

Return to Campus Planning Task Force Report

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Executive Summary

Returning operations to campus is complex; the process should be phased, thoughtfully planned and deliberate. New York State has provided guidance for institutions of [Higher Education](#); we must also incorporate and address guidance for other business sectors based on the variety of functions of the campus. These include [Offices](#), [Child Care Centers](#), [Cafeterias/ Food Service](#), [Retail](#) (bookstore) and [Research](#). The State also requires the completion of a [Safety Plan](#) for each entity. Detailed guidance from CUNY is also expected.

The Task Force evaluated all available guidance documents outlined above, as well as related best practices and articles and the results of a college survey of directors, deans and vice presidents. One-hundred and twelve respondents generated over 150 items for consideration; most survey input was covered through the State's requirements.

While there are several components that must be considered for reopening, this report categorizes topics into six areas:

- General, Institutional, Policy and Procedure
- Physical Distancing and Gathering Together
- Hygiene, Cleaning and Disinfecting
- Communications and Training
- Protective Equipment
- Screening, Testing, Tracing and Tracking

As this Task Force was charged with identifying questions and concerns that must be answered, it is recommended that a *Return to Campus Operational Task Force* be assembled to prepare the required documentation to safely reopen the physical college. A phased re-opening is recommended, starting with essential programs that are unable to operate remotely; areas identified as part of this phase would then need to account for the total number of persons involved. Each program should develop a program-specific phased re-opening plan, to be approved by the appropriate Divisional Vice President, that establishes protocols and practices that conform to the campus Safety Plan and address unique issues facing that specific program. We recognized that many areas of the college have developed innovative practices and solutions in response to remote work and distance learning. As we reimagine how our college operates and how employees will work to support our students, it is important to identify a process to institutionalize practices and solutions, without affecting academic freedom.

We note that a substantial number of tasks are identified to be handled by Environmental, Health and Safety (EHS) – does that department, and others central to this effort, have the capacity for this increased workload? Further, persons asked to prepare opening/operational plans may need to re-prioritize work to support these needs.

General, Institutional, Policy and Procedure					
Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
<p>Requirements and recommended guidance update.</p> <ul style="list-style-type: none"> Staying up to date on city, state, and CUNY (City University of New York) requirements. Adhere to and affirm guidelines and plans. <p>Required State Guidance</p>	<p>Environmental Health and Safety (EHS), College liaisons to CUNY Central</p>	<p>Mechanism and frequency for researching and communicating this information and to whom.</p>	<p>EHS</p>	<p>People Development of Task Force</p>	<p>Develop list of current guidance and requirements and their source with frequent monitoring for updates.</p>
<p>Approach for returning to on campus activities.</p> <ul style="list-style-type: none"> Campus capacity Phased return Decrease density Ensure social distancing Face covering requirements and enforcement Testing/ screening policy <p>Required State Guidance</p>	<p>Campus Leadership</p>	<p>How many phases are necessary? Who will be deemed essential to each phase? How would requirements be enforced?</p> <p>Adjust class or work hours, where possible; limiting in-person presence to only those employees who are necessary to be at the institution; reducing in-person workforce and increasing remote workforce; staggering schedules and allowing more time between classes to reduce congestion in walkways and buildings; and/or shifting design of class schedules to create cohorts or sections of students.</p>	<p>Return to Campus Operational Task Force</p>	<p>People</p>	<p>Appoint a Task Force to develop a detailed operational plan for returning to on campus activities.</p> <p>Identify areas that must develop program specific return to campus plans (such as Vet Tech).</p>

<p>Work Arrangements</p> <ul style="list-style-type: none"> Policy to guide remote work options, staggered schedules, and alternate workdays. <p>Recommended State Guidance <i>Campus Survey</i></p>	<p>CUNY Office of Human Resources Management (OHRM), Human Resources Department (HR (Human Resources)), Department heads</p>	<p>Essential functions of faculty and staff that can be performed remotely.</p> <p>Clear policy from CUNY OHRM.</p> <p>Considerations for vulnerable populations.</p> <p>Considerations for parents, as children’s school schedules have not yet been established and are subject to change.</p>	<p>CUNY OHRM HR Department heads</p>	<p>People Time</p>	<p>Department heads must assess essential functions that can/cannot be performed remotely.</p> <p>Documentation of work processes and protocols.</p>
<p>Indicators/ Monitoring Reopening</p> <ul style="list-style-type: none"> Identify indicators/criteria to determine or inform when the different phases of reentry will occur. <p>Required State Guidance</p>	<p>CUNY Task Force, Campus Leadership</p>	<p>How will we monitor these criteria and what will be the mechanism and frequency of communicating progress?</p>	<p>Return to Campus Operational Task Force</p>	<p>People Time Technology</p>	

<p>Health Services</p> <ul style="list-style-type: none"> Reconfigure to address COVID-19, including having an isolation room to safely put people who test positive for COVID-19 or who are suspected to be positive until they can be transported to a medical facility. <p>ACHA Guidelines <i>Campus Survey</i></p>	<p>Health Services Director and Staff VP of Student Affairs</p>	<p>Student Health Services will be a necessary office to open in returning to campus.</p> <p>Longer-term items: maximizing assets and capabilities before a large-scale physical return to campus; strengthening campus and community partnerships; planning for containment; shoring up the supply chain; anticipating personal protective equipment (PPE) and medical supplies for screening, mass vaccination, and treatment; reconfiguring the facility; updating policies and procedures; training staff; and addressing the budget.</p>	<p>Health Services Director</p>	<p>TBD</p>	
<p>Parking Lot</p> <ul style="list-style-type: none"> Permits Valet parking should be discouraged or eliminated. <p><i>Campus Survey</i></p>	<p>VP of Administration, Parking Lot Management, Campus community</p>	<p>Permits are currently sold ‘first come/first served;’ need to consider day permits or prioritizing persons required to come to campus first.</p>	<p>Return to Campus Operational Task Force</p> <p>Parking Lot Management Company</p>	<p>People Time</p>	
<p>Public Transportation</p> <ul style="list-style-type: none"> Risk of exposure for members of our college community by using public transportation as their primary mode of travel to and from campus. <p><i>Campus Survey</i></p>	<p>Campus community</p>	<p>We must also consider how our decisions will impact density in our public transportation system.</p>	<p>Campus Leadership</p> <p>Return to Campus Operation Task Force</p>		<p>Continually educate college community about precautions when traveling.</p>

Cafeterias Required State Guidance	Vendor, VP of Administration		Vendor	TBD	Vendor must prepare opening/ operations plan in compliance with applicable city and state guidelines
Pool <i>Campus Survey</i>	Aquatic Center Staff, VP of Student Affairs	Would reopening this facility affect our ability or diminish our capacity to provide required service to our core operation? Some guidance pertaining to pools can be found in the day camp guidelines .	Aquatic Center Director		Must prepare opening/ operations plan in compliance with applicable city and state guidelines.
Fitness Center <i>Campus Survey</i>	Fitness Center Staff, VP of Student Affairs	Would reopening this facility affect our ability or diminish our capacity to provide required service to our core operation? New York State has not (as of 6/25/20) permitted gyms and fitness centers to reopen.	Fitness Center Director		Must prepare opening/ operations plan in compliance with applicable city and state guidelines.
Early Childhood Learning Center (ECLC) Required State Guidance <i>Campus Survey</i>	ECLC Director, VP of Student Affairs, CUNY Student Affairs, NYC Department of Health and Mental Hygiene, NYS Office of Children & Family Services and NYS Department of Education	Review specific guidelines and recommendations from various external agencies regarding reopening.	ECLC Director		Must prepare opening/ operations plan in compliance with applicable city and state guidelines.
Library	Chief Librarian Library Faculty & Staff CUNY Office of Academic Affairs		Chief Librarian		Must prepare opening/ operations plan in compliance with applicable city and state guidelines.

<p>Access to Technology, Equipment and Supplies</p> <ul style="list-style-type: none"> • Ensure that faculty and staff have continued access to items needed to work from home successfully for a longer term. • Ensure that new and continuing students have access to technology • Ensure that technical support is available. <p><i>Campus Survey</i></p>	<p>Information Technology (IT)</p>	<p>Faculty and staff have not had access to basic office supplies typically supplied by the college, such as notebooks, printers, etc.</p> <p>Many have expressed a desire to check out/ take home their office computer for access to software and files.</p> <p>Some students, faculty and staff have expressed having limited or no access to reliable internet.</p>	<p>IT (Information Technology) Administration Department Directors</p>	<p>Funds for remote technologies, equipment, internet connectivity and office supplies.</p>	<p>Department heads should review needs and gaps for individuals in their departments.</p> <p>Incoming students should be asked upon registration if they will need to borrow a laptop.</p>
<p>Mental Health</p> <ul style="list-style-type: none"> • Policies need to be flexible to assist employees with addressing related issues that can affect immediate return to work. <p><i>Campus Survey</i></p>	<p>OHRM, HR, Health Services, Wellness Center</p>	<p>Enormous efforts to establish physical distancing have resulted in both isolation and a change in routine for many individuals. The emotional, social, and financial disruptions in combination with 24/7 media and fear and uncertainty surrounding this pandemic continue to take a toll on the well-being of members of our college community.</p> <p>If not addressed may lead to circumstances which will result in reduced productivity.</p> <p>As faculty and staff support students in distress, how can faculty and staff be better supported to maintain their wellbeing?</p>	<p>OHRM HR Wellness Center</p>	<p>EAP Services</p>	<p>Engage with CUNY's new EAP Provider regarding available services for faculty and staff.</p>

<p>Reducing/Preventing Stigma and Discrimination</p> <ul style="list-style-type: none"> • Stigma is discrimination and must be discouraged and denounced in our college community. 	<p>College community</p>	<p>As a result of COVID-19, many groups of people have been stigmatized due to their racial and ethnic identity; testing positive; being quarantined; being hospitalized; living in a congregate setting; having an underlying health condition; having a disability.</p>	<p>College leadership</p>		<p>Reaffirmation of college mission and values.</p>
<p>Shutdown Plans</p> <ul style="list-style-type: none"> • Thresholds for shutting down • In the event of a “widespread” outbreak, shutdown procedures must be established. <p>Required State Guidance</p>	<p>College leadership, EHS, Marketing & Communications, College community</p>	<p>Need to determine thresholds for decontamination vs. shutting down, i.e. how many infections require shutting down the college?</p> <p>Does the Department of Health set this guidance?</p> <p>Are department level shutdown plans needed?</p>	<p>Return to Campus Operational Task Force</p>	<p>People Time</p>	

Communication and Training					
Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
<p>Communications Plan</p> <ul style="list-style-type: none"> Establish a communication plan for employees, students, and visitors with a consistent means to provide updated information. <p>Required and Suggested State Guidance</p>	College leadership, Marketing & Communications (M&C), Print Shop, EHS	<p>Develop webpages, text and email groups, and social media campaigns to provide information to workers, customers, and visitors that include instructions, training, signage, and information. Materials/signs should also be developed in Spanish.</p> <p>Detailed information regarding returning to campus, screening, cleaning, and all related procedures must be available to all before returning to the college.</p> <p>How can alerts via the LaGuardia mobile app be leveraged?</p>	Marketing & Communications	Funds for printed materials	
<p>B-Building Communications</p> <ul style="list-style-type: none"> Coordinate communications with co-tenants (high schools) <p>Suggested State Guidance</p>		Work with building management to help facilitate any building-wide communications.			
<p>Sidewalk Communications</p> <p>Suggested State Guidance</p>	Marketing & Communications (M&C), Print Shop, EHS, Admin Services	Post signage inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE (Personal Protective Equipment), and cleaning and disinfecting protocols.	Marketing & Communications	Funds for printed materials	

<p>COVID Positive Communication</p> <p>Required State Guidance</p>	<p>HR, Student Affairs, EHS, College leadership, M&C</p>	<p>If an employee, student or visitor was in close contact with others at a campus location and tests positive for COVID-19, the College must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees, students, visitors (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</p>	<p>HR Student Affairs</p>		<p>Review process followed in March 2020 and update.</p>
<p>Safety Plan</p> <p>Required State Guidance</p>	<p>EHS</p>	<p>Conspicuously post safety plans on site.</p>	<p>EHS</p>		<p>Review and update existing plans.</p>
<p>Protective Equipment Training</p> <p>Required State Guidance</p>	<p>EHS, M&C, Print Shop</p>	<p>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. Extended training to contractors if supplying the contractors with PPE.</p> <p>Utilize CDC and OSHA materials.</p>	<p>EHS</p>	<p>People Funding for training platform</p>	<p>Training videos should be made available to all employees in preparation to return to campus.</p> <p>Identify platform(s) for providing training and acknowledgment of training by individuals.</p>
<p>Proof of Training</p> <ul style="list-style-type: none"> Require contractors and vendors to provide proof of training conducted 			<p>Administration</p>		

<p>Staying Home when Necessary</p> <ul style="list-style-type: none"> • Culture shift needed to encourage students, faculty and staff to stay home when they are not feeling well. 	<p>EHS, Health Services, Campus Community, Marketing & Communications</p>	<p>Establish culture that encourages community members to stay home when they don't feel well.</p> <p>Student absence policies should be reviewed.</p> <p>Faculty/staff sick leave exceptions should be explicit.</p> <p>A communications plan specific to promoting new guidelines and the importance of staying home when necessary.</p>	<p>Return to Campus Operational Task Force</p>		<p>Evaluate current policies and procedures; recommend updates/temporary changes as needed.</p>
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Physical Distancing and Gathering Together

Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
<p>Space allocation/ identification and increased circulation and ventilation</p> <ul style="list-style-type: none"> • Must maintain six feet of distancing (in all directions) for shared spaces, including classrooms and meeting spaces. • Identify what spaces will be accessible or off limits. • Label spaces accordingly. • Shared workstations must be limited and sanitized between users. • Shared/small offices may be too small to allow multiple person occupancy. • Overall campus capacity cannot exceed 50%. <p>Required State Guidance</p>	<p>Executive Director of Facility and Planning, EHS, Building Operations, Print Shop, Registrar, Marketing & Communications, Department Directors</p>	<p>Several spaces on campus are small and poorly ventilated and/or shared; including but not limited to offices and classrooms.</p> <p>Necessary small spaces, such as restrooms and elevators, will require signs noting 50% capacity limits and face coverings would be required.</p> <p>Congregate areas may need to be temporarily closed.</p> <p>Podiums are shared workstations.</p> <p>Many windows are not operational.</p> <p>ACE courses with reduced capacity will impact ability to self-fund.</p> <p>Individuals should be prepared to don a face covering if another person unexpectedly comes within six feet.</p> <p>Physical barriers may be needed in some areas.</p> <p>Mark six feet distance circles around desks, workstations and areas where gathering is likely to occur (e.g. libraries, study centers, lawns).</p>	<p>Executive Director of Facility and Planning</p>	<p>Funds to produce adequate signage, floor markers, storage areas (or methods to block off areas).</p> <p>Funds for HEPA filters, UVC technology for HVAC.</p> <p>Funds for disinfecting supplies for shared workstations.</p> <p>Funds to construct physical barriers.</p>	<p>Assess common and shared spaces.</p> <p>Determine which courses can continue remotely.</p> <p>Establish prioritized list for on-campus/in-person instruction.</p>

<p>Protocol for activities that require less than six feet of distance.</p> <ul style="list-style-type: none"> Many lab and clinical courses will require less distance between students and faculty. <p><i>Campus Survey</i> Required State Guidance</p>	<p>Department directors/chairs Faculty EHS</p>	<p>State guidance requires that additional PPE be provided for persons engaged in activities where a minimum six feet of distance cannot be maintained.</p> <p>Such labs and clinical courses are anticipated to be among the first to return to campus.</p>	<p>Department directors/chairs</p>	<p>Funds to provide additional PPE</p>	<p>Engage appropriate directors/ chairs with EHS to develop protocol for specific activities.</p>
<p>Reduce bi-directional foot traffic.</p> <ul style="list-style-type: none"> Identify spaces that should be one-way. Produce and post signage accordingly. <p>Recommended State Guidance</p>	<p>EHS, Building Operations, Print Shop, Marketing & Communications</p>	<p>Including stairwells.</p>	<p>Administration</p>	<p>Floor markers, signage</p>	<p>Determine safe foot traffic patterns among campus buildings and spaces.</p>
<p>Physical distancing as a vertical campus.</p> <ul style="list-style-type: none"> Elevators and stairways are necessary means of transportation. Need to ensure that the flow of traffic and use of elevators and stairways comply with physical distancing requirements to reduce the risk of infection. 	<p>EHS, Building Operations, Print Shop, Marketing & Communications</p>	<p>Should we convert stairways to one directional traffic flow?</p> <p>Visible signs, training for campus community, personnel to monitor the flow of traffic and frequent additional cleaning, cleaning supplies.</p>	<p>Return to Campus Operational Task Force</p>	<p>Floor markers, signage, cleaning supplies, personnel to maintain spaces.</p>	<p>Determine safe foot traffic patterns among campus buildings and spaces.</p>

<p>Reception/ student facing services .</p> <p><i>Campus Survey</i></p>	<p>Department Directors, Public Safety, EHS, Building Operations and Housekeeping</p>	<p>Consider appointment-only system.</p> <p>Waiting areas should remain closed or ensure 6ft. or more between chairs.</p> <p>What reception/ walk-in services are essential? Can these be offered remotely?</p>	<p>Department Directors</p>	<p>IT support for appointment systems; Funds to construct physical barriers and/or additional PPE.</p>	<p>Directors to evaluate what must be in person with a waiting room.</p>
<p>One-on-One Services</p> <ul style="list-style-type: none"> Tutoring, advising, counseling, etc. <p><i>Campus Survey</i></p>	<p>Department Directors, Administration, Public Safety, EHS, Building Operations and Housekeeping</p>	<p>Consider remaining virtual.</p> <p>Modern language lab prefers face shields.</p>	<p>Department Directors</p>	<p>IT support for appointment systems; Funds to construct physical barriers and/or additional PPE.</p>	<p>Directors to evaluate what services must be in person.</p>
<p>Preventative signage</p> <ul style="list-style-type: none"> Signage should be used to remind individuals to prevent the spread. <p>Required State Guidance</p>	<p>All persons on campus</p>	<p>1) Cover their nose and mouth with a mask or cloth face-covering when six feet of social distance cannot be maintained. 2) Properly store and, when necessary, discard PPE. 3) Adhere to physical distancing instructions. 4) Report symptoms of or exposure to COVID-19, and how they should do so. 5) Follow hand hygiene and cleaning and disinfection guidelines.</p>	<p>Administrative Services Marketing & Communications</p>	<p>Funding to print</p>	

<p>Events</p> <ul style="list-style-type: none"> • Need policy with respect to use of college facilities for community events. <p>Suggested State Guidance <i>Campus Survey</i></p>	<p>Intuitional Advancement (IA) Staff, Events Office, College Leadership</p>	<p>Protocols for group gatherings for town halls, president society, job fairs, voter registration and census drives, on campus early voting, and town halls with elected officials.</p> <p>Recommended practices for limiting public interactions on campus include, but are not limited to: Limiting visitors to "invited guests" only, who are expected to abide all campus and building specific protocols; and Requiring student/institutional identification (IDs) to enter any on-campus building(s).</p>	<p>Return to Campus Operational Task Force</p>		<p>Develop protocol and process for internal and external events during the pandemic.</p>
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Protective Equipment

Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
<p>Face coverings for Employees</p> <ul style="list-style-type: none"> • Distribute • Maintain supply • Proper use training • Post related signage <p>Executive Order 202.17 states “any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance”</p> <p>Required State Guidance</p>	<p>VP of Administration, EHS, Marketing & Communications, Purchasing, TBD - Distribution</p>	<p>The College is required to provide employees with acceptable face covering at no cost to the employees/contractors and have an adequate supply of coverings in case of need for replacement.</p> <p>Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields.</p> <p>"Any time individuals come within 6 ft. of another person who does not reside in the same residence, acceptable face coverings must be worn."</p> <p>"Advise employees, students, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain, such as riding in elevators, entering/exiting classrooms or student centers, and traveling around the campus."</p> <p>Who will oversee? How?</p> <p>Readily available: CDC Poster ; NYS Poster; WHO Video (medical mask); WHO Video (fabric mask)</p>	<p>Return to Campus Operational Task Force</p>	<p>Funding to purchase and maintain supplies, print related signage.</p>	<p>Determine supply quantity.</p> <p>Cost comparison of disposable vs. reusable.</p>

<p>Face coverings for Students</p> <ul style="list-style-type: none"> • Must determine if the college will provide. 	<p>College leadership Campus community</p>	<p>Students will be required to wear face coverings.</p> <p>Will we also provide face coverings to students?</p> <p>Who will oversee? How?</p>	<p>Return to Campus Operational Task Force</p>	<p>Funding to purchase and maintain supplies.</p>	<p>Determine if we will supply face coverings to students. If so, determine and obtain adequate supply.</p>
<p>PPE for Visitors</p> <ul style="list-style-type: none"> • Visitors should be required to wear face coverings in accordance with the college's guidelines. <p>Suggested State Guidance</p>	<p>Department that invited the guests</p> <p>Public Safety?</p>	<p>Guidelines will be posted and should be shared with visitors in advance.</p> <p>How to handle visitors that arrive without? Do we give them one? Do we deny entry if they refuse?</p>			
<p>Additional Protective Equipment</p> <ul style="list-style-type: none"> • Persons Screening • Others • Decontamination staff 	<p>EHS</p>		<p>Return to Campus Operational Task Force</p>	<p>Funding to purchase and maintain supplies.</p>	<p>Determine supply quantity.</p>

Hygiene, Cleaning and Disinfecting					
Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
Cleaning/ disinfecting <ul style="list-style-type: none"> Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning Required State Guidance <i>Campus Survey</i>	EHS, Building Operations, Housekeeping	Protocols/ frequency for key spaces: testing lab, computer labs, classrooms, podiums, shared offices, water fountains, restrooms, etc.	EHS		
Hand sinks and hand sanitizer Required State Guidance	EHS, Building Operations, Housekeeping	Provide and maintain hand hygiene stations on campus, including handwashing with soap, running warm water, and disposable paper towels, lined garbage cans, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible .	Housekeeping	Funds to maintain adequate supply. People to check/replenish frequently.	Evaluate locations and identify additional locations for sanitizer.

<p>Hand sanitizing frequency</p> <ul style="list-style-type: none"> • Provide and encourage participants to use cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping, Campus community</p>	<p>Make hand sanitizer available near high touch surfaces (elevator buttons, keypad stations in student service areas, computer labs, etc.).</p>	<p>EHS</p>		
<p>Avoid soft surfaces</p> <ul style="list-style-type: none"> • Avoid use of furniture that is not easily cleaned and disinfected (e.g. cloth fabric sofas). <p>Suggested State Guidance</p>	<p>EHS, Building Operations, Housekeeping, Department heads</p>	<p>Remove and store soft seating from congregate areas (i.e. C-Building Lobby).</p>	<p>Building Operations Department heads</p>		
<p>Increase Ventilation</p> <p>Suggested State Guidance</p>	<p>EHS, Building Operations</p>	<p>Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</p>	<p>Building Operations</p>		
<p>Disinfect equipment</p> <ul style="list-style-type: none"> • Ensure that equipment is regularly cleaned and disinfected using registered disinfectants, including at least as often as employees, students, visitors and contractors change workstations. <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping, Department heads</p>	<p>To include returned loaner laptops.</p>	<p>EHS</p>		

<p>Cleaning/disinfecting Requirements</p> <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping</p>	<p>Cleaning and disinfecting of the office location, shared surfaces, and other areas, as well as equipment, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</p>	<p>EHS</p>		
<p>Cleaning/disinfecting frequency</p> <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping</p>	<p>Rigorous cleaning and disinfection must occur at least after each shift, daily, or more frequently as needed.</p>	<p>EHS</p>	<p>Adequate cleaning personnel</p>	<p>Identify locations requiring rigorous cleaning and the current capabilities and frequency of routine cleaning activities including pre-reopening cleaning and disinfection procedures.</p>
<p>Cleaning/disinfecting Requirements for high traffic areas Frequency</p> <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping</p>	<p>Regularly clean and disinfect the location or facility and conduct more frequent cleaning and disinfection for high risk areas used by many individuals (e.g. restrooms) and for frequently touched surfaces.</p> <p>Consider disposable and/or antimicrobial covers for keyboards and computer mice in computer labs and on classroom podiums, as well as for elevator buttons.</p>	<p>EHS</p>	<p>Funds for potential solutions and considerations.</p> <p>Additional hand sanitizing stations.</p>	
<p>Disinfecting after Exposure</p> <p>Required State Guidance</p>	<p>EHS, Building Operations, Housekeeping</p>	<p>Provide cleaning and disinfection of exposed areas in the event that an individual is confirmed to have COVID19, 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).</p>	<p>EHS</p>		

<p>Limit sharing of objects</p> <ul style="list-style-type: none"> Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces; or, require employees and students to wear gloves when in contact with shared objects or frequently touched surfaces; or, require workers to perform hand hygiene before and after. <p>Required State Guidance</p>	<p>Campus Community</p>	<p>Paper transfer (such as exams) among faculty and students.</p> <p>Best practices for other methods, such as electronic.</p> <p>Best practices for sanitizing after handling items from others.</p>	<p>Department Directors</p>	<p>Funds for disinfecting supplies.</p>	<p>Directors should establish protocols for necessary shared objects and request adequate supplies.</p>
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Screening, Testing, Tracing and Tracking					
Topic/Issue	Who is Involved?	What else should we know/consider?	Who is responsible for addressing question and developing potential solutions?	Resources Needed to Potentially Address Issue?	Immediate Actions to be Taken
Virus detection on campus <ul style="list-style-type: none"> Reporting process Required State Guidance	Campus community, EHS, CUNY, Student Health Services	Federal and State requirements for related leave. Protocols/ processes to isolate and limit spread.	EHS, VP of Administration, Student Health Services		
Log persons in buildings <ul style="list-style-type: none"> Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area Required State Guidance	Public Safety, Campus Community, Legal		Return to Campus Operational Task Force	IT support for electronic check in and building logs?	Determine labor relations and legal requirements of this process, as well as FERPA considerations.
Track visitors <ul style="list-style-type: none"> Maintain a list of <u>essential</u> visitors Required State Guidance	Campus community, VP of Administration, Public Safety		Return to Campus Operational Task Force		
COVID-19 Testing <ul style="list-style-type: none"> Determine if negative COVID-19 test results will be required of persons on campus. 		This may be included in guidance from CUNY. Would need to determine who is subject to such a policy, how it will be overseen, and the frequency with which testing would be required.			

<p>Screening Requirements</p> <ul style="list-style-type: none"> • Employees reporting to work on-campus must be screened daily (LaGuardia must determine how). • Students must be screened periodically as determined by the institution but are not required to be screened daily. <p>Required State Guidance</p>	<p>EHS, college leadership, campus community</p>	<p>Mechanisms for screening campus population must be determined, such as self-assessments, temperature scans and periodic viral testing. Screening practices are recommended to be conducted remotely (e.g., by telephone or electronic survey), before the individual reports in-person. Screening should be completed using either a digital or in-person questionnaire that determines whether the individual has:</p> <p>(a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;</p> <p>(b) tested positive for COVID-19 in the past 14 days; and/or</p> <p>(c) has experienced any symptoms of COVID-19 in the past 14 days.</p> <p>Personnel performing in-person screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.</p> <p>Screeners should be provided and use PPE, including at a minimum, an acceptable face covering or mask, and may include gloves, a gown, and/or a face shield.</p> <p>If someone is screened upon entry to one building how will they be</p>	<p>Return to Campus Operational Task Force</p>	<p>IT support for electronic survey and expedited entry procedures.</p> <p>Funding for temperature scanners.</p> <p>Training and additional PPE for persons conducting screening.</p>	
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<p>Contact Tracing</p> <p>Required State Guidance</p>	<p>Health Office, Public Safety, HR, IT, Legal</p>	<p>How will contacts be maintained?</p> <p>Who will conduct tracing?</p> <p>Are there FERPA requirements to consider?</p> <p>How will LaGuardia quickly collect information about where a COVID-19 positive person was on campus, particularly if the person is hospitalized and cannot provide information of their whereabouts?</p> <p>Will the College only be responsible for tracing contacts that are LaGuardia affiliated?</p> <p>Will NYC contact tracers be engaged?</p>	<p>Return to Campus Operational Task Force</p>		<p>Determine labor relations and legal requirements of this process, as well as FERPA considerations.</p>