC has identified many approaches in its Ventilation in Buildings guidance document, including:

- Increasing the introduction of outdoor air through opening of dampers and operable windows;
- Disabling demand control ventilation or systems that turn the fans off when thermostats are satisfied so that fans run continuously;
- Running HVAC systems at maximum outside airflow for 2 hours before and after the building is occupied;
- Ensuring ventilation systems operate properly;
- Increasing air filtration to as high as possible (MERV 13) without significantly reducing design airflow;
- Making sure filters are properly sized and fit properly;
- Ensuring restroom exhaust fans are functional and operating at full capacity;
- Considering portable high-efficiency particulate air (HEPA) fan/filtration systems to enhance air cleaning; and
- Considering ultraviolet germicidal irradiation (UVGI) as a supplemental treatment when options for increasing room ventilation and filtration are limited.

The CDC recommends that facility operators adopt a layered approach to COVID-19 transmission mitigation and suggests that facility operators “consider using some or all of [its list of control measure] tools to improve ventilation.” As part of the ventilation assessment, campuses were instructed to implement these measures to the extent practicable. These control measures and the CDC guidance formed the basis of the ventilation assessment planned and conducted by CUNY.

As part of this overall assessment, an engineering consultant conducted site visits at all CUNY buildings and for those buildings identified for re-opening it determined what control measures were available for each building and reported its findings to CUNY. Based on the CDC guidelines and the reported data, CUNY identified the buildings that meet a sufficient subset of the CDC guidelines to limit the risk of airborne transmission of the SARS-CoV-2. The reports confirmed which buildings or portions of buildings could safely be used for in-person learning.

Campuses were directed to review these reports and directed not to use or occupy buildings until they have been assessed, if necessary, undergone work to address ventilation issues and included in a report indicating that they can be used for in-person learning. In addition, campuses were specifically directed that they may not use or occupy any building or portion of a building that has not been included in a report indicating that it may be used for in-person learning.

Campuses must continue to perform maintenance and conduct operations to maintain the control measures recommended by the CDC that formed the basis of CUNY’s reports

Reclosing Protocols: CUNY’s Guide for Safely Closing

Governance

Should the Chancellor authorize a campus to close down operations after reopening, that campus should apply the same governance structure as laid out in its reopening plan. Pursuant to that structure, campuses will monitor the criteria included in these guidelines to determine if circumstances warrant consideration of re-closing and if so, then request permission from the Chancellor to close down. Campuses should develop re-closing plans (following the guidelines set out herein) and ensure that those plans include the criteria listed below to determine the circumstances that warrant closure. These criteria should replace any other criteria included in campus plans.

The process to shut down will be informed by a report on the rate of infection on the campus. This report will be provided by the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO’s Office on COVID-19 exposures. This data, along with local and state data and guidance, will guide the campus in their evaluation of circumstances that may warrant closure, and when such circumstances are identified, campuses will bring that information to the Chancellor, who will make the final decisions as to whether a campus must scale back in-person activities or pursue closure.

Circumstances that may Warrant Closure

While CUNY’s intention is to move forward and bring more activity back to campus. CUNY campuses must be prepared to reverse the reopening if the situation dictates. The Chancellery/COO’s Office

and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of campuses is required.

- External monitoring criteria should include:
 - Federal, New York State, and New York City regulatory guidelines and mandates
 - Infection/health system status at the local, state, regional and nation-wide level
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
 - Compliance of the greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
 - Reclosing status of neighboring universities

Internal monitoring criteria should include:

- Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons and surveillance testing programs - metrics on current caseload, new flu-like symptoms, rate of spread)
- Status of resources and infrastructure to combat contagion on campus (e.g. University health system capacity, PPE resources, testing & tracing resources).

Campus internal monitoring will be informed by the surveillance testing program and the requirement for students and faculty/staff to self-diagnose/report symptoms, as well as the regular reports on COVID-19 exposures on their campus that should be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.

- Campuses must monitor health conditions using the criteria above and look for warning signs that infection may be increasing.
 - Coronavirus Campus Liaisons have primary responsibility for collecting accurate and complete data about each individual on their campus with possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.
 - Campus Coronavirus Liaisons should report information from their campus as well as surveillance testing results.
 - Campuses should consider developing dashboards to actively display and monitor the situation on campuses.

Ramp Down Guidance

- A CUNY campus should expect to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This will allow deep-cleaning and disinfection of buildings, premises or grounds. This should be coupled with notifications to potentially impacted students, faculty and staff, and ramp down measures being applied e.g. testing (referrals to City testing sites) and tracing of members of the campus community, moving classes to remote learning, asking employees to work remotely, etc. for the short duration of such limited closures.
- The ramp down response to the local and community health situation within a campus, a community or the City as a whole, should be made following CUNY's governance process

outlined above, in which the Campus Coronavirus Liaisons must report data and consult with the Campus Reopening Committee and the CUNY Chancellery/COO's Office. Final decisions on shutting down particular buildings/areas within campuses, individual campuses, or multiple campuses, as appropriate, will be made by the Chancellery/COO's Office in consultation with local/State authorities.

- The reopening plan for the CUNY campuses proposes stages, moving from a soft reopening to full operations as described in the Phasing Section of the CUNY Guidelines for Safe Campus Reopening. Depending on which stage of reopening CUNY is in, closure of a campus or campuses may involve reverse engineering to lower stages, up to and including a total shutdown.
- Campuses should actively prepare plans and procedures to be ready to close particular buildings/areas within campuses, or to close campus-wide, in the event of a resurgence of the virus, and return to essential service and workforce restrictions.
- Campuses/Central should make a checklist of tasks that stopped during the previous shutdown in order to "reverse engineer" the closing and be prepared for any future campus-wide closings.
- Campuses should be ready to deploy distance learning modalities with as few employees on campus as possible, to instruct only those who have been designated as essential staff to report to work, and to transition to distance working for all non-essential staff.
- This should include readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
- Campuses should have communications plans in place to address questions from students, faculty and staff.
- In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, school presidents and deans can decide at their discretion what facilities, such as libraries and laboratories, are essential.
- Managers of CUNY staff who are not able to remotely perform all of their job duties should look for ways to minimize everyone's potential exposure, including: where possible, combining remote and on-premises work; staggering schedules to enable employees to use public transit during off-peak times; implementing staffing rotations; condensing work weeks, with more hours but fewer days as during the summer; and, for those who are working on-site, utilizing stringent social-distance strategies.
- To minimize the risk to essential staff including ITS personnel, custodians, public safety officers and facilities staff, general access to campuses/campus areas that are shut down should be limited to the extent possible. E.g. Access to impacted areas should be limited except by appointment. Campuses can be contacted for specific information.
- Establish protocols for ramping down research and moving to remote work. The protocols should follow Research Continuity guidance on the Guidance on Academic Continuity to Campuses page, including:
 - Securing Personal Health Information (PHI)
 - Policy for Commercialization of Research
 - Requirements for non-Human Animal Research
 - Safety practices for Human subject research
 - Plans for equipment/facilities that require human attention and/or supplies for operation
 - Updating any data use agreements that may be affected by shifting to remote platforms
 - Setting procedures for tissue and other non-IACUC Materials

Distance Learning Guidelines and Tools

General

- At the initiation of CUNY-wide or campus-wide closure, campuses should begin fully online programs and courses. Faculty, students and staff should be prepared to operate in full distance education mode until such time as a decision to reopen is made.
- Campuses should draw on their earlier experience in which 95 percent of CUNY's 50,000 course sections were converted to distance learning instruction, and 95 percent of CUNY faculty and staff worked remotely.
- Distance learning, and student support services to be provided remotely include mental health counseling; advisement; library, enrollment management, and career engagement services; student life; development and inclusion programming.
- Move libraries online, eliminate fines, support learning and research.
- Deliver distance education in accordance with the regulatory requirements provided by the Middle States Commission on Higher Education (MSCHE) (including responding to all mandatory requirements such as the MSCHE Annual Institutional Update), and the New York State Education Department (NYSED). Refer to the Guidance on Academic Continuity to Campuses page, section on 'Accreditation and Regulatory Issues' for details.
- Campuses should decide which functions need to remain open; these may include dormitories, libraries, research facilities, daycare centers and mission-critical venues that support our students.
- Specific programs, such as those requiring on-site skills assessment or campus laboratory access to meet licensing or accreditation requirements that require interim campus access to support critical programming should be allowed to request approval by a College's president or dean and be subject to the social distancing provisions. See the Guidance on Academic Continuity to Campuses page, section on 'Distance Learning & Reopening Plans' for details.
- If the course's learning outcomes cannot ultimately be achieved via distance learning and cannot adhere to social distancing requirements, the courses could resume once the closure is lifted, at which time faculty and students would work to make up for lost time. Given the circumstances, students could also opt to withdraw from the course, or receive a grade of incomplete, if appropriate. For in-progress continuing education courses, colleges should communicate options available to students who decide to drop or cannot continue with coursework. See the Guidance on Academic Continuity to Campuses page, section on 'Financial Aid and Other Types of Support' for details.

Technology Platforms, Tools & Resources for Distance Learning

- Campuses should continue to support professional development opportunities for faculty and staff on effective online teaching and provision of remote student support services.
- Campuses should continue to purchase tablets and laptops for students who need it in order to continue to fully participate in distance learning. Students should be encouraged to take advantage of current offers by cellular carriers and internet service providers to provide free in-home broadband and mobile hotspot services.
- There are a number of technology tools available to support campus staff who need to work from a remote location. Many of these tools are used every day by college and staff. These

systems and services, used by staff and administrators, include on-line access from anywhere to CUNYfirst, DegreeWorks, Blackboard, Microsoft Office 365 for Education (this includes OneDrive and the Cloud versions of Word, Excel, PowerPoint, Teams and SharePoint), Dropbox and WebEx. There are extensive user guides and training videos available to our CUNY workforce that will allow familiarization with these invaluable tools.

- CUNY's Virtual Desktop environment and many similar Virtual Desktop environments at the colleges provide students, faculty, and staff with remote access to some of the software products commonly found in computer labs across the University.
- CUNY's academic systems, including its learning management platform Blackboard and Cloud collaboration tools, Microsoft Office 365 for Education and Dropbox and EAB Navigate, can be helpful ways to deliver academic instruction in a remote/online manner.
- CUNY's Guidance on Academic Continuity to Campuses recommends vendor relationships be examined in the context of a closure:
- CUNY should consider the need to update contract terms with any vendors used to support telecommuting and virtual classrooms.
 - Determine any Cloud-based Adobe Licenses that need to be expanded for students.
 - Use available assistive technology services to increase the accessibility of online learning.
 - Ensure that essential platforms (e.g., Blackboard) are universally compatible with students' personal devices.
 - Work with vendors to address any data capacity issues that may arise as more users migrate to online platforms.

Academic Policies and Requirements

The section on Academic Policies, Requirements, and Deadlines in the Guidance on Academic Continuity to Campuses, provides up to date guidance during shut down scenarios on:

- Grade Policy
- Student Progress and Discipline
- Graduation
- Admissions Policy.

Support for Specific Populations: Equity and Inclusion

- Each campus will offer mental health and wellness services to students via tele-counseling and tele-health in a manner consistent with services provided on campus under regular circumstances.
- Establish whether these may need to be scaled up to meet increased demand.
- Set protocols for accommodating international students.
- Determine academic policies for Student Veterans, National Guard, and Reservists who may face difficulty in completing their studies if called to active duty.
- Meet the needs and ensure accommodation for students with disabilities.
- CUNY offers a variety of University-wide guides and tutorials to faculty members to help make their online content accessible to students with disabilities.
- The CUNY Assistive Technology Services (CATS) and Media Accessibility Project (MAP) support CUNY students with disabilities with software available to students for free at-home use.

- The guide “Reasonable Accommodations: A Faculty Guide for Teaching Students with Disabilities” was developed specifically for CUNY faculty and includes helpful information in accommodating students with disabilities in distance learning, including Technology in the Classroom. Additional considerations for accommodating students with disabilities can be found at Considerations for Reopening Facilities & Services in Stages.
- CUNY Start/Math Start, CUNY Language Immersion Program (CLIP), and the Adult Literacy Program should once again move their instruction online.
- Pursue campaigns that promote greater engagement with trainings aimed to reduce sexual violence (such as CUNY’s SPARC training).
- Adult and Continuing Education Programs:
 - Campuses should continue to activate existing and new training programs to address immediate workforce priorities such as telehealth and medical scribes. Some campuses have the capability to provide online training, complemented by virtual simulation for clinical skills, and on-site competency-based assessment of students in CUNY’s state-of-the-art high fidelity clinical simulation center located at Bellevue Hospital. Furthermore, the University’s faculty have extensive expertise and capacity to support any number of short-term training programs.
 - For information on Employer/Employee Resources Related to the Impact of COVID-19 and Adult and Continuing Education Financial Management, refer to the Academic Continuity Guidance on Adult and Continuing Education.
 - For more detail, refer to the Student Success, Equity & Inclusion section of CUNY’s Guidance on Academic Continuity to Campuses. (OAA Continuity) Continuity for Students and Student Life

Research

- For updated guidance on research-related continuity, please refer to the Research Continuity section in the most recent Guidance on Academic Continuity to Campuses webpage.

Internships

For information on Legal Guidance for Internship Agreements, Guidance for Credit-bearing Internships, Guidance for CUNY Students Working in Internships, Guidance for Campus- Based Internships, see the Guidance on Academic Continuity section on Internships.

Clinical Placements

For information on NYS Contact Tracer Initiative, NYC Resource Navigators, Clinical Placements in Education Programs, Health Professions Credit Considerations for Clinical and Field Experiences, and Clinical Placements — HHS Programs, see the Guidance on Academic Continuity section on Clinical Placements.

Fees, Financial Aid and Other Types of Support

Campuses, in coordination with Central, should provide additional support to students in the event of another shutdown. The Guidance on Academic Continuity to Campuses, Financial Aid and Other Types of Support section and Student Payment Modifications section, provides up-to-date guidance during shut-down scenarios on:

- Financial Support

- Dorm Fees Policy
- Student Activity Fee Policy
- Student Payment Modifications

Continuity for Staff and HR Issues

Protocol for Establishing Essential Personnel

- Each campus president and dean should determine which personnel are needed on campus. **Essential personnel are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response.** There are many employees who have been deemed essential, but whose jobs can and will be performed remotely, if so authorized by their supervisor. It is important to note that as we navigate this emergency, the members of our campus communities who can be expected to be classified as essential employees may shift over time, depending on campus, University, city, and state needs.
- If the campus is required to close, the campus should consult with the University on an extension of the notification deadline for reappointments and non-reappointments of adjuncts and non-teaching adjuncts, and adding provisions as agreed with PSC (e.g. allowing full-time faculty and adjuncts to hold office hours through distance technology). Refer to the Guidance on Academic Continuity to Campuses, section on Shared Governance and HR Issues, for details.
- **It is important to remember that only supervisors have the authority to determine if an employee can telecommute.** Therefore, it is essential that all supervisors and department heads, whether they work on the teaching or non-instructional faculty or professional staff, on a campus or at CUNY Central, maintain a steady and open line of communication with their teams to ensure that expectations are communicated in a clear manner. As circumstances are subject to change on the ground, the presidents and deans may change the composition of those employees designated essential to meet the academic and operational needs on our various campuses.

Guidelines for Flexible Work Arrangements/Remote Work Guidelines

- If needed, a full conversion to distance education is intended to dramatically reduce the density of the City and CUNY campuses. To maximize the number of employees who could telecommute or otherwise significantly limit their time on campus, campuses should once again implement flexible work arrangements, even extending them to many employees whose services have been deemed essential. These guidelines have the goal of minimizing faculty and staff exposure to the virus and maximizing social distancing as part of community mitigation strategies set by the CDC. Some of the remote work accommodations include: flexible scheduling, telecommuting, staggered work shifts and condensed workweeks.
- Managers have been instructed to remain as flexible and accommodating as possible. Furthermore, as these Guidelines are implemented, managers are instructed to work closely with HR directors to communicate clear expectations and maintain continuous support and supervision. Accommodations have been, and will continue to be made, for any employee who is in a high-risk category for COVID-19 or anyone who shares a household with a person in a high-risk category. These individuals, including those who have been deemed essential, should communicate their circumstances to supervisors and the campus Human Resources office.

Communication

In the event that the University may be required to scale back on-site operations or reclose a building, a campus, or the university, CUNY should continue using its two-pronged communications: centralized communications from the chancellery and the provost's office on policy and information important to the University community as a whole and campus specific communications on information relevant to the campus specific plan.

Communications should include:

- Sharing information with staff, students, and faculty without increasing fear and stigma.
- Communicating steps being taken to prepare and how additional information will be shared.
- Communicating changes to campus schedules or functions, and any resources to help the community adjust to new campus behaviors.
- Communicating information students/faculty/staff can use to protect themselves from infection, and the actions taken by the University to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
- Establishing formal and informal routes of communication for students/faculty/staff to express concerns, questions, comments, and feedback

Contacts and Resources

Coronavirus Campus Liaison	Responsible for monitoring and reporting on exposures.	Susan Fiore, Executive Legal Counsel, Deputy to the President and Labor Designee – susan.fiore@bcc.cuny.edu
Coronavirus Campus Coordinator	Oversee the preparation, review and implementation of the Campus Reopening Plans.	Kay Ellis, Vice President, Administration and Finance - kay.ellis@bcc.cuny.edu
HR Contact	Support staff and responsible for training implementation and reporting	Marta Clark, Executive Director, Human Resources - marta.clark@bcc.cuny.edu
Marketing Contacts	Support team responsible for development and implementation of communication strategy	Richard Ginsberg, AVP Marketing, Therese LeMelle
Campus Re-occupancy Committee	Assist with preparation, review and implementation of the Campus Reopening Plan.	Lester Sandres-Rapalo, Provost/VP for Academic Affairs, Kay Ellis, VP for Finance and Administration, Irene R. Delgado, VP for Student Success, Lennin Charalla-Quintanilla, Student, SGA Senator, Yasmin Edwards, Faculty, Biology & PSC Chapter Chair, Michael Miller, Chief Librarian/Chair Library Department, Annette Ortiz, Department Chair, Nursing, Luis Montenegro, Dean for Academic Affairs, Jordi Getman-Eraso, Faculty, History, Albert Robinson, Director, Center for Teaching, Learning Sahidha Odige, Director, Academic Affairs, Chanae Dennis, Asst. Director, Financial Aid
COVID-19 Tactical Committee	Develop and deploy facility plan	Kay Ellis, VP Admin and Finance, David Taylor, AVP Facility Operations, Saul Fraguada, Public Safety, Anthony Colon, Admin Supt, Femi Falade, EHS Officer, Luisa Martich, Acting CIO, Marta Clark, Executive Director, Human Resources, Gina Ugarte, Executive Director, Business Services, Octavio Gomez, Campus Planning, Frank Giglio, Campus Services, Kelema Bradford, Procurement, Walter McAuliffe, Carpentry, Omayra Beauchamp, Custodial Services
COVID Response Team	Monitor and manage the response to COVID cases within the Community	Susan Fiore, Executive Legal Counsel, Deputy to the President and Labor Designee, Marta Clark, Executive Director, Human Resources, Saul Fraguada, Public Safety, Irene R. Delgado, VP

Deleted:

		Student Success, Victoria King, Health Services, Kay Ellis, VP Admin and Finance, Femi Falade, EHS Officer
INSTRUCTION AND STUDENT SUPPORTS	<i>To promote the safe and successful return of faculty and student to campus</i>	<p><i>Chairs:</i> Irene R. Delgado, Lester Sandres Rápalo</p> <p><i>Committee Members:</i> Anette Ortiz, Bibi Yusuf-Moore, Christian Rodriguez, Christopher Soto-Soto, Erma Nieves, Jordi Getman-Eraso, Kathleen Urda, Linda McKernan, Liyeira Lopez-Friedman, Luis Montenegro, Monique Guishard, Sahidha Odige</p>
FACILITY AND TECHNOLOGY	<i>To review and comment on measures to improve the physical environment and systems to minimize the spread of infectious disease. Review contactless service measures. Promote additional efficiencies</i>	<p><i>Chairs:</i> Kay Ellis, Michael Miller</p> <p><i>Committee Members:</i> Diane Price, Erma Nieves Gabriel Morillo, Jeanette Batiz, Ryan McCarthy, Laura Broughton, Lester Sandres Rápalo, Luisa Martich, Mark Lennerton, Sahidha Odige, Yasmin Edwards</p>
COMMUNICATION, SAFETY, SECURITY AND HEALTHCARE PRIORITIES	<i>To review and communicate to the broader campus community measures to limit the spread of infectious disease and promote campus readiness to return to full operations.</i>	<p><i>Chairs:</i> Diane Price, Saul Fraguada</p> <p><i>Committee Members:</i> Albert Robinson, Chenae Dennis, David Taylor, Irene R. Delgado, Jeanette Batiz, Kelly Peloquin, Lennin Charalla-Quintanilla, Lester Sandres Rápalo, Richard Ginsberg, Susan Fiore, Therese LeMelle, Vivian Rodreguez, Femi Falade</p>
ATHLETIC – RETURN TO PLAY PLAN	<i>To review and customize the CUNY Return to Sports Guidelines for the Bronx Community College Program</i>	<p><i>Irene Delgado,</i></p> <p><i>Ryan McCarthy, Kelly Peloquin, Faith Thompson,</i></p>