LaGuardia

Community College

Reopening Plan

Spring 2022

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CUNY LaGuardia Community College Reopening Plan Revisions

Version	Date	Author	Summary Change
1	8-6-2020	DG	Submitted to COO Office – August 2020 Phase I Plan
	8-18-2020	CUNY	College's Phase I approved by SVC Batista's Office
1.2	8-23-2020	KC	Edited for grammar and consistency. No technical edits.
1.3	8-24-2020	DG	Added language as per CUNY reviewer comments *Page 4* – (Note: Page 10 of version 2): Last sentence of 2nd paragraph "The College's specific application of the general guidelines is reflected in the attachments." *Page 25 –* (Note: Page 32 of version 2): "contingent on social distancing capacity up to (percentage) of normal campus occupancy" *Page 68 and 72* – (Note: Page 77 of version 2): Since the College's specific application of the general guidelines is reflected in the attachments, the following language was revised, "contingent on social distancing capacity up to 25% of normal campus occupancy for floors pre-approved to be occupied in Phase I. Note that areas that have not been approved for Phase I will be off limits." *Page 69-72 –* (Note: Page 78-79 of version 2): For all other phases it states the same language with the corresponding percentage.
			Page 47 – (Note*:* Page 54 of version 2): Revision of waiting/isolation room location, reflected on page 47
			Page 73 – (Note*:* Page 81 of version 2): Maximum Capacity for Phase I language and chart added *Maximum Capacity for Phase I* Contingent on social distancing capacity, up to 25% of normal campus occupancy, for floors pre-approved to be occupied in Phase I. Note that areas that have not been approved for Phase I will be off limits. In general, room capacities are based on room size, layout, ventilation and 6' social distancing as per CUNY's Guidelines.
			Added revisions date to the header Revised 8/24/2020

2	8-28-2020 through 9-01-2020	DG	As per CUNY request, revision of College's Phase I Reopening Plan to include all phases and associated activities, trigger(s) for subsequent phases, safeguards Renaming of the Plan to – " September 2020 Reopening Plan"
			Page 10: "The College President has identified the Vice President for Finance and Administration, Shahir Erfan,"
			Page 12: Revised Distancing and Masks 4th sub-bullet, to state: "For the health science clinical labs, including ACE pre-hospital care programs that involve close contact and hands on activity, each program must have a plan approved by EHS of the additional PPE required for their students."
			Page 23: Revision of health screening protocol to include Everbridge information • Any person entering the College will be required to complete the NYS Screening process each day using the Everbridge health screening app., including visitors . In the event an individual does not own a smart phone, the College's online screening form can be used and follow up with Public Safety or a designated screener upon arrival on campus. All entrants will be checked for temperature upon entry to the campus.
			Page 23-24: added language concerning online teaching and learning (adopted from Bronx Community College and edited to be college specific) Operational Considerations Involving Online Course Teaching and Learning Support: To allow faculty, staff and students to prepare and create conditions for an effective Fall 2020 and recognizing that instructions will be almost exclusively online, the College shall ensure that instructional delivery and student support is guided, first and foremost, by our commitment to equity and our obligation to protect the health and safety of all students, faculty and staff, along with our commitment to facilitate the maintenance of academic momentum and the achievement of learning outcomes for all LAGCC students. • **Faculty Professional Development** – the College will provide professional development and support, for faculty and staff, on effective online teaching and remote student support services. • **Instructional Technology Literacy** – the College will provide online training modules for all educational technology platforms, broadly used at the College, so as to ensure the necessary preparation and certification of students and faculty prior to the beginning of the semester. • **Instructional Technology Software** Platforms – the College will ensure necessary instructional technology software is available and properly supported for both students and faculty. • **Online Behavior Best Practices Protocols** – the College will provide faculty and students clearly stated language about appropriate behavior in an online learning environment. This will include a delineation of freedom of speech and acceptable behavior versus abuse towards faculty and fellow students. The College will also provide both faculty and students a clearly stated procedure of reporting for any abuses. • **Campus services –** Most are offering support to students by email and/or by phone. All campus services and contact information are listed on the College's Campus Services page, including Distance Learning Resources and Faculty Resources. LAGCC will ensure that the whole of its website provides up to date information necessary for the proper functioning of the College. This will include regular fact checking and regular updating where necessary.

			Page 27: Minimum PPE requirements, 2nd bullet point, 3rd sub-bullet point Revised language to "Protective eyewear with acceptable maskng"
			Page 35: Revision of health screening protocol to include Everbridge information • Any person entering the College will be required to complete the NYS Screening process each day using the Everbridge health screening app. In the event an individual does not own a smart phone, the College's online screening form can be used. • Campus visitors (e.g. members of the public allowed to use campus facilities) will be required to download the Everbridge app and follow the Visitors' Guide • Public Safety Staff and/or Campus Screener(s) have been designated to ensure everyone entering the campus has recently completed the health screening and is approved to enter the campus. • Screeners will also be able to enroll "Guests" within the Everbridge portal and conduct pre-screening at the entrance and assist employees who do not own a smart phone, but have completed the College's online screening form. • All entrants will be checked for temperature upon entry to a building.
			Page 56: title change to "Signage Plan"
			Page 64: title change to "COVID-19 Protective Equipment Requirements"
			Page 67: title change to *"*Cleaning and Disinfection Plan"
			Page 73: Reopening phase chart and language regarding request for return to on-campus activities added (adopted from Bronx Community College and edited to be LAGCC specific) A "Departmental Request for Return to On-Campus Activities", must be submitted to the Coronavirus Coordinator for an area, course or activity to be considered for the next reopening phase or an earlier phase. All requests will be reviewed by the Reopening Committee. **(See Form A: Departmental Request for Return to On-Campus Activities for details)**
			Page 74 : Included safeguard language (adopted from Bronx Community College) To protect the health and safety of the campus community, the College has implemented general safeguards and provisions to limit exposure and facilitate social distancing guidelines. These safeguards follow the protocols and recommendations from the Center for Disease Control CDC, World Health Organization (WHO), Occupational Safety and Health Administration (OSHA), and State and Local health departments, and these measures include: • Moving most instructions and learning to distance modalities • Reducing on-site workforce through telework • Limiting in-person presence to essential staff who need to be on campus to do their job • Adjusting workplace hours and shift design (e.g. A/B teams, staggered arrival/departure times); • Batch activities, where possible, so employees can adhere to social distancing and reduce the number of hands touching materials at the same time (e.g. one employee organizes the files and folders in a shared cabinet) • Introducing technology and processes to promote contactless services

			• Using work orders to facilitate distancing, access and cleaning • Limiting campus access and implementing pre-visit health screening and access approval • All persons on campus will be asked to wear face coverings and take proper precautions using signage and other applicable multimedia communications.
			Page 75: Added language last bullet point. "College's response will reflect local health conditions, COVID-19 risk indicators and reopening triggers, as reflected in the charts below. "
			Page 75-76: Added local health triggers for ramping down and associated College response level charts (adopted from Bronx Community College and edited to be LAGCC specific)
			Page 76: Language moved from page 81 to page 76 "Return to business as "normal" with full operations and building occupancy (up to 100%) …"
			Page 77: Added "see Form B: Phase I Return to Campus - Academic Department/Program Specific Plan Template for details" to Phase I 2nd bullet point, 1st sub-bullet point
			Page 78: To be consistent with Phase III language added to Phase II - General Guidance for Enclosed Spaces will continue to be followed as detailed in the plan for Phase I for: • HVAC and Water System • Specific Spaces • Cafeteria / Dining Halls • Elevators • Exterior Campus Grounds • Hallways and Stairwells • Lecture/classrooms • Lobby and Common Areas • Other Spaces • Restrooms
			Pages 78-80: updated the plan to include phase II-IV (deleted "not covered under this Phase I plan" language) added "Research – refer to the College's Return to On-Campus Research Guideline" to Phase II-IV
			Pages 82-96: added **Form A**: Phase I Return to Campus - Academic Department/Program Specific Plan Template**; Form B**: Departmental Request for Return to On-Campus Activities; **Form C:** LaGuardia Community College Phased in Return to On-Campus Research Activities
			Page 113: Revision of health screening protocol to include Everbridge information • Any person entering the College will be required to complete the NYS Screening process each day using the Everbridge health screening app. In the event an individual does not own a smart phone, the College's online screening form can be used. • Campus visitors (e.g. members of the public allowed to use campus facilities) will be required to download the Everbridge app and follow the Visitors' Guide • Public Safety Staff and/or Campus Screener(s) have been designated to ensure everyone entering the campus has recently completed the health screening and is approved to enter the campus. • Screeners will also be able to enroll "Guests" within the Everbridge portal and conduct pre-screening at the entrance and assist employees who do not own a

			smart phone, but have completed the College's online screening form. • All entrants will be checked for temperature upon entry to a building.
			Page 114: added mobile app- pre-visit health check procedures (adopted from Bronx Community College)
			Page 115: Revised language to include Everbridge procedures for third party contractors • All such individuals are expected to complete a health screening in advance using the <u>Visitors' Guide</u> for the Everbridge app, unless written authorization has been given for alternate arrangements, by the EHS office, or the College's Coronavirus Plan Coordinator.
	9/04/2020 through 9/12/2020	DG	*Page 4-9:* added Document control and CUNY LaGuardia Community College Reopening Plan Revision Charts
			Page 10: Revised 3rd bullet point – Coronavirus Liaison title changed to reflect current position " Associate Dean for Student Affairs Bartholomew Grachan"
			Page 12: Revised Distancing and Masks The CDC is cautioning against face shields , 3rd sub-bullet revised, to state "Acceptable <u>face coverings</u> for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut) and surgical masks that cover both the mouth and nose. (41)"
			Page 13: added "or designee(s)." to the 2nd bullet point, 2nd sub-bullet point
			Page 15-16: added 7th bullet point "HVAC serving occupied area will be scheduled to be on at least two (2) hours prior to the first scheduled occupancy of the day and will remain on at least for two (2) hour after the last scheduled occupancy to provide enough ventilation and exhaust in the occupied space." <u>HVAC System Maintenance and Filter Replacement during the COVID-19 Pandemic:</u> Additional safety precautions are warranted to minimize risks associated with handling HVAC filters. Any workers performing maintenance and/or replacing filters on any ventilation system should wear appropriate personal protective equipment (PPE). The following PPE are recommended for use: •Face covering •Protective eyewear (safety glasses, goggles, or face shield) •Disposable gloves Filters must be changed with the system turned off.
			Page 17: Revised language under Computer Labs : "In order to limit the number of people on campus, and the duration that they are on campus, only limited and approved computer labs will be open. The College will continue to plan and determine the best course of action as the next phases are implemented. Only approved Computer labs shall remain opened." Revised language under Conference Rooms:

			2nd bullet point "Note: approval by the Campus Coronavirus Coordinator is required prior to holding in-person meetings."
			Page 23: added reasonable and hyperlinked "reasonable accommodation" with CUNY protocols
			Page 24: replaced "semester" with "session" to correlate with the College's operations
			Page 26: hyperlinked reasonable accommodation with CUNY protocols
			Page 31: hyperlinked reasonable accommodation with CUNY protocols
			Page 32: replaced "semester" with "session" to correlate with the College's operations
			Page 69 Revised to include computer labs
			Page 73: replaced "semester" with "session" to correlate with the College's operations
			Page 77: replaced "semester" with "session" to correlate with the College's operations
	9-13-2020	DG	*Page 15*: Revision of language and format **HVAC System Maintenance and Filter Replacement during the COVID-19 Pandemic:** • Filters should be changed with the system turned off • Additional safety precautions are warranted to minimize risks associated with handling HVAC filters. Any workers performing maintenance and/or replacing filters on any ventilation system with a potential for viral contamination should wear appropriate personal protective equipment (PPE). The following PPE are recommended for use: o Face covering o Protective eyewear (safety glasses, goggles, or face shield) o Disposable gloves *Page 36:* Deleted "no-touch" and changed to infrared thermometer
	9-17-2020	CUNY	College's Reopening Plan approved by SVC Batista's Office
2.1	9-18-2020 though 9-24-2020		Revisions based on the first two weeks of Phase I implementation to reflect modifications to the College's operation to increase efficiency
			Page 11: A: Introduction section Revised last sentence of first paragraph This plan focuses on Phase I of the reopening process and subsequent Phase II through IV that build off of Phase I. Revised last sentence of last paragraph All reopening activities will be phased-in to allow for operational issues to be resolved before activities can proceed to the next phase until normal occupancy is ultimately achieved. If warranted, reclosing plans, provided herein, will be implemented to ensure public health as per governance.
			Page 17: Specific Spaces section Revised last sentence The spaces that will be opened in Phase I are individually identified in detail as follows. Note: that not all spaces listed below will be opened for Phase I.
			Page 19: replaced Exterior with Outdoor
			Page 21,23 : Deleted "Non-contact" and changed to infrared thermometer
			Page 24-25 : As per CUNY's request added COVID-19 Student Conduct Protocol

			Page 27: Revised 2nd bullet point, 2nd sub-bullet point The CDC is cautioning against face shields "Any time individuals come within 6 feet of another person who does not reside in the same household, an acceptable face covering must be worn (44). Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut), surgical masks, KN-95 and N95 respirators"
			Page 44: added language to reflect revision in Attachment D Form A: Phase I Return to Campus - Academic Department/Program Specific Plan Template Form B: Departmental Request for Return to On-Campus **Activities** Form C: LaGuardia Community College Phased in Return to On-Campus Research Activities
			Page 53: Revised E-Building Dining drawing
			Page 55: Revised Emergency Service Waiting Area drawing
			Page 66: added gloves for: EMT and Health Students Engaged in Clinical and Field Work off Campus
			Page 103: added Note: each department is responsible for submitting this checklist to the Coronavirus Coordinator or designee upon, notification of ramp-down.
			Page 105: Equipment revised Review proper shut down procedures and measures to prevent electrical surging to protect equipment.
2.2	9/28/2020	DG	**Page 51**: revised drawing corrected 5th floor title to 4th floor to reflect drawing
			Page 62: revised sign language – deleted insure and added ensure on the last picture
2.3	4/01/2021	DG	Page 124-128: revised Communications Plan (language added and deleted accordingly) 1(d): added ACE Enrollment Office 1(f): added Set schedule to send at the start of the semester (students that do and don't need to be on campus). 1(g): added sub-bullet 1.Determine phased communications to support phased space reopening, i.e. Study hall/ Poolside. 4(c): deleted as follows and added such as 8 (ii): deleted full and sub-bullet points: (1) laguardia.edu homepage, (2)laguardia.edu/coronavirus, (6)CUNY Alert, (7) Social media, (8) Phone line message Revised sub-bullet points ii (1-3): added language "impacted" and added sub-bullet (iii) "Full Closure communications"
3	5/05/2021	DG	As per CUNY request, revision of College's September 2020 Reopening Plan to include revisions based on updated guidelines and Fall 2021 plans and Renaming of the Plan to – "Reopening Plan May 2021"
			Page 36-37,42,117: as per updated guidelines revised exposure/quarantine/isolation period from 14days to 10days
			Page 45: under Tracing and Enhanced Cleaning revised definition of close contact and return to work requirements "Close contact means physical contact or being within six feet of an infected person for at least 10 minutes, within 24hrs, starting from 48 hours before illness onset until the person was isolated"

			"Employees can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines including symptoms, positive test, exposure and travel both domestic and international." revised Tracing and Enhanced Cleaning First bullet point: added second sub-bullet "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 during the time that the individual would have been contagious. 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_publicprivateemployeereturntowork_053120.pdf)."
			Page 50: Revised Physical Distancing plan to include 3ft physical distancing layouts
			Page 117 : revised Attachment F: Reclosing/Ramp Down Plan to reflect updated guidance and specific College plan overview "COVID-19 infection rates on NYS college campuses requires that if colleges reach 100 cases of coronavirus or if the number of cases equals 5% of their population or more, they must transition to remote learning for two weeks, at which time the situation will be assessed for returning to limited on-campus activity".
			Page 132: add language to reflect new CUNY guidelines "Employees can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines including symptoms, positive test, exposure and international travel both domestic and international."
			Page 15,135: revised Coronavirus Liaison name to Reisy (Theresia) Litvay-Sardou – Network Management Services: Tech Support Operations, Director
	5/10/2021	DG	**Page 135:** Revised Coronavirus Coordinator title changed to reflect current position "Vice President of Administration"
			Page 15: Revised A:Introduction First paragraph, last sentence: "This plan focuses on a phased in approach to the reopening process, built off of Phase I." last paragraph: First sentence "As the College closely monitors the implementation of **each phase**," Second sentence: "**Phases** will follow Phase I requirements and **modifications** accordingly,"
	5/18/2021 Through 5/25/2021	DG	**Page 17:** revised Physical distancing and mask section First bullet point added "Note: the May 19, NYS adoption of CDC's "Interim Public Health Recommendations for Fully Vaccinated People" for Most Businesses and Public Settings, will not apply to the College."

			Second bullet point revised: "A distance as specified by governing agencies (i.e. of at least six feet or three feet)"
			Page 18: Revised Limit Occupancy and Congestion Second bullet point added sub-bullet: "If distancing requirements are relaxed, the colleges will reestablish occupancy limits by either reducing the required square footage per person or updating floor plans to reflect the smaller required radius for each location" Revised Reconfigured Floor Plans First bullet point added sub-bullet "If distancing requirements are relaxed, demarcations will be reestablished with shorter distances between markings."
			Page 19: Revised Signage First bullet point, sub-bullet point, third line – revise denoting spaces of six feet to "denoting spaces as per governing agencies requirements" Second bullet point, added sub-bullet: "If distancing requirements are relaxed, universal signage will need to be updated to reflect new distancing requirements."
			Page 20: Revised "This section provides a plan specific to services that cannot be effectively delivered at a distance and may reopen to some extent in the future provided they meet New York State and University guidelines. Modifications will be made based on updated guidelines to reflect new requirements"
			Page 21: Revised Cafeterias/Dining Halls "The Cafeteria equipment and services will remain closed until plans to reopen are reviewed by the Committee. Cafeteria equipment and services will gradually resume operations as campus occupancy increases. The College will continue to plan and determine the best course of action as demand increases and future phase are implemented" First bullet point: "Employees and students will be encouraged to bring their own food, while cafeteria services gradually resume and increase operation hours."
			Page 22: Revised Computer Lab "As campus occupancy and in person classes increases, limited and approved computer labs will be open. The College will continue to plan and determine the best course of action as the phases are implemented. " Revised Conference Rooms "As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021) conference rooms will be allowed to reopen under limited occupancies as per distancing requirements. The College will continue to plan and determine the best course of action as phases are implemented."
			Page 23: Revised Conference Rooms Revised Elevator "The College will encourage all occupants to use stairs as directed by posters and signage, in order to minimize elevator traffic." Operational Preparation: "Maximum of four people can use an elevator car at one time if each is standing in a corner. In addition, NYS Guidelines require that even with face masks

			in use, occupancy in small spaces (such as elevators) must not exceed 50% capacity of the space. If distancing requirements are relaxed, the College will determine if the shorter distances would allow for more than 4 individuals on an elevator at one time. If shorter distancing allows for more individuals to occupy an elevator at one time, the College must ensure that the distancing occupancy does not exceed 50%. "
			Page 23-24: Revised Outdoor Campus Grounds: "As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021) outdoor campus grounds will be allowed to reopen under limited occupancies as per distancing requirements. The College will continue to plan and determine the best course of action as phases are implemented." Revised Gyms and Fitness Centers, Including Pools: "As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021) Gyms and Fitness Centers, Including Pools will be allowed to reopen under limited occupancies as per distancing requirements. They shall remain closed until plans to reopen are reviewed by the Committee and approved by CUNY and NYS. The College will continue to plan and determine the best course of action as phases are implemented." Revised Kitchen: "Kitchens will remain closed until plans to reopen are reviewed by the Committee. As services and campus occupancy increases kitchens will gradually resume operations. The College will continue to plan and determine the best course of action as demand increases and future phase are implemented." Revised Lecture/Classrooms "As in person classes gradually resume, only those rooms approved by Administration will be in used. The Committee will survey and assess each room to specify the number of occupants based on the size of the room and the phase in which the classroom is reopened."
			Page 24-25: Revision Lecture/Classrooms - Physical preparation "Hands-on skills based instructions and at minimum 25% of courses will be conducted on campus, with a gradual increase planned Occupancy limits will be below 50% of the fire code and the distance between seats must allow for distancing requirements as set forth by governing agencies (i.e. six feet or three feet of separation between individuals). (Attachment A: Physical Distancing Plan shows the College's proposed plan"
			Page 26: revised first bullet point "Break rooms will be restricted to ensure maintenance of social/physical distancing protocols." Offices: deleted "Office space will be used very minimally in Phase I."
			Page 28: revised General Considerations – first bullet point "Any person entering the College will be required to complete the NYS Health Screening process each day, using the Everbridge health screening app., including visitors. Those without smartphones can use the Guide for Health Screening by Email. All entrants will be checked for temperature upon entry to the campus. "
			Page 29: revised Student COVID-19 Conduct Protocol Second bullet point : "maintaining physical distance as per governing agencies (i.e. six feet or three feet) on campus and when gathering with individuals outside the classrooms and other areas"

			Page 38,88-89: revised phases to include dates "Phase 0 – essential staff only and operations (March 2020-August 2020) Phase I – Maximum occupancy: contingent on social/physical distancing capacity, up to 25% of normal campus occupancy(September 2020-December 2020) Phase II – Maximum occupancy: contingent on social/physical distancing capacity, up to 50% of normal campus occupancy (January 2021-May 2021) Phase III – Maximum occupancy: contingent on social/physical distancing capacity, up to 75% of normal campus occupancy (June 2021- TBD) Phase IV– Fully Reopened at 100% of normal campus occupancy (TBD)"
			Page 41" revised Screening Added third bullet point: "Those without smartphones can use the <u>Guide for Health Screening by Email</u>. All entrants will be checked for temperature upon entry to the campus"
			Page 85: revised language second and last paragraph: "This plan is based on a phased approach, consisting of four phases (Phase I-IV). The College expects to pilot each phase for a full session to avoid disrupting student learning mid-session, contingent on CUNY and NYS requirements" "In preparation for Fall 2021, and as campus occupancy and in-person operations increase, Form A and B: Departmental Request for Return to On-Campus Activities will be phased out and Guidelines provide for Return to On-Campus Activities, **(See** *Guidelines for* Return to On-Campus Activities)"
			Page 85-86: language revised to reflect an increase in occupancy and preparation for Fall 2021 "Note: all specialized areas (Cafeteria/Dining, Library, Pool/Fitness Center/Gym, Childcare Center and Health Center) returning to on-campus activities must submit operational plans to be reviewed and approved by the Reopening Committee. Research Laboratories: must continue to submit Form C: College's Return to On-Campus Research Guideline. " Updated bullet points to reflect Fall 2021 plans
			Page 87: revised first bullet point , last sentence "which include the following, will gradually be modified and/or phased out as on-campus operations and in-person classes resume"
			Page 92: revised language Phase IV: second bullet point, first sub-bullet "Activities from Phase I and III"
			Page 93-97: added language specific to Phase III and IV, and Fall 2021 Reopening Plan- Overview
			Page 98-105: Form A: Phase I Return to Campus - Academic Department/Program Specific Plan Template and Form B: Departmental Request for Return to On-Campus Activities are void – no longer in use
			Page 138: added list of Fall 2021 Planning Committee Members
	6/08/2021 through 6/11/2021	DG	**Page 30:** added language concerning technologies in place to support hybrid instruction Page 33: revised language concerning providing students with PPE "The College is not responsible for providing students with PPE, except for specific academic programs as determined by the associated academic department or as needed, in an emergency"
			Page 31: added language concerning Operational Considerations for Students
			Page 33, 38: revised physical distancing language to include three feet and governing agency requirements

			Page 41: revised screening: First sub-bullet: added language to include CUNY facilities in screening Second to last sub-bullet: deleted language related to the phased out college online screening form
			Page 42, 130: added hyperlink to CDC "Symptoms of Coronavirus" and revised language to include the Everbridge screening platform
			Page 43-44 ,133: added language concerning screening and testing preparations, and vaccination
			Page 81: added language to clarify request and reporting protocol regarding cleaning and disinfection "The College will have cleaning logs available for review upon request, through a reservation system. The College community is encourage to contact Custodial Services Hotline (718-482-5550) to ensure adequate services and supplies are maintained, for occupant use."
			Page 83: revised language to "When requested, the College will provide departments with single-use disinfecting wipes and/or multi-surface spray cleaners to support self- servicing, as feasible."
			Page 97: added language concerning instructional activity
	6/14/2021	DG	Revised name of plan to Re-Opening Plan June 2021, version 3
			Page 16: added language concerning Everbridge Seventh bullet point, "…College's modified version (Everbridge app.)"
			Revised as per tracked changes on 6/14/2021 and to reflect consistent language throughout in regards to: Social/physical distancing requirements (i.e. six feet or three feet), Reasonable accommodations, CUNY Flexible Work Guidelines
	7/09/2021	CUNY	CUNY provided comments on new Fall 2021 requirements with College's Fall 2021 plan approval contingent on completion of revisions and resubmittal
	7/21/2021 through 7/29/2021	DG	Language revised to reflect CUNY's Fall 2021 updated guidelines/requirements as follows: • Plan name to Fall 2021 • Remove requirement for screening of symptoms. • Remove requirement for temperature checks. • Indicate that unvaccinated individuals must continue to wear masks at all times. • Mask requirement in shared spaces, for all • Unvaccinated or not fully vaccinated individuals must maintain 6ft social/physical distancing requirement and wear a mask at all times while on campus. • Remove requirements for masks outdoors, except in large, congregate settings. • Replace all references to campus-based testing with requirement for unvaccinated individuals to participate in CUNY's weekly surveillance testing program. • CUNY will implement surveillance testing for unvaccinated individuals or individuals who have not provided proof of vaccination, who will be required to submit a test every 7 days. For unvaccinated individuals, continued access to on-campus activities will be contingent on regular submission of a negative test. • Vaccinated individuals to provide proof of vaccination requirement. • Based on CDC guidance, CUNY will stop entry screening (Everbridge self-reporting) and rely on individuals to stay home when they are sick.
			Language regarding Signage will be revised to reflect unvaccinated requirements and relaxation of physical distancing requirements for the vaccinated individuals.

			Language regarding Occupancy limits revised to phase out the requirement based on relaxation physical distancing requirements.
	8/19/2021		Language regarding mask requirement revised to reflect Chancellor's 8/16 "Clarity on New Mask Mandate" email
3.1	9/21/2021-9/23/2021	DG	Language revised to reflect CUNY's Fall 2021 update 2 guidelines/requirements as follows: • COVID-19 notification protocols • Mask mandate • Quarantine requirements • Visitor campus access requirements • Chancellor's role in shut down advisement and decision making
4	1/10/2022 through 1/26/2022	DG	As per CUNY request, revision of College's Reopening Plan to include revisions based on updated guidelines
			Language revised to reflect CUNY's Spring 2022 updated guidelines/requirements as follows: • Plan name to Spring 2022 • Remove language "In a classroom, if a vaccinated professor is teaching a class and is able to keep social distance from everyone else in the class, he or she may choose not to wear a mask. Note that this exception applies only to faculty; students are still required to wear masks during classes." (It is no longer an exception to wearing a mask indoors). • Vaccination and booster requirements • Added additional mask/face covering guidance • Isolation and Quarantine guidelines • Testing • Policy for Minors under 5 years old
			Removal of forms phased out in 2021 and reference language: Form A: Phase I Return to Campus - Academic Department/Program Specific Plan Template Form B: Departmental Request for Return to On-Campus Activities Form C: LaGuardia Community College Phased in Return to On-Campus Research Activities
			Updated the following to reflect current guidelines : • Attachment A: Social/Physical Distancing plan • Attachment B: Signage Plan • Attachment C: Personal Protective equipment • "Minimum acceptable face covering", updated to state "An acceptable face covering, which fits well and can be worn consistently" • Attachment E: Phase-in Plan 1- Phase III and IV 2- Spring 2022 return to campus guidelines added • Attachment H: Screening and Monitoring-Tracing Plan

Part 1: OVERVIEW

A. Introduction

Due to the COVID-19 pandemic, LaGuardia Community College's Reopening Plan has been prepared based on CUNY Guidelines for Safe Campus Reopening. It embodies the most recent New York State guidance for Higher Education, which define both mandatory and recommended actions, as well as best practice recommendations from a myriad of other sources. The Return to Campus Planning Task Force identified questions and concerns, the Return to Campus Operational Task Force developed campus specific guidelines to gradually resume on-campus operations and the Fall 2021 planning committee guided the return of classes and offices. Together they formed the College's Reopening Committee. This plan focuses on a phased-in approach to the reopening process, that builds on the Phase I foundation.

This document follows the guidance developed by New York State, that details general plans for: **People**, including social/physical distancing, gatherings in enclosed places, operational activity and movement of goods; **Places**, including protective equipment, hygiene, phased reopening and communications; **Processes**, including screening, testing, tracing and tracking; and **Institutional Plans**. The College's specific application of the general guidelines is reflected in the attachments.

As the College closely monitors the implementation of each phase, modifications to the plan may be necessary to increase efficiency. Subsequent phases will build on Phase I requirements and modified accordingly, to safely and effectively incorporate the next phase into the College's operations plans. Before activities can proceed to the next phase, all operational issues will be resolved prior to the phased reopening, until normal occupancy is ultimately achieved. If warranted, reclosing and ramp down plans, provided herein, will be implemented to ensure public health as per governance.

B. Governance

The College's Reopening Committee has prepared, reviewed and will closely monitor the implementation of the College's Reopening Plans to provide general guidelines for the College to gradually, thoughtfully and safely resume in-person instruction and work. The structure is based on the Coronavirus Planning Task Force recommendation.

The College President has identified the Vice President for Finance and Administration, Shahir Erfan, as the Campus Coronavirus Coordinator to:
- Serve as the campus safety monitor, responsible for ensuring continuous compliance for all aspects of the campus' reopening plan.
- Assist and coordinate with the work of the Campus Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters.
- Receive information from the Coronavirus Campus Liaisons (Reisy (Theresia) Litvay-Sardou – Network Management Services: Tech Support Operations, Director) on COVID-19 exposures on each campus and ensure that local health officials are immediately notified upon the identification of positive cases.
- Receive confidential reports from their campus on issues with non-compliance with social/physical distancing, hygiene, and safety practices.
- Support the work of heads of campus facilities, as described in CUNY Guidelines for Safe Campus Reopening, dated July 16, 2020, Part 1, Section I. C, "Operational Considerations for Facilities and Grounds," to support the identification and implementation of physical, operational and cleaning protocols.
- Designate roles and responsibilities as indicated throughout these Guidelines.

- Following internal campus-level review of reopening plans and updates, the Chancellery/ COO's Office will review and approve the campus reopening plans. The Chancellery/COO's Office will:
  - Ensure that each campus reopening plan contains appropriate safety measures, comports with the reopening requirements in these Guidelines and has a fully completed checklist.
  - Serve in an advisory capacity for implementation issues that arise in the development and implementation of the reopening plans.

The Central Administration and Campus Reopening Committees shall stay current with any updates to local, state, and federal requirements related to higher education and auxiliary activities and incorporating those changes into the operations of the colleges and entire university.

- Once the reopening plans are approved by the Chancellery/ COO's Office, the College (and their departments) will implement these plans for return to the campus. In progressing through any phase of reopening, the Campus Reopening Committee working with the COO's Office will be responsible for monitoring local health conditions and modifying the reopening approach, as needed.

The Coronavirus Campus Liaison will:

- Continuously monitor for COVID-19 exposures and thresholds. The Coronavirus Campus Liaison is responsible for monitoring these exposures, reporting to the Sr. VC for Institutional Affairs, Strategic Advancement and Special Counsel (SVC for Institutional Affairs); and shared among CUNY leadership. The Coronavirus Campus Liaisons will also provide this data to the Campus Reopening Committee and the College's President/Deans. (The list of Liaisons can be found on CUNY's website (https://www.cuny.edu/coronavirus/reopening-guidelines/sup-guideline-safe-campus-reopening/); campus presidents must contact the SVC for Institutional Affairs to confirm or change their campus liaison.)
- Receive information from designated individuals (contact tracing team) and/or database.
- Provide a daily report on COVID-19 exposures using a checkbox survey (see Supplemental Guideline: 'Coronavirus Campus Liaisons. Letter and Data Gathering Process'). Liaisons will provide this report to the SVC for Institutional Affairs and the Campus Reopening Committee.
- Provide data reporting to ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community. This data will be reviewed as necessary by the Chancellery/COO's Office and Campus Reopening Committees with local and state health officials.
- All data must remain confidential and in compliance with HIPPA and FERPA guidelines.
- This information will be used by the Chancellery/COO's Office when considering campus plan approvals and by the Campus Reopening Committee working with the COO's Office when modifying the reopening approach.
- After two weeks of operating under the new reopening plan, departments must report back to the Campus Reopening Committee/Campus Coronavirus Coordinator on how operations are working, with suggested revisions to the plans. The Campus Reopening Committee/Campus Coordinator, working with the COO's Office, and responsive to local health conditions, may then modify the reopening approach.

C. Local Health Conditions/Triggers for Reopening

- The State will continue to monitor the critical key metrics developed for the Regional Unpause Dashboard to ensure the prevalence of the disease is low enough to resume operations safely in each region in New York State and determine when the measures have been met (11).
- Per the NY Forward Plan, the CUNY campuses are expected to reopen as part of NYS Phase 4. Monitoring of these measures by the State will guide the timeline for the first phase of the reopening process for each campus (See Section II. C. 'Phased Reopening').

- The Chancellery/COO's Office will coordinate with New York State and New York City public health officials as described later in this plan to understand changes in local health conditions that may impact the CUNY community and to provide information on the health conditions of the CUNY campuses.

PART 2: REOPENING PLANS

I. PEOPLE

A. Physical Distancing

Distancing and Masks

- This plan requires for mandatory face coverings to be worn by all building occupants, regardless of vaccination status, in all CUNY campuses and office buildings.
  - o All individuals who are vaccinated, not fully vaccinated, or unvaccinated must wear an acceptable face covering while on campus, which fits well and can be worn consistently, in shared spaces regardless of physical distance from others.
  - o Only exceptions are:
    - While briefly eating or drinking, providing social distancing is maintained
    - Vaccinated individuals who are the sole occupant of an office
    - 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).
  - o Dependent on COIVD transmission rates, community spread, and current governing agencies guidelines the College may choose to relax mask mandate at a later time.
- A social/physical distance of six feet is a requirement for the unvaccinated or not fully vaccinated individuals while on campus (i.e. faculty, staff, students, and visitors) to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance.
- Employees, students, faculty, and visitors are required to wear an acceptable face covering, which fits well and can be used consistently.
  - o Faculty, staff, and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering.
  - o Acceptable face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings. People who cannot medically tolerate masks should not be on campus and refer to CUNY's Flexible Work and Reasonable Accommodations guidelines.
  - o Acceptable face coverings for COVID-19 prevention are those which fit well, cover both the mouth and nose, and can be used consistently.
  - o For the purpose of this plan, 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, in accordance with OSHA regulations. (41)
    - For the health science clinical labs, including ACE pre-hospital care programs that involve close contact and hands on activity, each program must have a plan approved by EHS of the additional PPE required for their students, as applicable.
  - o LaGuardia Community College has no dormitories. Therefore, provisions regarding

roommates does not apply to our students.
- o See Section II.A, "Protective Equipment" for more information on masks and PPE.

Limit Occupancy and Congestion

- The College's Campus Facilities Staff, for the purposes of this plan, have evaluated the options to maintain safe social/physical distances. The College will allow not more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study rooms), unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence. The College has taken measures to maximize the amount of fresh air introduced to interior occupied spaces. All mechanical air moving equipment has been inspected for mold, equipped with new filters and wiped clean with disinfectants and ready for use by the targeted occupancy.
- The Campus Facilities Dept. reviewed blueprints for legal occupancies and square footage for all instructional, circulation and support spaces and changed every room's occupancy based on recent CUNY guidance for distancing and occupancy requirements.
  - o Requirements will only be applicable to unvaccinated and not fully vaccinated individuals.
  - o Signage will continue to promote and encourage social distancing.
  - o If distancing requirements change, the College will reestablish occupancy limits.
- Access to College Facilities will be dependent on CUNY's surveillance testing for unvaccinated individuals or individuals who have not provided proof of vaccination, whom are required to submit a test every 7 days. For unvaccinated individuals, continued access to on-campus activities will be contingent on regular submission of a negative test. In addition vaccinated individuals must provide proof of vaccination.
  - o All visitors are encourage to schedule their visits in advance, to facilitate campus access, services, and/or assistance.
  - o 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.
    - ▪ 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 of more.
    - ▪ Visitors under the age of 5 do not have to comply with any COVID-19 vaccination or surveillance testing requirements unless they are enrolled in programs, but are subject to mask requirements.(see below chart for details)

TYPES OF UNDER 5 GROUPS	DESCRIPTION	CUNY PROTOCOL
1. Accompanying a visitor	Children accompanying a visitor who have business to tend to on campus for a limited time.	• Exempt from testing • Require masking for those 2 and up.
2. Attending events	Children attending an event, performance, or assembly where a large group will congregate for an extended period.	• Exempt from testing • Limit access on campus • Require masking for those 2 and up and enforce social distancing
3. Enrolled in programs	Children who routinely come to CUNY facilities to participate in a program.	• Require Weekly Testing • Require masking for those 2 and up.

- LaGuardia will post conspicuous health advisory, traffic direction-flow signs (as applicable), affix social/physical distancing floor markings, in various areas including elevator lobbies and entrances. Occupant capacity signage will be posted in large public serving areas that serve vaccinated and unvaccinated individuals, to ensure proper social/physical distancing and to prevent congregation. Posters will be placed throughout to encourage use of stairs to limit density in elevators. **See Attachment B: Signage Plan for details.**

Reconfigured Floor Plans:
Note: Based on recent CUNY guidance, distancing and occupancy requirements given below will only be applicable to unvaccinated and not fully vaccinated individuals.

If distancing requirements change, the College will reestablish occupancy limits. Signage will continue to promote and encourage social distancing.

- The College has reconfigured the use of classrooms and other places where students and faculty gather, so that individuals can adhere to social/physical distancing requirements (i.e. six feet) in all directions, as applicable. There will be no sharing of workstations. However, provisions are made to clean and disinfect shared equipment between users.
    o If distancing requirements are relaxed, demarcations will be reestablished with shorter distances between markings.
- The College will reconfigure all accessible areas of seating by removing or blocking chairs and tables to reduce occupancy as needed.
- **Plans developed for this purpose are shown in the Attachment A: Social/Physical Distancing Plan**

Signage

- The College will post signs throughout the campus, consistent with NYS Department of Health (NYSDOH) COVID- 19 signage. Signage is used to remind individuals to: stay home if they feel sick; cover their nose and mouth with an acceptable face-covering; properly store and, when necessary,

discard PPE; adhere to social/physical distancing instructions as applicable; report symptoms of or exposure to COVID-19, and how they should do so; follow hand hygiene and cleaning and disinfection guidelines; follow respiratory hygiene and cough etiquette. **See Attachment B: Signage Plan for more details.**

- o Identifiable, uniform, simple, and clear signage will be deployed throughout all interior and exterior areas on campus. This "universal signage" will be posted in all areas that are unlocked and available, including entrances, exits, elevators, stairwells, hallways, restrooms, offices, classrooms, libraries, cafeterias, laboratories, studios, and other gathering spaces. The College will make use of its inventory of digital screens as well as printed and laminated signage.
- o The College will utilize the Center for Disease Control and Prevention (CDC) COVID-19 signage for use on campus as needed.

- In addition to personal health guidelines, signage includes information such as directional cues, occupancy limits, traffic patterns where applicable, and other campus policies as applicable based of updated CUNY relaxation physical/ social distancing requirements for vaccinated individuals.
- Social/physical distancing markers are posted around the workplace, using signs that indicate applicable social/physical distance, in commonly used areas and any areas where lines are commonly formed or people may congregate (i.e. break rooms, touchless drinking dispensing stations etc.)

B. Gatherings in Enclosed Spaces

The College encourages minimizing non-essential gatherings and meetings (e.g. extracurricular activities, in-person office/staff meetings) by minimizing in-person meetings and relying on video or teleconferencing technology where possible.

The College will gradually reopen non-essential amenities, and communal areas
- When requested, cleaning and disinfecting supplies will be made available, in break areas, for individuals to disinfect before and after the use of the area, as feasible in addition to periodic cleaning performed by cleaning staff.
- Water coolers without automated sensor activation mechanism will be disabled/taped off, until further notice. Sensor activated bottle refilling stations will be cleaned at least twice daily.
- Where vending machines are used, the College will provide a nearby hand sanitizing station and custodial staff will clean and disinfectant routinely throughout the day.
- Activities will be batched in cohorts, where possible, so employees can adhere to social/physical distancing, as applicable and reduce the number of hands touching products at the same time.
- Employees and occupants will be prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

The College will limit the use of tightly enclosed spaces (e.g. supply rooms, kitchens) by more than one individual at a time, all employees in such spaces at the same time must wear an acceptable face coverings, which fits well and can be worn consistently. Campus Facilities in developing campus-wide reopening plan, will also identify unsafe spaces (e.g., too small, no ventilation, bottleneck entry) and recommend approaches to deactivate those spaces.

General Guidance for Enclosed Spaces

This section provides a plan specific to services that cannot be effectively delivered at a distance and may

reopen gradually provided they meet New York State and University guidelines. Modifications will be made based on updated guidelines to reflect new requirements.

- All in-person events no longer require prior approval from the Reopening Committee. All conferences continue to be encouraged to be conducted via video or teleconferencing.

- All staff and faculty are encouraged to use virtual meeting platforms (i.e. Zoom, Microsoft teams), in lieu of in-person meetings as feasible.
- All non-essential amenities and communal areas will gradually reopen.
- Staff, students and faculty are encouraged to bring their own water bottles/coffee mugs and snacks.
- All food vending machines will be cleaned and disinfected on a daily basis. Sanitizing stations must be near the vending machine.
- All students, staff and faculty are prohibited from sharing personal items such as personal protective equipment, phones, computer equipment, desks, cubicles, workstations, office or other personal work tools.
- Restrooms will be opened.

HVAC and Water System

- College will perform daily maintenance inspection of HVAC systems. The inspection will include systems' performance, proper airflow, temperature and humidity.
- College will perform routine cleaning, testing and treating cooling tower water to prevent harmful bacteria including Legionella, as per applicable regulations.
- College will purge the air system for at least 4 hours prior to initial re-occupancy.
- College will clean the louvers and air intakes according to best management practices.
- College will replace AC and AHU filters after purging the system.
- College will run the AC units and AHU in occupied mode for at least 24 hours prior to initial re-occupancy for each Phase.
- HVAC serving occupied area will be scheduled to be on at least two (2) hours prior to the first scheduled occupancy of the day and will remain on at least for two (2) hours after the last scheduled occupancy to provide enough ventilation in exhaust in the occupied space.
- College will provide separate, negative air pressured spaces to isolate people experiencing symptoms on campus. (The specific locations of these spaces are depicted in Attachment A: Social/Physical Distancing Plan)
- College will maintain maximum fresh outdoor air intake to provide optimal design airflow regardless of reduced occupancy.
- Whenever possible, the College will increase ventilation of outdoor air (e.g., opening windows and doors) unless doing so poses a safety or health risk.
- Fans such as pedestal, desk or wall-mounted fans shall not be operated in common spaces such as classrooms and shared spaces.
- Any classroom or office space planned for use, with inadequate ventilation shall be identified. If possible, college will improve the HVAC system servicing space. Otherwise, a different room or space shall be assigned.
- All occupied spaces will be served by HVAC filters MERV-13 or better
- All water systems serving reoccupied spaces will be flushed for at least an hour prior to initial occupancy.
- The drinking water will be tested as per applicable regulations.

HVAC System Maintenance and Filter Replacement during the COVID-19 Pandemic:

- Filters should be changed with the system turned off

- Additional safety precautions are warranted to minimize risks associated with handling HVAC filters. Any workers performing maintenance and/or replacing filters on any ventilation system with a potential for viral contamination should wear appropriate personal protective equipment (PPE). The following PPE are recommended for use:
    - An acceptable face covering, which fits well and can be worn consistently
    - Protective eyewear (safety glasses, goggles, or face shield)
    - Disposable gloves
    - Disposable coveralls

Specific Spaces

This section provides a plan for specific services in preparation for Spring 2022, that cannot be effectively delivered at a distance and will gradually return to in-person operations, provided they meet New York State and University guidelines.

Note: Based on recent CUNY guidance, distancing and occupancy requirements given below will only be applicable to unvaccinated and not fully vaccinated individuals.

If distancing requirements change, the College will reestablish occupancy limits. Signage will continue to promote and encourage social distancing.

Cafeterias/Dining Halls

The Cafeteria equipment and services will remain closed until plans to reopen are approved. Cafeteria equipment and services will gradually resume operations as campus occupancy increases. The College will continue to plan and determine the best course of action as demand increases and future phases are implemented.

- Employees and students will be encouraged to bring their own food, while cafeteria services gradually resume and increase operation hours. Dining area(s) will be opened with limited seating designated only for the consumption of food and will be provided with cleaning and disinfecting supplies that may be used by students, faculty and staff.

- Physical Preparation:
    - Automatic sanitizing dispensers near doors and stairwell handles with signage will be provided.
    - Tableware items will not be made available (e.g. forks, spoons, napkins, straws and condiments, etc.) from communal spaces.

- Operational Preparation:
    - An acceptable face covering, which fits well and can be worn consistently, will be required in the area for all occupants. The only exception is while eating or drinking, providing social distancing is maintained.
    - The number of people who can sit together will be based on vaccination status, unvaccinated and not fully vaccinated must adhere to six feet social/physical distancing.
    - In the case of a confirmed COVID-19 case on campus associated with the dining area, this space will be closed to allow for contact tracing and disinfection. The College will conduct thorough cleaning and disinfection in line with NYSDOH guidelines, and inform all potentially exposed individuals of the requirement to quarantine and monitor health closely. The recommendation to seek medical attention, if COVID-19 related symptoms develop, will be made. (see Section II B: Hygiene, Cleaning and Disinfection for details)

- Cleaning Protocol:
    - Enhanced cleaning, disinfection and sanitization measures will be implemented.
    - The Dining areas will be thoroughly disinfected /sanitized a minimum of once a day.

Computer Labs

As campus occupancy and in-person classes increase, additional computer labs will reopen. The College will determine the best course of action as the phases are implemented.

- Laptops and tablets will continue to be loaned to faculty, staff and students for College related academic and official use, in compliance with THE CITY UNIVERSITY OF NEW YORK POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES.
- For approved in-person sessions, only preapproved/designated classrooms/ labs shall be used.
    - If these spaces have computers for instructional purposes, proper cleaning and disinfecting as per manufacturer's guidelines, and hand hygiene protocols must be followed.
        - All users must thoroughly disinfect their hands before and after using any computer terminal, the area will be provided with cleaning and disinfecting supplies that may be utilized by users as needed.
        - Hand Sanitizing Stations are installed in or near all computer labs and will be restocked as needed.
        - At a minimum, the area will be cleaned and disinfected once a day by custodial staff and high touch points will be disinfected at a minimum twice a day.

Conference Rooms

As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021) conference rooms will reopen.

- All non-essential/administrative meetings shall continue to be held remotely as feasible.
- Conference rooms are shared spaces therefore, an acceptable face covering, which fits well and can be worn consistently, is required at all times, regardless of vaccination status.

Elevators

The College will encourage all occupants to use stairs, as directed by posters and signage, in order to minimize elevator traffic.

- Physical Preparation:
    - The College currently limits elevator occupancy and provides hand hygiene stations at the elevator lobbies or near the elevator banks.
    - Signs will be posted near the elevators and standing area inside the elevator cab enforcing social/physical distancing and the use of face coverings. Signs will also be affixed to the floor demarcating places to stand in the corners of the elevator.
    - Additional signage will be posted to reinforce the use of face coverings and occupancy.

- Operational Preparation:
    - Maximum capacity must not exceed posted limit.
    - In addition, NYS Guidelines require that even with face masks in use, occupancy in small spaces (such as elevators) must not exceed 50% capacity of the space.
        - If distancing requirements are relaxed, the College will determine if the shorter

distances would allow for individuals on an elevator at one time. If shorter distancing allows for more individuals to occupy an elevator at one time, the College must ensure that the distancing occupancy does not exceed 50% as per current guidance.

- o Signage at the elevator lobbies will be in place to encourage users to avoid touching elevator buttons directly.
- o All users must have an acceptable face covering, which fits well and can be worn consistently, will be required in the area for all occupants.

- Cleaning Protocol:
  - o Custodial staff will be instructed to perform cleaning of high touch areas, such as elevator buttons a minimum thrice daily.

Outdoor Campus Grounds

As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021), outdoor campus grounds will be allowed to reopen as per distancing requirements (as applicable). The College will determine the best course of action as phases are implemented.

Gyms and Fitness Centers, Including Pools

As campus occupancy and in-person operations increase, and Phase III is implemented (June 2021) the Gym and Fitness Center, Including the Pool will be allowed to reopen under limited occupancies as per distancing requirements. They shall remain closed until plans to reopen are reviewed by the Committee and approved by CUNY and NYS. The College will determine the best course of action as phases are implemented.

Hallways and Stairwells

- Physical Preparation:
  - o Hallways and stairwells will be marked for bi-directional and one-way traffic flow as applicable.
  - o Automatic sanitizing dispensers will be placed near stairwell entrances.
  - o Signage to encourage social/physical distancing.

- Operational Preparation:
  - o An acceptable face covering, which fits well and can be worn consistently, is required. The only exception is while eating or drinking, providing social distancing is maintained.
  - o Loitering and gathering in the hallways and stairwells is discouraged. The hallways and stairwells will be monitored by college staff to prevent overcrowding and signage posted as a reminder to maintain social/physical distancing, as applicable and to discourage any loitering in hallways and stairwells.
  - o The College will consider establishing a reporting mechanism for individuals to report hallways or stairwells that are routinely overcrowded.
  - o Class dismissal may be staggered slightly to minimize crowding in hallways, lobbies and stairs.

- Cleaning Protocol:
  - o All high touch surfaces such as stairwell handles and railings will be cleaned throughout the day and disinfecting will take place thrice daily when spaces are occupied.

Kitchens

Kitchens will reopen in Phase III (June 2021) upon review and approval by the Committee. As services and campus occupancy increases, kitchens will gradually increase operations. The College will determine the best course of action as demand increases and future phase are implemented.

Lecture/Classrooms

As in-person classes gradually resume, only those rooms approved by Administration will be used. The Committee will survey and assess each room to specify the number of occupants based on the current social/physical distancing requirements.

- Physical Preparation:
    - Hands-on skills based instructions, and at minimum 25% of courses/ sections, will be conducted on campus with a focus on a gradual increase as required.
    - The distance between seats shall allow for social/physical distancing requirements, as applicable.
    - High-touch communal resources, such as whiteboard markers, erasers and staplers have been removed from classrooms. Lab personnel and instructors will be provided supplies of resources for individual use only.
    - "Do not use" markings will be affixed to furniture to indicate safe distances where students may sit, as applicable.
    - Classroom/lab diagrams have been prepared in compliance with the CUNY Guidelines and in consultation with program staff. The final plan will be shared with instructors and staff upon approval for compliance, as applicable.

- Operational Preparation:
    - In-person courses – at a minimum, 25% of academic courses/sections will return to in-person learning including those who have conducted in person/hands on instructions in earlier phases. In-person courses, herein, are defined as any instructional course that requires students to be on campus for any portion of the semester (generally once a week). If a course is held in-person, ensure that there is a remote substitute for any quarantined or high-risk students. (25)
    - Delivery of the required in-person instructions to any quarantined or high-risk students will be postponed until they are safe to conduct or a remote substitute is developed with proper approval.
    - All students and instructors will be required to wear an acceptable face covering, which fits well and can be worn consistently.
    - Additional PPE is recommended for students and employees who cannot maintain the social/physical distancing requirements (i.e. six feet), to perform their specific close contact tasks as applicable. The College will have adequate PPE supplies for use by employees as needed. (*See* Attachment *C:* Protective Equipment Requirements for details.)
    - The class schedules will be staggered or organized in cohort groups to limit the number of occupants in the classrooms and prevent overcrowding in the common areas, as feasible. Each course returning to campus will be required to have an attendance schedule. The plan shall indicate whether staggered schedules or cohort groups will be implemented and the number of students to be in a classroom at any given time per day. (25)

- Cleaning Protocol:
    - Automatic sanitizing dispensers will be provided near the classroom.
    - The College will deep-clean each classroom, lecture hall or laboratory at least once a day.

Lobby and Common Areas

- Physical Preparation:
  - In addition to social/physical distancing measures for the unvaccinated or not fully vaccinated individuals, plastic or Plexiglass barriers must be installed at each Public facing post located at the building entrances, common areas and lobbies to provide additional safety protection.
    - Note: where not feasible, face shields will be provided to the employees
  - All waiting area seating will be blocked off or removed to ensure appropriate spacing between individuals, as applicable:
    - Center III lobby fabric-upholstered seating shall be removed. The remaining furniture shall be reconfigured to allow for social/physical distancing.
    - E-building Atrium furniture shall be reconfigured to allow for social/physical distancing.
    - Hallway benches shall be marked "Do not Sit "
  - Break rooms will be restricted to ensure maintenance of social/physical distancing protocols, as applicable.
  - Signs will be affixed to walls and floors to regulate the use of common areas and social/physical distancing measures in accordance with public health rules and guidelines, as applicable.
  - Reception areas will gradually reopen.
  - Visitors are encourage to schedule their visits in advance, to facilitate campus access, services, and/or assistance.
  - Visitors will not be allowed to enter College facilities, without proof of vaccination, negative COVID test result within the 7days of visit, or completing a screening protocol.

- Occupancy Preparation:
  - Waiting areas will be utilized only when absolutely necessary. Loitering or socializing is discouraged.
  - An acceptable face covering, which fits well and can be worn consistently, required for all occupants.
  - Doors shall be kept open to avoid high touch points and to allow for enhanced ventilation, when feasible.

- Cleaning Protocol:
  - Common areas (e.g., lobby, security check-in) will be cleaned and disinfected daily at minimum.

Office Space

- Physical Preparation:
  - Signage will be posted to maintain the "Social/Physical Distancing" requirements, as applicable.
  - The occupancy of the office will be limited based on size of room and implementation phase.
  - Conference rooms can be used with limited occupancy, however virtual meetings are encouraged
- Operational Preparation:
  - Faculty, staff and students not working in individual offices (e.g., those working in cubicles or on the open floor) must wear an acceptable face covering, which fits well and can be worn consistently.
  - Staff and Faulty will follow staggered schedules where possible to reduce capacity, supervisors will coordinate access following Section IIC: "Phased Reopening", as feasible.

- Cleaning Protocol
  - Offices will be inspected and cleaned before reopening. General routine cleaning practices

will resume when space is reoccupied. Custodial staff will disinfect on a daily basis. Occupants of the College will be vested with the responsibility of cleaning their personal work areas.

- o The Office of Environmental Health and Safety will review the cleaning protocol performed, and inspect offices before reopening.
- o All HVAC filters for the occupied space have been replaced, equipment is thoroughly cleaned and inspected for mold, drains have been flushed and all plumbing devices in accessible restrooms and public areas have been activated to eliminate presence of stagnant water.

Restrooms

- Physical Preparations:
  - o The college has installed paper towel dispensers and has disabled/taped off hand dryers.
  - o All restroom plumbing devices/ soap dispensers/paper towel dispensers are already equipped with touchless sensors to minimize device contact.
  - o Health advisory messages/signs will be posted in the restrooms to communicate the importance of hygiene, social/physical distancing and wearing of masks. All restrooms will have signs asking employees to wash hands before and after using the restroom.
  - o Trash containers will be placed by the door where the door cannot be opened without touching the handle.
  - o Hand sanitizing dispensers will be located near restrooms prior to re-reopening.

- Operational Preparations:
  - o An [acceptable face covering](#), which fits well and can be worn consistently, shall be required of all occupants.

- Cleaning Protocol:
  - o Restrooms shall be cleaned and sanitized frequently throughout day.
  - o All high touch surfaces will be wiped down with disinfectants by custodial staff thrice daily.
  - o Restrooms will be deep-cleaned once per day.
    Documentation detailing methods, chemicals utilized, schedules, inspection reports and training records should be made available, upon request.

Waiting Room for Emergency Response

- Physical Preparation:
  - o The College has designated rooms in E and Center III buildings to be used as waiting rooms for emergency response, in the event an individual becomes symptomatic and is not well enough to safely go home or seek medical attention on their own. **(See Attachment A: Social/Physical Distancing Plan)**
  - o Negative air machines with HEPA filter will be installed in each room to provide negative air pressure.
  - o The room will be equipped with an infrared thermometer, sanitizing wipes, tissues and hand sanitizers.

  - Operational Preparation:
    - o Space will be labeled "Restricted Area" "Authorized Personnel Only".
    - o The individual will be held in the designated location until first responders (e.g. paramedic/EMT or ambulatory service) arrive to transport them to a medical facility.
    - o When feasible the room will remain closed for a minimum of 24 hours prior to cleaning and disinfection. (see Section II B: Hygiene, cleaning and disinfection for details)
  - Cleaning Protocol:
    - o The College will follow CDC guidelines on "Cleaning and Disinfecting Your Facility" and provide for the cleaning and disinfection of area.

C. Operational Activity

The College will have an approved updated reopening plan in place, as per Part 1.B Governance, before anyone other than essential workers enter the campus (with limited exceptions, as approved by New York State, such as Research and Incubator-type facilities). All campus occupants must adhere to all College requirements. (18)

General Considerations

The Coronavirus Campus Coordinator, along with the Communications Subcommittee will work with the Office of Human Resources to notify faculty and staff of new workplace policies and changes prior to reopening and upon resuming operations. The College will provide:

- CUNY's Flexible Work Guideline workshops will be conducted by the College's Office of Human Resources, to assist Directors/Managers in determining scheduling/remote work arrangements for their respective areas.
- Awareness training on cleaning and disinfection along with proper use of PPE, and other precautionary measures (5).
- Staff shall confirm with their manager or supervisor when they will be permitted to return to campus, and what their responsibilities are (34).

- Any person entering the College will be required to submit proof of vaccination or a negative COVID-19 PCR test result within 7 days of campus visit via the CUNY Access Pass in Cleared4, or complete a screening protocol.
- All individuals who are vaccinated, not fully vaccinated, or unvaccinated must wear an acceptable face covering , which fits well and can be worn consistently, while on campus, in shared spaces regardless of physical distance from others.
- Only exceptions are:
  - While briefly eating or drinking, providing social distancing is maintained
  - Vaccinated individuals who are the sole occupant of an office
  - 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).
- Dependent on COIVD transmission rates, community spread, and current governing agencies guidelines the College may choose to relax mask mandate at a later time.
- All staff, students and instructors will be informed of the mask requirements. In addition, vulnerable populations will be provided reasonable accommodations without any negative repercussions.
- If an occupant refuses to abide by the College's mask requirements while on campus, they will be prohibited from remaining on campus until the individual complies with an acceptable face covering requirement.
- Before returning to campus, all employees must complete all applicable trainings
- All individuals on campus should carry a College/CUNY ID or the LaGuardia app at all times. You can access your ID through the LaGuardia app.
- Gathering and congregating in communal spaces is discouraged.
- The College will provide signage affixed to floor and walls as a reminder/guide at entrances, elevators, and bathrooms for teams or cohorts to limit density and prevent cross contamination where applicable.
- The College will encourage walk or bike to campus. Racks will be provided at the college's parking lot at no charge for users to secure their bikes.
- The College will encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, encouraging them to commute during less busy times and wash their hands as soon as possible after their trip.

- The College will train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings in accordance with CDC requirements.
- If COVID-19 cases develop, campuses will restrict social contact and mobility across campus particularly in affected areas (e.g. shutting down some functions).
  - The College will temporarily move all affected classes/offices involving an infected individual to online/remote until contact tracing protocols are completed and the area(s) is cleared for re-occupancy.

Student COVID-19 Conduct Protocol

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

- always wearing an [acceptable face covering](#), which fits well and can be worn consistently, will be required while on campus
- maintaining social/physical distance requirements (i.e. six feet for unvaccinated or not fully vaccinated individuals) on campus and when gathering with individuals outside the classrooms and other areas, as applicable
- limiting the size of on campus gatherings, as feasible
- minimizing and limiting the size of events gatherings with other students, as feasible

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

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

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

Operational Considerations Involving Online Course Teaching and Learning Support:

To allow faculty, staff and students to prepare and create conditions for an effective semester and recognizing that some instruction will be delivered online, the College shall ensure that instructional delivery and student support is guided, first and foremost, by our commitment to equity and our obligation to protect the health and safety of all students, faculty and staff, along with our commitment to facilitate the maintenance of academic momentum and the achievement of learning outcomes for all LAGCC students.

- **Faculty Professional Development** – the College will provide professional development and support, for faculty and staff, on effective online teaching and remote student support services.
- **Instructional Technology Literacy** – the College will provide online training modules for all educational technology platforms, broadly used at the College, so as to ensure the necessary preparation and certification of students and faculty prior to the beginning of the session.

- **Instructional Technology Software Platforms** – the College will ensure necessary instructional technology software is available and properly supported for both students and faculty.
- **Online Behavior Best Practices Protocols –** the College will provide faculty and students clearly stated language about appropriate behavior in an online learning environment. This will include a delineation of freedom of speech and acceptable behavior versus abuse towards faculty and fellow students. The College will also provide both faculty and students a clearly stated procedure for reporting of any abuses.
- **Campus services –** Most are offering support to students by email and/or by phone. All campus services and contact information are listed on the College's [Campus Services](#) page, including [Distance Learning Resources](#) and [Faculty Resources](#). LAGCC will ensure that the whole of its website provides up to date information necessary for the proper functioning of the College. This will include regular fact checking and regular updating where necessary.
- **Technologies –** The College has purchased and distributed laptops, chromebooks, and hotspots. In addition the College will purchase headphones and webcams (for faculty computers in offices to conduct online classes or online office hours). Some computers, particularly for adjunct faculty, will be upgraded. If feasible, a small number of classrooms will be upgraded to accommodate classes taught in the "Hyflex" modality.

Operational Considerations for Vulnerable Populations:

The College, for this Plan, will provide options for Vulnerable Populations, including:
- [CUNY's Flexible Work](#) and [Reasonable Accommodations](#)
- Faculty and staff at higher risk for severe illness including older adults and people of all ages with certain underlying medical conditions that limit their exposure risk (e.g., telework and modified job responsibilities). Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities or delay the required in-person training).
- The College will inform faculty to check in with students as frequently as possible and work with Student Affairs to report safety and welfare concerns to respective agencies, consistent with applicable law.
- Putting in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with HIPPA, FERPA and other applicable federal and state privacy and confidentiality laws.
- Students will be informed of the availability of services on campus for "food insecure" students.

Operational Considerations for Students:

The College's efforts to support the needs of various student bodies include but are not limited to
- The LaGuardia Foundation
  - o   Provide emergency aid to students throughout the pandemic period.
- Student support services (e.g., advising, transfer services, financial services)
  - o   Provide robust virtual systems to provide students with needed information and support.
- The Wellness Center
  - o   Provide an array of online services, including support groups for various constituencies and numerous online events related to wellness and mental health.

Operational Considerations for Reclosing in the Event of an Outbreak:

- The College will monitor health conditions to detect infection, with clearly defined measures, that will serve as warning signs that infection may be increasing.

- If the local health situation deteriorates or community spread is occurs on campus, the College will review the situation, consult with the Chancellery/COO's Office, local/state officials and health authorities to determine whether the campus needs to ramp down.
- The College has protocols for updating students, faculty and staff on the status of health markers across the campus.
- Any decisions regarding ramp-down will be widely communicated to ensure the safety of the CUNY-wide community.
- See Attachment F: Reclosing/Ramp Down Plan

D. Campus Deliveries and Drop-Off

- The College has designated area for pickups and deliveries. (41)
- The College has implemented alternative delivery/receiving protocols (e.g. curbside pickups for parcels as well as contactless deliveries and signature) and coordinate drop-offs remotely to avoid contact and overlap
- Signs are posted outside of the designated loading dock, with the name of the loading dock and main number for receiving and delivery.
- The College provides acceptable PPE for delivery workers and mailroom staff for the duration of the delivery process as applicable (28).
- Packages are delivered by a designated member of the receiving department at a designated location. The process can change as needed to support social/physical distance requirements.
- Appointments are required for any mail or package pickups, at designated locations.

II: Places

A. Personal Equipment

- The College will adhere to OSHA standards for personal protective equipment (PPE). Common PPE that will be used to protect employees and others include surgical/procedural masks, face shields, respirators, gloves and safety glasses. (22)
    - Cloth face coverings are not medical personal protective equipment. (9) Medical grade masks (N95) will be reserved for healthcare workers, first responders and those performing higher risk tasks that require close contact.
    - Cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for face covering requirements. For example, if N95 respirators are traditionally required for specific activities, a cloth or homemade mask will not suffice.

- PPE usage requirements, regardless of vaccination status:
    - All individuals who are vaccinated, not fully vaccinated, or unvaccinated must wear an acceptable face covering, which fits well and can be worn consistently, while on campus, in shared spaces regardless of physical distance from others.
    - Only exceptions are:
        - While briefly eating or drinking, providing social distancing is maintained
        - Vaccinated individuals who are the sole occupant of an office
        - 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).
    - Dependent on COIVD transmission rates, community spread, and current governing agencies guidelines the College may choose to relax mask mandate at a later time.
    - Acceptable face covering, include but are not limited to, cloth (e.g. homemade sewn, quick cut), surgical masks, KN-95 and N95 respirators, which fit well and can be worn consistently.
        - Surgical/procedural masks, cloth face coverings or respirators will not be required and should not be placed on:
            - Babies and children younger than 2 years old
            - Anyone who has trouble breathing or is unconscious
            - Anyone who is incapacitated or otherwise unable to remove the cover without assistance (9)
    - Employees, students, faculty, and visitors will be required to wear an acceptable face coverings, which fit well and can be worn consistently, in shared space/ common areas, regardless of vaccination status.
    - Vendors/Contractors will be required to wear an acceptable face covering, which fit well and can be worn consistently, while on campus.
    - The College will provide reasonable accommodations to employees/students that are unable to wear a surgical/procedural mask or cloth face covering due to medical conditions.
    - Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering, which fit well and can be worn consistently.
    - Employees must wear face coverings when interacting with clients or coworkers within a 6-foot distance and without a physical barrier (44).
    - The College will procure, fashion, or otherwise obtain acceptable face coverings and PPE, provide such coverings to their employees including, but not limited to those who directly interact with students or members of the public while at work at no cost to the employee, pursuant to NYS Executive Order 202.16, as amended.
        - The College follows CDC guidelines for Optimizing Supply of PPE and Other Equipment during Shortages and have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement (42).

- The procurement department works with Administration and the Office of Environmental Health and Safety to ensure that the College is procuring the appropriate quality and type of PPE.
- The College will have sufficient inventory of PPE prior to resuming any on-campus activities.
- All supplies are stored, tracked and issued by a designated department(s). Delivery of PPE, and other relevant supplies, will be coordinated by the designated department(s).

    - **See Attachment C: COVID-19 Protective Equipment Requirements for details**
  - Other high-risk employee groups that will be provided PPE (e.g., masks, face shields, glove and safety glasses, isolation gowns) include customer-facing employees, employees who regularly interact with non-employees, employees doing clinical/field work off campus and employees aiding a suspected or confirmed COVID-19 person (22).
  - The College is not responsible for providing students with PPE, except for specific academic programs as determined by the associated academic department or as needed, in an emergency.
  - Academic Programs that require students to engage in close contact simulations for instructional laboratories and complete field work (e.g., Nursing, PT, OT, EMT/EMS, and Medical Assistance, etc.) are required to develop a PPE protocol for the program in accordance with the College's PPE requirements and recommendations, CDC guidelines for Optimizing Supply of PPE and Other Equipment during Shortages and all applicable regulations. Procurement and distribution to ensure an adequate supply is available when PPE becomes soiled or damaged, is the responsibility of the associated academic department.
  - PPE Requirements:
    - On campus labs
      - The PPE required for students and employees participating in on-campus laboratory instructions, will be an acceptable face covering, which fits well and can be worn consistently.
      - Students and employees engaged in activities on campus that require individuals to come within close proximity of each other for an extended period of time of each other are recommended to use additional PPE. As deemed necessary, additional PPE consists of one of the following:
        - Face Shield with acceptable mask
        - Mask with attached shield
        - Protective eyewear with acceptable mask
    - Off-site clinical/field work
      - Students and employees attending clinical/ externships must follow the policies and rules of the sponsoring agency in terms of PPE and Hygiene.
      - In case the proper PPE is not provided by the sponsoring program, students and employees must bring the PPE with them, for use at the off-site facility clinical/ externships.
  - Staff that performs cleaning and disinfection must use disposable gloves; clean hands immediately after discarding gloves; wear eye protection when there is a potential for splash or splatter to the face; and wear gowns, aprons, or coveralls to protect clothing (18).
  - When occupying offices or enclosed private workspaces alone, vaccinated employees do not need to wear a mask or face covering. However, employees must be ready to wear/put on an acceptable face covering immediately, if an individual un-expectedly comes into their workspace. Employees must avoid touching their eyes, nose, or mouth when removing masks, and wash hands immediately before and after removal (7).
  - Face coverings should be cleaned by the user or replaced after use or when damaged or soiled. It may not be shared, and should be properly stored or discarded (41). The College will encourage all to follow CDC guidance for usage and cleaning, including washing and drying of face coverings.
- The College will allow any individual to wear their own protective face covering (e.g. surgical masks, N95, KN95, or face shields) as long as it complies with the College's policies and applicable regulatory requirements of

protection for the specific activity (41, 42). Employees shall follow their routine policies and procedures for personal protective equipment (if any) as required per all applicable OSHA standards. (41)

- The College, through its Office of Environmental Health and Safety, will train employees on how to adequately put on, take off, clean when applicable and discard PPE. Such trainings should be extended to students if the College or academic department is supplying PPE.

- The College will place plans and signage to limit the sharing of objects, such as laptops, notebooks, touch screens, writing materials, tools, keys and vehicles as well as the touching of shared surfaces, such as conference tables and registers, when it is not feasible employees will be required to wear gloves or practice proper hand hygiene.

- Protective eyewear
  - o Individuals engaged in activities that require them to come within close proximity of each other for an extended period of time of each other, may be required to wear protective eyewear (e.g. safety glasses, goggles and face shields), as deemed necessary.

- Gloves
  - o Individuals will be required to wear gloves while handling food products for consumption by others. (43)
  - o Individuals expected to collect or distribute materials throughout the workday (e.g., mail services, cashiers) will wear disposable gloves while handling materials and practice proper hand hygiene or use hand sanitizer after gloves are removed when a hand washing sink is not available.
  - o Individuals that require a specific type of gloves related to their job duties (i.e. chemical resistant gloves, heat resistant gloves, cut proof gloves, etc.) are to continue the normal protocol of use.

Disposal of Personal Protective Equipment:

- Cloth face coverings may be reused after proper washing with soap and water. If cloth face covering is damaged, it should be disposed of as regular trash.

- Gloves, facemasks, face shields or other PPE (i.e., gowns or coveralls) are to be disposed of as regular garbage.

- PPE that is soiled with blood or bodily fluids are to be disposed as biohazardous waste in designated biohazardous red waste collection bins.

B. Hygiene, Cleaning and Disinfection

- The College adheres to hygiene, 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.

- The College maintains logs that include the date, time, and scope of cleaning and disinfection. The College has identified a cleaning and disinfection frequency for each facility type and assigned responsibility.
  - o The Executive Director of Facilities Management and Planning or designee has established log, with the required information after each cleaning and disinfection activity. The Executive Director of Facilities Management and Planning or designee will determine cleaning regimens for specific spaces and to establish a frequency schedule for each facility type and the housekeeping team assigned to the task. The head of campus facilities/designee will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.
    - ▪ Each building is assigned a supervisor and a group of teams. Logs, checklists, and other forms of documentation are completed by building supervisor to track activities such as targeted deep-cleaning, disinfecting tasks, and other related activities. The data is collected daily or as appropriate, reviewed, and analyzed by the Superintendent and department manager. Based on this data, adjustments are made to maintain the Custodial Department's day-to-day operations efficiently. (see Attachment D: Cleaning and Disinfection Plan for details)

- The College provides and maintains hand hygiene stations around the institution, as follows (44):

- o For hand washing: soap, running warm water, disposable paper towels, and a lined garbage can.
- o For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- o Touch-free hand sanitizer dispensers are available throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies.
- o Signage will be posted 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. (see signage for additional information)
- o The College recommends and reinforces hand washing with soap and water for at least 20 seconds, through posted signs.(9)
- Receptacles will be placed around the institution for waste disposal including paper towels and PPE. (41)
- The College provides 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 manufacturers' instructions for use before and after use of these surfaces, followed by proper hand hygiene techniques.
- Campuses may provide such supplies for others.
    - o To reduce high-touch surfaces, touch-free amenities such as water fountains, hand sanitizer and paper towel dispensers will be installed. (41) Where installing touch-free amenities is not feasible, the College will at a minimum, make hand sanitizer available near high touch surfaces.
    - o Occupants of the campus will be vested with the responsibility for cleaning their personal work area. The College will provide workspaces with cleaning supplies to support self-servicing of touch points, as feasible.
        - ▪ For college-owned vehicles, drivers will clean and disinfect high touch points on and in vehicles before and after each user. Disinfecting supplies will be stored in each vehicle. (18)
        - ▪ College Laboratory Technicians or designated personnel are responsible for cleaning and disinfecting laboratory equipment including, bench tops after each class.
        - ▪ Designated IT technicians, or personnel responsible for the maintenance of computer lab equipment, are responsible for cleaning and disinfection of the keyboards as needed.
- The College will conduct regular cleaning and disinfection of the facilities as per NYSDOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19" (see Attachment D: Cleaning and Disinfection Plan for details)
    - o Cleaning and disinfection is rigorous and ongoing and occurs at a minimum once daily, or more frequently as needed.
        - ▪ Routine cleaning and disinfection continues for all non-shared/common area(s) per the custodial schedule.
        - ▪ Cleaning and disinfecting of frequently used/ touched common areas will occur thrice a day (e.g., elevator keys, restrooms, railings, grab bars).
        - ▪ Restrooms are cleaned and sanitized frequently throughout the day and deep-cleaned once a day.
- The College ensures a sufficient inventory of cleaning and disinfection products.
    - o The procurement department works with Administration and the Office of Environmental Health and Safety to ensure that the College procures the appropriate products.

- The College uses Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19 will be used as disinfectants.
    - o If cleaning or disinfecting products, or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, either the use of hand hygiene stations in between and/or disposable gloves, and/or limitations on the number of employees using such machinery requirement will be enforced. (42)

- The College follows CDC guidelines on "Cleaning and Disinfecting Your Facility" if someone is suspected or confirmed to have COVID-19(41)
    - The campus provides for the cleaning and disinfection of exposed areas in the event an individual is suspected/confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy traffic areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles, etc.). (41)
    - Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, bathrooms, and common areas will be closed off immediately when feasible. If not feasible to close off the affected area(s), the College will close operations as applicable. (41)
    - Closed areas are to remain closed for a minimum of 24 hours before cleaning/disinfection procedures begin. If 24 hours is not feasible, wait as long as possible following the Office of Environmental Health and Safety (EHSO) directives.(41)
        - Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven (7) days before handling
    - Upon notification of a confirmed COVID-19 case, outside air intake will be increased and when feasible outside doors and windows will be opened to increase air circulation in the area prior to the cleaning/disinfection. (41)
    - Upon notification housekeeping department will schedule and perform a rigorous cleaning and disinfection of the area(s) (i.e. offices, classrooms, bathrooms, and common areas) of concern following EHSO directives. (41)
    - Only EPA registered antimicrobial products given on "*List N: Disinfectants for use against SAS-CoV-2, the cause of COVID-19*", will be used at the College.
    - If the scope of the cleanup is beyond the capability of the housekeeping personnel, a certified outside vendor may be hired to perform the cleaning and disinfecting.
    - Any area that is not cleaned must remain closed for a minimum of seven (7) days as per current guidance from the CDC.
    - 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. (41)
    - If the machinery or equipment in question are not accessible to employees, or have not been used by someone infected with COVID-19, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue.
    - If machinery or equipment are thought to be contaminated or is shared by many, disinfect surfaces using EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 and that are appropriate for the surface before and after use followed by proper hand hygiene.
    - If machinery or equipment are thought to be contaminated and cannot be cleaned, they are to be isolated for seven (7) days before handling.
    - Area(s) of concern, are not to be reopened until cleaning and disinfection has been completed and cleared for occupancy by EHSO.
        - 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. (41)
- The College will avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas).

C. Phased Reopening

The College will implement a gradual increase of the number of activities on campus and in the field while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and social/physical distancing protocols, as applicable (36). Every effort will be made by the College to keep all activities that can be performed remotely, remote and online, and avoid in-person on-campus activities to the extent possible. All proposed plans to resume on- campus activities will be assessed by the Reopening Committee, as necessary.

Note: Members of the campus community will not be required or permitted to return to campus if campus reopening plans, as approved by the Chancellery/COO's Office, determines that particular sets of activities can, and should, be accomplished remotely (34).

General

- The College's Campus Coronavirus Coordinator is designated by the College as the campus safety monitor whose responsibilities include continuous compliance with all aspects of the campus's plan and reporting to the designated governance accordingly.
- Per NYS Guidelines, the College will phase-in reopening activities to allow for operational issues to be resolved before activities return to normal levels.
  - The College will implement CUNY's Flexible Work and Reasonable Accommodations guidelines, and approve in-person activities. A phased reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new telework/telecommuting policies, flexible learning/grading policies, etc. (41)
- Transitioning between phases are condition-based, and assessed through a periodic risk analysis (25), and upon up-to-date information about the health of the CUNY community as reported in daily campus Coronavirus Liaison reports and consultations with State and local health officials.
- On-campus activities from any present phase will be shut down quickly if a return to an earlier phase is required. Should public health conditions change for the worse in any phase, activities will be ramped down accordingly.
- For any activity proposed to resume on campus:
  - The plan will include specific conditions, including type of activity, density, staggered schedules, social/physical distancing, cleaning/hygiene protocols, and other requirements, as applicable. Each plan will include the data and guidelines from the previous phase, to help assess capacity and best practices as the College gradually reopens.
- Prior to commencing reopening, the College will establish plans for:
  - Flexible Work Arrangements
  - Required face coverings
  - Social/physical distancing between building occupants, as applicable
  - Self-checks and testing
  - Cleaning and disinfecting
- Throughout any phased return to campus, the College will implement social/physical distancing, use of PPE and cleaning protocols, as applicable (11).
- The College provides reasonable accommodations to students, faculty and staff who have a medical condition or other applicable risk factor.
- In addition to following a risk-based approach, the College will periodically evaluate the status of its reopening phase to advise the Chancellery/COO's Office of its intent to safely proceed to the next phase of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next phase of reopening.

- In progressing through each phase, the Chancellery/COO's Office and the College's Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach.
- The College will require the development of individualized plans for each course/program and activity, prior to resuming on campus activities, as applicable. The following, along with public health protocols, will be considered at each Phase, as applicable based on current guidelines:
    o Availability of PPE for the campus.
    o Provisions for hand sanitizer and enhanced cleaning and disinfecting.
    o Social/Physical distancing plan: social/physical distance and occupancy requirements
        ▪ Number of students and faculty present in each session
        ▪ Length of each session
        ▪ Nature of activities
    o Required trainings for faculty, staff and students prior to returning to campus, as applicable.
    o Public health practices: face coverings, social/physical distancing, cough/sneeze etiquette, hand hygiene.
    o State of mass transit as many faculty, students, and staff come to the campus via public transportation.
    o College's communication plan.
    o Provisions for populations.
    o Thresholds for moving to the next Phase, as well as thresholds for possible ramp down or closure will be closely monitored. (All city, State and CUNY public health protocols will be followed)
    o The Reopening Phase Plan will be constructed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases. See Attachment E: Phase-In Plan for details.
        ▪ Phase 0 – essential staff only and operations (March 2020-August 2020)
        ▪ Phase I – Maximum occupancy: contingent on social/physical distancing capacity, up to 25% of normal campus occupancy(September 2020-December 2020)
        ▪ Phase II – Maximum occupancy: contingent on social/physical distancing capacity, up to 50% of normal campus occupancy (January 2021-May 2021)
        ▪ Phase III – Maximum occupancy: contingent on current social/physical distancing capacity requirements, up to 75% of normal campus occupancy (June 2021- TBD)
        ▪ Phase IV– Fully Reopened at 100% of normal campus occupancy (TBD)

D. Communications Plan

The College has developed a communications plan **(provided in Attachment G: Communication Plan)** for students, parents or legal guardians, employees and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with updated information. The Chancellery and the Provost's Office will continue to communicate CUNY-wide information and policy via CUNY's Coronavirus Update page, while campuses will communicate information specific to their community.

- The College will engage with their community members (e.g. employees, students, interested organizations) when developing reopening plans. Plans will identify who were the groups of people involved and engaged throughout the process**. (See Attachment I: Campus Reopening Committee Members for details)**
- Various elements of campus reopening plans will be communicated to College stakeholders, particularly students, faculty and staff. The College will have flexibility to release messaging specific to their plans.
    o Campus communications will be made available/archived in a single location on campus website and will acknowledge CUNY's Coronavirus Update page: https://www.cuny.edu/coronavirus/
- The College has identified its Director of Marketing and Communication, Georgina (Gina) Taraskewich, to coordinate all COVID-19 related communications and to coordinate with their Campus Coronavirus Coordinator and the Chancellery/COO's Office.
- LaGuardia utilizes a variety of methods/platforms for communicating with students/faculty/staff (e.g.

developing webpages, emails, texting, social media and other options to share instructions, training, signage and information). See CDC communications resources which provide a social media toolkit, print material, videos, etc., at: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html.

- o The College will use different communication tactics for each stakeholder group.
  - ▪ Administrators, department leaders, faculty, staff: email, virtual forums/town halls
  - ▪ Students and parents: email, texting, social media, virtual forums/town halls, website/hotline
  - ▪ Alumni: email, website/hotline
  - ▪ Local community: email, social media
- The College utilizes the communications channels consistently as a means to provide updated information. **(See Attachment G: Communication Plan for details)**.
- The College's communications approach emphasizes transparency that is customized to the campus:
  - o Communicate to students/faculty/staff what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
  - o Communicate to faculty and staff any required training to help them adjust to new campus behaviors.
  - o Communicate plans for reopening and drive adherence to new protocols within those plans. (Information and guidance for students and their parents also will be essential).
  - o Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback (5).
  - o The College will train all personnel on new protocols and frequently communicate safety guidelines.
  - o LaGuardia encourages all to students, faculty, staff and visitors to adhere to CDC and NYSDOH guidance regarding the use of PPE.
  - o Coronavirus Campus Liaison upon the identification of positive cases shall immediately notify the SVC for Institutional Affairs and the Campus Coronavirus Coordinator. The Campus Coordinator will ensure that the local/State health officials are immediately notified and will work with the Reopening Committee and the Chancellery/COO's Office on subsequent communications.
  - o Coronavirus Campus Liaisons provide information on the health of the campus community to the SVC for Institutional Affairs and the Campus Reopening Committee, which can then prepare communications as needed. Campus Reopening Committee(s) will be responsible for answering questions from students and faculty regarding COVID- 19 health emergency and plans put forward by the institution.
    - ▪ Campus Reopening Committee(s) work closely with the Chancellery/COO's Office to monitor health conditions and jointly develop monitoring strategies.
    - ▪ The Campus Reopening Committee(s) work closely with the Chancellery/COO's Office to coordinate with local health departments, as needed, and other higher education institutions.
- The College's signage plan is included in Attachment B of this document. Signs are posted and maintained in high visibility areas inside and outside of each building (including common areas, restrooms, shared office spaces, classrooms, etc.), such as signs provided by CDC on promoting everyday protective measures and describing how to stop the spread of germs, properly washing hands and properly wearing a cloth face covering.

  - o The signs communicate
    - ▪ Reminders of proper hygiene, social/physical distancing requirements, appropriate use of PPE, and cleaning and disinfecting protocols;
    - ▪ Specific room or space occupancy limits, if applicable; and
    - ▪ Additional precautions that must be observed for unique spaces
  - o Floor markings or barrier tape may be used where necessary to promote social/physical distancing (36). For more information on signage see Part 1, Section II. A. 'Social/Physical Distancing' and Section I. B Guidance for Specific Spaces.

- The College will announce via email, and as per College's Communication Plan **(See Attachment G: Communication Plan for details)** our policies, as well as the existence and application of departmental safety plans and the campus-wide plan. Safety plans will be conspicuously posted in applicable public places on campus.
- Public Safety personnel are trained on campus policies and safety plans, as well as their enforcement,

including identifying and recording violations and how to manage non-compliance. (18)(41)

- In all rented spaces where the College operates, the designated person(s) work with building management to help facilitate any building-wide communications.
- Campus communications plan(s) require that anyone receiving essential visitors expected to enter the site will provide the head of campus facilities with a log of those essential visitors expected to enter the building (41) and coordinate with building management (e.g. Third-Party Contractors)
- Crisis-specific principles to guide all messages:
    o Communicate clearly, simply, and frequently (25).
        - Focus on best practices, what people should do, not what they shouldn't do
        - Tailor messaging to specific groups
        - Repeat health risk-related messages multiple times
        - Messaging about preventing deaths is more effective than messaging about saving lives
    o Choose candor over charisma (25).
        - Focus on facts and transparency
        - Engage stakeholders and share your experience
    o Revitalize resilience (25).
        - Celebrate the positive
        - Give people ways to contribute
        - Reinforce a common social identity
    o Distill meaning from chaos (25).
        - Set clear goals and be accountable
        - Respond to criticism constructively

III. PROCESSES

A. Screening and Testing

LaGuardia Community College has designated, V.P. of Finance and Administration, Shahir Erfan, as the College's Coronavirus Campus Coordinator to act as the central point of contact(s) and whose responsibilities include continuous compliance with all aspects of the site safety plan. The Coordinator may delegate responsibilities depending upon activity, location, shift or day. The Coordinator is responsible for receiving (from Coronavirus Campus Liaisons or other health care personnel), and at testing to having reviewed, all screening activities (as applicable). The Liaison will receive, compile and report COVID-19 exposures.

Returning to Campus

The following protocols are established and publicized and strictly enforced thereafter.

- The College communicates that employees who are sick must stay home or return home if they become ill at work.
  - o The College ensures that faculty, staff, and students know they must not come to campus if they are sick, and must notify CUNY officials (e.g., Coronavirus Campus Liaison, HR or the Health Center) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Any student, faculty, or staff member who has tested or been diagnosed with COVID-19 must notify the Coronavirus Campus Liaison via the applicable email:
  - o Employees: EmployeeReportCOVID@lagcc.cuny.edu
  - o Students: StudentReportCOVID@lagcc.cuny.edu
- Before returning to campus, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 are to follow CUNY Quarantine and Isolation procedures, as applicable:
  - o quarantine☐☐
  - o isolate☐☐☐
- Campuses should remain aware that quarantine of students, or employees may be required after travel, per current CDC and NYSDOH guidance.
- Additional guidance can be found on the College's website.

Screening:

The College's screening protocol is depicted in **Attachment H: Screening Plan** and the following will be implemented:

- In the case of an emergency, where screening is required on-site screeners will be provided with and use PPE, including at a minimum, an acceptable face covering or mask, which fits well, a single pair of disposable gloves and may include a gown, and/or a face shield.
- The College follows current screening protocols set forth by CUNY and outlined in the guidance, including instructions to employees on when to return home and when to return to work.
  - o CUNY has implement surveillance testing for unvaccinated individuals or individuals who have not provided proof of vaccination, who will be required to submit a test every 7 days. For unvaccinated individuals, continued access to on-campus activities will be contingent on regular submission of a negative test.
  - o Vaccinated individuals shall provide proof of vaccination, via CUNYFirst. Information is to be uploaded at minimum ten days prior to returning to work, on-campus.

- Based on CDC guidance, CUNY stopped entry health screening and rely on individuals to stay home when they are sick
- The Coronavirus Campus Liaison receives all relevant information electronically (as will the SVC for Institutional Affairs). The Liaison secures, reviews and provides this information to the SVC for Institutional Affairs and the Campus Reopening Committee
  - o Records shall be secured and reviewed on a daily basis by the College Coronavirus Liaison.

Testing
The College will follow the latest screening, testing and vaccination requirements, as approved by CUNY.

- Requirement for unvaccinated individuals to participate in CUNY's weekly surveillance testing program has been implemented.
  - o The College is one of twenty [CUNY testing locations](#) to cover testing population.
  - o Unvaccinated individuals will have the option of going to any of the CUNY locations to get tested regularly.
  - o ⧠⧠⧠ss to CUNY spaces
- Testing requirement for those who have traveled:
  - o All individuals should follow the CDC d[omestic 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.
- All individuals who have tested positive for COVID-19 or have any Symptoms of Coronavirus, please stay home, self-isolate, and immediately notify the College Coronavirus Designees using the applicable email:
  - o Please include full name and contact number. In addition, employees notify your supervisor(s). All members of the Contact tracing team, including the Coronavirus Coordinator (Shahir Erfan) and Liaison (Reisy (Theresia) Litvay-Sardou), will have access to the below email accounts and will be checking them frequently, throughout the day, including off hours and weekends (any notifications received after 9pm-7am may experience a delayed response).
  - o **Employees:** EmployeeReportCOVID@lagcc.cuny.edu
  - o **Students:** StudentReportCOVID@lagcc.cuny.edu
- 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 HR office.

Vaccination:

- The College encourages all to get vaccinated via it's communication plan and website, #[VaxUpCUNY](#)
- Students attending in-person classes shall present proof of vaccination, prior to the start of the semester thorough a College designated method, and get a booster when eligible. Only medical or religious exemptions will be accepted.
- Student participation in on-campus activities will require proof of vaccination and get a booster when eligible. Only medical or religious exemptions will be accepted.
- 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.

B. Tracing and Tracking

Tracing

- If an individual tests positive for COVID-19, the Campus Coronavirus Liaison shall immediately notify the Campus Coronavirus Coordinator. The Coordinator shall ensure that the State and local health department are immediately notified about the case (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). (42) They shall also notify the Chancellery/COO's Office and the Campus Reopening Committee.
- In the case of an individual testing positive, the College will 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 (42). Confidentiality will be maintained as required by federal and state law and regulations (42). The College will cooperate with state and local health department contact tracing, isolation, and quarantine efforts. **See Attachment H: Screening and Monitoring-Tracking Plan** for details
    - If feasible, the college may offer optional tracing and tracking technology (e.g., Bluetooth-enabled mobile applications) to streamline the contact tracing and communications process among their workforce and student body (41).
    - If feasible, the College will partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations (25).
- State and Local health departments will implement monitoring and movement restrictions of infected or exposed person including home isolation or quarantine (42).
- The College shall 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 mechanism (42). The CDC-issued guidance will be followed: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html

Tracking

- The College shall refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work or class after a suspected or confirmed case of COVID-19 or after the individuals have had close or proximate contact with a person with COVID-19 (42).
- The College will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members (11).
- The College has expanded campus health resources, including waiting rooms for emergency response isolation rooms for individuals identified with COVID-19 symptoms (4).
- The College has established (4):
    - Protocols for communicating with students, parents, faculty and staff who have come into close/sustained contact with confirmed cases; and
    - Protocols for communicating directly and immediately with parents and community regarding cases and how the campus responded.

Isolate and Transport Those Who are Sick

- The College shall immediately separate faculty, staff, and students that are on site with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick must go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others.

- The College has identified waiting rooms for emergency response to separate anyone (as depicted in Attachment A: Social/Physical Distancing Plan) who has COVID-19 symptoms or tests positive, but does not have symptoms. Campus healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection (9).
- The College will call an ambulance, or if feasible bring someone to the hospital and alert the hospital that the person being brought in may have COVID-19 symptoms.

Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, the Campus Coronavirus Liaison shall immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health departments are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They shall also notify the Chancellery/COO's Office, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), HIPPA, FERPA and other applicable laws and regulations(9).
- 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 (9).

Tracing and Enhanced Cleaning

- If someone is sick and being tested for COVID-19, or has tested positive for COVID-19, the following actions are required:
  - o Individuals who believe they may have COVID-19 and are awaiting test results or have positive test results must notify the Coronavirus Campus Liaison.
  - o 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 during the time that the individual would have been contagious (Close contact means physical contact or being within social/physical distancing requirements (i.e. six feet) of an infected person for at least 10 minutes, within 24hrs, starting form 48 hours before illness onset until the person was isolated) (https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemploy eereturntowork_053120.pdf)
  - o Through the New York State Contact Tracing Program, outreach to all close contacts will be made to notify them that they are required to self-quarantine. Quarantine ends when:
    - 10 days have passed since they were last in contact with the individual who tested positive, or
    - The individual who initially tested positive received a negative test result (34).
    - People who are not identified as close contacts do not need to self-quarantine.
  - o CUNY will continue to require that unvaccinated individuals enter quarantine in the event of possible exposure. Fully vaccinated individuals do not need to quarantine after exposure, but will not be allowed on campus until after receiving a negative test. Isolation is required for all individuals when diagnosed with COVID-19.
    - A fully vaccinated person who (i) has had close contact with someone with COVID-19 and (ii) shows no symptoms of COVID-19, should get tested 3-5 days after their exposure AND not report to in-person work or class until they receive a negative test result or medical clearance to return.
    - An unvaccinated person who has had close contact with someone with COVID-19, regardless of whether they have symptoms or not, should quarantine for 10 days.
    - In general, an individual should isolate for at least 10 days after a positive test. Isolation should be longer if symptoms are present - at least 24 hours after no fever without fever-reducing medication and all symptoms are improving.

Employees can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines including symptoms, positive test, exposure and international travel.

- Once the Coronavirus Campus Coordinator confirms that a campus occupant has tested positive for COVID-19, the Coordinator should identify the timeframe for tracing the occupant's behavior. The College will assume that the positive occupant may have been communicable 48 hours prior to the onset of symptoms and that occupied areas may be tainted up to seven days after the positive occupant was present in them (18).

- The College must trace the areas where the positive occupant was present, when communicable, and, in consultation with the Chancellery/COO's Office, as well as college facilities, public safety, and affected departments, develop a disinfection plan. Staff will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance outlined above and wear appropriate PPE. If an outside contractor is used for cleaning instead, the College will obtain in writing the following information: scope of work, cleaning methods, products used and associated product safety data sheets, and re-occupancy guidance (18).

- The College will communicate the scope of enhanced cleaning and disinfection with facilities, public safety and affected departments, including subsequent restrictions on accessing areas and applicable signage. The College will also determine campus community notification.

IV. INSTITUTION PLANS

- The College's plan reflects engagement with campus stakeholders and in accordance with the minimum requirements in these Guidelines, cover: 1. reopening of the campus; 2. monitoring of health conditions; 3. containment of potential transmission of the virus; and 4. shut down of in-person operation on the campus, if necessitated by widespread COVID-19 transmission.
  - o The College will submit plans to the Chancellery/COO's Office. The Chancellery/COO's Office will directly contact the College regarding approval of their submitted plans.
  - o The College will conspicuously post completed reopening plans for employees and students to access.
  - o The Office of the COO in consultation with the Chancellor will advise and consult with campus leadership to determine the best course of action for scaling back campus activity.
  - o The final decision regarding a scaling back or shut down of operations will be made by the Chancellor in consultation with City and State officials.
- Per the New York State Reopening Guidelines for Higher Education, the College affirms that we have read and understood the higher education guidelines. See Attachment J: Affirmation Form
  - o The NYS Guidance, while embodied in these plans, can be found at: https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Edu cation_Detailed_Guidelines.pdf

- The additional safety information, guidelines and resources available at the below listed websites will be referred to for the most up to date information:
  - o NYSDOH Novel Coronavirus website
    - ▪ https://coronavirus.health.ny.gov/
  - o CDC Coronavirus (COVID-19) website
    - ▪ https://www.cdc.gov/coronavirus/2019-ncov/index.html
  - o OSHA COVID-19 website
    - ▪ https://www.osha.gov/SLTC/covid-19/
  - o American College Health Association website
    - ▪ http://www.acha.org

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Attachments

As the College closely monitors the implementation of the each phase, modifications to the attachments may be made to accommodate the academic programs, faculty, staff and other activities, and increase efficiency of the reopening plans, as needed.

Attachment A: Social/Physical Distancing Plan
   Note: Based on recent CUNY guidance, distancing and occupancy requirements given below will only be applicable to unvaccinated and not fully vaccinated individuals.
   If distancing requirements change, the College will reestablish occupancy limits. Signage will continue to promote and encourage social distancing.
   Only exception is the Emergency Waiting Area, where social distancing and occupancy limits remain a requirement for all.

Attachment B: Signage Plan
Attachment C: COVID-19 Protective Equipment Requirements
Attachment D: Cleaning and Disinfection Plan
Attachment E: Phase-In Plan
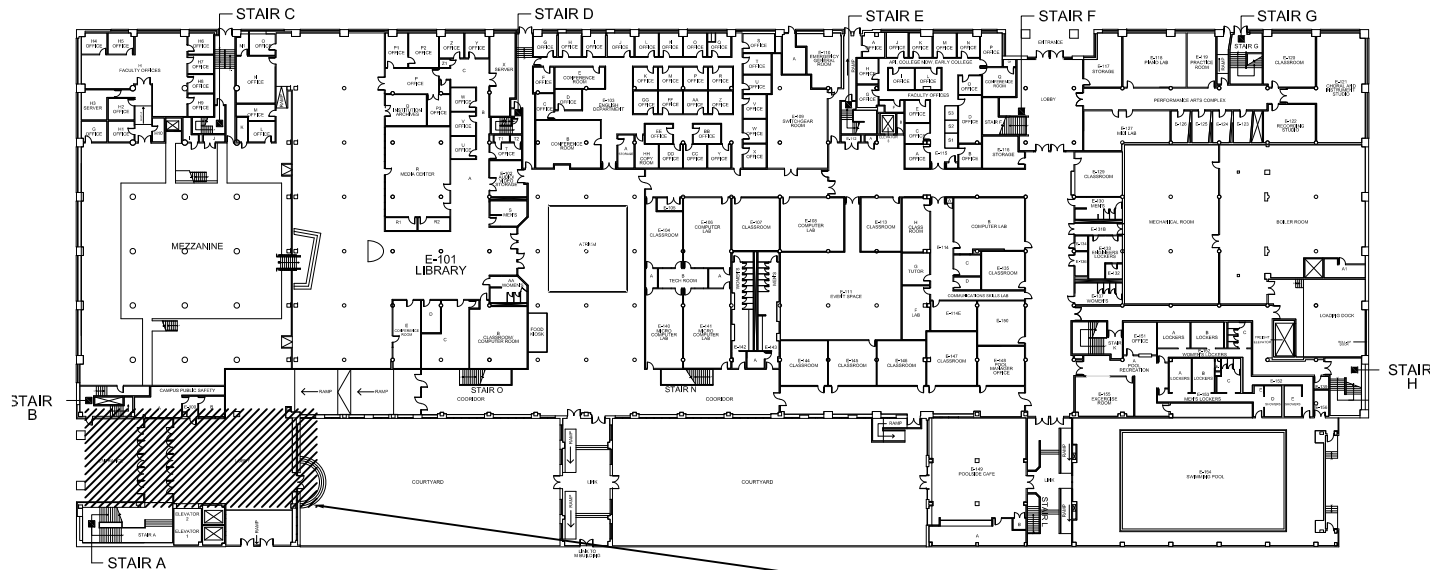Attachment F: Ramp Down / Reclosing Plan
Attachment G: Communication Plan
Attachment H: Screening Plan and Monitoring-Tracking Plan
Attachment I: Campus Reopening Committee Members
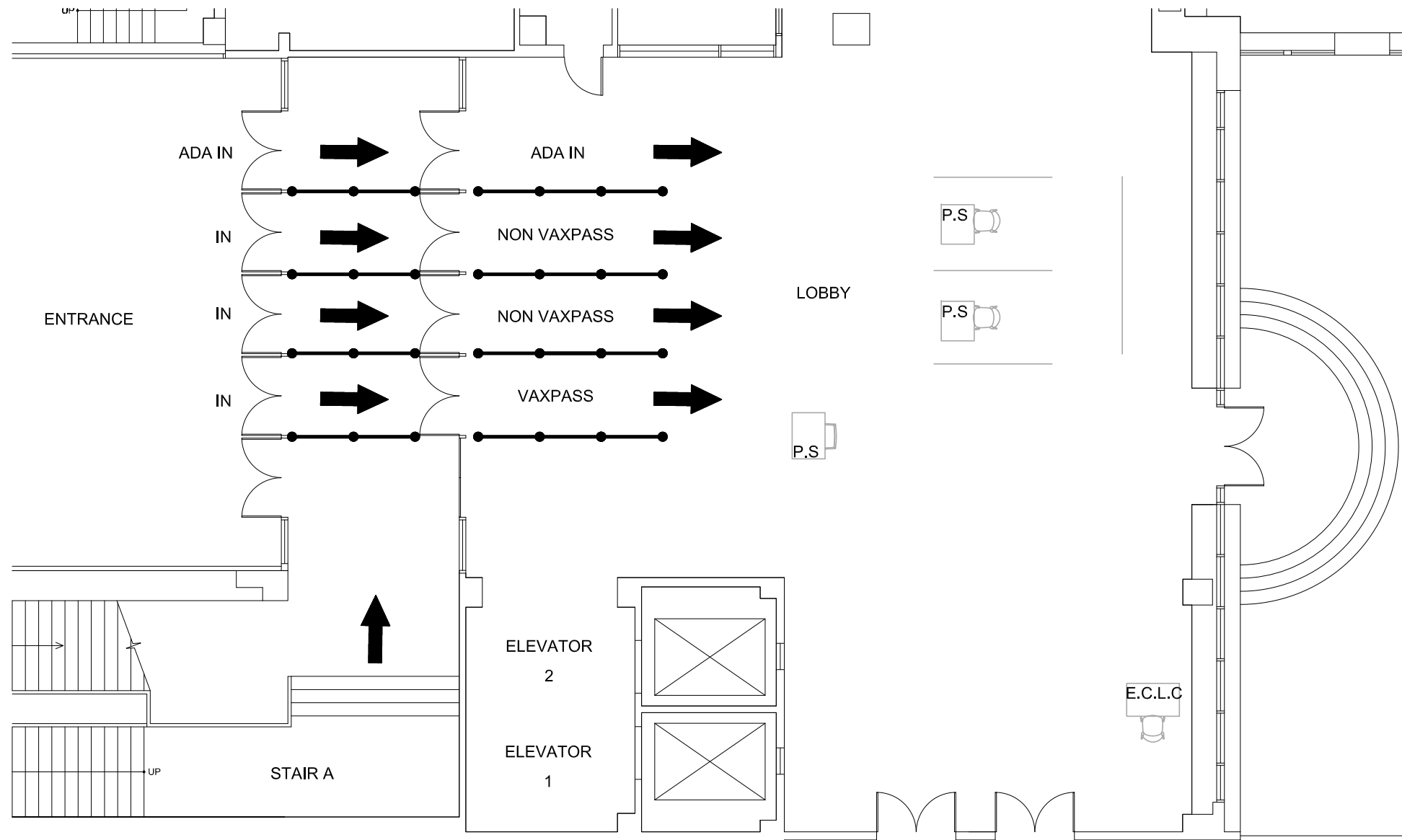Attachment J: Affirmation Form

Attachment A:

Social/Physical Distancing Plan

Spring 2022 – Reopening Plan

E-BUILDING FIRST FLOOR PLAN

STAIR C
STAIR D
STAIR E
STAIR F
STAIR G

STAIR B

MEZZANINE

E-101 LIBRARY

STAIR H

STAIR A

PROJECT LOCATION
DETAIL# 1-A1

E-BUILDING ENTRANCE ENLARGED FLOW PLAN — ①

ADA IN → ADA IN →

IN → NON VAXPASS →

IN → NON VAXPASS →

IN → VAXPASS →

ENTRANCE

LOBBY

P.S

P.S

P.S

ELEVATOR 2

ELEVATOR 1

STAIR A

UP

E.C.L.C

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

REVISIONS

DESCRIPTION

DATE

#

DRAWN BY
RM

CHECKED BY

APPROVED BY

SCALE

DATE
08-12-2021

SHEET CONTENTS
E-BUILDING MAIN
ENTRANCE LAYOUT

SHEET NUMBER
A-1

E-BUILDING FIRST FLOOR PLAN

STAIR C   STAIR D   STAIR E   STAIR F   STAIR G

STAIR B

STAIR A

E-101 LIBRARY
MEZZANINE
COURTYARD
COURTYARD

PROJECT LOCATION
DETAIL# 1-A2

STAIR H

E-BUILDING SECOND FLOOR PLAN

STAIR C   STAIR D   STAIR E   STAIR F   STAIR G

E-201
COURTYARD READING ROOM
ATRIUM
MAIN STAGE THEATER

STAIR A

STAIR H

PROJECT LOCATION
DETAIL# 2-A2

① VANDAM ENTRANCE ENLARGED FLOW PLAN

VANDAM
ENTRANCE

Q1

LOBBY

UP

P.S
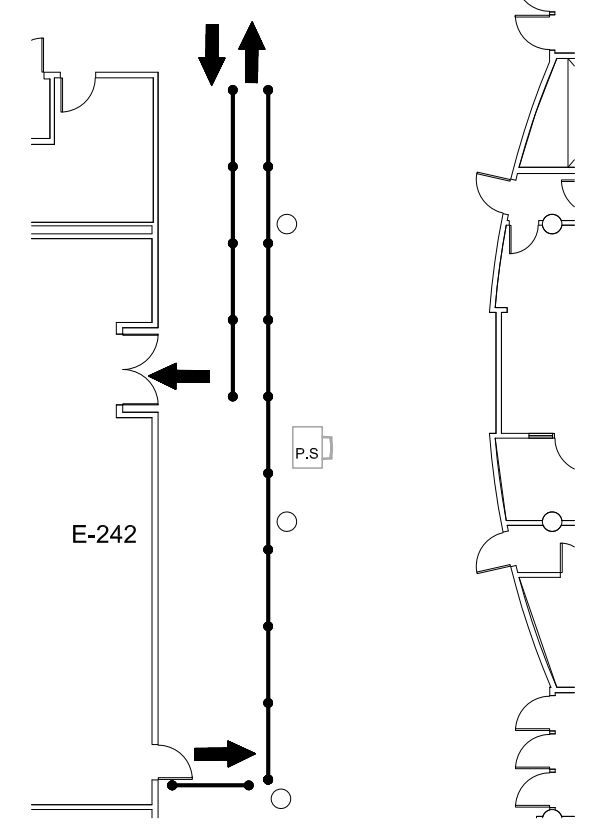
② E-BUILDING 2ND FLOOR TESTING ENLARGED FLOW PLAN

P.S

E-242

P.S

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

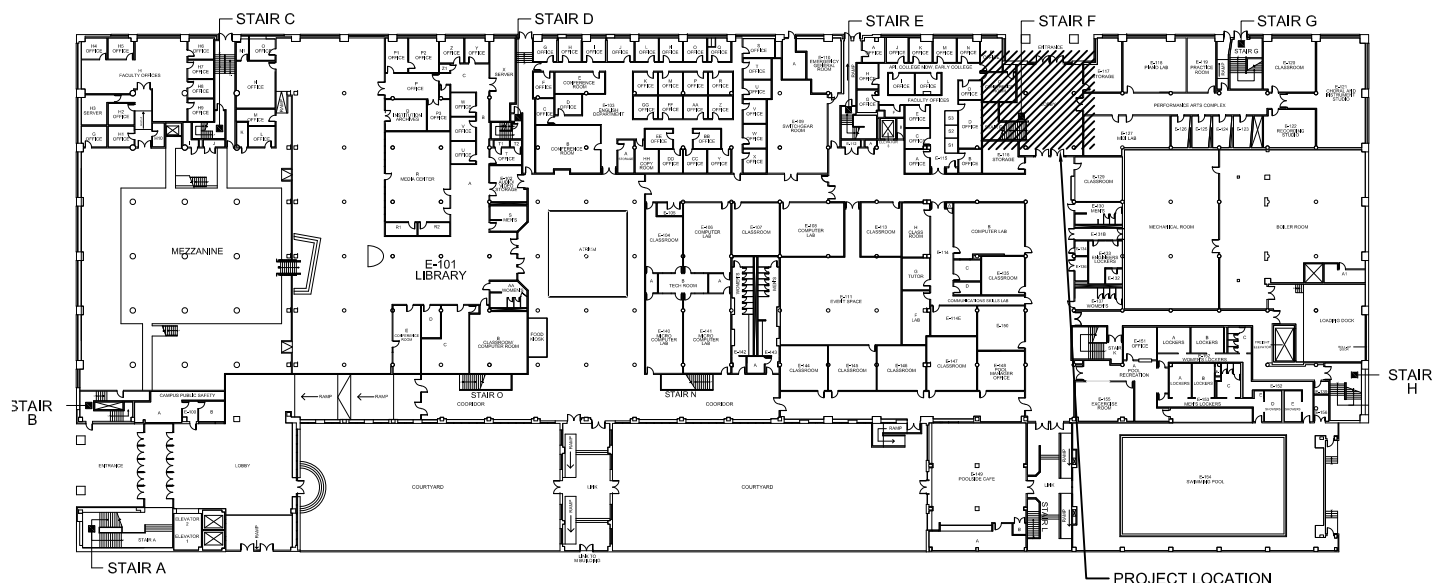REVISIONS

DESCRIPTION

DATE

DRAWN BY: RM   CHECKED BY

APPROVED BY

SCALE

DATE
08-12-2021

SHEET CONTENTS
E-BUILDING TESTING
ENTRANCE LAYOUT

SHEET NUMBER
A-2

M-BUILDING FIRST FLOOR PLAN

STAIR A
STAIR P
STAIR G
STAIR H
STAIR I
STAIR C
STAIR D
STAIR O
STAIR E

PROJECT LOCATION
DETAIL# 1-A3

MAIN LOBBY

OUT

ENTRANCE

P.S

OUT

ELEVATOR 1

DN

(1) **M-BUILDING ENTRANCE ENLARGED FLOW PLAN**

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

REVISIONS

DESCRIPTION
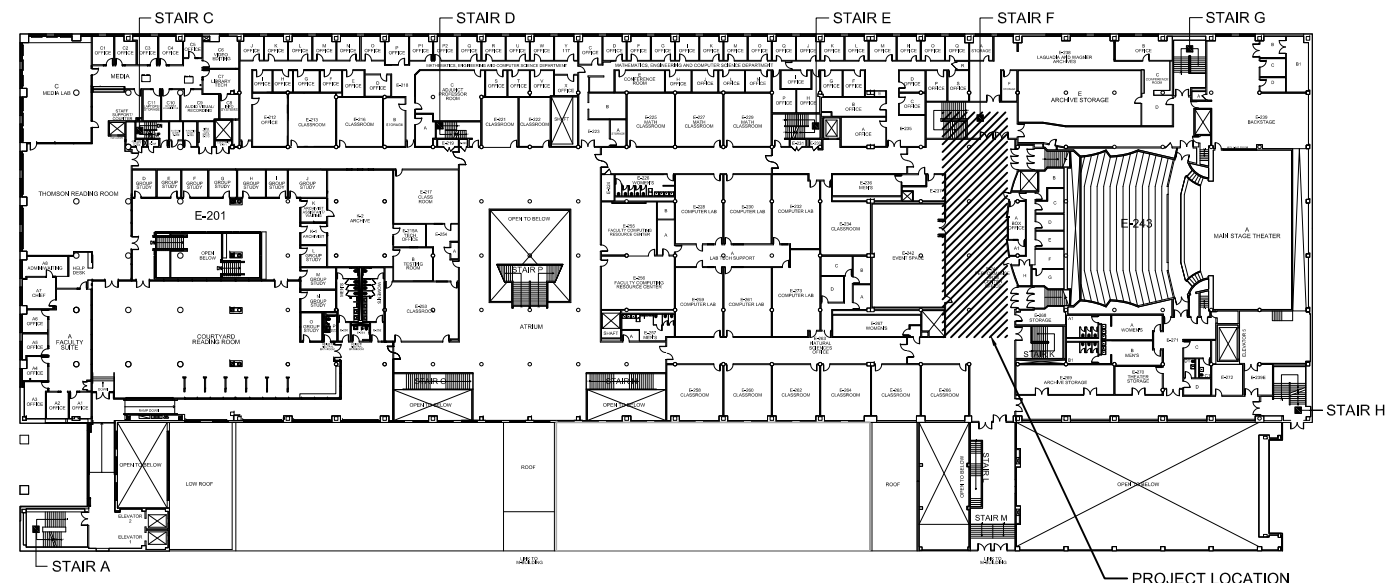
DATE

#

DRAWN BY | CHECKED BY
RM

APPROVED BY

SCALE

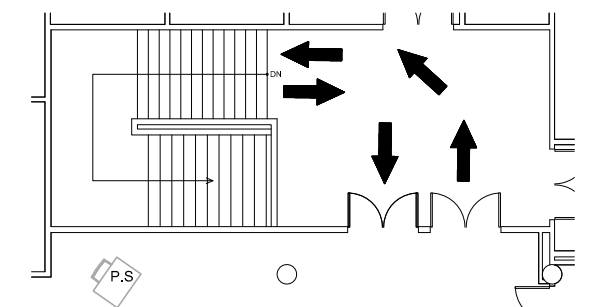DATE
08-12-2021

SHEET CONTENTS
M-BUILDING
ENTRANCE LAYOUT

SHEET NUMBER
A-3

B-BUILDING FIRST FLOOR PLAN

PROJECT LOCATION
DETAIL# 1-A4

A1

DN.

P.S

LOBBY

P.S

IN

ENTRANCE
VESTIBULE

OUT

DN.

STAIR A

DN.

① B-BUILDING ENTRANCE ENLARGED FLOW PLAN

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

REVISIONS

DESCRIPTION

DATE

#

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RM

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SCALE

DATE
08-12-2021

SHEET CONTENTS
B-BUILDING
ENTRANCE LAYOUT

SHEET NUMBER
A-4
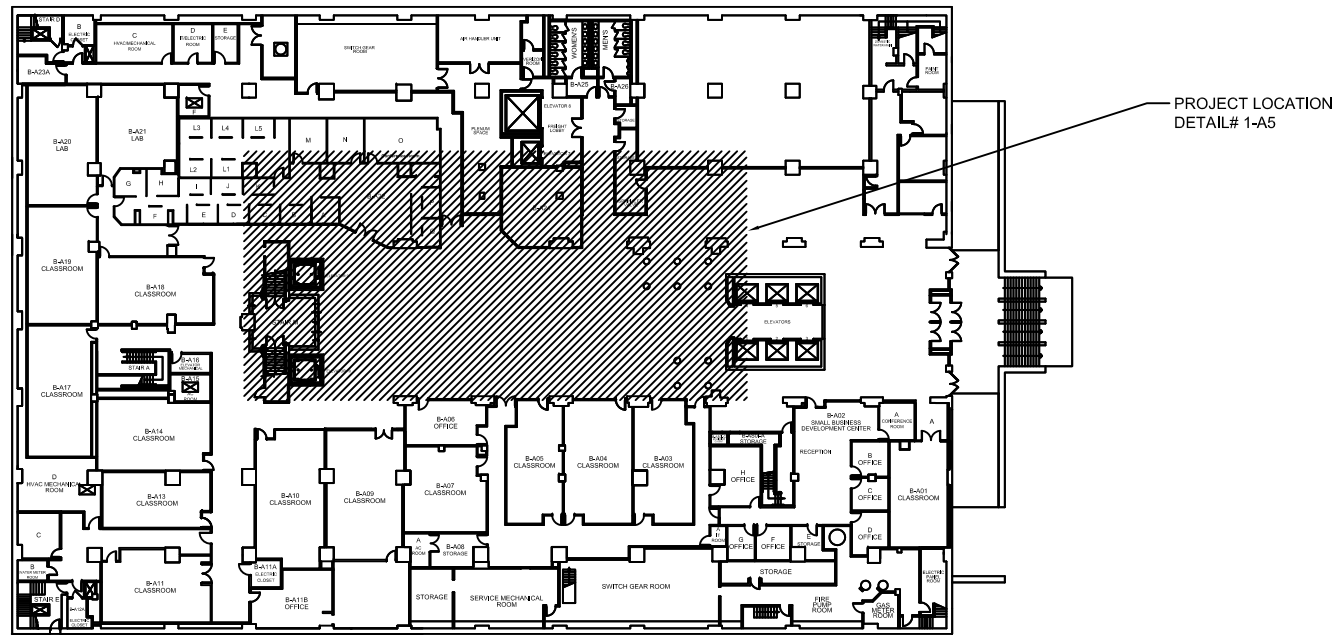
B-BUILDING ATRIUM FLOOR PLAN

PROJECT LOCATION
DETAIL# 1-A5

B-A21 LAB
B-A20 LAB
B-A19 CLASSROOM
B-A16 CLASSROOM
B-A17 CLASSROOM
B-A14 CLASSROOM
B-A15 CLASSROOM
B-A13 CLASSROOM
B-A11 CLASSROOM
B-A10 CLASSROOM
B-A09 CLASSROOM
B-A07 CLASSROOM
B-A11B OFFICE
B-A22 SMALL BUSINESS DEVELOPMENT CENTER
B-A02 OFFICE
B-A05 CLASSROOM
B-A04 CLASSROOM
B-A03 CLASSROOM
B-A01 CLASSROOM
RECEPTION
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
B-A08 STORAGE
STORAGE
STORAGE
SERVICE MECHANICAL ROOM
SWITCH GEAR ROOM
FIRE PUMP ROOM

ELEVATORS

K

B-A22

C B A

P

Q

ELEVATOR 9

STAIR M

P.S

ELEVATOR 10

ELEVATORS

4 5 6

1 2 3

1 B-BUILDING ATRIUM ENLARGED FLOW PLAN

CAMPUS FACILITIES OFFICE
F.H. LAGUARDIA COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
29-10 THOMSON AVENUE, RM C-350
LONG ISLAND CITY, NY 11101
Phone (718)482-5575
Fax   (718) 609-2046

LaGuardia
Community College

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

REVISIONS

#	DATE	DESCRIPTION
1	8-31-2021	REVISED LAYOUT OF STANCHION
2	9-01-2021	REVISED LAYOUT OF STANCHION

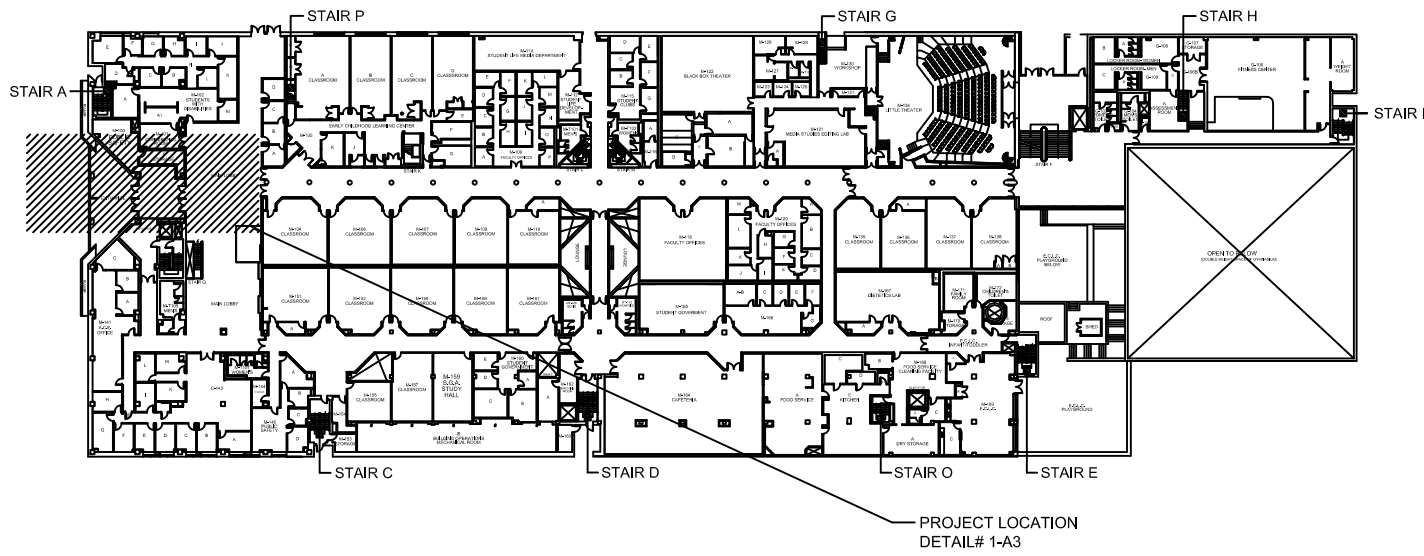DRAWN BY
RM

CHECKED BY

APPROVED BY

SCALE

DATE
08-12-2021

SHEET CONTENTS
B-BUILDING
ATRIUM ENTRANCE
LAYOUT

SHEET NUMBER
A-5

C-BUILDING FIRST FLOOR PLAN

STAIR A STAIR B STAIR C

OPEN TO BELOW

STAIR H

STAIR I

STAIR D STAIR E STAIR F

PROJECT LOCATION
DETAIL# 1-A6

UP

I.D P.S

102

107

P.S

110

SECURITY DESK

IN → VAXPASS →

IN → NON VAXPASS →

IN → NON VAXPASS →

IN → NON VAXPASS →

P.S

OUT ←

OUT
ADA IN ←

1 C-BUILDING ENTRANCE ENLARGED FLOW PLAN

PROJECT
BUILDING ENTRANCE
TRAFFIC FLOW

PROJECT NUMBER
139-21

REVISIONS

DESCRIPTION

DATE

#
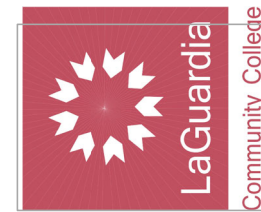
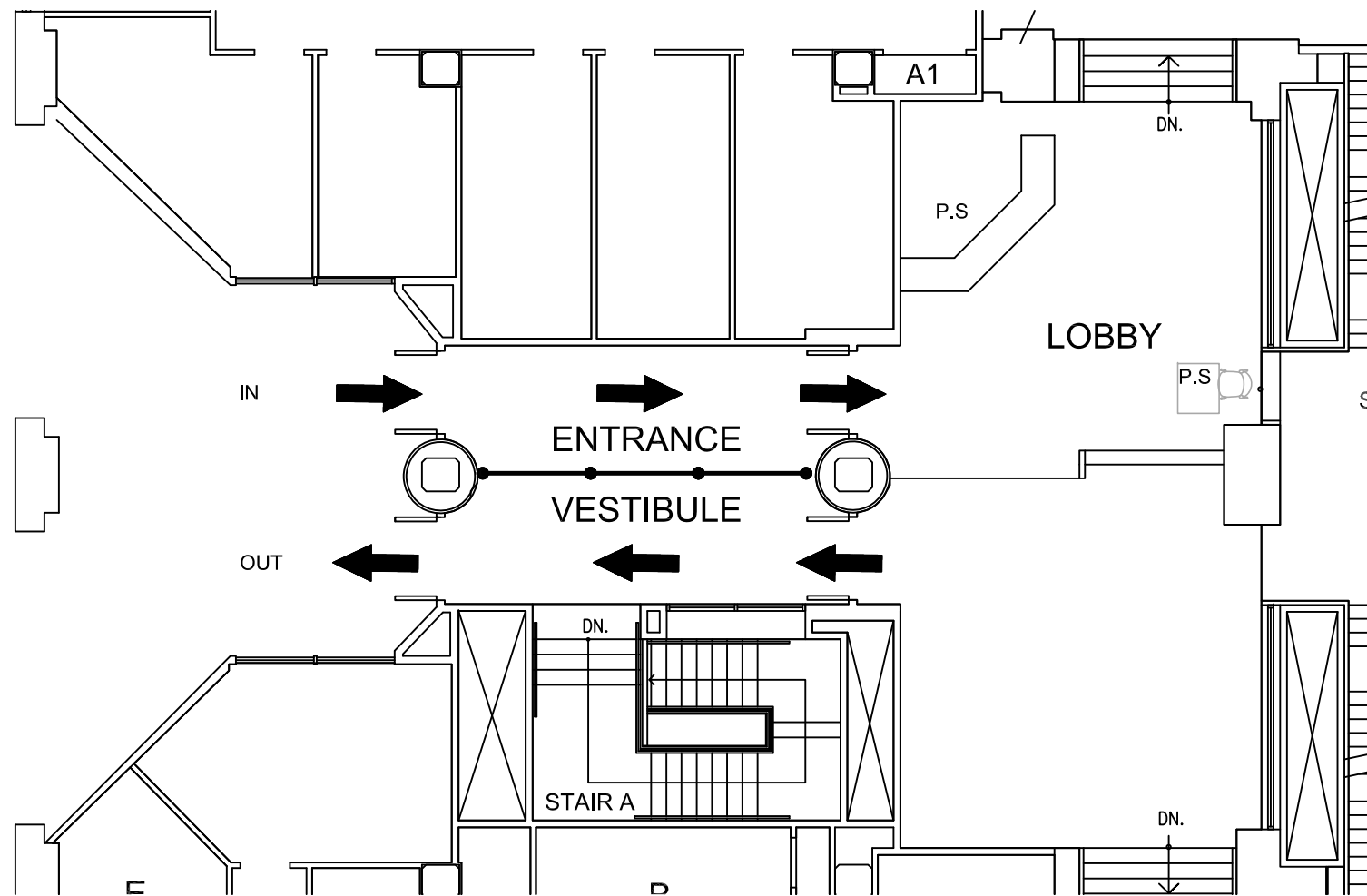DRAWN BY   CHECKED BY
RM

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SCALE

DATE
08-12-2021

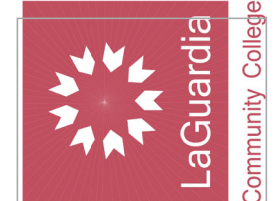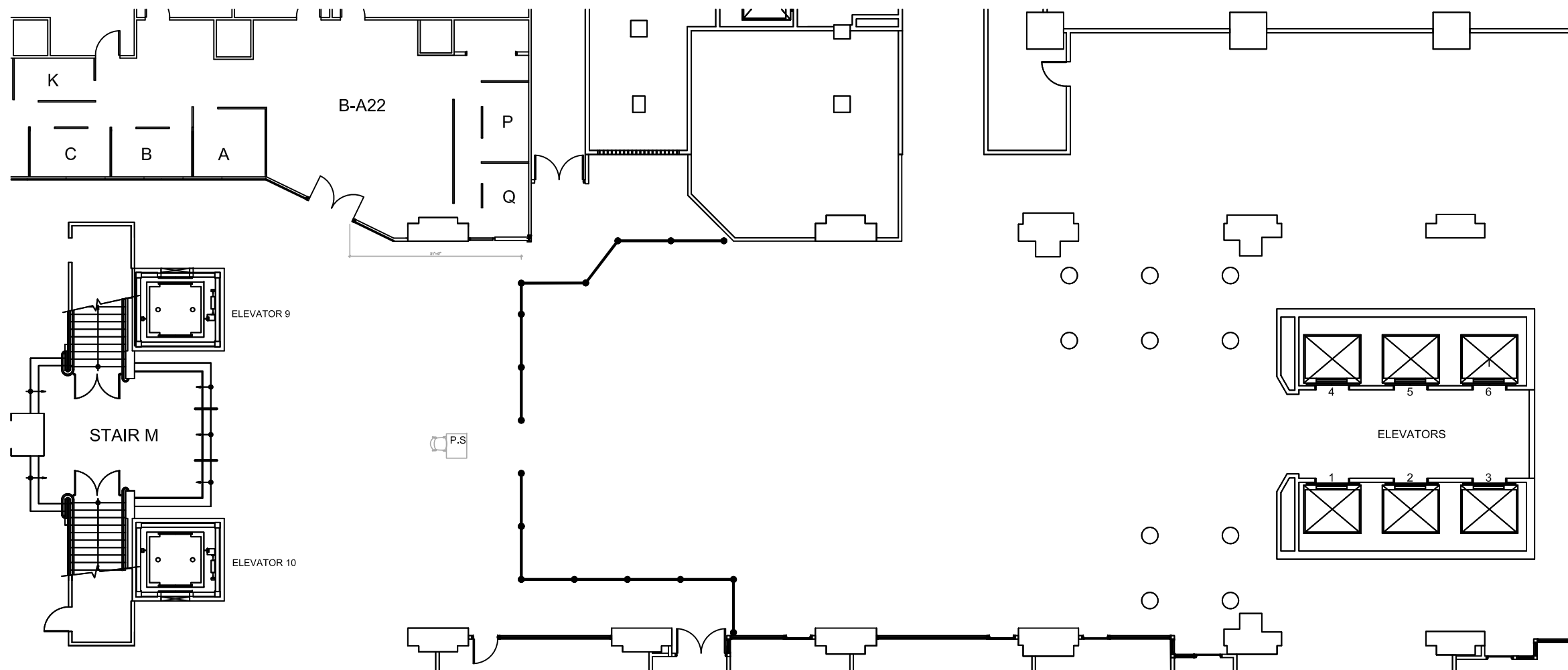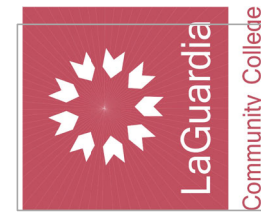SHEET CONTENTS
C-BUILDING
ENTRANCE LAYOUT

SHEET NUMBER
A-6
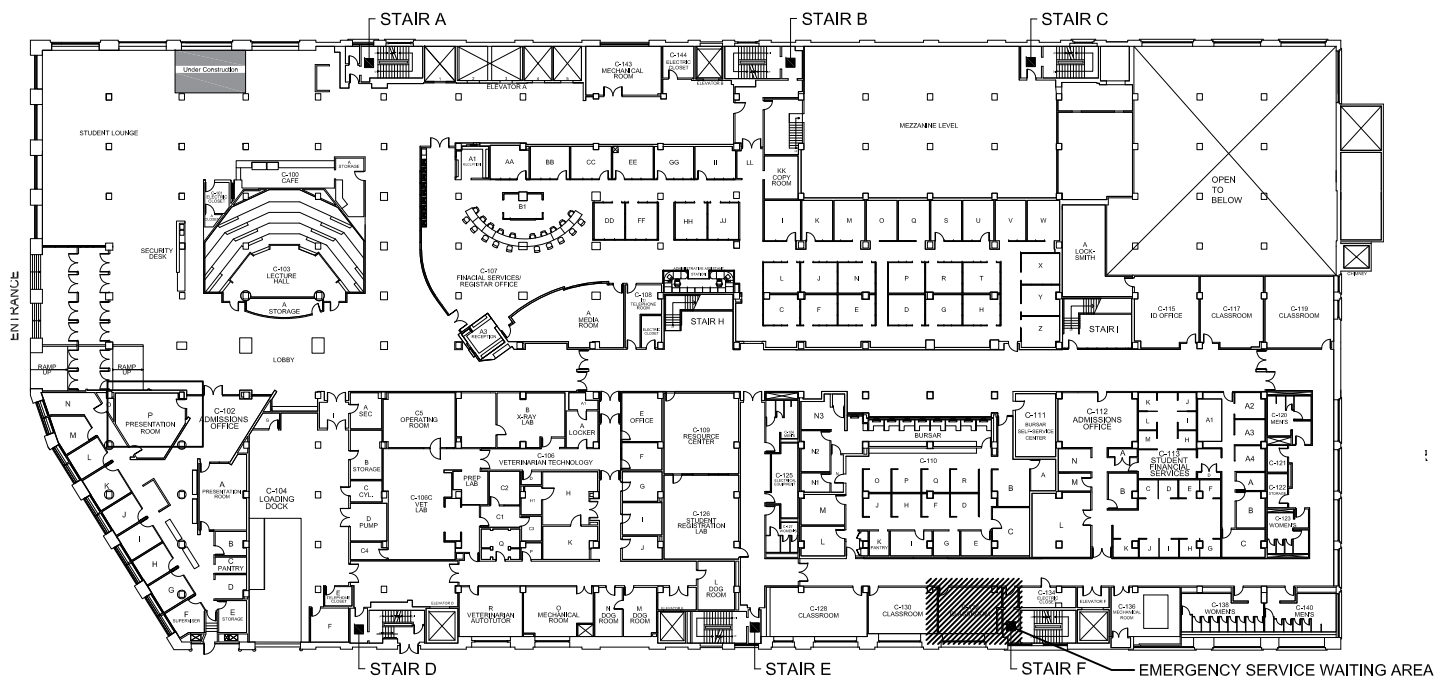
1 CENTER III 1ST FLOOR PLAN
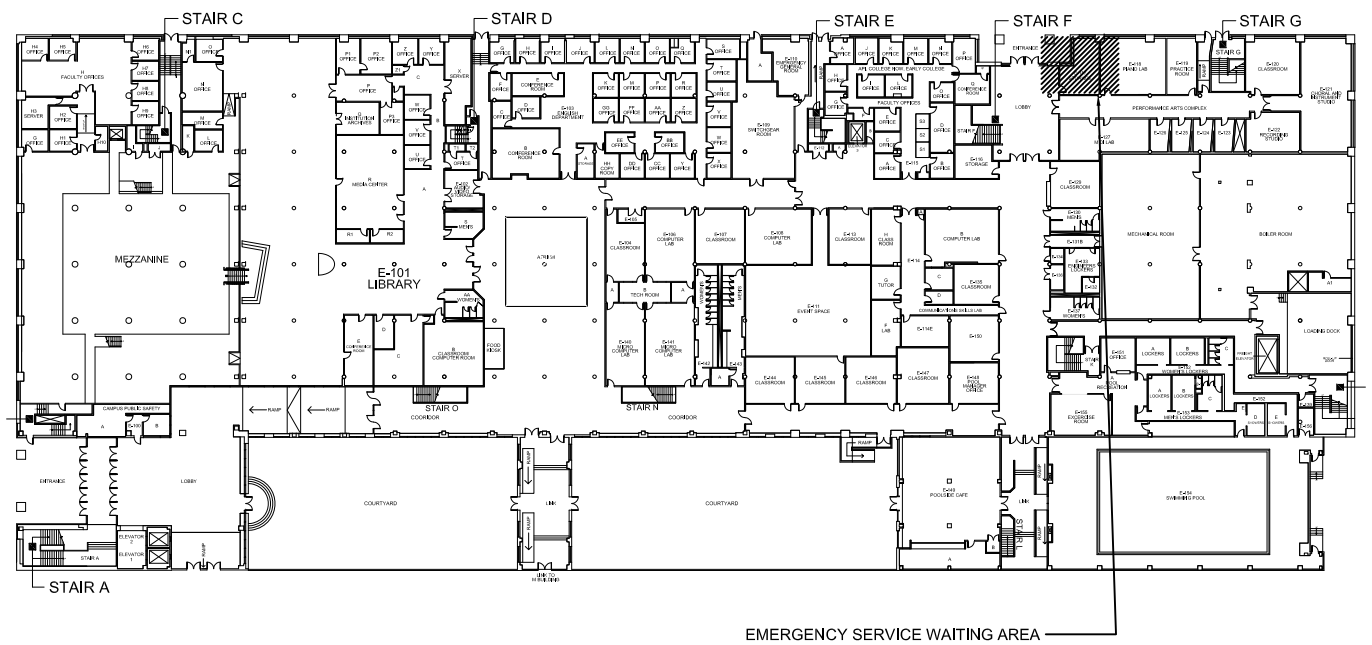
2 E-BUILDING 1ST FLOOR PLAN

STAIR A — STAIR B — STAIR C — STAIR D — STAIR E — STAIR F

EMERGENCY SERVICE WAITING AREA

STAIR C — STAIR D — STAIR E — STAIR F — STAIR G — STAIR A

EMERGENCY SERVICE WAITING AREA

LEGEND:

- ● OCCUPANT
- ✕ UNAVAILABLE
- ⊕ 6' RADIUS
- (#) ROOM LIMIT

C-132

E-117
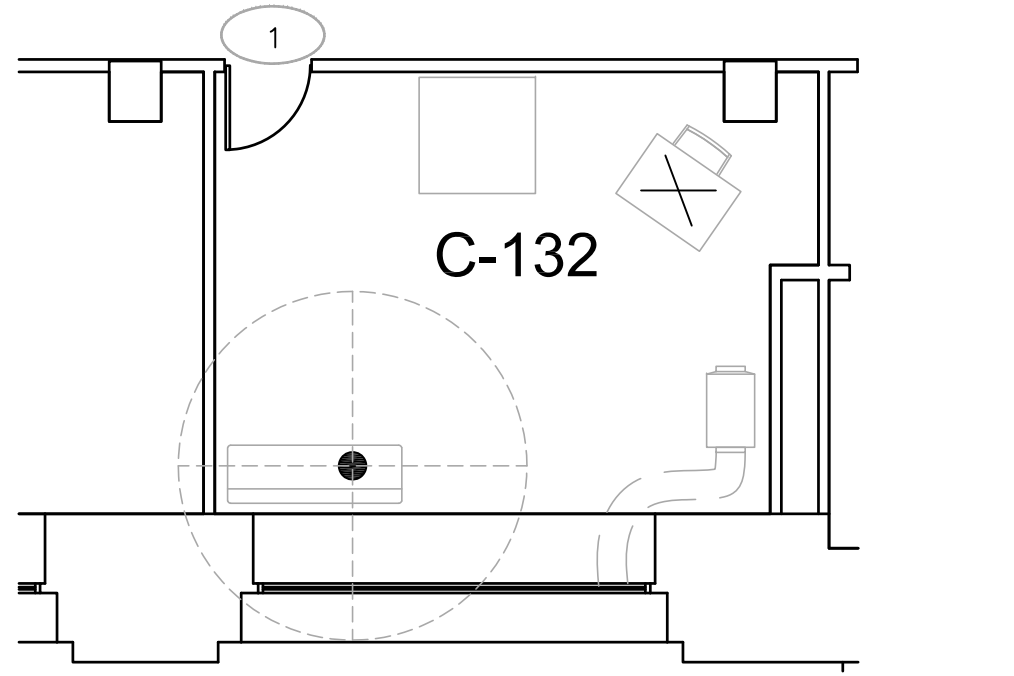
3 CENTER III EMERGENCY SERVICE ISOLATED WAITING AREA
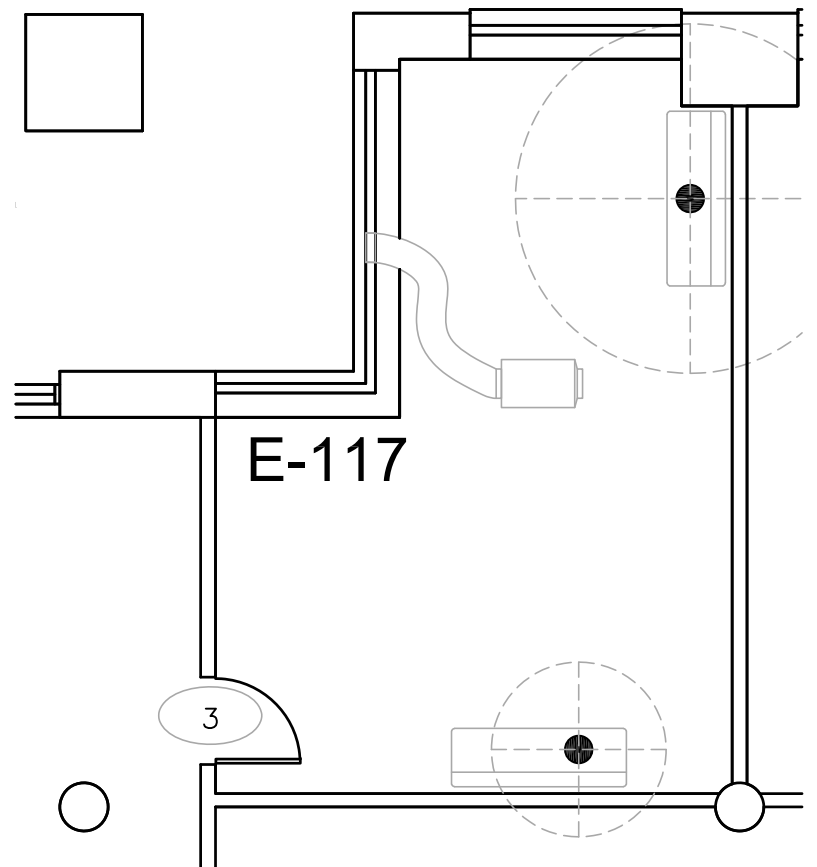
4 E-BUILDING EMERGENCY SERVICE ISOLATED WAITING AREA

CAMPUS FACILITIES OFFICE
F.H. LAGUARDIA COMMUNITY COLLEGE
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Phone (718)482-5575   Fax   (718) 609-2046

LaGuardia
Community College

PROJECT
SOCIAL DISTANCE
LAYOUTS

PROJECT NUMBER
132-20

REVISIONS

#	DATE	DESCRIPTION
	8-20-2020	REVISED DRAWING DESCRIPTION
	8-24-2020	REVISED LOCATION
	9-17-2020	REVISED FURNITURE LAYOUT
	5-24-2021	REVISED ROOM LOCATION

DRAWN BY   CHECKED BY
RM

APPROVED BY

SCALE

DATE
08-06-2020

SHEET CONTENTS

EMERGENCY SERVICE
WAITING AREA

SHEET NUMBER
A-10

Attachment B:

Signage Plan

Spring 2022– Reopening Plan

Signage Plans
Note: Based on recent CUNY guidance, distancing and occupancy requirements given below will only be applicable to unvaccinated and not fully vaccinated individuals.

If distancing requirements change, the College will reestablish occupancy limits.
Signage will continue to promote and encourage social distancing.

<u>Entrance</u>

- Social/physical Distancing Message
- Mask Covering - Signage indicating requirement of acceptable face covering while on campus.

<u>Lobbies and Hallways</u>

- Social/physical Distancing Message
- Health Advisory Message (Prevent the spread)
- Floor Decal indicating social/physical distancing, as applicable

<u>Elevators:</u>

The Center III Building houses a total of six (6) elevators, the E-Building houses a total of two (2) elevators and Shenker Hall (M-building) houses one (1) elevator to support occupants in the building. The following have been applied with regards to elevator usage.

- Occupancy - Signage Indicating maximum occupancy permitted in each elevator (e.g. 2 people maximum)
- Mask Covering - Signage indicating requirement of covering while in the elevator.

<u>Rest Rooms:</u>
- Health Advisory Message (Prevent the spread).
- Mask Covering - Signage indicating requirement of acceptable face covering while on campus.

<u>Classrooms</u>:
- Health Advisory Message (Prevent the spread).
- Mask Covering - Signage indicating requirement of acceptable face covering while on campus.
- Failure to comply with mask mandate Disciplinary Action for students

<u>Office:</u>
- Occupancy - Signage Indicating room maximum
- Health Advisory Message (Prevent the spread)
- Commonly Shared Equipment – Signage indicating that equipment must be wiped down after each user

<u>Cafeteria:</u>
- Health Advisory Message (Prevent the spread)

<u>ATM and Vending Machines:</u>
- Health Advisory Message (Prevent the spread)
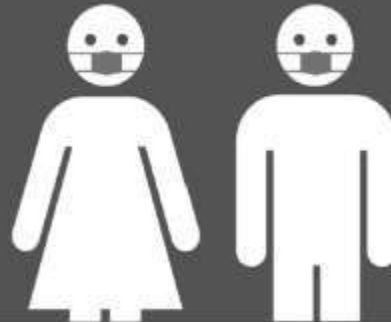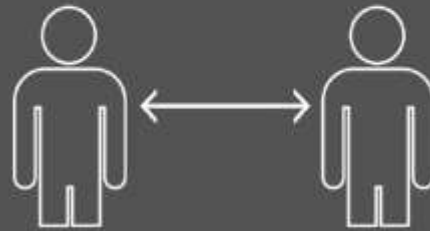
Please wear a face mask inside the elevator, and stand as far apart as possible.

Maximum # of people who can be in this elevator safely:

HELP STOP THE SPREAD OF CORONAVIRUS (COVID-19)

WASH YOUR HANDS OFTEN

Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.

STAY HOME IF YOU'RE SICK

If you are sick, stay home. Clean and disinfect frequently touched objects and surfaces.

COVER YOUR SNEEZE OR COUGH

Cover your mouth and nose with a tissue or your sleeve when coughing. Do not sneeze or cough into your hands.

DON'T SHAKE HANDS & AVOID TOUCHING YOUR FACE

Do not shake hands and avoid touching your eyes, nose and mouth with unwashed hands. Avoid close contact with people who are sick.

THANKS FOR PRACTICING SOCIAL DISTANCING

Maximum # of people who can be in this lab, office or classroom safely:

_____

Please wipe down equipment after use.

Masks must be correctly worn by students at all times in LaGuardia classrooms and labs.

MASK SHOULD FULLY COVER NOSE AND MOUTH

Failure to comply will result in disciplinary action.

Sit Here   Don't sit

Wait here
Espere aqui

PLEASE STAND HERE

THANK YOU FOR PRACTICING
SOCIAL DISTANCING

THANK YOU FOR PRACTICING
SOCIAL DISTANCING

Please stand here.

PLEASE WAIT HERE.

Thanks for practicing Social Distancing

Wait here
Espere aqui

GRACIAS POR PRACTICAR
DISTANCIAMIENTO SOCIAL

PLEASE STAY
< 6FT >
APART

GRACIAS POR PRACTICAR
DISTANCIAMIENTO SOCIAL

PLEASE STAY
< 6FT >
APART

Thanks for practicing social distancing and wearing a mask.

Thanks for practicing social distancing and wearing a mask.

Wait here
Espere aqui

PLEASE WEAR A FACE MASK

THANK YOU FOR PRACTICING
SOCIAL DISTANCING

PLEASE STAY
< 6FT >
APART

THANK YOU FOR PRACTICING
SOCIAL DISTANCING

PLEASE STAY
< 6FT >
APART

Attachment C:

COVID-19 Protective Equipment Requirements

Spring 2022– Reopening Plan

COVID-19 Protective Equipment Requirements

The College provides employees with acceptable face coverings, and does not prevent employees from wearing their personally owned protective coverings (e.g. surgical masks, N95 respirators, KN95 or face shields) as long as they abide by the minimum standards of protection for the specific activity, and OSHA regulations. For acceptable COVID-19 face coverings information see: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html

The college has resumed the issuance, and fit testing, of N95 respirators to employees whose job duties require a respirator.

Cleaning, storage and disposal of facemasks goggles, or other eye protection follow CDC guidance.

- Protective eyewear
  - Manufacturer recommendation shall be followed for cleaning, disinfection and storage.
  - When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, the following is recommended prior to reuse:
    - While wearing gloves, carefully wipe the inside, of the face shield or safety glasses/goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
    - Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with an EPA registered antimicrobial / disinfectant solution on the "*List N: Disinfectants for use against SARS-CoV-2, the cause of COVID-19*".
    - Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
    - Fully dry (air dry or use clean absorbent towels). Do not use hand dryers, hair dryers or fans to air dry.
    - Store in a secure and isolated clean area

- The following is recommended for reusing facemasks (surgical/procedural). Carefully fold so that the outer surface is inward and against itself to reduce contact with the inner surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.
    - If soiled or damaged, it must be removed and disposed of immediately followed by proper hand hygiene. A replacement facemask must be acquired before task is resumed.
    - Supervisors are to be notified by the employee if a replacement is required, so that it can be provided accordingly

- The following is recommended for Cloth Face Coverings for reuse purposes:
    - Wash with soap and water and let air dry.
    - If damaged, it must be disposed of and replaced.

Below, see the College's COVID-19 Protective Equipment Requirements Chart for details regarding:

- Who is required to wear Protective Equipment
- When and Where Protective Equipment shall be worn

Employees shall follow their routine procedures and adhere to existing policies for mandatory personal protective equipment (if any) that they would ordinarily use for their job tasks as per all applicable OSHA standards. CDC guidelines for Optimizing Supply of PPE and Other Equipment during Shortages shall be followed.

	COVID-19 Minimum Protective Equipment Requirements						
	Acceptable Face Covering	N-95 Masks	Isolation Gowns or Coveralls	Gloves	Protective Eyewear (face shield, safety glasses, goggles)	Surgical/Procedural Masks or KN-95***	Coveralls
Places							
All College Buildings	x*						
Common Space (i.e. corridors, stairwells, restrooms, elevators, lobby, Cafeteria (dining area))	x						
Classrooms	x						
Labs	x						
Office Complex	x						
Private Office	x*						
Persons							
All persons not categorized below	x				x**		
Contractors /Vendors	x						
Custodial Staff				x		x	x
Employees in Direct Contact with the Public	x				x		
Faculty and Staff in Academic and ACE Health Care Programs	x			x**	x**	x**	
Faculty and Staff in Academic and ACE Health Care Programs – Off Campus Clinical and Field Work		x	x	x	x	x	
Health Center (Nurse and EMT)		x***	x***	x	x	x	
Health Screeners			x	x	x	x	
Public Safety	x	x***		x	x***	x***	
Receiving /Mail Center/Loading Dock	x			x	x		
Students	x						
EMT and Health Students Engaged in Close Contact Simulations for Instructional Laboratories on Campus	x			x**	x**	x**	
EMT and Health Students Engaged in Clinical and Field Work off Campus				x**	x**	x**	
Visitors	x						

x* = only exceptions are sole occupant, working alone in an isolated area, eating or drinking and must be ready to wear or put on PPE if someone unexpectedly comes into their personal space or work area

x**= students and employees engaged in activities that require individuals to be within close proximity of each other, as deemed necessary

x***= when aiding a suspected or confirmed COVID-19 individual

Attachment D:

Cleaning and Disinfection Plan

Spring 2022 – Reopening Plan

Cleaning and Disinfection Plan

The Executive Director of Facilities Management and Planning or designee established a log, with the required information after each cleaning and disinfection activity. The Executive Director of Facilities Management and Planning or designee determined cleaning regimens for specific spaces and established a frequency schedule for each facility type and the housekeeping team assigned to the task. The head of campus facilities/designee reports to the Coronavirus College Coordinator regularly on the status of the cleaning regimen and log.

- Each building is assigned a supervisor and a group of teams. Logs, checklists, and other forms of documentation is completed by building supervisor to track activities such as targeted deep cleaning, disinfecting tasks, and other related activities. The data is collected daily or as appropriate, reviewed, and analyzed by the Superintendent and department manager. Based on this data, adjustments are made to maintain the Custodial Department's day-to-day operations efficiently.
- The College's cleaning logs are available for review upon request, through a reservation system.
- The College community is encouraged to contact Custodial Services Hotline (718-482-5550) to ensure adequate services and supplies are maintained, for occupant use.

Inventory is entered into the Gigatrak system (Inventory System) and reviewed by the departmental manager. Distribution of supplies is done by designated staff or department manager. The replenishment of supplies is processed through the Gigatrak system. Reports of supply usage are tracked and monitored by Superintendent and supervisors to ensure that supplies are adequate, and demand is not abused.

Employees are required to wear additional PPE due to the nature of their work. The College complies with all applicable OSHA standards. (41)

The College trains employees on the proper use of PPE and cleaning products. LaGuardia uses Department of Environmental Conservation (DEC) list of products registered in New York State, EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2. If cleaning or disinfecting products or the act of cleaning and disinfecting cause safety hazards or degrades the material or machinery, the following requirements are enforced:

- use of hygiene stations between use and/or
- disposable gloves and/or
- limitations on the number of employees using such machinery

The College ensures 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

For clarity, the following concepts are defined:

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. Nevertheless, removing the germs decreases their number and, therefore, any risk of spreading infection. Cleaning is conducted before disinfection to remove dirt and oils that could impede the disinfection process.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But, it kills germs remaining on a surface after cleaning, further reducing any risk of spreading infection.

The College conducts regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection of high-risk areas and frequently touched surfaces as per NYSDOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19."

Disinfecting Protocols include the use of electrostatic sprayers, steamers, and the use of power washers where applicable.

Soap and paper supplies are provided in all restrooms, kitchenettes and other areas with soap dispensers to ensure that people can wash their hands frequently per CDC recommendations.

Entrances, Elevators, and Stairs

Entrances and Elevators have a higher risk of contamination due to its frequent usage and required touch. These areas are given special attention as they are considered high touch surfaces.

- General Cleaning – takes place routinely throughout the day
- Disinfecting - All high touch areas are disinfected thrice a day
  - Stair railings
  - Elevator buttons and walls
  - Handles
  - Doors and Push Plates
  - NanoSeptic skins are placed on all entrance doors and elevator buttons, based on availability.
- Hand Sanitizer Station – Touch-free hand sanitizer dispensers are available throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies. Hand sanitizing solutions consist of an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizers will be replenished as needed.

Lobbies, Hallways and Gathering Places

Lobbies, hallways, and student gathering areas are considered high risk. As such, the following cleaning activities are performed:

- General Cleaning –takes place routinely throughout the day
- Disinfecting – All high touch areas are disinfected thrice a day
  - Stair railings in open areas such as the Atrium
  - Water bottle filling stations
  - Doors and Push Plate
  - Hand Sanitizer Station – are replenished as needed

Restrooms

- General Cleaning, sanitizing and monitoring of soap and paper supply – Cleaning and restocking are targeted hourly
- Deep cleaning takes place once a day
- Disinfecting - All high touched areas are disinfected thrice a day
  - Fixtures
  - Dispensers
  - Mirrors
  - Push Plates
  - Trash receptacles
  - Handles
  - Stall Doors

Classrooms/Computer labs

- High touch public resources are removed from all classrooms
- General Cleaning – takes place once a day or as needed. Deep cleaning takes place daily
- Disinfecting – All high touch areas are disinfected twice daily
    - Tables and chairs
    - Podiums
    - Keyboards (Performed by designated person(s))
    - Phone
    - Doors and light switches
    - Hand Sanitizer Stations are installed in or near classrooms/ computer labs and will be restocked as needed.

Clinical/ Science Laboratories

Designated staff or personnel are responsible for the maintenance of the Science and Health Sciences lab equipment, cleaning and disinfecting laboratory (e.g. equipment, bench tops etc.)

- General Cleaning – takes place once a day or as needed. Deep cleaning is performed daily
- Disinfecting – All high touch areas are disinfected once a day by a designated staff member
    - Tables and chairs
    - Podiums
    - Keyboards (Performed by designated person(s))
    - Phone
    - Doors and light switches
- Labs are equipped with sinks and students are required to practice good hygiene
- College Laboratory Technicians or designated personnel are responsible for cleaning and disinfecting laboratory equipment (e.g. equipment, bench tops etc.)
- Hand Sanitizer Stations are installed in or near classrooms/ computer labs and are restocked as needed.

Offices and Conference Rooms

Offices are inspected and cleaned prior to initial re-occupancy. General cleaning practices are resumed when space is reoccupied. Occupants of the College are vested with the responsibility of cleaning their personal work areas. When requested, the College provides departments with single-use disinfecting wipes and/or multi-surface spray cleaners to support self- servicing, as feasible.

- General Cleaning – takes place once a day or as needed. Deep cleaning takes place weekly or as needed
- Disinfecting - All high touch areas are disinfected once daily or as needed
    - Doors
    - Telephones
    - Conference table and chairs
- Common Used Equipment – the College strives to provide appropriate supplies to clean surfaces before and after the use of common used equipment. We encourage the use of these supplies as per manufacturer's instructions, and provided training; followed by proper hand hygiene. (41)

Dining Area

Dining Areas are cleaned and sanitized by custodial staff

- General Cleaning - takes place once a day by custodial staff and several times throughout the day by the vendor. Deep cleaning takes place weekly
- Disinfecting – All high touch areas are disinfected twice daily by custodial staff
    - Doors
    - Tables and Chairs
    - ATM Machines and Vending Machines
    - Counters
- Common Used Equipment – When requested the College provides appropriate disinfecting supplies as feasible.
- Hand Sanitizer Stations are installed in all Cafeterias and are restocked as needed

Cleaning and Disinfection Protocol for a confirmed COVID-19 case

The College follows CDC guidelines on "Cleaning and Disinfecting Your Facility" if someone is suspected or confirmed to have COVID-19(41)

The College provides for the cleaning and disinfection of exposed areas in the event an individual is suspected/confirmed to have COVID-19. It includes, at a minimum, cleaning and disinfection of all large transit areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles)

- Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, bathrooms, and common areas are closed off immediately when feasible. If it is not feasible to close off the affected area(s), the College closes operations as applicable.
- Closed areas shall remain closed for a minimum of 24hrs, or as long as possible before cleaning/disinfection procedures begin. If 24hrs is not feasible, follow the Office of Environmental Health and Safety (EHSO) directives.
- Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven (7) days before handling.
- Upon notification, facilities increase outside air intake and when feasible outside doors and windows are opened to increase air circulation in the area before the cleaning/disinfection.
- Upon notification, housekeeping department schedules and performs a rigorous cleaning and disinfection of the area(s) (i.e., offices, classrooms, bathrooms, and common areas) of concern following EHSO directives.
- Only EPA registered antimicrobial products given on "List N: Disinfectants for use against SAS-CoV-2, the cause of COVID-19", are used at the College. (e.g. Lysol Disinfectant Spray, Avisat-D and Oxivir 1 cleaning wipes currently approved for use and additional products on the list may be used with the approval of EHSO)
- If the cleanup scope is beyond the housekeeping personnel's capability, a certified outside vendor is hired to perform the cleaning and disinfecting.
- Any area that is not cleaned shall remain closed for a minimum of seven (7) days or as per current guidance from the CDC.

- 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 are unnecessary, but routine cleaning and disinfection continues.
- If the machinery or equipment in question is not accessible to employees or has not been in contact with someone infected with COVID-19, additional cleaning and disinfection is unnecessary, but routine cleaning and disinfection continues.
- If machinery or equipment are thought to be contaminated or shared by many, disinfect surfaces using EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 and appropriate for the surface before and after use followed by proper hand hygiene.
- If machinery or equipment are thought to be contaminated and cannot be cleaned, they are isolated for seven (7) days before handling.
- Area(s) of concern is not reopened until cleaning and disinfection have been completed and cleared for occupancy by EHSO.

Attachment E:

Phase-in Plan

Spring 2022 – Reopening Plan

Reopening Phase Plan

The College refers to industry-specific instructions and guidelines, CUNY's Guidance on Academic Continuity to campuses and Considerations for Reopening Facilities & Services in Stages for the most up to date information prior to implementation of each phase to ensure all public health protocol are considered.

This plan is based on a phased approach, consisting of four phases (Phase I-IV). The College expects to pilot each phase for a full session to avoid disrupting student learning mid-session, contingent on CUNY and NYS requirements.

REOPENING PHASE	OCCUPANCY	EMPLOYEES	FACULTY	STUDENTS
0	Essential Staff and Operations Only	Employees and Contractors performing essential activities are working on campus; all other employees will continue working remotely.	Faculty will continue working remotely and may visit by pre-approved appointment to pick-up instructional materials. Researchers will be allowed on campus for the care of animals or essential research material.	Only those students taking essential testing that must be in person are allowed on campus.
I	Maximum occupancy: contingent on social/physical distancing capacity, up to 25% of normal campus occupancy	Additional employees and contractors will return to campus as departmental plans are approved so that they may prepare for opening the campus to students.	Limited on-campus Faculty; those performing approved on-campus instruction, during those instructional periods. Faculty may visit by pre-approved appointment to pick-up instructional materials;	In addition to students taking essential testing that must be in person, only those students taking essential lab or hands-on training are allowed on campus.
II	Maximum occupancy: contingent on social/physical distancing capacity, up to 50% of normal campus occupancy	Remote work is encouraged when feasible as part of each department's plan to meet the College's needs and comply with County and State guidelines.	Faculty Department's may work on-site in accordance with the approved Department plan	Students begin returning to campus (i.e., students requiring face-to-face support are allowed back on campus by appointment) while minimizing walk-in traffic.
III	Maximum occupancy: contingent on current social/physical distancing capacity requirements, up to 75% of normal campus occupancy	Remote work is encourage when feasible. Standard employee operations may gradually resume with a staggered schedules. in addition t. HR will work with employees seeking a reasonable accommodation due to health and safety concerns	Standard Instructional operations may gradually resumed. HR will continue to work with faculty who may request reasonable accommodations Research can resume, in accordance to CUNY's research guidelines and chairperson/program head support	Students may be welcomed back, capacity will be gradually increased in adherence with County and State guidelines.
IV	Fully Reopened at 100% of normal campus occupancy	Standard employee operations resumed with increased on-campus walk in services available	Standard instruction resumes with access to on-campus services and facilities	Students welcomed back at full capacity with access to on-campus services and facilities – Students from other campuses may utilize the library and services

Guidelines for Return to On-Campus Activities are established and will be modified as needed **(See *Spring 2022 Guidelines for Return to On-Campus Activities)"*** Note: all specialized areas (Cafeteria/Dining, Library, Pool/Fitness Center/Gym, Childcare Center and Health Center) returning to on-campus activities shall submit operational plans to be reviewed and approved by the Reopening Committee.

- In-person courses – at a minimum, 25% of academic courses/sections will return to in-person learning including those who have conducted in person/hands on instructions in earlier phases. In-person courses, herein, are defined as any instructional course that requires students to be on campus for any portion of the semester (generally once a week). If a course is held in-person, ensure that there is a remote substitute for any quarantined or high-risk students. (25)
- Transportation (N/A – The College does not provide transportation services)
- Public Events – the College provides special considerations when deemed necessary and where safety measures can be guaranteed. (e.g. blood drive, DOE – early voting poll sites, rental of space for recording purpose)
- Large Venues and Events – the College will provide special considerations in accordance with the requirements of governing agencies and public health protocols / guidelines
- Educational Camps – Early Childhood Learning Center (ECLC) will increase occupancy and expand operations with applicable social/physical distancing and an approved operational plan.
- Dining – Cafeteria services will gradually increase as occupancy and demand increase. Dining areas are open for the consumption of food.
- Sporting/Training Facilities – (N/A – the College does not have Sports/Training facilities)
- Theatres – resume operations with social/physical distancing, as applicable and approved operational plans in place.
- Gyms and Fitness Centers, including Pools– Gym and fitness center remain closed and will reopen when deemed appropriate with approved operational protocols. The aquatic center (pool) resume operations.
- Retail/Bookstore – continues to operate with curb side delivery services and will gradually increase store front services as needed with social/physical distancing, as applicable and approved operational plans in place.
- Construction – continues with public health protocols as set forth by governing agencies and CUNY.
- Maintenance – routine activity continues with enhanced cleaning in place
- Due to the nature of the College's operations, specific areas are required to provide their own reopening plans for subsequent phases. The plan must be to be approved, with social/physical distancing, as applicable and operational plans in place, prior to resuming on-campus operations. The College follows considerations provided by CUNY for phased reopening of:
  - Libraries,
  - Research laboratories,
  - Clinical placements,
  - Campus childcare centers,
  - Health and wellness services,
  - Mental health services,
  - Travel, and
  - Student life/ inclusion (as it relates to student activities, student orientation, accommodating students with disabilities, and interfaith programs & campus ministries).
- To protect the health and safety of the campus community, the College implemented general safeguards and provisions to limit exposure. These safeguards follow the guidance and recommendations from the Center for Disease Control (CDC), World Health Organization (WHO), Occupational Safety and Health Administration (OSHA), and State and Local health departments, and this Plan, which include the following and have been gradually modified and/or phased out, as per applicable regulatory guidance and recommendations, and as on-campus operations and in-person classes resume:
  - Moving most instruction and learning to distance modality
  - Reducing on-site workforce through telework
  - Limiting in-person presence to essential staff who need to be on campus to do their job

- o Adjusting workplace hours and shift design (e.g. A/B teams, staggered arrival/departure times);
- o Batch activities, where possible, so employees can reduce the number of hands touching materials at the same time (e.g. one employee organizes the files and folders in a shared cabinet)
- o Introducing technology and processes to promote contactless services
- o Using work orders to facilitate distancing, access and cleaning
- o Limiting campus access
- o All persons on campus are asked to wear an acceptable face coverings, which fits well and can be worn consistently, and take proper precautions using signage and other applicable multimedia communications.

- Thresholds for moving to the next Phase as well as thresholds for possible ramp down or closure are closely monitored (All city, State and CUNY public health protocols will be followed). College's response will reflect local health conditions, COVID-19 risk indicators and reopening triggers, as reflected in the charts below.

Alert level	COVID-19 Risk Indicators			Community Measures*
	Disease situation	Health care system	Disease control	
Level 4 High Risk	• High burden • Increasing spread • Many outbreaks	• Limited capacity to safely care for cases • Many health care worker infections	Limited or no ability to isolate cases and quarantine contacts	• Stay at home • Schools closed (e-learning) • No mass gatherings • Essential services only • Modified health care services (e.g. telemedicine) • No non-essential visits to congregate facilities (e.g. nursing homes) • Recreation locally with safety measures** (e.g. walking)
Level 3 Moderate Risk	• Moderate burden • Decreasing spread • Few outbreaks	• Some capacity to safely care for cases • Some health care worker infections	Some ability to isolate cases and quarantine contacts	• Limit non-essential travel outside home • Schools closed (e-learning) • Limited small mass gatherings (e.g. weddings, funerals) with safety precautions • Businesses open with safety measures (e.g. pick-up only)** • Modified health care services (e.g. telemedicine, essential care, chronic care) • No non-essential visits to congregate facilities (e.g. nursing homes) • Recreation expanded with safety measures (e.g. low risk)**
Level 2 Low Risk	• Low burden • Decreasing spread • Outbreaks rare	• Full capacity to safely care for cases • Rare health care worker infections	More ability to isolate cases and quarantine contacts	• Can travel outside home with safety measures • Schools open with safety measures, no vulnerable staff or students** • Some mid-size mass gatherings, with safety measures** • Businesses open with safety measures (e.g. hand sanitizer, distancing)** • Health care services with safety measures (e.g. elective procedures)** • No non-essential visits to congregate facilities (e.g. nursing homes) • Recreation with safety measures**
Level 1 New normal	• Cases and outbreaks rare	• No health care worker infections	Ability to fully isolate cases and quarantine contacts	• Can travel outside home with safety measures** • Schools open with safety measures** • Mass gatherings with safety measures** • Businesses open with safety measures (e.g. distancing, disinfection)** • Health care services with safety measures** • Minimal safe visits to congregate facilities (e.g. nursing homes) • Recreation with safety measures**

College's response Levels	Action
No human-to-human spread of disease. Response Level 0	• Monitor situation through WHO, CDC, CUNY Central Office and NYS Governor's Office • Promote Stop the Spread of Germs Campaign • Medical evaluation and fit testing of all essential onsite personnel and order PPE • Maintain listing of critical departmental functions and systems • Maintain contingency plans and update as needed for instruction and enrollment management procedures. • IT – prepare, perform maintenance and upgrade system for support of remote critical functions, remote access and increased system usage. • Maintain templates for communicating to faculty, students and staff • Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance…)
Human-to-Human transmission found but localized in the community or on campus ; confirmed outbreak overseas Response Level 1-2-3	• Alert emergency management team • Notify essential onsite and remote personnel to prepare for shutdown operations and/or revert to previous reopening phase, as applicable. • Distribute PPE to essential onsite personnel. • Activate crisis communication plan to keep the College community updated on current status • Coordinate with CUNY Central • Monitor all travel abroad programs and advise based on CDC travel warnings and locations. • All departments prepare to integrate contingency plans
Widespread Outbreak in North America and Overseas. Response Level 4	• Remote Work and Distance Learning Activated and Emergency Management Team continue to monitor the situation. • All Special Events and Activities Cancelled. • Campus closed • All classes cancelled or transitioned onto online platform as per the department's ramp down plan and contingency plans. • Essential onsite personnel report to campus for shutdown operations. • Essential remote personnel continue to perform critical functions.
Recovery – Return to normal operations Re-Occupancy Phases 0-IV	• Re-Occupancy Planning • Reopening Plan Implementation • Monitoring • Phased Re-Opening of College facilities and classes • Emergency Management Team hold debriefing session

• The Reopening Phase Plan was developed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases.
   o Phase 0 – essential staff and operations only (March 2020-August 2020)
   o Phase I – Maximum occupancy: contingent on social/physical distancing capacity, up to 25% of normal campus occupancy (September 2020-December 2020)
   o Phase II – Maximum occupancy: contingent on social/physical distancing capacity, up to 50% of normal campus occupancy (January 2021-May 2021)
   o Phase III – Maximum occupancy: contingent on current social/physical distancing capacity requirements, up to 75% of normal campus occupancy (June 2021 – TBD)

o   Phase IV – Fully Reopened at 100% of normal campus occupancy (TBD)

Return to business as "normal" with full operations and building occupancy (up to 100%)

o   Triggers to return to full operations would include a widely available vaccine, mass immunity confirmed by anti-body testing, robust and widely available accessible treatment for COVID-19, and/or by directive of the Governor, Mayor, or CUNY Chancellor

o   If successful, some courses/programs may be encouraged to continue on a hybrid platform.

o   General Guidance for Enclosed Spaces:

▪   Will be determined based on previous phases and most current guidelines

o   Preventative measures:

▪   Will be determined based on previous phases and most current guidelines

o   Threshold to revert to a prior phase:

▪   refer to Phase I

Phase I – Maximum occupancy: contingent on social/physical distancing capacity, up to 25% of normal campus occupancy, for floors pre-approved to be occupied in Phase I. Note that areas that have not been approved for Phase I will be off limits. (September 2020-December 2020)

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open: all essential areas and activities that were on-site in Phase 0 will continue (ex. mailroom, food pantry, facilities)
    o   Clinical health care courses – must provide a plan to the Provost and Administration for approval prior to scheduling any courses
    o   Humanities: Art/performance/media – access to special equipment only for minimal amount of time; must provide a plan to the Provost and Administration for approval prior to scheduling any courses
    o   Sponsored, time-sensitive research must provide a plan to the Provost and Administration for approval prior to being on campus
    o   Construction with essential workers
- Campus reopening plans are communicated with faculty, staff and students as per the College's communication plan.
- Those approved to be on campus:
    o   Percent of building capacity/number of people – Anyone on-campus must be approved first. Occupancy subcommittee to be consulted regarding the amount of people allowed in designated areas.
    o   Faculty, staff, and students should be on campus the minimal amount of time necessary; if it is for a course, faculty and students should leave the campus once the class has ended.
    o   Students should be limited to active classrooms, open service areas, and transit corridors.
- Preventative measures:
    o   Mandatory face coverings (provided to faculty and staff; department provides for clinical students), social/physical distancing requirement (i.e. six feet), cleaning/disinfecting protocols and schedule, monitoring, daily screening of those entering building, required online trainings for employees and students, proper signage, directional signs (e.g. floor decals)
        ▪   People who cannot wear masks are not allowed to be on-campus in Phase I
        ▪   All faculty and staff must
            o   have the approval of their department chairperson/director and Division VP in order to be on-campus
            o   are on the approved list with Public Safety.
        ▪   Continued remote courses / classwork in the event of a ramp down or closure.
        ▪   Remote screening for building access

- Students attending class on campus must be on the course's enrollment roster in order to obtain campus access and be fully vaccinated
    - o Employees in shared workspaces should coordinate their schedules so they're staggered
- General Guidance for Enclosed Spaces are followed as detailed in the plan for Phase I
- Threshold to move to the next phase:
    - o Assessment process – examine as phases progress
    - o Begin planning for next phase early so that it's successful
    - o Each phase is expected to last one session, contingent to CUNY and NYS requirements.
    - o In person classes and labs: This should be determined on a session by session basis, with next phase planned for and announced mid-session.
    - o Track campus and community rates:
        - No increased risk of infection, a decline in COVID transmissions in the city and minimal transmission on campus
    - o Increased in PPE, Staffing/budget considerations to move to next phase
- Thresholds to remain in the phase longer than planned:
    - o Incidence of COVID-19 on campus that is not successfully contained.
    - o Increase in COVID cases in the city
    - o Public transportation risk
- Threshold to revert to a prior phase:
    - o Significantly increasing infection rates on campus that were not successfully contained
    - o An increase in COVID cases citywide
    - o See ramp down section

Phase II - Maximum occupancy: contingent on social/physical distancing capacity, up to 50% of normal campus occupancy, for floors pre-approved to be occupied in Phase II. Note that areas that have not been approved for Phase II are off limits. (January 2021-May 2021)

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open with individualized approved plans:
    - o Essential on-site activities from Phase I continues
    - o Increase in person courses/programs that cannot be effectively delivered at a distance, such as those courses which are highly experiential or are dependent on access to campus infrastructure, and/or require in-person instruction based on regulatory requirements (e.g. select healthcare trainings).
        - Individual approved plans are still required
        - Lectures that have been conducted successfully in a remote capacity continue to be online
    - o Gradual increase of PIs and Research activities on-campus, in accordance to CUNY's research guidelines and with support of the chairperson/program head
    - o ECLC Pilot for essential workers, pre-K only
    - o Additional construction and maintenance projects as needed
    - o Parking Lot – attendant/valet parking as needed
    - o Health Office
    - o Office for Students with Disabilities

- General Guidance for Enclosed Spaces continue to be followed as detailed in the plan for Phase I for:
    - o HVAC and Water System
    - o Specific Spaces
        - Cafeteria / Dining Halls
        - Elevators

- Exterior Campus Grounds
- Hallways and Stairwells
- Lecture/classrooms
- Lobby and Common Areas
- Other Spaces
- Restrooms

- Preventative measures:
  - refer to Phase I
- Threshold to move to the next phase:
  - refer to Phase I
- Thresholds to remain in the phase longer than planned:
  - refer to Phase I

Phase III – Maximum occupancy: contingent on current social/physical distancing capacity requirements, up to 75% of normal campus occupancy, for floors pre-approved to be occupied in Phase III. Note that areas that have not been approved for Phase III are off limits. (June 2021-TBD)

- Employees are encouraged to follow CUNY's Flexible Work Guideline.
- Activities/areas/departments that can open with individualized approved plans:
  - Activities from Phase I and II continues with additional capacity and safeguards
  - Conference rooms will reopen
    - All meetings are encouraged to be held remotely, as feasible.
  - Cafeteria kitchen resume operations and increase services as occupancy and demand increase.
    - Ice machines that requires a handheld scoop should not be used, without gloves
  - Computer Labs will reopen with limited sitting and restrictions set by the Reopening Committee.
- All non-essential amenities and communal areas gradually reopen
- Increase on-campus operations:
  - ID Office
  - Bursar
  - Registrar
  - Food kiosks
  - Student Orientation
  - In person tutoring/writing center
  - Cafeteria
  - Library
  - Wellness Center
  - Courtyard/outdoor spaces
  - Radio Station
  - Organized sports
  - Gym/fitness facilities
  - Pool
  - Theater
  - Visitors/vendors
  - Campus events
  - Travel: conference attendance
  - Specialized programs: ASAP, College Now

- General Guidance for Enclosed Spaces continue to be followed as detailed in the plan:
  - HVAC and Water System
  - Specific Spaces
    - Cafeteria / Dining Halls
    - Elevators
    - Exterior Campus Grounds
    - Hallways and Stairwells
    - Lecture/classrooms
    - Lobby and Common Areas
    - Other Spaces
    - Restrooms

- Preventative measures:
  - refer to Phase I
- Threshold to move to the next phase:
  - refer to Phase I
- Thresholds to remain in the phase longer than planned:
  - refer to Phase I
- Threshold to revert to a prior phase:
  - refer to Phase I

Phase IV – Fully Reopened at 100% of normal campus occupancy (TBD)

- Preventative measures:
  - refer to Phase I
- Threshold to revert to a prior phase:
  - refer to Phase I

Spring 2022 Phase-in Plan

CUNY-LaGuardia Community College continues to gradually return to on-campus operations as per the College's approved updated plans. In a collaborative manner the various task forces, committees and teams have successfully increased operations at the College and are diligently planning for an increased occupancy for Spring 2022.

The College anticipates being in Phase III or IV for the start of the Spring semester, providing state, local and CUNY guidance allows to do so, which will allow a maximum occupancy of 75% of socially distanced occupancy, at a minimum, while adhering to all applicable requirements, as per regulatory and governing agencies, including CUNY.

Phase III and IV will allow:

- an increase of occupancy and in-person operations including, but not limited to, essential staff, faculty and students to be on campus
- to follow the recommendations made by the various teams and subcommittees
- the lessons learned from earlier phases to be used in planning and adjusting for increased occupancy
- to provide preventative measures and guidance that reduces the probability of rolling back to a previous phase or closing of the entire campus down
- to maintain academic continuity within the semester without any disruptions

As the College closely monitors the implementation of the gradual reopening of the campus, modifications to the updated plan shall be made to increase efficiency, as needed. Phases III and IV follow prior phase requirements and will be modified accordingly to safely and effectively incorporate the operations and activities returning to campus. All reopening activities will be phased-in to allow for operational concerns to be addressed before activities return to normal levels.

- Social/Physical Distancing Plan

  Note: Note: Based on recent CUNY guidance, distancing and occupancy requirements given below will only be applicable to unvaccinated and not fully vaccinated individuals.

  If distancing requirements change, the College will reestablish occupancy limits. Signage will continue to promote and encourage social distancing.

  - Occupancy limits – based on current guidelines and recommendations from governing agencies and CUNY, as applicable
  - Floor plans and drawings depicting traffic flow and room layouts, reflect the current guidelines and are modified based on guidelines set forth by governing agencies and CUNY.

- Signage Plan (Note: list is not all inclusive please refer to Attachment B: Signage plan for details)
  - Target locations – common areas (i.e. elevators, restrooms, corridors), classrooms, office complex
  - Signage required
    - Health Advisory Message (Prevent the spread)
      - Wear mask
      - Social/physical distancing
      - Wash/ sanitize hands
    - Maximum occupancy limits, as applicable

- COVID-19 Protective Equipment Requirements - (Note: list is not all inclusive please refer to Attachment C: Personal Protective Equipment plan for details)
  - All individuals who are vaccinated, not fully vaccinated, or unvaccinated must wear an [acceptable face covering,](#) which fits well and can be worn consistently, while on campus, in shared spaces regardless of physical distance from others.
    - Only exceptions are:
      - While briefly eating or drinking, providing social distancing is maintained
      - Vaccinated individuals who are the sole occupant of an office
  - Dependent on COIVD transmission rates, community spread, and current governing agencies guidelines the College may choose to relax mask mandate at a later time.
  - College will provide employees with the required protective equipment
  - College is not responsible for providing students with face covering, with the exception of emergency circumstances.
  - Academic Programs that require students to engage in close contact simulations, for instructional laboratories and complete field work, will be responsible for procurement and distribution of PPE, or must include PPE as part of the course requirements (similar to course material, such as books etc.)

- Academic Programs are required to develop a protocol for the program in accordance with the College's requirements and recommendations, and all applicable regulations.

- Cleaning and Disinfection Plan – (Note: list is not all inclusive please refer to Attachment D: Cleaning and disinfection plan for details)
    - All cleaning and disinfection products used on campus will be vetted and approved by the Office of Environmental Health and Safety (EHS)
        - Only EPA approved products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 will be used on campus for disinfection
    - The College will follow CDC guidelines on "Cleaning and Disinfecting Your Facility" for areas used by someone suspected or confirmed to have COVID-19
    - High touch areas will be disinfected thrice a day
        - Keyboards are designated person(s) or user responsibility
        - Laboratory Equipment are College Laboratory Technicians, Designee or user responsibility
    - Restrooms will be cleaned and sanitized routinely and disinfected thrice a day
    - Classrooms – twice a day
    - Personal office and work areas - Beyond the daily routine cleaning provided by housekeeping, employees will be vested with the responsibility of cleaning their personal work area.
        - When requested, the College will provide single-use disinfecting wipes and/or multi-surface spray cleaners to support the efforts, as feasible.
- Phase-in Plan
    - The College will gradually phase in on-campus operation and in-person classes.
    - Courses have been identified and labeled in the registration system as online, hybrid and in-person, also identifying whether the online portions are synchronous or asynchronous.
    - In-person instructional components have been prioritized in order to operate within space constraints.
        - Extracurricular activities will gradually increase on campus, with approval from Student Affairs.
    - Research can resume, in accordance to CUNY's research guidelines and chairperson/program head support
    - Individualized plans for each specialized area will be required (theater, pool/fitness center, library) prior to resuming on campus operations.
    - The following, along with public health protocols, will be considered:
        - Availability of adequate PPE
        - Provisions for hand sanitizing and enhanced cleaning and disinfecting
    - Social/Physical distancing plan:
        - As applicable, based on social/physical distancing and occupancy requirements set forth by governing agencies and CUNY.

    - Directors/Managers will determine who will be required to work on-campus and those for whom remote work will continue, as per CUNY's remote working policy &request for special accommodations.

    - Public health practices: face coverings, social/physical distancing, cough/sneeze etiquette, hand hygiene
    - Provisions for vulnerable populations
    - Thresholds for increasing occupancy will be closely monitored (All City, State and CUNY public health protocols will be followed)

- Ramp Down / Reclosing Plan
  - Thresholds for possible ramp down or closure will be closely monitored (All city, State and CUNY public health protocols will be followed)
  - The College will be ready to deploy distance learning modalities, with as few employees on campus as possible to assist those who have been designated as essential staff and to transition to remote working for all non-essential staff (March 15, 2020 letter from Chancellor).
    - This includes readiness to deploy targeted distance learning modalities when necessary due to shutdowns of particular buildings/areas impacted by COVID-19
  - In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, only those previously identified as essential, in their job descriptions, will report to campus
  - On-campus activities will be restricted to those that are absolutely necessary to retain critical operations such as facilities, research, and instructional laboratory viability.

- Communication Plan
  - Audiences: students, faculty, staff, visitors, parents/guardians, general public
  - https://www.laguardia.edu/coronavirus/serves as the main vehicle for communicating policies and procedures related to college operations.

- Screening/Monitoring Plan
  - Screening
    - CUNY COVID-19 surveillance testing for unvaccinated individuals or individuals who have not provided proof of vaccination, who will be required to submit a test every 7 days. For unvaccinated individuals, continued access to on-campus activities will be contingent on regular submission of a negative test.
    - Vaccinated individuals shall provide proof of vaccination, via CUNYFirst. Information is to be uploaded at minimum ten days prior to returning to work, on-campus.
    - Based on CDC guidance, the College will no longer conduct entry health screenings and will rely on individuals to stay home when they are sick.
  - Monitoring
    - Contact tracing
    - Communication with DOHMH, NYS and CUNY

Guidelines: Return to On-campus Activities

As students, faculty, and staff prepare to gradually return to in-person learning and work, everyone is reminded of our obligation to act in a responsible manner while on campus as per the guiding principles herein and as per governing agencies.

Guidelines are subject to change and are reviewed and updated frequently as governing agencies, including CUNY guidelines and recommendations change.

Important Contact Numbers:
- Corona Virus Campus Liaison : ext. 6123
- College Health Center: ext. 5280
- Human Resources Office: ext. 5075 / COVID related – ext. 5087/5080

- Public Safety: Emergency line ext.5555 ; for non-emergency or life threatening (example need door opened) ext. 5558
- Building Operations: any problems with temperature, lighting, water leaks, stained ceiling tiles ext.5580
- Housekeeping: report spills (example is water in hallway), if cleaning is needed in restrooms or other areas, If paper towel dispenser or soap in restrooms need refills, refill in hand sanitizer station is needed, and any other cleaning inquires ext.5550
- EHS: health and safety concerns, mold, dust, chemical or unusual odors ext.5507Vice President of Student Affairs Office: ext. 5180

Return to Campus Guidelines:

- Guidance provided to Directors and Mangers to assist in planning the return to on-campus operations for their respective areas, including but not limited to, information clarifying the remote working policy &request for special accommodations, to ensure hybrid teams can function effectively during the return to in-person work, as applicable.
- The College's Office of Human Resources will conduct workshops to assist Directors/Managers in determining Flexible Work Arrangements for their respective areas, as needed.
- Complete all applicable trainings
- Vaccinated individuals shall provide proof of vaccination, via CUNYFirst. Information is to be uploaded at minimum ten days prior to returning to work, on-campus.
- Unvaccinated or those who wish not to disclose vaccination status, must complete testing protocol every seven days.
- As applicable request reasonable accommodations,
  - Employees contact Office of Human Resources
  - Students contact Office of Student Disability services or Student Affairs Office

- All individuals who are vaccinated, not fully vaccinated, or unvaccinated must wear an acceptable face covering, which fits well and can be worn consistently, while on campus, in shared spaces regardless of physical distance from others.
  - Only exceptions are:
    - While briefly eating or drinking, providing social distancing is maintained
    - Vaccinated individuals who are the sole occupant of an office
    - 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).
- Comply with posted occupancy limits for all areas where applicable.
- Unvaccinated and not fully vaccinated individuals must maintain six feet social/physical distancing requirement at all times while on campus to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance.
- Practice proper hand hygiene: Wash hands with soap and water for at least 20 seconds or use hand sanitizing stations located throughout the College
- All occupants are expected to follow College COVID-19 requirements as per the re-opening plan. Those who do not comply, are referred to the designated compliance office as per the College's code of conduct and applicable policies.

- The College's Emergency Response Guide provides emergency reporting and response procedures for non COVID-19 related emergencies.
- The College encourages all to get vaccinated VaxUpCUNY
  - o CUNY students shall be vaccinated for all in-person classes begin and get a booster when eligible. Only medical and religious exemptions will be acceptable.
  - o Student participation in on-campus activities will require proof of vaccination and get a booster when eligible. Only medical or religious exemptions will be acceptable.
  - o 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.
  - o For more information see Guidelines for CUNY Spring 2022 Reopening

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.

Reporting COVID-19, Potential Exposure Response Protocol:

- Always maintain the privacy of the individual(s) as per applicable regulations (i.e. HIPAA, FERPA, ADA, etc.)
- All individuals who have tested positive for COVID-19 or have any Symptoms of Coronavirus, please stay home, self-isolate, and immediately notify the College Coronavirus Designees using the applicable email:
  - o Please include full name and contact number. In addition, employees notify your supervisor(s). All members of the Contact tracing team, including the Coronavirus Coordinator (Shahir Erfan) and Liaison (Reisy (Theresia) Litvay-Sardou), will have access to the below email accounts and will be checking them frequently, throughout the day, including off hours and weekends (any notifications received after 9pm-7am may experience a delayed response).

  - o **Employees:** EmployeeReportCOVID@lagcc.cuny.edu
  - o **Students:** StudentReportCOVID@lagcc.cuny.edu

Note: the above emails should also, be used to report potential exposure to a COVID positive person or confirmed closed contact cases.

- For incidents involving students, ECLC children or visitors on campus, contact the Health Center or the Office of the V.P. of Student Affairs for Guidance.
- For incidents involving Faculty and Staff, contact the Health Center or the College's Office of Human Resources for Guidance and notify your supervisor.
- If any of the above cannot be reached, call Public Safety

Attachment F:

Reclosing / Ramp-Down Plan

Spring 2022 – Reopening Plan

Reclosing Plan

This plan reflects the process previously followed by the College to close the campus pursuant to New York State COVID-19 response guidance; material in this section is drawn from CUNY correspondence and the Guidance on Academic Continuity.

Governance

Should the College campus need to close down operations after reopening, the same governance structure applies as laid out in the reopening section of the plan. Pursuant to that structure, the College developed a reclosing plan that follows the CUNY guidelines as submitted to the Chancellery/COO's Office for review and approval. Decisions to shut down begin with the Campus Coronavirus Liaisons who reports daily to the Campus Reopening Committee and to the Chancellery/COO's Office's on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, the College will activate our plans.

Circumstances that Warrant Closure

It is the intention of the College and CUNY to move forward and bring more activities back to campus over time.
- It is understood that the Chancellery/COO's Office and the Campus Reopening Committees monitors a range of internal and external criteria when assessing whether a ramp down or closure of LaGuardia Community College campus is required.
- External monitoring criteria includes:
    o Federal, New York State, and New York City regulatory guidelines and mandates.
    o Infection/health system status at the local, state, regional and nation-wide level.
    o Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
    o Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social/physical distancing)
    o Reclosing status of neighboring universities
- Internal monitoring criteria should include
    o Spread of infection on campus (i.e., via data reported by our Campus Coronavirus Liaison - metrics on current caseload, new flu-like symptoms, spread)
    o Status of resources and infrastructure to combat contagion on campus (e.g., College/University health system capacity, PPE resources, Testing & tracing resources).
- In addition to the above, the College incorporates any guidance on relevant re-closure criteria provided by New York State as part of Phase 4 of NYS NY Forward reopening guidance for Education institutions.
- The College's internal monitoring will be informed by
    o Regular reports on COVID-19 exposures at the college provided by the College's Coronavirus Liaison to the Campus Reopening Committee and the SVC for Institutional Advancement.
- The College is required to monitor health conditions using the criteria above and look for warning signs that infection may be increasing.
    o Per the governance arrangements set out in Part 1, Section B, the College's Coronavirus Liaison have primary responsibility for collecting accurate and complete data about each individual at the College for possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.
    o The College's Coronavirus Liaison reports information from our campus
    o The College actively monitors the situation on campus.

Ramp-Down Guidance

- The CDC provides the following 'Institutions of Higher Education Decision Tree'
    - With a confirmed COVID-19 case on campus, the campus should consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III. B), along with building and facility closure to clean and disinfect. The campus should also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campuses closures (e.g., of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).
    - Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
    - Extended closure is suggested with substantial community spread, defined by CDC as large-scale immunity transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.
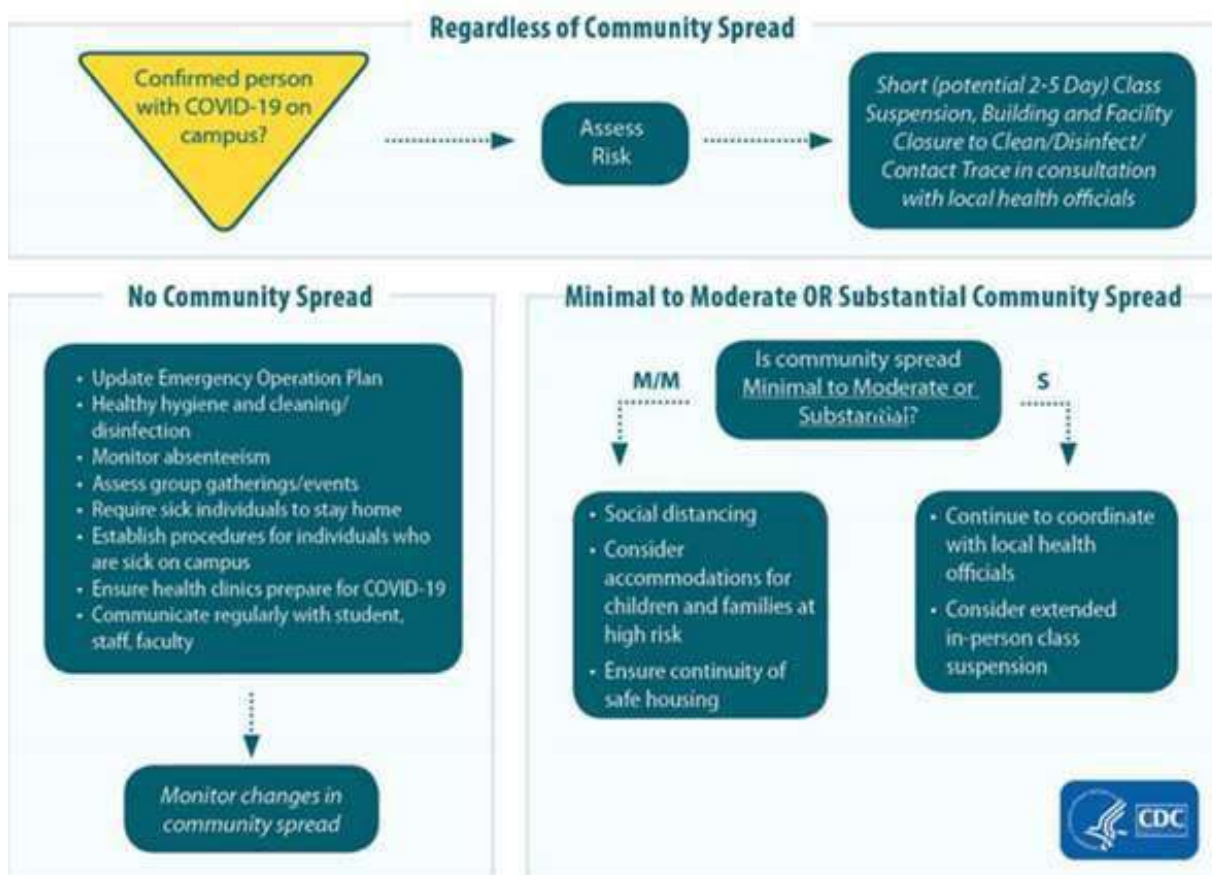
- The College expects to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This allows deep-cleaning and disinfection of buildings, premises or grounds. This is coupled 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 (March 19, 2020 letter to staff from Chancellor).

- In the early phases of the outbreak, New York City experienced substantial community transmission in which individuals who had no known contact with infected individuals tested positive for the virus. Should there be a return of substantial community transmission, the campus community --students, faculty and staff-- should act as if they have been exposed: staying home and monitoring for symptoms. This would require a ramp down or shutdown of CUNY buildings and/or campuses to ensure CUNY does its part to protect the most vulnerable members of the community (March 20, 2020 letter from Chancellor). Such decisions are made in consultation with the Chancellery/COO's Office and local/State officials.
- The ramp-down response to the local and community health situation within the College, a community or the City as a whole, are made following the governance process set out in Part 1, Section B, of the CUNY Guidelines for Safe Campus Reopening. Final decisions on shutting down particular buildings/areas within the LaGuardia campus, or multiple CUNY campuses, as appropriate, are made by the Chancellery/COO's Office in consultation with local/State authorities.
    - The reopening plan for the College proposes four phases, 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 phase of reopening CUNY is in, closure of campus may involve reverse engineering to lower phases, up to and including a total shutdown.
- The College implements plans and procedures to be ready to close particular buildings/areas on campus, or to close campus-wide, in the event of a resurgence of the virus, and return to essential service and workforce restrictions.
- The College or CUNY Central expects to move forward and backward between the above phases, and to respond with targeted shutdowns of impacted buildings/areas, if a person with COVID-19 is confirmed to have been on campus, to clean/disinfect/contact trace in consultation with local health officials.
- The College makes 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. See attached checklist.
- The College will 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 (March 15, 2020 letter from Chancellor).
    - This should include readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
- The College has effective approval processes to enable staff to request supervisor approval for telecommuting, in accordance with campus telecommuting policies (March 15, 2020 letter from Chancellor).
    - This includes targeted use of telecommuting if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
    - All supervisors maintain structures and channels that will enable employees to do their jobs remotely, and to ensure that all hardware and software is fully functional (March 15, 2020 letter from Chancellor).
    - Supervisors implement remote check-in plans, and all employees should receive details about their work schedules and other expectations of job performance for the duration of the arrangement (March 15, 2020 letter from Chancellor).
- The College has communications plan in place to address questions from students, faculty and staff (See Section II. D. Communications Plan).
- In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, only those previously identified as essential, in their job descriptions, will report to campus.
    - Managers of College staff who are not able to remotely perform all of their job duties shall 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 (March 15, 2020 letter from Chancellor).

- o 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 shutdown shall be limited to the extent possible. (e.g., Access to impacted areas shall be limited except by appointment.) Campuses can be contacted for specific information (March 20, 2020 letter from Chancellor).
- The College has protocols for ramping down research and moving to remote work, as per the Research Reopen plan. The protocols follow Research Continuity guidance on the Guidance on Academic Continuity to campuses page, and may include:
  - o Securing Personal Health Information (PHI)
  - o Policy for Commercialization of Research
  - o Requirements for non-Human Animal Research
  - o Safety practices for Human subject research
  - o Plans for equipment/facilities that require human attention and/or supplies for operation
  - o Updating any data use agreements that may be affected by shifting to remote platforms
  - o Setting procedures for tissue and other non-IACUC Materials

College Ramp Down / Reclosing Plan

- o Thresholds for possible ramp down or closure are closely monitored (All city, State and CUNY public health protocols will be followed)

LAGCC COVID CLOSURE & RAMP-DOWN THRESHOLD CRITERIA

The criteria to determine **closure of LAGCC buildings and ramp-down of onsite operations** are as follows:
As per CUNY, LaGuardia has adopted the NYS guideline that states "COVID-19 infection rates on NYS college campuses requires that if colleges reach **100 cases of coronavirus or if the number of cases equals 5% of their onsite population or more, they must transition to remote learning for two weeks,** at which time the situation will be assessed before returning to limited on-campus activity is allowed."

The College's reopening plan, "ramping down" procedure:

Thresholds to remain in the phase longer than planned if:
- Incidents of COVID-19 on campus are not successfully contained
- Increase in COVID-19 cases in the city
- Increase in transmission risks from public transportation

Threshold to revert to a prior phase:
- Significantly increasing infection rates on campus that were not successfully contained
- An increase in COVID cases citywide
- See ramp down section

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 greater public with COVID-19 protocols (e.g., group gatherings, social/physical distancing).
- Reclosing status of neighboring universities.

Internal monitoring criteria should include:
- Spread of infection on campus (i.e., via data reported by our Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)
- Status of resources and infrastructure to combat contagion on campus (e.g., College/University health system capacity, PPE resources, Testing & tracing resources).

The Center for Disease Control Decision-Making Tree:
- For confirmed COVID-19 case on campus, the campus should consider a short class suspension of up to 7 days in areas which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III).
- May require rolling campus closures (e.g., of 14–28 days) as determined from internal and external monitoring criteria
- That ramp-down activities should align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
- Extended closure is suggested with substantial community spread, defined by CDC as large-scale community transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.

o The College will be ready to deploy distance learning modalities, with as few employees on campus as possible to assist those who have been designated as essential staff and to transition to remote working for all non-essential staff (March 15, 2020 letter from Chancellor).

- This should include readiness to deploy targeted distance learning modalities when necessary due to shutdowns of particular buildings/areas impacted by COVID-19
o In the event of a campus-wide shut down or a targeted shutdown of particular areas on a campus, only those previously identified as essential, in their job descriptions, report to campus.
o A checklist is used to restrict on campus activities to those that are absolutely necessary to retain critical operations such as facilities, research, and instructional laboratory viability.

LaGuardia Community College Campus Ramp-Down Checklist

This checklist will be used to restrict on-campus activities to those that are absolutely necessary to retain critical operations such as facilities, research, and laboratory viability, such as:

- Care for animals, cell cultures or biological specimens,
- Proper and secure storage of chemicals, reagents and sensitive, perishable supplies and material
- Maintaining equipment and facilities that cannot be maintained remotely or shut down without significant cost or consequences to operations or research or health and safety

The reduction of on-campus activities will be implemented immediately when a ramp down threshold has been reached (see ramp-down thresholds for each phase).

This checklist may not address every consideration that must be taken within our department/laboratory. Please contact the Coronavirus Coordinator with any questions concerning the prompt and safe suspension of activities and related hazards within your department/laboratory. Note: each department is responsible for submitting this checklist to the Coronavirus Coordinator or designee upon, notification of ramp-down.

Preparing

Task	Complete or N/A	Notes
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Including required timeframe to safely complete the task.		
Identify all critical activities, including but not limited to time required to maintain facilities, equipment, animal care, and critical research		
Identify primary and backup personnel able to safely perform essential activities.		

Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel. Include principal investigators (PIs), Public Safety (PS), EHSO, Facilities as applicable.		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable.		

For instructional and research laboratories ensure that the chemical inventories are up to date and associated hazards are managed and specific inspection logs accessible (e.g. peroxide formers).		

Shipping/Receiving

Task	Complete or N/A	Notes
Procurement of new orders are to be limited to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential materials if they have not yet shipped.		
Plan ahead for any outgoing hazmat shipments, both on the shipping and receiving end.		
Notify the receiving/mail services department (718)482- 5565 of any expected incoming shipments. Include storage requirement upon arrival on campus		
Plan ahead for any Dry Ice shipments and ensure they are properly stored.		

Laboratories (Instructional and Research)

Tasks	Complete or N/A	Notes
Freeze down any biological stock material for long term storage.		
Consolidate storage of valuable perishable items within storage units that have backup generator systems.		
Determine animal care requirements and schedule consult with department chairperson for approval process.		
Secure all hazardous materials in long-term storage. Label and securely cap every container.		
Ensure all flammables are stored in flammable storage cabinets.		
Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.		
Remove all chemicals and glassware from bench tops and fume hoods and store in cabinets or appropriate shelving.		
Remove and properly discard any contents within the refrigerator that will spoil over time.		

Request EHS for waste pick up of peroxide forming compounds or other chemicals that may become unstable over time. Peroxide forming compounds must be tested prior to pick up.		
Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.		
Confirm inventory of controlled substances (including syringes and needles) and toxins of biological origin. Document in logbook.		
Secure controlled substances according to DEA regulations. Consider additional measures to restrict access to controlled substances.		

Physical Hazards

Tasks	Complete or N/A	Notes
Close gas valves. If possible, shut off gas to area.		
Turn off appliances, equipment, and computers (not associated with remote access). Unplug if possible.		
Secure compressed gas cylinders and store in upright position. Remove regulators and use cylinder cap to secure the valve.		
Protect against flooding from broken pipes. Elevate chemicals, materials, supplies, equipment, personal items and electrical wires, off of the floor.		
Check that equipment requiring uninterrupted electrical power is connected to an uninterrupted power supply and/or emergency power.		

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Check that refrigerator, freezer, and incubator doors are tightly closed.		
Biosafety cabinets: surface decontaminate the inside work area, close the sash and power down. Do NOT leave the UV light on.		
Fume hoods: Clear the hood of all hazards, allowing for proper airflow and shut the sash.		
Review proper shut down procedures and measures to prevent electrical surging to protect equipment.		
Shut down and unplug sensitive electric equipment.		

Decontamination

Tasks	Complete or N/A	Notes
Decontaminate/sanitize areas of the lab as you would do routinely at the end of the day.		
Decontaminate/sanitize and clean any reusable materials.		
Document a decontamination survey if you have a radioactive material permit for unsealed material.		

Waste Management

Tasks	Complete or N/A	Notes
Collect and label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals (e.g., in plastic secondary bins or trays).		
Request EHS to collect non-regulated or chemical hazardous waste.		
Collect all solid biological waste inappropriate containers. If your lab does not have a routine Bio-waste pick up, schedule a waste pick up.		
Collect radioactive waste in appropriate waste containers and schedule a waste pick up through EHS		
Properly discard unwanted, non-hazardous chemicals by contacting EHS.		

Security

Task	Complete or N/A	Notes
Lock all entrances to the lab and office. Ensure key personnel supporting critical functions have approved access.		
Ensure Public Safety is aware of who will be accessing the labs and facility for critical functions.		
Close all windows.		
Secure lab notebooks, personal items and other data.		
If DEA/NYSDOH Controlled Substances are needed during wind-down or animal emergencies, ensure that those performing the essential tasks are pre-authorized and know how to access.		

General Area

Tasks	Complete or N/A	Notes
Remove all perishable and open food items from the lab's break areas, lockers, refrigerators and personal spaces.		
Perform general housekeeping.		

Facilities

Tasks	Complete or N/A	Notes
HVAC and temperature control in vital areas (e.g. IT closet, animal laboratories, Veterinary Technology Lab)		

Attachment G:

Communication Plan

Spring 2022 – Reopening Plan

Campus Re-Opening Communications Plan

1) General Communications shall Include the following:
   a) All audiences, including, students, faculty, staff, visitors, parents/guardians, general public.
      i) laguardia.edu/coronavirus serves as the main vehicle for communicating policies and procedures related to college operations.
      ii) Social media announcements on Instagram, Facebook and Twitter will amplify messages/announcements posted to the website and will refer viewers to the webpage for additional information.
         (1) Post as needed and amplify webpage.
      iii) Expand Ask LaGuardia knowledge base with information and links to relevant web sections.
   b) Faculty and Staff.
      i) Microsoft Outlook email messages to be issued by college President or Office of Marketing & Communications as needed.
   c) Matriculated Students email and text messages to be issued by Student Information Center and/or Office of Marketing & Communications as needed.
      i) Develop section of *My LaGuardia* student portal that highlights key areas and links to relevant webpages
   d) Continuing Education Student email and text messages to be issued by Student Information Center, ACE Enrollment Office, and/or Office of Marketing & Communications as needed.
   e) Details as to who should be contacted if a student, faculty or staff member tests positive for COVID-19.
   f) "Who to contact" if you feel sick on campus or off campus. Set schedule to send at the start of the semester (to students that do and don't need to be on campus).
   g) As areas of use on campus are expanded, broad communications will be deployed to inform the community of changes/updates.
      i) Determine phased communications to support phased space reopening, i.e. Study hall/ Poolside.

2) Return to Campus Planning Communications/ Engagement shall include the following:
   a) All audiences, including, students, faculty, staff, visitors, parents/guardians, general public.
      i) Provide a planning page within the laguardia.edu/coronavirus section that details membership and reports for the Planning and Operational Task Forces.
      ii) Provide 'virtual suggestion box' for community input on website and link to in related communications.
      iii) Convene 'Town Hall' style meetings to allow for further community input.
      iv) Collect comments/questions received via 'virtual suggestion box' and social media from the campus community.
         (1) Suggestions will be routed to the Operational Task Force Chairperson.

3) On-Campus Safety Protocol Communication shall include the following:
   a) All persons scheduled to be present on campus; general public.
      i) Provide webpage (potentially laguardia.edu/coronavirus/on-campus-safety); page will serve as hub for detailing on-campus safety protocols as follows:
         (1) Explain signage that is utilized on campus and protocol for moving through campus.
         (2) Detail what's accessible, what isn't, entrances/exits, fire safety considerations, occupancy limits (if applicable) etc.
         (3) Detail protocol related to non-compliance.
            (a) Issues with non-compliance with social/physical distancing, hygiene, or safety practices should be reported confidentially to the Coronavirus Campus Coordinator.
               (i) Implement online forms for members of the community to report instances of non-compliance.
         (4) Detail who is and is not permitted on campus during each phase (e.g. no unannounced visitors).

(5) Details who to contact if a student, faculty or staff member tests positive for COVID-19.

(6) Provide testing resources.

(7) Outline protocols for access to additional services, such as ECLC, Library, Computer Labs, Parking.

(8) Highlight mental health resources, including anxiety about traveling to/from campus and around distance education.

(9) Provide disinfecting/ sanitizing protocols.

(10) Training is required for employees and will be completed via Blackboard.

(11) Training required for students.

(12) Include archived communications.

(13) Provide tips for safe commuting to/from campus.

(14) Provide Detail measures/ scenarios for partial and full closure.

(15) Updated regularly/as needed as follows:

    (a) Link to page from homepage, coronavirus page, My LaGuardia, Admissions, VIP, CE, F/S Portal and other high-level pages as needed.

  ii) Faculty/ Staff/Students scheduled to be on campus will be emailed:

    (1) Email steps/protocols directly to named persons; emphasize required training and additional protocols for admittance to campus.

  iii) Hard copy One-pager/ quick tips available on campus.

  iv) Email groups for students registered for a course on campus.

    (1) Matriculated list.

    (2) ACE list.

    (3) Faculty and Staff involved with the courses on campus.

  v) Amplify webpage on social media.

b) Students with off-site clinical placements.

  i) Support the Health Sciences Department in communicating off-site specific protocols for students participating in clinical internships.

    (1) Work with Health Sciences to develop as needed.

4) Distance Operations Communications shall include the following:

a) All audiences.

b) Continue to maintain multiple webpages to support remote operations.

  i) Student Distance Learning Resources.

  ii) Student Support Services (Virtual).

  iii) Faculty Distance Education Resources.

c) Provide additional remote operations webpages, such as:

  i) Staff distance working resources.

    (1) Employee resources (i.e. HR/payroll).

    (2) How to work remotely.

    (3) Training.

5) On-Campus Signage shall be provided as follows:

a) All spaces where persons are scheduled to be present on campus.

  i) Signage designs provided by campus Marketing & Communications, printed by the Print Shop and installed by Building Operations.

    (1) Provide reminders of proper hygiene, social/physical distancing rules, appropriate types and use of PPE, and cleaning and disinfecting protocols; Specific room or space occupancy limits, if applicable; and Additional precautions that must be observed for unique spaces; Floor markings or barrier tape where necessary to promote social/physical distancing.

ii) Signage samples provided herein; additional formats/messages to be prepared as needed.

6) Mental Health Communication shall be provided as follows:
   a) All audiences.
   b) Provide sub-page of coronavirus web-section that draws attention to the importance of mental health during the pandemic.
   c) Additional content provided by Wellness Center staff and Human Resources and to ask "What do you need" and include CUNY guidance:
      i) Supplement mental health content of webpage with resources: Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed; Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind; Encourage employees and students to talk with people they trust about their concerns and how they are feeling; provide phone number for Statewide Mental Health Hotline.
      ii) Communicate the availability of check-in forums for faculty and staff through CUNY employee assistance program.
      iii) Offer and communicate the availability of check in forums for students.
      iv) Ensure mental health resources (campus and external) are widely available through website, students and F/S portal, social media, email communications, etc.

7) Confirmed Case Communications shall be provided as follows:
   a) Work with Coronavirus Coordinator, Coronavirus Liaison and CUNY Central to prepare and distribute communications as needed in the event a case is confirmed on campus, but not limited to:
      i) Marketing & Communications to prepare scripts for email messages and phone calls to direct contacts for use by campus contact tracing personnel.
      ii) College-wide update via website.
      iii) Update "Ask LaGuardia", as needed.
      iv) *Confirmed cases result in partial or full closures as per the Emergency Closing Communication Plan.*

8) Ramp Down/ Shut Down Communications
   a) Once the Coronavirus Coordinator has determined the need for a ramp down or shut down, the *Emergency Closing Communications Plan* will be deployed as follows:
      i) The Coronavirus Coordinator will communicate the decision to scale back or close operations to the Director of Marketing & Communications.
      ii) Partial Closure communications include but are not limited to:
         (1) Email (via Outlook) to impacted faculty and staff.
         (2) Email (via Hobsons) to impacted students.
         (3) Email (via Constant Contact) to impacted ACE course participants.

      iii) Full Closure communications include, but are not limited to:
         (1) laguardia.edu homepage.
         (2) laguardia.edu/coronavirus.
         (3) Email (via Outlook) to faculty and staff.
         (4) Email (via Hobsons) to students.
         (5) Email (via Constant Contact) to ACE course participants.
         (6) CUNY Alert.
         (7) Social media.
            (a) Instagram.

       (b) Facebook.

       (c) Twitter.

    (8) Phone line message.

9) General and Specific Training
   a) All employees to complete CUNY training via Blackboard prior to coming to campus:
      i) Shall communicate said requirement in a timely manner.
      ii) Course completion coordinated into campus entry protocol.
   b) All students are required to complete training prior to coming to campus:
      i) Confirm ACE students can access training (currently on Blackboard).
   c) Training for Public Safety personnel– to be developed (or determined by CUNY) and required for persons at entries.
   d) Training for faculty and staff regarding office sanitizing steps, Hazard Communication and NYS Right to Know Training, and Safety Data Sheets (SDS) –is available to all faculty and staff.
   e) Videos developed from trusted sources, such as CDC, NYS Dept. of Health and NYCDOHMH how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings; such training will be extended to contractors if the College supplies the contractors with PPE:
   f) Refer faculty and staff to CUNY's mental health trainings.
   g) All training to be delivered remotely via website, My LaGuardia, Blackboard, VIP, F/S Portal and/or Comevo.

Attachment H:

Screening and Monitoring-Tracing Plan

Spring 2022 – Reopening Plan

Protocol for Safely Checking an Individual's Temperature On-Site with a hand held no contact thermometer:

- Perform hand hygiene as per instructions.
- Put on the supplied personal protective equipment (PPE). An acceptable face mask and disposable gloves.
- If available, wearing a face shield or safety glasses may provide additional protection.
- Check the individual's temperature using the provided no contact thermometer.
- Alternatively, you can ask the individual to check their own temperature using the provided no contact thermometer and provide an answer to the first question on the form/questionnaire.
- You can keep the PPE on to screen more than one individual at a time.
- Once all temperatures are taken:
  - o Disinfect the thermometer with an alcohol wipe before sharing or returning for storage.
  - o Remove and discard the disposable gloves.
  - o Facemasks are to be disposed at the end of your shift, or when damaged or soiled.
  - o Face-shields and safety glasses can be reused after disinfecting before and after use.
- Perform hand hygiene as frequently as possible, and before touching any part of your face.

Visitors and Third Party Business Associates:
- The College will follow CUNY's visitor policy
- All visitors are encourage to schedule their visits in advance, to facilitate campus access, services, and/or assistance.
- Any person entering the College will be required to submit proof of vaccination or a negative COVID-19 PCR test result within 7 days of campus visit via the CUNY Access Pass in Cleared4, or complete a screening protocol.
- Only exception is for short visits with no close contact
  - o 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 of more

Testing:
The College follows the latest screening, testing and vaccination requirements, as approved by CUNY.
- Requirement for unvaccinated individuals to participate in CUNY's weekly surveillance testing program
- The College is one of twenty CUNY testing locations to cover testing population.
  - ▪ Unvaccinated individuals will have the option of going to any of the CUNY locations to get tested regularly.
- Testing requirement for those who have traveled:
  - o 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.

Vaccination:

- The College encourages all to get vaccinated via it's communication plan and website, #VaxUpCUNY
- Students attending in-person classes shall present proof of vaccination, prior to the start of the semester thorough a College designated method, and get a booster when eligible. Only medical or religious exemptions will be accepted.
- Student participation in on-campus activities will require proof of vaccination and get a booster when eligible. Only medical or religious exemptions will be accepted.
- 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.

Monitoring / Tracing Plan

The College's Contact Tracing Team shall work with the College Coronavirus Coordinator and Liaison to perform the on-campus contact tracing in the event of a confirmed positive COVID-19 case. The Contact Tracing team is trained as required by the NYS mandated tracing unit.

Report Confirmed Positive Notification to Campus Liaison/Campus Coronavirus Coordinator

- Guidance on the notification protocols can be found on the [College's website](#).
- All individuals who have tested positive for COVID-19 or have any Symptoms of Coronavirus, please stay home, self-isolate, and immediately notify the College Coronavirus Designees using the applicable email: Please include full name and contact number. In addition, employees notify your supervisor(s). All members of the Contact tracing team, including the Coronavirus Coordinator (Shahir Erfan) and Liaison (Reisy (Theresia) Litvay-Sardou), will have access to the below email accounts and will be checking them frequently, throughout the day, including off hours and weekends (any notifications received after 9pm-7am may experience a delayed response).

  Employees: EmployeeReportCOVID@lagcc.cuny.edu
  Students: StudentReportCOVID@lagcc.cuny.edu

- Upon receiving notification of a positive test, the liaison/coordinator will contact the on-campus Contact Tracing team.
- The Contact Tracing team coordinates with the course instructors and department liaisons to identify the roster of students that need to be notified of potential exposure. For employees HR works with the Campus Coronavirus Liaison and the Contact Tracking Team.
- The Contact Tracing team reaches out to potentially exposed individuals who were on-campus, to complete the tracing process with recommendations for obtaining a test (providing a list of recommended testing sites) and additional guidance as applicable.

Potential Positive Symptom Presentation of Students/Visitors/Employees while on Campus

- If an individual presents symptoms while on campus, they are placed in a designated emergency waiting area where a more detailed health assessment can be completed by an identified staff. Upon arrival in this location, individuals are required to go home or to a healthcare facility, depending upon the severity of symptoms. Individuals are advised based upon regulatory guidelines. In extreme cases, ambulatory care procedures are followed if individuals are in immediate need of emergency services.
- The Campus Liaison is notified, in accordance with applicable regulations and provides appropriate notification to the Department of Health in applicable scenarios.
- If individuals have presented with symptoms, they must complete a screening template per CUNY guidelines for documentation purposes.
- The Campus-based Contact Tracing Team is notified to begin the process of accessing course rosters and providing notification to potentially exposed individuals.
  - The New York State Contact Tracing Program is informed, via the College's Campus Coordinator/Liaison, of

others that may have been in close contact with the symptomatic individual. Monitoring of the case is conducted on the campus level by the Campus Coordinator. If confirmation of a positive COVID-19 test for the case individual is identified, the College Campus Coordinator/Liaison will complete the tracing process.

- The College will assume that the COVID-19 positive occupant may have been communicable for a period of 48 hours prior to the onset of symptoms and that occupied areas may be contaminated up to seven days after the positive occupant was present.
- The identification of potential locations are obtained as part of the Campus-based Contact Tracing Team's process when assessing the movements of infected individuals throughout the campus.
- The College follows the disinfection procedures of the potential occupied spaces.

Attachment I:

Campus Reopening Committee Members

(Including Reopening Planning Committee Members and Campus Contacts and Student Participants who collaborated with the committee)

Spring 2022 – Reopening Plan

LaGuardia Community College – Reopening Committee

Campus Coronavirus Coordinator - LaGuardia Community College
Erfan, Shahir   Vice President of Finance and Administration

Campus COVID-19 Coronavirus Liaison - LaGuardia Community College
Reisy (Theresia) Litvay-Sardou   Network Management Services: Tech Support Operations, Director

LaGuardia Community College Return to Campus Planning Task Force

First Name	Last Name	Functional Title	Division	Department
Oswald	Fraser (Chair)	Human Resources Executive Director	Administration	Human Resources
Heather	Barikmo	Academic ESOL Program Manager	ACE	The English Language Center
Fay	Butler	Administrative Executive Officer	Student Affairs	Vp Student Affairs
Carrie	Conners	**Associate, Professor**	Academic Affairs	English
Philip	Gimber	Health Sciences, Academic Chair	Academic Affairs	Health Sciences
Robert	Jaffe	Senior Advisor to the President	President's Office	President's Office
Peter	Jayasekara	Environmental Health & Safety, Director	Administration	Environmental Health and Safety
William	Lindner	IT Computer System Manager	Information Technology	Information System
Theresia	Litvay-Sardou	Admin Officer	Information Technology	Network Management Services
Rhonda	Mouton	Student Life Program Manager (C.A.R.E.S)	Student Affairs	Financial Aid
Georgina (Gina)	Taraskwwich	Director of Marketing & Communications	Institutional Advancement	Marketing and Communication
Hannah	Weinstock	Continuing Education Director	ACE	Workforce Development
Jessica	Zeichner-Saca	Admin Executive Associate	Academic Affairs	Academic Affairs

The Return to Campus Planning Task Force – developed and deployed a survey to Directors, Deans and Vice Presidents of the College which generated items for consideration for the Reopening Committee

LaGuardia Community College Return to Campus Operational Task Force (revised 8/2/2020)

First Name	Last Name	Functional Title	Division	Department
Denise	Gomez (Chair)	Environmental Health and Safety Manager	Administration	Environmental Health & Safety Operations
Jacqueline	Brashears	Associate, Professor	Faculty Senator/ Faculty Council	Natural Sciences

First Name	Last Name	Functional Title	Division	Department
Shante	Bassett	Student Psychological Counselor	Student Affairs	Health and Wellness Center
Justin	Brown	Program Director, Public & Community Health	Academic Affairs	Health Science
Loretta	Capuano	Admissions Manager	Student Affairs	Student Information Center
Thomas	Cleary	Instructor - Librarian	PSC - Faculty	Library
Diane	Colon	Administration Officer	PSC - HEOs	Records Management Services
Damaris	Dorta	Administrative Associate	ACE	ACE
Salim	Djari	**Interim Assistant Director Admin. Superintendent**	Administration	Building Operations
Sonya	Evarista	Student Life Child Center Manager	Student Affairs	Early Childhood Center (ECLC)
Renee	Freeman-Butler	Academic Advising Director	Transfer Services	Student Affairs
Renee	Fuseyamore	Student Wellness Manager	Student Affairs	Student Health Services
Phillip	Gimber	Professor	Academic Affairs	Health Science
Jin	Lee	Chief Admin Supt Builds Gds	Administration	Building Operations
Robert	Jaffe	Senior Advisor to the President	President's Office	President's Office
William	Lindner	IT Computer System Manager	Information Technology	Information System
Theresia (Reisy)	Litvay-Sardou	Admin Officer	Information Technology	Network Management Services
Evelyn	Lowmark	Admin Executive Associate	Administration	Building Operations (Cleaning, Signs, etc.)
Lenore	McShane	VP DC 37 Local 384	DC 37	English
Rhonda	Mouton	Student Life Program Manager (C.A.R.E.S)	Student Affairs	Financial Aid
Karen	Muehlbauer	Communication Broadcast-MM Prod Specialist	Institutional Advancement	Marketing and Communication
Steve	Ovadia	Professor-Librarian	Academic Affairs	Library
Karen	Pinckney	Finance Purchasing Agent	Administration	Purchasing Business Office/Finance Operations
Fawad	Rahmani	Admin Manager	Administration	Security Operations
George	Schreiner	Assistant Dean Enroll Mgt	Student Affairs	Admissions, Financial Aid
Georgina (Gina)	Taraskewich	Director of Marketing & Communications	Institutional Advancement	Marketing and Communication
Hannah	Weinstock	Continuing Education Director	ACE	Workforce Development
Jessica	Zeichner-Saca	Admin Executive Associate	Academic Affairs	Academic Affairs

Campus Point Person/Contact who collaborated with LaGuardia Community College Return to Campus Operational Task Force

First Name	Last Name	Functional Title	Division	Department
Christine	Alverez	Pre-Hospital Care Director - RF	ACE	EMT & Paramedical

First Name	Last Name	Functional Title	Division	Department
Kenneth	Campanelli	Facilities Management & Planning Executive Director	Administration	Facilities Management & Planning
Orlando	Dowell	Architect Assistant	Administration	Administrative Services
Yvonne	Gaul	Campus Security Assistant Director	Administration	Public Safety
Peter	Jayasekara	Environmental Health & Safety Director	Administration	Environmental Health & Safety
Kathleen	Karsten	Professor	Academic Affairs	Health Sciences
Ruben	Mercier	Project Manager	Administration	Facilities
Patricia	Quesada	Administrative Manager	Administration	Administrative Services
Julio	Sanchez	IT Assistant	Administration	Building Operations
Lhamo	Tshering	Environmental Health & Safety Specialist	Administration	Environmental Health & Safety

LaGuardia Community College Student Participants

Student Government Association

Name	Student Government Association Title
Mary Rodriguez	President
Christie Laurent	Vice President
Carmen Escudero	Treasurer
Tsering Lama	Secretary
Douglas Wilburn	Events and Program Coordinator
Aleksandr Davydov	Parliamentarian
Richard Rendon	Academic Representative for Humanities
Annette Cruz Gonzalez	Academic Representative for Liberal Arts and English
Fehim Hoti	Academic Representative for STEM

Adult and Continuing Education

Name	Academic Department /Program
Milan Jovanovic	EMS

Fall 2021 Planning Committee

First Name	Last Name	Title	Affiliation
Paul	Arcario (chair)	Provost	Academic Affairs
Betania	Acosta-Perez	CUNY Administrative Systems Manager	Information Technology
Carmen	Escudero	SGA Treasurer	Student Government Association
Fehim	Hoti	SGA Academic Representative - STEM	Student Government Association
Assuanta	Howard	Interim Assistant Dean of Business Services and Workforce Development	Adult and Continuing Education
Peter	Jayasekara	Director, Environment Health & Safety	Administration
Jayashree	Kamble	Associate Professor, English Department	College Senate
Christine	Laurent	SGA Vice President	Student Government Association
Lenore	McShane	CUNY Administrative Assistant - English Department	DC 37
Luis	Merchant	Administrative Officer	Student Affairs
Karen	Muehlbauer	Communications Specialist	Marketing & Communications
Michael	Napolitano	Academic Chair, Business & Technology	Academic Chair
Nireata	Seals	Vice President of Student Affairs and Associate Provost	Student Affairs
Burhan	Siddiqui	Registrar Director	Academic Affairs
Laura	Tanenbaum	Interim Chair	PSC LaGuardia Chapter
John	Toland	Associate Professor, Natural Sciences Department	Faculty Council

Attachment J:

Affirmation Form

Spring 2022 – Reopening Plan

Business Affirmation

We have received your reopening affirmation on 08/07/2020 at 01:48 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

LaGuardia Community College

Higher Education Institutions
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serfan@lagcc.cuny.edu
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Long Island City, NY 11101
Queens County