CSI Campus Re-Entry Plan

PART 1: OVERVIEW

PART 2: GUIDELINES FOR CAMPUS REOPENING PLANS

I. PEOPLE

PART 1: OVERVIEW

Introduction

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 11,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associates, bachelors, masters, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center.

CSI's 204-acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The phased reopening of our expansive horizontal campus will be challenging. The phasing plan has allowed for a limited and controlled reentry with a significantly reduced capacity. In an effort to manage the operational issues that arise, the college is re-envisioning the phased reopening in light of the reopening of New York City and the call for mandatory vaccination for students coming to campus.

CSI's plan provides a detailed description of each step we intend to take for a successful reopening. The plan describes recommended actions and best practices for safe implementation, while managing competing demands and ensuring compliance with the New York State guidance for Higher Education. (See attached Checklist).

In Part 2 of CSI's Campus Reopening Plan the college is following the outline developed by New York State. We have detailed requirements and recommendations for: **People**, including physical distancing, gatherings in enclosed places, operational activity and movement of goods; **Places**, including protective equipment, hygiene, staged reopening and communications; **Processes**, including screening, testing, tracing and tracking; and **Institutional Plans**.

CSI will continue to follow CUNY as well as guidance and recommendations regarding services such as child care centers, libraries, health and wellness, mental health and students life, as referenced in [Considerations for Reopening Facilities & Services in](#) [Stages](#).

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1 *Parenthetical numbers within this document indicate the source for the recommendation. The numbered sources can be found in References at the end of these Guidelines.*

Governance

CSI established a Campus Health, Safety and Re-entry Committee which includes several sub-committees, in accordance with CUNY's proposed Governance Structure for Reopening Plans https://www.csi.cuny.edu/about-csi/president-leadership/office-president/presidential-communications/coronavirus-message

The Campus Health, Safety and Re-entry Committee is co-chaired by Dr. Michael Parrish, Provost/Sr. Vice President and Vice President Hope Berte, Campus Planning, Facilities and Operations. VP Berte will serve as the **Coronavirus Campus Coordinator,** who will oversee the preparation, review, and implementation of the Campus Reopening Plans. The re-entry committee, comprising five topical subcommittees, is detailed in the following chart.

College of Staten Island Re-Entry Committee
Hope Berte and Michael Parrish (co-chairs)
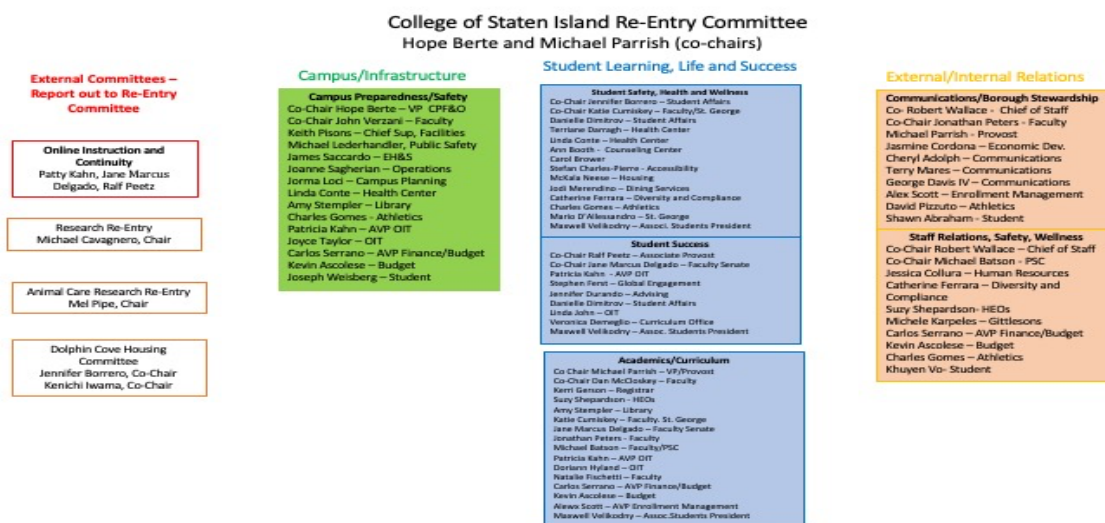
The Campus Re-entry Committee is charged with the following:

- Assisting with the preparation of the areas/departments to be included in each stage of the reopening based on college priorities, facility readiness and the risk assessment provided in Section II. C., 'Staged Reopening.'
- Assist with preparation, review and implementation of the Campus Re-entry Plan.
- Consult with campus stakeholders, such as faculty, students, unions, and staff in developing campus plans.

Charges of the Re-Entry Subcommittees:

- **Campus Preparedness/Safet**y – Propose short and long-term recommendations and needs to allow a safe campus environment while maintaining social distancing, keeping areas of occupancy sanitized, ensuring environmental safety and tracking any incidences of COVID-19.
- ❖ **Student Safety, Health, and Wellness** – Monitor the social, emotional, and physical wellbeing of CSI students as we maintain a primarily distance education mode of delivery but start the slow return to the Willowbrook and St. George campuses. Plan for the resumption of campus

operations including, but not limited to, student affairs services, housing, food services, and the library.

❖ **Student Success** – Determine how student support services will transition from an entirely online mode of operation to phased on-campus services. Determine how to maintain a safe, socially distanced environment for students as they return to campus.

❖ **Academics/Curriculum**. Make broad recommendations for how to maintain instructional continuity as CSI transitions from its current primarily distance education mode to resumption of some on-campus instructional activities.

❖ **Communications/Borough Stewardship**. Work with borough, city, CUNY and state agencies in maintaining the campus as an anchor institution and a resource for the recovery of Staten Island from the pandemic. Oversee internal and external communications as the campus re-opens.

❖ **Staff Relations/Safety/Wellness** – Make recommendations for how to maintain staff and faculty wellness and safety as the campus begins to re-open.

The Coronavirus Campus Coordinator will:

● Serve as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the campus's reopening plan.
● Lead and coordinate 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 (see below) 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 distancing, hygiene, or safety practices. (It is recommended that campuses establish a telephone and/or email hotline for this purpose).
● Support the work of heads of campus facilities, as described in 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.

Coronavirus Campus Liaisons:

Faculty/Staff – Jessica Collura, Director of Employee Relations and Labor Designee
Students – Danielle Dimitrov, Interim Executive Director of Student Services
Visitors - Michael Lederhandler, Director, Public Safety

The Coronavirus Campus Liaisons will:

• Ensure that all campus constituents have the appropriate documentation, including proof of either a negative test or vaccination status to enter campus. Provide a daily report on COVID-19 exposures using a checkbox survey similar to the one previously provided to them (see Supplemental Guidelines: '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 on how operations are working, with suggested revisions to the plans. The Campus Reopening Committee, working with the COO's Office, and responsive to local health conditions, may then modify the reopening approach.

Local Health Conditions/Triggers for Reopening

- Per CUNY guidelines, 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 were expected to reopen as part of NYS Phase 4, provided. Monitoring of these measures by the State will guide the timeline for the first stage of the reopening process for each campus (See Section II. C., 'Staged Reopening'). At CSI, additional concerns are the availability of financial and personnel resources to ensure a safe campus for re-entry.
- Per CUNY guidelines, CSI will work closely with the Chancellery/COO's Office, who in turn 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 CSI campus.

PART 2: CSI CAMPUS REOPENING PLAN

I.   PEOPLE

A. <u>Physical Distancing</u>

For most students who are expected to be fully vaccinated by Fall 2021, and all other vaccinated members of the CUNY community, physical distancing will not be a required safety measure for classrooms, educational settings, and offices. Individuals who are not fully vaccinated should continue to practice physical distancing of 6 feet. In areas where ventilation cannot be optimized (elevators, storage rooms, file rooms, etc.) capacity will be limited and posted. We re planning for % of sections provided by remote instruction in the fall, with the remaining 52% providing a mix of hybrid and in-person instruction. Local area signage and campus communications will reinforce the messaging on the need to maintain social distancing.

Distancing and Masks

- *Indoors:* People who are not fully vaccinated and those who might need to take extra precautions must wear a mask indoors. All unvaccinated members of the CUNY community are required to observe and comply with this requirement. Vaccinated individuals should feel free to wear a mask as they see fit, or when specifically required.
- *Outdoors:* In general, people do not need to wear masks when outdoors. However, CDC recommends that people who are not fully vaccinated continue to wear a mask outdoors.
- Per NYS guidelines, in situations or settings of more than 5,000 participants with guests of unknown, or mixed vaccination status, the state's COVID-19 restrictions remain in effect. On a case-by-case basis, CSI will choose whether to keep physical distancing measures in place or operate separate areas for vaccinated and unvaccinated individuals. CSI will consider using the same process for other campus events with less than 5,000 participants but still with a significant number of guests of unknown or mixed vaccination status.
- CSI will implement current State and CDC guidelines as follows:
    - [Interim Public Health Recommendations for Fully Vaccinated People | CDC](#)
    - [Governor Cuomo Announces New York State to Adopt New CDC Guidance on Mask Use and Social Distancing for Fully Vaccinated Individuals (ny.gov)](#)
- CSI will provide face coverings to all CSI employees.
    - Through appropriate campus signage, campus specific training and specified reporting mechanisms, and monitoring and enforcement by Public Safety officers, CSI will ensure that acceptable face coverings are worn.
    - Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. (41)

- CSI will provide acceptable face coverings to employees for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines. (41).
- Adherence to mask use policy for all unvaccinated students, faculty and staff is expected and will be self-managed. Any significant violations of mask policy can and will result in the campus community member being banned from campus activity for an appropriate time.
- See Section II.A, "Protective Equipment" for more information on masks and PPE.

Limit Occupancy and Congestion

- Per CDC and State guidelines, fully vaccinated individuals do not need to maintain social distancing; therefore, CSI will eliminate the 6ft required social distancing requirement except in spaces where ventilation cannot be optimized. For example:
    - Elevators will display occupancy signage.
    - Some storage and file rooms will display occupancy signage.
- CSI may consider designating socially distanced spaces for areas where vaccination status of individuals is unknown, such as open computer labs, library, cafeteria, lounges, concert halls and restrooms. Appropriate signage will be displayed.
- CSI, to the greatest extent possible will increase ventilation to ensure the maximum fresh air is provided through building HVAC systems.
- Where necessary, CSI Campus Planning Office will use floorplans to establish 6ft socially distanced space: as per the diagrams below:

Scenario #1 – 6ft radius

6' min. radius clear area around occupant

Individual Locations following social distancing
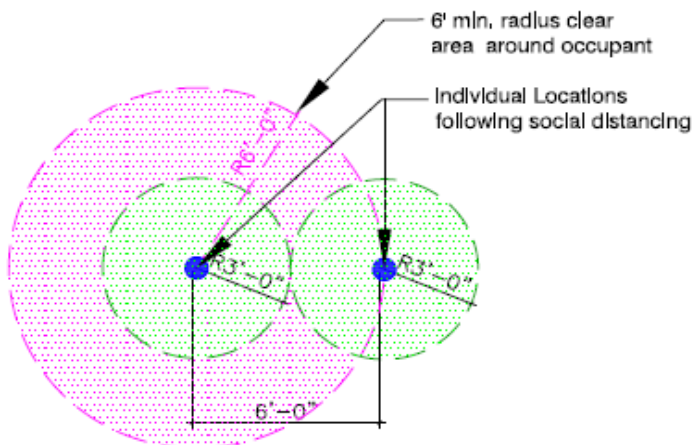
Diagram of clear 6' distance

- CSI will continue to follow recommended practices for generally limiting public interactions on campus include, but not limited to:
    - Limiting visitors to "invited guests" who are expected to abide by all campus and building specific protocols; and
    - Requiring student/institutional IDs in order to enter campus. (41)
    - Requiring clients and visitors to have an appointment or pre-approved permission to enter buildings (15).
    - The CSI Coronavirus Campus Coordinator will designate appropriate personnel to ensure engagements will be scheduled, pre-approved and managed in conjunction with the offices/locations being visited (15).
    - See Section I.C, "Operational Activity" for further guidance.
- Residence Halls:
    - See Section IV.B, "Dolphin Cove Fall 2021 Operating Plan" for guidance.

Sample Diagrams for reconfiguring elevators:
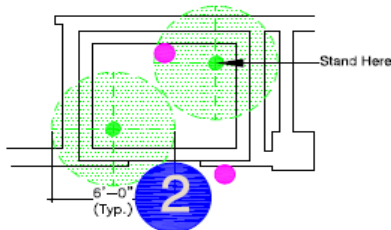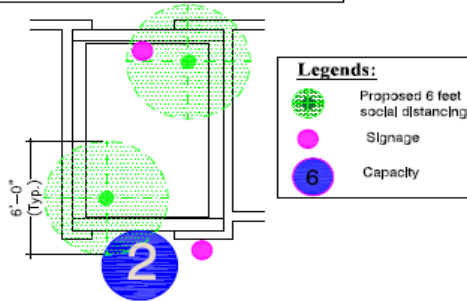
Sample Diagram for reconfiguring Computer Lab:

Scenario #1 – 6Ft Social Distancing
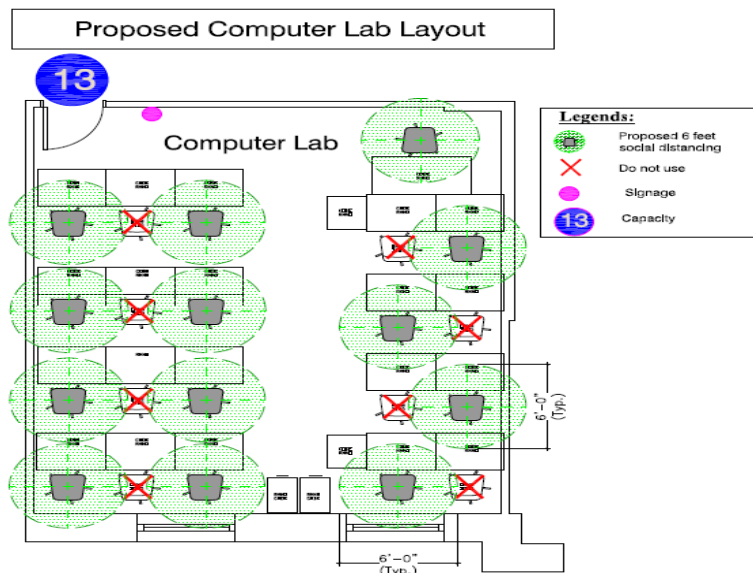
Signage

Campus facilities will be examined in detail and appropriate signage will be developed as required by federal, state, local and university policy. Signage will be deployed and maintained in support of the goals of proper campus management. Current signage will be updated to ensure requirements for unvaccinated vs vaccinated individuals are early delineated.

CSI will post signs throughout the interior and exterior of the campus, consistent with NYS Department of Department of Health (NYSDOH) COVID-19 signage. Where applicable, CSI may customize signage specific to their setting, provided that such signage is consistent with NYSDOH's signage. Signage will be 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 distancing instructions; 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. (41)

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, bathrooms, offices, classrooms, libraries, cafeterias, laboratories, studios, and other gathering spaces. CSO will

make use of digital screens, where available, as well as printed and laminated signage. (18)

CSI will make use of the applicable print resources provided by The Center for Disease Control and Prevention (CDC):
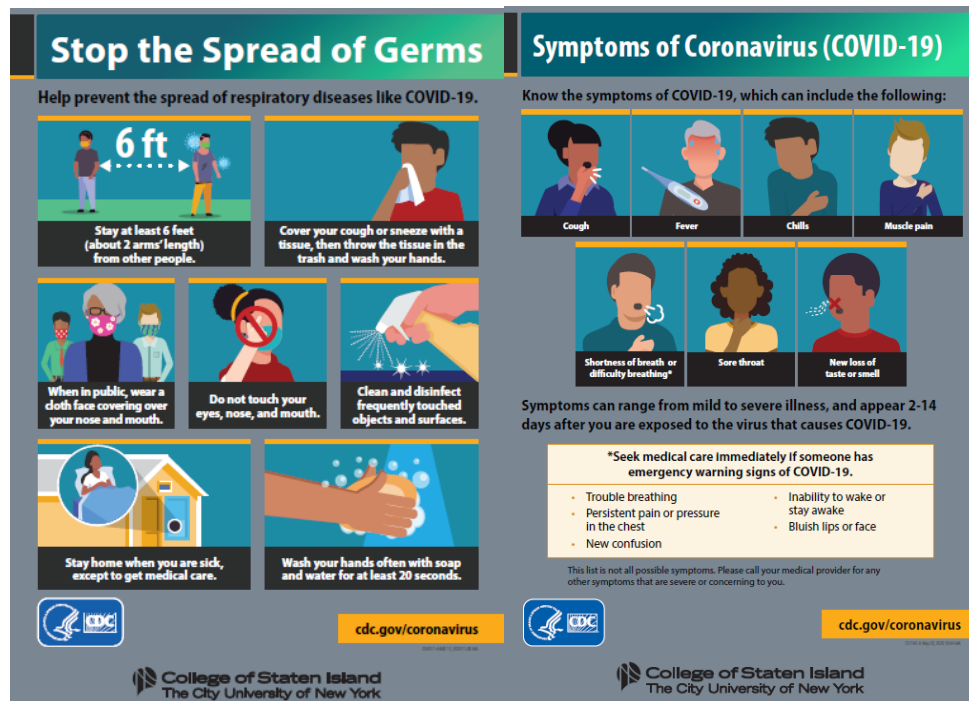
B. Gatherings in Enclosed Spaces and General Guidance for Enclosed Spaces

Gatherings on campus in enclosed spaces will be managed based upon current federal, state, local and university policy. In all cases, rules regarding social distancing will be adhered to and proper social distancing will be maintained.

Video and teleconferencing options will still be available for those who continue to work or learn remotely. CSI will hold meetings in open, well-ventilated spaces and ensure that unvaccinated individuals maintain appropriate social distance between one another (e.g. leave space between chairs, have individuals sit in alternating chairs). (41)

CSI staff are encouraged to use telework, virtual meetings, and staggered work schedules where appropriate, consistent with CUNY's Flexible Work Arrangements Policy, especially employees at higher risk for severe illness from COVID-19. If it is necessary to conduct a meeting in person, the number of attendees will be limited so that unvaccinated individuals present can maintain appropriate social distance. Others can join the meeting remotely, if necessary.

CSI will allow for the phased opening of non-essential amenities and communal areas (e.g. break areas, communal coffee machines, dining areas) and will provide cleaning and disinfecting supplies that may be used by individuals before and after the use of areas. CSI will encourage the removal of amenities including:
- reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) with single use options and high-touch office and lobby items such as magazines, common pens, etc. (2) (15)

Employees will be prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. (15)

CSI will stagger schedules for employees to promote social distancing (e.g., coffee breaks, meals, and shift starts/stops).

Cafeterias/Dining Halls
Physical Preparation:
- Remove self-serve food items. Remove hot and communal serving stations. (5,)All items are removed from- customer access and will be gathered, bagged and served by staff. All food items are packaged in to- go containers. These items are accessible by staff only and made available to customers in the designated pick-up areas. Staff will be encouraging and reminding students that microwavable dinner entrees are available during both breakfast and lunch periods and can be purchased at that time to avoid unnecessary return trips to the dining hall.
- Remove dinnerware/drinkware from communal spaces and only issue as needed. All items are disposable single use only and handled only by staff.
- Replace communal condiments with single serving, individually wrapped items. (5) All

condiments are PC individually wrapped items
- May consider designating socially distanced spaces for areas where vaccination status of individuals is unknown, which includes the Cafeteria and other dining locations.
- Example below: **6ft social distancing**
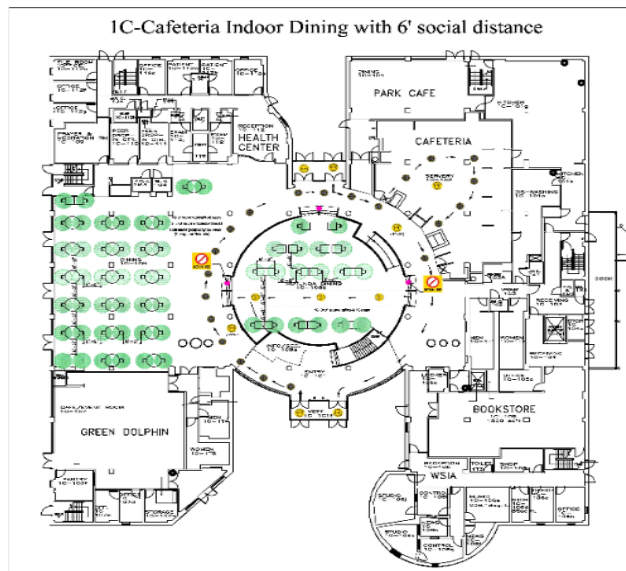
1C-Cafeteria Indoor Dining with 6' social distance

- Physical barriers will be placed in the form of plexi-glass installations in all areas where dining service staff will have interactions with customers. This includes food service, payment, and the designated pick-up areas.
- Online and mobile pre-ordering and payment options will be made available. In addition, credit card terminals are enabled to provide "tap to pay" option.
- Signage will be strategically placed throughout the space to ensure that dining and food protocols are clearly communicated to anyone entering the space. In addition to signage, Physical barriers will be placed in the form of plexi-glass installations in all areas where dining service staff will have interactions with customers. This includes food service, payment, and the designated pick-up areas.
- Place sanitizing wipes or automatic sanitizing dispensers near doors and stairwell handles with visual cues/ reminders. (25). The dining area will have 4 self-standing hand sanitizing stations. They will be placed at the various entrance and exit points.

Operational Preparation:
- Reduce occupant capacity during peak times, or stagger breakfast/lunch or dinner schedules when practical. (5) Pre-scheduled blocks of times when students may place and order and pick up are being created in coordination with Dolphin Cove to reduce occupancy and provide controlled access to the dining area. Additionally, use of the mobile app will provide students with notifications of their scheduled pick-up time. Stickers will continue to be used to maintain a minimum of 6 feet per student during these pick-up times.

- Additionally, during the 2020-2021 academic year, Dining Services started delivering food orders to students, as an additional measure to limit occupancy in the dining area.
- Consider pick-up when crowding cannot be managed or as an alternative to those who want to limit their time in the space. (5) Pick up only area have been designated. We have approximately 10,000sq ft area which enables us to avoid crowding. Use of mobile software enables us to provide scheduled pick-up times.
- Access control: once occupancy is reached, patrons are only allowed to enter when another customer leaves. (5) Public Safety staff and Food Services Staff will be dedicated to administering, managing, and maintaining crowd control.
- Limit the number of people who can sit together. (5) The number of people who can sit together will be limited by removing chairs and separating tables in accordance with a CUNY approved plan developed by Campus planning.
- Cohort dining: established dining times admitting a specific group of customers/diners. (5) Cohort dining schemes will be developed for dormitory residents to ensure appropriate spacing and that the Dining Center does not exceed the capacity approved by CUNY.
- Require gloves for all back of house (BOH) staff and ensure the gloves are changed per current industry standards. (5) Staff will continue the existing practice of "change your task change your gloves" in accordance with standard food safety protocols. This is enforced by staff training, retraining and supervision.

Operational Preparation:
- Although not necessary if hand-washing protocols are rigorously followed, consider providing gloves to servers. If they are worn, they must be changed regularly and are not a substitution for handwashing. (5) Hand washing protocols will be enforced in addition to servers wearing gloves in accordance with the food safety protocols. The "change your task change your gloves" is enforced by staff training and supervision. Handwashing stations are available near every food prep station in accordance with department of health.
- Require face coverings for staff and customers. (5) We presently have sufficient masks in preparation for the Fall. We are prepared to procure additional masks upon reopening. Wearing masks will be mandatory.
- Restrict number of employees allowed in kitchen area to allow for 6 feet distancing (25) There is sufficient square footage in the back of the house on any given shift to maintain 6 feet distance. The menu offerings will require only 1 to 2 employees in the kitchen which provide staff with spacing well over the 6 ft distancing requirement s. Employees must comply with NYSDOH sanitation requirements, use gloves when removing garbage bags and handling and disposing of trash, handle non- disposable food service items with gloves and wash with dish soap and hot water or in a dishwasher; take additional care to

wash hands regularly. (25) Compliance will be mandatory and will be enforced by training and supervision.

- Equipment that must be shared such as cash registers will be sanitized frequently and prior to shift or staff changes. In the case of a positive test, plan on closing the dining hall/cafeteria for two days; conduct thorough cleaning in line with NYSDOH guidelines, discard any contaminated food; quarantine all employees on shared shift. (25) In the event of a positive test, the following activities will take place:
    - Dining services will close.
    - Communications will be sent to all individuals potentially exposed through coordination with our HR department and Students Affairs
    - Data from time punch system will be utilized to identify and alert any staff member who was potentially exposed.
    - Staff will be required to be tested.
    - All staff will adhere to the existing quarantine standards.
    - Deep cleaning will be performed of the entire space and any contaminated food will be discarded.
    - Throughout the time that dining services is closed, Dolphin Cove residents will be provided with MRE's. Dining Services has approximately a 3 weeks supply of MRE's. In addition, all dolphin residents have units equipped with a full kitchen and the availability of food services in the vicinity.

Cleaning Protocol:
- Implement enhanced disinfection and sanitization measures both in the kitchen and dining areas. (5) Alarm will be set for every 30 minutes at which time employees will sanitize their stations/surrounding area. Specifically, employees will spray down surfaces with Purell Food Service Sprays.
- Ensure deep clean/ sanitization between employee shifts. (25) All staff will clean at end of each meal period. The deep clean involves disassembling of all used equipment and conduct a deep cleaning of all small parts by soaking in bleach solutions. Bleach solutions will also be used in the cleaning of all countertops, cutting boards, and floors.   All these items will be left overnight to dry.

Computer Labs

Physical Preparation:
- Shared keyboards in a student computer lab pose a particular challenge. For CSI's measures to address this challenge refer to Operational Preparation and Cleaning Protocol subsections below (18)

Operational Preparation:
- Computer labs will be open with limited capacity adhering to social distancing guidelines. A server based virtual environment will be implemented in order to access software from

remote locations. In addition, there will be some labs that will remain virtual where students can access applications remotely.

Cleaning Protocol:
- For electronic equipment, CSI staff will clean following the manufacturer's guidelines on each shift. If no guidance is available, will use alcohol-based wipes or soft cloths sprayed with disinfectant that includes at least 70% alcohol. (18)
- CSI will encourage students to thoroughly wash their hands before using any computer terminal, we will distribute alcohol-based wipes for students to wipe the keyboard and mouse prior to using the equipment, and cleaning staff will disinfect high touch points at every shift. (18)

Conference Rooms

Physical Preparations:
- CSI may consider utilizing any unused conference rooms as additional, individual workspaces to be used by staff to help meet physical distancing requirements for unvaccinated individuals in the office.

Operational Preparations:
- All meetings should continue to be held remotely to the greatest extent possible.

Cleaning Protocol:
- Conference rooms that are used will be cleaned daily. (34)
- Disinfectant wipes or spray will be left in each conference room and employees will be encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings. (34)

Dorms/Housing (for residential campuses)
- See Section IV.B, "Dolphin Cove Fall 2021 Operating Plan" for guidance.

Elevators
Safe use practices will be enforced on elevators by limiting the number of passengers to allow for appropriate social distancing.

Physical Preparation:
- CSI will post occupancy limits for elevators and mark places to stand in corners to encourage maximum spacing between occupants. In addition, elevator waiting area will be marked to ensure people waiting are maintaining proper distance.
- Signage encouraging use of stairs will be posted. (15)
- Hand Sanitizer will be provided when possible:
- CSI will post signage to encourage use of face coverings, discourage any talking, and direct occupants to stand in the corners, facing away from one another.

Operational Preparation:
- All elevators will be assessed for maximum capacity, if more than one person then appropriate signage will be displayed as outlined above. CSI will limit to capacity to comply with social distancing as per reconfiguration on 1.A Physical Distancing / Selected Diagrams for Reconfiguring Spaces. (34)

- Signage encouraging users to avoid touching elevator buttons directly and instead use a pen or other object or consider wearing gloves will be posted. They will also remind users to wash hands or use alcohol- based hand sanitizer afterward. (34)

Cleaning Protocol:
- See B. Hygiene, Cleaning and Disinfecting for frequent cleaning of high touch areas, such as elevator buttons. (25)

Exterior Campus Grounds

Physical Preparation:
- Ingress and egressCSI has limited use to the Victory Blvd entrance which has been used for both entrance and exit. CSI will consider reopening the back gate initially for exiting campus. Once the campus access and authorization process is revised, the back gate can be used for entering campus. (18)

Pole banner and bus shelter signs to be placed throughout CSI campus:

Operational Preparation:
- Refer to Section I.A for general guidance on Physical Distancing and Section I.C for general guidance on Operational Activity.

Cleaning Protocol:
- Refer to Section II.B for general guidance on Hygiene, Cleaning and Disinfection.

Gyms and Fitness Centers, Including Pools

The Campus Gym and Fitness Center will be opened. A separate plan for reopening of the pool and the basketball center will be included in the Athletics Resocialization Plan.

Plans allowing student-athletes to practice and play have been implemented.

Athletic Training Room (ATR)

Based on CDC guidelines, social distancing for unvaccinated individuals should continue to be practiced at all times based on facility capacity. Max occupancy for the ATR is 4-5 student-athletes.

- Student-athletes are required to schedule all treatments/entrance to the ATR via ARMS to keep the number of student-athletes to a minimum.
- It is encouraged that student-athletes with symptoms stay home and inform the Athletic Trainer via phone or text.
- Unvaccinated individuals must wear a mask throughout the duration of time in the ATR.
- Unvaccinated Athletic Training staff will wear a mask and gloves during hands on therapy on student-athletes.
- All tables and surfaces will be wiped down and disinfected after each use.
- Hot packs will be covered with towels to prevent reuse of sleeves. Towels will be washed between each use.
- Student-athletes should not congregate in the ATR unless being treated.

Tank Protocol

The Strength and Conditioning facility (The Tank) will follow CDC guidelines, NCAA Resocialization guidelines and the NY Department of Health guidelines for social distancing.

- Coaches will communicate directly with Strength and Conditioning coach to schedule functional unit workouts. Team lifts will be scheduled by coaching staff 1 week prior to desired time. This will allow student-athletes time for scheduling individual lifts.
- Student-athletes with symptoms will be required to stay home and inform the Athletic Trainer via phone call or text.
- The use of hand sanitizer will be required before and after each training session.
- Towels will not be supplied to student-athletes, they are encouraged to bring their own.
- While waiting to start a session, it is mandatory for all unvaccinated student-athletes to wear a mask.
- Unvaccinated Student-athletes who are in close proximity during stretches will be required to wear a mask. They will NOT be required to wear a mask when appropriate social distance is maintained or during intense exercise.
- The first scheduled group of the day will assist the Strength coach with bringing out equipment and the final group will help return equipment inside.
- Training sessions will end 10 minutes early to allow for appropriate cleaning of equipment and transition between groups.

Hallways and Stairwells

Physical Preparation:
- CSI will place hand sanitizers, when practical, near elevators or stairwell entrances. (25)

Operational Preparation:

- CSI will post appropriate signage about keeping distance and wearing face masks.
- CSI will discourage any lingering in hallways and stairwells by positing social distancing signs.

Cleaning Protocol:

- Frequent cleaning of high-touch surfaces such as stairwell handles, and railings will be conducted. (25)

Lecture/Classrooms

Physical Preparation:

- Classes will be scheduled to remain within pre-covid capacities following current state and CDC guidelines.

Operational Preparation:

- CSI will prohibit sharing of resources between classrooms to the extent possible. (25)
- If a course is held in-person, ensure that there is a remote instructional solution for any quarantined or high-risk students. (25)
- Non vaccinated Students and instructors should wear masks while speaking or presenting. (25) Based on NYS and CUNY regulations and guidelines.
- Instructor will consider how attendance for each class should be scheduled and whether to implement staggered schedules or cohort groups which attend on different days. (25) Please refer to Section I.A, "Physical Distancing" and I.C, "Operational Activity" for more information

Cleaning Protocol:

a. See B. Hygiene, Cleaning and Disinfecting

Lobby and Common Areas

Physical Preparation:

- CSI will regulate the use of common areas with clear signage and may implement physical distancing measures in accordance with public health rules and guidelines. (5)

Operational Preparation:

- Waiting areas will be configured consistent with current state guidelines (15)

Cleaning Protocol:

- See B. Hygiene, Cleaning and Disinfecting for common areas (e.g., lobby, security check-in) (5)

Office Space

Physical Preparation:

- Refer to the general guidance and diagrams in Section I.A, "Physical Distancing."

Operational Preparation:

- CSI will follow phased guidance in Section II.C, "Staged Reopening" for who should be required to return to the office. Shifts can be staggered, and office hours can be limited

where possible to reduce capacity where unvaccinated and vaccinated staff are sharing an office space. Per the Chancellor's memo of May 13, all campus offices will be open for some in-person services starting the week of August 2.

Cleaning Protocol:

- See B. Hygiene, Cleaning and Disinfecting. CSI will prepare basic hygiene protocols to re-open areas that have not been operated for a long time (HVAC filters, check for mold, flush plumbing, and run water in sinks to eliminate stagnant water). (25)

Restrooms

Physical Preparation:

- CSI will post appropriate signage to encourage social distancing. Will provide a trash can by the door if the door cannot be opened without touching the handle. (5)
- For single restrooms, provide signage and materials (paper towels and trash cans) for individuals to use without touching the handles, and consider providing a key so disinfection measures can be better controlled. (5)
- Will place signs asking employees to wash hands before and after using the restroom. (5)
- Will provide paper towels in restrooms and disconnect hand air dryers. (5)
- Will provide hand sanitizer when feasible at the door to restrooms. (15)
- Consider reconfiguring usable bathroom space like the diagram below.

Operational Preparations:

- Cleaning Protocol: See B. Hygiene, Cleaning and Disinfecting

C. Operational Activity

Operational Considerations Involving Staff Scheduling and HR

- Effective August 2, all campus offices will be staffed, utilizing CUNY's Flexible Work Arrangements policy as needed and appropriate, those employees not scheduled to report to campus on a given day will continue to work remotely. A recent survey of our campus workforce revealed that roughly 90% of respondents agreed/or strongly agreed that they had the necessary equipment to work remotely. We will continue to work with staff to ensure that employees have access to training and equipment to continue to provide the expected level of service to students.
- In anticipation of more people returning to the campus in the fall, Human Resources (HR) has sent communication to all faculty and staff asking individuals to contact their office if the individual needs a general or reasonable accommodation related to COVID-19. Faculty and staff with underlying medical conditions or other risk factors that may make their return to campus unsafe are encouraged to request an accommodation. Such requests are reviewed in accordance with CUNY's Reasonable Accommodations and Academic Adjustments Policy, as well as CUNY's Flexible Work Arrangements policy.
- Prior to the campus closure in March 2020, HR worked with Departments to develop staffing models that would reduce interpersonal contact and decrease density on campus. CSI HR will review and update these plans in preparation for staff returning to campus. Importantly, each plan will be reviewed with the goal of ensuring a safe and

gradual return, while ensuring students continue to have full access to all services.

- For staff that report to campus, staggered schedules will be implemented. Faculty and staff who are at a higher risk of a severe illness will be encouraged to request medical accommodations.
- HR will work with supervisors on modified working schedules prior to implementation of any modified schedule and will further inform employees how to make requests for schedule changes if a need arises.
- Staff are to communicate with their manager or supervisor to determine when they will be permitted to return to campus, and what their schedules and responsibilities are.
- HR will work with CUNY labor relations to modify work policies to ensure that hybrid teams (i.e. with some personnel in-person and others remote) can function effectively during the return to in-person work

Operational Considerations for Grading Policies and Academic Support

- We will adhere to the Academic Policies, Requirements, and Deadlines on the [Guidance on Academic Continuity to campuses](#) for the most up to date information on grading policies and academic support.
- The Student Success Re-Entry Subcommittee is composed of nine members representing a cross-section of CSI's faculty, staff, and students. Its charge is to:
- Determine how student support services will transition from an entirely online mode of operation to phased on-campus services. Determine how to maintain a safe, socially distanced environment for students as they return to campus.

To fulfill this charge, the committee initially compiled a list of the principal providers of student services to assess their need for an in-person presence on campus. In all, 52 units were identified, ranging from tutoring centers to the health and wellness center, the bookstore, and the library.

The committee then categorized the offices into two broad groups: those that required staff services to be carried out on campus, and those that necessitated in-person contact with students. Its members developed and distributed a survey to each of the stakeholders, collecting relevant data such as the number of students served, length of contact, and estimated frequency of visits. **The survey results showed that approximately 16 areas indicated a need for face-to-face student contact in the fall semester**. Per the Chancellor's memo, all offices will need to offer in person services starting August 2.
The committee's next step was to contact each unit that expressed the need for in-person service provision. The members followed up on the survey responses, assisting with planning and recommending best practices in formulating relevant re-entry strategies. In some cases, the committee determined that the request for face-to-face student contact could be addressed through contactless means, and it will continue to work with each area to implement such systems. As we return to campus operations over the summer, we will re-evaluate the extent to which these services can be offered in combined remote and in-person delivery.

The following section lists the areas identified in the survey that indicated a need for in-person student services.

Areas that identified need for face-to-face student contact in the fall in the survey

A. Dining Services:
- Campus Dining will be open for our Dolphin Cove residents, staff and faculty that are on campus. In order to comply with both the mandatory and recommended best practices from the local state, city and CUNY guidelines, the 1C servery has been modified to allow for no- and low-touch points, limited one-way directional flow with 6 feet markers, other signage and communications as needed, a limited menu with meals packed in "to-go' packaging only, provision of PPE for staff, adherence to cleaning, hygiene and disinfection protocols.
- All other operations are planned to open for the fall semester. (Cyber Cafe in 1L, Dolphin Express food cart in 1P or the Park Cafe restaurant in 1C).
- An online mobile ordering software was purchased and implemented during the spring semester. Participants are now able to order from their hand-held mobile device and pick up packaged meals in 1C or have them delivered as a further means or reducing occupancy within 1C.

B. Parking and Dolphin Cards:
- CSI has purchased software that will allow us to operate online. For those who have to report to campus there will be limited window hours, (Plexiglas installed for the interactions). Credits for last year's payments will be issued, so it is expected that there will be extremely limited need for anyone to have to report to pay for a parking decal for some months.

C. Library:

- Most services will continue to be offered online, i.e., the LIB102 course, one-stop service, on-line reference (24/7), access to data bases and other online materials.
- Faculty are being encouraged to use OER, used books, limited chapters in books. 1L220A will be opened to accommodate CUNY's Hyflex pilot.
- See section "Operational Considerations Involving Course Scheduling", Task 3 for more details.

D. Bookstore:
- Orders over $75 will qualify for free shipping. For any orders below $75 there will be a charge of $5 for shipping. It is anticipated that this will result in minimal need for in-person pick up.
- Contact-less pick up options are currently available. Any in-person services are planned to be appointment-based and will comport with the campus screening measures.
- Appointment based operations for in-person book pick-ups will limit crowding.
- We plan to allow walk-ins consistent with occupancy levels developed by Campus Planning in accordance with CUNY and State guidance)
- Appropriate signage and decals have been installed in compliance with current CUNY social distancing standards.

E. Center for Recreation/ Athletics:

- With rentals CSI is complying with the guidance already put forth by CUNY/ Central – submitting any proposed rental for approval; each rental having to provide a safety plan that comports with existing State and CUNY guidelines.
- Athletics policies are addressed in the CSI *Athletics* Department and Facilities Resocialization Plan.

F. Tutoring, incl. Media Lab:

- Several departments found online tutoring to be successful over the last three semesters and plan to continue in that modality for the near future. These areas include Accessibility, Computer Science, Mathematics, Modern Languages, Nursing, SEEK, and Writing. They have used resources such as Blackboard Collaborate Ultra, Zoom, GoBoard.com, scanned documents, as well as services provided through their own departmental webpages. All of those offices will be also staffed for in-person services beginning in August 2021.
- The Office of Academic Support (OAS) will also continue their large online tutoring offerings via Blackboard Collaborate, as well as programs on their webpage.
- Media Culture Tutoring (Building 1P) is expected to be accessible in person for the Fall and will continue to operate online utilizing Zoom, Microsoft Teams, and Skype for screen sharing. Learning online as to how to operate the audiovisual gear is not fully supported, and other methods of providing guidance will be offered only to students who are unable to participate in such training in-person.

 Adobe Creative Cloud software used by a variety of classes.   Computer labs will be open with limited capacity to access this software as well as a few virtual labs. In addition, students will eventually have the ability to access Adobe software virtually through a server. Students identified by their campus as being enrolled in a class requiring the use of Adobe Creative Suite, can install Adobe locally on their personal computers.

G. Testing:

Testing will continue to be administered remotely, and in-person by prior appointment. This includes ATB, NLN, ESL, CLEP and CSI-specific placement exams.

H. Center for Global Engagement.

- The Center for Global Engagement has moved nearly all services to remote delivery and will continue to offer services through that mode along with in-person services starting in August 2021. To accommodate delivery of services in a remote environment forms and other materials have been converted to html or PDF format and placed on the web. Students and others needing services will be able to contact the office in person during office hours, and through email, phone (voicemail), social media accounts, and fillable request for information forms. Students will be able to submit copies of immigration documents, visas, passports, and other materials through the website or through email. All Personally Identifiable Information (PII) will be collated in a secure manner (we maintain a secure website for the uploading of this information) whenever possible. In cases where PII is shared via email TO a CGE employee the information will not be further transmitted without first securing the information using strong passwords and/or other encryption methods whenever possible. In cases where documents cannot be transmitted electronically and are too time sensitive for the US postal service, s, staff

from CGE will also meet face-to-face as needed with students, scholars, or visitors through appointments. Gatherings and meetings will be limited to comply with NYS distancing guidelines and other guidance from the Campus.

I. Student Life – WSIA Radio and Food Pantry:
- WSIA has a daily show where one DJ broadcasts on the air. The food pantry will continue to function in the fall and likely in the same format as the one that is currently being followed: twice a week by appointment.

J. Registrar:
- The Registrar's office will provide staff presence on campus, including limited in-person contact with students. At present, most of its functions will continue to be conducted remotely online, by mail, or by telephone. . Students needing in-person documents, such as enrollment verifications, will be served on an appointment-only basis within a restricted schedule.

K. Bursar:
- The Bursar's Office has continued to provide student support services through online, telephone and mail modes of communication. Online services include emailing and electronic payment options.
- With many requests for an in-person payment option and the campuses' focus on improving collections, the Bursar's Office will provide in person student services. To ensure compliance with social distancing requirements and sanitizing requirements, window payment hours of operation will be limited. Student and staff contacts will be prevented since windows are completely enclosed and staff will be required to wear gloves while counting currency.   Cashier stations will be limited and spaced by no less than 6 feet apart and wiped down periodically with sanitizing wipes. Public safety will help maintain distancing of any students waiting to make payments when necessary and seating in the lobby will be spaced 6 feet apart.
- Policies and procedures will be reviewed upon opening to ensure updated compliance with all the latest federal, state, city and University policies.

L. Women's Center:
- The Women's Center will continue to operate mostly online but limited in-person hours will be available by prior appointment.

M. Student Support around Technology:
- Information Technology (IT), Student Success and Facilities have been closely coordinating in the effort to identify student need and provide for technology   Chromebooks; hotspots; headsets; etc.) in order to access course material and services: a virtual helpdesk and training rooms are available to provide remote access to IT services**.**
- **Many smart classrooms will be equipped with technology in order to support simultaneous /face-to-face instruction**
  - Funds have been requested to purchase peripheral technology that would support web conferencing

CSI Navigate based appointment system.

CSI has worked with EAB to configure CSI Navigate in a way that all in-person student interactions during the fall will require making an appointment through CSI Navigate. This can be student, staff or faculty initiated, and will allow the student to commit to a timeslot and location. In addition, the system will record an "appointment summary" entered by the respective staff member. This way, all student-staff interactions will be recorded with respect to time, location, and person, allowing for easy contact-tracing. The students will use the system either through a phone app or a web-interface to schedule either virtual or in-person meetings.

Operational Considerations Involving Course Scheduling

- For updated information regarding Instructional Modalities and Course Scheduling CSI will follow protocols and directives provided in the memos provided by CUNY Academic Affairs entitled [Guidance on Academic Continuity to campuses](#).
- Consistent with ongoing guidance from CUNY Central and in collaboration with the Provost and Deans, the Registrar's Office will continue to:
    - Update the schedule of classes to reflect fall, winter and spring section offerings with appropriate days, times (if needed), instructor names, mode of instruction (in-person, hybrid, or online), and an appropriate description as requested by the deans and this committee.
    - Maintain the academic calendar for the term and make updates as situations warrant.
    - Provide regular updates to the College community regarding calendar revisions.
    - Offer guidance on revisions to and/or releases of new academic policies.
    - Ensure that any updates necessary for the College catalog are completed in a timely fashion for the appropriate semester(s).
    - Enforce all academic grading rules, policies, and procedures, in the interest of preserving academic integrity.

The CSI Academic/Curriculum Subcommittee of the Campus Re-Entry Committee, comprising of the members shown in Table 1, was charged with "Making broad recommendations for how to maintain instructional continuity as CSI transitions from its current primarily distance education mode to resumption of some on-campus instructional activities." This the committee focused on four tasks: 1. Clarifying F'21 Mode of Instruction, 2. Ensuring Safety for On-Campus Instruction, 3. Ensuring Equity for all Students, and 4. Providing additional In-Person Instruction. Details of the processes used for each task are provided below.

Task 1: Clarifying Fall 2021 Mode of Instruction
Fall 2021 course offerings for CSI comprise 2242 sections. Of these, 1111 classes are currently listed as "Online" (O), 233listed as "In Person" (P), and 896 listed as "Hybrid" (H) in the beginning of August. The CSI Registrar is working with the Provost, the Associate Provost the School/Division Dean, and the chairs to increase the in person and hybrid course offerings to a target of at least 1200 hybrid and in person courses for Fall 2021.

As we continue returning instructional activities to campus, instruction will be concentrated in buildings which are scheduled for existing hybrid courses that require the least infrastructural repairs and modifications to meet minimum guidelines specified. Ideally, all academic buildings, except for 2M, will be available for at least some in person instruction for Fall 2021.

The St. George Campus re-opened in late Spring 2021 and is now available for instruction and quiet study spaces for students with mandated social distancing and limited hours.

Task 2: Ensuring Safety for On-Campus Instruction

Instructors will be notified by August 16 that their F'21 courses have some approved on-campus instruction. All faculty with hybrid or fully in-person instruction will be required to do the following prior to the start of the semester:

- Prepare and distribute a class syllabus with the following information:
  - The list of specific dates, times, and locations when students are expected to be on campus.
  - The notification that mandatory vaccination will be required to attend classes on the CSI campus.
  - The contact information for whistleblowers to report non-compliance
  - An explanation of s alternatives for students in vulnerable populations who opt-out of on-campus visits, or who are required to self-isolate during the semester.
- Prepare course materials for students who cannot attend in-class meetings or for a rapid return to remote instruction in the event of a campus shutdown.

Task 3: Ensuring Equity for all Students

In addition to making preparations for the majority of courses that will have some -in-person contact, our subcommittee will continue to work with the Online Instruction and Continuity Committee, Office of Information Technology, and the Library to ensure that all students will have sufficient resources for remote instruction this fall.

1. The Library will be reopening for student, faculty, and staff use in addition to continuing to provide remote access to research and instructional materials for students including:

   - Some sections of LIB102, "Beyond Google: Research for College Success."
   - One-shot instruction sessions scheduled with faculty teaching at the undergraduate and graduate level during the time their classes meet will be taught through distance learning in a synchronous or asynchronous manner as requested. In-Person training will also be available by appointment. Library faculty will create tailored, discipline-specific lessons for teaching students research methods and identifying credible information and library materials to complete their research assignments.
   - The library has developed a suite of video and interactive tutorials to teach information literacy concepts and skills.
   - 24/7 on-line chat reference to address questions from patrons and a consultation form to schedule a more in-depth research inquiry.
   - Free online alternatives for scientific calculators at the Reserve Desk

➢ Additionally, the Library has been working with faculty and students to ensure access to textbook materials and media by:
  ▪ Continuing to promote the use of free Open Educational Resources (OER) as an alternative to print textbooks. This effort is being supported through an OER incentive grant and a dedicated faculty OER Coordinator in the Library Department
  ▪ Encouraging faculty to consider assigning older editions of textbooks that can be purchased at a much lower cost.
  ▪ Encouraging faculty to scan required chapters of their assigned textbooks and upload them into Blackboard for student access using the guidance outlined by the CUNY Copyright Committee
  ▪ Making DVDs and other media available online through the Library's live-streaming platforms

Task 4: Phasing in Additional In-Person Instruction
Our subcommittee will remain active during the F'21 semester and will work closely with the Campus Preparedness/Safety subcommittee to determine which portions of campus buildings meet health and safety requirements for use under guidelines mandated by CUNY and the State of New York.

The following prioritization scheme determined by our subcommittee will be used as we phase-in additional courses for Fall 2021 and beyond.:

  (a) Phase 1: Accredited programs with documentation of in-person meeting requirements
  (b) Phase 1: Clinical programs requiring contact hours
  (c) Phase 2: Laboratory or studio-based courses without suitable online alternatives
  (d) Phase 3: Courses which require some in-person activity, such as exams or limited labs/demonstrations.
  (e) Phases 4 and 5: All other courses that will not be delivered in online format for pedagogical reasons.

Operational Considerations Involving Individuals on Campus

- No one will be allowed on campus without possessing proof of vaccination or a negative COVID-19 test within 7 days of entry or proof of vaccination.
- All individuals reporting to campus will be reminded of the requirement to always carry their CUNY ID.
- Employees will be advised of the current protocol for face coverings.
- Unvaccinated employees will be further advised to remain masked and maintain social distancing as required by state law and CUNY policy when operating on campus.
- CSI maintains a confidential reporting line on its website where people may confidentially report violations of College and CUNY policies.
- Employees and students will be reminded to use the link on the CSI website to report issues with non-compliance with social distancing, hygiene, or safety practices.

- Importantly, the College will be sending repeated reminders on the importance of compliance with health and safety protocols as a way to keep our entire community safe.
- Members of the campus community will be asked to observe the honor system in complying with mask requirements and will be told to stay home when they are sick.
- All members of the campus community will be instructed that failure to comply with health and safety measures could result in restricting or suspending their access to campus.
- All members of the campus community will abide by CUNY's testing policy and procedures.
- All individuals working on campus through DASNY on NYS Construction projects will abide by .
- If employees commute to work via public transportation, they will be advised that they may work with their supervisor and human resources to adjust their schedule pursuant to CUNY's Flexible Work Arrangements Policy to reduce their potential exposure to COVID-19 by commuting during non-peak hours.
- Employees will be reminded to follow CDC guidance on protecting yourself during transportation, including:
    - Wearing a facial covering;
    - Wearing gloves if you must touch high contact surface areas such as turnstiles and handrails;
    - Dispose of gloves and wash your hands when you report to campus.

Operational Considerations for Vulnerable Populations

- CSI will evaluate multiple approaches to serving their vulnerable populations, including:
    - Offering options for faculty and staff at higher risk for severe illness through the medical accommodation process, flexible hours, offering options, to the extent possible, for students who cannot get the vaccine and are at higher risk for severe illness . All faculty who offer some in-person instruction have been asked to address how they will provide instruction to at-risk students temporarily unable to participate in person.
    - Having faculty and the Advising Center (Educares) check in with students as frequently as possible and work with student affairs to report safety and welfare concerns to respective agencies (25).
    - Consistent with applicable law, HR and the Registrar will continue to practice policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws (9).
    - Providing technology and support needed in classrooms for streaming, video recording, etc. (1). Up to 75 classrooms in which in person instruction takes place will have capabilities for streaming and recording lectures/labs for at-risk students.
    - Expanding access to broadband and technology to close the digital divide (4). We are exploring the possibility of setting up wifi hotspots in one or more CSI parking lots.
    - Recording faculty lectures for students to "attend" on their own, with smaller group classes in which professors provide help with homework assignments (23).

Operational Considerations for Mental Health and Welfare

<u>Student Services</u>

Counseling Center
- All students have virtual access as needed to the Counseling Center to minimize the interruption to the learning environment caused by mental health concerns. Video and telephone counseling are available, medication services continue, same-day drop-in virtual appointments can be made, and after-hours services remain in place. In addition, the virtual group program will commence once the semester begins. The Center has cataloged helpful information and tools focused on coping during COVID-19 and has ramped up its social media presence to better connect with students.   Beginning fall 2021, there will be limited opportunities for in-person counseling, prioritizing students for whom the virtual environment is not feasible and students having a crisis on campus.

Health and Wellness Services
- Health and Wellness Services, including the Student Health Center, are also available to all students virtually. Health and Wellness will continue with offers telehealth visits --a safe and easy way to connect with the nurse practitioner and nurse via secure video. The provider will assess and evaluate your condition and/or concern. In addition, students will be able to have a physical exam for programs, sick visits, consultation, or STI testing. In the case of confirmed or suspected cases of COVID-19, the Student Health Center will remotely monitor students daily via temperature checks and symptom screening, and they may recommend and help to coordinate a visit to a medical provider for an in-person clinical evaluation if severe symptoms present. The Student Health Center developed a relationship with a local urgent care facility to make this coordination easier.

- Faculty and Staff will be encouraged to utilize the services of the CUNY Employee Assistance Program (EAP)/ Work/Life Program CCA@YourService, an individualized resource for providing practical, around-the-clock information and assistance to manage daily life. Employees will be reminded that CCA@YourService provides emotional health and wellness support, and confidential counseling to employees, as well as their household and family members for free, 24 hours a day, 7 days a week. Contact information will be provided (including telephone TOLL-FREE: 800-833-8707 and website information WEBSITE: [www.myccaonline.com;](www.myccaonline.com) Company Code: CUNY)

- Communications from Human Resources will be sent periodically to all faculty and staff to remind them of this resource and to notify them when the EAP hosts health and wellness seminars, webinars, and trainings that they could attend virtually.

- In addition, staff and faculty will be reminded that NYS provides free online mental health services for New Yorkers. The helpline is staffed by trained volunteers, including mental health professionals, who have received training in crisis counseling related to mental health consequences of infectious disease outbreaks, typical stress reactions, anxiety management,

coping skills, and telephonic counseling. Employees will be advised that helpline is accessible to New Yorkers who are deaf or hard of hearing, and to non-English speaking callers, through the Language Line. The hotline (1-844-863-9314) will be provided.

- Student Affairs and Human Resources will continue to send communications to the campus about the importance of being vaccinated before returning to campus and will provide resources that advise where they can be vaccinated.

- Our communication plans include town halls and webinars with local health providers from Northwell to encourage vaccinations and address any questions.

Operational Considerations for Student Life

Offices in the Division of Student Affairs will be open five days a week. There will be opportunities for face-to-face interactions. The level of interactions is will be based on the status of the COVID-19 virus locally. Vulnerable populations and student leaders will be prioritized for those interactions. Additionally, any in-person student meeting must be scheduled. Many services will continue to be offered remotely.

In accordance with CUNY rules, all students, staff and faculty who are not fully vaccinated are required to wear appropriate face coverings and maintain social distance while engaging in student life activities while on campus.

General Protocols for Student Health, Safety, and Well-being:

Student Engagement
- Regardless of where our students reside—in CSI housing (Dolphin Cove) or off-campus—we are committed to providing programming and support that enhances connections, belonging, and community. Student Life is working with campus partners to develop new strategies for creative, virtual socializing, and programming, including the use of outdoor spaces. . If required, will submit a plan to CUNY Central for approval before engaging in major outdoor activities.

- Registered student organizations and clubs, Student Government, Campus Activities Board-sponsored events will include in-person and virtual events. Should any entity wish to have an in-person event, whether on or off-campus, that entity must submit a safety plan to the Director of Student Life for that activity to ensure it meets CDC and other public health guidance regarding physical distancing, assembly numbers, and face coverings/masks, if needed.

New Student Orientation
- In an attempt to make the onboarding process seamless for our incoming students, CSI utilized Blackboard (Bb) to administer virtual New Student Orientation (vNSO) (following a similar format used for the virtual CSI Advisement and Registration Training (vCART) process). During vNSO, students will go through a module, which consists of an official welcome to the College and eight chapters addressing various (and vital) information. Each chapter concludes with a short quiz to

assess the understanding of the corresponding subject. We have included as much video content as possible to recreate the in-person NSO experience and content. We also feature live small-group virtual sessions with New Student Mentors. Furthermore, we have used the opportunity this challenge has provided to showcase our best presenters, test knowledge, and maximize student participation.

Vulnerable Students
- We must still plan for students who start the semester taking in-person classes but need to transition to remote learning due to COVID-19. Thus, all faculty are encouraged to provide flexibility so that students requiring the need to learn remotely can do so.

Counseling Center
- All students have virtual access as needed to the Counseling Center to minimize the interruption to the learning environment caused by mental health concerns. Video and telephone counseling are available, medication services continue, same-day drop-in virtual appointments can be made, and after-hours services remain in place. In addition, the virtual group program will commence once the semester begins. The Center has cataloged helpful information and tools focused on coping during COVID-19 and has ramped up its social media presence to better connect with students.   Beginning fall 2021, there will be limited opportunities for in-person counseling, prioritizing students for whom the virtual environment is not feasible and students having a crisis on campus.

Health and Wellness Services
- Health and Wellness Services including the Student Health Center are available to all students. Health and Wellness will continue telehealth visits --a safe and easy way to connect with the nurse practitioner and nurse via secure video. The provider will assess and evaluate your condition and/or concern. Students will be able to have a physical exam for programs, sick visits, consultation, or STI testing. To make an appointment, students email healthcenter@csi.cuny.edu and provide a telephone number where you can be reached. In the case of confirmed or suspected cases of COVID-19, the Student Health Center will remotely monitor students daily via temperature checks and symptom screening, and they may recommend a visit to a medical provider for an in-person clinical evaluation if severe symptoms present.

Center for Student Accessibility
- The Center for Student Accessibility (CSA) continues to provide students with the same quality of service, including the provision of academic accommodations, in virtual formats, including meeting and corresponding with their advisors and counselors by phone, email, Zoom, and Microsoft Teams. Furthermore, CSA had moved many of its processes electronically before COVID-19 and are now are able to serve students while fully remote, including all services in addition to programs and presentations that can be provided virtually and in person, *e.g.*, interpreting, CART services, tutoring, note-taking, orientations, and presentations. All staff members can access student records through CUNYfirst and case notes through Titanium. CSA was recently able to purchase 30 brand new laptops for student and staff use to which assistive technology software will be added to the devices based on need. The Assistant Director of Assistive technology (ADAT) will work with students to meet their needs and continue to provide

training opportunities. Students' confidentiality will continue to be maintained, and consent forms remain the same remote. CSA will also offer in-person services starting in Fall 2021. Students will meet with CSA staff by appointment only for on-campus meetings . CSA will continue to recommend professors record their asynchronous classes to provide the best practices of Universal Design and assist with the retention rate in the classroom. Lastly, CSA staff will also follow all hygiene protocols, including mask-wearing, social distancing, and adequately disinfecting surfaces.

Veterans Support Services
- The Office of Veteran Support Services (VSS) will continue to provide high-quality services to Veteran students virtually and in-person during the fall semester 2021. In addition to assisting individual students with their needs as they arise, VSS will continue to leverage technology to keep students connected to the office and one another via Zoom and via a live chat option as well. In addition, VSS collaborates with campus partners to develop Town Hall meetings and CUNY Veterans Office presentations specifically for Veteran students. Such sessions are recorded to be shared with additional students.

Food Pantry
- The CSI Food Pantry continues to be available to all students who are experiencing food insecurity. The Pantry is open two days/week by appointment. The details of this are sent to all in a reminder email each week. If a student is unable to make an appointment during the scheduled days, special arrangements can and will be made. If a student has any questions or concerns, they can email studentlife@csi.cuny.edu.

Student Life
- The Office of Student Life recognizes the importance of providing students with opportunities to engage in co-curricular and out-of-the-classroom experiences. We have and will continue to offer virtual events using Zoom, Microsoft Teams, and other methods. Clubs and organizations continue to meet using the same programs. Students can stay connected to what is going on by using CSI Connect (csi.campuslabs.com/engage/), downloading the CORQ app or emailing studentlife@csi.cuny.edu.

Childcare Center
The Childcare Center is open and providing quality childcare services to our student parents.
- Student Access to Campus for Services
    - Walk-in/drop-in services will resume beginning Fall 2021. Some services may also be available remotely.
- Education and Communication
    - All students taking in-person classes or residing on campus will be required to complete training that outlines the College's health measures and cultivates a culture of compliance, including effective hand washing, the purpose of social/physical distancing, proper use and care of face coverings, and tips on ways to care for yourself and others.
- Support for Faculty Teaching In-person
    - The College will provide information and professional development sessions, prior to

students' return, on the new health measures, protocols, resources, classroom management issues, etc. These sessions will offer an opportunity for faculty members to understand the new requirements, learn who to contact if a student reports a positive COVID-19 test or has symptoms, and ask questions.

Building a Culture of Compliance:
- CSI will promote a culture of compliance with community health standards. These policies will be clearly communicated through a coordinated campaign via various means and mixed media. This includes information about the honor system for those who are unvaccinated to wear face-coverings and maintain social distances while on campus. Consequences for violating said standards must also be clear and concise and will be included in College communications as well. (These sanctions will be determined in accordance with the Article XV of the CUNY Bylaws and the Henderson Rules.)
- Every student coming to campus must live up to the new expectations to ensure the safety of the broader collective and remain a participant in on-campus activities. CSI may require students to sign a pact indicating their willingness to participate in our culture of compliance and acknowledging the consequences for failing to abide by the expectations.
- The Office of the Vice President for Student Affairs (OVPSA) and the Office of Public Safety will work together with faculty and staff to ensure they understand the new community standards. To this end, the OVPSA will develop training tools that will include the new standards, guidance for de-escalating difficult situations, and protocols for reporting noncompliance. Faculty and staff will contact the Executive Director of Student Affairs with issues of student noncompliance. Furthermore, the College will also provide tools for educating students about the new expectations as well as proper usage and disposal of PPE.

Community Standards:
- Face coverings – All unvaccinated individuals who are on-campus must wear a face covering that comports with CUNY guidelines.
  - Any unvaccinated individual who may not be able to wear a mask due to a medical condition, must seek a reasonable accommodation under the CUNY policy.
  - The College may supply individuals with a mask if they do not have one while on campus.
- Social distancing – All unvaccinated individuals must follow the current rules of social distancing while completing their activities on campus.
- Stay home if feeling ill – All individuals who are feeling sick with COVID-19 related symptoms will be expected to stay home and return to campus when feeling better. Similarly, if a member of one's household is not well with COVID-19 related symptoms, it is also expected that an individual stay home. A residential student who feels ill with COVID-19 related symptoms should remain in their private bedroom and immediately contact their Resident Assistant (RA) or the RA on-duty.
- Exposure to COVID-19 – Any confirmed or suspected case of COVID-19 regarding a student must be reported to the Student Affairs Liaison, who will coordinate services to students including: food, medication, and academic accommodations. The Student

Health Center will conduct daily check-ins with these students for temperature reports and symptom screening. Student Health Center staff will coordinate off-campus clinical evaluations, if warranted.

Communications:

Areas of Focus:

We have developed a plan to communicate timely and accurate information to the students regarding:

- Guidelines for mask-wearing and general hygiene.
- Community standards related to behavior on-campus and off-campus.
- Behavioral expectations and stated consequences related to adherence to mandates once on-campus.
- Information about on-campus resources related to health, safety, and well-being.

Modes of Communication:

We will utilize all avenues for communicating important information and priorities to students. Our main routes to communicating with students will be:

- Email blasts to all student email accounts.
- Use of social media with consistent messaging and hashtags.
- Video messages and links to valid information on updated college web pages.
- CUNY-Alert text messaging system in emergent situations.
- Adequate and strategic signage on-campus.
- Creative messaging modes: masks with CSI logo, use CSI mascot to send messages, a campaign featuring campus influencers, student leader involvement, contests, etc.
- Direct person-to-person contact when needed related to emergent responses to health crises.

Critical Strategies:

There needs to be essential coordination throughout our institution so that our messaging and communication is effective and consistent. These critical strategies need to be followed:

- Cultivate a culture of compliance through positive reinforcement at all levels when mandates are followed.
- Messaging needs to be clear, consistent, and correct. Communication needs to be frequent and responsive to students' concerns - especially as it relates to academic matters, registration, the availability of student resources, access to student services (on-campus and off-campus), etc.
- "Top-down" and consistent messages regarding matters impacting students.
- We will be deploying messages about the importance of mask-wearing – all areas of the College could develop their own approach to promoting mask-wearing via social media and with consistent hashtags. Lots of messaging could be done before campus re-entry to promote our areas of focus.
- We may want to reach out to Staten Island community partners to help promote mask-wearing.
- We may need to employ experts who can assist in branding, web design, signage, etc.

Operational Considerations for Technology

Information Technology has been proactive in providing accommodations in support of a remote learning environment. The following outlines specific items that have been completed or are in process in support of our educational and safety efforts in the fall:

- Device distribution e.g. Chromebooks) to students who require technology to access course material and services. Students taking an online/hybrid course will receive a link to an online form where they can submit their request for a device. Students will be able to pick up the device during a scheduled time; in the event a student cannot pick up the device then Operational Services will accommodate by shipping. Broadband access – submitted a funding request to purchase hotspots for students to access the Internet from a remote location if they have limited or no broadband access.
- A server based virtual environment will be configured to accommodate access to software from a remote location. In addition, virtual labs are available to accommodate software. Any labs configured for virtual access will not be available for in person student use. b
- Continue training opportunities and instructional design support for faculty to leverage technology to develop online course content and the use of hyflex learning.
- Continue to provide training to faculty on web conferencing technology that would support the recording of course content to be accessible in an asynchronous modality.
- Continue to provide virtual helpdesk and training rooms to provide remote access to IT services.
- Purchased peripheral technology that would support web conferencing (e.g. web cams, headsets)
- Outfitting approximately 75 classrooms with technology to permit hyflex learning, which will allow students to participate remotely and in-person/hybrid classes.
  - Software for virtual labs and server based virtual environment – waiting on hardware to configure server based virtual environment. Performing an assessment to determine software that can be server based.
  - Assessment – Respondus is implemented to exam proctoring (e.g.Respondus).
  - Update physical classroom and campus infrastructure as needs for online learning .
    - Equip/prep classrooms for online learning (25)
    - Equipped classrooms to accommodate hyflex learning
    - Plan to increase Wifi access on campus for students without access to laptops to do remote learning (25)
    - Augment the capacity of the IT Helpdesk to support both on campus and online students/faculty (25)
    - Bolster bandwidth on-campus and monitor bandwidth and data security infrastructure as digital activity rises (25)
  - Campuses have already been addressing many of the above considerations via "stopgap" solutions for remote learning, but should also consider what will need to be bolstered in creating long-term solutions (25)
    - Multi-factor authentication: Institute to securely enable work from home (25)
    - Security and endpoint monitoring software: Implement to detect new and novel strains of malware and catch data related incidents before they result

in breaches (25)
  - ○ Waiting room acceptance protocols and passwords for virtual meetings to ensure only invited guests are able to access chats and videos (25).

Operational Considerations for License Use of Campus Facilities

In support of the College's mission of Borough Stewardship, CSI provides limited rental use of campus space and facilities in the fall for those activities that have been approved by NYS and can meet the guidelines set forth by CUNY and State and Local authorities. Proposals to use campus space will have to include a safety plan that meets NYS and City Department of Public Health and University policies and guidance regulating the health, safety, and welfare of the University's faculty, staff, students, and the general public. Additionally, proposals will have to address the licensees plan for promptly reporting to the College any virus outbreak among attendees and other incidents occurring during their operations or activities while on campus and thereafter.

Any proposed agreement will employ the newly developed license agreement prepared by CUNY Legal and will include the COVID 19 Addendum. Any license agreement will provide that:

- The cost and care of the safety and security of the licensee, its personnel, guests, and invitees will be the responsibility of the licensees. No responsibility will be borne by the University, CSI, or a college related entity.
- CSI will not be required to incur any additional responsibilities that may directly or indirectly strain campus or University resources, including Public Safety services.
- Licensee will be fully responsible to provide for the sanitization and restoration of campus property and facilities.

Proposed agreements will be sent to CUNY's Office of General Counsel for approval prior to the execution of any agreement.

Additionally, the College will report any violation or breach of terms and conditions of any short-term facility use agreement to the Office of General Counsel.

At this time, possible use of campus facilities include:

- The Tennis Center
- Barnes and Noble Bookstore
- Use of outdoor campus space by the Metropolitan Transit Authority PD for candidate screening in addition to use of soccer fields for practices
- Reviewing pool rentals consistent with State guidance
- Rentals of the basketball court

- Rentals for outdoor walks

- Rentals of indoor Concert Halls in the Center for the Arts

Operational Considerations for Reclosing in the Event of an Outbreak

These guidelines reflect the process previously followed by the campus and CUNY campuses in closing the university pursuant to New York State COVID-19 response guidance.
As we reopen we will likely have positive cases. As we have outlined above, we will implement the following measures to ensure the wellbeing of our campus community:
- Screening system
- Campus signage
- Cleaning and disinfecting protocols,
- Reporting protocols
- Resources for Faculty, Students and Staff

Governance

Should the CSI campus need to close campus-based operations after reopening, the same governance structure will apply as laid out in the reopening section of the guidelines. Pursuant to that structure, CSI will review and modify as appropriate re-closing plans (following the guidelines set out herein). These plans will be submitted to the Chancellery/COO's Office for review and approval.

Any decisions to shut down will begin with the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO's Office on COVID-19 exposures. This data, along with local and state data and guidance, will guide the campus working with the Chancellery/COO's Office's on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, CSI will implement existing plans for closure, requiring only essential personnel to report to campus to ensure:
- the maintenance of plant operations,
- public safety and security of the campus,
- a safe and organized move out of dorm residents from Dolphin Cove.

The essential personnel for these limited activities have been identified and advised of their status as essential personnel in the event of a closure.

While CSI's intention is to move forward and bring more activity back to campus over time, we will continuously monitor external sources:
- 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 (25).
- Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing) (25)
- Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing) (25)
- Reclosing status of the 2 neighboring universities on Staten Island – St. John's University and Wagner College (25).

Internal monitoring criteria that will be monitored and reported to CUNY include:
- Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread) (25)
- Status of resources and infrastructure to combat contagion on campus (e.g. University health system capacity, PPE resources, Testing & tracing resources) (25).

CSI is incorporating guidance on relevant reclosure criteria provided by New York State as part of Phase 4 reopening guidance for Education institutions.

Campus internal monitoring will be informed by the requirement for anyone reporting to or residing on campus to self-diagnose/report symptoms, positive tests or COVID-19 exposures to the Campus Coronavirus Liaisons. Reports will be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.

CSI will monitor health conditions using the criteria above and look for warning signs that infection may be increasing (11).
- Per the governance arrangements set out in Part 1, Section B, Coronavirus Campus Liaisons have primary responsibility for collecting accurate and complete data about each individual on their campus with possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.
- The Campus Coronavirus Liaisons will report information from their campus.
- CSI is reviewing the creation of a dashboard to actively display and monitor the situation on campuses.

Dorm Residents
If there are dorm residents on campus, management will work with the residents to schedule their departure from campus, based on the alternative residence plan that the student is mandated to supply at the beginning of the semester. Scheduled departures following existing guidelines will be enforced by public safety, to limit exposure of students, limited family members assisting in the pick-up of students, and staff.

Communication
- In the event of a closure, the campus will communicate the message to the campus community via CUNYAlert, Blackboard, and the email system with postings on the College website and the Digital message board housed outside of the campus on Victory Blvd.

D.   Campus Deliveries and Drop-Off

- CSI will limit external deliveries to the 1M loading dock; excluding delivery of research laboratory necessities and pick-up chemical and regulated waste RMW) which will be limited to the 6S loading dock. Both equipped with roll gates which when open provide for sufficient outside air flow. These designated areas for pickups and deliveries will, to the extent possible, employ measures to limit contact. (41)
    - Public Safety will direct external delivery drivers who arrive at the front gate to

the appropriate drop off/pick up location. These locations will allow for limited on-site interactions.

- All college personnel involved in receiving activities and delivery of goods on campus will be trained by their supervisor in proper handling of goods, use of PPE and social distancing according to current guidelines.
- Many professional shipping companies are currently conducting "touchless" deliveries and receipts with no physical exchange of paperwork or handling of pens required. This process will continue. This practice involves the shipper taking the name of college personnel who accepts the delivery and entering it into their system without contact or proximity.
- Delivery schedules and signs will be displayed at main drop-off and pick-up areas. (15)
  - Signage appropriate to designated loadings docks (1M—Main; 6S—Chemical; 1C—Cafeteria) will be displayed (refer to signage section).
  - The 1M loading dock is open for four hours each day, unscheduled deliveries are turned away at the front gate when loading dock is closed.
  - The 6S loading dock will only accept pre-scheduled deliveries and pick-up of wastes. Faculty and Staff will make notification to the campus of all deliveries to 6S and work with & Safety to ensure appropriate safety measures are taken.
  - The 1C loading dock will only accept pre-scheduled deliveries of food and dining related supplies as per Auxiliary Services.
- Employees are encouraged to coordinate drop-offs remotely to avoid contact and overlap (15).
  - CSI is in the process of procuring a hands-free automated delivery and receipt system. In the interim, to minimize person-to person contact and proximity for deliveries and drop-offs which continue to require a paper sign-off, the college will:
  - Utilize the current clip-board contact which is conducted by the placement of the receipt in a convenient place on the dock where it can be approached and signed by College personnel with minimal contact and without proximity of less than six feet. College personnel are trained to use their own pens and to use hand sanitizer after this contact.
  - Packages are secured at the loading dock until local delivery can be arranged directly with the campus recipient. All on-campus deliveries and pick-ups continue by appointment only.
  - Campus deliveries are transferred via van or hand truck to the required location on campus with the use of PPE and practicing social distancing.

- CSI has provided acceptable PPE and engineering controls (such as Plexiglas separators) for delivery workers and mail room staff for the duration of the delivery process (28).
  - All college personnel involved in mailroom activity will be trained by their supervisor in proper handling of mail, use of PPE, prior hand sanitizing and social distancing according to current guidelines. (28)

II.   PLACES

A. Protective Equipment

Common personal protective equipment (PPE) used to protect employees and others includes masks, face shields, gloves and glasses. (22)

- CSI will require all unvaccinated individuals to wear acceptable face coverings be used any time individuals are inside college buildings until guidance states otherwise. (44).
- CSI will require all unvaccinated employees, students, faculty, and visitors wear face coverings in common areas or situations where social distancing may be difficult to maintain until guidance states otherwise (44).
- Vaccinated Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) should consider wearing masks.
- All unvaccinated faculty, staff and students must wear face coverings when interacting with clients or coworkers within the current state mandated distance and without a physical barrier, until guidance states otherwise (44).
- CSI will procure acceptable face coverings and provide such coverings to our employees who directly interact with students or members of the public while at work at no cost to the employee, pursuant to Executive Order 202.16, as amended.
- CSI will ensure that an adequate supply of face coverings, masks and other required PPE are ordered and on hand should an employee need a replacement (42). Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields. CSI will supply all essential personnel in Facilities, Operations and Public Safety a 5-pack reusable face covering supply in addition to surgical masks and N95 respirators when needed. All other staff will be supplied with disposable face coverings.
    - CSI will provide staff performing cleaning and disinfection with disposable gloves; will ensure that they are trained on proper hand washing after discarding gloves; will ensure that they wear eye protection when there is a potential for splash or splatter to the face; and will provide when necessary, gowns, aprons, or coveralls to protect clothing (18).
    - In addition, CSI will provide other high-risk employee groups that will need PPE (i.e., masks, face shields, glove and glasses) including customer-facing employees, employees who regularly interact with nonemployees, and employees conducting health screenings (22).
    - Employees should avoid touching their eyes, nose, or mouth when wearing and removing masks, and wash hands immediately before donning and after removal of face coverings (7).
- Environment Health and Safety will provide training on proper use and cleaning of Face coverings to all essential personnel in Facilities, Operations and Public Safety. .   Additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning, including washing and drying instructions can be obtained from the Office of Environment, Health and Safety. CSI will allow individuals to use their own acceptable face

coverings but will supply employees with face coverings at their request. (41, 43) CSI will not prevent employees from wearing their personally owned protective coverings (e.g. surgical masks, KN95's , or face shields) as long as they abide by the minimum standards of protection for the specific activity (41, 42). CSI may require employees to wear more protective PPE due to the nature of their work. Environment Health and Safety Office will ensure compliance with all applicable OSHA standards when N95 masks or respirators are in use. (41)

> •Gloves

- Individuals expected to collect or distribute materials throughout the workday (e.g., mail services, cashiers) will wear disposable gloves while handling materials and wash hands or use hand sanitizer after gloves are removed when a handwashing sink is not available. (36)

B. Hygiene, Cleaning and Disinfection

CSI 's Policy for Routine Cleaning and Disinfection was created in compliance with CDC and NYS DOH guidelines, including Cleaning and Disinfecting Public Spaces for COVID-19 | CDC and the "STOP THE SPREAD" poster., as applicable (44). Campus The Chief Superintendent in charge of Facilities will maintain logs that include the date, time, and scope of cleaning and disinfection. This cleaning and disinfection procedure will be reviewed and updated regularly as more guidance becomes available. See below Policy for Routine Cleaning and Disinfection: (41)

- All restrooms will be cleaned and disinfected twice per day. All handwashing supplies will be evaluated daily and replaced as needed.
- Sign off sheets will be posted in all restrooms. They are to be filled out and signed off as soon as restroom has been serviced. Shift supervisors will verify and initial the sheet.
- Classrooms/Labs will be cleaned daily. At a minimum the cleaning will include sweeping, moping the floor and cleaning high touch points such as doorknobs, light switches, benchtops, student/instructor desks, and lectern and windowsills.
- High touch points in the buildings are railings, doorknobs/handles, switches, elevator buttons which will be cleaned and wiped down with disinfectant at least two times a day or more based on scheduling of in person classes and staff occupancy rates.
- Custodians will check sanitizing supplies such as disinfecting wipes and hand sanitizer availability in public spaces and replace as needed or if a request is made to replace such items by staff.
- Custodial supervisors will staff shifts according to limited proposed opening criteria to be determined.
- All custodians will be retrained in COVID-19 precautions, disinfecting procedures, proper usage of PPE, social distancing as well as pump equipment operation for disbursement of disinfectant.
- The disinfectant to be used is Excelyte. The cleaning of offices will be tailored to individual situations and will require input and assistance from office occupants to ensure social distancing and maintain appropriate cleaning schedule.
- All public trash receptacles will be emptied daily. Individual office waste should be placed in the hallway daily or after each class and or shift for pick up by custodians.
- Custodial supervisors will ensure social distancing and PPE compliance at daily shift changes as well as throughout the day.

Will ensure the following when feasible:
Will provide and maintain hand hygiene stations around the institution, as follows (44):

- For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Hand sanitizer will be available throughout common areas. It will be placed in convenient locations, such as at building entrances, and exits. CSI will provide appropriate signage regarding prior hand washing and hygiene which reinforces handwashing with soap and water.
- CSI will provide appropriate cleaning supplies for shared and frequently touched surfaces for employees and encourage employees to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene. (41) Occupants of the campus will be vested with the responsibility for cleaning their own work areas. CSI will provide workspaces with multi-surface spray cleaners to support self-servicing of touch points. For college-owned vehicles, drivers will be instructed on cleaning and disinfecting high touch points on and in vehicles daily. Disinfecting supplies will be stored in each vehicle. (18)

Facilities Staff procedures to be employed for regular cleaning and disinfection:

- All custodians with wear the following Personal Protective Equipment: Gloves
- Safety glasses or goggles
- Face Covering
- Employee procedure for PPE (following order):
    1. Wash your hands with soap and water or use hand sanitizer with at least 60% alcohol content.
    2. Put on face coving per
    3. Put on the safety glasses or goggles and make sure they fit well and do not need to be readjusted.
    4. Don gloves and inspect for any tears or defects.
- Cleaning solution can be either made with soap and water or by diluting 1 part of Exelyte with 1.5 parts water. To make one quart of cleaning solution using Exelyte, dilute 13 ounces of Exelyte with 19 ounces of water.
- All surfaces must be cleaned first by applying cleaning solution either by spraying or using a dipped cloth towel, rag or sponge to wipe down a surface to reduce the amount of soil, dirt and dust on the surface. After application, allow the surface to air dry before proceeding to disinfection step.
- Excelyte disinfecting solution will be used for routine disinfection of hard non-porous surfaces.
- Disinfecting solution is ready to use out of the stock bottle and will be applied to the surface either by spraying it or wiping the surface with a dipped cloth towel or rag. Treated surfaces

must remain wet for a minimum of 10 minutes. To ensure proper disinfection, allow the surface to air dry. Avoid over-application and pooling of disinfecting solution on surfaces. Exercise caution when spraying

- The following hard non-porous surfaces can be cleaned and disinfected with both cleaning and disinfecting solutions: laminated tabletops (formica), plastic tabletops, stainless steel, tile and grout.

    CAUTION: If in doubt whether the surface can be damaged by the solutions, apply both solutions to a small surface area to be cleaned and disinfected first and wait several minutes prior to proceeding.

- Proceed to the next surface to be cleaned from the back of classroom/bathroom/office to the front and from the less soiled surface to the more soiled ones. This will ensure decreasing levels of contamination.
- Change cleaning towels/rags frequently to minimize spreading of soil or contamination. Collect the cleaning towels/rags in a sealed bag to ensure containment. If paper towels are used, discard after finishing one area.
- High touch areas in a classroom include doorknobs/handles, light switches, table and desk tops, as well as instructor desk and podium.
    - High touch areas in a bathroom include door handles, sink, faucet, faucet handles/push buttons, soap dispenser, stall door, stall door lock, flushometer handle, toilet, toilet seat, toilet paper dispenser, towel dispenser and/or air dryer etc.
    - High touch points in a lobby are doorknobs/handles, doors, windows, disabled access push buttons, walls, phone, elevator buttons and doors, bulletin boards etc.
    - High touch points in a hallway are doorknobs/handles, bulletin boards, walls, windows, windows sills, etc.
    - High touch areas in personal office space include individual desks, desk cabinets, phone, computer keyboard, computer mouse, file cabinets, chairs will be the responsibility of the designated user. Facilities will provide cleaning and disinfecting supplies.

Procedure for cleaning and disinfection for confirmed COVID19 case

- Close off all areas for at least 24 hours. If not feasible then close off area as long as possible
    - If less than **24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, the space will need to be cleaned and disinfected.

    - **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, routine cleaning is enough.
- If more than 3 days have passed since the individual with confirmed COVID19 used the facility, no additional cleaning and disinfection is necessary, but regular cleaning and disinfection must continue, increase ventilation in the area if feasible, e.g. opening outside doors, windows or increasing amount of fresh air in the area.

- If it is feasible, leave the area exposed to sunlight since UV light is known to kill viruses and bacteria.
- Custodial supervisors should visually evaluate the area to ensure that all surfaces that need to be cleaned have been identified and clearly communicated to cleaning staff.
- The following Personal Protective Equipment (PPE) is required for the custodians who will be cleaning and disinfecting surfaces in a space occupied by confirmed COVID19 case:
    - Tyvek suit with a hood and foot covers or rubber boots
    - 2 pairs of gloves – inner and outer gloves with longer cuff length, preferably different color.
    - Face shield or safety glasses/goggles.
- Employee procedure for PPE (following order):
    1. Dress in Tyvek suit after which wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
    2. Put on the mask, face shield or safety glasses/googles while avoiding unnecessary touching of your mouth, nose and eyes. Make sure they fit well and do not need to be readjusted while you perform the cleaning and disinfection.
    3. Wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
    4. Don inner gloves, inspect for any tears or defects and extend Tyvek suit cuffs over them.
    5. Don outer gloves, inspect for any tears or defects and tuck in the cuffs of the Tyvek suit underneath the gloves.
    6. You are ready to proceed to the next step.
- Clean and disinfect all areas occupied for an extended period of time by individual with confirmed COVID19 following the enhanced cleaning and disinfection procedure:
    - Cleaning solution can be either made with soap and water or by diluting 1 part of Exelyte with 1.5 parts water. To make one quart of cleaning solution using Exelyte, dilute 13 ounces of Exelyte with 19 ounces of water.
    - Apply cleaning solution either by spraying or using a dipped cloth towel, rag or sponge to wipe down a surface to reduce the amount of soil, dirt and dust on the surface. After application, allow the surface to air dry before proceeding to disinfection step.
    - Excelyte disinfecting solution will be used for disinfection of hard non-porous surfaces.
    - Disinfecting solution will be applied to the surface either by spraying it or wiping the surface with a dipped cloth towel or rag. Treated surfaces must remain wet for a minimum of 10 minutes. To ensure proper disinfection, allow the surface to air dry. Avoid over-application and pooling of disinfecting solution on surfaces. Exercise caution when spraying the disinfecting solution on surfaces.
    - The following hard non-porous surfaces can be cleaned and disinfected with both cleaning and disinfecting solutions: laminated tabletops (formica), plastic tabletops, stainless steel, tile and grout. CAUTION: If in doubt whether the surface can be damaged by the solutions, apply both solutions to a small surface area to be cleaned and disinfected first and wait several minutes prior to proceeding.

- Proceed to the next surface to be cleaned from the back of classroom/bathroom/office to the front and from the less soiled surface to the more soiled ones. This will ensure decreasing levels of contamination.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- Porous surfaces such as drapes, linens can be laundered if necessary.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- The area can be reopened once it has been cleaned and disinfected.

- **Procedure for removing PPE**:
  - Remove outer gloves and put them into trash. Exercise caution to avoid contaminating the inner glove or the Tyvek suit. Wash your gloved hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
  - Unzip the Tyvek suit and start peeling the suit from the shoulders and back to your forearms, then pull off the arms by the cuffs slowly while avoiding touching your clothing underneath the suit. Once the suit has been pulled of your upper body, start pulling it down your hips until it is below your knees. Then, sit on a chair and use your feet also to take off the suit completely. Discard the suit with rubber boots into trash.
  - Remove your inner gloves and immediately wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
  - Remove the face shield and/or safety glasses/googles while avoiding unnecessary touching of your mouth, nose and eyes. Wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content.
  - Face shield or safety glasses/goggles should be cleaned and disinfected afterwards.

C. Staged Reopening

General
- At CSI, the Campus Coronavirus Coordinator or designee is the campus safety manager.
- The campus will phase-in reopening activities to allow for operational issues to be resolved before activities return to normal levels.
- CSI will limit the number of employees, hours, and number of students when first reopening so as to provide operations with the ability to adjust to the changes. A staged reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new flexible work arrangement policy and, flexible learning/grading policies, etc. (41)
- The reclosing plan in the Supplemental Guidelines: 'Draft Reclosing Plan.' (11, 36)
- A key tenet of the staged return to campuses approach is that members of the CSI community will not be required to return to campus (and in some cases will not be permitted to return to campus) if campus reopening plans, as approved by the Chancellery/COO's Office, determine that particular sets of activities can and should be

accomplished remotely (34).

- Staging assumes a gradual expansion 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 physical distancing protocols (36).
- For any activity proposed to resume on-campus:
- The campus plan will include specific conditions, including type of activity, density, staggered schedules, physical distancing, cleaning/hygiene protocols, and other requirements. These plans must describe how periodic inspection of authorized spaces will be carried out by heads of campus facilities, supported as needed by the Coronavirus Campus Coordinators, to help ensure compliance with practices that prioritize the health and wellbeing of the campus community (36).
- CSI will continue to establish plans for rigorous enforcement of social distancing including but not limited to:
  - Scheduled work shifts
  - Required face coverings
  - Social distancing between building occupants
  - Self-checks and testing
  - Cleaning and disinfecting
  - Note: See applicable sections of these Guidelines for additional information.
- Throughout any staged return to campuses, CSI will enforce strict social distancing, use of PPE and cleaning protocols as indicated by current CUNY, state and CDC guidelines (11).
- Throughout the staged return to campus, students, faculty and staff who have a medical condition or other risk factor that they believe would make their return to campus unsafe are encouraged to request an accommodation (34).
- Throughout any staged reopening process, CSI will explore a number of reopening approaches for deciding how to expand on-site instruction (25). CSI will follow CUNY's Guidance on Academic Continuity to campuses page for the most up to date information.
- CSI's decision-making around resumption of activities in any stage will consider associated risk
- CSI will periodically evaluate the status of its restart to advise the Chancellery/COO's Office of its intent to safely proceed to the campuses next stage 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 stage of reopening.

The following section provides guidelines on the proposed staging approach for various additional functions. Note that the Academic Continuity site may address some of these functions in the future; regularly review: Guidance on Academic Continuity to campuses and Considerations for Reopening Facilities & Services in Stages for the most up to date information.

Proposed Phases of Re-Entry

- o Phase 0 – Physical campus closed; only essential personnel have access to campus. Faculty, staff can request access to campus for limited periods of time by appointment.

- Phase 1 – Limited access to campus for researchers with funded projects, graduate students nearing graduation by appointment, and with approved safety plans for their labs. Increased presence of operations staff. Three academic buildings – 6S, 5N, and 5S will be prioritized for meeting CDC and state guidelines. No more than Limited face to face instruction in programs where such instruction is required for accreditation/licensure. No more than 3% of normal campus capacity (~450 individuals- ca. 300 faculty/staff and 150 students).

- Phase 2 – Greater access to campus by appointment for researchers with funded projects, graduate students following approval of safety plans for labs, and subject to scheduling that allows social distancing within the buildings. Three more academic buildings will be brought up to health standards mandated by the CDC and New York State. Limited face to face instruction provided in courses where such instruction is vital to pedagogy and cannot be replicated by distance education. Essential student services offices open with limited hours, by appointment only. No more than 6% of normal campus capacity (~900 individuals, ca. 450 staff/faculty and 450 students).

- Phase 3 – Access to campus by appointment for all faculty and graduate students with research needs within constraints imposed by building and campus capacity. Three more campus academic buildings will be brought online. Classes that require in-person exams will be accommodated on campus as permitted by room availability/capacity and need. Student and employee services will remain primarily online but limited on-campus services will be expanded. No More than 25% of campus capacity (3000 individual, ca. 1000 faculty/staff, 2000 students).

- Phase 4 - Per CUNY mandate, all campus offices will be staffed in person starting August 16, 2021. Phase 4 plans for 50% campus capacity.

- Phase 5 - calls for a resumption of normal campus activities, with the proviso that those coming to campus are either fully vaccinated or have had a negative Covid test within the last 7 days.

Operation or Campus Unit	Phase 0 (Physical campus closed)	Phase 1 (Very Limited Campus Access)	Phase 2 (Limited Campus Access)	Phase 3 (Medium Campus Access)	Phase 4 (Campus Open)	Phase 5 Campus Fully Open)
Access	Closed except for essential functions	No more than 3% of normal campus capacity (450 individuals) *	No More than 6 % of normal campus capacity (900 individuals)*	No More than 25% of normal capacity (3000 individuals)	50-75% Normal capacity (6000-9000 Individual	100% Normal Capacity

Faculty Access	Short visits for approved by a VP	By Appointment – short visits or limited research for funded PIs only. Prior approval of lab safety plan required.	By Appointment – Researchers with funded projects. Prior approval of lab safety plan required. Must remain within stated building capacity. Faculty access for instruction and course preparation.	Researchers have access to campus based on room, building and campus capacities. Other faculty have limited access to campus as needed.	Vaccination or recent COVID Test required.	Open Access
Graduate Student Access	None	Limited – research students near graduation needing research access	Grad research students permitted within stated building capacity, with approved plan from PI	Graduate students have access to campus for research	Vaccination or recent COVID test required	Open Access
Staff Access	Short visits for essential functions by appointment only. VP approval required.	Short visits to perform functions not possible remotely.	Some essential student and staff services on campus. Limited hours, staggered shifts, by appointment only)	More on-campus services offered, up to 25% capacity	All offices should be staffed for in-person work. Hours, level of staffing required determined by unit Director	All offices fully staffed during business hours
Library	Physical facility	Physical facility closed.	Limited services. No	Limited Library	Open. Staffing for	Open normal

	closed. All services online	All services online	studying in library	facilities open by appointment, with social distancing	on campus services determined by Chief Librarian	hours – fully staffed
On Campus Instruction	None	Limited to lab/studio courses that require face to face instruction for accreditation or licensure	Instruction expanded. More lab/studio courses. Testing and small classes in medium to large rooms.	Capstone courses, other courses that would benefit from in-person instruction. All others would remain by distance education	A majority of courses include some on campus experience	Classes offered in person except those offered hybrid or online for programmatic/pedagogical purposes
Academic Buildings Open	1M,2A (Partial)	6S,5N,5S	Other academic buildings open	Other academic, administrative buildings open	Most Academic buildings fully open	All Academic Buildings fully open
Computer Labs	Closed. Virtual labs available.	Closed. Virtual labs available.	Computer labs open by appointment	Computer labs open by appointment	Most Computer labs open	Computer labs open
Athletic Facilities	Closed	Closed	Limited use for athletic training	Limited use for athletic training	Open with restricted hours	Open
Dining Facilities	Closed	Limited grab and go dining	Limited grab and go Dining	Open with limited capacity	Open with limited capacity	Open
Residence Halls	Closed	Open, modified for social distancing	Open, modified for social distancing	Open, modified for social distancing	Open with 85% capacity	Open full capacity

*Population numbers do not include Dolphin Cove Residents

In progressing through each stage, the Chancellery/COO's Office and Campus Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach. Crucial to ensuring the safety of students on campuses will be the development and implementation of a physical distancing plan for each course offered by a college. Plans will consider (2):

- Number of students and faculty present in each session.
- Length of session.
- Nature of activities.
- Responses to the daily health template from students, faculty and staff (see
- Section III.A. 'Screening' for additional information about the template)
- Public health practices: vaccination status, face coverings, use of physical distancing, cough/sneeze etiquette, hand hygiene.
- Provisions for hand sanitizer and enhanced cleaning.

D. Communications Plan

The College of Staten Island's policies and goals for campus communications mirror CUNY's guidance with respect to federal, state, local and university guidance, and policies regarding operations during the COVID19 Pandemic. In particular, we have developed:

- A campus communications process to support and distribute information regarding the campus
- A clear chain of command with the appointment of the appropriate college officials as COVID19 Czar and another as Senior Communications Leader.
- A strategy for conveying information to students, faculty, staff, and the community with regards to a rapid shutdown of campus operations if needed due to a spike in COVID19 cases.
- Appropriate signage for campus locations regarding social distancing, PPE use and safe campus use practices.
- A central repository of COVID19 communications for the campus
- Targeted messages for four respective constituent groups
- A regular schedule of communications to the constituent groups on a two-week cycle.
- A plan to encourage of the use of academic communication channels for the faculty to reach out to their students directly to provide information and support.
- Overall, the College of Staten Island's communication plan seeks to comply with appropriate official guidance as well as convey a sense of order and support to our various constituent groups. The general message content will be designed to be informative, direct, and encouraging. To assure that the messages are targeted and formatted to reflect the needs of the various campus constituent groups, the following college officials will draft and deliver messages to their assigned constituent groups.

College President: Elected Officials, Alumni and Local Residents
Provost: Faculty and Academic Staff
VP of Operations: Campus Staff
Dean of Students: Students with copies to Faculty and Academic Staff

Messages will be delivered at a minimum of twice a month on the first and the fifteenth of the month for as long as it needed. Additional announcements may be made as warranted or as particular conditions arise. Channels of communication will utilize the broadest range of deliver including email, posting of signage, social media and other online options as are practical and

warranted.

FAQ's

The campus communications subcommittee developed and will continue to update a set of CSI specific Frequently Asked Questions (FAQ's) to be posted and maintained on the campus COVID19 repository. This document will provide answers to questions that might be commonly asked and will also provide links to various other on-campus and off-campus resources. The intent of the FAQ's is to help students and other interested individuals obtain answers to common questions from a simple, accurate and updated source.

COVID Communications Page
CSI's homepage currently contains a COVID page which provides the President's Communications, Information the College's Steering Committees for Re-opening the Campus, and current guidance from CUNY, Federal, State and Local authorities.
 The various components of the Re-opening plan will be included on the page, along with FAQs and a link for the campus community to submit questions or comments. The page will also be a repository for all prior communications from the designated college officials to constituent groups. A working draft of the page can be found at https://www.csi.cuny.edu/academics-and-research/returning-csi.

Rapid Return to Online Teaching:

In case of a spike in COVID19 cases or other events that would create a need to end on-campus activities at any time during the semester, a plan is in place for notification and campus management during a rapid shutdown. Information on these plans will be conveyed to faculty and staff and distributed with syllabus material and other appropriate methods of communication and planning.

III.   PROCESSES

A. Screening and Testing

Vice President of Campus Planning Facilities and Operations, Hope Berte is the designated Coronavirus Campus Coordinator who will 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 to one of the three Coronavirus Campus Liaisons or designated Campus Screeners. The Liaisons are the parties who will receive, compile and report COVID-19 exposures either through testing protocols or self-reporting procedures. **Coronavirus Campus Liaisons:**

Faculty/Staff

Jessica Collura, Interim Chief of Staff/Deputy to the President, Interim Executive Director of Human Resources and Labor Designee Jessica.Collura@csi.cuny.edu

Students
Danielle Dimitrov, Executive Director for of Student Affairs   Danielle.Dimitrov@csi.cuny.edu

Visitors
Michael Lederhandler, Director, Public Safety Micahel.Lederhandler@csi.cuny.edu

Screening

Based on CDC guidance, CUNY will no longer require Daily Health Screening (Everbridge self-reporting) for Fall 2021. Individuals should stay home when they are sick.

External Rentals

External rentals will be made consistent with the newly issued CUNY rental agreements which require, among other things:

- Licensee promptly shall promptly notify the College upon becoming aware of any individual that accessed the Premises and/or the Building and/or College campus pursuant to a rental agreement tested positive for COVID-19 or became symptomatic for COVID-19 or was in close proximity to an another individual that tested positive for COVID-19 or became symptomatic for COVID-19.

- Licensee shall advise all individuals using the Premises, Building and College campus under the Agreement of the foregoing and shall ensure that such individuals have voluntarily accepted and assumed all of the risks associated with using the Premises, Building and College campus under the Agreement. Licensee agrees to indemnify and defend Licensor and CUNY in accordance with the indemnification set forth in Section VIII of the Agreement for any claims related to COVID-19 by individuals using the Premises, Building and/or College campus under the Agreement.

- The Premises shall be cleaned and sanitized by Licensee at the cost and expense of Licensee. All cleaning and sanitizing services shall be performed by duly licensed and insured professionals whose presence at the Premises or the Building or College campus

- Licensees' personnel and their invitees will be required to download and use CUNY's health application before coming onto campus. Until that screen is in place, the college will continue to use its existing health screen, and licensee must provide a list of attendees for the event who will be screened at the campus front gate with the existing NYS Health template with temperature check.

Returning to Campus

The following protocols will be established and publicized prior to the approved return of students,

faculty and staff to their campus, and strictly enforced thereafter.

1. Communications will be sent regarding the implementation of the requirement for providing proof of a negative test or vaccination status, as well as CUNY's surveillance testing policy. Communications and trainings will be provided to ensure that faculty, staff, and students know they must not come in to work if they are sick, and who they must notify 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 (9).

2. Procedure for method of communication for any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider. Instructions on process to notify the Coronavirus Campus Liaison via Coronavirusliaison@csi.cuny.edu (36).

3. Communication of changes to NYS Guidelines, Regulations and Executive Orders including but not limited to periods of quarantine, isolation, and testing of students, or employees per current CDC and NYSDOH guidance and CUNY policies. (4).

4. Process for entry and exit to campus.

B. Testing

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.

C. Tracing and Tracking

Tracing

- If an individual tests positive for COVID-19, the Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will 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 must also notify the Chancellery/COO's Office and the Campus Reopening Committee

- CSI will initially utilize the 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). CSI cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
  - When feasible, CSI 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).
  - CSI will 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). CSI will follow the CDC-issued guidance on how to manage reporting can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html

Tracking

- CSI will follow 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).
- CSI established contacts with local health departments and established a relationship with healthcare systems in the area for treating students and community members (11).
- CSI 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

- Immediately separate faculty, staff, and students 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](#). CSI will follow CDC's Guidance for Shared or Congregate Housing for those that live in campus housing (9).
- Isolation space will be in 1C room 214a - Campus health center 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).
- To the extent possible, CSI will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility (9).

Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, the Liaison will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department 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 must 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)](#), 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 if unvaccinated or vaccinated and displaying symptoms, [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 will take place:

- Individuals who believe they may have COVID-19 and are awaiting test results or have positive test results must notify their Coronavirus Campus Liaison via the screening form or the campus liaison email account (34).
- 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 six feet of a person for more than 10 minutes) (34).

- 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 if unvaccinated or vaccinated and displaying symptoms. 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 receives a negative test result (34).

People who are not identified as close contacts do not need to self- quarantine.

- Once the Coronavirus Campus Coordinator determines that a campus occupant has tested positive for COVID-19, the Coordinator should identify the timeframe (at least 48 hour) for tracing the occupant's behavior. 18).
- CSI will 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, implement the disinfection plan per Section B. Hygiene, Cleaning and Disinfecting. (18).

Student Protocols

- **Protocol if <u>Residential Student</u> has a Confirmed or Suspected Case of COVID-19**
    - If a student has a positive test or symptoms, they will need to quarantine. There are units set aside for isolation and quarantine and will provide the student with a private bedroom and bathroom. It is also important to note that each apartment is equipped with its own HVAC unit and instant water heater. These students will also be reported to the Student Affairs Liaison, who will notify the Campus Coronavirus Coordinator (see contact tracing for more details). The Student Affairs Liaison will work with Dolphin Cove to coordinate testing, food delivery, medication delivery, and academic accommodations. The Student Health Center will also conduct daily check-ins via telemedicine, including remotely monitor students daily via temperature checks and symptom screening and recommend transfer to an on- or off-campus site for clinical evaluation if symptoms advance or the patient requests. Transportation will be made available to and from the location if medical care is needed.
    - At move-in, all students will be provided with masks, a temporal thermometer, a touchless key, and hand sanitizer. Similarly, all isolation units will be stocked with soap, face masks, and temporal thermometers.

- **Protocol if <u>Non-residential</u> Student Taking In-person Classes has a Suspected or Confirmed Case of COVID-19 and Exhibits Symptoms:**

    - A student who either has symptoms of or tests positive for COVID-19 will need to self-isolate until cleared by their medical provider and will not be permitted on campus. Any

confirmed or suspected case of COVID-19 regarding a student must be reported to the Student Affairs Liaison, who will report it to the Campus Coordinator (see contact tracing for more details). The Liaison will coordinate services to the students including: academic accommodations and emergency funding, if qualified.   Student Health Center staff will remotely monitor students daily via temperature checks and symptom screening and recommend a visit to a medical provider for an in-person clinical evaluation if symptoms advance.

- The student will be able to return to in-person, on-campus activities once CUNY's return guidelines are met.

- **Protocol if <u>Non-residential</u> Student Taking In-person Classes has been identified as a direct or proximate contact with someone who has COVID-19:**
- The CDC defines a direct contact as an individual who has had close contact (< 6 feet) for ≥10 minutes. Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop the illness.
- Any confirmed or suspected case of COVID-19 regarding a student must be reported to the Student Affairs Liaison, who will report it to the Campus Coronavirus Coordinator. The Liaison will coordinate services to the students including: academic accommodations and emergency funding, if qualified.   Student Health Center staff will remotely monitor students daily via temperature checks and symptom screening, and they may recommend a visit to a medical provider for an in-person clinical evaluation if severe symptoms present.
- These students may return to campus after the 14-day isolation as long as they remain symptom-free.

Contact Tracing

As a core component of our preventive measures, we will implement **contact tracing measures.** Students taking courses on campus or living on campus who test positive for COVID-19 or suspect they have it, should immediately report this positive test to the Student Affairs Liaison at Coronavirusliaison@csi.cuny.edu The Student Affairs Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will collaborate with the Student Health Center to ensure that the State and local health departments are immediately notified about the case. The Coordinator will also notify the SVC for Institutional Affairs and the Campus Reopening Committee.

In the case of an individual testing positive or there is a suspected case, the Student Health Center will contact the local health department to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state law and regulations.

Through the New York State Contact Tracing Program and in collaboration with CSI Student Health Center, contact will be made with the individual to identify all members of the community who were in close or proximate contact during the time that the individual would have been contagious. Students will be informed if they have had close or proximate contact with a person diagnosed with COVID-19 to stay home or in their living quarters, quarantine, and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Employee Protocols

Sick or Symptomatic Employees
When an employee reports that they are sick or experiencing symptoms of COVID-19, they will be directed to contact Human Resources or the Coronavirus Campus Liaison Coronavirusliaison@csi.cuny.edu They will be advised that they cannot come to campus, should stay home, and contact a health care professional for guidance.

If an employee begins to feel sick while on campus, they will be sent home immediately. If the employee complains of having difficulty breathing or other condition which would present concerns with travel, the employee will be isolated to the extent possible and an ambulance will be called to transport them to a local hospital. All efforts will be made to limit others from being exposed to the potentially sick employee.
Sick employees will be directed to stay home and reminded of the following best practices:
- Do not leave your home except for medical care.
- Separate yourself from other people in your home. as much as possible stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.
- If you have family or friends who are older adults or have chronic conditions, do not visit them if you feel sick.

Additionally, employees will be advised to follow the CDC and NYS Department of Health guidance and health care provider instructions. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html ; https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf

The employee may return to work upon receipt of a negative COVID-19 test result or upon completing at least 10 days of isolation from the onset of symptoms on condition that:
- The employee is 24 hours with no fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved (for example, cough, shortness of breath) **and**
- they provide HR a negative test or a note from a health care provider indicating that they are medically cleared to return to the workplace. Documentation must be dated within 3 days prior to anticipated return to work.

Employees will be instructed to follow the CDC and NYS Department of Health guidelines, and health care provider guidance to determine when it is safe for them to be around others and return to the workplace.
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html
https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf

Returning to Work After a Positive Test
If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from

the onset of symptoms (provided they are fever free for 24 hours without the use of fever reducing medications and COVID-9 symptoms have improved) or 10 days of isolation after the first positive test if they remain asymptomatic, on condition that they provide HR a negative test or a note from a health care provider indicating that they are medically cleared to return to the workplace

Employees Who Were in Close Contact with a Co-worker Who Tested Positive
The New York State 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 infected person was isolated.

When a positive test is reported, staff who were in close contact with the individual who tested positive will be notified by HR, via email and phone, that they may have been exposed and are required to quarantine at home (if unvaccinated or vaccinated and displaying symptoms), and will be encouraged to contact a healthcare provider for guidance. They will be advised by Human Resources to follow the CDC and NYS Department of Health guidelines and their health care providers' guidance for quarantining.
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html;
https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf

Non-essential employees who were in close contact with someone who tested positive for the virus, but are asymptomatic, will be required to quarantine for 10 days if unvaccinated and will be able to work remotely during the quarantine if able to do so. If after 10 days, the employee does not experience symptoms, they may return to work with a negative test.

If they begin to experience symptoms, they will be advised to contact a health care provider and to follow CDC guidelines and health care provider guidance. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
The employee may return to work upon receipt of a negative COVID-19 test result or upon completing at least 10 days of isolation from the onset of symptoms provided that:
- they are 24 hours with no fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved (for example, cough, shortness of breath) **and**
- they provide a note to HR from a health care provider indicating that they are medically cleared to return to the workplace. Documentation must be dated within 3 days prior to anticipated return to work.

Essential Employees:
Essential employees are those employees deemed essential and critical for the operation or safety of the workplace, upon a determination by their supervisor and a human resources/HR representative. In consultation with appropriate state and local health authorities, exposed, asymptomatic unvaccinated essential employees may return to work so long as the employees adhere to the following practices prior to and during their work shift, which should be monitored and documented by the employee's supervisor and the employee:

- Regular monitoring: The employee must self-monitor for a temperature greater than or equal to

100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.

- Wear a mask: The employee must wear a face mask at all times while in the workplace for 10 days after last exposure.
- Social distance: The employee must continue social distancing practices, including maintaining, the state mandated distance from others.
- Clean and disinfect workspaces: Custodial staff must continue to regularly clean and disinfect all areas where the essential employee is assigned, such as offices, bathrooms, common areas, and shared electronic equipment.
- Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 10 days after last exposure.

Employees Assigned to an Area Requiring Disinfection:
Other staff in the department who share workspace with the sick employee, but were not in close contact with them as previously described, will, if necessary, be provided workspace in another area on campus while the office space is being disinfected. The alternative workspace will be identified by Facilities in coordination with the department supervisor, to ensure that necessary equipment and supplies are accessible in the alternative location. If an alternative workspace cannot be identified staff will be directed to work remotely if able to do so. Staff will be able to return to the work space when the Coronavirus Campus Coordinator indicates that it is safe to do so.

Notification and Tracing

If an employee states that they have a suspected case of COVID-19 or tested positive for COVID-Human Resources will report the information to the Coronavirus Campus Coordinator. Appropriate notifications will be made to the State and local health departments, Central Office and the Campus Reopening Committee.

In coordination with the New York State Contract Tracing Program, contact will be made with the affected 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 six feet of a person for more than 10 minutes).

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 if unvaccinated or vaccinated and displaying symptoms. If quarantine is required, per CUNY requirements, 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
Those who are not identified as close contacts do not need to self-quarantine.
Confidentiality will be maintained as required by federal and state law and regulations.

Once the Coronavirus Campus Coordinator determines that a campus occupant has tested positive for COVID-19, the Coordinator will identify the timeframe for tracing the occupant's behavior. CSI

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)

CSI will 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 full PPE. If an outside contractor is used for cleaning instead, CSI will obtain in writing the following information: scope of work, cleaning methods, reoccupancy guidance, products used and associated product data use.

CSI 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. CSI will also determine campus community notification (18).

References

1. **ACE:** American Council on Education, "Recovery 2020: Key Questions and Principles for Campus Leaders," May 15, 2020.
2. **ACHA:** American College Health Association, "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era," May 7, 2020.
3. **AECOM:** AECOM, "Return to Service: Higher Education."
4. **AFT:** American Federation of Teachers, "A Plan to Safely Reopen America's Schools and Communities."
5. **AIHA:** American Industrial Hygiene Association, "Reopening: Guidance for General Office Settings," May 26, 2020.
6. **AZ DOE:** Arizona Department of Education, "Roadmap for Reopening Schools," June 2020.
7. **Back to BU:** Boston University, "Back2BU: Phase I Re-entry."
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